

Board Agenda April 10, 2019

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
April 10, 2019**

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	Joan Hoolahan	Julian LeFlore
Rebecca Livingston	Daffonie Moore	Veronica Wright

District Representatives:

LAC: Laura Tice Crane
Quinton: William McDonald
Mannington: Eric Buzby

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 Carter, Principal John Fenwick Academy
John Mulhorn, Principal Salem High School	Gia Sparacio Scarani, VP 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.
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 2019:

John Fenwick Academy	Ziyon Nixon-Holmes	Kindergarten	Ms. Krupski
	Angel Tovar Lopez	Kindergarten	Ms. Tulini
Salem Middle School	Tahirah Davenport-White	Grade 5	Ms. Kettrell
	Shaniya Nichols	Grade 7	Ms. Kettrell
Salem High School	David Nieves Cruz	Grade 12	Ms. Irvine
	Bryn Hunter	Grade 9	Ms. Dixon & Mr. Salandria

Staff Member(s) of the month for March 2019:

Lisa Terrell-Porter Kindergarten Teacher John Fenwick Academy

BOARD COMMITTEE REPORTS

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

SUPERINTENDENT'S COMMENTS/REPORTS

Motion (/) Board to approve regular and executive minutes of March 13, 2019 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 ***.

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 2019.
2. *Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending February, 2019 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 2019 as follows:

Board Secretary	Date

4. *Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2019. The Treasurer's Report and Secretary's Report are in agreement for the month of February 2019 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, 2019 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 2019** **\$62,411.67**

To approve Payment of Bills for April 2019	
General Account	\$733,936.36

Confirmation of payrolls for March 2019		
<u>March 15, 2019</u>	General Acct. Transfer	\$700,926.28
<u>March 29, 2019</u>	General Acct. Transfer	\$677,800.20

Miscellaneous

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

1. Board to approve the submission of a contract for Herbert Schectman, Business Administrator for the 2019-2020 school year for review by the Executive County Superintendent.
2. Board to approve the second (2nd) lunch prices for all students. The district will, however, offer free first meals to all students as a Community Eligibility Provision (CEP) district. The staff lunch prices will remain the same.

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	<u>2nd Lunch</u>	<u>Breakfast</u>
JFA	\$2.65	N/A
SMS	\$2.80	N/A
SHS	\$2.80	N/A
Staff (all schools)	\$3.90	\$2.85

N.J.A.C. 2:36-1.10 requires that adult meal prices shall be established to cover all costs associated with production and service of the adult meal. There is no maximum set for adult prices.

3. Resolved, that the Board of Education authorize Herbert Schectman, Business Administrator, to submit the 2019-2020 Fresh Fruit and Vegetable Program Applications 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 or regular meal times and throughout the school year, frequently enough to use all designated funds.
4. 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 2018-2019 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

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 2019-2020 is \$30,000, be it

RESOLVED, That the Salem City Board of Education hereby establishes the maximum travel expenditure amount for the 2019-2020 school year as \$100,000.

5. Board to approve the 2019-2020 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 Services for homeless/nonpublic/special education/vocational transportation requests for students who need transportation. The Cooperative Transportation Program administrative fee for 2019-2020 will remain the same as it has been for the last 17 years – 7% of a district's portion of each cooperative route.
6. Board to approve to enter into an agreement with SCSSSD, for Related Services for the 2019-2020 school year. SCSSSD shall provide to Local District Itinerant/Shared Services for students to assist the Local District in fulfilling its responsibility in providing related services in accordance with applicable law.

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7. Board to approve Epic Health Services, Inc. to provide one to one nursing services for a John Fenwick Academy special education student (#01290163). Cost for nursing services will be \$45.00 per hour for an LPN and \$55.00 for an RN. There is also a transportation fee of \$115.00/trip. Services will begin on April 8, 2019.
Account #11-000-217-320-00-CST
8. Resolved, that the Salem City Board of Education authorize Linda DelRossi and Herbert Schectman to resubmit budget details and amounts to support the original Title I SIA grant in the amount of \$109,716.
9. Board to approve the Salem County School Districts' 2019-2020 Homeless Student Agreement. This agreement states that your district would not seek tuition or transportation reimbursement for any resident student, excluding special education students, determined to be homeless in accordance with law from any school district whose participation is indicated by the signature of the district superintendent.

STUDENT MATTERS

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

1. Board to approve the following field trips:

Salem Community College Band/Choir performances	03/17/19 & 04/01/19 2 students	Mr. Kline, Ms. Murray 1 bus - \$220.00 x \$440.00 15-000-270-512-03-SHS 1 sub - \$125.00 15-140-100-101-03-SHS
YMCA Camp Mason Hardwick, NJ Lindsey Meyer Teen Institute Summer Leadership Conference	08/26/19 – 08/30/19 5-7 students	Kellie Smith All costs paid through the Salem Health & Wellness Foundation

2. Board to approve Salem High School School Based (Ram Connection) to collaborate with Field Day on May 31, 2019 from 12:30 pm – 2:30 pm. Circus Time Amusements & Entertainment will provide the following inflatables:
Big Baller
Sportsblast
Boot Camp Obstacle Course

Ram Connection will be covering the total cost of \$2,500.
3. Board to approve the Focus on Education After School Program students to participate in a trip to the Museum of the American Revolution in Philadelphia, PA and a walking tour of near-by sites. Date of the trip will be Saturday, April 27, 2019, and the FOE staff will be chaperoning. The bus will leave the Salem Middle School at 8:40 AM and return at 3:00 PM. The chaperones will be: L. DelRossi, A. Crowley, T. McDermott, K. Owen, K. Reese, P. Stewart, G. Lagakos, R. Griffith, C. Ricker, A. Bey, L. Chappell, B. Gullett.
Bus Transportation: Cost - \$618.52 Account # 20-235-100-500-PY-DIS (ESSA 2018-2019)
Admission and Lunch Cost - \$1,161.00 Account # 20-235-100-500-PY-DIS (ESSA 2018-2019)
4. Board to approve the Salem High School School Based Department's field trip to the Main Event for a total of 35 students. The field trip will take place on June 27, 2019. School Based will cover all activity/transportation costs.

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5. Board to approve SHS School Based Department to take students to William Patterson for a college tour on April 23, 2019. School Based will cover the costs of this event.
6. Board to approve the SHS School Based Department field trip to the 6th Annual Pride Day at the zoo. Thursday, May 30th 3:00 pm – 7:00 pm at the Cape May County Zoo. This event successfully connects youth with age-appropriate peers so that they feel less isolated while meeting and mingling with LGBTQIA&A students from seven counties. School Based will cover all activity/transportation costs.

Home Instruction: In/ Out of District/Residential

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

1. Board to approve the following students for home instruction:

Student ID	Health Care/Teacher	Costs (Prorated)	Dates	Account #
01290080	A Step Ahead Bridgeton, NJ	\$34.00/hr. 10 hrs./wk.	03/18/19 – TBD	11-150-100-320-00-BUS
01270113	Jamie Bacon	\$34.00/hr. 5 hrs./wk.	03/25/19 – TBD	11-150-100-101-00-BUS
01260117	Katherine Starn	\$34.00/hr. 5 hrs./wk.	03/25/19 – TBD	11-150-100-101-00-BUS
01290003	A Step Ahead Bridgeton, NJ	\$34.00/hr. 10 hrs./wk.	03/25/19 – TBD	11-150-100-320-00-BUS
01270170	SCSSSD – Cumberland Campus	\$11,476.78	04/04/19 – 06/30/19	11-000-100-565-00-BUS
01270048	A Step Ahead Elmer, NJ	\$34.00/hr. 60 hrs. = \$2,040.00	03/28/19 6 weeks	11-219-100-320-00-CST
01280001	A Step Ahead Elmer, NJ	\$34.00/hr. 30 hrs. = \$1,020.00	03/27/19 6 weeks	11-150-100-320-00-BUS
01280031	A Step Ahead Elmer, NJ	\$34.00/hr. 60 hrs. = \$2,040.00	03/28/19 6 weeks	11-219-100-320-00-CST

2. Board to approve the following out of district special education student (01220193) to receive home instruction while a patient at Inspira Health Network, Bridgeton, NJ from January 30, 2019 to February 5, 2019. Cost for instruction is \$30.00 per hour for 10 hours totaling \$300.00. Account #11-219-100-320-00-CST

Miscellaneous

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

1. Board to approve the enrollment of A.P., daughter of Ms. Debra Persicketti, First Grade Teacher at John Fenwick Academy as an Inter-District Choice Student for the 2019-2020 school year, based upon availability of enrollment. Salem City residents will have priority.

PERSONNEL

A. Resignation/Retirement

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

1. Board to approve the retirement of Ms. Wendelin Dublin, one-to-one aide at Salem High School, effective July 1, 2019.
2. Board to approve the retirement of Ms. Marcia Ledford, paraprofessional at John Fenwick Academy, effective June 30, 2019.
3. Board to approve the resignation of Mr. Curtis Schofield, paraprofessional at John Fenwick Academy, effective April 5, 2019.

B. Employment

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

1. Board to approve the following new substitute for the 2018-2019 school year:
Richard Riskie Jr. Sewell NJ Teaching Certificate: Elementary School Teacher K-6
Subject Matter Specialization in Science & Social Studies
Grades 5-8

C. Financial Request

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

1. Board to approve:

Spring	Weight Room Supervisor	\$1,696	Jeff James
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To Replace:

Spring	Weight Room Supervisor	\$1,696	Curtis Schofield
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*Stipend to be prorated to Jeff James official start date (03/18/19)

2. Board to approve the replacement of the stipend position of Ms. Kari Silvers Vasquez as Sophomore Class Advisor for the 2018-2019 school year to Ms. Lisa Mutter as Advisor. Stipend shall be paid pro-rated from March 18, 2019 through June 2019. (\$737.00/yr.; \$73.70/mo.; x 3 mos. = \$221.10)
3. Board to approve the Credit Reinstatement Program for 10 days after school and two Saturdays as follows:
 - Monday, May 6, 2019 through Thursday, May 9, 2019 -- 2:45 PM – 4:45 PM
 - Saturday, May 11, 2019 -- 9:30 AM – 11:30 AM
 - Monday, May 13, 2019 through Wednesday 15, 2019 -- 2:45 PM – 4:45 PM
 - Friday, May 17, 2019 -- 2:45 PM – 4:45 PM
 - Saturday, May 18, 2019 -- 9:30 AM – 11:30 AM

Students with 18+ unexcused absences will be required to attend this program.

The cost will be \$34.00/hr. x 2 hrs./day x 2 teachers/day x 10 days = \$1,360

Acct # 15-140-100-101S-03-SHS

Teachers: Mr. Lagakos and Mrs. Rachel Hunt = Full Time Teachers

Mrs. Hibbard and Mr. Paul Bartholomew = Substitute Teachers

4. Board to approve the following employee's Spring/Summer tuition reimbursements.
Robin Henry \$751.26 Course: FIN630 Global Financial Management
5. Board to approve the following revised salary adjustment for Ms. Deidra Davis, paraprofessional at John Fenwick Academy for the 2019-2020 school year:
From \$18,832 (Step 1 Tier 3) to \$21,593 (Step 2 Tier 4)

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D. Leave of Absence

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

1. Board to approve the following leave(s) of absence:

Employee ID#	206
Employee	J.T.
Type of Leave	Medical
Leave Requested	02/25/19 – 03/29/19
Fed Max Leave (max 90 days)	02/25/19 – 03/29/19
Time Usage of FMLA	5 weeks
NJ Family Leave (max 90 days)	N/A
Time Usage of FLA	N/A
*Use of Sick Days	0 days
*Use of Personal Days	3 days
*Use of Vacation Days	7 days
Unpaid Leave	N/A
Intermittent Leave	04/01/19 – 03/30/20
Extended Leave	N/A
Est. Return Date	N/A

2. Board to approve the extension of the following non-FMLA leaves of absence:

<u>Employee</u>	<u>Requested Period</u>	<u>Return Date</u>
T.R.	03/13/19 to 04/13/19 4 Weeks (continuation from 01/16/19 to 03/12/19)	04/15/19
P.M.	05/07/19 to 06/30/19 7 weeks (continuation from 01/30/19 to 05/06/19)	09/01/19
V.B.	04/08/19 to 05/03/19 4 weeks (continuation from 06/12/18 to 04/05/19)	05/04/19

***all time is accrued up to date of leave**

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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
Rebecca Elder	SMS	Pascale DeVilme'	Salem County School Counselors Association Meeting	04/04/19	Salem Community College	-0-
Michele Beach	SMS	Pascale DeVilme'	Student-Centered Learning in Mathematics	05/30/19	The College of New Jersey Ewing, NJ	\$175.00 15-000-240-500-02-SMS
REVISED Anne Hudock	SHS	John Mulhorn	IB Conference for Professional Development Category III Mathematics	03/22/19 through 03/25/19	Pittsburgh, PA	Travel - \$422.60 Hotel - \$919.98 Meals/Other - \$382.00 15-000-240-800-03-SHS
REVISED Greg Lagakos	SHS	John Mulhorn	IB Conference for Professional Development Category III Mathematics	03/22/19 through 03/25/19	Pittsburgh, PA	Travel - \$422.60 Hotel - \$919.98 Meals/Other - \$144.39 15-000-240-800-03-SHS
Linda DelRossi Herbert Schectman Pascale DeVilme'	DO	Linda DelRossi	Collaborative Workshop for Annual School Plans	04/30/19	Stockton University	-0-
Greg Lagakos	SHS	John Mulhorn	NJSIAA 25 th Annual Wrestling Clinic	05/03/19	Princeton, NJ	\$90.00 15-402-100-500-03-SHS

2. Board to approve Diana Mace, teacher of English, attend Advanced Placement Summer Institute in Literature and Composition development core training at Goucher College APSI in Baltimore, Maryland.
 Dates: June 17, 2019 through June 21, 2019
 Times: 8:30 AM – 1:00 PM daily
Costs:
 Travel Mileage and tolls fee: \$289.56
 Training and registration fee: \$1,016.00
 Teacher Pay: 22.5 hours x \$34.00 = \$765.00 (4.5 hours per day x 5 days)
 Total Trip Costs - \$2,070.56
 Acct # 15-000-223-500-03-SHS

Monthly Reports

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

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

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Policies/Calendars

Motion (/) Board to Approve: **#14-10**

1. Board to approve the 2nd reading and adoption of the following policy:

i. 7116 Indoor Air Quality

Board to approve the 1st reading of the following policies:

i. 4151.5 Earned Sick Leave Law (Instructional Personnel)

ii. 4251.5 Earned Sick Leave Law (Support Personnel)

2. Board to approve the revised Salem City School District calendar for the 2018-2019 school year. (Snow day added for 02/20/2019).

3. Request Board approval to move the June 12, 2019 Board meeting to June 13, 2019, due to scheduling conflicts with the SHS Graduation and Board Meeting.

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 April 10, 2019 meeting of the Salem City Board of Education at _____.