

*Board Agenda November 13, 2019*

**Salem City Board of Education  
Salem, New Jersey 08079  
Board of Education Meeting  
November 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 October/2019:**

John Fenwick Academy	Logan Buenviaje	1 <sup>st</sup> Grade	Mrs. Vernon
	Khi'La Hall	1 <sup>st</sup> Grade	Mrs. Persicketti
Salem Middle School	Sasha Reese	4 <sup>th</sup> Grade	Ms. Seran
	Ta'Nye Allen	4 <sup>th</sup> Grade	Ms. Seran
Salem High School	Brandon Valle Melendez	10 <sup>th</sup> Grade	Mr. Destefano
	Jimmira Trinidad	11 <sup>th</sup> Grade	Mr. Destefano

**Staff Member(s) of the month for October/2019:**

Rebecca Elder                      School Counselor                      Salem Middle School

**BOARD COMMITTEE REPORTS**

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

**SUPERINTENDENT'S COMMENTS/REPORTS**

Motion (                      /                      ) Board to approve regular and executive minutes of October 9, 2019 Board of Education meeting.

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**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS**

**Board Reports (Exhibit A)**

Motion (            /            ) To approve the Board Secretary's reports in memo: **#2-A-E-5**.

- 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 September 2019.
  
- B. \*Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending September 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
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- C. \*Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2019. The Treasurer's Report and Secretary's Report are in agreement for the month of September 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 September 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 October 2019	\$ 185,361.97
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To approve Payment of Bills for November 2019	
General Account	\$1,189,860.31
Food Service	\$120,753.45

Confirmation of payrolls for Dates

<u>October 15, 2019</u>	General Acct. Transfer	\$ 721,254.10
<u>October 30, 2019</u>	General Acct. Transfer	\$ 704,478.99

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**Miscellaneous**

Motion (            /            ) Board to Approve: **#2-F-5**

1. Resolved, that the Board of Education authorize Herbert Schectman, School Business Administrator to enter into a contract with Integrity Interpreting, LLC. The cost of the contract will be evenly split with Salem County Special Services District to meet the needs of a student at the Upper Pittsgrove program. The cost to Salem City not to exceed \$42,000.
2. Resolved, that the Board of Education authorize Herbert Schectman, School Business Administrator, to submit the three-year Comprehensive Maintenance Plan and form M-1 documenting required maintenance activities and expenditures for each of its school facilities.
3. Request Board approval for Aveanna Healthcare to provide services for a middle school special education student (01250039) for the 2019-2020 school year. Cost for services will be \$45.00 per hour for an LPN and a transportation fee of \$115.00/trip. Contract not to exceed \$35,000. Account #11-000-217-320-00-CST
4. Request Board approval of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the period July 1, 2018 to June 30, 2019 for Salem High School, Salem Middle School, and John Fenwick Academy. Board to approve the certification of the Statement of Assurances for each school's Self-Assessment and submission to NJDOE.
5. Request Board approval to contract the following consultant on an as needed basis for the Child Study Team. Cost for each evaluation will be \$325.00. Not to exceed \$5,000. Account #11-000-216-320-00-CST

Wanda Vazquez – Bilingual Speech/Language Consultant

6. Resolved, that the Board of Education authorize Linda DelRossi, Supervisor of Instruction and Coordinator of Grants, to convene a District NJQSAC team to prepare the District Self Assessment (DPRs) and submit to NJQSAC for review.
7. Request Board approval of executed School Bus Emergency Evacuation Drills submitted for the following:
  1. John F. Academy: October 11, 2019
  2. Salem Middle School: October 7, 2019
  3. Salem High School: October 7, 2019
8. 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, 2018.
9. Request Board approval of Premier Sports Medicine Substitute Athletic Training Services to cover for Athletic Trainer Heidi Bower as necessary. To be paid a fee of \$50.00 per hour not to exceed 7-10 hours per event. Materials will be supplied by Salem High School. Off site contingencies to be determined; including mileage. Heidi Bower to supply substitute athletic trainer procedures.
10. Request Board approval to accept the 2019-2020 Nursing Service Plan. In accordance with N.J.A.C. 6A: 16-2.1, and in collaboration with Joseph Lacavera, M.D., Chief Medical Inspector (CMI), Susan Nitshe, M.Ed., R.N.C., Certified

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School Nurse for Salem High School, Sandra Laubengeyer, R.N.C., Certified School Nurse for Salem Middle School and Jill Sutton-Parris, R.N.C., Certified School Nurse for John Fenwick Academy have developed Nursing Service Plan for the Salem City School District.

11. Resolved, that the Board of Education authorize the Superintendent to enter into a settlement agreement with K.H. o/b/o D.P. as a resolution to a controversy in the form of a due process petition. Further Resolved, that the board of Education authorize Herbert Schectman to enter into a Parental Transportation Contract with K.H. to reimburse the parent for transportation costs.

**STUDENT MATTERS**

Motion (            /            ) Board to Approve: **#4-A-5**

1. Board to approve the following field trips:

William Paterson University Wayne, NJ College Tour	November (TBD)	Acct# TBD
Rowan University Glassboro, NJ Third Grade Students annual college visitation	November 18, 2019 94 persons 3 <sup>rd</sup> Grade	Ms. Elder, Ms. Crowley, Ms. McConathey, Ms. McDermott, Ms. Moore, Ms. Pino, Ms. Weigler & Nurse 2- Buses x 251.86 = \$503.72 Account: 15-000-270-512-02 SMS 1 substitute x \$125.00 = \$125.00 Account: 15-120-100-101S-02 SMS No cost to students
Bells Market Philadelphia, PA True Russian Experience Market	November 18, 2019 14 students	Mrs. Yurchenko & Ms. Clour 1 Bus x \$251.86 = \$251.86 Account: 15-000-270-512-03-SHS 2 Substitutes x \$250.00 = \$500.00 Account: 15-140-100-101s-03-SHS No registration fee
University of PA Philadelphia, PA Student Leadership Program	November 21, 2019 10 students	Mr. Hunt & Mr. Smith 1 Bus x \$229.47 = \$229.47 Account: 15-000-270-512-03-SHS No substitutes needed No registration fee
Delaware State University Dover, DE Sixth Grade annual college visitations	November 25, 2019 70 students 6 <sup>th</sup> Grade	Mr. Pszwaro, Ms. Graham, Ms. Nugent, Ms. Skinner, Ms. Starn, Ms. Tomasetti & Nurse 3 Buses x 229.47 = \$688.41 <i>*handicapped accessible/wheelchair tie-down for 1 wheelchair</i> Account: 15-000-270-512-02 SMS 1 substitute x \$125.00 = \$125.00 Account: 15-120-100-101S-02 SMS No cost to students
University of Pennsylvania Philadelphia, PA	November 22, 2019 10 selected 8 <sup>th</sup> grade students	Mr. Pszwaro & Nurse 1 Bus x \$229.47 = \$229.47

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DVCEE MS Leadership Conf.		Account: 15-000-270-512-02 SMS 1 substitute x \$125.00 = \$125.00 Account: 15-120-100-101S-02 SMS No cost to students
American National History Museum NY, NY SHS Environmental Club	November 25, 2019 30 students	Ms. Derham, Ms. Lomonico, Mr. Bartholomew, & Mr. Suah 1 bus: \$251.86 *Bus fee to be paid through Environmental Club Fundraising* 3 substitutes x \$375.00 = \$1125.00 Account: 15-140-100-101s-03-SHS Registration fee: *To Be Paid Through Pupil/Club Fundraising*
Montclair University Montclair, NJ IB Dance Seniors	December 6, 2019 7 Students	Ms. Dixon 1 Bus x \$251.86 = \$251.86 Account: 15-000-270-512-03-SHS 1 Substitute x \$125.00 = \$125.00 Account: 15-140-100-101s-03-SHS
Salem Magic of Christmas Parade Salem, NJ	December 7, 2019 (Saturday) 25 Students SHS RAMS Marching Band	Ms. Murray, Mr. Kline, & Mr. Lindsay 1 Bus x \$229.47 = \$229.47 Account: 15-000-270-512-03-SHS No Substitutes No registration fee
Salem Community College Carney's Point, NJ SHS RAM Singers	December 14, 2019 (Saturday) 16 Students	Ms. Murray 1 Bus x \$229.47 = \$229.47 Account: 15-000-270-512-03-SHS No registration fee

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

Motion ( / ) Board to Approve: **#7-C-5**

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

<b>Student ID</b>	<b>Health Care/Teacher</b>	<b>Costs (Prorated)</b>	<b>Dates</b>	<b>Account #</b>
01210236	Rachel Hunt	\$35.00/hr. 10 hrs. / (frequency TBD)	10/16/2019 – TBD	TBD
01320060	Laura Krupski	\$35.00/hr - 5hrs (1.25 hours per day from 3:30pm – 4:45pm)	11/04/2019-12/04/2019	15-000-270-512-01 JFA
01320094	Karen Pastor (Tuesdays & Thursdays) Kimberly Pankok (Mondays & Wednesdays)	Mon.- Thurs. 5 hours @ 1.25 hour per day from 4:30pm to 5:45pm	11/12/2019-01/13/2020	15-000-270-512-01 JFA

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2. Request Board approval for the following middle school and high school special education students to receive home instruction while patients at “A Step Ahead”.

Student ID	Grade	Effective Dates	Location	Home Instruction Cost	Account #
01260172	6	10/28/19 - TBD	A Step Ahead	\$35.00 / Hour	11-219-100-320-00-CST
01250127	6	10/28/19 - TBD	A Step Ahead	\$35.00 / Hour	11-219-100-320-00-CST

3. Request Board approval for a high school special education student to attend an out of district placement for the 2019-2020 school year.

<u>Student ID</u>	<u>School</u>	<u>Grade</u>	<u>Tuition</u>	<u>Effective Dates</u>	<u>Account Number</u>
01210012	Brookfield Academy	11	\$51,770.00	10/15/19-6/30/20	11-000-100-566-00-BUS

**Miscellaneous**

Motion ( / ) Board to Approve: **#7-D-5**

1. Request Board approval for students in the 1<sup>st</sup> and 2<sup>nd</sup> grade at John Fenwick Academy to be members of the Salem Young Men’s Club. Michael Hughes, Josiah Hughes and Richard Riskie will volunteer as the coordinators. There will be 2-3 students in each class. It will focus on peers, family members, teachers, coaches, healthy lifestyle decisions, self-motivation, visions and dream building. There will a few motivational guest speakers through the year to be determined.
  
2. Request Board approval of the following individual as a Volunteer Coach for the Winter 2019-2020 season:  
Boys’ Basketball  
 Lamont Johnson

Coach Smith concurs with this recommendation.

**PERSONNEL**

**A. Resignation/Retirement**

Motion ( / ) Board to Approve: **#8-A-5**

1. Request Board approval for the resignation of Ms. Crystal Petrow, teacher at Salem Middle School, effective December 20, 2019.
  
2. Request Board approval to amend the resignation date of Mr. Ryan Salandria, teacher at Salem High School, effective October 25, 2019.





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3. Request Board to approval of the adjustments to be made to the following inactive class and club accounts.

Classes: 1994, 1995, 1997, 1999, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2016

Clubs: Fitness Club, NJ Math League, Rampage School Newspaper, Shayla Llanos Scholarship, World Language Club

Balances to move to active accounts.

4. Board to approve the following Winter 2019-2020 Athletic Support positions:

**Basketball/Wrestling\***

Head Ticket Seller (Boys')	8/3*	\$96/\$56*	Kathy Hibbard
Head Ticket Seller (Girls')	14/3*	\$96/\$56*	Alfreda McCoy-Cuff
Ticket Taker (Boys')	8/3*	\$56/\$32*	Miranda Clour
Ticket Taker (Girls')	14/3*	\$56/\$32*	Bobbie Shuman
Girls' Substitute Ticker Seller/Taker	As Needed	\$75/\$56	Kathy Hibbard
Boys' Substitute Ticker Seller/Taker	As Needed	\$75/\$56	Alfreda McCoy-Cuff
B/G Substitute Ticket Seller/Taker	As Needed	\$75/\$56	Rosalyn Chieves
B/G Substitute Ticket Seller/Taker	As Needed	\$75/\$56	Diana Mace
B/G Substitute Ticket Seller/Taker	As Needed	\$75/\$56	Lisa Moore
Scorekeeper (Boys')	8	\$53	Brook Woodlock
Scoreboard Operator (Boys')	8/3*	\$53	Sean O'Brien
Scorekeeper (Girl's)	14	\$53	Brook Woodlock
Scoreboard Operator (Girl's)	14	\$53	Sean O'Brien
Event Staff (HS)	As Needed	\$34/game	Victor Boone
Event Staff (HS)	As Needed	\$34/game	Tyrone Nock
Event Staff (HS)	As Needed	\$34/game	Jacquelyn Thompson
Event Staff (HS)	As Needed	\$34/game	Alfreda McCoy-Cuff
Event Staff (HS)	As Needed	\$34/game	John Colon
Event Staff (HS)	As Needed	\$34/game	OPEN
Event Staff (HS)	As Needed	\$34/game	OPEN
Event Staff (HS)	As Needed	\$34/game	OPEN
Event Staff (HS)	As Needed	\$34/game	OPEN
Event Staff (HS)	As Needed	\$34/game	OPEN
Event Staff (HS)	As Needed	\$34/game	OPEN
Event Staff (HS)	As Needed	\$34/game	OPEN
Event Staff (MS)	As Needed	\$34/game	OPEN
Event Staff (MS)	As Needed	\$34/game	Bonita Gullett
Event Staff (MS)	As Needed	\$34/game	Derrick Justice
Event Staff (MS)	As Needed	\$34/game	Melissa Skinner

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**D. Leave of Absence**

Motion (        /        ) Board to Approve: **#8-E-5**

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

<b>Employee ID#</b>	774	38	1555
<b>Employee</b>	M.M.	E.I.	A.C.
<b>Type of Leave</b>	Intermittent-Medical	Intermittent-Medical	Medical
<b>Leave Requested</b>	10/28/19 - 10/27/20	9/24/19 – 9/23/20	9/9/19-11/17/19
<b>Fed Max Leave (max 90 days)</b>	10/28/19 - 10/27/20	9/24/19 – 9/23/20	9/9/19-11/17/19
<b>Time Usage of FMLA</b>	12 weeks	12 weeks	10 weeks
<b>NJ Family Leave (max 90 days)</b>	N/A	N/A	11/18/19-2/10/20
<b>Time Usage of FLA</b>	N/A	N/A	12 weeks
<b>*Use of Sick Days</b>	20 days	34.5 days	16.5 days
<b>*Use of Personal Days</b>	.25 day earned at the end of the month	.25 day earned at the end of the month	3 day
<b>*Use of Vacation Days</b>	N/A	N/A	N/A
<b>Unpaid Leave</b>	N/A	N/A	11/18/19-2/10/20
<b>Intermittent Leave</b>	1x per week needed out for period of 2 days	2x per month needed out for period of 2 days	N/A
<b>Extended Leave</b>	N/A	N/A	N/A
<b>Est. Return Date</b>	N/A	N/A	2/11/2020

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

<u>Employee</u>	<u>Requested Period</u>	<u>Return Date</u>
Danielle Secula	1/1/20 to 5/4/20 17 weeks (maternity)	5/5/20

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

**Curriculum /Professional Development**

Motion (        /        ) Board to Approve: **#11-5**

1. Board to approve the following out of district professional developments:

<b>Staff Member</b>	<b>Building</b>	<b>Admin. Approving</b>	<b>Title</b>	<b>Date of Program</b>	<b>Location</b>	<b>Registration and Mileage Cost</b>
Heidi Bower	SHS	John Mulhorn	The Athletic Trainers Symposium	11/12/2019	The Westin Mt. Laurel, NJ	\$40.00 \$27.28 15-402-100-500-03-SHS
Krystina Gorman	SHS	John Mulhorn	Red Cross CPR/First Aid Instructor Course	11/04/2019 11/05/2019	Wilmington DE	\$350.00 \$51.78 15-402-100-500-03-SHS
Jessica Dixon	SHS	John Mulhorn	Classroom Visitation of Newark Academy	11/13/2019	Newark NJ	-0-

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Jordan Pla Kristin Unger Micah Hauenstein	SHS	John Mulhorn	Intervention and Referral Services Training	12/05/2019	Stockton University Galloway, NJ	\$178.0 \$178.00 \$178.00 15-000-221-320-03- SHS
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**Facilities Requests**

Motion (        /        ) Board to Approve: **#12-5**

<b>Organization</b>	<b>Use</b>	<b>Date</b>	<b>Time</b>	<b>Charge</b>
Winter Musical- Mannington Elementary	Salem High School Auditorium	January 12, 2019	9am – 11 am (Practice) 6pm – 8:30pm (Show)	All fees waived

**Monthly Reports**

Motion (        /        ) Board to Approve: **#13-5**

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

**Policies/Calendars**

Motion (        /        ) Board to Approve: **#14-5**

1. Request Board approval of the 1<sup>st</sup> reading of the following policies:  
5111                      Eligibility of Resident/Nonresident Pupils
  
2. Request Board approval of the Salem City Board of Education meetings for 2020. Meetings will be held the 2<sup>nd</sup> Wednesday of the month, unless otherwise noted and will take place in the Salem High School Library at 6:00 pm.

**Thursday January 2, 2020 \*\*Reorganization**  
**Wednesday February 12, 2020**  
**Wednesday March 11, 2020**  
**Wednesday April 8, 2020**  
**Wednesday May 6, 2020 \*Public Hearing**  
**Wednesday June 10, 2020**  
**Wednesday July 8, 2020**  
**Wednesday August 12, 2020**  
**Wednesday September 9, 2020**  
**Wednesday October 14, 2020**  
**Wednesday November 11, 2020**  
**Wednesday December 9, 2020**

\*1<sup>st</sup> Wednesday of the month

\*\*1<sup>st</sup> Thursday of the month

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**Miscellaneous**

Motion (        /        ) Board to Approve: **#15-5**

1. Request Board approval for a pool rental for the Swim Team at the Rivers Edge Community Alliance (formally YMCA of Salem County) @ \$250.00 per week for 13 weeks for a total of \$3,250.00 for the season. 11/11/2019 – 02/07/2020; 3:00 – 5:00/M-F.

**EXECUTIVE SESSION**

Motion (        /        ) Board to adopt the following Resolution to go into executive session at \_\_\_\_\_:

*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:\_\_\_\_\_

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 November 13, 2019 meeting of the Salem City Board of Education at \_\_\_\_\_.