

Board Agenda February 14, 2024

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
February 14, 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
Kendra Fletcher
Daffonie Moore

Laquendala Bentley
Heidi Holden
Nilda Wilkins

Christopher Colon
Joan Hoolahan

Student Representative:

District Representatives:

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

Mr. Corey Ahart to swear in returning Board member Ms. Joanne Nacucchio (Quinton representative) and Ms. Madinah Thomas (Elsinboro)

Administrators:

Dr. Patrick Michel, Superintendent
Herbert Schectman, School Business Administrator
Dr. Meghan Taylor, Director of Special Services
John Mulhorn, Principal Salem High School
Jordan Pla, VP Salem High School
Darryl Roberts, VP Salem High School

Pascale DeVilme, Principal Salem Middle School
Mark Baker, VP Salem Middle School
Michele Beach, VP Salem Middle School
Syeda Carter, Principal John Fenwick Academy
Shasharaa Blackshear, VP of Early Childhood
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.

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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

Students of the month for January 2024:

John Fenwick Academy

| | | |
|---------------|-----------------------|---------------|
| Elliot Grimes | 1 st Grade | Ms. Flitcraft |
| Korah Pitts | 1 st Grade | Ms. Ridgway |

Salem Middle School

| | | |
|--------------------|-----------------------|-----------|
| Avah Brown | 7 th Grade | Ms. Boyce |
| Johnathan Thompson | 7 th Grade | Ms. Eck |

Salem High School

| | | |
|-----------------|------------------------|------------|
| Dominique Lewis | 12 th Grade | Mr. Hunt |
| Xin Shen | 12 th Grade | Ms. Gatson |

Staff Member(s) of the month for January 2024:

Eric Fizur Salem High School

BOARD COMMITTEE REPORTS

Curriculum

Finance

Personnel

Board to vote on the Personnel committee's recommendation of new Board member

- Corey Ahart, Esq. to swear in new Board member

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

SUPERINTENDENT'S COMMENTS/REPORTS

- School Uniform Survey results

Motion (/) Board to approve the regular minutes of January 3, 2024 Board of Education meeting.

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS

Board Reports (Exhibit A)

___ Motion (/) To approve the Board Secretary's reports in memo: **#2-A-E-8**

- A. *Request Board approval of the transfer of the funds pursuant to 18A:22-8.1 for the month of December 2023.
- B. *Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending December 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 as follows:

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

- C. *Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2023. The Treasurer's Report and Secretary's Report are in agreement for the month of December 2023 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 December 2023 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 January 2024 | \$101,514.85 |
|--|--------------|

| | |
|--|----------------|
| To approve Payment of Bills for January and February 2024: | |
| January 2024: | \$1,834,064.47 |
| February 2024: | \$1,266,821.69 |

| | | |
|--|------------------------|--------------|
| Confirmation of payrolls for January 2024: | | |
| January 12, 2024 | General Acct. Transfer | \$706,106.82 |
| January 30, 2024 | General Acct. Transfer | \$664,135.45 |

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Miscellaneous

Upon the Recommendation of the Superintendent of Schools

Motion (/) Board to Approve: **#2-F-8**

1. Resolved, that the Salem City Board of Education authorizes Herbert Schectman to submit the Superintendent's contract for review to the County Office for the contract period July 1, 2024 to June 30, 2027.
2. Resolved, that the Salem City Board of Education authorize Herbert Schectman, Business Administrator, to enter into a contract with xtel Communications, Inc. to upgrade the entire District's data infrastructure, replacing the existing and outdated switches and WiFi Access Points. The total one time charge to upgrade all three schools and Administrative/Curriculum and Child Study Team trailers is \$316,420.60. Of this amount, \$173,082.44 will be covered with a Federal reimbursement from the eRate program.. There will be a new/monthly recurring fee of \$751.00.
3. Request Board approval for the submission of Report Period #1 (September 1, 2023 to December 31, 2023) for the Student Safety Data Submission (SSDS) to the State of New Jersey DOE (under the Anti-Bullying Bill of Rights Act).
4. Resolved, that the Board of Education authorize Herbert Schectman, Business Administrator, to arrange for the disposal of 10 chairs from the Superintendent's conference room. The chairs are no longer able to be fixed.
5. Request Board approval of the results of the NJ Department of Agriculture Division of Food and Nutrition Resource Management Review. One or more of the following financial aspects of the Food Service Account was reviewed without findings: Maintenance of the Nonprofit Food Service Account, Paid Lunch Equity, Revenue from Non-Program Foods and/or Indirect Costs in accordance with USDA mandate.
6. Request Board approval to withdraw an amount of \$700,000 from the Capital Reserve Account and transfer that same amount to the Capital Projects Fund for the purpose of paying for the costs of various capital projects in the district.

Funds will be transferred from:

FY23: \$550,000

FY24: \$150,000

7. Request Board approval for Herbert Schectman to enter into a contract with LGB Mechanical, Inc. to replace various HVAC units within Salem High School. The project was advertised and a bid opening was held on February 6, 2024. LGB Mechanical, Inc. was the lowest responsible bidder. The total project cost is \$1,502,000.00; Base bid: \$1,200,000.000 plus Alternates 01, 02 and 04: \$302,000.00. The project will be partially funded from the remaining balance of ARP ESSER III funds.

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STUDENT MATTERS

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

1. Request Board approval of the below field trips for February 2024:

| Destination | Date / Students | Staff/Bus/Fees |
|---|---|---|
| Rowan University and Planetarium 201 Mullica Hill Road Glassboro, NJ 9:00 AM-12:00 Contact: Amy Barraclough | February 22, 2024 Approx. 75 students College visitation, no cost to students | Ms. Kaitlin Weidner Mr. Gary Crowe 4 Faculty members 2 buses 2 substitutes Substitutes: \$125.00 x 2 = \$250.00 Acc't: 15-120-100-101S-02 SMS Transportation: \$ 601.96 Acc't: 15-000-270-512-02 SMS |
| Pump it Up 1271 Little Gloucester Road Blackwood NJ 08012 856-371-7423 9:00a-2:00p | February 16, 2024 February 20, 2024 | Ms. Martin (Feb 16 th) 5 Faculty/6 staff 2 buses Ms. Storms (Feb 20 th) 5 Faculty/5 staff 2 buses Pump it Up: \$2,559 (\$1,279.50 x 2) Transportation: \$1,703.80 (\$425.95 x 4) |
| Smithsonian National Museum of African American History and Culture | February 13, 2024 Recognition of all students who participated in the Americorp Dr. Martin Luther King, Jr. essay contest | All associated costs for this field trip are being paid for by AmeriCorp |

2. Request Board approval for Salem Middle School to participate in the South Jersey Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated's "Project Let Our Voices Echo"- Project LOVE. Project LOVE was designed to enhance students' love and appreciation of books written by African American authors. During the month of February, and in coordination with the National African American Read In, volunteer members of the South Jersey Alumnae Chapter will read to students in our school during the month of February

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Home Instruction: In/ Out of District/Residential

Motion (/) Board to Approve: **#7-C-8**

1. Request Board approval of the following Home Instruction / Out of District requests:

| Student ID | HealthCare / School / Teacher | Grade | Costs / Tuition | Dates |
|-------------------|--------------------------------------|--------------|---|---------------------|
| 01260232 | Rosalyn Chieves | 10 | Teacher pay \$35.00/hr* x 5 hours per week. *Teacher pay rate is from the 2022-2023 school year and if applicable will be adjusted upon settlement of contract. | 1/4/2024-1/31/2024 |
| 01270091 | A Step Ahead | 8 | \$35.00/hr x 2 two hours a day | 12/21/2023-TBD |
| 01270092 | A Step Ahead | 9 | \$35.00/hr x 2 hours a day | 1/2/2024-TBD |
| 01280217 | A Step Ahead | 8 | \$35.00/hr x 2 hours a day | 1/26/2024-TBD |
| 01280195 | The Rockford Center/ Learn Well | 8 | \$35.00/hr x 3 hours a day | 1/2/2024-1/4/2024 |
| 01350052 | A Step Ahead (Brookfield) | 1 | \$35.00/hr x 2 hours a day | 2/1/2024-3/14/2024 |
| 01280012 | A Step Ahead (Brookfield) | 7 | \$35.00/hr x 2 hours a day | 1/15/2024-2/15/2024 |
| 01320085 | A Step Ahead (Brookfield) | 5 | \$35.00/hr x 2 hours a day | 11/2/2023-1/22/2024 |
| 01310172 | Daretown | 5 | \$61,317.00 | 1/29/2024-6/30/2024 |
| 01300050 | Daretown | 6 | \$61,317.00 | TBD |

Personnel

A. Resignation/Retirement

Upon Recommendation of the Superintendent of Schools

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

1. Request Board approval of the retirement of Sandra Laubengeyer, Nurse at Salem Middle School, effective June 30, 2024.
2. Request Board approval of the job abandonment of Simone Jordan, Paraprofessional at John Fenwick Academy, effective January 29, 2024.
3. Request Board approval of the resignation of Brandon Taylor, Attendance Secretary at John Fenwick Academy, effective March 18, 2024.
4. Request Board approval of the resignation of Laura Storms, Preschool Teacher at John Fenwick Academy, effective March 29, 2024.

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B. Employment

Upon the Recommendation of the Superintendent of Schools

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

1. Request Board approval for the employment of Serenity Turner as a Pre-School Paraprofessional at John Fenwick Academy for the 2023-2024 school year, starting January 30, 2024. Serenity Turner’s salary will be \$18,605.00 (Step 1, Tier 1), prorated to the start date of January 30, 2024. Salary indicated is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

2. Request Board approval of the following returning substitute for the 2023-2024 school year:

Christopher Oscar NJ Substitute Certificate

Request Board approval of the following new substitute for the 2023-2024 school year:

Jamal Long NJ Substitute Certificate

3. Request Board approval for the employment of Jacklyne Prater as an Attendance Secretary (11 month) at John Fenwick Academy for the 2023-2024 school year, starting on February 26, 2024. Jacklyn Prater’s salary will be \$37,005, prorated to the start date of February 26, 2024. Salary indicated is from the 2022-2023 school year an will, if applicable, be adjusted upon settlement of contract.

C. Financial Request

Upon the Recommendation of the Superintendent of Schools

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

1. Request Board approval for the following athletic support staff positions:

| | | | |
|------------------|-----------|---------------|-------------------|
| Event Staff (MS) | As Needed | \$33.75/game* | Teron Nance |
| Event Staff (MS) | As Needed | \$33.75/game* | Ricky Turner |
| Event Staff (MS) | As Needed | \$33.75/game* | Najerah Moorehead |

*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 acceptance of a grant in the amount of \$17,359 to re-start the Preschool Afterschool Wrap (PAW) program for 2023-2024. Preschool students will attend Monday through Thursday from 3:30-5:00pm beginning February 15 thru June 6, 2024.

Request further Board approval for the following staff members who will manage the program:

| | |
|--|---------------|
| Teacher/Substitute Teacher/Substitute Administrator: | \$35.00/hr |
| Paraprofessional/Substitute Paraprofessional: | \$22.00/hr |
| Program Administrator: | \$1,100/month |

| | |
|---|--|
| <u>Teachers</u> Shakema Bagby Aida Davis | <u>Paraprofessionals</u> Kimberly Bacon Devin Regan |
| | |

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| | |
|---|--|
| Substitute Teachers LaShawn Best-Key Carolyn Carty Danielle D’Amico (Abrantes) Brenda Fowler | Substitute Paraprofessionals Teresa Aitken Kathleen R. Carter Christina Fothergill Avonda Green-Ransome Luz Williams |
| Program Administrator: | Shasharaa Blackshear |

3. Request Board approval for the below Spring 2024 Athletic Coaching positions. The stipends below are for the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

| | | | |
|----------------|---------------------------|---------|--------------------|
| Baseball | Head Coach | \$4,515 | Eric Fizur |
| Baseball | Assistant Coach (Varsity) | \$2,761 | Dione Alston |
| Baseball | Assistant Coach (JV) | \$3,822 | OPEN |
| Softball | Head Coach | \$4,762 | Miranda Perry |
| Softball | Assistant Coach (Varsity) | \$3,822 | Kristina Marioni |
| Softball | Assistant Coach (JV) | \$2,761 | Bridget Bernardini |
| Track (Spring) | Head Coach | \$8,522 | David Hunt |
| Track (Spring) | Assistant Coach | \$3,822 | Regina Gatson |
| Track (Spring) | Assistant Coach | \$3,822 | Scot Levitsky |
| Track (Spring) | Assistant Coach | \$3,822 | Greg Lagakos |
| Track (Spring) | Assistant Coach | \$3,822 | Montrey Wright |
| Track (Spring) | Assistant Coach | \$2,761 | Ramon Bentley |

4. Request Board approval to revise total hours for ACT Prep test proctors. Hours will be revised from 4.5 to 5.0 on testing days (3 tests).

D. Leave of Absence

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

1. Request Board to approve the following leaves of absence:

| | | | | |
|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Employee ID# | 615 | 905 | 1693 | 1718 |
| Employee Name | N.B. | A.M. | S.F. | A.D. |
| Type of Leave | Medical | Family | Maternity | Intermittent – Medical |
| Leave Requested | 12/20/2023 – 03/13/2024 | 01/19/2024 – 04/17/2024 | 01/08/2024 – 02/19/2024 | 02/10/2024 – 02/09/2025 |
| Fed Max Leave (max 90 days) | 12/20/2023 – 03/13/2024 | 01/19/2024 – 04/17/2024 | 01/08/2024 – 02/19/2024 | 02/10/2024 – 02/09/2025 |
| Time Usage of FMLA | 11 weeks | 12 weeks | 6 weeks | 12 weeks |
| Time Usage of FLA | N/A | N/A | N/A | N/A |
| *Use of Sick Days | 15 days | 54.75 days | 3 days | 4.75 days |
| *Use of Personal Days | 2 days | 0 days | 3 days | 2 days |
| *Use of Vacation Days | N/A | N/A | N/A | N/A |

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| | | | | |
|---------------------------|--|------------|--|--|
| Unpaid Leave | After all sick and personal days are exhausted | N/A | After all sick and personal days are exhausted | After all sick and personal days are exhausted |
| Intermittent Leave | N/A | N/A | N/A | Varies |
| Extended Leave | N/A | N/A | N/A | N/A |
| Est. Return Date | 03/14/2024 | 02/05/2024 | 02/20/2024 | N/A |

2. Request Board to approve the following non-FMLA leave of absence:

| | |
|------------------|-------------------------|
| <u>Employee</u> | <u>Requested Period</u> |
| Rebecca Schaller | 01/02/2024 – 01/31/2024 |

Curriculum/Professional Development

Motion (/) Board to Approve: **#11-8**

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

| Staff Member | Building | Administrator Approving | Title | Date of Program | Location | Registration and Mileage Cost |
|---------------------------------------|-----------------|--------------------------------|---|---|--|---|
| Shasharaa Blackshear | JFA | Syeda Carter | 2023-2024 Regional PreSchool Administrators Meeting (Session 2) | 1/11/2024 | Camden County Educational Services Commission | -- |
| Katie Luciani Danielle Secula | CST | Meghan Taylor | 5 Minute Speech Therapy – Making Faster Progress in Less Time | TBD – they will have 6 months to complete the program | Virtual Online | \$20.00 per person 11-000-216-800-00-CST |
| Meghan Taylor Shasharaa Blackshear | CST JFA | Dr. Michel | Preschool Inclusion Leadership Conference | 4/24/2024 | National Conference Center – Holiday Inn East Windsor NJ | \$58.00 per person for breakfast/lunch |
| Dennis Spence | Facilities | Herb Schectman | 2024 School Building and Grounds Expo | 3/18/24- 3/20/24 | Harrah’s Atlantic City | \$138.00 for 2 night’s stay |
| Katie Starn Scott Martin | SMS SHS | Meghan Taylor | Handle With Care Instructor Recertification Program | 3/14/2024 | Cherry Hill, NJ | Reg: \$525 Mileage: per state rate |
| Joseph Longo Janine Champion | CST | Meghan Taylor | 2024 NASW NJ Annual Conference | 4/14/24- 4/16/24 | Atlantic City NJ | Reg: \$490 Hotel: \$158 Costs for both: \$1,296 |
| Darryl Roberts | SHS | Johnn Mulhorn | DAANJ Athletic Director’s Conference | 3/12/2024- 3/15/2024 | Atlantic City, NJ | Reg: 450.00 |

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Monthly Reports

Motion (/) Board to Approve: **#13-8**

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

Miscellaneous

Motion (/) Board to Approve: **#15-8**

1. Request Board to approve the following Clinical Placement from Rowan University:

| Clinical Intern | Education Major | Placement School | Dates | Placement Requirements | Teacher/Grade Level |
|------------------------|------------------------|-------------------------|--|---|--|
| Anthony Dittern | Music Education | John Fenwick Academy | 01/16/2024 – 03/11/2024 | 5 full days per week | Jack Grimes Music Teacher PreK – 2 nd Grade |
| Aдриanna Blake | Physical Education | Salem Middle School | 3/11/2024-4/25/2024 9/3/2024-10/25/2024 | Monday/Wednesday 5 days per week | Dwayne Humenik Physical Education Grades 3-8 |

2. Request Board to approve the following volunteer coaches, pending fingerprinting:

Baseball:

Wilton Robinson

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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.

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 February 14, 2024 meeting of the Salem City Board of Education at _____.