

*Board Minutes January 3, 2018*

**Salem City Board of Education  
Salem, New Jersey 08079  
Board of Education Meeting  
January 3, 2018**

**CALL TO ORDER:** A meeting of the Salem City Board of Education is called to order at 6:05 P.M. 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

Yuenge Groce

Daffonie Moore

Laquendala Bentley

Heidi Holden (Absent)

Stephanie Walsh (Absent)

Christopher Colon

Joan Hoolahan

**District Representatives:**

Quinton: Alicia Sperry (*Present but unable to vote*)

**Administrators:**

Dr. Patrick Michel, Superintendent

Herbert Schectman, School Business Administrator

Michele Beach, VP Salem Middle School

John Mulhorn, Principal Salem High School

Jordan Pla, VP Salem High School

Pascale DeVilmé, Principal Salem Middle School

Pamela Thomas, Director of Special Services

Syeda Woods, Principal John Fenwick Academy

Gia Guyton, VP of Early Childhood

Darryl Roberts, VP Salem High School

**OTHERS:** Corey Ahart - Solicitor

**Reorganization of Board Members**

1. Swearing in newly elected Board of Education members and sending districts:

- Laquendala Bentley
- Daffonie Moore

2. Roll Call:

Carol Adams

Laquendala Bentley

Christopher Colon

Yuenge Groce

Joan Hoolahan

Rebecca Livingston

Daffonie Moore

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3. Reorganization of the Board of Education:

Election of officers:

a. President

Motion (Colon/Hoolahan) Board to open the nominations for the position of President.

Motion (Colon/Bentley) Board to nominate Yuenge Groce to serve as President.

**Board voted by a roll call vote 7-0 to elect Yuenge Groce as President of the Salem City Board of Education from January 3, 2018 for one year or until his/her successor is elected and shall qualify.**

b. Vice President

Motion (Colon/Bentley) Board to open the nominations for the position of Vice President.

Motion (Colon/Bentley) Board to nominate Sister Carol Adams to serve as Vice President.

Motion (Colon/Bentley) Board to close the nominations for Vice President.

**Board voted by a roll call vote of 7-0 to elect Carol Adams as Vice President of the Salem City Board of Education from January 3, 2018 for one year or until his/her successor is elected and shall qualify.**

Code of Ethics

Motion (Colon/Bentley) Board to adopt the New Jersey School Board Member Code of Ethics, with presentation by Attorney Corey Ahart, signature on file at Board Office.

**Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Hoolahan, Livingston, Moore, and Groce Nays: 0 Abstain: 0**

c. Appointment of Committees:

Motion (Colon/Bentley) Board to establish the following Board of Education Committees with committee members pending the review and reappointment by the seated president:

- i. Personnel/Negotiations/Climate Committee
- ii. Facilities/Finance/Policy Committee
- iii. Curriculum/Technology/Student Committee
- iv. SCSBA Representative
- v. Urban Boards Delegate
- vi. Legislative Chairperson
- vii. Chamber of Commerce Delegate

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d. NJSBA Delegate:

Motion (Colon/Bentley) Board to approve the appointment of a Salem City Board of Education member as the NJSBA Delegate.

Name: Yuenge Groce

Alternate: Carol Adams

**Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Hoolahan, Livingston, Moore, and Groce Nays: 0 Abstain: 0**

**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.

**AUDIENCE PARTICIPATION**

There was no audience presentation at this meeting.

**PRESENTATION**

**Students of the month for December 2017:**

Salem High School	Issis Carter	Grade 11	Mr. DeStefano
	Michael Miller	Grade 11	Mr. DeStefano
John Fenwick	Masanni Rolle	Grade K	Mrs. Mullen
	Rah'Kye Seals	Grade K	Ms. Pastor
Salem Middle School	Mech'E'La Brittingham	Grade 6	Ms. Graham
	Jahki Ford	Grade 6	Ms. Starn

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

Child Study Team	Ms. Dale Garner
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### **BOARD COMMITTEE REPORTS**

#### Personnel Committee Discussion

- Will maintain Superintendent's recommendation

#### Finance Committee

There were no reports from the Finance Committee during this meeting.

#### Curriculum Committee

There were no reports from the Curriculum Committee during this meeting.

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

JFA Commentary/Event Activities included: December 17<sup>th</sup> Winter Concert hosted by Mr. Grimes. December 14<sup>th</sup> Santa visit and photos for Pre-K & Kindergarten. Mr. Leon Daniels generously volunteered his time to Fenwick to pose as Santa. December 20<sup>th</sup>, held the annual Reader's Challenge Assembly for students in K-2, (top classes: Kindergarten-Porter, First-Hughes, Second-Alli) the students read a total of 3,979 books as a whole which is 1,548 more books than last year.

SHS Commentary/Event Activities included: June 2017, Graduates returned to meet with 12<sup>th</sup> Graders. Junior Rotarians for the month of January has been chosen. Scholars will attend the Salem Rotary Club's weekly dinners at the Woodstown Diner in January, 2018. A staff vs. student volleyball game was held on December 22, 2017. ACT Ultimate Course classes will begin Saturday, January 27, 2018 to 58 select Juniors. This 14-week class will include twenty five hours of classroom instruction as well as three practice diagnostic tests. Classroom instruction and all materials are provided for each student by The Princeton Review. Instructors to be the final class is slated for June 2, 2018 and each student has the potential of earnings \$700.00 and an undeniable priceless educational value. Additionally, students will take the ACT test in June, 2018 at a testing location to be determined. (typically this held at Rowan University/Glassboro Campus). Salem High School "At-A-Glance" dates with sending districts have been determined. Student mid-term examinations will be given January 24<sup>th</sup>-29<sup>nd</sup>, 2018.

SMS Commentary/Event included: The enrollment stands at 379 students. "Welcome Home SMS Family!" was written on the banner hanging between the pillars of the Salem Middle School auditorium. The students and staff were greeted by cheers of appreciation and encouragement from the Lady Ram Cheerleaders of the Salem High School as they entered the building for the first time in months. The Operations and Technology Departments continue to assist the faculty with the preparation of their classrooms and with ensuring that all maintenance as well technology issues are resolved. The students have acclimated well to our return to SMS, staff, and administration is excited about the full complement of services that were offered. Teaching and learning continue to be the primary focus. Odyssey of the Minds (OOTM) has started. The Academic League is operational. Basketball practice has started.

### **SUPERINTENDENT'S COMMENTS/REPORTS**

- Dr. Michel held a round of applause for Mrs. DeVilme for being here during the break to get SMS ready
- ECS visited SMS opening day

Motion (Colon/Bentley) Board to approve minutes of December 13, 2017 Board of Education.

**Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Hoolahan, Livingston, Moore, and Groce Nays: 0 Abstain: 0**

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS**

**Board Reports (Exhibit A)**

Motion (Colon/Bentley) To approve the Board Secretary's reports in memo: #2-A-E-7.

- 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 November 2017.
- B. \*Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending November 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  
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 November 2017 as follows:

	<u>2/12/18</u>
Board Secretary	Date

- C. \*Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2017 The Treasurer's Report and Secretary's Report are in agreement for the month of November 2017 pending audit.
- D. Pursuant to N.J.A.C. 6A: 23A-16.10 (c) 4, the Salem City Board of Education certifies for the month ending November 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.

- 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 **December 2017**

General Account	<b>\$145,693.92</b>	Food Service	<b>\$274.00</b>
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To approve Payment of Bills for **January 2018**

General Account	<b>\$703,092.42</b>	Food Service	<b>\$12,539.00</b>
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Confirmation of payrolls for December 2017

<u>December 15, 2017</u>	General Acct. Transfer	\$956,038.52
<u>December 22, 2017</u>	General Acct. Transfer	\$662,830.16

- a.) Move that the Business Administrator be authorized to process additional invoices for payment for the current month with Board confirmation at the next regular Board meeting.

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Hoolahan, Livingston, Moore, and Groce Nays: 0 Abstain: 0

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**Miscellaneous**

Motion (Colon/Bentley) Board to Approve: **#2-F-7**

1. Board to approve the continuation of the contract with Collegewise (Mr. Christopher LaBounty) for a Senior Student Program for the period of 01/01/2018 through 12/31/2018. (All inclusive of cost of ACT, College Applications and CSS Program). Total Cost: \$187,000.00.
2. Board to approve the contract for the Public Consulting Group / Easy IEP for the Salem City School District Special Education Program. Cost will be \$5,000.00 for the 2017-2018 school year.  
Account #11-000-219-390-00-CST
3. Board to approve that the Salem City School District enter into a Live Streaming Memorandum of Understanding with local law enforcement, pursuant to P.L.2017, c. 119.
4. Board to approve the designation of Mr. Herbert Schectman as the School Safety Specialist for Salem City School District.
5. Resolved that the Board of Education accept the CAFR as presented by its auditor, Bowman & Company. Further resolved, that the BOE accept the Corrective Action Plan to be remediated by the Business Office in conjunction with the district's auditor.
6. Resolved, that the Board of Education authorize Herbert Schectman, Business Administrator, to contract with Bowman & Company, our auditors, to assist in providing protocols and processes to assist the Business Office in remediating the Corrective Action Plan required as a result of a finding in the FY2017 audit. Bowman & Company will provide these services as an addendum to their engagement contract at a discounted rate of \$155 per hour. These are non-audit services and, as such, will not be conducted in accordance with Government Auditing Standards. Notwithstanding, these services will be provided in accordance with applicable professional standards.

Motion approved by roll call voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Hoolahan, Livingston, Moore, and Groce Nays: 0 Abstain: 0

**STUDENT MATTERS**

**A. Field Trips/Student Activities #4-A-7**

Motion (Colon/Bentley) Board to Approve: **#4-A-7**

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

Place	Date	Teacher Subs/Buses
Woodstown High School	03/17/18	2 faculty chaperones
OOTM Coastal Plains	14 Students	1 bus - \$243.84 15-000-20-512-02-SMS
Regional Competition	Odyssey of the Mind	Student meals - \$200.00 No subs needed (Saturday)

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Hoolahan, Livingston, Moore, and Groce Nays: 0 Abstain: 0

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**A. Miscellaneous #4-B-7**

Motion (Colon/Bentley) Board to Approve: **#4-B-7**

1. Board to approve to officially certify that the following graduates 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:

D'Amaini Lamar Martin – June 2017

Alijah Maurice Moyer – August 2017

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Hoolahan, Livingston, Moore, and Groce Nays: 0 Abstain: 0

**PERSONNEL MATTERS**

**A. Resignation/Retirement**

Motion (Colon/Bentley) Board to Approve: **#8-A-7**

1. Board to approve the resignation of Mr. Curtis Schofield, Para-professional at John Fenwick Academy, effective January 5, 2018.
2. Board to approve the resignation of Ms. Donna Moore, Para-professional at John Fenwick Academy, effective December 29, 2017.

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Hoolahan, Livingston, Moore, and Groce Nays: 0 Abstain: 0

**B. Employment:**

Motion (Colon/Bentley) Board to Approve: **#8-C-7**

1. Board to approve the employment of Ms. Mary Morris as a One-to-One aide (MD) at John Fenwick Academy at a salary of \$24,514.00 (Step 9 Tier IV, pro-rated), for the 2017-2018 school year, January 8, 2018.
2. Board to approve the employment of Mrs. Jacquelyn Thompson as the Mental Health Counselor for the SBYS Program at a salary of \$35,000.00 per year, pro-rated from her start date (Start date to be determined).
3. Board to approve the following returning substitute for the 2017-2018 school year at John Fenwick Academy and Salem High School only:  
Amanda Weigler                      Pennsville                      Substitute Certificate
4. Board to approve the employment of Ms. Deidra Davis as a Paraprofessional at John Fenwick Academy at a salary of \$18,514.00 (Step I Tier III, pro-rated), for the 2017-2018 school year, beginning January 8, 2018.

Motion approved by roll call voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Hoolahan, Livingston, Moore, and Groce Nays: 0 Abstain: 0

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**C. Financial Request:**

Motion (Colon/Bentley) Board to Approve: **#8-D-7**

- Board to approve the following staff member to be employed with The Transitions Program of SCSD beginning December, 2017.

Substitute Administrator - Darryl Roberts  
 Administrator Rate – 3.5 hours/day @ \$50.00/hour  
 Account #15-423-200-100-02-SMS & 15-423-200-100-03-SHS)

- Board to approve:

Girls' Basketball	Assistant Coach (JV)	\$2,761	Tamara Watkins
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To replace:

Girls' Basketball	Assistant Coach (JV)	\$1,697	Gary Hankins
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Effective 12/15/2017. Stipends to be adjusted for Gary Hankins and Tamara Watkins for time served for each as Assistant Coach.

- Board to approve Ms. Anifa Garcia to substitute for the after school reading tutoring program at a rate of \$26.00 per hour.

- Board to approve the following Winter Athletic Staff revision:

Wrestling	Co-Head Coach	\$2,257	Curtis Schofield
Wrestling	Co-Head Coach	\$2,257	Greg Lagakos

Stipend of \$4,515 split between Schofield and Lagakos.

**Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Hoolahan, Livingston, Moore, and Groce Nays: 0 Abstain: 0**

**D. Miscellaneous:**

Motion (Colon/Bentley) Board to Approve: **#8-E-7**

- 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	Use of Vacation Days	Return Date
TP	Medical	12/07/17 - 03/07/18	12/07/17 - 03/07/18	N/A	N/A	12 wks	53.25 days	2 days	1.75 days	03/08/18

**Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Hoolahan, Livingston, Moore, and Groce Nays: 0 Abstain: 0**

**Monthly Reports**

Motion (Colon/Bentley) Board to Approve: **#13-7**

- Board to approve monthly reports for filing: (attached)

**Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Hoolahan, Livingston, Moore, and Groce Nays: 0 Abstain: 0**



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**Policies/Job Descriptions**

Motion (Colon/Bentley) Board to Approve: **#14-7**

1. Board to approve the 1<sup>st</sup> reading of the following policies:
  - i. 4112.8 Nepotism (Instructional Personnel)
  - ii. 4212.8 Nepotism (Support Personnel)
  - iii. 1410 Local Units

**Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Hoolahan, Livingston, Moore, and Groce Nays: 0 Abstain: 0**

**EXECUTIVE SESSION**

Motion (Colon/Bentley) Board to adopt the following Resolution to go into executive session at 6:56 P.M.:

*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 Grievance

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

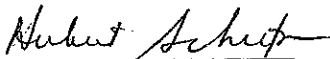
The Board shall take action as a result of such discussions only in an open to the Public session unless there is an express provision of law authorizing or requiring that such action be taken in a closed to the Public portion of a Board Meeting.

**RETURN TO REGULAR SESSION**

Motion (Colon/Hoolahan) Board to return to open session at 7:55 P.M.

**ADJOURNMENT**

Motion (Colon/Hoolahan) Board to adjourn the January 3, 2018 meeting of the Salem City Board of Education at 7:55 P.M.



Herbert Schectman  
Business Administrator/Board Secretary  
HS/ta