

Board Agenda November 14, 2018

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
November 14, 2018**

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	Heidi Holden	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	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: Corey Ahart - Solicitor

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 2018:

John Fenwick	Rayshon Cheeks	Grade 1	Mr. Hughes
	A'Shalyn Simmons	Grade 1	Mrs. Persicketti
Salem Middle School	Za'Kiyah Tomlin	Grade 4	Ms. Morris
	Tajj'mere Jenkins	Grade 4	Ms. Morris
Salem High School	Vincent Esposito	Grade 9	Ms. Cheeseman
	Akina Nichols	Grade 12	Ms. Jakub-Cerro

Staff Member(s) of the month for October 2018:

Ms. Bonita Gullett	Security	Salem Middle School
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PRESENTATION

BOARD COMMITTEE REPORTS

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

SUPERINTENDENT'S COMMENTS/REPORTS

Motion (/) Board to approve regular and executive minutes of October 10, 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-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 of September 2018.

- B. *Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending September 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 September 2018 as follows:

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 2018. The Treasurer's Report and Secretary's Report are in agreement for the month of September 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 September 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 Board's 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 2018

October	\$60,120.70
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To approve Payment of Bills for November 2018

General Account	\$383,207.28
Food Service	\$105,087.23

Confirmation of payrolls for October 2018

<u>October 15, 2018</u>	General Acct. Transfer	\$697,422.95
<u>October 30, 2018</u>	General Acct. Transfer	\$683,747.83

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F. Miscellaneous

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

1. Resolved, that the Board of Education authorize Herbert Schectman, Business Administrator, to transfer an amount of \$231,648 from the General Fund to the Capital Reserve Fund.
2. Board to approve Mr. John Bacon as the DCPD Liaison for the District.
3. Board to approve a contract for The Princeton Review Master Services Agreement for TPR-Led Classroom Course. The ACT Ultimate course will be led by the Princeton Review with 2 classes and a maximum class size of 25 pupils per class.
Costs:
Total contract fee: \$30,000.00
Account #: Title I Funds = \$30,000.00
4. Board to approve the District/Schools Professionals Development Plans for the 2018-2019 school year.
5. Board to approve various Athletic items:
2019-2020 Proposed Budget
2019-2020 Ticket prices for all athletic events

2019-2020 Proposed budget for the Tri-County Conference - \$1,475.00 per school
2019-2020 Ticket Prices for all athletic events for the 2019-2020 school year:
\$3.00 – Adults
\$2.00 – Students and Senior Citizens (the admission price for senior citizens and military personnel is at the discretion of the home team; By-laws B2.3.6 pg. 18)
All West Jersey Football League Varsity Football Games - \$4.00 Adults
6. Board to approve the following conference expansion request to join the Tri County Conference in 2020.
Overbrook High School – Group 2
Pine Hill, NJ
Would benefit some of the smaller schools in the conference as it pertains to sports and scheduling.
Could provide competitive games for Salem on all levels in which we participate.
7. Board to approve the following conference expansion request to join the Tri County Conference in 2020.
Timber Creek High School – Group 3
Sicklerville, NJ
Would benefit some of the larger schools in the conference as it pertains to sports and scheduling.
8. Board to approve Go Teach Consultants, LLC to conduct an audit of the Salem City High School IB Instruction. Go Teach Consultants will identify areas of strength and opportunities for growth within our organization.
Proposed fee for audit: \$9,500.00
With money available in Account # 15-000-221-320-03-SHS

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9. Resolved, that the Board of Education authorize Herbert Schectman, 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.
10. Board to approve the pool rental for the Swim Team at the YMCA of Salem County at \$475.00 a session (per week @ 13 sessions) for a total of \$6,175.00 for the season. 11/13/18 – 02/01/19; 3:15 – 5:15 pm/Monday – Friday.
11. Board to approve the annual Statement of Assurances for the High School Voter Registration Law for the 2017-2018 school year.

STUDENT MATTERS

A. Field Trips/Student Activities #4-A-5

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

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

Place	Date	Teacher Subs./Buses
University of Pennsylvania Philadelphia, PA DVCEE HS Student Leadership Inst. Men's Festival of Song	11/29/2018 12 Students	Mr. Hunt, Mr. Smith 1 bus - \$220.90 15-000-270-512-03-SHS
Magic of Christmas Parade Salem, NJ	12/01/2018 30 Students	Ms. Murray, Mr. Kline, Mr. Lindsay 1 bus - \$220.90 15-000-270-512-03-SHS
Adventure Aquarium Camden, NJ	12/14/2018 25 Students Environmental Club	Ms. Derham, Ms. LoMonico 1 bus - \$220.90 (Account: Environmental Club) 2 subs - \$250.00 15-140-100-101s-03-SHS \$10 fee per student paid through fundraising
Cinemark Movie 16 THE HATE U GIVE Somerdale, NJ	11/16/18 Approx. 65 students Grade 8	Ms. Bey, Ms. Lusby, Ms. Montgomery, Mr. Oberman, Ms. Tortella, Ms. Welch, Nurse 2 buses – \$444.32 15-000-270-512-02-SMS 1 sub - \$125.00 15-120-100-101S-02-SMS \$5 per student/fundraising planned
Rowan University Glassboro, NJ Annual College Visitation	11/30/18 Approx. 100 students Grade 3	Ms. Elder, Ms. Crowley, Ms. Green-Ransome, Mr. Hughes, Ms. McConathey, Ms. McDermott, Ms. Pino, Nurse 4 buses – \$975.36 15-000-270-512-02-SMS 1 sub - \$125.00 15-130-100-101S-02-SMS
University of Pennsylvania Philadelphia, PA DVCEE MS Leadership Conference	11/30/18 10 selected Grade 8 students	Mr. Pszwaro, Nurse 1 bus – \$222.16 15-000-270-512-02-SMS 1 sub - \$125.00 15-130-100-101S-02-SMS
National Constitution Center Philadelphia, PA Annual Tour	05/28/19 Approx. 65 Students Grade 8	Mr. Oberman, Ms. Bey, Ms. Lusby, Ms. Montgomery, Ms. Tortella, Ms. Welch, Nurse 2 buses – \$444.32 15-000-270-512-02-SMS 1 sub - \$125.00 15-120-100-101S-02-SMS \$0 cost to students (Grant from Constitution Center)

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Spirit of Philadelphia River Tour and lunch buffet Philadelphia, PA	05/29/19 Approx. 62 students & adults	Ms. Tortella, Ms. Green-Ransome, Mr. Hughes, Ms. Lusby, Ms. Micalizzi, Ms. Miller, Ms. Moore, Ms. Ricker, Ms. Starn, Ms. Weigler, Ms. Williams, Mr. Allen, Nurse 3 buses – \$666.48 15-000-270-512-02-SMS 1 sub - \$125.00 15-120-100-101S-02-SMS \$32 cost to students (the department is actively pursuing the reduction of the cost to students with fundraiser)
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B. Home Instruction: In/ out of district/residential

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

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

Student ID	Health Care/teacher	Costs (Prorated)	Effective Date	Account #
04220001	Meadowood Behavioral Health Center New Castle, DE	\$44.00/hr. 5 hrs./wk.	10/19/18 -11/19/18	11-150-100-101-03-SHS
8977827689	Ranch Hope	\$80.00/day 2 days	09/10/18 – 09/11/18	11-000-100-562-00-BUS
01280115	A Step Ahead Bridgeton, NJ	\$33.00/hr. 10 hrs./wk.	10/24/18 Approx. 6-8 wks.	11-150-100-320-00-BUS
01270146	Betsy Tortella	\$34.00/hr. 5 hrs./wk.	10/22/18	11-150-100-101-00-BUS
01210012	Coastal Learning Center Monmouth Corp Monmouth, NJ	\$47,245.68	10/11/18 162 days	11-000-100-566-00-BUS

C. Miscellaneous

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

- Board to approve C.L.B. of Quinton to attend John Fenwick Academy as a Kindergarten Interdistrict Choice Student for the 2018-2019 school year.

PERSONNEL MATTERS

A. Financial Request:

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

- Board to approve the employment of the following individuals as Substitute Custodians effective November 19, 2018:
 Eva Cardell
 Douglas Hogate, Jr.
 Ashya Booker

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2. Board to approve the employment of Ms. Cristine A. Pratt as a Teacher of Students with Disabilities for the Salem Middle School effective November 15, 2018 through June 30, 2019. She will be paid (BA Step 12) \$63,810.00 per annum (pro-rated).

B. Financial Request:

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

1. Board to approve the following Winter 2018-2019 Coaching positions:

Basketball (Boys')	Head Coach	\$5,512	Cameron Smith
Basketball (Boys')	Assistant Coach (JV)		OPEN
Basketball (Boys')	Assistant Coach (Freshman)		OPEN
Basketball (Boys')	Middle School Varsity Coach	\$1,541	Christopher Lee
Basketball (Boys')	Middle School JV Coach		OPEN
Basketball (Girls')	Head Coach	\$5,512	Steve Merritt
Basketball (Girls')	Assistant Coach (JV)	\$1,697	Bridget Cheeseman
Basketball (Girls')	Assistant Coach (Freshman)		OPEN
Basketball (Girls')	Middle School Varsity Coach		OPEN
Basketball (Girls')	Middle School JV Coach		OPEN
Indoor Track	Head Coach	\$4,515	David Hunt
Indoor Track	Assistant Coach	\$3,822	Regina Gatson
Swimming (Co-ed)	Head Coach	\$4,762	Nicholas Kline
Swimming (Co-ed)	Assistant Coach (JV)	\$3,822	Scot Levitsky
Cheerleading	Winter	\$2,381	Thronna Busch
Bowling (Boys')	Head Coach	\$4,762	Kenneth Buck
Bowling (Girls')	Head Coach	\$4,762	Kristina Bergman
Wrestling	Head Coach	\$4,515	Greg Lagakos
Wrestling	Assistant Coach	\$2,230	Drew Favat

2. Board to approve the following Winter 2018-2019 Athletic Support positions:

Basketball/Wrestling*

Head Ticket Seller (Boys')	13/4*	\$96/\$56*	Kathy Hibbard
Head Ticket Seller (Girls')	9/4*	\$96/\$56*	Alfreda McCoy-Cuff
Ticket Taker (Boys')	13/4*	\$56/\$32*	Miranda Clour
Ticket Taker (Girls')	9/4*	\$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	OPEN
Scorekeeper (Boys')	13	\$53	OPEN
Scoreboard Operator (Boys')	13/4*	\$53	OPEN
Scorekeeper (Girls')	9	\$53	OPEN
Scoreboard Operator (Girls')	9	\$53	OPEN
Event Staff (HS)	As Needed	\$34/game	Victor Boone
Event Staff (HS)	As Needed	\$34/game	Steve Sheffield
Event Staff (HS)	As Needed	\$34/game	Kenneth Buck

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Event Staff (HS)	As Needed	\$34/game	Jacquelyn Thompson
Event Staff (HS)	As Needed	\$34/game	Donald Crane
Event Staff (HS)	As Needed	\$34/game	Alfreda McCoy-Cuff
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	Thronna Busch
Event Staff (MS)	As Needed	\$34/game	OPEN
Event Staff (MS)	As Needed	\$34/game	Derrick Justice
Event Staff (MS)	As Needed	\$34/game	Melissa Skinner

3. Board to approve the replacement of a shared stipend of Ms. Kari Vasquez and Mr. Drew Favat as Sophomore Class Co-Advisors for the 2018-2019 school year to Ms. Kari Vasquez as an Individual Advisor.
Stipend remains at \$737.00 for the year paid to Ms. Vasquez.

4. Board to approve the addition of Ms. Rhonda Lusby to the Focus on Education substitute list for the remainder of the program. This program will focus on students who are below grade level in literacy and math. There are sufficient funds available in account #20-235-100-100-02-SMS-SIA C/O.

5. Board to approve the following non-contractual stipend positions:

Academic League Advisor	Melanie Nugent	\$1,009.00
Odyssey of the Mind Judge	Christine Peltz	\$ 500.00

Extra Instructional Assignment/Co-curricular Positions Acct # 15-401-100-110R-02-SMS

6. Board to approve the following faculty and staff members to fill SCEA-BOE contracted extra-pay positions:

Co-curricular positions:		
Cheer Team	Thronna Busch	\$643.00
National Junior Honor Society	Adam Pzwaro	\$195.00
Student Council	William Oberman & Betsy Tortella	\$552.00*
Yearbook Advisor	Tatiana Mulhorn	\$276.00

*stipend to be shared.
Co-curricular Positions Acct # 15-401-100-100-02-SMS

7. Board to approve the stipend of District Data Specialist for John Timothy Doubet effective November 16, 2018 through June 30, 2018. The stipend is \$21,020.00 per annum (pro-rated).

C. Miscellaneous

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

1. Board to approve the following request for leave:

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Leave of Absence	Type of Leave	Leave Request	Fed Med Leave (max 90 days)	Time usage of FMLA	NJ Family Leave (max 90 days)	Time Usage of FLA	*Use of Sick Days	*Use of Personal Days	Unpaid Leave	Extend Leave	Return Date
KE	Medical	10/09/18-11/09/18	10/09/18-11/09/18	4 wks.	N/A	N/A	23 days	N/A	N/A	N/A	11/13/18
MM	Intermittent-Medical	10/26/18-10/25/19	10/26/18-10/25/19	12 wks.	N/A	N/A	10 days	3 days	N/A	N/A	12/18/2018

***all time is accrued per month**

2. Request Board approval to extend the following non-FMLA leave of absence:
- | | | |
|---------------------|-------------------------------|------------------------------|
| <u>Staff Member</u> | <u>Unpaid Leave Requested</u> | <u>Estimated Return Date</u> |
| KB | 11/13/2018 – 12/07/2018 | 12/10/2018 |

3. Board to approve for AHA Heartsaver CPR/AED Training for 4 John Fenwick Academy staff members and 4 Salem Middle School staff members. The recertification training was held on October 25, 2018 during staff in-service. Karen Rogers was the instructor and will be paid \$55 per participant, totaling \$440.00

JFA Staff Members

Kim Pankok
Cheryl Flitcraft
Beth Whitehead
Kathleen A. Carter

SMS Staff Members

Adam Pszwaro
Bonita Gullett
Will Allen
Melissa Skinner

4. Request Board approval to extend the following non-FMLA leave of absence:
- | | | |
|---------------------|-------------------------------|------------------------------|
| <u>Staff Member</u> | <u>Unpaid Leave Requested</u> | <u>Estimated Return Date</u> |
| KSV | 11/02/2018 | 2-4 weeks |

Curriculum /Professional Development

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

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

Staff Member	Building	Admin. Approving	Title	Date of Program	Location	Registration and Mileage Cost
Gia Sparacio Scarani	JFA	Syeda Carter	Abbot Supervisors Meeting	02/08/19	Camden County Education Commission Clementon, NJ	-0-
Karen Wright	JFA	Syeda Carter	Salem County School Counselors Association Meeting	01/17/19	Pennsville Middle School	-0-

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Heidi Bower	SHS	John Mulhorn	The Athletic Trainers Symposium	11/13/18	The Westin Mt. Laurel, NJ	\$40.00 15-000-223-500o-03-SHS
John Bacon	DO	Dr. Michel	Multisystem Approach to Help Keep Children Out of the Justice System	11/30/18	Princeton University Princeton, NJ	-0-
Cameron Smith	SHS	John Mulhorn	Multisystem Approach to Help Keep Children Out of the Justice System	11/30/18	Princeton University Princeton, NJ	-0-

Facilities Requests

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

Organization	Use	Date	Time	Charge
CHA Partners, LLC	Department of Health Public Meeting Sale of Memorial Hospital of Salem County	11/08/2018	5:30 pm – 8:00 pm	Auditorium - \$350.00
Youth Education in the Arts	Band Camp Auditions	11/16/18 11/17/18 11/18/18	5:00 pm	All fees waived
Salem Oaks Little League	Sports Banquet	12/07/19	4:00 pm – 9:00 pm	Cafeteria - \$100.00 Custodial - \$75.00 *all fees were paid to the Salem City Board of Education on 11/06/18

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. Board to approve the Salem City Board of Education meetings for 2019. Meetings will be held the 2nd Wednesday of the month, unless otherwise noted and will take place in the Salem High School Library at 6:00 p.m.

Wednesday, January 2, 2019 *Reorganization
 Wednesday, February 13, 2019
 Wednesday, March 13, 2019
 Wednesday, April 10, 2019
 Wednesday, May 1, 2019 *Public Hearing
 Wednesday, June 12, 2019
 Wednesday, July 10, 2019
 Wednesday, August 14, 2019
 Wednesday, September 11, 2019
 Wednesday, October 9, 2019
 Wednesday, November 13, 2019
 Wednesday, December 11, 2019

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*1st Wednesday of the month

2. Board to approve the review of the following policy series:
 - i. Series 4000 Instructional & Support Personnel
3. Board to approve the 2nd reading and adoption of the following policies:
 - i. 5131.9 Harassment, Intimidation & Bullying
 - ii. 9315 Annual Review and Approval of Policies, Procedures, Bylaws & Regulations
 - iii. 4152.3 Family Leave (Instructional Personnel)
 - iv. 4252.3 Family Leave (Support Personnel)
4. Board to approve the 1st reading of the following policies:
 - i. 4112.2 Certification (Instructional Personnel)
 - ii. 4212.2 Employee Mentoring (Support Personnel)
 - iii. 4115/4116 Supervision & Evaluation (Instructional & 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 _____.

OLD BUSINESS:

Motion (/) Board to Approve:

1. Board to approve the employment of Mr. Tyrone Nock as the School Resource Officer at the John Fenwick Academy at a salary of \$44,000.00 with a \$2,000.00 stipend for the 2018-2019 school year, beginning December 3, 2018.

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NEW BUSINESS:

Motion (/) Board to Approve:

ADJOURNMENT

Motion (/) Board to adjourn the November 14, 2018 meeting of the Salem City Board of Education at _____.