

Minutes October 12, 2016

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
October 12, 2016**

A meeting of the Salem City Board of Education is called to order at 6:02PM in the Salem High School Library located at 219 Walnut Street in Salem, New Jersey 08079.

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: Led by Yuenge Groce

Board Members

Carol Adams	Joan Hoolahan	Stephanie Walsh
Christopher Colon	Yuenge Groce	Heidi Holden
Daffonie Moore	Katrina Tatem	Laquendala Bentley

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 Woods Principal John Fenwick Academy
John Mulhorn Principal Salem High School	Sharen Cline Supervisor of Early Childhood
Jordan Pla VP Salem High School	Darryl Roberts VP Salem High School

OTHERS: Corey Ahart - Solicitor Dr. Theodore Johnson – Consultant

AUDIENCE PARTICIPATION: NONE

PRESENTATION

Students of the month for September, 2016:

Presented by Ms. Pla/Mr. Roberts

SHS	Mackenzie Johnson	10th Grade	Mr. Bartholomew
SHS	Brianna Peterson	11 th Grade	Ms. Landolfi

Presented by Ms. Beach/Mr. Allen

SMS	Josthen Barreto-Jimenez	3 rd Grade	Mrs. Crowley
SMS	Kamiah Davis	3 rd Grade	Mrs. Pino

Presented by Ms. Cline

JFA	Jamar'e Anderson	Kindergarten	Ms. Pastor
	Khloe Brown	Kindergarten	Mrs. Terrell-Porter

Staff Member(s) of the month for September 2016:

Salem Middle School Presented by Mrs. DeVilme to Jaime Bacon, Physical Education and Health teacher.

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Ralph Padilla - Security Presentation

Mr. Padilla provided an update on the displacement of the Middle School. He stated that everyone was and is, in this together. Collectively we've all had good communication, himself included, with Dr. Michel and the Board, as well the respective staff of SMS-SHS-JFA.

BOARD COMMITTEE REPORTS

Personnel-Supports all agenda items.

Finance-Supports building rental of Finlaw Building.

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

1. John Fenwick Academy, Ms. Woods discussed the success of the Annual Back to School Night, it was well attended.
2. Salem Middle School, Mrs. DeVilme discussed the successful relocation to the Fenwick Plaza. The 3rd grade level went to the John Fenwick Academy and the 8th grade went to Salem High School. There has been community support throughout the move.
3. Salem High School, Mr. Mulhorn discussed the success of the Annual Back to School Night, and reminded everyone of Homecoming week.

SUPERINTENDENT'S COMMENTS/REPORTS

1. Dr. Michel thanked the Board members for letting us do our jobs and giving us space to make decisions, get things done, and get kids placed. He also thanked Ms. Thomas, teachers, ALC team, and students for their support.
2. Dr. Michel showed a video on global citizens club.
3. Dr. Michel discussed how Rowan displayed Quinton Lewis on a recruiting poster.

Motion (Colon/Holden) Board to approve regular and executive minutes of September 14, 2016 Board of Education.

Motion approved by roll call vote of 10-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Moore, Tatem, Walsh, Sperry and Groce. Nays: 0 Abstain: 0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS

Board Reports (Exhibit A)

Motion (Colon/Holden) To approve the Board Secretary's reports in memo: **#2-A-E-4/DIST***.

- 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 August 2016.
- B. *Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending August 2016 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 August 2016 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 August 2016 The Treasurer's Report and Secretary's Report are in agreement for the month of August 2016 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 August 2016 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 September 2016

September \$35,510.69

To approve Payment of Bills for September and October 2016

General Account	\$ 23,639.31
General Account	\$756,522.37

Confirmation of payrolls for September 2016

<u>September 15, 2016</u>	General Acct. Transfer \$717,604.25
<u>September 23, 2016</u>	General Acct. Transfer \$292,101.69
<u>September 30, 2016</u>	General Acct. Transfer \$689,668.39

Motion unanimously approved voice 10-0

Miscellaneous

Motion (Colon /Holden) Board to Approve: **#2-F-4/DIST**

- 1. Board to approve for the following Bilingual Psychologist (substitute) to provide services for psychological Spanish evaluations along with Spanish translation services at CST Meetings:
Patricia Nelson - 48 Normandy Avenue - Marlton, NJ 08053
- 2. Board to approve The Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials. (MOA) (attached)
- 3. Board to approve:
Resolved, that the Board of Education authorize Herbert Schectman, Business Administrator, to enter into a lease agreement with Mannington Mills for a short term lease agreement to house grades 4 – 6 of the Salem Middle School (Fenwick Plaza).

The lease shall be on a month-to-month basis at an amount not to exceed \$10,069 per month exclusive of internal repairs as determined for the benefit of the Salem Middle School. The Landlord shall be responsible for all necessary repairs to ensure that the facility meets recognized building and fire code standards. We understand this to mean that there will be no additional invoices from third parties for any work performed.

- 4. Board to approve:
Resolved, that the Board of Education authorize Herbert Schectman, Business Administrator, to enter

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into a lease agreement with Salem County Improvement Authority for a short term lease agreement to house grade 7 of the Salem Middle School.

The lease shall be on a month-to-month basis at an amount not to exceed \$7010.00 per month exclusive of internal repairs as determined for the benefit of the Salem Middle School. The Landlord shall be responsible for all necessary repairs to ensure that the facility meets recognized building and fire code standards. The agreement will also provide, at no additional cost, maintenance, security, utilities and janitorial services.

Motion approved by roll call vote of 10-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Moore, Tatem, Walsh, Sperry and Groce. Nays: 0 Abstain: 0

STUDENT MATTERS HIGH SCHOOL

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

Motion (Colon/Holden) Board to Approve: **#4-A-4/HS**

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

Place	Date	Teacher Subs./Buses
FBLA Fall NJ Conference Edison NJ 7 am – 3 pm	October 14, 2016 6 students	Ms. Landolfi 1 bus \$50 fee per student/advisor Teacher \$208 #15-140-100-101a-03-SHS Student/Advisor \$350 #151-190-100-800-13-SHS Bus \$220.90 #15-000-270-512-03-SHS
FBLA Southern Region Woodstown High School 7 am – 3 pm	November 30, 2016 20 students	Ms. Landolfi 1 bus Teacher \$208 #15-140-100-101a-03-SHS Bus \$220.90 #15-000-270-512-03-SHS
Sothern NJ College Fair River Winds Community West Deptford NJ	October 15,2016 35 Students	Mr. Hunt and Ms. Gatson Bus free provided by Career Council, Inc.

2. Board to approve:

The SBYS Program Director is requesting to have Jacquelyn Thompson participate in the after school program; *POSITIVE CHANGE THROUGH SOCIAL INTERACTION PROGRAM (PCTSI)* as the Program Leader @\$26/per day; 4 days a week for 10 weeks, beginning October 17, 2016. Not to exceed \$1,020.00. Ms. Thompson participated as the Program Leader for the 2015-16 school year and is acclimated with the PCTSI program. Acc#: 20-435-007-100-00-SPP

Dates: October 17, 18, 19, 20, 24, 25, 26,31
 November 1, 2, 3, 7,8,9,15,16,17,21,22,28,29,30
 December 1,5, 6, 7, 12, 13, 14, 15, 19, 20, 21, 22

3. Board to approve:

The SBYS Program Director is also requesting to hold the 2nd Annual Fall Fitness /Nutrition Workshop to be held on Saturday, November 5, 2016 from 8A – 2P in the SHS gymnasium and cafeteria. This workshop is targeted to adolescents and adults. The activities will be led by Get Fit 4 Life. The workshop would fall under the Get Up and Move Program (GUAM).

Cost: Approx. \$2,500.00 Acct#: 20-002-200-300-00-SPP

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4. Board to approve:
 Approval for Mr. Barry Ford (GETFIT4LIFE) to provide Aerobic activities and Cardio Kickboxing to Middle and High School students, teachers and parents. These activities will begin on October 17 and will be held on Tuesday and Thursday at the High School. On Thursdays when the students have ½ days or no school the activity will not be held. The class will be held on Wednesday.
 Cost is \$60 per session for 10 weeks, costs is \$1140. Acct# 20-002-200-300-00-SPP
 Dates: October 18, 20, 25, 26
 November 1, 3, 8, 9, 15, 17, 22, 29
 December 1, 6, 7, 13, 15, 20, 22
5. Board to approve:
 Approval for two additional days for The Fitness Camp held this summer.
 August 11 \$350 Coaches and trainers, GetFit4Life
 August 12 \$350 Coaches and trainers, GetFit4Life
 Cost: \$700 Account #20-002-200-300-00-SPP

Motion unanimously approved voice 10-0

B. Home Instruction: In/ out of district/residential

Motion (Colon/Holden) Board to Approve: **#7-C-4/DIST**

1. Board to approve the 2016-2017 Out of District placements and Home Instruction:

Student ID	Health Care/teacher	Costs (Prorated)	Effective Date	Account #
9454527789	Daretown	\$43,443.00	9/20/16-6/30/17	11-000-100-565-00-BUS
2194995262	Ruqayyah Ali Melissa Skinner	\$32/hr 10 hrs/wk	9/27/16- TBD	11-219-100-320-00-CST
3173267118	A Step Ahead	\$32/hr 10 hrs/wk	7/8/16-9/30/16	11-000-219-320-00-CST
1338110216	Karen Pastor	\$32/hr 5 hrs/wk	9/27/16-11/30/16	11-000-219-320-00-CST
04190005	Rosalyn Chives	\$32/hr 5 hrs/wk	9/26/16-TBD	11-150-100-101-03-SHS
01200199	Dwayne Humenik	\$32/hr 10 hrs/wk	9/27/16-TBD	11-219-100-320-00-CST
01240162	Kim Pankok	\$32/hr 10 hrs/wk	9/29/16-TBD	11-219-100-101-00-CST
01220063	A Step Ahead	\$32/hr 10 hrs/wk	9/9/16-9/30/16	11-219-100-320-00-CST
01270017	A Step Ahead	\$32/hr 5 hrs/wk	10/6/16 6-8 weeks	11-150-100-101-00-BUS
7335334991	Pineland	\$50,482.80	10/11/16-6/30/17	11-000-100-566-00-BUS

Motion unanimously approved voice 10-0

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STUDENT MATTERS NON-HIGH SCHOOL

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

Motion (Colon/Holden) Board to Approve: **#4-A-4/NHS**

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

Place	Date	Teacher Subs./Buses
Rowan University Glassboro, NJ 8:30 am – 2:00 pm	October 17, 2016 College tour 3 rd grade 71 students (approx)	Fialkow, Crowley, Stanisce, McConathey, Weigler, Miller (IA), Pino 3 buses
U. of Penn and Penn Museum Phila. PA 9:00 am – 2:00 pm	November 8, 2016 College tour/museum 4 th grade 79 students (approx)	Fialkow, McDermott, Morris, Reese, Ricker, Thompson (IA) 3 buses
Salem County Vo-Tech Woodstown, NJ	November 19, 2016 State Chorus Tryouts 1-5 students	Shaun Brauer
Old Salem County Court House Salem NJ	December 3, 2016 Salem, Annual Tree Lightening 80 students	Shaun Brauer
Costs:	Admission: \$675.00 Buses: \$1332.96	15-190-100-800-02-SMS 15-000-270-512-02-SMS

Motion unanimously approved voice 10-0

2. Board to approve to add The Broadway Theater of Pitman to the approved JFA field trips.

Motion unanimously approved voice 9-0-1 (Moore Abstained)

PERSONNEL DIST/ HIGH SCHOOL

A. Resignation/Retirement

Motion (Colon/Holden) Board to Approve: **#8-A-4/DIST**

1. Board to approve the resignation of Donna Struss Executive Secretary to the School Business Administrator. Effective date is October 31, 2016.

2. Board to approve the retirement of Jacalyn Trout Administrative Assistant to the Superintendent and SEMI Coordinator. Retirement date will be January 1, 2017.

Motion unanimously approved voice 10-0

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B. Employment

Motion (Colon/Holden) Board to Approve: **#8-C-4/DIST**

1. Board to approve the following substitutes for 16-17 SY:

Timothy Johnson	Salem	Sub. Cert.
Delores Martin	Pennsville	Elementary/TOH

2. Board to approve the employment of Talisha Allison Executive Secretary to the School Business Administrator. Start date will be October 17, 2016 to June 30, 2017 salary will be \$32,681 (prorated)

3. Board to approve the employment of Devon Russell as Administrative Assistant to the Superintendent. Start date will be January 1, 2017 salary will be \$39,000.

Motion approved by roll call vote of 10-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Moore, Tatem, Walsh, Sperry and Groce. Nays: 0 Abstain: 0

C. Financial Request:

Motion (Colon/Holden) Board to Approve: **#8-D-4/DIST**

1. Board to approve Athletic Support Staff Positions for the 16-17 SY:

Substitute Ticket Seller/Taker	As needed basis	\$75/\$56	Bobbie Shuman
Ticket Taker	5 games	\$56/game \$280	Diana Mace

2. Board to approve for the following staff to be paid from Perkins Funds for the 2016-2017 school year.
 Suzanne Landolfi – \$540. (Perkins clerical – Summer of 2016) Acc't 20-361-200-100-00-SPP

3. Board to approve for Dale Garner to be the Salem City School, District SEMI Coordinator, effective January 1, 2017 stipend will be \$3000 prorated.

Motion unanimously approved voice 10-0

D. Miscellaneous:

Motion (Colon/Holden) Board to Approve: **#8-E-4/DIST**

1. Board to approve the following request for leave:

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
TL	Medical	10/14/16 2/10/17	10/14/16 2/10/17	3 wks	11/9/16 2/1/17	12 wks	18 days	N/A	11/9/16 2/10/17	2/2/17 2/10/17	2/13/17
DS	Medical	10/4/16 10/31/16	10/4/16 10/31/16	3 wks	N/A	N/A	19 days	N/A	N/A	N/A	10/31/16
GW	Medical	9/6/16 10/28/16	9/6/16 10/28/16	7 wks	N/A	N/A	10.5 days	3 days	9/23/16 10/28/16	N/A	10/31/16
BT	Medical	11/21/16 2/24/17	11/21/16 1/7/17	6 wks	N/A	N/A	20 days	N/A	12/21/16 2/24/17	N/A	2/27/17

Motion unanimously approved voice 10-0

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PERSONNEL Non-High School

A. Resignation/Retirement

Motion (Colon/Holden) Board to Approve: **#8-A-4/NHS**

1. Board to approve the resignation of Stephanie Moschella, Media Specialist at the JFA. Her last day of work is September 30, 2016.

Motion unanimously approved voice 9-0

B. Employment

Motion (Colon/Holden) Board to Approve: **#8-C-4/NHS**

1. Board to approve the employment of Tenyatta Sanders as Secretary at John Fenwick Academy. Start date will be October 24, 2016 salary will be \$31,006 (prorated for the year.)

Motion approved by roll call vote of 9-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Moore, Tatem, Walsh and Groce. Nays: 0 Abstain: 0

C. Financial Request:

Action (Colon/Holden) Board to Approve: **#8-D-4/NHS**

1. Board to approve Adam Pszwaro to be a Guidance Counselor at the Salem Alternative School: Faculty member will be scheduled on a rotational basis. The alternative middle school program will be located in the Salem High School. Hours are 3:25 pm to 7:25 pm, Monday through Friday. Rate is \$26.00 per hour x 4 hours per evening. Acc't: #15-423-200-100-02 SMS
2. Board to approve for John Breslin, Jack Grimes and Rebekah Cohen to conduct after school practice for chorus, school plays and videos for the concerts and plays that take place at JFA during the 16-17 school year. Practices will occur on various days for one hour each day. Rate: \$26/hr not to exceed \$2500. Account #15-401-100-100-01-JFS

Motion unanimously approved voice 9-0

D. Miscellaneous:

Action (Colon/Holden) Board to Approve: **#8-E-4/NHS**

1. Board to approve for Ms. Makema Douglas to complete her Ed. Leadership Degree Program at the John Fenwick Academy. Ms. Woods has agreed to be her onsite supervisor. All hours need for this program will be done during after school hours.
2. Board to approve for AHA Heartsaver CPR/AED Training for 5 JFA staff members. Training will be held on October 27, 2016 during staff in-service. Instructor Tonya Faggins will be paid \$55 per participant totaling \$275. Account #15-000-223-500-01-JFA.

Motion unanimously approved voice 9-0

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Curriculum /Professional Development

Motion (Colon/Holden) Board to Approve: #11-4/DIST

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
Linda DelRossi Melissa Newkirk Angela Crowley Justin Newell	DO JFS SMS SMS	Syeda Woods Pascale DeVilme' Pascale DeVilme'	Building an Effective Writer's and Reader's Workshop	10/20/16	Princeton NJ	-0- -0- -0- \$51/65 15-190-100-610-01-JFA -0- -0- -0- -0-
Karen Wright	JFS	Syeda Woods	Anxiety Disorders in Children and Adolescents	11/16/16	Holiday Inn Cherry Inn NJ	\$199.99 \$26.78 15-190-100-610-01-JFA
Justin Newell Nicole Boyce Diana Mace	SMS SMS	Pascale DeVilme' Pascale DeVilme' John Mulhorn	Quinton Writing	10/05/16	Quinton Twp. School Quinton, NJ	-0- -0-
Jon Botbyl Renee Murray	SHS	John Mulhorn	Salem County Honors Band and Choir Meeting	10/13/16	Harrison House Mullica Hill NJ	-0- -0-
Shikeena Lynard	SHS	John Mulhorn	First Aid/ CPR/AEP Instruction	10/18/16 10/19/16	Wilmington DE	\$300.00 \$37.38 15-000-223-500-03-SHS
Scot Levitsky Brooke Woodlock	SHS SHS	John Mulhorn	Teen PEP Fall One-Day Training	10/26/16	Mercerville NJ	-0- -0-
Laura Trout	JFA	Syeda Woods	2017 Conference for New Jersey Kindergarten Teachers	02/27/17 02/28/17	Atlantic City NJ	\$415.00 -0- 15-190-100-610-01-JFA

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John Bacon Cameron Smith Dale Garner	SHS SHS CST	John Mulhorn John Mulhorn Pamela Thomas	2016 GradNation Community Summit	10/13/16	Rutgers University – Camden Campus Center	-0-	-0-
Sharen Cline	JFA	Syeda Woods	Early Childhood Supervisors Meetings	10/14/16 03/10/17 06/09/17	NJDOE – 100 Riverview Plaza, Trenton NJ	-0-	-0-
Heidi Bower	SHS	John Mulhorn	The Athletic Trainers Symposium by Cooper Bone and Joint Institute	11/15/16	The Westin Mt Laurel, NJ	\$40.00	-0-
Jack Grimes	JFA	Syeda Woods	Strengthen Your Music Instruction and Learning K-6	11/30/16	Cherry Hill, NJ	\$245.00	-0-
Dave Keen Chris Cuprak	JFA SMS	Herb Schechtman	2016 E-rate Program Training	10/18/16	Phila. Airport Marriot Hotel	-0-	-0-

Motion unanimously approved voice 10-0

Facilities Request

Motion (Colon/Holden) Board to Approve: **#12-4/DIST**

1. Board to approve the following Facilities Request:

Organization	Use	Date	Charge
Mannington School	SHS Auditorium	12/13/16 9:00 am – 11:30 am 6:30 pm – 9:00 pm	Fees Waived

Motion unanimously approved voice 10-0

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Monthly Reports

Motion (Colon/Holden) Board to Approve: **#13-4/DIST**

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

Motion unanimously approved voice 10-0

Policies

Motion (Colon/Holden) Board to Approve: **#14-4/DIST**

1. Board to approve the 1st Reading of the following board policy(s). (Attached)
5114 Suspension & Expulsion/Pupil Due Process
2. Board to approve the revised Salem City School District Calendar for the 2016-2017 school year, additional days needed for the Salem Middle School students and staff. (Attached)

Motion unanimously approved voice 10-0

NEW BUSINESS: None

ADJOURNMENT

Motion (Colon/Holden) Board to adjourn the October 12, 2016 meeting of the Salem City Board of Education at 7:15PM.

Following the adjournment, Mr. Charles "Dave" Sparks addressed the BOE concerning resolution #2-F-4/DIST-4.

Herbert Schectman
Business Administrator/Board Secretary
HS/ta