

*Minutes September 9, 2015*

**Salem City Board of Education  
Salem, New Jersey 08079  
Board of Education Meeting  
September 9, 2015**

A meeting of the Salem City Board of Education is called to order at 6 p.m. in the Salem High School Library located at 219 Walnut Street in Salem, New Jersey 08079.

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:** Led by Yuenge Groce

**Board Members**

Carol Adams	Julian LeFlore (Left 6:40PM)	Joan Hoolahan
Christopher Colon	Yuenge Groce	Stephanie Walsh (Absent)
Daffonie Moore (Absent)	Katrina Tatem (Absent)	Heidi Holden

**District Representatives:**

Quinton: Richard Watson (Absent)

**Administrators:**

Dr. Patrick Michel, Superintendent	Pascale DeVilmé, Principal-Salem Middle School
Deborah Piccirillo, School Business Administrator	Will Allen, Vice Principal-Salem Middle School
Pamela Thomas, Director of Special Services (Absent)	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
Jennifer Pell, VP Salem High School (Absent)	Darryl Roberts, VP Salem High School
<b>OTHERS:</b> Mr. Barbour - Solicitor (Arrive 6:05PM)	Dr. Theodore Johnson – Consultant (Arrive 6:06PM)

**AUDIENCE PARTICIPATION: None**

Motion (Colon\Holden) Board to approve regular minutes 9/12/15, and Board Retreat minutes 8/03/15 & 8/4/15 Board of Education meeting.

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS**

**Board Reports (Exhibit A)**

Motion (Colon\Holden) To approve the Board Secretary's reports in memo: **#2-A-E-3/DIST\***.

- A. \*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 July 2015.
- B. \*Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending July 2015 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  
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 July 2015 as follows:

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

\_\_\_\_\_  
Date

- C. \*Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of July 2015 The Treasurer's Report and Secretary's Report are in agreement for the month of July 2015 pending audit.

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- D. Pursuant to N.J.A.C. 6A: 23A-16.10 (c) 4, the Salem City Board of Education certifies for the month ending July 2015 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.
- E. 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 August 2015 **\$ 2,492,935.69**  
To approve Payment of Bills for September 2015  
General Account **\$1,154,688.29** Food Service **\$18,811.11**  
Confirmation of payrolls for August 2015  
**August 13, 2015** General Acct. Transfer **\$192,187.64**  
**August 27, 2015** General Acct. Transfer **\$158,955.81**

**Motion unanimously approved**

**Bids/Awards/Contracts**

Motion (Colon\Holden) Board to Approve: **#2-F-3/DIST**

1. Board to approve the satellite vending contracts with Mannington Township School District and Elsinboro Township School District for the 2015-2016 school year to provide vended meals.

**Motion unanimously approved**

6:04 Roger Barbour arrives

**Miscellaneous**

Motion (Colon\Holden) Board to Approve: **#2-G-3/DIST**

1. Board to approve a \$0.10 increase for second lunch prices for the students and breakfast and lunch prices for the staff due to the requirements of the Healthy, Hunger-Free Kids Act of 2010. The Salem City School District lunch and breakfast full prices for the 15-16 school year will be as follows:

	<u>Lunch</u>	<u>Breakfast</u>
JFS	\$2.35	N/A
SMS	\$2.50	N/A
SHS	\$2.50	N/A
Staff	\$3.60	\$2.40

2. Board to approve to contract with Thomas Chiola for Professional Development with PreK-2 teachers at a cost of \$7,300.00.

Funds available in #20-231-200-300-22-SPP (NCLB-Title I Funds – 2015-2016)

Board to approve to contract with ALATNJ (Association for Language Arts Teachers of NJ) for Professional Development at a cost of \$8,759.95.

Funds available in #20-231-200-300-00 (NCLB – Title I Funds – 2015-2016)

3. Board to approve the following resolution:

The Board of Education of the Salem City School District, County of Salem, State of New Jersey, as provided for in Chapter 172 Laws 1979 (herewith enrolls Salem High School as a member of the New Jersey Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA.

This resolution to continue in effect until or unless rescinded by the Board of Education and shall be among the policies adopted annually by the Board. Pursuant to N.J.S.A. 18A:11-3, in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by, the Constitution, Bylaws, and Rules and Regulations of the NJSIA.

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4. Board to approve the revised cost per evaluation for the following Bilingual Learning Consultant, Psychologist and Social worker from \$300.00 per evaluation to \$325.00 per evaluation. Account #11-000-210-320-00-CST
5. Board to approve to contract with Anthony di Battista Ph.D. to expand and refine the International Baccalaureate Program in the Salem City School District.  
Costs: \$500/day x 2 days /month x 10 months = \$10,000 #15-000-240-300-03-SHS
6. Board to approve the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) 2015 Revisions for the 2015-2016 School Year.
7. Board to approve and review the School Self-Assessment for Determining Grades under the Anti-Bullying for submittal to the Department of Education for the 2014-2015 SY.
8. Board to approve to accept the Mini-Grant, to SBYSP, Salem High School in the amount of \$5000 by the Youth Service Commission, to provide an after school program. A Program Leader will be employed at \$26/hr not to exceed \$1820 (1.4 hrs/day x 4 days @ 14 weeks). Groups will be held from 2:45 – 4:00 pm Monday through Thursday from September through December 2015.
9. Board to approve:

*NJASBO Guidance for P. L. 2015, Chapter 47  
Report of Awarded Contracts – due by July 1*

Pursuant to PL 2015, Chapter 47 the Salem City Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

**Motion approved by roll call vote of 6-0-0; Ayes: Adams, Colon, Holden, Hoolahan, LeFlore and Groce. Nays: 0 Abstain: 0**

**STUDENT MATTERS HIGH SCHOOL**

**A. Field Trips #4-A-3/HS**

1. Motion (Colon\Hoolahan) Board to approve the following high school field trips:

DuPont Academic League Match Salem County Vo Tech 8:30 am – 11:00 am	September 24, 2015 20 students	Mr. Carney, Mr. Merritt, Mrs. Mutter 2 subs 1 bus
State Board Meeting FBLA Officer Rutgers, Piscataway, NJ 6:45 am – 3:00 pm	September 25, 2015 1 student	Mrs. Landolfi 1 sub, 1 bus
Performance at District Meeting Kemble United Methodist Church 8:00 am – 1:30 pm	October 10, 2015 16 students	Mrs. Cottman-Pierangeli 1 bus
FBLA Fall Leadership Conference Pines Manor, Edison, NJ 6:00 am – 4:00 pm	October 10, 2015 7 students	Mrs. Landolfi 1 substitute 1 bus
DuPont Academic League Match Penns Grove HS 8:30 am – 11:00 am	January 14, 2016 20 students	Mr. Carney, Mr. Merritt, Mrs. Mutter 2 subs 1 bus
DuPont Academic League Match TBD	January 27, 2016 20 students	Mr. Carney, Mr. Merritt, Mrs. Mutter 2 subs 1 bus
Costs:	Subs: \$1000.00 Buses: \$1368.52	Various Accounts #15-000-270-512-03-SHS

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2. Board to approve the Father Engagement Activity with 300 participants, this activity is funded via One Time Monies provided by the Division of Children and Families, targeted toward a Father Engagement Activity. The total amount provided by the Division is \$3050. The remaining balance of \$450 will come from the School Based Youth Services account.

Board approval for payment of vendors for the Father Engagement activity above.

300 participants

METZ	Hot Dogs, Hamburgers, Drinks	\$ 1,800
S&H Concession	Cotton Dandy, Nachos, Funnel Cake	\$ 1,200
David Minor	Provision of Movie, (includes screen, setup)	\$ 500

Acct#100-435-600-03-SHS

**Motion unanimously approved**

6:10 Dr. Johnson Arrives

**B .Student Graduations #5-A-3/HS**

Motion (Colon\Holden) Board to Approve: **#5-A-3/HS**

1. Board to approve to officially certify that the following students receive the Salem High School diploma for satisfactory completion of the Salem Board of Education and the State of New Jersey requirements for high school graduation.

Malik Anthony Moyer

Marlon Linell Spence, Jr.

Rashawn James Williams Jr.

**Motion approved by roll call vote of 6-0-0; Ayes: Adams, Colon, Holden, Hoolahan, LeFlore and Groce.**

**Nays: 0 Abstain: 0**

**C. Home Instruction: In/ out of district/residential**

Motion (Colon\Holden) Board to Approve: **#7-C-3/DIST**

1. Board to approve the following out of district students:

Student ID	Health Care/teacher	Costs (Prorated)	Effective Date	Account #
3660508584	Pineland	\$47,262.00	9/1/15-6/30/16	11-000-100-566-00-CST
4607151163	Pineland	\$47,262.00	9/1/15-6/30/16	11-000-100-566-00-CST

**Motion unanimously approved**

**D. Miscellaneous #7-D-3/HS**

Motion (Colon\Holden) Board to Approve: **#7-D-3/HS**

1. Board to approve for Mr. and Mrs. Robert Iverson to allow their son, #01160007 to attend his senior year 2105-2016 at Salem High School. They moved to Penns Grove and will provide their own transportation.
2. Board to approve for G. R. to attend Salem High School for the 2015-2016 school year. He is the son of Kathryn Reese, 4<sup>th</sup> grade Teacher at Salem Middle School. She will provide transportation.

**Motion unanimously approved**

**STUDENT MATTERS Non HIGH SCHOOL**

**A. Student Activities #4-A-3/NHS**

Motion (Colon\Holden) Board to Approve: **#4-A-3/NHS**

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

Christiana Skating Center Newark DE 8:30 am – 12:00	December 4, 2015 February 22, 2016 April 22, 2016 Salem Pride/VIP winners Approx. 100 students No costs to student	Mr. Allen or Mrs. Beach Various Faculty & Inst. Assistants 3 buses x 3
Costs:	Admission: \$1050.00 Buses: \$2715.31	15-190-100-500-02-SMS 15-000-270-512-02-SMS

**Motion unanimously approved**

**B. Miscellaneous #7-D-3/NHS**

Motion (Colon\Holden) Board to Approve: **#7-D-3/NHS**

1. Board to approve for N.W. to attend JFA pre-school for the 2015-2016 school year. He is the son of Sharon Montgomery Salem Middle School Literacy Teacher. Ms. Montgomery will provide transportation for her son.

**Motion unanimously approved**

**PERSONNEL DIST/ HIGH SCHOOL**

**A. Employment**

Motion (Colon\Holden) Board to Approve: **#8-C-3/HS**

1. Board to approve the employment of Louise Jakub-Cerro as a Science Instructor at Salem High School, start date to be determined for the 2015-2016. Ms. Jakub-Cerro's salary will be \$82,621.00\* prorated (MA Step 16).

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

2. Board to approve the employment of Jordan Pla as Vice Principal of Salem High School, at \$80,000\* (prorated) from start date (TBD) to June 30, 2016.

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

3. Board to approve the following Substitutes (returning and new) for 15-16 SY

Brenda Bundy	John Mosley	Tracy Scull (nurse)
Bill Nelson	Debra Braxton	Donna O'Leary
Lydia Chapman	Nancy Parker	Alyssa Cocking
Joanne Nelson	Kevin Collins	Kimberley Perkins
Marie Devlin	Danielle Shapiro	Raymond Konrady
James Madara	Crystalle Marshall	Jonathan Weigler
Frances Ponti	Robert Wayne	Diane Mack
Elton Suah	Barry Porch	Brittany Keen
Marie Kemm	Dorothy Gordon	Rachael Ridgway
Gary Hankins	Sarah Ridgway	Ava Harvey
Kristen Sanders	Francis Jackson	Valerie Spence-Lacy
Ivera Johnson	Aiden Suiter	Erica Fox
Albert Fisher IV	Rachel Sickler	

**New Substitutes:**

Angela Parker	Salem, NJ	Sub Cert.
Judeth Hooper	Pennsville, NJ	Sub Cert.

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Ida Washington  
Dietra Bailey  
Michael Napolsky

PennsGrove, NJ  
Maple Shade, NJ  
Oaklyn, NJ

CE Substance Awareness Coordinator  
Standard Preschool-Grade 3  
Standard Teacher of Physical Science

**Motion unanimously approved**

**B. Financial Request:**

Motion (Colon\Holden) Board to Approve: **#8-D-3/HS**

1. Board to approve to establish the position of Choreographic Director. This position is not in the contract book but will take the place of the open position of Gospel Choir Director which will not operate this year, stipend is \$771.
2. Board to approve the following contract stipend positions:

**Department Chairpersons:**

Suzanne Landolfi	Applied Academics (4)	\$1101
Christine C-Pierangeli	Fine Arts (5)	\$1101 + \$33
Helen Hall	Counseling/Special Services (3)	\$1101
Scot Levitsky	Health/Phys. Ed.	\$1101
Edward DeStefano	Humanities (4)	\$1101
Victor Boone	Language Arts (6)	\$1101 + \$66
Anne Hudock	Mathematics (7)	\$1101 + \$99
Brian Leonard	Science (5)	\$1101 + \$33
Steve Sheffield	Special Education (8)	\$1101 + \$132
Rachel Bartlett	World Languages (4)	\$1101

**Other Positions**

Jonathan Botbyl	Band Advisor	\$3762
Christopher Lindsay	Asst. Band Advisor	\$771
Renee Murray	Choral Advisor	\$1195
Christina C-Pierangeli	Choreographic Director	\$771
Anne Hudock	Class Advisor - Freshman	\$369
Miranda Clour	Class Advisor – Sophomore	\$737
Leslie Gonzalez	Class Advisor – Junior	\$1284
Rachel Bartlett/Lisa Poinsett	Class Advisors – Senior	\$1558*
Lisa Mutter	Director of Audio/Visual Services	\$1103
Susan Nitshe	District Chairperson of School Health	\$857
Kristen Unger	National Honor Society Advisor	\$276
		(Prorated 12/15-6/16)
Rachel Bartlett	Student Council Advisor	\$895
Victor Boone	Teacher of Detention	\$24/hr*
Anne Hudock	Theatre Arts Advisor	\$3460
Renee Murray	Theatre Arts Music Director	\$1730
OPEN	Theatre Business Manager	\$333
Sara Lamont	Walnut Street Journal	\$847
Kathleen Hibbard	Yearbook Advisor	\$2937

\*shared stipend

Teachers of Students with Special Needs to be reimbursed for any extra supplies that they purchase for their students not to exceed \$145.00 for the period September to January and \$145.00 for the period February to June for supplies upon submission of documentation/receipts .

Kristina Bergman	Tracie LoMonico	Lisa Poinsett
Jeffrey James	Christina Lord	Steve Sheffield

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Michele Leach Colleen Mitchell

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

- 3. Board to approve the Fall 2015 Coaching Position:  
Soccer- Girls Assistant Coach JV \$1697 Kerry Hars
- 4. Board to approve Substitutes for the District Substitute Call-In Clerk:  
Jackie Trout or Donna Struss @ \$32.00 per day  
Accounts: 15-000-211-100X-(01 JFS) – (02-SMS) – (03-SHS)

**Motion approved by roll call vote of 6-0-0; Ayes: Adams, Colon, Holden, Hoolahan, LeFlore and Groce. Nays: 0 Abstain: 0**

**PERSONNEL Non-High School**

**A. Employment**

Motion (Colon\Holden) Board to Approve: **#8-C-3/NHS**

- 1. Board to approve for Donna Moore to cover a maternity leave at John Fenwick Academy from September 1, 2015 through November 10, 2015. Salary will be \$51,084 BA00 prorated. Ms. Moore will return to her Para Professional position at the end of the coverage.

**Motion unanimously approved**

**B. Financial Request:**

Action (Colon\Holden) Board to Approve: **#8-D-3/NHS**

- 1. Request approval to conduct a "Focus on Education" after school program for grades 3-8 Monday through Thursday from 3:00 p.m. – 5:00 p.m. beginning on October 13, 2015, through April 28, 2016, with professional development for teachers on October 8<sup>th</sup>. The program will focus on students who are below grade level in literacy and math.

Grade 3	Angela Crowley	Math and English Language Arts
	Stacey Pino	Math and English Language Arts
Grade 4	Tara McDermott	Math and English Language Arts
	Katherine Starn	Math and English Language Arts (2 days)
	Allyson Bey	Math and English Language Arts (2 days)
Grades 3-4	Christa Ricker	SE/IEP Support (2 days)
	Kim Osman	SE/IEP Support (2 days)
Grade 5	Rick Gazzola	English Language Arts
	Brittany Taylor	Math
Grade 6	Justin Newell	English Language Arts
	Hugh Dixon	Math
Grades 7/8	Nicole Boyce	English Language Arts
	Veronica Shute	Math
Grades 5-8	Kathy Eck	SE/IEP Support (2 days)
Substitutes:	Maerena Poole	Shaun Brauer
	Jennifer Rufino	Rachel Fernicola

Site Coordinator – Linda DelRossi @ \$100.00/day stipend x94 days = \$9400.00  
(substitute site coordinators: Pascale DeVilme', Michelle Beach)  
12 Teaching positions @ \$80.00/day stipend = \$88,320.00.

Account #20-231-100-100F-02-SMS & #20-231-200-100F-02-SMS

**Motion unanimously approved**

**C. Miscellaneous:**

Motion (Colon\Holden) Board to Approve: **#8-E-3/HS**

1. Board to approve the following leave of absence:

Leave of Absence	Type of Leave	Leave Request	Fed Med Leave (max 90 days)	Time usage of FMLA	NJ Family Leave (max 90 days)	Time Usage of FLA	Use of Sick Days	Unpaid Leave	Extended Leave	Return Date
JF	Medical	9/1/15 9/28/15	N/A	N/A	9/1/15 9/28/15	4 wks	N/A	9/1/15 1/1/16	9/29/15 1/1/16	1/4/16

**Motion unanimously approved**

**Curriculum /Professional Development**

Motion (Colon\Holden) Board to Approve: **#11-3/DIST**

1. Board to approve the out of district professional development for the staff listed:

Staff Member	Building	Admin. Approving	Title	Date of Program	Location	Registration and Mileage Cost
Cameron Smith	SHS	John Mulhorn	2015 National Dropout Prevention Network Conference	10/25/15 through 10/28/15	San Antonio TX	Registration - \$ 480.00 Flight/Motel \$1015.85 20-231-200-500F-03-SHS
Helen Hall Regina Gatson David Hunt	SHS	John Mulhorn	2015 New Jersey Counselor Association - Annual Fall Conference	10/11/15 through 10/12/15	Ocean Plaza Resort and Spa, Long Branch NJ	Registration- \$585.00 Hotel – \$694.05 Travel Fee \$135.00 15-000-218-500-03-SHS
Valerie Bey Laura Trout	JFA	Syeda Woods	Highscope Online Training COR Advantage	09/07/15 through 10/12/15	On-Line Training JFA	\$250.00 \$250.00 20-218-200-320-00-JFS
Heidi Bower	SHS	John Mulhorn	Advanced Orthopedic Sports Medicine Seminar	09/15/15	Mullica Hill NJ	0 -0

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

**Motion unanimously approved (LeFlore Abstained)**

**Monthly Reports**

Motion (Colon\Holden) Board to Approve: **#13-3/DIST**

1. Board to approve monthly reports for filing:

**Motion unanimously approved**

**Policy**

Motion (Colon\Holden) Board to Approve: **#14-3/DIST**

1. Board to approve 2<sup>nd</sup> Reading and Adoption of the following board policy(s)

6163.1 Media Center/Library

Board to approve for 1<sup>st</sup> Reading of the following board policy (s):

4112.8 Nepotism

**Motion approved by roll call vote of 6-0-0; Ayes: Adams, Colon, Holden, Hoolahan, LeFlore and Groce.**

**Nays: 0 Abstain: 0**



**Miscellaneous**

Motion (Colon\Holden) Board to Approve: #15-3/DIST

1. Board to approve the following board members and administrators to attend the 2015 New Jersey School Board Convention held in Atlantic City from October 27, 2015 through October 29, 2015.

Chris Colon	Carol Adams	Katrina Tatem
Heidi Holden	Stephanie Walsh	Daffonie Moore
Joan Hoolahan	Julian LeFlore	Yuenge Groce
Dr. Amiot P. Michel, Superintendent		
Deborah Piccirillo, School Business Administrator		
Will Royster, District Maintenance Supervisor		

**Motion unanimously approved**

**PRESENTATION**

International Baccalaureate Students shared their experience in Barcelona, Spain.

LeFlore – Left 6:40PM

Introduction of Dr. Gorman - President Salem Community College

Ralph Padilla - Presentation of School Self Assessment Program

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

Ms. Syeda Woods, Mrs. Pascale Devilmé and Mr. John Mulhorn update the board with each schools reports.

**BOARD COMMITTEE REPORTS**

Joan Hoolahan-Personnel Committee agrees with the Superintendent recommendations. Facilities look good.

**EXECUTIVE SESSION**

Motion (Adams\Holden) Board to adopt the following Resolution to go into executive session at 7:04PM

***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: Personnel.

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 (Colon\Hoolahan) Board to return to open session at 7:36PM.

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**NEW BUSINESS:**

Motion (Colon\Holden) Board to Approve:

Board to approve to suspend Keith Sumiel with pay pending outcome of court case.

**Motion unanimously approved**

**ADJOURNMENT**

Motion (Colon\Hoolahan) Board to adjourn the September 9, 2015 meeting of the Salem City Board of Education at 7:40PM.

**Motion unanimously approved**

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Deborah A. Piccirillo  
School Business Administrator/Board Secretary  
DAP\ds