

Board Agenda November 9, 2022

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
November 9, 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

Student Representative:

Hannah Sharp

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.

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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 October 2022:

John Fenwick Academy

Na'Syra Rogers	1 st Grade	Ms. Ridgway
Junhao Huang	1 st Grade	Ms. Barron

Salem Middle School

Destyni Trinkle	4 th Grade	Ms. Riccio
Jeremiah Buitrago	4 th Grade	Ms. Riccio

Salem High School

Richard Nichols	11 th grade	Ms. Vengenock
Laura Hassler	12 th grade	Ms. Vengenock

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

Ms. Tara McDermott Salem Middle School

BOARD COMMITTEE REPORTS

Curriculum

Finance

Personnel

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

- Mr. Ryan Caltabiano will present the New Jersey Student Learning Assessments (NJSLA) Spring 2022 results

SUPERINTENDENT'S COMMENTS/REPORTS

- Dr. Michel to report on NJ Schools Development Authority

Motion (/) Board to approve the regular minutes of October 12, 2022 Board of Education meeting.

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BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS

Board Reports (Exhibit A)

____ Motion (/) To approve the Board Secretary's reports in memo: **#2-A-E-7.**

- 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 September 2022.
- B. *Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending September 2022 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 September 2022 as follows:

Board Secretary

Date

- C. *Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2022. The Treasurer's Report and Secretary's Report are in agreement for the month of September 2022 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 September 2022 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 October 2022	\$262,474.87
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To approve Payment of Bills for October 2022:

October General Account	\$577,295.46
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Confirmation of payrolls for October 2022

October 14, 2022	General Acct. Transfer	\$712,356.63
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October 28, 2022	General Acct. Transfer	\$685,036.65
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Miscellaneous

Upon the Recommendation of the Superintendent of Schools

Motion (/) Board to Approve: **#2-F-5**

1. Request Board approval of the executed School Bus Emergency Evacuation Drills submitted for the following:

 John Fenwick Academy: October 14, 2022
 Salem Middle School: October 13, 2022
 Salem High School: October 19, 2022
2. Request Board approval to accept grant proposal #2022014 for Salem High School Teen Pep through the Salem Health and Wellness Foundation. The amount of the grant is \$10,200. Please see grant and budget attached.
3. Request Board approval to contract with Ms. Dana Teague as SHS Dance/On Stage Choreographer Consultant beginning November 17, 2022 through March 11, 2023. The end date is final curtain for the 2023 production of "Mean Girls". Ms. Teague will be paid the stipend of \$771.00, in the absence of Ms. Dixon. Account # 15-140-100-320-03-SHS
4. Request Board approval of the Division of Early Childhood Services Annual Preschool Operational Plan Update for John Fenwick Academy for the 22-23 school year.
5. Request Board approval for the Salem City Emergency Remote Instructional Program. Districts are now required to have a plan to move to remote instruction if required to close the schools for more than three consecutive days due to a declared state of emergency.
6. Request Board approval for the 2022 NJSLA Spring Results. These results will be presented to the Board of Education prior to approval.
7. Request Board approval for the NJQSAC District Performance Review Self-Assessment Report.
8. Request Board approval of pool rental for the Swim Team at Pike Creek, 4905 Mermaid Blvd. Wilmington, DE 19808, operated by Marigold LTD @ \$25.00 per hour per lane for three lanes; from 11/2022 to 02/2023; 3:30-5:00pm Monday – Friday (as needed). Marigold LTD will invoice Salem High School on the 1st of each month for use.
9. Request Board approval of the Projected Prekindergarten enrollment number of 165 for the 2023-2024 school year.
10. Request Board approval to change the title of Master Teacher job description to Preschool Instructional Coach. This change in the title of the job description is being made per NJDOE code amendments (Elements of High Quality Preschool Programs, N.J.A.C. 6A:13A-4.2).

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11. **Whereas**, the N. J. Department of Education requires New Jersey school districts to submit three-year comprehensive maintenance plans documenting “required” maintenance activities for each of its public school facilities, and
- Whereas**, the required maintenance activities as listed in the Comprehensive Maintenance Plan document for the various school facilities of the Salem City School District are complete and in compliance with the requirements of N.J.A.C. 6A:26-20, and
- Whereas**, the comprehensive maintenance plan includes activities and expenditures, for each school facility, that qualify as required maintenance pursuant to N.J.A.C. 6A:26-20.3 and are reasonable to keep school facilities open and safe for use or in their original; condition and to keep their system warranties valid,
- Now Therefore Be It Resolved**, that the Salem City School District hereby authorizes the School Business Administrator to submit the 2023-24 Comprehensive Maintenance Plan for the Salem City School District in compliance with N. J. Department of Education requirements.

Home Instruction: In/ Out of District/Residential

Motion (/) Board to Approve: **#7-C-5**

1. Request Board approval for the following special education students to attend out of district placement for the 2022 ESY and 2022-2023 school year. Both students have been placed in foster care in Pennsville.

Student ID#	School	Grade	Tuition	Dates	Account #
01290179	Pennsville School District	5	\$4,000.00	7/11/22-8/11/22 ESY	11-000-100-562-00-BUS
01290179	Pennsville School District	5	\$27,498.00	9/6/22-6/30/23	11-000-100-562-00-BUS
01280198	Pennsville School District	6	\$31,423.00	9/6/22-6/30/23	11-000-100-562-00-BUS

2. Request Board approval for 9th grade student (05260007) to receive educational instruction at The Rockford Center through Learn Well Education Services. Pupil is from Quinton Township.

Dates: October 10, 2022 through October 17, 2022

Tuition Cost: \$51.75 per hour at 5 hours per week

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

Student #01310100 requires the instruction from November 1, 2022 to possibly 30 days at the Inspira Program (partial hospitalization care program) at the Inspira Network, Elmer, New Jersey as confirmed by Salem Middle School personnel. The educational services are being provided by Brookfield School, 525 State Street, Suite 2, Elmer, New Jersey. Student billing in the amount of \$2,100.00 (estimate)

Costs:

Account #11-150-100-320-00-BUS

Tutoring Student #01310100 @ \$35.00 per hour x 60 hours = \$2,100.00

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Personnel

A. Resignation/Retirement

Upon Recommendation of the Superintendent of Schools

Motion (/) Board to Approve: **#8-A-5**

1. Request Board approval of the resignation of Tenyatta Sanders, Attendance Secretary at John Fenwick Academy, effective October 28, 2022.
2. Request Board approval of the resignation of Mary Ann Allen, Paraprofessional at John Fenwick Academy, effective October 28, 2022.

B. Employment

Upon the Recommendation of the Superintendent of Schools

Motion (/) Board to Approve: **#8-C-5**

1. Request Board approval to hire Stephanie Heath as Pre-School Instructional Coach/PIRS Coordinator at John Fenwick Academy at Step 15/MA at a salary of \$76,248 pro-rated at 12-months totaling \$91,498 for the 22-23 school year beginning December 14, 2022.
2. Request Board approval to hire Luz Williams as a Kindergarten Paraprofessional at a salary of \$19,105/Tier I/Step 2 for the 2022-2023 school year beginning November 15, 2022. Salary prorated to November 15, 2022 start date.
3. Request Board approval to hire Darla Viereck as JFA School Attendance / Assistant Principal Secretary at a salary of \$37,005/11-month for the 2022-2023 school year. Salary pro-rated to November 15, 2022 start date.
4. Request Board approval to hire Brandie-Parks Chollis as a JFA MD Paraprofessional at a salary of \$20,805/Tier III/Step II for the 22-23 school year beginning November 28, 2022. Salary prorated to November 28, 2022 start date.

C. Financial Request

Upon the Recommendation of the Superintendent of Schools

Motion (/) Board to Approve: **#8-D-5**

1. Request Board approval for Russell Phillips, Jr. to be employed with the Salem City Transition Program for the remainder of the 2022-2023 school year: Costs: Teacher – 4 hours/day @35.00/hour x 5 days/week, Account #15-423-100-101-02-SMS & 15-423-100-101-03-SHS

2. Request Board approval for the below Winter 2022-23 Coaching Positions:

Basketball (Boys')	Head Coach	\$ 5,512	Anthony Farmer
Basketball (Boys')	Assistant Coach (JV)	\$ 3,822	Ramon Roots
Basketball (Boys')	Assistant Coach (Freshmen)		OPEN
Basketball (Boys')	Middle School Varsity Coach	\$ 1,541	Ricky Turner
Basketball (Boys')	Middle School JV Coach	\$ 1,541	Teron Nance

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Basketball (Girls')	Assistant Coach (Freshmen)		OPEN
Basketball (Girls')	Middle School Varsity Coach	\$ 1,541	Cequence Parsons
Basketball (Girls')	Middle School JV Coach	\$ 1,541	Roxanne Ross
Swimming (Co-ed)	Head Coach	\$ 4,762	Nicholas Kline
Swimming (Co-ed)	Assistant Coach (JV)	\$ 3,822	Scot Levitsky
Cheerleaders	Winter	\$ 2,381	Thronna Busch
Bowling (Boys')	Head Coach	\$ 4,762	Kenneth Buck
Bowling (Girls')	Head Coach	\$ 4,762	Kristina Bergman
Indoor Track	Head Coach	\$ 4,762	David Hunt
Indoor Track	Assistant Coach	\$ 3,822	Regina Gatson
Wrestling	Head Coach	\$ 4,762	Greg Lagakos
Wrestling	Assistant Coach		OPEN

*Girls' Basketball Head Coach and Asst. Coach (JV) were approved during the August 10, 2022 Board meeting.

3. Request Board approval of the below Winter 2022-23 Athletic Support positions:

Basketball

Head Ticket Seller (Boys')	9*	\$94.50	Alfreda McCoy-Cuff
Head Ticket Seller (Girls')	10*	\$94.50	Miranda Clour
Ticket Taker (Boys')	9*	\$55.70	Teresa Aitken
Ticket Taker (Girls')	10*	\$55.70	Bobbie Shuman
Substitute Ticket Seller/Taker	As Needed	\$73.11/\$55.70	Alfreda McCoy-Cuff
Substitute Ticket Seller/Taker	As Needed	\$73.11/\$55.70	Rosalyn Chieves
Substitute Ticket Seller/Taker	As Needed	\$73.11/\$55.70	Bobbie Shuman
Substitute Ticket Seller/Taker	As Needed	\$73.11/\$55.70	Miranda Clour
Substitute Ticket Seller/Taker	As Needed	\$73.11/\$55.70	Teresa Aitken
Scorekeeper (Boys')	12*	\$53.46	Brooke Woodlock
Scoreboard Operator (Boys')	9*	\$53.46	Sean O'Brien
Scorekeeper (Girls')	12*	\$53.46	Brooke Woodlock
Scoreboard Operator (Girls')	9*	\$53.46	Sean O'Brien
Basketball/Wrestling			
Event Staff (HS)	As Needed	\$33.75/game	Victor Boone
Event Staff (HS)	As Needed	\$33.75/game	Tyrone Nock
Event Staff (HS)	As Needed	\$33.75/game	Jacquelyn Thompson
Event Staff (HS)	As Needed	\$33.75/game	Alfreda McCoy-Cuff
Event Staff (HS)	As Needed	\$33.75/game	Teresa Aitken
Event Staff (HS)	As Needed	\$33.75/game	Ramon Bentley
Event Staff (HS)	As Needed	\$33.75 per game	Ricky Turner
Event Staff (MS)	As Needed	\$33.75/game	Teron Nance
Event Staff (MS)	As Needed	\$33.75/game	OPEN
Event Staff (MS)	As Needed	\$33.75/game	OPEN

4. Request Board approval for the new date of CPR recertification for JFA teaching staff and a paraprofessional which will now take place on Friday December 1, 2022. Training will be from 1:00-3:24PM

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and provided by Tonya Faggins, CPR/FA Instructor. Cost is \$55/person for a total of \$165.00 and funds exist in account #15-190-100-610-01-JFA.

Teachers

Michael Hughes
Cheryl Flitcraft

Paraprofessional

Beth Whitehead

D. Leave of Absence

Motion (/) Board to Approve **#8-E-5**

1. Request Board approval for the following leave(s) of absence:

Employee ID#	1633	54
Employee Name	D.S.	J.C.
Type of Leave	Intermittent – Medical	Medical
Leave Requested	09/01/2022 – 08/31/2023	10/31/2022 – 11/11/2022
Fed Max Leave (max 90 days)	09/01/2022 – 08/31/2023	10/31/2022 – 11/11/2022
Time Usage of FMLA	12 weeks	2 weeks
Time Usage of FLA	N/A	N/A
*Use of Sick Days	17 days	8 days
*Use of Personal Days	3 days	N/A
*Use of Vacation Days	N/A	N/A
Unpaid Leave	After exceeding all sick and personal days	N/A
Intermittent Leave	1x per week 1 day per episode	N/A
Extended Leave	N/A	N/A
Est. Return Date	N/A	11/15/2022

Curriculum/Professional Development

Motion () Board to Approve: **#11-5**

1. Request Board approval of the out of district professional developments:

Staff Member	Building	Administrator Approving	Title	Date of Program	Date received in District Office	Location	Registration and Mileage Cost
Michael Hughes	CST	Meghan Taylor	Handle with Care Instructor and Re-Certification Program	3-1-2023	10/31/2022	Double Tree Cherry Hill NJ	Regis: \$475.00 Mileage - \$37.74 11-000-219-800-00-CST

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Katie Starn	CST	Meghan Taylor	Handle with Care Instructor and Re-Certification Program	3-1-2023	10/31/2022	Double Tree Cherry Hill NJ	Regis: \$475.00 Mileage – \$37.51 11-000-219-800-00-CST
Scott Martin	CST	Meghan Taylor	Handle with Care Instructor and Re-Certification Program	3-1-2023	10/31/2022	Double Tree Cherry Hill NJ	Regis: \$475.00 Mileage - \$38.21 11-000-219-800-00-CST
Danielle Secula	CST	Meghan Taylor	SLPs: Practical Therapy Techniques for Persistent and Resistant Speech	12/13/2022	11/01/2022	Online	Regis: \$279.00 11-000-216-800-00-CST

Monthly Reports

Motion (/) Board to Approve: **#13-5**

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

Policies/Calendars

Motion (/) Board to Approve: **#14-5**

1. Request Board approval of the Salem City Board of Education meetings for 2023. Meetings will be held on the 2nd Wednesday of the month unless otherwise noted. Meetings will take place in the Salem High School Library and will begin at 6:00 PM.

Wednesday, January 4, 2023 *Reorganization

Wednesday, February 8, 2023

Wednesday, March 8, 2023

Wednesday, April 12, 2023

Wednesday, May 3, 2023 *Public Hearing

Wednesday, June 14, 2023

Wednesday, July 12, 2023

Wednesday, August 9, 2023

Wednesday, September 13, 2023

Wednesday, October 11, 2023

Wednesday, November 8, 2023

Wednesday, December 13, 2023

*1st Wednesday of the month

2. Request Board approval upon the first reading of the following updated policies:

- 4111 Recruitment, Hiring and Selection
- 4111.1, 4211.1 Nondiscrimination, Affirmative Action
- 4111.1, 4211.1 Nondiscrimination, Affirmative Action/Breastfeeding/Regulation

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- 4111.2, 4211.2 Domestic Violence
- 4112.1 4212.1 Employment Contracts
- 4112.2 Certification
- 4112.4, 4212.4 Employee Health
- 4112.6, 4212.6 Personnel Records
- 4112.8, 4212.8 Nepotism
- 4113, 4213 Assignment, Transfer
- 4115 Supervision
- 4116 Evaluation of Teaching Staff Members
- 4116 Evaluation of Teaching Staff Members/Regulation
- 4117 Resignation and Retirement
- 4117.4, 4217.4 Reduction in Force, Abolishing a Position
- 4117.41 Nonrenewal
- 4117.50 4217.50 Standards for Staff Discipline
- 4119.2 Professional Responsibilities
- 4119.21, 4219.21 Conflict of Interest
- 4119.22, 4219.22 Conduct and Dress
- 4119.23 Employee Substance Abuse
- 4119.26, 4219.26 Electronic Communication
- 4121 Substitute Teachers
- 4122 Student Teachers, Interns
- 4123 Classroom Aides, Paraprofessionals
- 4131 Staff Development, Inservice Education, Visitation, Conferences
- 4131 Staff Development/Exhibit
- 4131, 4132 Publication, Copyright, Intellectual Property
- 4135.3 4235.3 Negotiations Consultation
- 4135.4, 4235.4 Staff Grievance
- 4135.16, 4235.16 Work Stoppages Strikes
- 4136 4236 Meetings Committees
- 4138, 4238 Nonschool Employment
- 4138.2 Private Tutoring
- 4142 Payroll Authorization, Checks and Deductions
- 4147, 4247 Employee Safety
- 4150 4250 Family Medical Leave
- 4150 4250 Regulation, Family Military Medical Leave
- 4151, 4251 Attendance Patterns
- 4151.1, 4251.1 Personal Illness and Injury
- 4151.5 4251.5 Jury Duty
- 4211 Recruitment, Hiring and Selection
- 4215 Supervision
- 4216 Evaluation
- 4217.1 Separation
- 4219.23 Employee Substance Abuse
- 4222 Noninstructional Aides
- 4231 Staff Development, Inservice Education, Visitation, Conferences
- 4240 Compensation and Related Benefits

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Miscellaneous

Motion (/) Board to Approve: **#15-5**

1. Request Board approval for the following individuals as Volunteer Coaches for the Winter 2022-2023 season:

Boys' Basketball

Tariq Gaskins

Chris Oscar

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 November 9, 2022 meeting of the Salem City Board of Education at _____.