

Board Agenda October 12, 2022

Salem City Board of Education

Salem, New Jersey 08079

Board of Education Meeting

October 12, 2022

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
Joan Hoolahan

Laquendala Bentley
Yuenge Groce
Daffonie Moore

Christopher Colon
Heidi Holden
Nilda Wilkins

District Representatives:

LAC: Jenni Eber
Quinton: Joanne Nacucchio
Mannington: Dee DiTeodoro

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

Pascale DeVilme, Principal Salem Middle School
Will Allen, VP Salem Middle School
Michele Beach, VP Salem Middle School
Syeda Carter, Principal John Fenwick Academy
Shasharaa Blackshear, VP of Early Childhood
Darryl Roberts, VP Salem High School
Ryan Caltabiano, Director of Curriculum, Instruction, and Grants

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.

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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 September 2022:

John Fenwick Academy

Luna Ochoa Cortazar	Kindergarten	Mrs. Krupski
Mya Hart	Kindergarten	Ms. Livingston

Salem Middle School

Ta'Nesia Barnett	3 rd Grade	Ms. Crowley
Nhi'la Hall	3 rd Grade	Ms. McDermott

Salem High School

Gabriela Bartlett	10 th Grade	Ms. Langely
Hannah Sharp	12 th Grade	Ms. Hunt

Staff Member(s) of the month for September 2022:

Theresa Derham	Science Teacher / Department Chair	Salem High School
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BOARD COMMITTEE REPORTS

Curriculum

Finance

Personnel

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

SUPERINTENDENT'S COMMENTS/REPORTS

- The Board wishes to recognize monies given in honor of Sister Carol's 60 years in the Congregation of the Sisters of St. Joseph of Peace. Monies given by Eileen McCann of Hellertown, PA. The money was deposited into the General Fund.

Motion (/) Board to approve the regular minutes of September 14, 2022 Board of Education meeting.

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS

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

- Board Secretary

Date _____

- Upon the Recommendation of the Superintendent of Schools**

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

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3. Request Board approval of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the period July 1, 2021 to June 30, 2022 for Salem High School, Salem Middle School and John Fenwick Academy. Board to approve the certification of the Statement of Assurances for each school's Self-Assessment and submission to DOE.
4. Resolved, that Herbert Schectman, Business Administrator, be authorized to submit a corrective action plan as a consequence of the Collaborative Federal Desk Monitoring review conducted for the 2021-2022 fiscal year.
5. Board to approve contracting with:

Houghton Mifflin Company	\$20,213.05
READ 180/System 44 – Teacher Materials Stage C	
High School PS and Coaching	
Shipping and Handling	
Funds available in 20-488-100-100-00-DIS	
(ESSER III Grant – 2022-2023 (PO #23-00324)	
Houghton Mifflin Company	\$ 7,750.86
READ 180 Technology Renewal 2022	
For Salem Middle School	
Funds available in 20-231-100-600-02-SMS	
(ESSA Grant – Title I Funds – 2022-2023 (PO # 23-00300)	
21st Century Partnership for STEM Education	\$111,650.00
Professional Development in Math and Science	
Funds available in 20-272-200-300-00-DIS	\$ 73,766.00
(ESEA – Title II, Part A – 2022-2023)	
Funds available in 20-488-100-300-00-DIS	\$ 34,582.00
(ESSER III Grant – 2022-2023)	
Funds available in 11-000-240-300-00)	\$ 3,302.00
(General Fund – 2022-2023 PO #23-00296)	
American Reading Company	\$ 29,700.00
Professional Development for the 2022-2023 school year	
Salem Middle School	
Funds available in 20-488-100-300-00-DIS	
(ESSER III Grant – 2022-2023 PO #23-00279)	
American Reading Company	\$ 29,700.00
Professional Development for the 2022-2023 school year	
John Fenwick Academy	
Funds available in 20-488-100-300-00-DIS	
(ESSER III Grant – 2022-2023 PO #23-00278)	
Savvas Learning Company for SuccessMaker	\$ 20,700.00
Site Licenses for 2022-2023	
Funds available in 20-231-100-600-02-SMS	
(ESEA – Title I Funds – 2022-2023)	
Christopher LaBounty	\$187,000.00

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Contract agreement for College Wise July 2022-June 2023

Funds available in 20-231-200-500-03-SHS \$135,140.00

Funds available in 20-460-200-300 \$ 51,860.00

(ESEA – Title I Funds)

(ESEA – Title IV Funds) PO #23-00133

Edmentum – Pluto

\$ 16,773.00

Courseware Comprehensive Library Program Licenses

for 2022-2023

Funds available in 20-231-200-300-00-DIS

(ESEA – Title I funds – 2022-2023)

Junior Achievement

Year 1:

2022-23 Year 1 Partnership Initiation and Junior Achievement Learning Experience

Integration Fees:

\$25,000

Years 2-5

The fee for subsequent years is based on a Look-back calculation fee of \$15 per student enrolled in grades 6-8 in the district in the prior year.

6. Resolved, that the Salem City School District submit a letter of support for the School Based Youth Services Program. It has been announced that Governor Murphy is considering ending the current program effective June 30, 2023. In its place, the Governor would propose a statewide program to deal with “at-risk” students with behavioral or mental health issues.
7. Request Board approval for Mrs. Regina Gatson as ROPES liaison and accept \$1,000.00 stipend through Rowan University. ROPES – Rowan University Opportunity for Postsecondary Excellence and Success.
8. Request Board approval for the 2023-2024 Tentative budget development schedule:

Task	Person Responsible	Target Completion Date
Develop 2023-2024 Board Priorities	Board of Education	Nov/Dec 2022
Develop 2023-2024 guidelines, forms and procedures using budget format	Business Administrator	November 2022
Distribute 2023-2024 budget Excel spreadsheets/CSI	Business Administrator	November 2022
Summary Report of 2023-2024 projected enrollment	Superintendent	November 2022

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Budget Development Orientation Admins/Dept Heads	Business Administrator/Department Heads	November 2022
Submit budget and staffing requests to central Administration for review and approval	Building Principals, Superintendent, Business Administrator, CAO, Dept. Heads	January 8, 2023
Prepare proposed 2023-2024 salary figures	Business Administrator/Human Resource Administrator	January 2023
Completion of the tentative appropriations side of budget	Business Administrator	February 2023
Review and analyze total budget	Business Administrator	February 2023
Finalize budget proposal	Superintendent, Business Administrator, CAO	February 2023
Board review of budget	Board of Education	January 2023 thru early March 2023
Board approval to submit 2023-2024 budget to County Office	Board of Education	March 2023 Board meeting
Submit adopted budget to County Superintendent of Schools (approximate)	Board of Education	March 2023

STUDENT MATTERS

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

1. Request Board approval for the following trip requests:

Christiana Skating Center 801 Christiana Road Newark, DE 19713 8:30AM to 11:30 AM 302-366-0473	VIP Program December 9, 2022 February 17, 2023 May 26, 2023 Approx.. 180-200 students No cost to students	Ms. Michele Beach 5 Faculty and Staff TBD 5 bus (FD2) 1 bus (FD2)* 4 substitutes *wheelchair accessible and restraints for 2 wheelchairs
Costs: Admission costs to district = \$2,000 (Account 15-190-100-500-02-SMS) Substitutes: \$125 x 1 = \$125 (Account 15-120-100-101S-02-SMS) Substitutes: \$125 x 1 = \$125 (Account 15-130-100-101S-02-SMS) Substitutes: \$125 x 1 = \$125 (Account 15-212-100-101S-02-SMS) Substitutes: \$125 x 1 = \$125 (Account 15-120-100-106S-02-SMS) Transportation total: \$5,117.94 (\$284.33 x 6 buses = \$1705.98 x 3 trips = \$5,117.94)		

2. Request Board approval to officially certify the following graduate to receive the Salm High School diploma for satisfactory completion of the Salem Board of Education and the State of New Jersey requirements for high school graduation 2022:

Matthew Donald Ptak – August 2022

3. Request Board approval for the following First Grade field trip:

G&G Farm Market 1067 Township Line Road Logan Township, NJ 08085 (609) 617-3894 9:30a-2:00p	First Grade Class October 26, 2022 72 students + chaperones TBD Student Cost \$9.50	Ms. Persicketti 4 Faculty and 1 Staff 2 buses
Costs: Transportation: \$568.66 (284.33 x 2 buses) Account 15-000-270-512-01-JFA		

Home Instruction: In/ Out of District/Residential

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

1. Request Board approval for a 1:1 aide for a transfer in / out of district student (01340100) attending SCSSSD – Cumberland Campus for the 2022-2023 school year. Cost for aide will be \$52,461.00. Account #11-000-100-565-00-BUS.
2. Request Board approval for the following students to be placed on Home Instruction:

Student	Teacher	Start Date
#01270124	Sharon Montgomery	October 3, 2022
#01220195	Katherine Starn	October 3, 2022

Account #11-150-100-101-00-BUS (5 hrs per week x \$35 per hour)

3. Request Board approval for payment in full for educational services provided to the following students:

Student #01300050 requires the instruction from September 8, 2022, to possibly 30 days at the Inspira Program (partial hospitalization care program) at the Inspira Health Network, Elmer, New Jersey as confirmed by Salem Middle School personnel.

Student #01260077 requires the instruction from September 8, 2022, to possibly 30 days at the Inspira Program (partial hospitalization care program) at the Inspira Health Network, Elmer, New Jersey as confirmed by Salem Middle School personnel.

Student #01270092 requires the instruction from September 6, 2022, to possibly 30 days at the Inspira Program (partial hospitalization care program) at the Inspira Health Network, Elmer, New Jersey as confirmed by Salem Middle School personnel.

Student #01320011 requires the instruction from September 8, to September 16, 2022, at the Inspira Program (partial hospitalization care program) at the Inspira Health Network, Elmer, New Jersey as confirmed by Salem Middle School personnel.

The educational services are being provided by Brookfield Schools, 525 State Street, Suite 2, Elmer, New Jersey. Student billing in the amount of \$6,790.00. (estimate).

Costs

(Acc't. #11-150-100-320-00 BUS)

Tutoring Student #01300050 @ \$35.00 per hour X 60 hours = \$2100.00

Tutoring Student #01260077 @ \$35.00 per hour X 60 hours = \$2100.00

Tutoring Student #01270092 @ \$35.00 per hour X 60 hours = \$2100.00

Tutoring Student #01320011 @ \$35.00 per hour X 14 hours = \$490.00

4. Request Board approval of the homebound instruction received by 2nd grade student (01320011) from the Brookfield Schools/Inspira Elmer program on the following dates: June 13th and June 14th

Personnel

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A. Resignation/Retirement

Upon Recommendation of the Superintendent of Schools

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

1. Request Board approval of the resignation of Lori Chimento, Special Education teacher at John Fenwick Academy, effective November 9, 2022.
2. Request Board approval of the resignation of Hailey Wagner, Pre-Kindergarten teacher at John Fenwick Academy, effective November 7, 2022.

B. Employment

Upon the Recommendation of the Superintendent of Schools

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

1. Request Board approval of the employment of Cheryl Flitcraft as a Preschool Teacher at John Fenwick Academy for the 2022-2023 school year beginning October 13, 2022 to June 30, 2023. Ms. Flitcraft's salary will be \$55,268 (BA Step 4) per annum (prorated).
2. Request Board approval of the employment of Danielle Abrantes as an MD Paraprofessional at John Fenwick Academy for the 2022-2023 school year beginning October 24, 2022 to June 30, 2023. Ms. Abrantes' salary will be \$21,305 (Tier III, Step 4) per annum (prorated).
3. Request Board approval of the employment of Ayriana Pitts-Townsend as a Paraprofessional in Kindergarten at John Fenwick Academy for the 2022-2023 school year beginning October 13, 2022 to June 30, 2023. Ms. Pitts-Townsend's salary will be \$20,105 (Tier I, Step 4) per annum (prorated).
4. Request Board approval of the following new substitute for the 2022-2023 school year:
Brenda Fowler, NJ Substitute Certificate
5. Request Board approval of the revised employment start date of Lisa Anderson, Mathematics Teacher for the Salem Middle School to be effective October 17, 2022 through June 30, 2023. Ms. Anderson's salary will be BA Step 18 \$87,221.00 per annum (pro-rated).

C. Financial Request

Upon the Recommendation of the Superintendent of Schools

1. Request Board approval of the following revised contract stipend positions at Salem High School:

Humanities (5)---REVISED \$1101 + \$33

2. Request Board approval for acceptance of a grant in the amount of \$45,463 to restart the Family Friendly Center afterschool program for the 2022-2023 school year. Kindergarten, First and Second grade students will attend Monday thru Thursday from 3:30-5:00 pm starting October 13th 2022 thru June 5, 2023.

Teacher / Substitute Teacher / Social Worker / Nurse: \$35.00 per hour

Secretary: \$22.00 per hour

Program Administrator: \$1,100/month

Substitutes:

Ruqayyah Ali-White (Tuesday/Wednesday)

LaShawn Best-Key

Kaneisha Boyce

Jennifer Cascaden

Michael Hughes (Monday/Thursday)

Mary Morris

Deanna Livingston

Katie Ridgway

Karen Pastor

Nurse:

Dale Garner

Jill Sutton-Parris

Secretary: Lynne Chappell

Program Administrator: Syeda Carter

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<u>Name:</u>	<u>Assignment:</u>
Angela Crowley	Teacher
John Flaherty	Teacher
Kathryn Reese	Teacher
Tahje Thomas	Teacher
Christina Banks	Substitute Teacher
Adam Pszwaro	Substitute Teacher
Pascale DeVilmé	Program Coordinator
Michele Beach	Substitute Administrator
Jordan Pla	Substitute Administrator
Rhonda Lusby	Office Support Personnel
John Murray	Security Personnel
Bonita Gullett	Substitute Security Personnel

The teaching staff will be paid \$80/day x 93 days = \$7,440 x 4 teachers = \$29,760.00 (Account #20-235-100-100-00-DIS)

The Program Coordinator will be paid \$100/day x 93 days = \$9,300 (Account #20-235-200-100-00)

The office support personnel will be paid \$20/hour x 139.5 hours = \$2,790 (Account #20-235-200-100-00)

The security personnel will be paid \$20/hour x 139.5 hours = \$2,790 (Account #20-235-200-100-00)

6. Request Board approval of the below to fill SCEA-BOE contracted extra pay positions:

Co-curricular positions:

SMS Student Council Tajhe Thomas \$552.00

Account # 15-401-100-100-02-SMS

7. Request Board approval of the following stipend change for the following:

Soccer (Girls) Assistant Coach – Varsity \$2,761 (change from \$2,230) Spencer Jarrett

8. Request Board approval for Dominic Wyshinski to replace Michael Hughes as Boys Soccer head coach:

Soccer (Boys) Head Coach \$3,346 Dominic Wyshinski

9. Request Board approval for CPR recertification for the below JFA teaching staff and paraprofessionals on Thursday, October 20, 2022. Training will be from 1:00-3:24pm and provided by Sean Elwell, CPR Certified Instructor. Cost is \$60/person if nine or less attend and \$50/person if ten or more attend. Total cost will be \$180/\$150.00 and funds exist in #15-190-100-610-01-JFA.

Teacher: Michael Hughes

Paraprofessionals: Cheryl Flitcraft, Beth Whitehead

D. Leave of Absence

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

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1. Request Board approval of the following leaves of absences:

Employee ID#	459	277	890	1242
Employee Name	L.M.	P.M.	A.D.	R.C.
Type of Leave	Intermittent – Medical	Intermittent – Medical	Bonding	Intermittent – Medical
Leave Requested	09/18/2022 – 09/18/2023	10/01/2022 – 10/01/2023	11/04/2022 – 11/11/2022	09/14/2022 – 09/14/2023
Fed Max Leave (max 90 days)	09/18/2022 – 09/18/2023	10/01/2022 – 10/01/2023	11/04/2022 – 11/11/2022	09/14/2022 – 09/14/2023
Time Usage of FMLA	12 weeks	12 weeks	1 week	12 weeks
Time Usage of FLA	N/A	N/A	N/A	N/A
*Use of Sick Days	44 days	9 days	N/A	12 days
*Use of Personal Days	2 days	3 days	3 days	3 days
*Use of Vacation Days	N/A	N/A	N/A	20 days
Unpaid Leave	After all sick and personal days are exhausted	After all sick and personal days are exhausted	After all personal days have been exhausted	After all sick, personal and vacation days have been exhausted
Intermittent Leave	1-3X per month 1-3 days per episode	1-2X per month 2-3 days per episode	N/A	1-2X per month 1 day per episode
Extended Leave	N/A	N/A	Non -FMLA	N/A
Est. Return Date	N/A	N/A	01/30/2023	N/A

2. Request Board approval of the extension of the following non-FMLA leave of absence:

<u>Employee</u>	<u>Requested Period</u>
Aida Davis	11/15/2022 – 02/20/2023

Curriculum/Professional Development

Motion (/) Board to Approve: **#11-4**

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

Staff Member	Building	Admin Approving	Title	Date of Program	Location	Cost / Account
Syeda Carter	JFA	N/A	2022 Learning Forward Annual Conference	December 3-7, 2022	Nashville, TN	Registration fee: \$956.00 Air fare: \$592.20 Hotel: \$660.01 (Acct #15-000-240-800-01-JFA)
Danielle Secula	JFA	Syeda Carter	Speech Language Therapy: Promoting Rapid Change for Children with Severe Phonological Disorders	10/31/2022	On-Line	Registration: \$279.00 Acct #11-000216-800-00-CST
Rebecca Elder Adam Adam Pszwaro	SMS	Pascale DeVilme	Salem County School Counselors Association Meeting	10/14/2022	Salem County Vo-Tech	None
Renee Murray Nicholas Kline	SHS	John Mulhorn	Salem County Honors Band and Choir Meeting	10/21/2022	Harrison House, Mullica Hill NJ	None
Heidi Bower	SHS	John Mulhorn	2022 Athletic Trainers Symposium	11/8/2022	Westin, Mt. Laurel	Registration: \$40.00 Mileage: TBD 15-402-100-500-03-SHS
Brianna Santarelli	SHS	John Mulhorn	Essay Scoring	10/17/2022	10/12/2022	None

Facilities Requests

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

Organization	Use	Date*	Time	Charge
Cadets Drum and Bugle Corps	Band Camps	November 18-20, 2022 December 16-18, 2022 January 13-15, 2023 April 28-30, 2023	Entire weekend	In lieu of fees, a \$1,500.00 scholarship donation will be made per camp, for a total of \$6,000.00

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Monthly Reports

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

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

Policies/Calendars

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

1. Request Board approval upon the first reading of the following updated policies:
 - 3000 Concepts and Roles in Business and Noninstructional Operations
 - 3100 Budget Planning, Preparation and Adoption
 - 3160 Transfer of Funds
 - 3220, 3230 State Funds, Federal Funds
 - 3240 Tuition
 - 3250 Income from Fees, Fines and Charges
 - 3260, 3270 Sale and Disposal of Books, Equipment and Supplies: Sale, Licensing and Rental of Property
 - 3280 Gifts, Grants and Bequests
 - 3290 Funds Management Investment
 - 3320 Purchasing Procedures
 - 3324.1 Contracts
 - 3326 Payment for Goods and Services
 - 3327 Relations with Vendors
 - 3400 Accounts
 - 3440 Inventories
 - 3450 Money in School Buildings
 - 3451 Petty Cash Funds
 - 3453 School Activity Funds
 - 3510 Operation and Maintenance of Plant
 - 3514 Equipment
 - 3515 Smoking Prohibition
 - 3516 Safety
 - 3530 Insurance Management
 - 3541.1 Transportation Routes and Services
 - 3541.3 Nonschool Use of District Vehicles
 - 3541.31 Privately Owned Vehicles
 - 3541.31 Privately Owned Vehicles_Regulation
 - 3541.32 District Owned Vehicles
 - 3541.33 Transportation Safety
 - 3541.33 Transportation Safety_NJDOE Info_Crd_Exhibit
 - 3542 Food Service
 - 3542.1 Wellness and Nutrition
 - 3542.1 Wellness and Nutrition_Food Standards Summary Chart
 - 3542.2 School Meal Program_Arears
 - 3542.3 Procurement
 - 3542.31 Free or Reduced Price Lunches, Milk
 - 3542.44 Purchasing

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- 3570 District Records and Reports
- 3571.4 Audit
- 3600 Evaluation of Business and Noninstructional Operations

EXECUTIVE SESSION

Motion (/) Board to adopt the following Resolution to go into executive session at ____
_____:

R E S O L U T I O N

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 October 12, 2022 meeting of the Salem City Board of Education at _____.