

*Board Agenda January 2, 2019*

**Salem City Board of Education  
Salem, New Jersey 08079  
Board of Education Meeting  
January 2, 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	

**District Representatives:**

Quinton: Alicia Sperry

**Administrators:**

Dr. Patrick Michel, Superintendent	Pascale DeVilmé, Principal Salem Middle School
Herbert Schectman, School Business Administrator	William 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:** Corey Ahart - Solicitor

**Reorganization of Board Members**

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

2. Roll Call:

Carol Adams  
Laquendala Bentley  
Christopher Colon  
Yuenge Groce  
Joan Hoolahan  
Daffonie Moore  
Julian LeFlore  
Rebecca Livingston

*Board Agenda January 2, 2019*

3. Reorganization of the Board of Education:

Election of officers:

a. President

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

Motion (     /     ) Board to nominate to serve as President.

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

Board voted by a roll call vote to elect \_\_\_\_\_ as President of the Salem City Board of Education from January 2, 2019 for one year or until his/her successor is elected and shall qualify.

b. Vice President

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

Motion (     /     ) Board to nominate to serve as Vice President.

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

Board voted by a roll call vote of \_\_\_\_\_ to elect \_\_\_\_\_ as Vice President of the Salem City Board of Education from January 2, 2019 for one year or until his/her successor is elected and shall qualify.

Code of Ethics

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

*Board Agenda January 2, 2019*

c. Appointment of Committees:

Motion (       /       ) 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

d. NJSBA Delegate:

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

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

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

**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.

*Board Agenda January 2, 2019*

**PRESENTATION**

**Students of the month for December 2018:**

John Fenwick	Elizabeth Reed	Kindergarten	Ms. Livingston
	Kevin Robinson	Kindergarten	Ms. Mullen
Salem Middle School	Mya DiAngelo	Grade 6	Ms. Graham
	Renasia Henson	Grade 6	Ms. Skinner
Salem High School	Marissa Seals	Grade 10	Ms. Lamont
	Isaiah Michel	Grade 10	Ms. Unger

**Staff Member(s) of the month for December 2018:**

Child Study Team	Ms. Wendelin Dublin	1-to-1 Aide	Salem High School
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**PRESENTATION**

IB Diploma Recipient – Arianna Lapp Class of 2017

**BOARD COMMITTEE REPORTS**

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

**SUPERINTENDENT'S COMMENTS/REPORTS**

Motion ( / ) Board to approve minutes of December 12, 2018 Board of Education.

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS**

**Board Reports (Exhibit A)**

Motion (         /         ) 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 2018.
  
- B. \*Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending November 2018 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Salem City Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a) 1  
 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 2018 as follows:

Board Secretary	Date

- C. \*Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2018 The Treasurer’s Report and Secretary’s Report are in agreement for the month of November 2018 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 2018 and after review of the Secretary’s Monthly Financial Report and the Treasurer’s Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Boards’ knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a)1 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
  
- 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 Payment of Bills for **January 2019**  
 General Account                                    \$12,789.76

Confirmation of payrolls for December 2018

<b><u>December 14, 2018</u></b>	General Acct. Transfer	\$899,195.28
<b><u>December 21, 2018</u></b>	General Acct. Transfer	\$669,206.73

- 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.

*Board Agenda January 2, 2019*

**Miscellaneous**

Motion (                    \                    ) Board to Approve: **#2-F-7**

1. Resolved, that the Board of Education authorize Herbert Schectman, Business Administrator, to submit the Corrective Action Plan to the State Department of Agriculture in response to the National School Lunch, Breakfast, and Snack Programs, Administrative Review on November 13, 2018. The Administrative Review conducted on November 13, 2018 evaluated the overall operation of program costs, site records, menus, training, monitoring, civil rights and vendor documentation.
  
2. Board to approve the renewal of a contract with B.R. Williams, Inc. to transport Salem City Students to athletic events, band events and field trips for the 2018-2019 school year.  
 The C.P.I is 1.51% increase:
 

FD1	Various Field Trips < 50 Miles	\$226.19
FD2	Various Field Trips > 50 Miles	\$248.26
ATH1	Various Athletic Trips < 50 Miles	\$209.66
ATH2	Various Athletic Trips > 50 Miles	\$242.76
B1	Various Band Trips < 50 Miles	\$209.66
B2	Various Band Trips > 50 Miles	\$242.76
  
3. Board to approve Epic Health Services, Inc. to provide one to one nursing services for a middle school special education student (01250039). Cost for nursing services will be \$45.00 per hour for an LPN and a Transportation Fee of \$115.00 per trip. Services will begin on January 3, 2019.  
 Account #11-000-217-320-00-CST
  
4. Board to approve the submission of the Freshwater Wetlands Letter of Interpretation: Line Verification from the State of New Jersey Department of Environmental Protection to the Salem County Clerk's office and send resolution to the Division of Land Use Regulation.

**STUDENT MATTERS**

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

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

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

Place	Date	Teacher Subs/Buses
Radio City Music Hall New York City, NY	02/27/19 40 Students	Mr. Kline, Ms. Irvine, Mr. Salandria, Ms. Dixon, Ms. Murray 1 sub - \$125.00 15-140-100-101s-03-SHS Students pay their own ticket fees. Charter bus paid through performing arts account
Harrah's Convention Center Atlantic City, NJ FBLA Annual State Leadership Conference	03/20/19 – 03/22/19 11 students	Ms. Landolfi, Ms. Bower Costs - \$4252.00 Total for Students and Advisor 1 sub (2 days) - \$250.00 15-140-100-101s-03-SHS 2 buses - \$441.80 15-000-270-512-03-SHS

*Board Agenda January 2, 2019*

Annenberg Center Philadelphia, PA Dance Theater of Harlem Performance	03/01/19 25 Students	Ms. Dixon, Ms. Murray 1 sub - \$125.00 15-140-100-101s-03-SHS 1 bus - \$220.90 15-000-270-512-03-SHS
Salem Community College Carneys Point, NJ Greater Philadelphia Expo Center Philadelphia, PA	03/07/19 – Science Fair Set Up Day 03/08/19 – Science Fair Day 04/03/19 – First Place Winners Day 4 Students	Mr. Ferguson 2 subs - \$250.00 15-140-100-101s-03-SHS 3 buses - \$662.70 15-000-270-512-03-SHS No Fee for students
Rutgers University – Camden Camden, NJ Annual College Visit	02/15/19 Approx. 55 students Seventh Grade	Mr. Pszwaro, Ms. Boyce, Ms. Griffith, Mr. Johnson, Mr. Lee, Ms. Tortella 2 buses – \$444.32 15-000-270-512-02-SMS 1 sub - \$125.00 15-130-100-101S-02-SMS

- Board to approve Mr. Vernon Long from Opportunities for All, Inc. from Camden, NJ, to provide pre-employment transition services to high school self-contained students, who are referred by the Division of Vocational Rehabilitation Service (DVR). This will consist of writing resumes and employment opportunities. There is no cost to the district for these services.

**C. Home Instruction: In/ out of district/residential**

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

- Board to approve the 2018-2019 Out of District placements and Home Instruction:

Student ID	Health Care/teacher	Costs (Prorated)	Effective Date	Account #
06190002	Rachel Hunt	\$34.00/hr. 5 hrs./wk.	12/17/18 – 01/11/19 (approximate)	11-150-100-101-00-BUS

**PERSONNEL MATTERS**

**A. Resignation/Retirement:**

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

- Board to approve the retirement of Mr. Donald Crane, Custodian at Salem High School, effective February 1, 2019.

**B. Employment:**

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

- Board to approve the following new substitute for the 2018-2019 school year:  
Amber Liber
Elmer
Substitute Certificate

*Board Agenda January 2, 2019*

**C. Miscellaneous:**

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

1. Board to approve the following request for leave:

<b>Name</b>	H.M.	D.A.
<b>Type of Leave</b>	Medical	Intermittent – Medical
<b>Leave Requested</b>	11/02/18-12/31/18	12/13/18 - 12/12/19
<b>Fed Max Leave (max 90 days)</b>	11/02/18-12/31/18	12/13/18 - 12/12/19
<b>Time Usage of FMLA</b>	8 weeks	12 weeks
<b>NJ Family Leave (max 90 days)</b>	12/14/18 – 02/15/19	N/A
<b>Time Usage of FLA</b>	9 weeks	N/A
<b>*Use of Sick Days</b>	25 days	68.25 days
<b>*Use of Personal Days</b>	N/A	1 day
<b>*Use of Vacation Days</b>	N/A	N/A
<b>Unpaid Leave</b>	N/A	After exceeding sick and personal days
<b>Intermittent Leave</b>	N/A	1 – 2x per month for a period of 1 to 2 days
<b>Extended Leave</b>	N/A	N/A
<b>Est. Return Date</b>	02/19/19	N/A

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

**Curriculum /Professional Development**

Motion ( / ) Board to Approve: **#11-7**

1. Board to approve the out of district professional development for the staff listed:

<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>
Rebecca Elder	SMS	Pascale DeVilme'	Salem County School Counselors Association Meeting	01/17/19	Pennsville Middle School	-0-
Adam Pszwaro	SMS	Pascale DeVilme'	Salem County School Counselors Association Meeting	01/17/19	Pennsville Middle School	-0-
John Grimes	JFA	Syeda Carter	Live Sound for Music Teachers	02/02/19	Rowan University Glassboro, NJ	\$100.00 15-190-100-610-01-JFS
Gia Sparacio Scarani	JFA	Syeda Carter	ASCD – The 3 <sup>rd</sup> Annual Early Childhood Summit	02/11/19	Monroe Twp., NJ	\$145.00 20-218-200-800-01-JFA



*Board Agenda January 2, 2019*

**Policies/Job Descriptions**

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

1. Board to approve the review of the following policy series:
  - i. Series 6000 Instructional Program
  
2. Board to approve the 2<sup>nd</sup> reading and adoption of the following policies:
  - i. 4111.3 Domestic Violence (Instructional Personnel)
  - ii. 4211.3 Domestic Violence (Support Personnel)

**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 January 2, 2019 meeting of the Salem City Board of Education at \_\_\_\_\_.