

Board Minutes August 8, 2018

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
August 8, 2018**

CALL TO ORDER: A meeting of the Salem City Board of Education is called to order at 6:00 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
Rebecca Livingston	Daffonie Moore (Absent)	

District Representatives:

Quinton: Alicia Sperry (Absent)

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 Guyton, VP of Early Childhood
Jordan Pla, VP Salem High School	Darryl Roberts, VP Salem High School

OTHERS: Mr. 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.

PRESENTATION

Salem District PARCC Presentation 2017-2018 by Dr. Michel

BOARD COMMITTEE REPORTS

Curriculum Committee

- Updated at Board Retreat

Finance Committee

- There were no reports from the Finance Committee during this meeting

Personnel Committee

- Personnel recommendations are ok

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

- There were no reports or commentary from any of the district Principals during this meeting.

SUPERINTENDENT'S COMMENTS/REPORTS

1. Presentation of IB Diploma to Chloe Mulhorn
2. Email accounts discussion
 - a. IT to establish salemnj.org email addresses for all Board Members
3. Community support
 - a. Crisis situations we must notify appropriate agencies

Motion (Colon/Bentley) Board approved regular and executive minutes of July 11, 2018 Board of Education meeting.

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Livingston, and Groce Nays: 0 Abstain: 0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS

Board Reports (Exhibit A)

Motion (Colon/Bentley) Board approved the Board Secretary's reports in memo: #2-A-E-2 (Motion tabled)

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

	<u>9/11/18</u>
Board Secretary	Date

- C. *Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 2018 The Treasurer's Report and Secretary's Report are in agreement for the month of June 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 June 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. Board approved 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 July 2018

July	\$9,646,175.54
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To approve the Payment of Bills for July 2018

July	\$ 106,209.73
August	\$ 472,597.14

Board approved that the Business Administrator be authorized to process additional invoices for payment for the current and next fiscal year with Board confirmation at the next regular board meeting

Board approved the Business Administrator be authorized to do account transfers that may be needed to close the fiscal year with Board confirmation at the next regular board meeting.

Confirmation of payrolls for July 2018

<u>July 12, 2018</u>	General Acct. Transfer	\$179,554.13
<u>July 30, 2018</u>	General Acct. Transfer	\$218,505.39

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Miscellaneous

Motion (Colon/Bentley) Board approved: **#2-F-2**

1. Board approved Ms. Marissa Vengnock to serve as SCIP-SHS liaison for the 2018-2019 school year.
2. Board approved the School Improvement Panel member Ms. Elyssa Haines; John Fenwick Academy teacher.
3. Board approved the assignment of Kimberly Osman, Teacher, to the Salem Middle School's School Improvements Panel for the 2018-2019 school year.
This assignment is in accordance with the provisions of the TEACHNJ Act and AchieveNJ.
4. Board approved the New Jersey Commission of the Blind and Visually Impaired to provide Level One Services to special education student (01260134). Cost for the services will be \$1,900.00 and will run from September 1, 2018 to June 30, 2019.
Account #11-000-216-320-00-CST
5. Board approved Paulette Taylor to provide speech/language evaluations as needed for the 2018-2019 school year at \$325.00 per evaluation not to exceed \$5,000.00.
Account #11-000-216-320-00-CST
6. Board approved Paulette Taylor to provide speech/language services for the 2018 Extended School Year as a related service per the student's IEP. Ms. Taylor will be paid \$45.00 per hour, 3 days a week not to exceed \$3,000.00 for the program.
Account #11-000-216-320-00-CST
7. Resolved, that the Board of Education authorized the Business Administrator to enter into an agreement with Stacy C. Davis Electric Contractor to install exterior emergency lighting at both the Salem High School and the John Fenwick Academy. This exterior emergency lighting has been cited by the Fire Marshall and is a requirement of the Department of Community Affairs to provide a safe egress from these school buildings.
Total Cost - \$38,000
\$22,800.00 Account #12-000-400-334-01-JFA
\$15,200.00 Account #12-000-400-334-03-SHS
8. Board approved the following Learning Consultants to provide learning evaluations as needed at a cost of \$325.00 per evaluation for the 2018-2019 school year. Not to exceed \$5,000.00 each.
Christine Menold
Rolanda Sykes
Account #11-000-100-566-00-BUS

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9. Board approved the following Bilingual LDTC, Psychologist & Social Worker to provide bilingual evaluations as needed at a cost of \$325.00 per evaluation for the 2018-2019 school year. Not to exceed \$5,000.00 each.
 Krista Bey – School Psychologist
 Azucena Calderon – School Psychologist
 Mary Ann Marinelli – LDTC
 Delta Terrero – Social Worker
 Patricia Nelson – Social Worker
 Account #11-000-100-566-00-BUS
10. Resolved, that the Board of Education authorized the Business Administrator to enter into an agreement with A-N-S Construction to remove and replace asphalt sidewalk at the John Fenwick Academy playground with a concrete sidewalk. This sidewalk was noted to be in disrepair during our annual facilities review by a NJSIG risk control representative. This work is preventative maintenance.
 The cost of this contract not to exceed \$3,870.00
 Account # 12-000-400-334-01-JFA

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Livingston, and Groce Nays: 0 Abstain: 0

STUDENT MATTERS

A. Field Trips/Activities #4-A-2

Motion (Colon/Bentley) Board approved: **#4-A-2**

1. Board approved the following Field Trip(s):

Place	Date	Teacher Subs./Buses
Rowan College at Gloucester County ACT Test	09/08/18 Approx. 50 Students	Mr. Ferguson 1 bus - \$220.90 15-000-270-512-03-SHS 1 Teacher - \$34.00. 8 hrs. = \$272.00 15-140-100-101a-03-SHS
Christiana Skating Center Newark, DE	10/05/18 12/07/18 02/22/19 05/24/19 Salem Pride/VIP Winners Approx. 150 students	Mr. Allen, Mrs. Beach, Various Faculty & Instructional Assistants 4 buses each trip - \$3,901.44 15-000-270-512-02-SMS Admission - \$3,000.00 15-190-100-500-02-SMS

2. Board approved the Family Friendly Center after-school program for the 2018-2019 school year. It will run from October 2018 through June 2019. The budget for the Family Friendly Center program is \$45,463.00.

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Livingston, and Groce Nays: 0 Abstain: 0

B. Graduates/Miscellaneous

Motion (Colon/Bentley) Board approved: **#7-D-2**

1. Board approved to officially certify the following graduates receive the Salem High School diploma for satisfactory completion of the Salem Board of Education and the State of New Jersey requirements for high school graduation:
Christopher John Lopatin, Jr. – August 2018
Devin Leroy Shimp – August 2018
2. Board approved student, L.A. of Woodstown, NJ (resident district school – Woodstown High School) to attend Salem High School as an 11th grade pupil. Student would like to enroll in the IB Diploma Programme beginning the 2018-2019 school year. Parents have completed a School Choice form and will be providing transportation.
3. Board approved the enrollment of DB, son of Ms. Stefanie Crawford, Second Grade Teacher at John Fenwick Academy, to attend JFA for the 2018-2019 school year, based upon availability of enrollment. Salem City residents will have priority.

Motion approved by roll call voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Livingston, and Groce Nays: 0 Abstain: 0

PERSONNEL MATTERS

A. Resignation/Retirement

Motion (Colon/Bentley) Board approved: **#8-A-2**

1. Board approved the resignation of Ms. Veronica Shute, Mathematics teacher at Salem Middle School, effective July 23, 2018.
2. Board approved the resignation of Mr. Joshua Tunstall, Grade 2 Teacher at John Fenwick, effective August 2, 2018.
3. Board approved the resignation of Ms. Julie Fialkow-Kropp, Guidance Counselor at Salem Middle School, effective August 2, 2018.
4. Board approved the resignation of Ms. Lisa Poinsett, Special Education Teacher at Salem High School, effective July 23, 2018

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Livingston, and Groce Nays: 0 Abstain: 0

B. Reassignment/Transfer

Motion (Colon/Bentley) Board approved: **#8-B-2**

1. Board approved the transfer of employment of Mrs. Irena Yurchenko from full time World Language Teacher (SHS) and Basic Skills Teacher (SMS) to full time Special Education Resource Room Teacher (SHS) for the 2018-2019 school year. Mrs. Yurchenko's salary will remain the same.

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Livingston, and Groce Nays: 0 Abstain: 0

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B. Employment

Motion (Colon/Bentley) Board approved: **#8-C-2**

1. Board approved the employment of Ms. Erica Schaffer as a Mathematics Teacher at Salem Middle School effective September 1, 2018 through June 30, 2019. She will be paid (BA Step 01) \$52,024.00 per annum.
2. Board approved the employment of Ms. Tiara Barron as a Second Grade Teacher at the John Fenwick Academy at a salary of \$52,324.00 (BA Step 02), for the 2018-2019 school year, beginning September 1, 2018.
3. Board approved Mr. Ryan Salandria as Visual Arts Instructor for the 2018-2019 school year. Mr. Salandria's hiring is contingent on him receiving his NJ Teaching certification. Mr. Salandria's salary will be \$55,224.00 (BA Step 6).
4. Board approved the employment of Mr. Nikolai Dubowski as a PSD Para-Professional at John Fenwick Academy at a salary of \$21,332.00 (Step 2, Tier 4) for the 2018-2019 school year, beginning September 1, 2018.
5. Board approved the following new substitute for the 2018-2019 school year:
Michael Deans Pennsville Substitute Certificate

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Livingston, and Groce Nays: 0 Abstain: 0

C. Financial Request:

Motion (Colon/Bentley) Board approved: **#8-D-2**

1. Board approved the following extra pay positions for the 2018-2019 school year:
District Webmaster: Lisa Mutter
\$3,000.00/year
Pay to be split between three schools:
Account numbers:
15-000-222-100x-03-SHS
15-000-222-100x-02-SMS
15-000-222-100x-01-JFA

IB Coordinator: Helen Hall
\$5,000.00/year
Account number:
15-000-218-104x-03-SHS

IB CAS Coordinator: Renee Murray
\$2,500.00 per coordinator / per year
Account number:
15-301-100-101x-03-SHS

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2. Board approved the following staff members to be employed with Salem City Transition Program for the 2018-2019 school year beginning on September 6, 2018.

Administrators: William Allen, Michele Beach
 Teachers: Kenneth Buck, Kathleen Hibbard, Greg Lagakos, Steve Sheffield
 Secretary: Lisa Bacon
 School Counselors: Cameron Smith, Adam Pzswaro, Kellie Smith
Substitutes:
 Administrators: Jordan Pla, Pascale DeVilme', John Mulhorn
 Secretary: Alfreda McCoy-Cuff
 Counselor: Jacquelyn Thompson
 Teachers: Nicole Boyce, Drew Favat

3. Board approved six teachers as chaperones for Summer Enrichment (OOTM) trip to the Camden Adventure Aquarium. The trip will be on Thursday, August 9, 2018, leaving from John Fenwick Academy at 8:40 a.m. and Salem Middle School at 8:50 a.m. and returning at 3:00 p.m. The teachers will be compensated for an additional two hours. There are 39 students and 6 teachers that will attend.

Teachers: Cheryl Flitcraft and Deanna Livingston (JFA)
 Melissa Skinner, Jason Kutzura
 William Oberman, Roger Call (SMS)

August 9th Field Trip – 2 extra hours x \$34/hour x 6 staff = \$408.00

Admission:	\$643.50
Admission (Chaperones)	\$66.00
Parking Fee (Bus)	\$10.00
Café Vouchers	\$450.00
Sheppard Bus Services	\$795.00

Funds available in Account 20-231-100-800-00-DIS-C
 ESSA – Carryover – 2018-2019

4. Board approved Ms. Anita Garcia to work up to 24 hours per week at John Fenwick Academy to assist with Spanish speaking parents and preschool registration at a rate of \$10.00 per hour, Monday through Thursday during July and August.

Funds exist in the following account: #20-218-100-106R-00-JFA

5. Board approved:

Announcer (Football)	4 games	\$83/game	Kenneth Buck
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6. Board approved:

Substitute Ticket Seller/Taker	As Needed	\$75/\$56	Francine Alston
Event Staff (HS)	As Needed	\$34/game	Francine Alston

7. Board approved the following staff to be paid from ESSA Title I for the 2018-2019 school year:

<u>ESSA Title I</u>		<u>Total Salary</u>	<u>ESSA Allocation</u>
Carla Kelley	JFS Reading Specialist	\$59,674	100% \$59,674
Linda Barbara	JFS Reading Specialist	\$81,405	100% \$81,405

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Dale Garner	Transition Coach	\$67,484	66%	\$43,924
Cameron Smith	SHS Family Coach	\$67,463	100%	\$67,463
<u>ESSA Title I</u>				
Christopher Cuprak	SMS IT Data	\$75,072	28%	\$21,020
John Bacon	Truancy Officer	\$56,699	66%	\$37,421
Funds are available in Account #20-231-100-100-00-SPP				
ESSA 2018-2019 Funds				

8. Board approved the following contract stipend positions:

Department Chairpersons:

Suzanne Landolfi	Applied Academics (4)	\$1101
Renee Murray	Fine Arts (5)	\$1101 + \$33
Scot Levitsky	Health/Physical Education (4)	\$1101
Edward DeStefano	Humanities (4)	\$1101
Victor Boone	Language Arts (6)	\$1101 + \$66
Miranda Clour	Mathematics (7)	\$1101 + \$132
Theresa Derham	Science (5)	\$1101 + \$33
Steve Sheffield	Special Education (7)	\$1101 + \$132
OPEN	World Languages (3)	\$1101
Nicholas Kline	Band Advisor	\$3762
Chris Lindsay	Asst. Band Director	\$771
Renee Murray	Choral Advisor	\$1195
Jessica Dixon	Choreographic Director	\$771
Bridget Cheeseman	Class Advisor- Freshman	\$369
Cindi Tapia-James	Class Advisor – Sophomore	\$737
Heidi Bower	Class Advisor – Junior	\$1284
Anne Hudock	Class Advisor – Senior	\$1558
Lisa Mutter	Director of Audio/Visual Services	\$1101
Susan Nitshe	District Chairperson of School Health	\$857
Kristin Unger	National Honor Society Advisor	\$276
Lisa Mutter	Student Council Advisor	\$895
Victor Boone	Teacher of Detention	\$24/hour
Sara Lamont	Substitute Teacher of Detention	\$24/hour
Kathleen Hibbard	Substitute Teacher of Detention	\$24/hour
Drew Favat	Substitute Teacher of Detention	\$24/hour
Anne Hudock	Theatre Arts Advisor	\$3460
Renee Murray	Theatre Arts Music Director	\$1730
Kathleen Hibbard	Theatre Business Manager	\$333
Sara Lamont	Walnut Street Journal	\$847
Christina Lord	Yearbook Advisor	\$1469
Patricia Tedesco	Yearbook Business Advisor	\$1304

Motion approved by unanimous voice vote of 6-0-1; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, and Groce Nays: 0 Abstain: 1-Livingston #3

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Curriculum /Professional Development

Motion (Colon/Bentley) Board approved: #11-12

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

Staff Member	Building	Admin. Approving	Title	Date of Program	Location	Registration and Mileage Cost
REVISED Paul Bartholomew	SHS	John Mulhorn	Project Lead the Way Core Training: Computer Science Principles	08/06/18-08/17/18	Milwaukee School of Engineering Milwaukee, WI	Flight: \$476.40 Hotel: \$2,058.00 Meals: TBD 70 Hours of PLTW Training: \$2,380.00 15-000-223-500-03-SHS
REVISED Drew Favat	SHS	John Mulhorn	Project Lead the Way Core Training: Computer Science Principles	08/06/18-08/17/18	Milwaukee School of Engineering Milwaukee, WI	Flight: \$476.40 Hotel: \$2,058.00 Meals: TBD 70 Hours of PLTW Training: \$2,380.00 15-000-223-500-03-SHS
REVISED Kellie Smith	SHS	John Mulhorn	Youth Thrive	07/24/18-07/26/18	Stockton University Galloway, NJ	Mileage: \$88.56 Tolls: \$50.00 Meals: \$158.12 Total: \$296.68 20-435-200-800-00-SPP
Talisha Allison	DO	Herb Schectman	Fresh Fruits and Vegetable (FFVP) Orientation and Budgets	08/29/18	NJ Department of Agriculture Trenton, NJ	-0-
Dennis Spence	DO	Herb Schectman	Southern Regional Facilities Evaluation Training	08/22/18	Cherokee High School Marlton, NJ	-0-

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Livingston, and Groce Nays: 0 Abstain: 0

Facilities Use

Motion (Colon/Bentley) Board approved: #12-2

1.

Organization	Use	Date	Charge
NAACP Better Education	Book Bag Giveaway	08/14/2018 10:00 am – 3:00 pm	Fees Waived

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Livingston, and Groce Nays: 0 Abstain: 0

Policy

Motion (Colon/Bentley) Board approved: #14-2

1. Board approved the first reading of the following policy series:

- i. Series 3000 Business & Non-Instructional Operations

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Livingston, and Groce Nays: 0 Abstain: 0

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Miscellaneous

Motion (Colon/Bentley) Board approved: #15-2

1. Board approved the following full-year Clinical Practice Placements from Rowan University:

Clinical Intern	Education Major	Placement School	Teacher/Grade Level
Rebecca Newton	Elementary Education	John Fenwick Academy	Krystle Mullen/Kindergarten
Harpreet Kaur	Social Studies	Salem Middle School	William Oberman/Grade 8

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Livingston, and Groce Nays: 0 Abstain: 0

EXECUTIVE SESSION

There was no Executive Session at this meeting.

NEW BUSINESS:

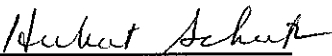
1. Motion (Colon/Bentley) Board approved the Board Secretary's reports in memo: #2-A-E-2

Motion approved by unanimous voice vote of 7-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Livingston, and Groce Nays: 0 Abstain: 0

2. Open Board seat

ADJOURNMENT

Motion (Colon/Bentley) Board to adjourn the August 8, 2018 meeting of the Salem City Board of Education at 7:25 P.M.



Herbert Schectman
Business Administrator/Board Secretary
HS/ta