

*Board Agenda March 13, 2024*

**Salem City Board of Education  
Salem, New Jersey 08079  
Board of Education Meeting  
March 13, 2024**

**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 accordance with the Open Public Meetings Act, Chapter 231, P.L. 1975. The Salem City Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the South Jersey Times, the Courier Post, on the school website, with Salem City and Salem County Clerks and in a place of public notice located at the Salem City Board of Education Office, 205 Walnut Street, Salem, New Jersey

**FLAG SALUTE**

**Board Members**

Sister Carol Adams	Jared Bacon, Sr.	Laquendala Bentley
Christopher Colon	Kendra Fletcher	Heidi Holden
Joan Hoolahan	Daffonie Moore	Nilda Wilkins

**Student Representative:**

**District Representatives:**

Elsinboro: Madinah Thomas  
Quinton: Joanne Nacucchio  
Mannington: Dee DiTeodoro

**Administrators:**

Dr. Patrick Michel, Superintendent	Pascale DeVilme, Principal Salem Middle School
Herbert Schectman, School Business Administrator	Mark Baker, VP Salem Middle School
Dr. Meghan Taylor, Director of Special Services	Michele Beach, VP Salem Middle School
John Mulhorn, Principal Salem High School	Syeda Carter, Principal John Fenwick Academy
Jordan Pla, VP Salem High School	Shasharaa Blackshear, VP of Early Childhood
Darryl Roberts, VP Salem High School	Ryan Caltabiano, Director of Curriculum, Instruction, and Grants

**OTHERS:** Mr. Corey Ahart, Esq.

**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.

*Board Agenda March 13, 2024*

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.

**PRESENTATION**

**Students of the month for February 2024:**

John Fenwick Academy

Jassiem Whitaker	2 <sup>nd</sup> Grade	Ms. Massie
Lilliana Handy	2 <sup>nd</sup> Grade	Mr. Forti

Salem Middle School

A'Moni Cabbell	8 <sup>th</sup> Grade	Ms. Bey
Payton Pfeffer	8 <sup>th</sup> Grade	Ms. Bey

Salem High School

Sierra Sakaguchi	11 <sup>th</sup> Grade	Mr. Lagakos
Gianna Pelura	12 <sup>th</sup> Grade	Ms. Hudock

**Staff Member(s) of the month for February 2024:**

Ms. Allyson Bey          Salem Middle School

**BOARD COMMITTEE REPORTS**

Curriculum

Finance

Personnel

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

**SUPERINTENDENT'S COMMENTS/REPORTS**

- Discussion of District repair list

Motion (          /          ) Board to approve the regular minutes of February 14, 2024 Board of Education meeting.

*Board Agenda March 13, 2024*

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS**

**Board Reports (Exhibit A)**

\_\_\_\_ Motion (            /            ) To approve the Board Secretary's reports in memo: **#2-A-E-9**

- A. \*Request Board approval of the transfer of the funds pursuant to 18A:22-8.1 for the month of January 2024.
  
- B. \*Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending January 2024 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 January 2024 as follows:

Board Secretary	Date
-----------------	------

- C. \*Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2024. The Treasurer's Report and Secretary's Report are in agreement for the month of January 2024 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 January 2024 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 February 2024                      \$129,901.91  
  
    To approve Payment of Bills for the month of March and balance of February 2024:  
        March 2024:    \$1,070,211.72  
        February 2024: \$3,740.00

Confirmation of payrolls for February 2024		
February 15, 2024	General Acct. Transfer	\$667,416.58
February 28, 2024	General Acct. Transfer	\$696,078.67

**Miscellaneous**

**Upon the Recommendation of the Superintendent of Schools**

Motion (            /            ) Board to Approve: **#2-F-9**

- 1. Request Board approval of the following monthly eRate reimbursement amounts related to the previously approved contract with xtel Communications to upgrade the District's infrastructure. \$1,966.79 for internet services and \$292.28 for firewall services.
  
- 2. Resolved, that the Salem City Board of Education authorizes Herb Schectman, Business Administrator, to enter into a contract with Parker McCay for construction related legal services.

*Board Agenda March 13, 2024*

3. Request Board approval for an Agreement for Student Internships between Rowan University and Salem City School District.
4. Request Board approval of the Joint Transportation Agreement with Westville School District for the period of 9/1/2023-2/27/2024. This agreement is to transport two students who are attending Westville schools during this period under McKinney-Vento.
5. Resolved, that the Salem City Board of Education approve a contract with Dr. Amiot P. Michel to serve as the Superintendent for the contract period July 1, 2024 through June 30, 2027. This contract has been reviewed and approved by the Executive County Superintendent.
6. Request Board approval of the Memorandum of Understanding between Dr. Amiot P. Michel and Marie Myrlene Dupont, Ph.D. Ms. Dupont is a candidate in the Department of Education Leadership at New Jersey City University.
7. Request Board approval of the Adoption of the 2024-2025 School Year Tentative Budget:

BE IT RESOLVED, that the budget be approved for the 2024-2025 School Year and the Secretary to the Board of Education be authorized to submit the tentative budget to the Salem County Executive Superintendent of Schools for approvals as follows:

BE IT RESOLVED to approve the 2024-2025 school district budget:

	Budget	Local Tax Levy
General Fund	\$ 27,387,461	\$ 2,641,314
Special Revenue	\$ 2,651,436	
Debt Service	\$ 330,253	\$
	\$ 30,369,150	\$ 2,641,314

AND BE IT RESOLVED, to approve the 2024-2025 school district budget.

RESOLVED, that taxes should be raised from the City of Salem in the amount of \$2,641,314 for the General Fund for the 2024-2025 school year,

WHEREAS, the District makes the following assurances: 1) No other line-item balances are or will be available, 2) No other emergency reserves or maintenances reserves (for maintenance purposes) are available for transfer, 3) The transfer is for T&E purposes OR to ensure health and safety of students/or staff, 4) any unbudgeted or under-budgeted revenue or excess (under projected) unreserved undesignated fund balance has been utilized.

8. Request Board approval to enter into an articulation agreement with Rowan College of Gloucester County for students who complete the Audio/Video Productions program of study to receive 3 credits at Rowan College of Gloucester County.

*Board Agenda March 13, 2024*

9. Request Board approval of the maximum travel expenditure resolution in accordance with NJAC 6A:23A-7.3:

**MAXIMUM TRAVEL EXPENDITURE**

**WHEREAS**, Pursuant to *N.J.S.A. 18A:11-12*, in each pre-budget year, the Salem Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and

**WHEREAS**, The Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds; and

**WHEREAS**, The Board of Education had previously established a maximum amount for the pre-budget year 2024-2025 as \$100,000 and

**WHEREAS**, The Board of Education has expended \$0 of the maximum amount for the pre-budget year to date; and

**WHEREAS**, The Board of Education has not elected to exclude travel expenditures supported by federal funds from the maximum travel expenditure amount; and

**WHEREAS**, The board has determined that the total amount of travel expenditures supported by federal funds is \$0 for the pre-budget year to date; and

**WHEREAS**, The board has determined that the total amount of travel expenditures supported by federal funds for the school year 2024-2025 is \$30,000, be it

**RESOLVED**, That the Salem City Board of Education hereby establishes the maximum travel expenditure amount for the 2024-2025 school year as \$100,000.

**STUDENT MATTERS**

Motion (        /        ) Board to Approve: **#4-A-9**

1. Request Board approval of the below field trips for March/April/May 2024:

Destination	Date / Students	Staff/Bus/Fees
Temple University 2001 North 13 <sup>th</sup> Street Kimmel Cultural Center 300 South Broad Street Philadelphia, PA 8:00A-5:00P	March 27, 2024 Approx. 30 students College Performing Arts Tour \$60.00/student fundraising to cover cost	Carleigh Toogood Nicholas Cesario 1 Faculty/Staff Member 1 bus  \$60.00/student; fundraising to cover cost 1 bus (\$300.98 per bus)
Junior Achievement Delaware 522 South Walnut Street Wilmington, DE 8:45a-2:00p	April 10, 2024 Approx. 140 students Financial Literacy	Mr. William Oberman 8 Faculty/Staff Members 4 buses, per BR Williams rate 2 substitutes (\$125.00 per sub)
Salem County Historical Society Market Street Salem NJ	3/14/2024 38 pupils	Ms. Bergman, Mr. Farmer, Mr. James, Ms. Owen, Ms. Champion, Dr. Taylor, Ms. Luciani  No cost to pupils
YMCA of the Pines Medford NJ	Teen Pep Annual Trip March 19-20 2024 18 pupils	Mr. Levitsky, Ms. Woodlock 1 bus, per BR Williams rate Lodging, food and camp activities: \$2,142 Paid for by Salem Health and Wellness Grant
Salem County Courthouse  Salem County Art Contest winners	May 3, 2024  3 students	Mrs. Elizabeth Irvine, Mr. John Mulhorn  No cost to students No substitutes needed No bus needed

*Board Agenda March 13, 2024*

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

Motion (            /            ) Board to Approve: **#7-C-9**

1. Request Board approval for the below Home Instruction requests:

<b>Student ID</b>	<b>HealthCare / School / Teacher</b>	<b>Grade</b>	<b>Costs / Tuition</b>	<b>Start/End Dates</b>
01340040	Karen Pastor	1 <sup>st</sup>	Teacher pay of \$35.00/hr for 5 hours per week (pay rate from 22-23 school year and will if applicable be adjusted upon settlement of contract.)	2/26/2024-3/29/2024
01330136	Betsy Tortella	3 <sup>rd</sup>	Teacher pay of \$35.00/hr for 5 hours per week (pay rate from 22-23 school year and will if applicable be adjusted upon settlement of contract.)	1/10/2024-TBD
01310002	Brookfield Schools	5 <sup>th</sup>	\$35.00 per hour for 60 hours \$2,100.00	2/13/2024-3/13/2024
01280217	Brookfield Schools	8 <sup>th</sup>	\$35.00 per hour for 2 hours per day	2/28/2024-TBD
01270113	Pineland	8	\$58,780.00	3/5/2024-6/30/2024
01290093	Brookfield Schools	6	\$35.00 per hour for 2 hours per day	3/5/2024-4/5/2024
01340093	Karen Pastor	1 <sup>st</sup>	Teacher pay of \$35.00/hr for 5 hours per week (pay rate from 22-23 school year and will if applicable be adjusted upon settlement of contract.)	3/15/2024-4/26/2024
01340040	Brookfield Schools	1 <sup>st</sup>	\$35.00 per hour for 2 hours per day	3/11/2024-4/22/2024

**Miscellaneous**

Motion (            /            ) Board to Approve: **#7-D-9**

1. Request Board approval for Dzijah Morris (resident district school Penns Grove Carneys Point) to attend Salem High School as an 11<sup>th</sup> grade pupil. Guardians have completed School Choice forms and will provide their own transportation.

*Board Agenda March 13, 2024*

Request Board approval for Brielle Robinson (resident district school – Woodstown/Pilesgrove) to attend Salem High School as a 9<sup>th</sup> grade pupil. Guardians have completed School Choice forms and will provide their own transportation.

**Personnel**

**A. Resignation/Retirement**

**Upon Recommendation of the Superintendent of Schools**

Motion ( / ) Board to Approve: **#8-A-9**

1. Request Board approval of the resignation of Danielle D’Amico (Abrantes), Paraprofessional at John Fenwick Academy, effective March 8, 2024.
2. Request Board approval of the revised resignation date of Brandon Taylor, Attendance Secretary at John Fenwick Academy. Mr. Taylor’s last day of work was February 26<sup>th</sup>, 2024.
3. Request Board approval of the retirement of Dr. Amiot P. Michel, Superintendent of Salem City School District, effective January 1, 2025.
4. Request Board approval of the suspension without pay of Curtis Schofield for February 26, 2024.

**B. Employment**

**Upon the Recommendation of the Superintendent of Schools**

Motion ( / ) Board to Approve: **#8-C-9**

1. Request Board approval for the employment of Lea Bell as a One to One Paraprofessional (Step II/Tier I) at John Fenwick Academy for the 2023-2024 school year, beginning March 4, 2024. Lea Bell’s salary will be \$19,105, prorated to the start date of March 4, 2024. Salary is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.
2. Request Board approval for the following new substitute for the 2023-2024 school year. Ms. Grusemeyer is approved to substitute at John Fenwick Academy only.  

Madeline Grusemeyer                      NJ Substitute Certificate
3. Request Board approval of the employment of Eric Flitcraft as a Maintenance Technician for Salem City School District. Eric Flitcraft’s salary will be \$50,000 per annum, prorated to his start date of March 14<sup>th</sup>, 2024.
4. Request Board approval to hire the following substitute staff: Michael Deans to work as a substitute custodian (currently employed as a Paraprofessional at Salem High School); Shayonna Floyd as a substitute custodian; Timothy Washington, Sr. as a substitute groundskeeper.
5. Request Board approval of the employment of Marcina Hopkins as a Preschool Teacher at John Fenwick Academy for the 2024-2025 school year, beginning September 1, 2024.. Marcina Hopkins’ salary will be \$59,518 (BA Step 8). Salary is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

*Board Agenda March 13, 2024*

6. Request Board approval of the employment of Kemp Carr as Teacher of Physical Education for the 2024-2025 school year. Kemp Carr's salary will be \$89,221 (MA Step 18). Salary is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.
7. Request Board approval of the employment of Cequence Parsons as a JFA Kindergarten Paraprofessional (Step II/Tier I) for the 2023-2024 school year, beginning on March 11, 2024. Cequence Parson's salary will be \$19,105 per annum, prorated to the start date of March 11, 2024.

**C. Financial Request**

**Upon the Recommendation of the Superintendent of Schools**

Motion ( / ) Board to Approve: **#8-D-9**

1. Request Board approval for Dione Alston to be added to the after-school detention substitute list for Salem High School, at a pay rate of \$23.00/hr. Pay rate is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.
2. Request Board approval for the below Winter 2024 Athletic Support Staff positions for Salem Middle School. Stipend amount is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

Event Staff (MS)	As Needed	\$33.75/game	Thronna Busch
Event Staff (MS)	As Needed \$	\$33.75/game	John Murray

3. Request Board approval for the revised stipend as below. Stipend amount is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

Softball	Assistant Coach (JV)	Bridget Bernardini	\$3,822
----------	----------------------	--------------------	---------

4. Request Board approval for Rachel Hunt to proctor the NJGPA for pupils on home instruction.  
Dates: March 11, 2024 through March 22, 2024  
Times: After regular school hours  
Costs: \$35.00\*/hour x 5 hours x 9 pupils = \$1,575.00 (Account 15-140-100-101S-03-SHS)  
\*pay rate indicated is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract
5. Request Board approval for the Fall 2024 Coaching Staff position below. Stipend amount is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

Football	Head Coach	\$5,947	Kemp Carr
----------	------------	---------	-----------

6. Request Board approval for the below Spring 2024 Staff Position. Stipend amount is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

Weight Room Supervisor	\$1,696	Kemp Carr
------------------------	---------	-----------



*Board Agenda March 13, 2024*

**D. Leave of Absence**

Motion (            /            ) Board to Approve **#8-E-9**

1. Request Board approval of the following non-FMLA leave of absence:

<u>Employee</u>	<u>Requested Period</u>
Stephanie Phy	2/20/2024-6/30/2024

2. Request Board approval of the following FMLA leave of absences:

<b>Employee ID#</b>	852	1038
<b>Employee Name</b>	D.A.	N.T.
<b>Type of Leave</b>	Intermittent – Medical	Medical
<b>Leave Requested</b>	02/27/2024 – 02/26/2025	02/22/2024 – 03/21/2024
<b>Fed Max Leave (max 90 days)</b>	02/27/2024 – 02/26/2025	02/22/2024 – 03/21/2024
<b>Time Usage of FMLA</b>	12 weeks	4 weeks
<b>Time Usage of FLA</b>	N/A	N/A
<b>*Use of Sick Days</b>	50.75 days	21 days
<b>*Use of Personal Days</b>	1 day	N/A
<b>*Use of Vacation Days</b>	N/A	N/A
<b>Unpaid Leave</b>	After all sick and personal days are exhausted	N/A
<b>Intermittent Leave</b>	2-3x per month 3-4 days per episode	N/A
<b>Extended Leave</b>	N/A	N/A
<b>Est. Return Date</b>	N/A	03/22/2024

**Curriculum/Professional Development**

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

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

<b>Staff Member</b>	<b>Building</b>	<b>Administrator Approving</b>	<b>Title</b>	<b>Date of Program</b>	<b>Location</b>	<b>Registration and Mileage Cost</b>
Ryan Caltabiano Meghan Taylor Syeda Carter Jacklyne Prater Chibuzo Idimaogu Michelle Beach Trish Tedesco David Hunt Montrey Wright John Bacon	Curr CST JFA JFA SMS SMS SHS SHS SHS SHS DIST	Dr. Michel	OnCourse User Group Training	3/19/2024	Pittsgrove School District	No cost
Ryan Caltabiano	CURR	Dr. Michel	RAPID+ Training	3/3-3/7/24, 5-6PM 3/23/24, 11a-3p	Online and In-Peson	No cost to District

*Board Agenda March 13, 2024*

**Facilities Requests**

Motion (        /        ) Board to Approve: **#12-9**

<b>Organization</b>	<b>Use</b>	<b>Date*</b>	<b>Time</b>	<b>Charge</b>
Rivive South Jersey	Salem Middle School Auditorium for Dance Showcase	March 13, 2024	6:00p-8:15p	\$33.75 Custodial fee (\$15.00 per hour x 2.25 hours)

**Monthly Reports**

Motion (        /        ) Board to Approve: **#13-9**

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

**Miscellaneous**

Motion (        /        ) Board to Approve: **#14-9**

1. Board to approve the below Volunteer Coaches:

**Softball**

Allyson Murphy  
Steve Merritt

**Track & Field**

Dominique Hickman

2. Request Board approval upon the first reading of the following updated policy:
  - 4150/4250 Family Leave and Medical Leave
3. Request Board approval of the attached job descriptions, for the two positions listed below. These positions will be filled for the 2024-2025 school year.
  1. Athletic Field Groundskeeper
  2. Truancy Officer for John Fenwick Academy

**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.

*Board Agenda March 13, 2024*

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 March 13, 2024 meeting of the Salem City Board of Education at \_\_\_\_\_.