

Board Agenda March 8, 2023

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
March 8, 2023**

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:

Elsinboro: Damian Carlson
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
Darryl Roberts, 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
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.

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.

Board Agenda March 8, 2023

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 February 2023:

John Fenwick Academy

Kamia Bell	Ms. Ali-White	2 nd Grade
Ah'Zeer Watts	Ms. Menold	2 nd Grade

Salem Middle School

Taleah Elliott	Ms. Montgomery	8 th Grade
Jonasia Patterson Torres	Ms. Montgomery	8 th Grade

Salem High School

Anna Buzby	Mr. Hunt	11 th Grade
Jamal Williams	Ms. Gatson	12 th Grade

Staff Member(s) of the month for February 2023:

Melissa Skinner	Grade 6 Social Studies Teacher	Salem Middle School
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BOARD COMMITTEE REPORTS

Curriculum

Finance

Personnel

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

SUPERINTENDENT'S COMMENTS/REPORTS

Motion (/) Board to approve the regular minutes of February 8, 2023 Board of Education meeting.

Board Agenda March 8, 2023

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

Board Secretary	Date
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- C. *Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2023. The Treasurer’s Report and Secretary’s Report are in agreement for the month of January 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 January 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 February 2023	\$80,283.49
To approve Payment of Bills for March 2023	\$1,065,820.45

Confirmation of payrolls for February 2023:

February 15, 2023	General Acct. Transfer	\$670,374.93
February 28, 2023	General Acct. Transfer	\$710,776.29

Board Agenda March 8, 2023

Miscellaneous

Upon the Recommendation of the Superintendent of Schools

Motion (/) Board to Approve: **#2-F-9**

1. Request Board approval of the service contract between the Foundation for Educational Administration and the Salem City School District for a professional development workshop to be presented on April 5, 2023. The topic of the workshop is Teacher Evaluations: Legal Requirements and Emerging Issues. The contract is in the amount of \$2,200.00.

2. Resolved, that the Salem City Board of Education authorize Herbert Schectman, Business Administrator, to accept additional funding on behalf of the District from New Jersey Schools Development Authority (SDA) in the amount of \$209,916. The required certification has been completed and submitted by the Business office. The funds will be used for classroom UV replacements at Salem High School.

3. Resolved, that the Salem City Board of Education authorize Herbert Schectman, Business Administrator, to enter into a contract with Singlewire Software, LLC to complete a required upgrade to the alarm systems at John Fenwick Academy, Salem Middle School and Salem High School. The contract is in the amount of \$18,662.50. This is a 3 1/2-year contract to last until June 30, 2026.

4. The NJ Department of Agriculture Division of Food and Nutrition (NJDA) has completed a Procurement Review of Salem City School District's School Nutrition Program for Fiscal Year 2020-2021. The objective of the review is to identify opportunities for improvement as it relates to the procurement process. The review determined that a Corrective Action Plan is not required.

5. Resolved, that the Board of Education authorize the Business Administrator to enter into an agreement with Upcycle to remove obsolete and unusable technology items at no cost to the district. These items are either broken, out of date or not functioning and cost-prohibitive to repair. The items cannot be discarded in a normal manner but must be disposed following environmentally approved protocols.

6. Recommend the Board to approve the District's Preschool Education Aid 2023-2024 allocation of \$2,302,300.00 to the JFA preschool program.

7. Request Board approval of the adoption of the 2023-2024 School Year Tentative Budget:

BE IT RESOLVED, that the budget be approved for the 2023-2024 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:

BE IT RESOLVED to approve the 2023-2024 school district budget:

	Budget	Local Tax Levy
General Fund	\$25,473,829	\$2,538,749
Special Revenue	\$ 6,602,442	
Debt Service	\$ 327,860	\$ 10,800
	<hr/> \$32,404,131	<hr/> \$2,549,549

Board Agenda March 8, 2023

AND BE IT RESOLVED, to approve the 2023-2024 school district budget.

RESOLVED, that taxes should be raised from the City of Salem in the amount of \$2,641,314 for the General Fund for the 2023-2024 school year,

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

8. Request Board approval 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 2023-2024 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 2023-2024 is \$30,000, be it

RESOLVED, That the Salem City Board of Education hereby establishes the maximum travel expenditure amount for the 2023-2024 school year as \$100,000.

Board Agenda March 8, 2023

STUDENT MATTERS

Motion (/) Board to Approve: **#4-A-9**

1. Request Board approval for the following field trips:

Destination	Date/Students	Staff/Bus/Fees
Ashland Nature Center 3511 Barley Mill Road Hockessin, DE 19707 302-239-2334, Ext. 1000 9:00a – 2:30p	Kindergarten Class April 13, 2023 77 students + chaperones TBD	Ms. Mullen 5 Faculty & 3 Staff 3 Buses Student/Staff Cost: \$14.00 Costs: Delaware Nature Society: \$1,078.00 Acct. 15-000-270-512-01-JFA Transportation: \$852.99 (\$284.33 x 3 buses) Acct. 15-000-270-512-01-JFA
Museum of Mathematics New York, New York	May 22, 2023 25 pupils	Mr. Lagakos, Mr. Gahrs, Mrs. Hudock No cost to pupils 3 substitutes x 1 day= \$375.00 (Acct. 15-140-100-101a-03-SHS) Transportation- 1 bus= \$ as per contract with Gloucester County Special Services Transportation Acct. 15-000-270-512-03-SHS
The Ritz Theatre Company White Horse Pike Haddon Twp., NJ	March 29, 2023 60 students	Mr. Vazquez, Ms. Santarelli, Ms. Unger, Ms. Mace \$15.00 per pupil 4 substitutes x 1 day= \$500.00 (Acct. 15-140-100-101a-03-SHS) Transportation- 1 bus= \$ as per contract with Gloucester County Special Services Transportation Acct. 15-000-270-512-03-SHS
Junior Achievement of Delaware 522 South Walnut Street Wilmington, DE 8:45am-2:30 pm Ms. Laura D'Antonio 302-654-4510, ext. 217	April 21, 2023 Financial Literacy Approx. 80 students, no cost to students or District	Mr. Oberman Mr. Allen Ms. Anderson Ms. Bey Ms. Montgomery Ms. Moore (FD-2) X 3 1 substitute Costs: Substitutes: \$125.00 x 1=\$125.00 Transportation total: \$731.52 (\$243.84 x 3)

Board Agenda March 8, 2023

2. Request Board approval to create an eSports Club open to all grade levels at Salem High School. In the eSports Club, students will compete in a wide variety of games including Overwatch, Fortnite, Rocket League, Tekken, Street Fighter and more! The Salem High School Rams will join two of the largest high school leagues. The HSEL and PlayVS to compete with high school students across the country. Team meetings will be after school for one hour on Monday, Wednesday, and Friday.

The stipend will be \$1,697.00 per year.
Account #15-401-100-100-03-SHS

Home Instruction: In/ Out of District/Residential

Motion (/) Board to Approve: **#7-C-9**

1. Request Board approval for the following regular education student to attend an out of district placement from January 17, 2023 to February 15, 2023:

Student ID	School	Grade	Tuition (Prorated)	Dates	Account #
01250049	Thunderbolt Academy (Millville)	9	\$3,422.32	1/17/23-2/15/23	11-000-100-562-00-BUS

2. Request Board approval for the following special education high school students (01250068) & (01260057) to receive home instruction from Ms. Sandra Langley. Instruction will start immediately. Ms. Langley will provide instruction at \$35.00 per hour, 10 hours per week per student. Account #11-000-219-100-101-00-CST.
3. Request Board approval for 1st grade student JS (01340045) to attend the Brookfield Schools / Inspira Elmer program from February 16, 2023 to March 29, 2023. We will be billed monthly for the homebound instruction that will be provided by Brookfield Schools.
4. Request Board approval for 10th grade student (02050004) receive home instruction:
 - Hours: 5 hours per week
 - Dates: BEGIN: Immediately
END: To be determined "after studies are complete" as per the MD
 - Costs: Teacher pay; 5 hours per week x \$35.00 per hour
 - Teacher: Ms. Rosalyn Chieves
5. Request Board approval for the following special education high school student (01260229) to received home instruction from Mrs. Rachel Hunt. Instruction will start immediately. Mrs. Hunt will provide instruction at \$35.00 per hour, 10 hours per week.
6. Request Board approval for the following special education middle school student (01270048) to receive home instruction from Sharon Montgomery. Instruction will start immediately. Ms. Montgomery will provide instruction at \$35.00 per hour, 10 hours per week.
Account #11-000-219-100-101-00-CST

Board Agenda March 8, 2023

Miscellaneous

Motion (/) Board to Approve: **#7-D-9**

1. Request Board approval of the following individual as a Volunteer Coach for the Spring 2023 season:

Track & Field:

Morris Evans

Personnel

A. Resignation/Retirement

Upon Recommendation of the Superintendent of Schools

Motion (/) Board to Approve: **#8-A-9**

1. Request Board approval of the resignation of Bridget Lafferty, Preschool Teacher at John Fenwick Academy, effective April 6, 2023.
2. Request Board approval of the retirement of William J. Allen, Vice Principal at Salem Middle School, effective August 1, 2023.

B. Appointments/Assignments/Transfers

Motion (/) Board to Approve: **#8-B-9**

1. Request Board approval for the transfer of the following custodian staff member be transferred from John Fenwick Academy to Salem High School:

Morris Evans – Head Custodian

C. Employment

Upon the Recommendation of the Superintendent of Schools

Motion (/) Board to Approve: **#8-C-9**

1. Request Board approval for employment of Amber Hann for the Learning Disabilities Teacher Consultant position. Ms. Hann's salary will be \$90,271/MA+30/Step 18 for the 2022-2023 school year (prorated to start date). Ms. Hann's start date will be May 1, 2023 or sooner depending on if early release is granted from her current district.
2. Request Board approval for the employment of Donovan Evans as a Substitute Custodian, effective March 9, 2023.

D. Financial Request

Upon the Recommendation of the Superintendent of Schools

Motion (/) Board to Approve: **#8-D-9**

1. Request Board approval for the addition of Alberte Martin to the teaching staff of the John Fenwick Academy After School Reading Enrichment program for 2022-2023. Ms. Martin will start March 9, 2023 and the teacher rate of \$35.00 will apply using Title I funds.

Board Agenda March 8, 2023

2. Request Board approval for a stipend change for the following Softball Assistant Coaching position:

Position	Stipend Change	Staff member
Softball Assistant Coach (JV)	\$2,230 to \$3,281	Coach Bridget Bernardini

3. Request Board approval for Mr. Russell Phillips, Jr., Salem High School PLTW Teacher to participate in PLTW Civil Engineering and Architecture.

Dates: To be completed by July 30, 2023
Compensation: \$35 per hour x 80 hours: \$2,800.00
Cost of Training Paid to PLTW: \$2,400.00
Account #15-000-221-110R-03 SHS

4. Request Board approval for Mr. Aaron Richter, Salem High School PLTW Teacher to participate in PLTW Core Training.

Dates: To be completed by July 30, 2023
Compensation: \$35 per hour x 80 hours: \$2,800.00
Cost of Training Paid to PLTW: \$2,400.00
Account #15-000-221-110R-03 SHS

5. Request Board approval for the following staff to be approved as Extended Essay Advisors and pay for the 2022-2023 school year as per the teacher's bargaining unit:
- International Baccalaureate (I.B.) teachers assigned to serve as Extended Essay Advisors shall receive \$70.00 per assigned student." As per Schedule B.

Mr. Ken Buck – 2 pupils advised
Ms. Bridget Bernardini (Cheeseman) – 2 pupils advised
Mr. Micah Hauenstein – 2 pupils advised
Mr. Greg Lagakos – 2 pupils advised
Ms. Sara Lamont – 2 pupils advised
Ms. Kristina Marioni – 2 pupils advised
Ms. Brianna Santarelli – 2 pupils advised
Ms. Kristin Unger – 2 pupils advised
Ms. Marisa Vengenock – 2 pupils advised

6. Request Board approval for Mr. Aaron Richter, Salem High School Applied Academics Teacher to advise the eSports Club. The stipend is 1,697.00 per year; Mr. Richter will receive the pro-rated stipend amount of \$640.00 for the remainder of the 2022-2023 school year.
7. Request Board approval to add Alicia Seran-Carey (Grade 5 Teacher), Katherine Starn (Grade 6 Teacher) and Roger Call (Substitute) to the after-school Focus on Education Program. This program is four days a week (Monday, Tuesday, Wednesday and Thursday) from 3:00pm to 5:00pm. Account #20-235-100-100-00-DIS ESEA 2022-2023.

Board Agenda March 8, 2023

8. Board to approve the following Winter Athletic Support positions:

Event Staff (MS)	As Needed	\$33.75/game	Tara McDermott
Event Staff (MS)	As Needed	\$33.75/game	Lisa Anderson
Event Staff (MS)	As Needed	\$33.75/game	Thronna Busch
Event Staff (MS)	As Needed	\$33.75/game	Ambriona Thompson

9. Request to hire a proctor to administer required tests to three pupils that are currently on home instruction.
 Hours: 3.5 hours each test X 3 pupils
 Dates: BEGIN: Testing must be completed within the window of March 13 through March 24, 2023
 Costs: Teacher Pay: 10.5 hours X \$35.00 per hour
 Teacher: Mrs. Rachel Hunt

D. Leave of Absence

Motion (/) Board to Approve #8-E-9

1. Board to approve the following leaves of absence:

Employee ID#	1244	1519	615	1420
Employee Name	J.C.	T.A.	N.B.	R.A.
Type of Leave	Intermittent -Medical	Intermittent – Family	Intermittent – Medical	Intermittent – Family
Leave Requested	01/12/2023 – 06/12/2023	01/19/2023 – 05/15/2023	02/23/2023 – 02/22/2024	03/01/2023 – 02/28/2024
Fed Max Leave (max 90 days)	01/12/2023 – 06/12/2023	01/19/2023 – 05/15/2023	02/23/2023 – 02/22/2024	03/01/2023 – 02/28/2024
Time Usage of FMLA	12 weeks	12 weeks	12 weeks	12 weeks
Time Usage of FLA	N/A	N/A	N/A	N/A
*Use of Sick Days	N/A	N/A	12.5 days	N/A
*Use of Personal Days	1 day	N/A	3 days	0.25 days
*Use of Vacation Days	N/A	N/A	N/A	N/A
Unpaid Leave	After personal day is exhausted	All leave is unpaid	After all sick and personal days are exhausted	After personal days are exhausted
Intermittent Leave	2X per month 1 day per episode	3X per week .5 days per episode	1-2X per month 1-2 days per month	1-2X per week 1 day per episode
Extended Leave	N/A	N/A	N/A	N/A
Est. Return Date	N/A	N/A	N/A	N/A

Board Agenda March 8, 2023

Facilities Requests

Motion (/) Board to Approve: **#12-9/DIST**

1. Board to approve the following Use of Facilities Requests:

Organization	Use	Date	Time	Charge
Raiders Drum and Bugle Corp	Band Camp	2/24/2023– 2/26/2023 3/24/2023- 3/26/2023 4/14/2023- 4/16/2023 5/12/2023-5/14- 2023	Entire weekend	Scholarships of \$1,500 per weekend for a total of \$6,000
Salem County Rural League Championship	Tournament	3/11/2023- 3/12/2023	10:00a – 5p	Fee is waived
The Huddle of South Jersey / Salem Junior Rams	Youth Football Banquet	3/19/2023	12p-4:30p	Fee is waived

Monthly Reports

Motion (/) Board to Approve: **#13-9**

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

Policies / Calendar

Motion (/) Board to Approve: **#14-9**

1. Board to approve, upon the first reading, the following updated policies:

- 5131 Conduct Discipline (Further revision 2/2023)
- 5131.1 Harassment, Intimidation and Bullying (Further revision 2/2023)
- 9000 Role of the Board
- 9010 Role of the Member
- 9020 Public Statements
- 9110 Membership and Terms of Office
- 9111 Qualification Background Checks
- 9113 Filling Vacancies
- 9114 Resignation and Removal from Office
- 9120 Elections and Oath of Office
- 9121 Election and Duties of the President
- 9123 Board Secretary Business Administrator
- 9125 Treasurer of School Moneys
- 9126 Attorney Legal Services

Board Agenda March 8, 2023

- 9127 Role of the Auditor
- 9130B1 Committees
- 9130B2 Committees
- 9150 Consultants to the Board
- 9160 Public Relations Initiatives and Services
- 9200 Orientation and Training of Board Members
- 9250 Expenses, Travel Reimbursement
- 9270 Conflict of Interest
- 9271 Code of Ethics
- 9310 Development, Distribution and Maintenance of Policy Manual
- 9311 Formulation, Adoption, Amendment of Policies
- 9312 Formulation, Adoption, Amendment of Bylaws
- 9313 Formulation, Adoption, Amendment of Administrative Regulations
- 9314 Suspension of Policies, Bylaws and Regulations
- 9321 Time, Place, Notification of Meetings
- 9322 Public and Executive Sessions
- 9322R Public and Executive Sessions
- 9323, 9324 Agenda Preparation, Advanced Delivery of Meeting Materials
- 9325 Conduct of Meetings
- 9325.4 Voting Method
- 9326 Minutes
- 9400 Board Self-Evaluation
- 9420 Recognition and Condolences

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.

Board Agenda March 8, 2023

RETURN TO REGULAR SESSION

Motion (/) Board to return to open session at _____.

NEW BUSINESS:

Motion (/) Board to Approve:

ADJOURNMENT

Motion (/) Board to adjourn the March 8, 2023 meeting of the Salem City Board of Education at _____.