

*Board Minutes March 8, 2017*

**Salem City Board of Education  
Salem, New Jersey 08079  
Board of Education Meeting  
March 8, 2017**

**CALL TO ORDER:** A meeting of the Salem City Board of Education is called to order at 6:00 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	Laquendala Bentley	Christopher Colon
Yuenge Groce (Arrived at 6:05pm)	Heidi Holden (Arrived at 6:05pm)	Joan Hoolahan
Daffonie Moore (Absent)	Katrina Tatem	Stephanie Walsh (Arrived at 6:10pm)

**District Representatives:**

Quinton: Alicia Sperry

**Administrators:**

Dr. Patrick Michel, Superintendent	Pascale DeVilmé, Principal Salem Middle School
Herbert Schectman, School Business Administrator	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. Corey Ahart

**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.

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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.

Audience Participation: NONE

**PRESENTATION**

**Students of the month for February, 2017:**

John Fenwick	Honesty Rolle (Absent)	Grade 2	Ms. Newkirk
	Austin Lukasiewicz	Grade 2	Ms. Maccarone
Salem Middle School	Davi'Yonna Thomas-Bundy	Grade 8	Ms. Braun
	Aaliyah Holden	Grade 8	Ms. Montgomery
Salem High School	Elizabeth Hudock	Grade 10	Ms. Unger
	Alaysia Abrams	Grade 9	Mr. Boone

**Staff Member(s) of the month for February, 2017:**

Salem High School – Ms. Rosalyn Chieves

**PRESENTATIONS**

Mr. Steven Durst

Synnergy Saving Solutions

**BOARD COMMITTEE REPORTS**

Finance Committee

Topics of discussion: Tuition Rates, School Budgets, and District budget actions to date.

Personnel Committee

Ms. Hoolahan mentioned negotiations are underway.

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

SHS Commentary/Event Activities: PARCC testing will begin March 28, 2017, Welcome House, Quilts to Ronald McDonald House, The Little Mermaid theatre show on March 10<sup>th</sup> & 11<sup>th</sup>. A monthly meeting report was given out listing other events held within the month.

SMS Commentary/Event Activities: Mr. Holden will volunteer next year for girls basketball, Fifth grade was escorted to Villanova University in Pennsylvania, Odyssey of the Mind teams will be competing on Saturday, March 11<sup>th</sup>. A monthly meeting report was given out listing other events held within the month.

JFA Commentary/Event Activities: Grow Healthy Lessons, Black History Readers, and Field trip to the Pitman Theatre. A monthly meeting report was given out listing other events held within the month.

**SUPERINTENDENT’S COMMENTS/REPORTS**

Dr. Michel provided a report to the board regarding Dr. Johnson’s health. Dr. Johnson is doing well.

Motion (Colon/Holden) Board to approve regular and executive minutes of February 8, 2017 Board of Education meeting.

Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Sperry, Tatem, Walsh and Groce Nays: 0 Abstain: 0

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS**

**Board Reports (Exhibit A)**

Motion (Colon/Holden) 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, 2017.
2. \*Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending January, 2017 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, 2017 as follows:

\_\_\_\_\_ Date

Board Secretary

4. \*Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of January, 2017. The Treasurer’s Report and Secretary’s Report are in agreement for the month of January, 2017 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, 2017 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, 2017 \$157,558.48**

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To approve Payment of Bills for **March, 2017**

<b>General Account</b>	\$763,142.85	<b>Food Service</b>	\$102,747.96
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Confirmation of payrolls for February 2017

<b>February 15, 2017</b> General Acct. Transfer	\$689,626.99
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<b>February 28, 2017</b> General Acct. Transfer	\$706,429.69
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Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Sperry, Tatem, Walsh and Groce Nays: 0 Abstain: 0

**Miscellaneous**

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

1. Board to approve the "Rite of Passage" program to accept a grant from the Youth Services Commission and Juvenile Crime Enforcement Coalition of the Salem County Inter Agency Council of Human Services in the amount of \$5,000.00.
2. Board to approve the tuition rates for the 2017-2018 school year:

Preschool/Kindergarten	\$14,916
Grades 1-5	\$16,575
Grades 6-8	\$17,510
Grades 9-12	\$16,000
Multiple Disabilities	\$21,660
Preschool Disabled-Full Time	\$23,763
Resource Room	\$22.00/per hour
Extended School Year	\$3,500
3. Board to approve authorization to contract with the sending districts (Elsinboro, Quinton, Mannington, & LAC) for the 2017-2018 school year.
4. Board to approve for NJSIG Safety Grant in the amount of \$6,814.94. Grant funds to be used for building safety for school year 2017-2018.
5. 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 2016-2017 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

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- 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 2017-2018 is \$30,000, be it
- RESOLVED,** That the Salem City Board of Education hereby establishes the maximum travel expenditure amount for the 2017-2018 school year as \$100,000.

6. Board to approve the services of Invo Health Care Associates to provide speech/language services to the Salem Middle School speech/language students. Cost of services will be \$83.00 per hour/8 hours a day/ 2 days a week from March 1, 2017 to June 30, 2017.  
Total cost - \$21,248.00 Account #11-000-219-320-00-CST

Motion approved by roll call voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Sperry, Tatem, Walsh and Groce  
Nays: 0 Abstain: 0

**Budget**

Motion (Colon\Holden) Board to Approve: **#2-G-8/DIST**

1. Board to approve a contract with Dr. Natalie P. Alford as a Grief Counselor for the Salem City School District. Contract rate at \$90/Hour, inclusive of travel, mileage, etc, not to exceed \$20,000. Account # 11-000-219-320-00-CST

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

2. Board to approve the Adoption of the 2017-2018 School Year Tentative Budget:

BE IT RESOLVED, that the tentative budget be approved for the 2017-2018 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 2017-2018 school district budget:

	<b>Budget</b>	<b>Local Tax Levy</b>
General Fund	\$21,429,108	\$2,392,321
Special Revenue	\$ 3,635,990	
Debt Service	<u>\$ 318,994</u>	<u>\$ 106,821</u>
	<u>\$25,384,092</u>	<u>\$2,499,142</u>

**AND BE IT RESOLVED,** to approve the 2017-2018 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 2017-2018 school year.

**WHEREAS,** the District needs to appropriate money from the excess surplus for the 2017-2018 budget in the amount of \$1,428,135.00, 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

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**NOW**, Therefore, be it resolved that Salem City School District shall appropriate excess surplus the amount of \$1,428,135.00 to be used for the 2017-2018 school year.

Motion approved by roll call voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Sperry, Tatem, Walsh and Groce  
Nays: 0 Abstain: 0

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

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

- Board to approve the following students for home instruction:

Student ID	Health Care/Teacher	Costs (Prorated)	Dates	Account #
01220055	Dwayne Humenik	\$32.00/hour	02/16/17- TBD	11-219-100-101-00-CST
01190064	Creative Achievement	\$48,240.00	02/21/17- 06/30/17	11-000-100-566-00-BUS
01300091	Archway	\$38,556.00	02/23/17- 06/30/17	11-000-100-566-00-BUS
01270165	SCSSSD-Salem Campus	\$42,400.00	03/08/17- 06/30/17	11-000-100-566-00-BUS
01190135	A Step Ahead	\$240.00	02/03/17- 02/08/17	11-219-100-320-00-CST
12471943	Rosalyn Chieves	\$32.00/hour 5 hrs/wk	03/06/17- TBD	11-150-100-101-03-SHS
01280115	Karen Pastor	\$32.00/hour 5 hrs/wk	02/14/17- 03/06/17	11-150-100-101-00-BUS
01240145	A Step Ahead	\$32.00/hour 30 hours = \$960.00	03/03/17 Approx 30 days	11-219-100-320-00-CST

Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Sperry, Tatem, Walsh and Groce  
Nays: 0 Abstain: 0

**STUDENT MATTERS Non HIGH SCHOOL**

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

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

Rowan University Enyon Ballroom Glassboro, NJ	03/20/17 NJFEA Middle School Conference 15 grade 7 & 8 Students	Mr. Pszwaro 1 bus – 15-000-270-512-02 No sub
Broadway Theatre District New York, NY Golden Corral	06/07/17 MISS SAIGON 12 grade 8 Choir Members	Mr. Brauer, Mr. Lindsay, Ms. Gullett, Mr. Colon (BOE), Ms. Allen (community member) 2 subs - \$250.00 15-130-100-101-02 1 chartered bus – monies raised through fundraising

Motion approved by unanimous voice



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1. Board to approve the employment of Haneefah Holmes as a kindergarten Para Professional at John Fenwick Academy. Salary will be \$22,014 (Step 4, Tier 4, Longevity \$500) for the 2016-2017 school year, beginning March 9, 2017.
2. Board to approve the employment of Susan Gilmore as a preschool Para Professional at John Fenwick Academy. Salary will be \$22,014 (Step 4, Tier 4, Longevity \$500) for the 2016-2017 school year, beginning March 9, 2017.
3. Board to approve the employment of Luis Garcia as a kindergarten Para Professional at John Fenwick Academy. Salary will be \$20,014 (Step 4, Tier 3, Longevity \$500) for the 2016-2017 school year, beginning March 9, 2017.

Motion approved by roll call voice vote of 8-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Tatem, Walsh and Groce Nays: 0 Abstain: 0

**Financial Request**

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

1. Board to approve Regina Colon (Monday and Wednesday) and Jennifer Cascaden (Tuesday and Thursday) be added as tutors to the JFA Tutoring Program effective March 9, 2017.  
\$26/day x 57 days= \$1,482.00 Account # 20-231-100-100F-00-SPP (Title I 2016-2017)

Motion approved by unanimous voice vote of 8-0-1; Ayes: Adams, Bentley, Holden, Hoolahan, Sperry, Tatem, Walsh and Groce Nays: 0 Abstain: 1-Colon

**Miscellaneous**

Motion (Colon/Holden) Board to Approve: **#8-E-9/DIST**

1. Board to approve the following leave of absences:

Leave of Absence	Type of Leave	Leave Requested	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	Use of Vaca Days	Unpaid Leave	Return Date
SB	Intermittent - Family	03/17/17 -- 03-16-18	N/A	N/A	03/17/17 – 03/16/18	12 wks	N/A	Varies	N/A	N/A	N/A

2. Board to approve the following job descriptions:  
Substitute Teacher  
Executive Secretary  
Attendance Secretary

Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Sperry, Tatem, Walsh and Groce Nays: 0 Abstain: 0

**Monthly Reports**

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



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

Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Sperry, Tatem, Walsh and Groce Nays: 0 Abstain: 0

**Policies/Calendars**

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

1. Board to approve the 1<sup>st</sup> reading of the following policy:
  - i. 6171.4 Special Education
  - ii. 4112.8 Nepotism (Instructional Personnel)
  - iii. 4212.8 Nepotism (Support Personnel)
  - iv. 4219.26 Acceptable Use of Computer Networks/Computers & Resources by Teaching Staff Members (Support Personnel)
  - v. 6146.5 Honorary Award of Diplomas (Posthumous Awards)
2. Board to approve the revised Salem City School District calendar for the 2016-2017 school year.

Motion approved by roll call voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Sperry, Tatem, Walsh and Groce Nays: 0 Abstain: 0

**Miscellaneous**

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

1. Board to approve the following individual as a Volunteer Coach for the Spring 2017 season:  
PJ Pankok – Baseball

Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Sperry, Tatem, Walsh and Groce Nays: 0 Abstain: 0

**EXECUTIVE SESSION**

Motion (Colon/Holden) Board to adopt the following Resolution to go into executive session at 7:14 P.M.

Motion approved by roll call voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Sperry, Tatem, Walsh and Groce Nays: 0 Abstain: 0

**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.

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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/Holden) Board to return to open session at 7:48 P.M.

**NEW BUSINESS:**

Motion ( / ) Board to Approve:

1. There was a brief discussion reminding the Board members to complete the NJSBA evaluations.

**ADJOURNMENT**

Motion (Hoolahan/Colon) Board to adjourn the March 8, 2017 meeting of the Salem City Board of Education at 7:51 P.M.

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Herbert Schectman  
Business Administrator/Board Secretary  
HS/ta