

Board Agenda December 14, 2016

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
December 14, 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: Corey Ahart - Solicitor 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 November 2016:

John Fenwick	Cameron Vile	Grade 2	Mr. Tunstall
	Da'Zire McCall	Grade 2	Ms. Ali
Salem Middle School	Mech'E'La Brittingham	Grade 5	Mr. Day
	Quaron Staton	Grade 5	Ms. Taylor
Salem High School	Anthony Robinson	Grade 9	Ms. Lynard
	Aliyah Thomas	Grade 10	Mr. Levitsky & Mr. O'Brien

Staff Member(s) of the month for November 2016:

John Fenwick Academy Heather Meehan – Teacher of Preschool

PRESENTATIONS

Auditors – Presentation of the School Audit
Michael J. Welding, CPA, RMA, Partner
Shawn M. Glynn, CPA, Supervisor
BOWMAN & COMPANY LLP

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 November 9, 2016 Board of Education.

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS

Board Reports (Exhibit A)

Motion (/) To approve the Board Secretary's reports in memo: **#2-A-E-6/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 of October 2016.

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

Board Secretary

Date

- C. *Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2016 The Treasurer's Report and Secretary's Report are in agreement for the month of October 2016 pending audit. (Attachment)

- D. Pursuant to N.J.A.C. 6A: 23A-16.10 (c) 4, the Salem City Board of Education certifies for the month ending October 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.

- 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 November 2016

November **\$246,375.32**

To approve Payment of Bills for December 2016

General Account **\$996,050.77** Food Service **\$228,354.53**

Confirmation of payrolls for November 2016

November 15, 2016 General Acct. Transfer **\$710,912.57**

November 30, 2016 General Acct. Transfer **\$711,451.57**

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Miscellaneous

Motion (\) Board to Approve: **#2-F-6/DIST**

1. Board to approve:
Resolved, that the Board of Education to authorize Herbert Schectman, Business Administrator, to provide information to Synnergy, LLC to allow the company to perform an in-depth analysis of electricity costs and determine the feasibility of a solar project for the district with the purpose of creating savings on utility costs.

2. Board to approve:
Resolved, that the Board of Education authorize Herbert Schectman, Business Administrator, to submit the Comprehensive Annual Financial Report (CAFR) with no corrective action plan. The audit synopsis will be made available to the public.

3. Board to approve:
Resolved, that the Board of Education authorize Dr. Michel to update the Memorandum of Understanding with the NJ Office of Emergency Management to authorize Herbert Schectman, Business Administrator, as the primary agent, and Dennis Spence, Facilities Manager as the alternate agent.

4. Board to approve services through Collegewise (Christopher LaBounty) for our Salem High School Junior program, available to 35 students at \$5,300.00 per student per month. Services will be from January to December 2017 at a total cost of \$185,500.00.
January – June - \$92,750.00 15-000-223-320-03-SHS
July – December - \$92,750.00 ESSA/SHS
*Potential Forman Acton Foundation reimbursement.

5. Board to approve the online IB Diploma Programme for classes: IB Spanish SL, AB Initio, and IB Language B Spanish SL for the 2016-2017 school year, prorated from August 2016, with Pamoja Education.
Cost: \$28,500.00

6. Board to approve the contract for The Princeton Review Master Services Agreement for TPR-Led Classroom Course. The ACT Ultimate course will be led by the Princeton Review with maximum class size of 25 pupils.
Cost: \$30,000.00 Acct # 15-190-100-320-03-SHS

STUDENT MATTERS HIGH SCHOOL

A. Field Trips/Student Activities #4-A-6/HS

Motion (/) Board to Approve: **#4-A-6/HS**

1. Board to approve the following HS Field Trip(s):

Place	Date	Teacher Subs./Buses
Skate 2000 Bridgeton, NJ	12/21/16 30 Students SBYSYC	4 staff members Bus – \$220.90 x 1 bus (20-435-200-800-00-SPP)

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Salem Community College Carneys Point, NJ	02/02/17 20 students Choir/Band Rehearsal	Mr. Botbyl, Ms. Murray Bus - \$220.90 x 1 bus (15-000-270-512-03-SHS) 2 Substitutes - \$416.00 (15-140-100-101a-03-SHS)
Salem Community College Carneys Point, NJ	02/13/17 (2 sessions) 20 students Session 1 – Rehearsal Session 2 - Concert	Mr. Botbyl, Ms. Murray Bus - \$441.80 x 1 bus x 2 trips (15-000-270-512-03-SHS) 2 Substitutes - \$416.00 (15-140-100-101a-03-SHS)

- Board to approve Fitness Camp for the winter cheerleaders on Saturday 12/17/16, and Sunday 12/18/16 from 12:00pm-5:00pm in the Salem High School gym. Sessions will be conducted by Barry Ford of GetFit4Life Training Association. This includes 4 coaches, trainers, equipment, training aides, catered dinner, and a hosting fee. Total costs for the camp are \$2,100.00.

B. Miscellaneous

Motion (/) Board to Approve: **#7-B-6/HS**

- Board to approve the participants attending the Positive Change Through Social Interaction Program to receive an incentive of a \$200 gift certificate for attending sessions 4 days a week for 10 weeks beginning October 17th through December 22nd. 4 students totaling \$800.

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

Motion (/) Board to Approve: **#7-C-6/DIST**

- Board to approve the 2016-2017 Out of District placements and Home Instruction:

Student ID	Health Care/teacher	Costs (Prorated)	Effective Date	Account #
01190064	Melissa Skinner	\$32.00/hour 10 hours/week	10/25/16 – 12/23/16	11-219-100-101-00-CST
01300016	SCSSSD- Cumberland	\$39,121.00	11/30/16 – 06/30/17	11-000-100-565-00-BUS
01270147	A Step Ahead	\$32/hr 10 hours/week	11/11/16 4-6 Weeks	11-000-100-566-00-BUS
01260042	A Step Ahead	\$32/hour 10 hours/ week (revised)	10/21/16 4-6 Weeks	11-000-100-566-00-BUS
01190064	Hampton	\$45,216.00	01/03/17- 06/30/17	11-000-100-566-00-BUS
01240055	Creative Achievement	\$36,180.00	11/15/16- 06/30/17	11-000-100-566-00-BUS
01250040	Paul W. Carleton Penns Grove, NJ	\$12,284.00	09/08/16 – 06/16/17	11-00-100-561-00-BUS
01210005	Shelter of Hope	\$350.00 (Sept./Oct)	10/20/16 – TBD	11-150-100-320-00-BUS
01190109	Shelter of Hope	\$210.00	09/26/16 – 09/29/16	11-150-100-320-00-BUS
01260092	A Step Ahead	\$32.00/hr 10 hours/week	11/21/16 4-6 Weeks	11-150-100-320-00-BUS

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B. Financial Request:

Motion (/) Board to Approve: **#8-D-6/DIST**

1. Board to approve the following employees' Spring/Summer 2016 tuition reimbursements.

Robin Winrow	\$1,141.74
Rachel Fernicola	\$1,332.00

2. Board to approve the following employees' 2015-2016 membership reimbursement.

NJPSA Dues

William Allen III	\$820	John Mulhorn	\$820	Pascale DeVilme	\$820
Syeda Woods	\$950	Pamela Thomas	\$820	Michele Beach	\$820
Jennifer Pell	\$82	Sharen Cline	\$820	Jordan Pla	\$820
Linda DelRossi	\$820	Darryl Roberts	\$820		

Miscellaneous Dues Reimbursement

Shaun Brauer	NAfME	\$123
Jennifer Cascaden	NAEYC	\$66
Theresa Derham	NSTA	\$69
Bruce Ferguson	ACS	\$217
Bruce Ferguson	NSTA	\$79
Bruce Ferguson	NewScientist	\$109
Debbie Garvine	NAEYC	\$66
Jane Luzzo	NAEYC	\$66
Heather Meehan	NAEYC	\$66
Loretta Zink	NJASL	\$65
Sharen Cline	NAEYC	\$110
Syeda Woods	NAEYC	\$86
Syeda Woods	NCTE	\$75

3. Board to approve Winter Coaching Positions for the 16-17 SY:

Basketball (Girls')	Assistant Coach (JV)	\$2,761	Tamara Watkins
Basketball (Girls')	Middle School Varsity Coach	\$1,541	Rachael Ferincola
Basketball (Boys')	Middle School Varsity Coach	\$1,541	Brian Kelly

4. Board to approve John Bacon (\$1,697) to replace James Dickerson (\$3,822) as the Boys' Basketball Assistant Coach (Freshmen).

5. Board to approve the following Winter Athletic Support Positions for the 16-17 SY:

Event Staff HS	As Needed	\$34/game	Jaquelyn Thompson
Ticket Taker (Boys)	10/3*	\$56/32*	Miranda Clour

*Wrestling - 3 events @\$32 per event

6. Board to approve the following Fall Athletic Support Positions for the 16-17 SY:

Announcer	5 games	\$83 per game	Charles Mellon
Scoreboard Operator	5 games	\$53 per game	Ed Biddle
Videotaping	10 games	\$53 per game	Kenneth Buck
Press Box Supervisor	5 games	\$83 per game	Steve Sheffield

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Head Ticket Seller	5 games	\$107 per game	Lisa Marich
Ticket Seller	5 games	\$75 per game	Kathleen Hibbard
Ticket Seller	5 games	\$75 per game	Theresa Pitts
Ticket Taker	5 games	\$56 per game	Sally Lamont
Substitute Ticket Taker/Seller	As Needed	\$75/56 per game	Alfreda McCoy-Cuff
Substitute Ticket Taker/Seller	As Needed	\$75/56 per game	Ina Jetter
Substitute Ticket Taker/Seller	As Needed	\$75/56 per game	Diana Mace
Event Staff (HS)	As Needed	\$34 per game	Donald Crane
Event Staff (HS)	As Needed	\$34 per game	Edwin Smith
Event Staff (HS)	1 game	\$34 per game	Harry Preston
Event Staff (HS)	1 game	\$34 per game	Morris Evans

7. Board to approve the following stipends to employees within the Business Office to assume the additional duties as a result of the resignation of an accounting employee. The stipends will begin January 2017 through the remainder of the fiscal year.

Talisha Allison - \$1,000.00
Robin Winrow - \$2,500.00

8. Board to approve the following staff prorated stipends:

Devon Russell
Confidential Secretary to the Superintendent of Schools \$604.00
(January 1, 2017 to June 30, 2017)
Talisha Allison
Confidential Secretary to the School Business Administrator \$408.00
(October 17, 2017 to June 30, 2017)

D. Miscellaneous:

Motion (/) Board to Approve: **#8-E-6/DIST**

1. Board to approve the following request for leave:

Name	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	Use of Personal Days	Unpaid Leave	Return Date
VB	Intermittent - Medical	10/1/16-9/30/17	10/1/16-9/30/17	N/A	N/A	12 weeks	14 days	3 days	After exceeding all days	N/A

PERSONNEL Non-High School

A. Financial Requests

Motion (/) Board to Approve: **#8-D-6/NHS**

1. Board to approve the following non-contractual stipend positions
- | | |
|---|------------|
| Dayna Cregar, Academic League Advisor | \$1,009.00 |
| Michelle Stanisce-Schnetzler, Odyssey of the Mind Advisor | \$2,500.00 |
| Brittany Taylor, Odyssey of the Mind Advisor | \$2,500.00 |
| Allyson Bey, Odyssey of the Mind Advisor | \$2,500.00 |
| Sharon Montgomery, Odyssey of the Mind Advisor | \$2,500.00 |

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Shaun Brauer, Odyssey of the Mind Judge \$500.00
 Kathleen Eck, Odyssey of the Mind Judge \$500.00

2. Board to approve Rhonda Lusby to fill the Office Detention – Substitute position as needed at \$24.00 per hour.
3. Board to approve Bonitta Gullett to work as Security in the Focus on Education program at Fenwick Plaza from 3:30 – 4:30 Monday through Thursday beginning December 15, 2016.
 1 position@15/day x 64 days = \$960

Curriculum /Professional Development

Motion (/) Board to Approve: **#11-6/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 John Bacon	SHS	John Mulhorn	Understanding the Culture of Urban Poverty – Building Resilience and Resources in Children and Youth	01/27/17	Fairmount Behavioral Health System	\$130.00, \$5.00 – Toll \$130.00 20-231C-200-800F-03-SHS
Tonya Connor	JFA	Syeda Woods	Applied Behavior Analysis: Powerful Interventions and Strategies to Reduce Difficult and Challenging Behaviors	01/09/17	Holiday Inn Cherry Hill, NJ	\$235.00 20-218-200-580-00-JFS

Facilities Requests

Motion (/) Board to Approve: **#12-6/DIST**

Organization	Use	Date	Time	Charge
Salem County MLK Jr. Scholarship Foundation	Scholarship Awards Banquet	January 14, 2017 (set up) January 16, 2017 (Banquet)	11 am – 1 pm 7 am – 1 pm	Custodian - \$50/weekend \$300/holiday = \$350
Salem Midget Football	Sports Banquet	January 29, 2017	12pm – 5pm	Cafeteria \$100 Custodial \$125 Total \$225
Salem Midget Football	Fundraiser, Basketball Game, Community Event with Speakers	January 28, 2017	1pm – 7pm	Cafeteria \$100 Gym \$150 Custodial \$150 Total \$400
Salem Midget Football	Chinese Auction	March 3, 2017	5pm – 10pm	Cafeteria \$100 Custodial \$75 Total \$175

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Monthly Reports

Motion (/) Board to Approve: **#13-6/DIST**

1. Board to approve monthly reports for filing: (attached)

Policies

Motion (/) Board to Approve: **#14-6/DIST**

1. Board to approve the 2nd reading and adoption of the following board policy(s)
5118 Nonresident Students
2. Board to approve the 1st reading of the following board policy(s)
4119.26 Acceptable Use of Computer Network(s) / Computers &
Resources by Teaching Staff Members
3. Board to approve the Salem City Board of Education meetings for 2017, meetings will be held the 2nd Wednesday of the month, unless otherwise noted and will take place in the Salem High School library at 6:00pm.

Wednesday January 4, 2017* Reorganization
Wednesday February 8, 2017
Wednesday March 8, 2017
Wednesday April 12, 2017
Wednesday May 3, 2017* Public Hearing
Wednesday June 14, 2017
Wednesday July 12, 2017
Wednesday August 9, 2017
Wednesday September 13, 2017
Wednesday October 11, 2017
Wednesday November 8, 2017
Wednesday December 13, 2017

*1st Wednesday of the month

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EXECUTIVE SESSION

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

R E S O L U T I O N

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 _____.

NEW BUSINESS:

Motion (/) Board to Approve:

ADJOURNMENT

Motion (/) Board to adjourn the December 14, 2016 meeting of the Salem City Board of Education at _____.