

Board Minutes March 13, 2019

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
March 13, 2019**

CALL TO ORDER: A meeting of the Salem City Board of Education is called to order at 6:05 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 (Arrived 7:05pm)	Joan Hoolahan	Julian LeFlore (Arrived 6:10pm)
Rebecca Livingston	Daffonie Moore	Veronica Wright

District Representatives:

LAC: Laura Tice Crane (Arrived 6:40pm)
Quinton: William McDonald (Arrived 6:42pm)
Mannington: Eric Buzby

Administrators:

Dr. Patrick Michel, Superintendent	Pascale DeVilmé, Principal Salem Middle School
Herbert Schectman, School Business Administrator	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

OTHERS: Mr. Corey Ahart

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 February 2019:

Salem Middle School	Miliani Warner	Grade 8	Ms. Montgomery
	Reyna Gonzalez-Rivera	Grade 8	Ms. Montgomery
John Fenwick	Liarys Rivera	Grade 2	Ms. Crawford
	David Dewee	Grade 2	Ms. McClaren
Salem High School	Jacklyne Prater	Grade 12	Ms. Woodlock
	Jayden Wilkins	Grade 12	Ms. Woodlock

Staff Member(s) of the month for February 2019:

Mr. Christopher Lee Science Teacher Salem Middle School

PRESENTATIONS

Henry Ludwigsen – Bowman and Company

- Mr. Ludwigsen reviewed an audit summary with the Board and noted that the audit resulted in an unqualified opinion.

Dr. Michel

- Dr. Michel met with new Board members and reported that everything went well.

BOARD COMMITTEE REPORTS

Finance Committee

- The finance committee did not provide any report

Personnel Committee

- The personnel committee is okay with recommendations of the Superintendent

Curriculum Committee

- The curriculum committee is okay with recommendations

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

SHS Commentary/Event Activities included: PARCC testing will begin April 15th. The student College Board continues to grow! Stop by and check it out in the main entry. ACT Prep classes are going very well and are nicely attended. The second of three assessment tests will be administered Saturday 3-16-2019. Student scheduling for the 2019-2020 school year has begun and is in full swing. The Salem High Ram Theater presented Shrek! There were two nights of well attended and delighted audiences. Special thanks to Mrs. Anne Hudock, Ms. Jessica Dixon, Mrs. Kathleen Hibbard, Mr. Nicholas Kline and Ms. Renee Murray. Salem High School is slated to host an IB visit on Tuesday and Wednesday March 19th and 20th. Raffle tickets for the 3rd Annual T-shirt Blanket are on sale NOW! SHS upcoming events include:

- Winter Sports Awards Banquet March 19th
- Coffeehouse Concert April 25th in the SHS Ram Café; refreshments will be for sale and delightful student talent will be showcased

SMS Commentary/Event Activities included: The enrollment currently stands at 397 students in grades 3-8. The staffing includes 60 employees. The school counseling office has arranged for the fourth grade to visit the University of Pennsylvania campus and

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they will tour the archaeological museum there as well. The Odyssey of the Mind teams completed in the Coastal Plains Regional Tournament at the beginning of the month. The Division 1 team was able to place 5th. The teams are preparing now to observe the World Finals being held at Michigan State University in May.

JFA Commentary/Event Activities included: 48% of the students are at reading level. February 21st, Black History Museum hosted by Ms. Connor from 5:30pm to 7:00pm; this event is focused on enhancing the community's knowledge and involvement in celebrating African American culture & accomplishments. The black history museum brought out 80 parents/students and 11 staff volunteers. February 27th, Black History Readers hosted by Ms. Wright from 8:30am to 11:00am; this is an annual event that gives young children an opportunity to connect to a positive future vision of themselves. We had 25 male readers that participated this year. March 1st, Dr. Seuss Day-Read Across America hosted by Ms. McLaughlin. March 11th, Joe Romano presents "The Magic of Joe Romano" attended by K-2. March 14th –K-2 will visit the Philadelphia Zoo sponsored by the Philadelphia Zoo. March 19th & 20, Adventure Aquarium presents "Oceans in Motion" the Aquatic Center of Sciences for Pre-K students hosted by Ms. Connor. March 22nd, kindergarten will visit the Adventure Aquarium. March 26st, assembly for K-2 presented by the Salem County K-9 unit.

SUPERINTENDENT'S COMMENTS/REPORTS

- Dr. Michel did not provide any additional commentary or reports

Motion (Colon/Bentley) Board approved regular and executive minutes of February 13, 2019 Board of Education meeting.

Motion approved by unanimous voice vote of 11-0-0; Ayes: Adams, Bentley, Buzby, Colon, Crane, Hoolahan, Leflore, Livingston, McDonald, Moore, and Wright 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-9*.

- A. *Board approved of the transfer of the funds as previously approved by the Superintendent pursuant to 18A:22-8.1 for the month(s) of January 2019.
- B. *Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending January, 2019 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
- C. 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 2019 as follows:

Hubert Schickman
 Board Secretary

4/2/19
 Date

- D. *Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2019. The Treasurer's Report and Secretary's Report are in agreement for the month of January 2019 pending audit.
- E. Pursuant to N.J.A.C. 6A: 23A-16.10 (c) 4, the Salem City Board of Education certifies for the month ending January 2019 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.

Board approved the Payment of Bills and Purchases Report:
 From the General Account for Balance as summarized on attached board memo(s)
 Board approved Purchases Report for **February 2019** **\$70,196.49**

Board approved Payment of Bills for **March 2019**
General Account **\$646,041.17**

Confirmation of payrolls for February 2019
February 15, 2019 General Acct. Transfer **\$696,745.48**
February 28, 2019 General Acct. Transfer **\$712,976.02**

Motion approved by unanimous voice vote of 11-0-0; Ayes: Adams, Bentley, Buzby, Colon, Crane, Hoolahan, Leflore, Livingston, McDonald, Moore, and Wright Nays: 0 Abstain: 0

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Miscellaneous

Motion (Colon/Bentley) Board approved: #2-F-9

1. The Board of Education authorized Herbert Schectman to submit the Summer Food Service Program application for the months of July & August for the 19-20 school year. The program ensures that low-income children continue to receive nutritious meals when school is not in session.
2. The Board of Education authorized Herbert Schectman to submit the 19-20 FSMC contract addendum to the Department of Agriculture. The management and administrative total flat fee for the 19-20 school year will be \$50,000.00.
3. Board approved a Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (MOA).
4. Board approved the Adoption of the 2019-2020 School Year Tentative Budget:

BE IT RESOLVED, that the budget be approved for the 2019-2020 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 approval as follows:

Board approved the 2019-2020 school district budget:

	Budget	Local Tax Levy
General Fund	\$22,256,414	\$2,440,167
Special Revenue	\$ 3,641,574	
Debt Service	\$ 301,944	\$ 103,967
	<u>\$26,199,932</u>	<u>\$2,544,134</u>

AND BE IT RESOLVED, to approve the 2019-2020 school district budget.

RESOLVED, that taxes should be raised from the City of Salem in the amount of \$2,440,167 for the General Fund for the 2019-2020 school year.

WHEREAS, the District needs to appropriate money from the excess surplus for the 2019-2020 budget in the amount of \$301,786, and

WHEREAS, the District makes the following assurances: 1.) No other line item balances are or will be available, 2.) No other emergency reserves or maintenance 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, and

NOW, Therefore, be it resolved that Salem City School District shall appropriate excess surplus the amount of \$301,786 to be used for the 2019-2020 school year.

Motion approved by unanimous voice vote of 11-0-0; Ayes: Adams, Bentley, Buzby, Colon, Crane, Hoolahan, Leflore, Livingston, McDonald, Moore, and Wright Nays: 0 Abstain: 0

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STUDENT MATTERS

Activities

Motion (Colon/Bentley) Board approved: **#4-A-9**

1. Board approved the following field trips:

Schools Development Authority Trenton, NJ International Women's Day	03/07/19 3 Female Students	Ms. Gatson 1 bus - \$220.00 15-000-270-512-03-SHS
ACUA Facility and Wastewater Environmental Park Atlantic City, NJ & Egg Harbor Twp., NJ Tour of Facilities	03/22/19 25 Students	Ms. Derham, Ms. LoMonico, Mr. Bartholomew 1 bus - \$220.00 15-000-270-512-03-SHS 3 subs - \$375.00 15-140-100-101s-03-SHS
West Windsor-Plainsboro HS South West Windsor, NJ Model UN Conference	03/23/19 12 Students	Mr. Buck, Ms. Mutter 1 bus - \$220.00 15-000-270-512-03-SHS Fee Per Student - \$12.50 Paid through fundraising
Newseum Washington, D.C. Museum of past and present news	04/04/19 40 students	Mr. Boone, Mr. Hunt, Mr. Wright 1 bus - \$220.00 15-000-270-512-03-SHS Fee Per Student - \$12.50 Admission to museum Paid through fundraising 2 subs - \$250.00 15-140-100-101s-03-SHS
Junior Achievement Competition The Barracuda Bowl Wilmington, DE	04/16/19 Approx. 20 students	Ms. Landolfi 1 bus - \$220.00 15-000-270-512-03-SHS 1 sub - \$125.00 15-140-100-101s-03-SHS
St. John's Episcopal Church Salem, NJ Beautification/CAS Project for 300 th Anniversary	04/18/19 10 students	Ms. Irvine 1 bus - \$220.00 15-000-270-512-03-SHS 1 sub - \$125.00 15-140-100-101s-03-SHS
University of Pennsylvania & the Penn Museum Philadelphia, PA College & museum visitation	03/26/19 Approx. 72 Grade 4 Students	Mrs. Elder, Ms. Miller, Ms. Morris, Mr. Pszwaro, Ms. Reese, Ms. Ricker, Mr. Scanlan (intern), Ms. Seran 3 buses - \$666.48 15-000-270-512-02-SMS 1 sub - \$125.00 15-212-100-101s-02-SMS Admission - \$770.00 15-190-100-500-02-SMS

Motion approved by unanimous voice vote of 11-0-0; Ayes: Adams, Bentley, Buzby, Colon, Crane, Hoolahan, Leflore, Livingston, McDonald, Moore, and Wright Nays: 0 Abstain: 0

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Home Instruction: In/ Out of District/Residential

Motion (Colon/Bentley) Board approved: **#7-C-9**

1. Board approved the following students for home instruction:

Student ID	Health Care/Teacher	Costs (Prorated)	Dates	Account #
01250138	Roger Call	\$34.00/hr. 5 hrs./wk.	02/13/19 – TBD	11-150-100-101-00-BUS
05190013	Rachel Hunt	\$34.00/hr. 5 hrs./wk.	03/04/19 – TBD	11-150-100-101-00-BUS
01190130	Ranch Hope	\$80.00	02/28/19	11-219-100-320-00-CST
01190112	Rosalyn Chieves	\$34.00/hr. 5 hrs./wk.	03/11/19 – TBD	11-150-100-101-00-BUS
01270180	Creative Achievement	\$17,267.00	03/14/19 – 06/30/19	11-000-100-566-00-BUS
01230170	Creative Achievement	\$17,267.00	03/14/19 – 06/30/19	11-000-100-566-00-BUS
01230171	Creative Achievement	\$17,267.00	03/14/19 – 06/30/19	11-000-100-566-00-BUS
02220001	Sharen Cline	\$34.00/hr. 5 hrs./wk.	03/11/19 – TBD	11-150-100-101-00-BUS
04220001	Salem County Alternative High School	\$12,711.60	02/01/19 – 06/30/19	11-150-100-101-00-BUS

Motion approved by roll call voice vote of 11-0-0; Ayes: Adams, Bentley, Buzby, Colon, Crane, Hoolahan, Leflore, Livingston, McDonald, Moore, and Wright Nays: 0 Abstain: 0

PERSONNEL MATTERS

Resignation/Retirement

Motion (Colon/Bentley) Board approved: **#8-A-9**

1. Board approved the resignation of Ms. Kari Silvers-Vasquez, one-to-one aide at Salem High School, effective March 20, 2019.
2. Board approved the retirement of Ms. Helen Hall, Guidance Counselor at Salem High School, effective July 1, 2019.

Motion approved by unanimous voice vote of 11-0-0; Ayes: Adams, Bentley, Buzby, Colon, Crane, Hoolahan, Leflore, Livingston, McDonald, Moore, and Wright Nays: 0 Abstain: 0

Employment

Motion (Colon/Bentley) Board approved: **#8-C-9**

1. Board approved the following new substitute teacher for 2018-2019 school year:
Christine Menold Swedesboro NJ Teaching Certificate: Teacher of the Handicapped

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2. Board approved the employment of Ms. Jennifer E. McFadden as a Sixth Grade Mathematics Teacher for the Salem Middle School effective March 7, 2019 through June 30, 2019. She will be paid (BA Step 03) \$52,624 per annum (pro-rated).

Motion approved by unanimous voice vote of 11-0-0; Ayes: Adams, Bentley, Buzby, Colon, Crane, Hoolahan, Leflore, Livingston, McDonald, Moore, and Wright Nays: 0 Abstain: 0

Financial Request

Motion (Colon/Bentley) Board approved: **#8-D-9**

1. Board approved the addition of Mary Morris, Nikolai Dubowski, Regina Colon, and Ruqayyah Ali to the After School Tutoring Program 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 #20-231-100-100-00-DIS.

2. Board approved:

Intramurals	Advisor	\$1,050	Shikeena Lynard
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3. Board approved the following salary adjustment for Ms. Deidra Davis, paraprofessional at John Fenwick Academy for the 2018-2019 school year.
From \$18,832 (Step 1 Tier 3) to \$19,332 (Step 2 Tier 3)

Motion approved by roll call voice vote of 11-0-0; Ayes: Adams, Bentley, Buzby, Colon, Crane, Hoolahan, Leflore, Livingston, McDonald, Moore, and Wright Nays: 0 Abstain: 0

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Miscellaneous

Motion (Colon/Bentley) Board approved: #8-E-9

1. Board approved the following leave of absence:

Employee ID#	1207	966
Type of Leave	Intermittent – Family	Intermittent – Family
Leave Requested	02/11/19 - 12/20/19	01/23/19 – 01/22/20
Fed Max Leave (max 90 days)	N/A	N/A
Time Usage of FMLA	N/A	N/A
NJ Family Leave (max 90 days)	02/11/19 - 12/20/19	01/23/19 – 01/22/20
Time Usage of FLA	12 weeks	12 weeks
*Use of Sick Days	N/A	N/A
*Use of Personal Days	N/A	1.25 days
*Use of Vacation Days	N/A	N/A
Unpaid Leave	Vary on days off	N/A
Intermittent Leave	02/11/19 – 12/20/19	01/23/19 – 01/22/20
Extended Leave	N/A	N/A
Est. Return Date	N/A	N/A

2. Board approved the extension of the following non-FMLA leaves of absence:

Employee	Requested Period	Return Date
V.B.	03/13/19 to 04/05/19 3 weeks (continuation from 06/12/18 to 03/12/19)	04/08/219
K.B.	03/01/19 to 05/24/19 12 weeks (continuation)	05/28/19

***all time is accrued up to the date of leave**

Motion approved by unanimous voice vote of 11-0-0; Ayes: Adams, Bentley, Buzby, Colon, Crane, Hoolahan, Leflore, Livingston, McDonald, Moore, and Wright Nays: 0 Abstain: 0

Curriculum /Professional Development

Motion (Colon/Bentley) Board approved: #11-9

1. Board approved the following out of district professional developments:

Staff Member	Building	Admin. Approving	Title	Date of Program	Location	Registration and Mileage Cost
Syeda Carter	DO	Dr. Michel	Lifting the Level of Student Reading Proficiency through Powerful Conferring	04/11/19	FEA Monroe Township	-0-

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Janine Champion	CST	Pamela Thomas	NASW-NJ: 2019 Annual Conference and Exhibition	04/28/19 – 04/30/19	Atlantic City, NJ	Regis. \$650.00 Room: \$204.00 11-000-219-592-00-CST
Joseph Longo	CST	Pamela Thomas	NASW-NJ: 2019 Annual Conference and Exhibition	04/28/19 – 04/30/19	Atlantic City, NJ	Regis. \$650.00 Room: \$204.00 11-000-219-592-00-CST
Dale Primas-Garner	CST	Pamela Thomas	NASW-NJ: 2019 Annual Conference and Exhibition	04/28/19 – 04/30/19	Atlantic City, NJ	Regis. \$490.00 (Member) Room: \$204.00 Mileage: \$30.38 11-000-219-592-00-CST
Tim Doubet	SMS	Pascale DeVilme'	Mandatory District Technology Coordinator Training (Seminar for PARCC Testing)	02/26/19	Forsgate Country Club, Monroe Twp.	-0-
Adam Pszwaro	SMS	Pascale DeVilme'	Mandatory District Technology Coordinator Training (Seminar for PARCC Testing)	02/26/19	Forsgate Country Club, Monroe Twp.	-0-
Pamela Thomas	CST	Dr. Michel	Transitioning from School to Adult Life – Regulations and Practices	04/01/19	CCESC Clementon, NJ	-0-
Dale Primas-Garner	CST	Pamela Thomas	Transitioning from School to Adult Life – Regulations and Practices	04/01/19	CCESC Clementon, NJ	-0-
Karen Wright	JFA	Syeda Carter	Salem County School Counselors Association Meeting	04/04/19	Salem Community College	-0-
Kristina Bergman	SHS	John Mulhorn	NJCEC Spring Conference (Council for Exceptional Children)	03/22/19	Ramapo College Mahwah, NJ	-0-

Motion approved by roll call voice vote of 11-0-0; Ayes: Adams, Bentley, Buzby, Colon, Crane, Hoolahan, Leflore, Livingston, McDonald, Moore, and Wright Nays: 0 Abstain: 0

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Monthly Reports

Motion (Colon/Bentley) Board approved: **#13-9**

1. Board approved monthly reports for filing: (attached)

Motion approved by unanimous voice vote of 11-0-0; Ayes: Adams, Bentley, Buzby, Colon, Crane, Hoolahan, Leflore, Livingston, McDonald, Moore, and Wright Nays: 0 Abstain: 0

Policies/Calendars

Motion (Colon/Bentley) Board approved: **#14-9**

1. Board approved the Salem City School District calendar for the 2019-2020 school year.
2. Board approved the 2nd reading and adoption of the following policies:
 - i. 4115/4116 Supervision & Evaluation (Instructional Personnel)
 - ii. 6146.2 Grading System
 - iii. 6171.45 Independent Education Evaluations
3. Board approved the 1st reading of the following policy:
 - i. 7116 Indoor Air Quality

Motion approved by unanimous voice vote of 11-0-0; Ayes: Adams, Bentley, Buzby, Colon, Crane, Hoolahan, Leflore, Livingston, McDonald, Moore, and Wright Nays: 0 Abstain: 0

Miscellaneous

Motion (Colon/Bentley) Board approved: **#15-9**

1. Board approved the following Clinical Placement from Rowan University:

Clinical Intern	Education Major	Placement School	
McKenzie Champion	B.A. in Health Promotion and Wellness Management	Salem Middle School	Observing approved Occupational Therapist Hollie Fogarty Up to 20 hours

Motion approved by unanimous voice vote of 11-0-0; Ayes: Adams, Bentley, Buzby, Colon, Crane, Hoolahan, Leflore, Livingston, McDonald, Moore, and Wright Nays: 0 Abstain: 0

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EXECUTIVE SESSION

Motion (Bentley/Buzby) Board adopted the following Resolution to go into executive session at 6:50 P.M.

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, N.J.S.A 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: Litigation.

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 (Colon/Hoolahan) Board returned to open session at 7:15 P.M.

ADJOURNMENT

Motion (Colon/Hoolahan) Board adjourned the March 13, 2019 meeting of the Salem City Board of Education at 7:18 P.M.



Herbert Schectman

Business Administrator/Board Secretary

HS/ta