

*Board Agenda March 9, 2016*

**Salem City Board of Education  
Salem, New Jersey 08079  
Board of Education Meeting  
March 9, 2016**

**CALL TO ORDER:** A meeting of the Salem City Board of Education is called to order at \_\_\_\_\_ p.m. in the Salem High School Library located at 219 Walnut Street in Salem, New Jersey 08079.

**OPEN MEETING:** Adequate notice of this meeting has been provided in the local news media and a place of public notice located at the Salem City Board of Education Office, 205 Walnut Street, Salem, New Jersey as required in the Open Public Meeting Act, Chapter 231, P.L. 1975.

**FLAG SALUTE**

**Board Members**

Carol Adams	Joan Hoolahan	Stephanie Walsh
Christopher Colon	Yuenge Groce	Heidi Holden
Daffonie Moore	Katrina Tatem	Laquendala Bentley

**District Representatives:**

Quinton: Alicia Sperry

**Administrators:**

Dr. Patrick Michel Superintendent	Pascale DeVilmé Principal Salem Middle School
Herbert Schectman School Business Administrator	Will Allen VP Salem Middle School
Pamela Thomas Director of Special Services	Michele Beach VP Salem Middle School
Linda Del Rossi Supervisor of Literacy/SS PreK-12	Syeda Woods Principal John Fenwick Academy
John Mulhorn Principal Salem High School	Sharen Cline Supervisor of Early Childhood
Jordan Pla VP Salem High School	Darryl Roberts VP Salem High School

**OTHERS:** Mr. Barbour - Solicitor  
Harold O'Neil - Consultant  
Dr. Theodore Johnson – Consultant

**AUDIENCE PARTICIPATION**

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting. Members of the public are encouraged to speak during the public portion of the meeting. Complaints stated, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion, and action or disposition at a later time/date.

When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the resolution on which you will be commenting.
4. Wait to be recognized before making your comment(s).
5. Limit your comments to the specific resolution.
6. Time is limited to three (3) minutes per person.
7. If your questions or comments pertain to litigation, student or personnel items or negotiations, we would ask that you see the Superintendent after the meeting since we do not discuss these items in public.

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**PRESENTATION**

**Students of the month for February, 2016:**

John Fenwick	Jasmine Castillo	Grade 2	Mrs. McClaren
	Joup Boulware	Grade 2	Ms. Ali
Salem Middle School	Alaysia Abrams	Grade 8	Ms. Bey
	Quadier Adams	Grade 8	Mr. Dixon
Salem High School	Samantha Miller	Grade 12	Mrs. Hudock
	Kiara Spellman	Grade 12	Mr. Gahrs

**Staff Member(s) of the month for February, 2016:**

Salem High School – Regina Ilaria

**PRESENTATIONS**

**Collegewise Chris LaBounty**

**BOARD COMMITTEE REPORTS**

**PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY**

**SUPERINTENDENT'S COMMENTS/REPORTS**

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Motion ( / ) Board to approve regular and executive minutes of February 10, 2016 Board of Education meeting.

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS**

**Board Reports (Exhibit A)**

Motion ( / ) To approve the Board Secretary's reports in memo: **#2-A-E-9/DIST\***.

1. \*Request Board approval of the transfer of the funds as previously approved by the Superintendent pursuant to 18A:22-8.1 for the month(s) of January, 2016.
2. \*Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending January, 2016 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Salem City Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a) 1
3. In accordance with N.J.A.C. 6A:23A-16.10 (c) 2, it is certified that anticipated revenue has changed for the month ending January, 2016 as follows:

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

4. \*Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January, 2016. The Treasurer's Report and Secretary's Report are in agreement for the month of January, 2016 pending audit.
5. Pursuant to N.J.A.C. 6A: 23A-16.10 (c) 4, the Salem City Board of Education certifies for the month ending January, 2016 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
6. To approve the Payment of Bills and Purchase Report:  
From the General Account for Balance as summarized on attached board memo(s)  
To approve Purchases Report for **February, 2016 \$89,257.92**  
  
To approve Payment of Bills for **March, 2016**  
**General Account \$804,964.66      Food Service \$102,109.49**

Confirmation of payrolls for February 2016  
**February 15, 2016** General Acct. Transfer **\$692,138.95**  
**February 29, 2016** General Acct. Transfer **\$707,668.88**

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**Miscellaneous**

Motion ( / ) Board to Approve: **#2-F-9/DIST**

- 1. Board to approve sending the following homeless student to the Middle Twp School District for the 15-16 SY effective 2/16/16:

<u>Initials</u>	<u>Grade</u>	<u>Tuition Expense</u>
A.M.	K	\$5,116.53

Board to approve receiving the following homeless student from the Camden City School District effective 9/22/15 – 1/13/16:

<u>Initials</u>	<u>Grade</u>	<u>Tuition Revenue</u>
C.J.	2 <sup>nd</sup>	\$5,558.64

Board to approve sending the following resource home student to the PG-CP Regional School District for the 15-16 SY effective 2/18/16:

<u>Initials</u>	<u>Grade</u>	<u>Tuition Expense</u>
K.R.	3 <sup>rd</sup>	\$5,065.33

- 2. Board to approve the maximum travel expenditure resolution in accordance with the NJAC 6A:23A-7.3.

**MAXIMUM TRAVEL EXPENDITURE**

- WHEREAS,** Pursuant to *N.J.S.A.* 18A:11-12, in each pre-budget year, the Salem Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and
- WHEREAS,** The Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds; and
- WHEREAS,** The Board of Education had previously established a maximum amount for the pre-budget year 2015-2016 as \$100,000 and
- WHEREAS,** The Board of Education has expended \$14,485 of the maximum amount for the pre-budget year to date; and
- WHEREAS,** The Board of Education has not elected to exclude travel expenditures supported by federal funds from the maximum travel expenditure amount; and
- WHEREAS,** The board has determined that the total amount of travel expenditures supported by federal funds is \$1,025 for the pre-budget year to date; and
- WHEREAS,** The board has determined that the total amount of travel expenditures supported by federal funds for the school year 2016-2017 is \$30,000, be it
- RESOLVED,** That the Salem City Board of Education hereby establishes the maximum travel expenditure amount for the 2016-2017 school year as \$100,000.

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**Budget**

Motion (            \            ) Board to Approve: **#2-G-9/DIST**

- Board to approve the Adoption of the 2016-2017 School Year Tentative Budget:

BE IT RESOLVED, that the tentative budget be approved for the 2016-2017 School Year and the Secretary to the Board of Education be authorized to submit the tentative budget to the Salem County Executive Superintendent of Schools for approval as follows:

**BE IT RESOLVED** to approve the 2016-2017 school district budget:

	<b>Budget</b>	<b>Local Tax Levy</b>
General Fund	\$21,218,948	\$2,392,321
Special Revenue	\$ 3,635,990	
Debt Service	<u>\$ 323,594</u>	<u>\$ 111,421</u>
	<u>\$25,178,532</u>	<u>\$2,503,842</u>

**AND BE IT RESOLVED**, to approve the 2016-2017 school district budget.

**RESOLVED**, that taxes should be raised from the City of Salem in the amount of \$2,392,321 for the General Fund for the 2016-2017 school year.

**WHEREAS**, the District needs to appropriate money from the excess surplus for the 2015-2016 budget in the amount of \$319,341, and

**WHEREAS**, the District makes the following assurances: 1.) No other line item balances are or will be available, 2.) No other emergency reserves or maintenance reserves (for maintenance purposes) are available for transfer, 3.) The transfer is for T&E purposes OR to ensure health and safety of students\or staff, 4.) any unbudgeted or under-budgeted revenue or excess (under projected) unreserved undesignated fund balance has been utilized, and

**NOW**, Therefore, be it resolved that Salem City School District shall appropriate excess surplus the amount of \$319,341 to be used for the 2016-2017 school year.

**STUDENT MATTERS HIGH SCHOOL**

Motion (            /            ) Board to Approve: **#4-A-9/HS**

- Board to approve the following High School field trips:

Boeing Helicopters Trip Ridley Park, PA 8:00 am – 2:00 pm	March 11, 2016 25 students	Mr. Bartholomew, Mrs. Derham, Mrs. LoMonico 3 subs 1 bus
EERC Gloucester Landfill Salem & Swedesboro, NJ 8:00 am – 2:30 pm	March 18, 2016 30 students	Mr. Bartholomew, Mrs. Derham, Mrs. LoMonico 3 subs 1 bus
Involving Youth in Local Decision Making Rutgers, Camden NJ 8:00 am – 2:30 pm	March 24, 2016 10 students	Mr. DeStefano, Mrs. Thompson 1 sub 1 bus
Wastewater Treatment Plant Warminster, PA 8:30 am – 2:30 pm	April 1, 2016 30 students	Mr. Bartholomew, Mrs. Derham, Mrs. LoMonico 3 subs 1 bus

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IB World Student Conference Les Roches International School of Hospitality Management Bluche, Switzerland TBD	July 3-9, 2016 19 students	6 Chaperones (YBD) All costs TBD
Costs	Subs: \$1250 Trans: \$905.16	Various Accounts 15-000-270-512-03-SHS

**Home Instruction: In/ Out of District/Residential**

Motion (            /            ) Board to Approve: **#7-C-9/DIST**

1. Board to approve the following students for home instruction:

<b>Student ID</b>	<b>Health Care/Teacher</b>	<b>Costs (Prorated)</b>	<b>Dates</b>	<b>Account #</b>
6566857214	Anwar Golden	\$29/hr 2 hrs/day 10/hrs/wk	2/17/2016	11-219-100-101-00-CST
1693416255	Melissa Skinner	\$29/hr 2 hrs/day 10/hrs/wk	1/22/2016	11-219-100-101-00-CST
01230132	Shaun Brauer	\$29/hr 5/hrs/wk	2/22/2016	11-150-100-101-00-BUS
01240155	Tara McDermott	\$29/hr 5/hrs/wk	2/9/2016	11-150-100-101-00-BUS

**STUDENT MATTERS Non HIGH SCHOOL**

Motion (            /            ) Board to Approve: **#4-A-9/NHS**

1. Board to approve the following field trips for Salem Middle School:

Woodstown High School Woodstown, NJ 7:30 am – 7:00 pm	March 12, 2016 Odyssey of the Mind Student Competition 16 students	Allyson Bey, Sharon Montgomery, Michelle Stanisce, Brittany Taylor 1 bus (FSAF)*
Pittsgrove Middle School Pittsgrove, NJ 11:45 am – 2:00 pm	March 31, 2016 Academic League Competition 14 students	Karen Braun 1 bus
TCNJ Ewing, NJ 7:10 am – 9:00 pm	June 10, 2016 Play United Club Bowling Competition 20 students	Jaime Bacon, Melissa Skinner 1 sub 1 bus (20-XXX)
Carolier Bowl East Brunswick NJ 10:30 am – 4:00 pm	April 2, 2016 Bowling Competition 11 students	Jaime Bacon, Melissa Skinner, Rebecca Stanton 1 bus (20-XXX)
Costs	Subs: \$125	15-212-100-101S-02-SMS

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Rutgers Day State Univ. of NJ Piscataway/New Brunswick 8:00 am – 6:00 pm	April 30, 2016 Approximately 20 students (SMS) Positive Impact	Ms. Roots, Mr. Hughes, Mrs. Busch, Mr. Moore
Cost	Bus: \$1050 – Charter (Split with SHS)(Positive Impact)	62-010-100-800-02-SMS*

**Miscellaneous**

Motion (                 /                 ) Board to Approve: **#7-D-9/NHS**

- Board to approve for student #01260097 to finish the 2015-2016 school year at John Fenwick Academy. The family has relocated to Pennsville; he is a 2<sup>nd</sup> grade student at JFA, his parents will provide transportation.

**PERSONNEL / NON-HIGH SCHOOL**

**Retirement/Resignation**

Motion (                 /                 ) Board to Approve: **#8-A-9/NHS**

- Board to approve the retirement of Gloria Richmond as secretary at Salem Middle School effective June 30, 2016.
- Board to approve the resignation of Elizabeth Jane Blevins as Attendance/Guidance secretary at Salem Middle School effective April 29, 2016.

**Financial Request**

Motion (                 /                 ) Board to Approve: **#8-D-9/NHS**

- Board to approve the change of salary:  
Sharon Montgomery from BA08 - \$57,034\* to MA+30 08 \$60,084\* effective January 1, 2016.  
(Transcripts have been received)  
\*Salary will remain the same (2014-2015) and will be adjusted if applicable after contracts are ratified.
- Board to approve the following staff as substitutes teachers for the Family Friendly Center After-School Program for the 15-16 SY, from March 10 through June, 2016.  
Shakema Bagby                 Ruqayyah Ali                 Karen Pastor  
Rate \$26\*/hr., 2.5 hours/day.  
\*Rate will remain the same (2014-2015) and will be adjusted if applicable after contracts are ratified.

**PERSONNEL / Dist-HIGH SCHOOL**

**Employment**

Motion (                 /                 ) Board to Approve: **#8-C-9/DIST**

- Board to approve the following substitute(s) for 15-16 SY:  
James Watson                 Sub Cert (returning)  
Caleb Landolfi                 Sub Cert

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**Financial Request**

Motion (                 /                 ) Board to Approve: **#8-D-9/HS**

1. Board to approve the following contract stipend position:

Kathleen Hibbard    Theatre Business Manager    \$333\*

\*Stipend will remain the same (2014-2015) and will be adjusted if applicable after contracts are ratified.

2. Board to approve the Spring 2016 Athletic Coaching Positions:

Tennis (Boys) Head Coach                      Curtis Schofield                      \$3346\*

Track (Boys) Assistant Coach                  Lamont Johnson                      \$2230\*

Track (Girls) Assistant Coach                  Katrina Maddox                      \$2230\*

\*Stipend will remain the same (2014-2015) and will be adjusted if applicable after contracts are ratified.

**Curriculum /Professional Development**

Motion (                 /                 ) Board to Approve: **#11-9/DIST**

1. Board to approve the following out of district professional developments:

Staff Member	Building	Admin. Approving	Title	Date of Program	Location	Registration and Mileage Cost
Pascale DeVilme'	SMS					\$87.50    -0-
Pamela Thomas	CST	Dr. Michel	Education Expo	4/15/2016	Rowan University	15-000-244-500-02-SMS \$25.00    -0-
Syeda Woods	JFA					11-000-219-800-00-CST \$87.50    -0-
Shikeena Lynard	SHS	John Mulhorn	PGC/Glazier Basketball Clinic	4/28/2016 4/30/2016	Bally's Atlantic City NJ	-0-    -0-
Bobbie Shuman	CST	Pamela Thomas	Transportation Meeting (Yearly)	2/29/2016	200 County House Road, Clarksboro NJ	-0-    \$14.70 11-000-219-592-00-CST
Kathleen Hibbard	SHS	John Mulhorn	Jostens Spring Workshop	5/06/2016	GCIT Sewell NJ	-0-    -0-
Darryl Roberts	SHS	John Mulhorn	DAANJ State Conference 2015-2016	3/22/2016 Through 3/25/2016	Atlantic City	\$350.00    -0- 15-402-100-500-03-SHS
Dr. Michel Syeda Woods	DIST JFA	Dr. Michel	Connecting the Dots between Comprehension Research & Practice	3/14/2016	Conshohocken PA	-0-    -0-

**Monthly Reports**

Motion (                 /                 ) Board to Approve: **#13-9/DIST**



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**Policy/Job Descriptions**

Motion (        /        ) Board to Approve: **#14-9/DIST**

1. Board to approve the 2<sup>nd</sup> Reading and Adoption of the following board policy(s).  
5141.9        Automated External Defibrillator  
5141.25       Administration of Medical Marijuana  
6171.3        At-Risk & Title 1
2. Board to approve the revised School Calendar for the 2015-2016 school year:  
(Snow day 1-25-2016) (attached)

**Miscellaneous**

Motion (        /        ) Board to Approve: **#15-9/DIST**

1. Board to approve the following volunteer coaches for Spring 2016:  
(pending fingerprinting)  
Baseball:       Tyler Lycuer and PJ Pankok  
Softball        Jordan Cline

**EXECUTIVE SESSION**

Motion (                /                ) Board to adopt the following Resolution to go into executive session at \_\_\_\_\_:

*RESOLUTION*

BE IT RESOLVED by the Board of Education of Salem City that in compliance with "The Open Public Meeting Act", P.L., 1975, C. 173, NJSA 10:4-6 et seq., that the Board shall move to a closed portion of this meeting from which the public is excluded for the purpose of discussing a matter or matters permitted to be so discussed by that Act.

The general nature of the matter(s), which the Board intends to discuss, is: \_\_\_\_\_

Minutes of such discussions shall be taken and released as soon as permitted by law in accordance with the specific individual topic discussed.

The Board shall take action as a result of such discussions only in an open to the Public session unless there is an express provision of law authorizing or requiring that such action be taken in a closed to the Public portion of a Board Meeting.

**RETURN TO REGULAR SESSION**

Motion (                /                ) Board to return to open session at \_\_\_\_\_.

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**NEW BUSINESS:**

Motion (                    /                    ) Board to Approve:

**ADJOURNMENT**

Motion (                    /                    ) Board to adjourn the March 9, 2016 meeting of the Salem City Board of Education at \_\_\_\_\_.