

Board Agenda June 13, 2019

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
June 13, 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
Mannington: Eric Buzby
Quinton: William McDonald

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 May/2019:

John Fenwick Academy	Ja'Laiya Johnson	Grade 2	Ms. Barron
	Cashmir Parsley	Grade 2	Ms. Ali
Salem Middle School	Ta'Nye Allen	Grade 3	Ms. McConathey
	Markeia Carney-Smith	Grade 3	Ms. McDermott
Salem High School	Renee' Watson	Grade 10	Mr. Kline
	Shalaby Parsons	Grade 10	Ms. Mace

BOARD COMMITTEE REPORTS

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

SUPERINTENDENT'S COMMENTS/REPORTS

Motion (/) Board to approve regular and executive minutes of May 1, 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-12 ***.

- 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(s) of April 2019.

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

Board Secretary

Date

- C. *Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 2019. The Treasurer's Report and Secretary's Report are in agreement for the month of April 2019 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 April 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.

- 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 **May 2019: \$45,711.27**

To approve Payment of Bills for **May 2019:**
General Account: \$1,136,326.98

Confirmation of payrolls for May 2019

<u>May 15, 2019</u>	General Acct. Transfer	\$682,838.31
<u>May 30, 2019</u>	General Acct. Transfer	\$922,255.10

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Miscellaneous

Motion (/) Board to Approve: **#2-F-12**
 Motion (/) Board to approve: **#2-G-12**

1. Request the board to approve the Standard Operating Procedures (SOP) Internal Control Document for the standard business office practices per NJAC 6A:23A-6.4 & 6.6 and any amendments made to thereof as of July 1, 2019 to June 30, 2020. The Business Administrator is responsible to oversee the procedures described in the document. In accordance with Section VI of the SOP, the Business Administrator will ensure that all purchases related to federal grants will be reviewed for disbarment by the State of New Jersey.
2. Recommend Board of Education to approve the Chart of Accounts as provided by the NJDOE, and to adopt current Board Policies.
3. Request the Board of Education to approve participation in the Summer Food Service Program through the Child Nutrition Program (CNP). The Salem City School District will agree to serve free breakfast, lunch, and snacks to all SCSD summer students. These meals will be reimbursed at the NJ Department of Agriculture approved funding of \$581,013.95.
4. Board to name Franklin Bank as Depository of School Funds, opening deposit accounts and authorize facsimile signatures.

Signatories on Accounts

Checking Accounts	Number/Position of Signatories Required	Stamped
SHS/Pupil Fund	(2) VP\Site Management, and HS Principal or SBA	Manual Signature Only
SHS/Athletics Fund	(2) VP\Site Management, and HS Principal or SBA	Manual Signature Only
JFS/Pupil Fund	(2) JFS Principal, Vice Principal or SBA	Manual Signature Only
SMS/Pupil Fund	(2) SMS Principal, Vice Principal or SBA	Manual Signature Only
BOE/General Fund	(3) SBA, President & Treasurer	President & Treasurer
BOE/Food Service	(3) SBA, President & Treasurer	President & Treasurer
BOE/Capital Projects	(3) SBA, President & Treasurer	President & Treasurer
BOE/Net Salary	(1) SBA or Treasurer	Treasurer
BOE/Agency	(1) SBA or Treasurer	Treasurer
BOE/Uniform Trust	(1) Superintendent or SBA	Manual Signature Only

Savings Accounts	Number/Position of Signatories Required	Stamped
Robert Johnson	(1) SBA	Manual Signature Only
James Patrick	(1) SBA	Manual Signature Only
R.M. Acton	(1) SBA	Manual Signature Only
S. Llanos	(1) SBA	Manual Signature Only
Class of 1990	(1) SBA	Manual Signature Only
Marion Finlaw	(1) SBA	Manual Signature Only

5. Request board approval of the official newspapers for the 2019-2020 school year as the South Jersey Times and the Courier Post or any other newspaper which the district deems necessary. Locations will be designated for postings of Public Notices from Board of Education Meetings, General Offices, District's Board Office and the Faculty Rooms of the District's schools.

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6. Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district.

Request Board approval for the following Petty Cash Funds in the stated amounts:

<u>Account</u>	<u>Amount</u>
Administrative Office	\$300.00
High School	\$180.00
Middle School	\$180.00
John Fenwick School	\$180.00
Child Study Team	\$100.00

Reference: SCSO Policy 3451 Series 3000

7. Resolution authorizing the Procurement of Goods and Services through the New Jersey Division of Purchase and Property State Contract for the 2019-2020 School Year:

WHEREAS, Title 18A: 18A-10 provides that a Board of Education, without advertising for bids or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and
 WHEREAS, the SALEM CITY BOARD OF EDUCATION has the need, on a timely basis, to procure goods and services utilizing state contracts, and
 WHEREAS, the SALEM CITY BOARD OF EDUCATION desires to authorize its purchasing agent for the 2019-20 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year,
 NOW THEREFORE BE IT RESOLVED, that the SALEM CITY BOARD OF EDUCATION does hereby authorize the district Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing all vendors (i.e. School Specialty for school supplies, and CDW Government, Inc for computers & supplies, and Grainger Equipment & Supplies for facility supplies) as approved by the New Jersey Division of Purchase.

8. Recommend Board of Education to approve for EPIC Environmental to prepare and maintain the 2019 Right to Know Survey and an annual inventory of hazardous chemicals. Cost not to exceed \$2,000.00.
9. Request the Board to approve the following 2019-2020 payment schedule of school taxes based upon the tax levy for the General Fund at \$2,440,167 and the Debt Service Fund at \$103,967 to meet this requirement:

Due Date	General Fund	Debt Service Fund
<u>7/1/2019</u>	203,347.25	<u>\$51,983.50</u>
<u>8/1/2019</u>	203,347.25	
<u>9/1/2019</u>	203,347.25	
<u>10/1/2019</u>	203,347.25	

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<u>11/1/2019</u>	203,347.25	
<u>12/1/2019</u>	203,347.25	
<u>1/1/2020</u>	203,347.25	
<u>2/1/2020</u>	203,347.25	<u>\$51,983.50</u>
<u>3/1/2020</u>	203,347.25	
<u>4/1/2020</u>	203,347.25	
<u>5/1/2020</u>	203,347.25	
<u>6/1/2020</u>	203,347.25	

10. Request Board approval of the following appointment of district assignments for the 2019-2020 school year:

504 District Coordinator	Pamela Thomas
Affirmative Action Officer	Pamela Thomas
AHERA Compliance Officer	Herbert Schectman
American Disabilities Act Coordinator	Pamela Thomas
Custodian of Records (Open Public Records Law)	Herbert Schectman
Harassment Intimidation and Bullying Coordinator	Padilla Group
Integrated Pest Management Coordinator	Dennis Spence
Public Agency Compliance Officer (P.A.C.O.)	Herbert Schectman
School Resource Officer	Larry Brown
School Safety Specialist	Herbert Schectman
Title IX	Darryl Roberts

11. Request Board approval of the Salem County Improvement Authority Waste Disposal Agreement and Salem City Board of Education. The agreement term is July 1, 2019 through June 30, 2020 not to exceed \$42,000.00.

12. Request Board of Education approval of the pool agreement with the City of Salem, to provide Salem City School children access to the city pool in accordance with the regulations and policies established by Salem City. The proposed contract amount for summer 19-20 is the same as last year \$38,500 total.

13. Request approval for the following Social Worker Consultant to provide social evaluations as needed at a cost of \$325.00 per evaluation for the remainder of the 2018-2019 school year. Not to exceed \$3,000.00.

- Cassandra Robinson Acct#11-000-100-566-00-BUS

14. Request approval of the following tuition rates for Salem High School Out of District students for our 2019 summer school:

5 credit course	\$225.00
2.5 credit course	\$112.50

15. Recommend Board of Education approve the tuition rate for Salem Middle School's Summer School 2019 as follows:

Out-of-District Students	2 sessions	\$ 250.00
	1 session	\$ 125.00

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In-District Students	2 sessions	No Fee
	1 session	No Fee

16. Board to approve the contract for Herbert Schectman, Business Administrator for the 2019-2020 school year.

17. Resolved, that the Board of Education authorize Herbert Schectman to transfer funds to a Maintenance Reserve account in an amount not to exceed the anticipated surplus available of \$207,000.

18. Request Board of Education approval to authorize the awarding for professional services for a one-year term, commencing June 30, 2019 until the reorganization of the Board of Education in 2020, without competitive bidding:

- **Board Solicitor**
Corey Ahart, Esquire \$42,500
- **Attorney**
Chance & McCann *(Based on Need)*
Michael Pattanite, Lenox Law Firm \$21,250
- **Auditor**
Bowman & Company, LLP Henry Ludwigsen \$42,500
Acknowledge the receipt, review and evaluation of the external peer/quality report
- **Brokers of Record**
Brown & Brown Benefit Advisors *(Based on Need)*
Conner Strong *(Based on Need)*
- **HIB Consultant & School Security Services**
Padilla Group \$10,440
- **School Physician**
Dr. Joseph LaCavera III D.O. \$22,500
- **Travel Agent**
Patten Travel *(Based on Need)*
- **Treasurer of School Funds**
Linda Jones \$4,029
- **Architect**
RYEBREAD *(Current projects - Based on need)*
Garrison Architects *(Current projects - Based on need)*
New Road Construction *(Current projects - Based on need)*
- **Policy Consultant Services**
Business Communications Strategies Greg Peterson \$500 & \$50/hr
- **Environmental Services**
Epic Environmental Services-Right to Know \$4,750
- **Professional Development**
Center of Evidence Based Education *(Based on Need)*
21st Century, STEM *(Based on Need)*
- **Other**
Collegewise \$187,000.00
Wright Choice *(Based on Need)*
Invo Healthcare Associates *(Based on Need)*
Bayada Nursing *(Based on Need)*
Apple, Inc. (Sole Source) *(Based on Need)*
Edmentum *(Based on Need)*

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19. NJASBO Guidance for P.L. 2015, Chapter 47 Report of Awarded Contracts – due by July 1

Pursuant to PL 2015, Chapter 47 the Salem City Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

20. Request the Board to approve the addendum contract with Metz Culinary Management, Inc. as the district Food Service Management Company for the 2019-2020 school year. The company's management fee will be capped at \$50,000 payable in equal monthly installments. The contract guarantees that the bottom line on the operational financial report for 2019-2020 school year shall be a profit of not less than \$50,000.

21. Board to approve the annual Statement of Assurance for the High School Voter Registration Law for the 2018-2019 school year.

22. Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 6A:23A-14.3 and 6A:23A-14.4 permit a Board of Education to establish and/or deposit into capital reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Salem Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Salem Board of Education previously indicated in preliminary resolutions adopted in November 2018 and February 2019, and

WHEREAS, the Salem Board of Education has determined that (an amount not to exceed) \$462,759 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Salem Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

23. Request Board approval for the employment of Preferred Home Health Care & Nursing Services located in Eatontown, NJ for nursing services for an out of district student (01290163) per student's IEP . Cost will be \$45.00 per hour for an LPN, \$55.00 for and RN. Services are for the 2018-2019 school year. Transportation services (RN/LPN) \$115.00 per field trip. Not to exceed \$25,000.00.
Account #11-000-217-320-00-CST

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24. BORROWING DUE TO DELAY IN JUNE STATE SCHOOL AID PAYMENT RESOLUTION

Whereas, NJSA 18A:22-44.2 provides a board of education the ability to enter into short term loans with the bank of their choice, if needed, due to the delay in the June state school aid payment; and Whereas, both June State School Aid payments are delayed until July, the Salem City School District will be required to borrow funds totaling \$700,000 to meet general fund and preschool expenditures for June; and

Whereas, the Salem City School District will borrow the funds from Franklin Bank no earlier than June 22, 2019 at 3% interest; and

Whereas, the State of New Jersey will pay the Salem City School District in full the principal of the amount borrowed and interest of \$933.33 no later than July 8, 2019 or interest of \$991.67 no later than July 9, 2019; and

Whereas, the Salem City School District will repay to the bank in full the principal of the amount borrowed and interest of \$933.33 no later than July 8, 2019 or interest of \$991.67 no later than July 9, 2019; and

Therefore, be it resolved by the Board of Education of the Salem City School District, approval of the borrowing of funds totaling \$991.67 at 3% interest due to the delay in the June State School Aid payments.

25. Request Board to approve renewing the line of credit of \$1,000,000 with a 3% interest rate with Franklin Bank effective June 1, 2019-May 31, 2020.

26. Recommend Board approval to apply for and accept the Elementary and Secondary Education Act (ESEA) Grant for the 2019-2020 school year in the amount of:

Title I Part A – \$844,282.

Title I Reallocated - \$23,024.

SIA, Part A - \$45,300.

Title II Part A – \$ 84,106.

Title III - \$2,565.

Title IV-A - \$50,645.

Recommend Board approval of the acceptance of the ESEA Grant upon state approval of the application.

Recommend Board approval to authorize the submission of the Perkins Secondary Consolidated Application and the acceptance of the award in the amount of \$15,039. for the school year 2019-2020.

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STUDENT MATTERS

- Motion (/) Board to Approve: **#4-A-12**
 Motion (/) Board to Approve: **#7-C-12**
 Motion (/) Board to Approve: **#7-D-12**

1. Board to approve the following field trips:

Marriott River Center San Antonio, TX FBLA National Leadership Conference	June 29, 2019 through July 3, 2019 1 Student	Ms. Landolfi 2-Buses: \$440.00 Acct: 15-000-270-512-03-SHS Hotel/Airfare: \$3140.00 Acct#15-401-100-800-03-SHS Registration: \$244.00 Acct#15-401-100-800-03-SHS
Edinburgh, Scotland IB Student Global Conference	July 27 – August 2, 2019 18 IB Juniors	Mrs. Pla, Ms. Davis, Ms. Mutter, Mrs. Hunt, Mr. Hunt 2-Buses: \$880.00 Chaperone Hotel: \$3011.94 Flights – Pupil and Chaperone: \$25,990.00 Registration, CAS Trips: \$20,979

2. Board to approve the attendance, including travel expenses, \$4,033.00, to the Elon University, NC State University, and Wake Forest University football camps, for Montrey Wright, Lamont Johnson, Curtis Schofield, Deron Barnes. Also, to include members of the Salem High School football team. The trip will run from 6/13/19-6/15/19.
3. Board to approve the following students for home instruction:

Student ID	Health Care/Teacher	Costs (Prorated)	Dates	Account #
01230171	Creative Achievement	\$5,570.00	05/21/19-06/30/19	11-000-100-565-00-BUS
01270113	A Step Ahead Bridgeton, NJ	\$34.00/hr for 30hours total: \$1,020.00	05/03/19-6wks.	11-150-100-320-00-BUS
01270129	A Step Ahead Bridgeton, NJ	\$34.00/hr for 30hours total: \$1,020.00	5/28/19-6wks	11-150-100-320-00-BUS
02190080	Rockford Center, DE	\$44.00/hr for 1 hour for 5 days per week	05/25/19 to 4-6 weeks	11-150-100-320-00-BUS

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4. Request permission for the following non high school and high school special education students to attend out of district placement for the Extended School Year Program.

Student ID#	School	Grade	Tuition	Date	Account #
01300066	SCSSSD – Salem	1	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
01260088	SCSSSD - Salem	4	\$4,800.00	7/8/19 - 8/15/19	11-000-100-565-00-BUS
01260134	SCSSSD - Salem	4	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
	1:1 Aide		\$3,500.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
01220064	SCSSSD - Salem	8	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
01220094	SCSSSD – Salem	9	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
01250170	SCSSSD – Salem	6	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
	1-1 Aide		\$3,500.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
01310129	SCSSSD – Cumberland	PK	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
01300016	SCSSSD – Cumberland	1	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
01290097	SCSSSD - Cumberland	8	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
	1:1 Aide		\$3,500.00		11-000-100-565-00-BUS
01260047	SCSSSD - Cumberland	5	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
	1:1 Aide		\$3,500.00		11-000-100-565-00-BUS
01240167	SCSSSD – Cumberland	6	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
	1:1 Aide		\$3,500.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
01270170	SCSSSD – Cumberland	4	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
	1:1 Aide		\$3,500.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
01320084	SCSSSD – Cumberland	PK	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
	1:1 Aide		\$3,500.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
01250020	SCSSSD – Daretown	6	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
01270027	SCSSSD - Daretown	3	\$4,700.00	7/9/19 – 8/16/19	11-000-100-565-00-BUS
01170146	SCSSSD – TCP	12	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
01180074	SCSSSD – TCP	12	\$4,800.00	7/8/19 – 8/15/19	11-000-100-565-00-BUS
Student ID#	School	Grade	Tuition	Date	Account #
01300091	Archway Program	K	\$8,175.30	7/1/19 – 8/16/19	11-000-100-566-00-BUS
	1-1 Aide		\$4,760.00		
01240078	Pennsville School	7	\$3,570.00	7/8/19 – 8/1/19	11-000-100-566-00-BUS
	1-1 Aide		\$2,050.00		11-000-100-566-00-BUS

5. Board to approve the enrollment of E.L., of Carneys Point as a 9th Grade Interdistrict Choice Student at Salem High School for the 2019-2020 school year.

6. Request Board permission for the John Fenwick and Salem Middle School Extended School Year students and staff to attend Menold's Heavenly Acres Farm, 54 Vestry Road, Swedesboro, NJ. The trip will take place on Wednesday, July 10th from 9:00 am to 12:30 pm for the John Fenwick students. The Middle School

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Students will attend on Thursday, July 11th from 9:00 am to 12:30 pm. The only cost for this trip will be for the bus, which will be approximately \$229.47 for each trip.

Account# 15-000-270-512-01-JFS

Account# 15-000-270-512-02-SMS

7. Request Board permission for the Salem Middle School Extended School Year students to go on a field trip to Woodstown Bowling Alley on July 25, 2019 from 10:00 am to 12:00 pm. Cost for trip will be \$9.00 per student plus transportation. Approximately 25 students plus staff will be attending.

Account # 15-000-270-512-02-SMS

PERSONNEL

A. Retirement/Resignation

Motion (/) Board to Approve: **#8-A-12**

1. Board to approve the retirement of Ms. Karen Wright, Counselor at John Fenwick Academy effective July 1, 2019.

B. Employment

Motion (/) Board to Approve: **#8-C-12**

1. Board to approve the following corrected salaries for the 2019-2020 school year:

SHS			
Last Name	First Name	Step	Salary
Favat	Drew	MA06	\$57,557
SMS			
Braun	Karen	BA12	\$64,142
Lee	Christopher	MA15	\$74,737
JFA			
Bey	Valerie	MA13	\$68,737

2. Board to approve the employment of Ms. Danielle Secula as a Speech Language Therapist for the 2019-2020 school year, effective September 3, 2019. Salary will be \$58,782 (MA07).
3. Resolved, that the Board of Education authorize the appointment of Douglas Hogate, Jr. as a full-time custodian effective July 1, 2019. His salary will be \$20,500, per year plus a longevity bonus of \$500 per year. This is a replacement for a custodian who retired January 2019.

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4. Recommend that the Board of Education approve the employment of Ms. Christie Nelson as a Media Specialist for Salem Middle School and John Fenwick Academy effective September 1, 2019 through June 30, 2020. Salary will be \$54,657 (MA01) per annum.
5. Recommend that the Board of Education approve the employment of John Flaherty as a Social Studies Teacher for the Salem Middle School effective September 1, 2019 through June 30, 2020. Salary will be \$52,957.00 (BA02) per annum.
6. Recommend that the Board of Education approve the employment of Richard Riskie as a Second Grade Teacher at the John Fenwick Academy effective September 1, 2019 through June 30, 2020. Salary will be \$52,657.00 (BA01) per annum.
7. Recommend that the Board of Education approve the employment of Antonina Bernard as a Music Teacher for the Salem Middle School effective September 1, 2019 through June 30, 2020. Salary will be \$52,657.00 (BA01) per annum.
8. Recommend that the Board of Education approve the following Salem Public School District students as Summer Youth Employees from June 24, 2019 to August 29, 2019 at the rate of \$8.85 per hour:

Office Assistants:	Zarah Rivers	(AM)	John Fenwick School
	Laliah Penn	(PM)	John Fenwick School
	Marshay Hubbard	(PM)	Salem Middle School
	Israel Brent	(AM)	Salem Middle School
	Cheyenne Banks	(AM)	Salem High School
	Diamani Reed	(PM)	Salem High School
Computer Assistants:	Trinahj Billip	(AM)	John Fenwick School
	Zhamir- Jamal Palmer	(AM)	Salem Middle School
	Zahiem Jones	(AM)	Salem Middle School
	Vincent Corbin	(AM)	Salem High School
General Maintenance:	Larry Faulkner	(AM)	SCSD
	Nelson Jackson	(PM)	SCSD
	Jesus Sanchez	(AM)	SCSD
	Damien Nichols	(PM)	SCSD
	Jahiem Henson	(AM)	SCSD
	Angaleik Cooper	(PM)	SCSD
	Miliani Warner	(AM)	SCSD
	Octavian Pitts	(PM)	SCSD
	Reyna Gonzalez	(AM)	SCSD
	Yasmine Morrison	(PM)	SCSD
	Samiyra Bonner	(AM)	SCSD
	Shazira Barge	(PM)	SCSD

Substitute Workers:

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The Summer Youth employment hours are as follows:

Office Assistants AM = 8:00 am to 12 noon and PM = 12 noon to 4:00 pm

Computer Assistants AM = 8:00 am to 12 noon and PM = 12 noon to 4:00 pm

General Maintenance AM = 7:00 am to 11:00 am and PM = 11:00 am to 3:00 pm

All Summer Youth Employees will use time-cards to sign-in and to sign out daily.

9. Recommend that the Board of Education approve the employment of Allison Gilbert as a Mathematics Teacher for the Salem Middle School effective September 1, 2019 through June 30, 2020. Salary will be \$52,657.00 (BA01) per annum.
10. Recommend that the Board of Education approve the employment of Laura Tomasetti as a Mathematics Teacher for the Salem Middle School effective September 1, 2019 through June 30, 2020. Salary will be \$54,657.00 (MA01) per annum.
11. Recommend that the Board of Education approve the employment of Crystal Hammond as a Mathematics Teacher for the Salem Middle School effective September 1, 2019 through June 30, 2020. Salary will be \$52,957.00 (BA02) per annum.

C. Financial Request

Motion (/) Board to Approve: **#8-D-12**

1. Board to approve the revised salary adjustment for Ms. Shikeena Lynard, Physical Education Teacher at Salem High School for the 2019-2020 school year, from \$54,557 (BA05) to \$55,557 (BA05+30).
2. Request approval for the operation of Extended Essay Writing Summer Session starting Monday, July 8, 2019 through Thursday, July 11, 2019 AND Monday, July 22, 2019 through Thursday, July 25, 2019 from 9:00AM to 1:00PM daily.

Request approval for Mrs. Mutter and Mrs. Lamont to serve as mentor/teacher for this program. There will be 19 Junior IB students in this program. During the program, students will be writing their extended essays for the IB programme. Teachers will be proctoring and helping facilitate essays with a focus on one aspect of essay each day Teachers will answer questions and provide 1/1 help with essays.

Lunch will be served daily through METZ Culinary Management.

There will be a last day celebration planned with an outside food vendor.

Rooms to be used are: LRC and the Ram Café.

Substitutes: Mr. Hauenstein and Mrs. Davis

Costs:

Teacher Pay - \$35 per hour x 64 hours x 2 teachers= \$4480.00
(Acct. 15-422-100-178R-03-SHS)

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Celebration- Approximate cost- \$300.00 (Acct: 15-422-100-610R-03-SHS)

3. Request approval for the operation of Summer Band Camp starting Monday, August 26, 2019 through Friday, August 30, 2019 from 1:00 pm to 5:00 pm daily. (5 days)

Request approval for Mr. Nicholas Kline to serve as the Band Director for this program.

Request approval for Mr. Christopher Lindsay to serve as Assistant to Band Director for this program.

Director and Assistant Director will be working with approximately 25-35 students in seventh through twelfth grades. During the camp students will be rehearsing music and drill movements for marching band performances.

Costs:

Lead Band Director

Stipend - \$1049 Payable at end of program. (Acct. 15-401-100-100-03 SHS)

Assistant to Band Director

Stipend - \$771 Payable half at end of program and half in May 2020.

(Acct. 15-401-100-100-03 SHS)

4. Recommend approval of attached Athletic Support Staff Positions for the 2019-2020 school year.

Football	# of Games		
Announcer	5	\$83.20*	Kenneth Buck
Scoreboard Operator	5	\$53.46*	OPEN
Videotaping	10	\$53*	OPEN
Videotaping	10	\$53*	OPEN
Press Box Supervisor	5	\$83.20*	OPEN
Head Ticket Seller	5	\$106.86*	Sally Lamont
Ticket Seller	5	\$73.11*	Kathleen Hibbard
Ticket Seller	5	\$73.11*	Alfreda McCoy-Cuff
Ticket Taker	5	\$55.70*	Bobbie Shuman
Ticket Taker	5	\$55.70*	Teresa Aitken
Substitute Ticket Seller/Taker	As Needed	See Above	Lisa Marich
Substitute Ticket Seller/Taker	As Needed	See Above	Lisa Moore
Substitute Ticket Seller/Taker	As Needed	See Above	Shikeena Lynard
Substitute Ticket Seller/Taker	As Needed	See Above	OPEN
Substitute Ticket Seller/Taker	As Needed	See Above	OPEN
Event Staff (HS)	As Needed	\$34/game*	Tyrone Nock
Event Staff (HS)	As Needed	\$34/game*	OPEN

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Event Staff (HS)	As Needed	\$34/game*	Teresa Aitken
Event Staff (HS)	As Needed	\$34/game*	Alfreda McCoy-Cuff

*Number of games subject to change depending on playoffs.

5. Request approval for the following summer hours for secretaries:

Attendance/Vice Principals - Ms. Trish Tedesco 80 hours @ \$22.00 (\$1760.00)
 (Acct. 15-000-211-100R-03 SHS) 8:00AM-4:00PM
 Dates- August: 14,15,19,20, 21, 22, 26, 27, 28, 29, 2019

Guidance - Mrs. Alfreda McCoy-Cuff 90 hours @ \$22.00 (\$1980.00)
 (Acct. 15-000-218-105R-03 SHS) 8:00AM-4:00PM
 Dates- August: 1, 5, 6, 7, 8, 20, 21, 22, 26, 27, 28, 29, 2019

The secretaries will perform various tasks to prepare for the beginning of the school year.

6. Recommend that the Board of Education operate a Summer School at the Salem Middle School for grades 3 through 8. The program will begin July 1, 2019 and operate Monday through Thursday from 8:00 am to 1:00 pm until August 8, 2019.

Furthermore, I recommend that the Board of Education approve the employment of the following certified teachers as instructors in the Salem Middle School's Summer School 2019 Remediation Program:

<u>Name</u>	<u>Subject Area</u>
Angela Crowley	Grade 3/4 – LA/Literacy & Mathematics
Tara McDermott	Grade 5/6 – Mathematics
Patricia Stewart	Grade 5/6 – LA/Literacy
Randi Griffith	Grade 7/8 – Mathematics
Sharon Montgomery	Grade 7/8 – LA/Literacy
Roger Call	Substitute Teacher
Rhonda Lusby	Substitute Teacher
Deanna Micalizzi	Substitute Teacher

The teaching staff will be paid at the rate of \$35.00/hour x 5.0 hours/day x 23 days = \$4,025.00 x 5 teachers = \$20,125.00 [Account #20-231-100-100R-00 SPP]

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The aforementioned calculations are subject to change as a result of enrollment and availability.

7. Recommend that the Board of Education operate a Summer 2019 Odyssey of the Mind program at the Salem Middle School. The program will begin July 2, 2019 and operate Tuesday through Thursday from 9:00 am to 1:00 pm until August 8, 2019.

Furthermore, recommend Board of Education to approve the employment of the following certified teachers as instructors in the Salem Middle School's Summer 2019 Odyssey of the Mind program:

Rebecca Elder

Jason Kutzura

William Oberman

Melissa Skinner

Deanna Micalizzi, Substitute Teacher

The teaching staff will be paid at the rate of \$35.00/hour x 4.0 hours/day x 16 days = \$2,240.00 x 4 teachers = \$ 8,960.00

The teaching staff will be paid as follows for Field Trip Day which will take place on Thursday, August 8, 2019: \$35.00/hour x 4 teachers x 6hrs/per 1 day = \$840.00. [23-231-100-100R-00 DIS ESSA - Title I - 2019-2020].

The aforementioned calculations are subject to change as a result of enrollment and availability.

8. Request Board of Education approval for the following staff members to perform summer hours:

Nurse - Ms. Sandra Laubengeyer - 25 hrs. @ \$35.00 (\$875.00)
(Acct. #15-000-213-100R-02 SMS)

The nurse assists in the enrollment of new students by obtaining their health history, checking their immunizations, health problems, etc.; transfers medical records of students moving out of district, checks students entering 6th grade for compliance of mandated immunizations – Tdap and meningococcal vaccines; updates student health concerns; prepares and distributes First Day of School papers to teachers, orders and stocks supplies.

Guidance - Ms. Rebecca S. Elder - 25 @ \$35.00 (\$875.00)
(Acct. #15-000-218-104R-02 SMS)

The school counselors' summer hours provide an opportunity to accomplish the following: scheduling of students, update files, organize programs, catalogue resources, review counseling curriculum, review state testing procedures, update I&RS (SIRS) forms, scheduling of trainings, and development of parent/guardian referral list.

9. Request Board approval to operate Summer School on Monday through Thursday from 8:00 am until 1:30 pm beginning on July 1, 2019 and ending on August 8, 2019 including the classes listed below. All teaching positions are contingent upon student enrollment.

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Recommend employment of the following teachers for SHS summer school:

Algebra I & II – Lagakos, Greg	Geometry – Chieves, Rosalyn
Biology – Cheeseman, Bridget	Health/Physical Education – Levitsky, Scot
Chemistry – Ferguson, Bruce	Spanish I & II – Hunt, Rachel (last 4 weeks)
English I & II – Belvett, Jennifer (first 3 weeks)	Spanish I & II- Langley, Sandra (first 2 weeks)
English I & II- Ardito, Amy (last 3 weeks)	U.S. History II & World History – Sheffield, Steve
English III & IV – Merritt, Steve	US History I – Buck, Ken
	Special Education- LoMonico, Tracey

Substitutes:

Bergman, Kristina	Clour, Miranda
Poole, Maerena	Hauenstein, Micah
Lynard, Shikeena	Davis, Janice
Bartholomew, Paul	Hunt, Rachel
Mace, Diana	

Costs:

\$35.00/hour x 5.5 hours/day x 23 days x 11 teachers = \$48,702.50
 (Account #20-231-100-100R-00 DIS)

10. Recommend approval for Camp Fenwick to operate Monday through Thursday from 8:30 a.m. until 12:00 p.m. School will begin on July 1, 2019 and run through August 8, 2019. The camp will service the present preschool (5-year old's transitioning into kindergarten) through second grade students in math and literacy. Eight teachers will be paid as follows:

3½ Hours x 24 Days x \$35/Hour x 8 Staff = \$23,520 (Depending upon enrollment)
 Funds exist in the following account: 20-231-100-100R-00-DIS & 20-218-100-100R-00-JFA

Recommend approval for the following teachers currently employed by the district to fill the summer school positions:

Teachers	Grade Level
Vicki Galasso	Preschool
Debra Garvine	Preschool
Laura Krupski	Kindergarten
Kaneisha Boyce	Kindergarten
Ashley Vernon	Grade One
Jennifer Cascaden	Grade One
Tiara Barron	Grade Two
Mary Morris	Grade Two

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Substitutes

Patricia McClaren

Rebekah Cohen
Shakeema Bagby

11. Request Board permission for summer hours for Esther Bundy, CST Secretary. Mrs. Bundy will work August 26 to August 30, 2019 for 7 hours per day @ \$22.00 per hour.
Account #11-000-219-104R-00-CST

12. Recommend Board approval for two teachers be approved for the Odyssey of the Mind Program (Grades 1 and 2) and will be held in the John Fenwick Academy.

Teachers (Grades 1 and 2): Cheryl Flitcraft
Deanna Livingston

Teachers will be compensated at the contractual rate.

- 4 days per week (Monday, Tuesday, Wednesday, Thursday)
- 3-1/2 hours per day (8:30 to 12 noon)
- 6 weeks in duration (July 1 through August 8)
(There will be no program on Thursday, July 4th)

3-1/2 hours per day x 22 days x \$35 per hour* x 2 staff = \$5,390.
August 8th Field Trip – 6 hours per day x 1 day x \$35 x 2 staff = \$420.

Funds available in Account 20-231-100-100R-00-DIS
ESSA –Title I – 2019-2020

13. Recommend Board approval for Tenyatta Sanders to work the following summer hours from 7:30 a.m. – 3:30 p.m. at the rate of \$22/Hour at the John Fenwick Academy from account #15-000-219-105R-01-JFA, not to exceed a total of \$1,056.00.

August: 19, 20, 21, 22, 27, and 28

14. Request Board approval for the following summer hours:

Guidance - Ms. Regina Gatson - 148 @ \$35.00 (\$5180.00)
(Acct. #15-000-218-104R-03 SHS)
Guidance - Mr. David Hunt - 160 @ \$35.00(\$5600.00)
(Acct. #15-000-218-104R-03 SHS)
Learning Resource Center - Mrs. Lisa Mutter - 98 @ \$35.00 (\$3430.00)
(Acct. #15-000-222-100R-03 SHS)
Nurse - Ms. Susan Nitshe - 63 @ \$35.00 (\$2205.00)
(Acct. #15-000-213-100R-03 SHS)

15. Request Board of Education to approve the Extended School Year Program for the students in Preschool Disabilities and Multiple Disabilities classes. This program will be at the John Fenwick Academy and the Salem Middle School from July 1, 2019 to August 1, 2019 Monday through Thursday from 8:30 am to 1:00 pm. Cost will be \$35.00 per hour x 5 hours per day for teachers and \$10.00 per hour x 4.5 hours per day for Instructional Aides.

John Fenwick Academy
Elyssa Haines

Salem Middle School
Dawn Tulini

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Sharon Paris
Melissa McLaughlin (substitute)
Kathleen R. Carter (substitute)

Stefanie Crawford
Craig Paris (substitute)

Instructional Aides

Speech Language

Michael Deans
Kimberly Bacon
Dominique Knight
Mya Avant

Latoya Taylor

Account# 15-216-100-101R-01-JFS
Account# 15-216-100-101R-02-SMS
Account# 15-212-100-101R-01-JFS
Account# 15-212-100-101R-02-SMS
Account# 15-216-100-106R-01-JFS
Account# 15-212-100-106R-02-SMS

16. Request Board permission for the following Special Education and Regular Education teachers to attend summer IEP/eligibility meetings as needed at a rate of \$35.00 per hour.

Debra Garvine
Elyssa Haines
Vickie Galasso
Dwayne Humenik
Kimberly Osman
Christina Lord
Jamie Bacon

Account #15-216-100-101R-01-JFA
Account #15-213-100-101R-02-SMS
Account #15-213-100-101R-01-JFA
Account #15-213-100-101R-03-SHS

17. Recommend Board approval for up to 110 hours for a Bayada substitute summer nurse at John Fenwick Academy for summer school. Bayada nurse to substitute at a rate of \$49/hr. not to exceed \$5,390.00, account #20-218-100-106S-01-JFA.
18. Recommend Board approval for 8 days of summer work for Jill Sutton-Parris at John Fenwick Academy for summer school. Ms. Sutton-Parris will work July 1, 2, 3, 24, 25, 30, 31 & August 7 and will be paid the rate of \$35/hr.
Account# 20-218-100-106R-00-JFA
19. Recommend Board approval for Linda Barbara & Carla Kelley to administer Fountas & Pinnell to students who attended Camp Fenwick. Fountas & Pinnell testing will be from July 29, 2019 through August 1, 2019, and August 5, 2019 – August 8, 2019, 4 days per week 3.5hrs per day at a rate of \$35.00/hr, total not to exceed \$490.00 per teacher.
Account# 15-190-100-100-01-JFA

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20. Recommend Board approval of Coaching Positions for the Fall 2019 season.

Sport	Position	Stipend	
Football	Head Coach	\$ 5,947	Montrey Wright
Football	Assistant Coach (Line)	\$ 4,377	David Hunt
Football	Assistant Coach	\$ 3,822	Lamont Johnson
Football	Assistant Coach (JV)	\$ 3,822	Curtis Schofield
Football	Assistant Coach (JV)	\$ 3,822	Cameron Smith
Summer	Weight Room Supervisor	\$ 3,402	Montrey Wright
Field Hockey	Head Coach	\$ 4,762	Donna O'Leary
Field Hockey	Assistant Coach (JV)	\$ 3,281	Shanna Scott
Tennis (Girls')	Head Coach	\$ 4,762	Jason Kutzura
Tennis (Girls')	Assistant Coach	\$ 2,230	Renee Murray
Cross Country	Head Coach	\$ 4,762	Scot Levitsky
Soccer (Boys')	Head Coach	\$ 4,515	Michael Hughes
Soccer (Boys')	Assistant Coach (Varsity)		OPEN
Soccer (Boys')	Assistant Coach (JV)	\$ 3,822	Josiah Hughes
Soccer (Girls')	Head Coach	\$ 3,346	Drew Favat
Soccer (Girls')	Assistant Coach (Varsity)	\$ 2,230	Sharon Montgomery
Soccer (Girls')	Assistant Coach (JV)	\$ 3,281	Greg Lagakos
Cheerleading	Fall Advisor	\$ 2,381	Thronna Busch

D. Leave of Absence

Motion (/) Board to Approve: **#8-E-12**

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

Employee ID#	459	1153	1367	828
Employee	L.M.	J.L.	D.R.	A.C.
Type of Leave	Intermittent-Medical	Medical	Medical	Intermittent-Medical
Leave Requested	05/30/19-05/29/20	05/08/19-06/14/19	07/16/19-pending	04/30/19-04/29/20
Fed Max Leave (max 90 days)	05/30/19-05/29/20	05/08/19-06/14/19	07/16/19-09/10/19	04/30/19-04/29/20
Time Usage of FMLA	12 weeks	5 weeks	8 weeks	12 weeks
NJ Family Leave (max 90 days)	N/A	N/A	N/A	N/A
Time Usage of FLA	N/A	N/A	N/A	N/A
*Use of Sick Days	37.5 days	23.25 days	33 days	27 days
*Use of Personal Days	.75 days	1.75 days	.50 days	3 days
*Use of Vacation Days	N/A	N/A	N/A	N/A
Unpaid Leave	N/A	N/A	N/A	N/A
Intermittent Leave	1-3X per month for duration of 1 to 3 days	N/A	N/A	1-2X per month for duration of 1 to 2 days
Extended Leave	N/A	N/A	N/A	N/A
Est. Return Date	N/A	09/1/19	pending	N/A

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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>
Tracy Raines	4/14/19 to 5/14/19 (continuation from 1/16/19 to 4/13/19) 4 weeks	5/15/2019
Valerie Bey	4/04/19 to 6/30/19 (continuation from 6/12/18 to 5/03/19) 8 weeks	9/01/2019

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

Curriculum /Professional Development

Motion (/) Board to Approve: **#11-9**

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
Gia Sparacio-Scarani	JFA	Syeda Carter	Peer Support Meeting	08/07/2019	Thomas E. Bowe School, Glassboro NJ	-0-
Talisha Allison	DO	Herbert Schectman	2019 Summer Food Service Program Program Operations Training	06/04/2019	Department of Agriculture Division of Food and Nutrition Trenton NJ	\$40.00 11-000-251-800-DIS
Christina Lord	SHS	John Mulhorn	Quinton Writing Workshop	05/23/2019	Quinton Township School	-0-
Montrey Wright	SHS	John Mulhorn	Travel Camp	06/13/2019	North Carolina	-0-

Monthly Reports

Motion (/) Board to Approve: **#13-12**

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

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Miscellaneous

Motion (/) Board to Approve: **#15-12**

1. Board to approve the following Clinical Practice Placements from Rowan University:

Clinical Intern	Education Major	Placement School	Teacher/Grade Level
Michael Massaro	Music- Instrumental	Salem Middle School	Christopher Lindsay/Grades 3-8

2. Resolved, that the Board of Education authorize the Business Administrator to enter into an agreement(s) to remove and, when possible, sell obsolete and unusable inventory items as listed on the attached schedules. The listings indicate that some of the items are from:

- a. The Food Services program,
- b. The Vocational Education program. Each of these items is either non-working or costly to repair or have been discarded because we no longer have educational modules utilizing these items. Lastly, the Toro Workman has not worked for several years and would be too costly to repair, and
- c. Technology items.

These items are not currently being used by the Salem High School and there are no plans to create new curriculum modules that would utilize the vocational education equipment. The technology equipment items were purchased (at least) more than seven years ago and are not in working condition.

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.

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 June 13, 2019 meeting of the Salem City Board of Education at _____.