

*Board Minutes April 14, 2021*

**Salem City Board of Education  
Salem, New Jersey 08079  
Board of Education Meeting  
April 14, 2021**

**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 (Arrived 6:02)	Christopher Colon(Arrived 6:02)
Kendra Fletcher	Yuenge Groce	Joan Hoolahan
Daffonie Moore	Nilda Wilkins	Veronica Wright (Arrived 6:02)

**District Representatives:**

LAC: Laura Tice Crane (Absent)  
Quinton: William McDonald (Absent)  
Mannington: Eric Buzby (Absent)

**Administrators:**

Dr. Patrick Michel, Superintendent	Pascale DeVilmé, Principal Salem Middle School
Herbert Schectman, School Business Administrator	Will Allen, VP Salem Middle School
Dr. Meghan Taylor, Director of Special Services	Michele Beach, VP Salem Middle School
Syeda Carter, Principal John Fenwick Academy	John Mulhorn, Principal Salem High School
Gia Sparacio Scarani, VP of Early Childhood	Darryl Roberts, 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 March/2021:**

Salem High School	Myles Rodgers	Grade 10 <sup>th</sup>	Ms. Gatson
	Zaheim Jones	Grade 10 <sup>th</sup>	Mr. Hunt
Salem Middle School	A'shi Brooks	Grade 3 <sup>rd</sup>	Mr. Lindsay
	Luis Zoquier-Ruperto	Grade 5 <sup>th</sup>	Mr. Lindsay
John Fenwick Academy	Nyomi Anderson (Absent)	Grade K	Mrs. Livingston
	Luke Haynicz	Grade K	Mrs. Tulini

#### **Staff Member(s) of the month for March/2021:**

Tiara Barron                      Elementary Teacher                      John Fenwick Academy

### BOARD COMMITTEE REPORTS

#### Curriculum

- ❖ SHS will get a dissecting table for biology.

#### Finance

- ❖ CAFR and audit submitted, and everything is ok.

#### Personnel / Negotiations

- ❖ Still waiting for the SCEA & SCAA to approve the contracts.

### PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

#### Salem High School (SHS) Commentary/Event Activities:

- ❖ NJSLA (Formerly PARCC) testing was moved from the spring of 2021 to the fall of 2021. Additional information from the state to follow.
- ❖ Our student College/University board continues to grow! Stop by and check it out in the main entry.
- ❖ ACT Prep classes for this year's cohort is set to begin virtually on May 15th. We hope to transition to all live classes on July 10th.
- ❖ The annual SHS prom date is May 7, 2021 with the theme of "A Hawaiian Luau." Prom-goers will enjoy a beautiful riverfront night of dinner and dancing at the picturesque The Inn at Salem Country Club, Elsinboro from 7PM-11PM.
- ❖ The third marking period ended on April 9th and report cards are slated to be mailed the week of April 12th.
- ❖ Spring sports are in full swing! Stop by and watch our talented athletes soar!
- ❖ The Class of 2021 have been given their scholarship packets and are busy with their applications!
- ❖ Final preparation letters detailing specific dates and times for Seniors have been prepared and are slated to be mailed home April 15th.
- ❖ The 146th Salem High School graduation ceremony plans are well under way. Graduation date is Thursday, June 10th, 2021 at 6 PM with a rain date of June 11<sup>th</sup>.

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### Salem Middle School (SMS) Commentary/Event Activities:

- ❖ Our enrollment as of today is 418 students.
- ❖ We are now in the fourth and last marking period of the school year.
- ❖ The Guidance Office will be presenting certificates to those students who qualified for the "Principal's Honor Roll" and "The A B Honor Roll."
- ❖ Our Eighth-Grade students are scheduling their high school course this month during virtual meetings with the high school guidance counselors.
- ❖ Our middle school academic league team has begun practicing for a shortened virtual competition season.
- ❖ Mr. Pszwaro, counselor for grades 6-8 and National Junior Honor Society Advisor has scheduled our middle school induction ceremony for Tuesday, April 27<sup>th</sup> in the middle school auditorium.
- ❖ The Faculty and Administration received another session of training from the American Reading Company. This professional development was provided virtually.
- ❖ And finally, Effective School Solutions has become an integral part of the academic and behavioral success of the students they serve this school year.

### John Fenwick Academy (JFA) Commentary/Event Activities:

- ❖ Faculty Meeting (Virtual) on March 1
- ❖ Family Friendly Center/PAW began on March 8
- ❖ Staff Development Full Day (Virtual) on March 12
- ❖ Report Card Distribution on March 15
- ❖ VAT Meetings (Virtual) on March 18
- ❖ Active Shooter Lockdown Drill on March 23
- ❖ Fire Drill on March 31
- ❖ Current Total Enrollment: Total Students: 380 (309 In-Person, 71 Remote)
- ❖ Remote from March 1<sup>st</sup> to Date: PK: 6, K: 5, 1<sup>st</sup>: 3, 2<sup>nd</sup>: 6 = Total of 20
- ❖ Current Average In-Person Attendance for March: 85%
- ❖ PreK Registrations Completed: 4
- ❖ ESS Report for March: Students Highlighted (In-Person Rewards with Teacher)
- ❖ Improvement Areas: Maturity/Self-discipline/Integrity/Motivation

### April Activities:

- ❖ April 2-5: Spring Break
- ❖ April 9: Grade Level Meetings (Virtual)
- ❖ April 12: Faculty Meeting (Virtual)
- ❖ April 15: VAT Meetings (Virtual)

### SUPERINTENDENT'S COMMENTS/REPORTS

- ❖ Mr. McDonald sends his regards to the Board of Education.
- ❖ Mrs. Crane had foot surgery.
- ❖ Each school will plan to help kids who fell behind during virtual instruction.

Motion (Colon/Fletcher) Board approved regular minutes of March 10, 2021 Board of Education meeting.

**Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Fletcher, Hoolahan, Moore, Wilkins, Wright, and Groce Nays: 0 Abstain: 0**

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS**

**Board Reports (Exhibit A)**

Motion (Colon/Fletcher) Board approved the Board Secretary's reports in memo: #2-A-E-10.

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 2021.

B. \*Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending January 2021 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 2021 as follows:

Robert Schopf  
Board Secretary

4/26/21  
Date

C. \*Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2021. The Treasurer's Report and Secretary's Report are in agreement for the month of January 2021 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 2021 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)

Board approved Purchases Report for March 2021 \$703,981.30

Board approved Payment of Bills for March 2021

General Account \$652,032.88

Confirmation of payrolls for March 2021

March 15, 2021 General Acct. Transfer \$ 635,159.03

March 30, 2021 General Acct. Transfer \$ 634,027.77

**Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Fletcher, Hoolahan, Moore, Wilkins, Wright, and Groce Nays: 0 Abstain: 0**

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**Miscellaneous**

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

Motion (Colon/Fletcher) Board approved: #2-F-10

1. Board approved the agreement with Effective School Solutions to provide therapeutic mental health services through licensed professionals to students in the Salem City School District for the 2021-2022 school year. The amount set for in the agreement should not exceed \$529,200 for services.
2. Board approved the 2021-2022 Contract for Participation in the Salem County Cooperative Transportation Program. The Gloucester County Special Services School District (Special Services School District) will administer a County-wide Cooperative Transportation Routing Services for homeless/nonpublic/special education/vocational transportation requests for students who need transportation. The Cooperative Transportation Program administrative fee for 2021-2022 will remain the same as it has been for the last 19 years – 7% of a district's portion of each cooperative route.
3. Board approved to accept the 2020 initial QSAC evaluation to include an interim review in September 2021 on Instruction and Program.
4. Board approved to accept the 2021-2022 Preschool Program Plan and Budget. The New Jersey Department of Education, Division of Early Childhood Education (DECE) approves the district's plan and budget.
5. Board approved of the maximum travel expenditure resolution in accordance with the 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 2021-2022 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 2021-2022 is \$30,000, be it

**RESOLVED**, That the Salem City Board of Education hereby establishes the maximum travel expenditure amount for the 2021-2022 school year as \$100,000.

**\*Travel limited in FY 20-21 due to pandemic.**

6. Board approved the executed School Bus Emergency Evacuation Drills submitted for the following:
  1. John F. Academy: April 8, 2021
  2. Salem Middle School: March 23, 2021
  3. Salem High School: March 22, 2021

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7. The Board of Education accepted, after review and discussion in public session, the Comprehensive Annual Financial report of the Salem City Board of Education for the Fiscal Year ending June 30, 2020, as audited by Bowman & Company and the Independent Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance.

Further, the Board of Education authorized Herbert Schectman, Business Administrator, to submit the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2020 with a corrective action plan. The audit synopsis will be made available to the public.

8. Board approved the district's Preschool Education Aid 2021-2022 allocation of \$2,571,859 to the JFA preschool program, including prior year PEA carryover and funding for students with special needs included in general education classrooms.

***Motion approved by roll call voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Fletcher, Hoolahan, Moore, Wilkins, Wright, and Groce Nays: 0 Abstain: 0***

**STUDENT MATTERS**

Motion (Colon/Fletcher) Board approved: **#4-A-10**

1. Board approved donations of tennis equipment from the Mannington Mills Fitness Center to Salem High School. Donated equipment includes: Ball machines, ball hoppers, rackets, and balls (new and used). Further, the board will send the attached letter to donor, expressing our appreciation, for their generosity to our district.
2. Board approved donations from Under Armour for Salem High School football through the Jonathan Taylor Under Armour Donation Program. Items are being donated due to the Under Armour sponsorship affiliation with Jonathan Taylor. Donated items include: Spikes, gloves, shorts, and sports bags. More UA products will be donated this year. Further, the board will send the attached letter to donor, expressing our appreciation, for their generosity to our district.
3. Board approved for Salem High School to host the Salem County Track and Field Championships on Tuesday, May 25, 2021. Participants: AP Schalick HS, Penns Grove HS, Pennsville HS, and Woodstown HS. Salem High School will provide track officials, timing company, and security (police). Entry fee for the meet will be \$550.00 per school to cover meet costs.

***Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Fletcher, Hoolahan, Moore, Wilkins, Wright, and Groce Nays: 0 Abstain: 0***

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

Motion (Colon/Fletcher) Board approved: **#7-C-10**

1. Board approved the following student for out of district placement:

Student ID	Health Care/Teacher	Costs (Prorated)	Dates	Account #
01210110	The Rockford Center/Learn Well Education Services	\$45.00 per hour/ 5 hours per week	March 17, 2021 to March 26, 2021	11-150-100-320-00-BUS

**Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Fletcher, Hoolahan, Moore, Wilkins, Wright, and Groce Nays: 0 Abstain: 0**

**C. Financial Request**

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

Motion (Colon/Fletcher) Board approved: **#8-D-10**

1. Board approved for Teacher of Foreign Language Mrs. Sandra Langley to be placed on Step 4 (revised).
2. Board approved of the following faculty & staff members for Co-Curricular Positions:

National Junior Honor Society	Adam Pszwaro	\$195.00
Student Council	William Oberman/Betsy Tortello	\$552.00*
Yearbook	Melanie Nugent	\$276.00

\*Shared stipend, Account # 15-401-100-100-100-02-SMS

3. Board approved to add Nicole Graham and Allyson Bey as additional substitutes for the after-school Focus on Education Program. This program is for grades three and four in the Salem Middle School, four days a week (Monday, Tuesday, Wednesday, and Thursday) from 3:00 p.m. to 5:00 p.m., and will continue through May 27, 2021. Funds available in Account #: 20-235-100-100-00-DIS, ESEA – 2020-2021.

4. Board approved of the Spring 2021 Coaching Staff position:

Softball	Assistant Coach (JV)	\$2,230	Kristina Marioni
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5. Board approved of the Spring 2021 Staff position:

Spring	Weight Room Supervisor	\$1,696	Curtis Schofield
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6. Board approved of the Winter 20-21 Staff position:

Winter	Weight Room Supervisor	\$240.00	Lamont Johnson
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7. Board approved of the following stipend position:

Academic League Advisor	Melanie Nugent	\$1,009.00	Acct# 15-401-100-110R-02-SMS
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***Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Fletcher, Hoolahan, Moore, Wilkins, Wright, and Groce Nays: 0 Abstain: 0***



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**D. Leave of Absence**

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

Motion (Colon/Fletcher) Board approved: #8-E-10

1. Board approved of the following leave (s) of absence:

Employee ID#	669	1569	718	1610	1587
Employee	T.P.	M.M.	C.S.	R.E.	B.C.
Type of Leave	Medical (REVISED) & Intermittent - Medical	Intermittent - Family	Medical	Maternity	Maternity (REVISED)
Leave Requested	02/22/2021-03/29/2021 & 03/30/2021 -- 09/21/2021	03/15/2021 - 06/15/2021	03/24/2021 - 06/30/2021	05/08/2021 -- 06/30/2021	03/08/2021 - 05/11/2021
Fed Max Leave (max 90 days)	02/22/2021-03/29/2021 & 03/30/2021 -- 09/21/2021	03/15/2021 - 06/15/2021	03/24/2021 - 06/30/2021	05/08/2021 -- 06/30/2021	03/08/2021 - 05/11/2021
Time Usage of FMLA	12 weeks	12 weeks	12 weeks	8 weeks	9 weeks
NJ Family Leave (max 90 days)	N/A	N/A	N/A	N/A	N/A
Time Usage of FLA	N/A	N/A	N/A	N/A	N/A
*Use of Sick Days	22 days	N/A	53 days	23 days	19 days
*Use of Personal Days	2 days	1.5 days	N/A	N/A	1 day
*Use of Vacation Days	32.75 days	N/A	N/A	N/A	N/A
Unpaid Leave	After exceeding all sick, personal and vacation days	After exceeding all personal days	N/A	N/A	After exceeding all sick and personal days
Intermittent Leave	1-2 times per week 1 day per episode	3-4 times per month 1 day per episode	N/A	N/A	N/A
Extended Leave	N/A	N/A	N/A	N/A	N/A
Est. Return Date	N/A	N/A	09/01/2022	09/01/2022	05/12/2021

2. Board approved for Valerie Bey medical leave of absence without pay until the end of the school year. The Board's action in the present matter is non-precedential and does not create a past practice (revised).

**Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Fletcher, Hoolahan, Moore, Wilkins, Wright, and Groce Nays: 0 Abstain: 0**

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**Curriculum /Professional Development**

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

Motion (Colon/Fletcher) Board approved: #11-10

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

Staff Member	Building	Administrator Approving	Title	Date of Program	Location	Registration and Mileage Cost
Latisha Thomas	JFA	Syeda Carter	A Closer Look at the ECERS-3	04/20/2021 05/25/2021	Via Google Meet	----
Latisha Thomas	JFA	Syeda Carter	Effective Coaching Strategies to Support Every PreSchool Teacher	04/23/2021 05/07/2021	Via Google Meet	----
Latisha Thomas	JFA	Syeda Carter	Are You Drifting? Including Q&A on the ECERS-3	05/21/2021	Via Google Meet	----

***Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Fletcher, Hoolahan, Moore, Wilkins, Wright, and Groce Nays: 0 Abstain: 0***

**Monthly Reports**

Motion (Colon/Fletcher) Board approved: #13-10

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

***Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Fletcher, Hoolahan, Moore, Wilkins, Wright, and Groce Nays: 0 Abstain: 0***

**Policies/Calendars**

Motion (Colon/Fletcher) Board approved: #14-10

1. Board approved of the Salem City School District calendar for the 2021-2022 school year.

***Motion approved by roll call voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Fletcher, Hoolahan, Moore, Wilkins, Wright, and Groce Nays: 0 Abstain: 0***

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**Miscellaneous**

Motion (Colon/Fletcher) Board approved: #15-10

1. Board approved of the following Clinical Practical Placements from Rowan and Stockton University:

Clinical Intern	Education Major	Placement School	Dates	Placement Requirements	Teacher/Grade Level
Joshua Garner	Health Sciences	SMS	4/14/2021 – completion of hours	25 hours	Danielle Secula – 3 <sup>rd</sup> to 8 <sup>th</sup>
Lauren Benavidez	LDT-C	CST	07/06/2021 – 08/30/2021	120 hours	Adrienne Brown – LDT-C
Katie Ridgeway	Elementary Education - Grades K-6	JFA	09/01/2021 – 05/06/2022	756 hours	Tiara Barron – 1 <sup>st</sup> Grade Teacher

2. Board approved of the following individual as a Volunteer Coach for the Spring 2020 season:

Baseball: Toni Almond

Coach Merritt concurs with this recommendation. \*Pending Fingerprinting


**Motion approved by unanimous voice vote of 9-0-0; Ayes: Adams, Bentley, Colon, Fletcher, Hoolahan, Moore, Wilkins, Wright, and Groce Nays: 0 Abstain: 0**

**EXECUTIVE SESSION**

❖ *An executive session was not held during this meeting*

**ADJOURNMENT**

Motion (Colon/Fletcher) Board adjourned the April 14, 2021 meeting of the Salem City Board of Education at 7:05 P.M.

  
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Herbert Schectman  
Business Administrator/Board Secretary  
HS/ta