

Board Agenda April 11, 2018

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
April 11, 2018**

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 | Laquendala Bentley | Christopher Colon |
| Yuenge Groce | Heidi Holden | Joan Hoolahan |
| Rebecca Livingston | Daffonie Moore | Stephanie Walsh |

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 | Gia Guyton, VP of Early Childhood |
| Jordan Pla, VP Salem High School | Darryl Roberts, VP Salem High School |

OTHERS: Mr. Corey Ahart - Solicitor

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 March, 2018:

| | | | |
|----------------------|--------------------|--------------|---------------------|
| John Fenwick Academy | Solomon Lewis | Kindergarten | Ms. Livingston |
| | Zaya Mendez | Kindergarten | Mrs. Terrell-Porter |
| Salem Middle School | Destiny Carr | Grade 5 | Mr. Lindsay |
| | Jasalene Maldonado | Grade 8 | Ms. Kettrell |
| Salem High School | Haley Callahan | Grade 11 | Mr. Ferguson |
| | Aliyah Thomas | Grade 11 | Ms. Jakub-Cerro |

Staff Member(s) of the month for March, 2018:

Dwayne Humenik Salem Middle School Teacher of Health & Physical Education

PRESENTATIONS

Preliminary Budget Presentation

Mr. Rob Notley – New Road Construction

BOARD COMMITTEE REPORTS

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

SUPERINTENDENT'S COMMENTS/REPORTS

Motion (/) Board to approve regular and executive minutes of March 28, 2018 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-10/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 February, 2018.
2. *Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending March, 2018 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 February, 2018 as follows:

Board Secretary

Date

4. *Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of February, 2018. The Treasurer’s Report and Secretary’s Report are in agreement for the month of February, 2018 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 February, 2018 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 **March & April, 2018 \$185,269.60**

To approve Payment of Bills for **April, 2018**

| | | | |
|------------------------|---------------------|---------------------|-----------------|
| General Account | \$878,319.70 | Food Service | \$910.85 |
|------------------------|---------------------|---------------------|-----------------|

Confirmation of payrolls for March 2018

| | | |
|------------------------------|------------------------|--------------|
| <u>March 15, 2018</u> | General Acct. Transfer | \$690,090.35 |
| <u>March 29, 2018</u> | General Acct. Transfer | \$828,873.27 |

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Miscellaneous

Motion (/) Board to Approve: **#2-F-10**

1. Board to approve the 2018-2019 Contract for participation in the Salem County Cooperative Transportation Program. The Gloucester County Special Services School District (Special Services School District) will administer a County Wide Cooperative Transportation Routing Service for homeless/nonpublic/special education/vocational transportation requests for students who need transportation. The Cooperative Transportation Program administrative fee for 2018-2019 will remain the same as it has been for the last 16 years – 7% of a district’s portion of each cooperative route.

2. Resolved, that the Board of Education authorize Herbert Schectman, Business Administrator, to submit the Corrective Action Plan to the NJ Department of Agriculture in response to the audit findings for the fiscal year ended June 30, 2017.

3. Board to approve the service agreement with Jackson Lewis P.C. for Mr. Michael Friedman to conduct one-to-one Diversity/Sensitivity training with Ms. Lynne Chappell on June 13, 2018.

4. Resolved, that the Board of Education authorize Herbert Schectman, Business Administrator, to submit the 2018-2019 Fresh Fruit and Vegetable Program Application for Salem Middle School and John Fenwick Academy. The FFVP provides funding for schools to serve free fresh fruits and vegetables to students during the school day, outside of regular meal times, and throughout the school year, frequently enough to use all of the designated funds.

5. Board to approve the Salem County School Districts 2018-2019 Homeless Student Agreement. This agreement states that the district will not seek tuition for any resident student, excluding special education students, determined to be homeless in accordance with law from any school district in Salem County that has indicated its participation in the agreement.

STUDENT MATTERS

Motion (/) Board to Approve: **#4-A-10**

1. Board to approve the following field trips:

| | | |
|---|-------------------------|---|
| Bells Market Northeast Philadelphia, PA Learn to read Russian signs and communicate with market owners in Russian | 04/13/18 14 students | Ms. Yurchenko, Ms. Bergman 1 sub - \$125.00 15-140-100-101s-03-SHS 1 bus - \$220.90 15-000-270-512-03-SHS |
| Rutgers Business School Piscataway, NJ FBLA State Officer Board Meeting | 04/20/18 1 Student | Ms. Landolfi 1 sub - \$125.00 15-140-100-101s-03-SHS 1 bus - \$220.90 15-000-270-512-03-SHS |
| Philadelphia Museum of Art Philadelphia, PA Art exhibit tour | 05/01/18 30 students | Ms. Irvine, Ms. Pierangeli, Kimberly Sutton – parent Cost: \$7 per student raised by fundraising 2 subs - \$250.00 15-140-100-101s-03-SHS 1 bus - \$220.90 15-000-270-512-03-SHS |

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| | | |
|--|---|---|
| <p style="text-align: center;">Temple University Philadelphia, PA Math Olympiad Competition</p> | <p style="text-align: center;">05/16/18 8 students</p> | <p>Mr. Lagakos 1 sub - \$125.00 15-140-100-101s-03-SHS 1 bus - \$220.90 15-000-270-512-03-SHS</p> |
| <p style="text-align: center;">Salem Community College Carney's Point, NJ Commencement Ceremony</p> | <p style="text-align: center;">05/16/18 40 Students</p> | <p>Mr. Kline No subs – evening trip 2 buses - \$441.80 15-000-270-512-03-SHS</p> |
| <p style="text-align: center;">The Main Event Gaming Center Newark, DE Positive Behavior Support in Schools</p> | <p style="text-align: center;">05/16/18 30 students</p> | <p>Ms. Pla, Mr. Hunt, Ms. Unger 1 sub - \$125.00 15-140-100-101s-03-SHS 1 bus - \$220.90 15-000-270-512-03-SHS All fees to be paid through PBSIS fundraising</p> |
| <p style="text-align: center;">Dutch Apple Dinner Theatre Lancaster, PA “Grease” on stage and lunch buffet *replaces NYC trip for Fine Arts Dept. typically scheduled for late March</p> | <p style="text-align: center;">05/22/18 60 students and 10 parents</p> | <p>Ms. Murray, Mr. Kline, Mr. Mellon, Ms. Pierangeli, Ms. Irvine Cost: \$45.00 per person paid through fundraising – parents responsible for their own ticket fee 4 subs - \$500.00 15-140-100-101s-03-SHS 2 buses - \$581.80 15-000-270-512-03-SHS</p> |
| <p style="text-align: center;">Museum of Math New York, NY Visit museum</p> | <p style="text-align: center;">05/23/18 30 students</p> | <p>Mr. Lagakos, Mr. Favat, Ms. Hudock Cost: \$412.50 per school (paid from IB student gifted and talented fund per Darryl Roberts) 2 subs - \$250.00 15-140-100-101s-03-SHS 1 bus - \$220.90 15-000-270-512-03-SHS</p> |
| <p style="text-align: center;">Trenton North HS/Clarion Hotel/ Six Flags Music in the Parks Band and Choir adjudicated performances</p> | <p style="text-align: center;">05/25/18 85 students</p> | <p>Mr. Kline, Ms. Murray, Ms. Clour Cost: \$65.00 per student (paid through fundraising) 2 subs - \$250.00 15-140-100-101s-03-SHS 2 buses - \$441.80 15-000-270-512-03-SHS</p> |
| <p style="text-align: center;">Rotterdam, Netherlands IB Student World Conference Erasmus University</p> | <p style="text-align: center;">07/27/18 – 07/28/18 22 students SHS Rising Seniors</p> | <p>Ms. Pla, Mr. Hunt, Ms. Mutter, Ms. Lamont, Mr. Buck Cost of conference - \$875.00 per student x 22 students = \$19,250 5 chaperones: hotel \$4,585.80 15-000-240-800-03-SHS 27 persons airfare: \$1,208 x 27 = \$32,616.00 Acct: 15-401-100-800-03-SHS No subs – summer session 2 buses - \$441.80 15-000-270-512-03-SHS</p> |
| <p style="text-align: center;">Cape May Zoo Cape May, NJ Pride Day</p> | <p style="text-align: center;">05/31/18 GSA – 10 students</p> | <p>Ms. Jetter (volunteer), Ms. Thompson 1 bus - \$244.50 Parking - \$80.00 (required by the Zoo) 20-435-200-800-00-SP</p> |

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Miscellaneous

Motion (/) Board to Approve: **#4-B-10**

- Board to approve the following Special Education out of district via Early Intervention to be evaluated by the State of New Jersey due to her disability. Cost for the evaluations will be \$1,350.00, which includes Educational, Psychological, and Speech/Language. Will be deducted from State Aid.
Student ID #01300066
Account #11-000-565-100-00-BUS

Home Instruction: In/ Out of District/Residential

Motion (/) Board to Approve: **#7-C-10**

- Board to approve the following students for home instruction:

| Student ID | Health Care/Teacher | Costs (Prorated) | Dates | Account # |
|------------|---------------------|---------------------------|--------------|-----------------------|
| 01210012 | Dwayne Humenik | \$32.00/hour 10 hrs/wk | 02/28/18-TBD | 11-219-100-101-00-CST |
| 01240164 | Dwayne Humenik | \$32.00/hour 10 hrs/wk | 04/09/18-TBD | 11-219-100-101-00-CST |

PERSONNEL

Employment

Motion (/) Board to Approve: **#8-C-10**

- Board to approve the following substitutes for the 2017-2018 school year:
LaCoya Combs Salem Substitute Certificate
Sharen Cline* Salem Elementary School Teacher
*pending updated fingerprints
- Board to approve the employment of Ms. Jessica Dixon as a Dance Instructor at the Salem High School for the 2018-2019 school year. Ms. Dixon's salary will be \$55,424.00 (MA Step 4). Start date: Tuesday, September 4, 2018.
- Board to approve the employment of Ms. Lisa Moore as a One-to-One Instructional Assistant for Salem Middle School student #01250075 in a fifth grade MD classroom, effective April 23, 2018 through June 30, 2018. She will be paid \$20,851 (Step 7: Tier 2) per annum. This amount will be pro-rated for the 2017-2018 school year. In addition, Ms. Moore will be entitled to a \$500.00 per annum longevity stipend (pro-rated).
- Board to approve the employment of Megan Welch as an eighth grade mathematics teacher for the Salem Middle School effective September 1, 2018 through June 30, 2019. She will be paid (BA 01) \$52,024.00 per annum.

Financial Request

Motion (/) Board to Approve: **#8-D-10**

- Board to approve the following stipend adjustment for the 2018-2019 school year:

| | | | |
|-------------------------|---------|------------------------------|------------------------|
| IB CAS Coordinator (12) | \$1,250 | Christine Cottman-Pierangeli | 15-301-100-100x-03-SHS |
| IB CAS Coordinator (11) | \$1,250 | Renee Murray | 15-301-100-100x-03-SHS |

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2. Board to approve the following employees' tuition reimbursement for the Fall/Winter Semester:

| | |
|--------------------|------------|
| Dale Primas-Garner | \$2,550.00 |
| Robin Winrow | \$1,252.10 |

3. Board to approve the Credit Reinstatement Program for 10 days after school starting Monday, May 7, 2018 through Monday, May 21, 2018 from 2:45 pm to 4:45 pm. Students with 18+ unexcused absences will be required to attend this program.
 The cost will be \$26.00/hour x 2 hours/day x 2 teachers/day x 10 days = \$1,040.00
 Acct # 15-140-100-101S-03-SHS
 Teachers: Ms. Hibbard and Mr. Lagakos = Full time teachers
 Mr. Favat, Ms. Mace and Mrs. LoMonico = Substitute teachers.

Leave of Absence

Motion (/) Board to Approve: **#8-E-10**

1. Board to approve the following leave(s) 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 | Use of Personal Days | Use of Vaca Days | Unpaid Leave | Est. Return Date |
|------------------|------------------------|-------------------|-----------------------------|--------------------|-------------------------------|-------------------|------------------|----------------------|------------------|-------------------|------------------|
| SL | Medical – Family | 04/09/18-05/02/18 | N/A | N/A | 04/09/18-05/02/18 | 4 wks | N/A | N/A | N/A | 04/09/18-05/02/18 | 05/03/18 |
| KO | Intermittent – Medical | 04/03/18-04/02/19 | 04/03/18-04/02/19 | N/A | N/A | 12 wks | Varies | Varies | N/A | N/A | N/A |
| CL | Intermittent – Medical | 03/28/18-03/27/19 | 03/28/18-03/27/19 | N/A | N/A | 12 wks | Varies | Varies | N/A | N/A | N/A |

Curriculum /Professional Development

Motion (/) Board to Approve: **#11-10**

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 | |
|--------------|----------|------------------|---|-----------------|--|-------------------------------|-----|
| Karen Wright | JFA | Syeda Woods | Salem County School Counselors Association Meeting | 04/20/18 | Salem Community College | -0- | -0- |
| Karen Wright | JFA | Syeda Woods | Salem County School Counselors Association Most Improved Luncheon | 05/24/18 | Salem County Vocational Technical School | -0- | -0- |

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|----------------|-----|------------------|---|-------------------|------------------------------------|---|
| Betsy Tortella | SMS | Pascale DeVilme' | Mankwe Wildlife Reserve Volunteer – Rhinoceros Study | 06/20/18-06/29/18 | Northwest Providence, South Africa | -0- -0- |
| Heidi Bower | SHS | John Mulhorn | 2018 Adam Taliaferro Foundation Medical Symposium | 05/08/18 | Media, PA | \$50.00 \$20.08 415-402-100-500-03-ATH |
| Linda Barbara | JFA | Syeda Woods | 34 th Annual Winners Workshop - 100+ Best Books for Children | 05/17/18 | Voorhees, NJ | \$209.00 -0- 15-190-100-610-01-JFA |
| Carla Kelley | JFA | Syeda Woods | 34 th Annual Winners Workshop - 100+ Best Books for Children | 05/17/18 | Voorhees, NJ | \$209.00 -0- 15-190-100-610-01-JFA |
| Dale Garner | CST | Pamela Thomas | Community-based Instruction Program Showcase - 2018-2019 | 05/17/18 | Cherry Hill, NJ | -0- -0- |

Monthly Reports

Motion (/) Board to Approve: **#13-10**

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

Miscellaneous

Motion (/) Board to Approve: **#15-10**

1. Board to approve Ms. Sharen Cline as a volunteer for the District to participate in special events, such as Book Fair, field trips, and field day.

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, N.J.S.A 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.

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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 (/) Board to return to open session at _____.

NEW BUSINESS:

Motion (/) Board to Approve:

ADJOURNMENT

Motion (/) Board to adjourn the April 11, 2018 meeting of the Salem City Board of Education at _____.