

Board Agenda April 12, 2023

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
April 12, 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.

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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

- Evan Palmer, Partner at Bowman and Company, LLP to present auditor’s report for fiscal year 2022.

Students of the month for March 2023:

John Fenwick Academy

Journee Eaddy	Ms. Pastor	Kindergarten
Leilanis Mislá Perez	Ms. Bacon	Kindergarten

Salem Middle School

Jai’Mani Stanford	Ms. Norton	Special Music/Instruments
Cattleya Pritchett	Mr. Cesario	Special Music/Instruments

Salem High School

Holton Frank	Math Department
Molly Vengenock	Math Department

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

Kimberly Bacon Paraprofessional at John Fenwick Academy

BOARD COMMITTEE REPORTS

Curriculum

Finance

Personnel

PRINCIPALS’/ADMINISTRATORS’ REPORTS AND COMMENTARY

SUPERINTENDENT’S COMMENTS/REPORTS

- Dr. Michel to give update on concession stand construction; timeline May 1 through August 24

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

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3. Request Board approval of the revisions to the curriculum in Math, ELA, Science, Social Studies, Comprehensive Health and PE, Art, Music and World Language in Grade K-12, in order to be in compliance with the QSAC review.
4. Request Board approval of the Salem City School District Nursing Service Plan for the 2022-2023 school year.
5. Request Board approval of the Letter of Agreement from Salmon Ventures Ltd. to provide energy consulting services. The identified project for review is an anticipated proposal for a proposed solar project. The agreement will commence on April 1, 2023 and will be binding until the review is complete. There will be a flat fee of \$1,200 for the entirety of the review.
6. Request Board approval of the 2023-2024 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 2023-2024 will remain the same as it has been for the last 28 years - seven percent (7%) of a districts' portion of each cooperative route for special education, vocational, public, and homeless students
7. Resolved, that the Board of Education accept, after review and discussion in public session, the Annual Comprehensive Financial report of the Salem City Board of Education for the Fiscal Year ending June 30, 2022, as audited by Bowman and Company and the Independent Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance.

Further, that the Board of Education authorizes Herbert Schectman, Business Administrator, to submit the Annual Comprehensive Financial Report (ACFR) for the year ended June 30, 2022. The audit synopsis is available to the public.

8. Request Board approval for the annual Statement of Assurance for the High School Voter Registration law for the 2022-2023 school year.
9. Request Board approval of the following individuals as Volunteer Coaches for the Spring 2023 season:
Baseball: Eddie Biddle and Andrew Datz.
10. Request Board approval to award a contract to Duall Building Restoration, Inc. to construct a Concession Stand located at the Salem High School football site and be the general contractor for the entire Salem High School stadium upgrade project. Three bidders submitted proposals and Duall Building Restoration, Inc. was the lowest responsible bidder. The award, totalling \$1,782,000, will provide for the Base Bid. The project will be paid for from funds from the enacted Bond referendum held in November 2022.

The three bids received were:

Duall Building Restoration, Inc. - \$1,782,000.
NACOM Companies, Inc. - \$1,902,600.
JPC Group, Inc. - \$3,300,000.

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STUDENT MATTERS

Motion (/) Board to Approve: **#4-A-10**

1. Request Board approval for the following field trips:

Destination	Date / Students	Staff / Bus / Fees
Philadelphia Zoo 3400 W. Girard Avenue Philadelphia, PA 19104 215-243-1100 8:30a-2:30p :	Kindergarten to 2 nd grade May 8, 2023 245 Students plus chaperones TBD Student/Staff Cost: \$22.00	Ms. Mullen 25 Faculty & Staff 7 Buses Costs: Philadelphia Zoo: \$2,270.00 Transportation: \$1,990.31 (\$284.33 x 7 buses) Accounts Acct: 15-190-100-800-01-JFA Acct: 15-000-270-512-01-JFA
Salem Community College Carney's Point, NJ Salem County Honors Choir	April 4, 2023 and April 17, 2023 15 students	Mrs. Murray-Mizger No cost to pupils 1 substitute x 1 day=\$125.00 Transportation: 1 bus = cost per contract with Gloucester County Special Services Transportation Acct. 15-000-270-512-03-SHS
Salem Community College Carney's Point, NJ SCC College Enrollment Day	April 24, 2023 20 students	Mrs. Gatson No cost to students Transportation: 1 bus = cost per contract with Gloucester County Special Services Transportation Acct. 15-000-270-512-03-SHS
Temple University Philadelphia, PA	May 15, 2023	Mr. Lagakos No cost to students 1 substitutes x 1 day= \$125.00 Acct. 15-140-100-101a-03-SHS Transportation- 1 bus= cost per contract with Gloucester County Special Services Transportation Acct. 15-000-270-512-03-SHS

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Destination	Date / Students	Staff / Bus / Fees
<p>Destination: African American History and Culture Museum and American History Museum Washington, DC</p>	<p>May 30, 2023 85 students</p>	<p>Staff/Bus/Fees:</p> <p>Mr. Boone, Mr. Farmer, Mr. Buck, Mr. Levitsky, Ms. Lamont, Mr. Wright</p> <p>No cost to students</p> <p>5 substitutes x 1 day= \$625.00 Acct. 15-140-100-101a-03-SHS</p> <p>Transportation- 2 bus= \$ as per contract with Gloucester County Special Services Transportation Acct. 15-000-270-512-03-SHS</p>
<p>Destination: Hershey Park Hershey, PA</p>	<p>June 2, 2023 55 students</p>	<p>Ms. Cheeseman, Ms. Marioni, Ms. Perry, Mr. Buck, Ms. Bower</p> <p>\$55 each pupil pays own ticket</p> <p>4 substitutes x 1 day= \$500.00 Acct. 15-140-100-101a-03-SHS</p> <p>Transportation- 2 bus= \$ as per contract with Gloucester County Special Services Transportation Acct. 15-000-270-512-03-SHS</p>
<p>Freneau Woods Aberdeen, NJ</p> <p>SHS Environmental Club</p>	<p>April 26, 2023 35 students</p>	<p>Ms. Bergman Ms. Marioni Ms. Derham</p> <p>\$11.25 per pupil- each pupil pays own ticket</p> <p>3 substitutes x 1 day= \$375.00 Acct. 15-140-100-101a-03-SHS</p> <p>Transportation- 1 bus= \$ as per contract with Gloucester County Special Services Transportation Acct. 15-000-270-512-03-SHS</p>
<p>Baseball Hall of Fame Cooperstown, NY</p> <p>Varsity and JV baseball teams to play Penns Grove at the Abner Doubleday Field and visit the Baseball Hall of Fame</p>	<p>May 2, 2023 to May 3, 2023</p>	<p>Mr. Josiah Hughes, Mr. Steve Sheffield, Mr. Michael Hughes, Mr. Eddie Biddle, Mr. Darryl Roberts, Mr. Andrew Datz, Mr. Jim Smith</p>

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Destination	Date / Students	Staff / Bus / Fees
Junior Achievement of Delaware 522 South Walnut Street Wilmington, DE 8:30am-3:00pm Ms. Laura D'Antonio 302-654-4510, ext 217	April 21, 2023 Financial Literacy Approx.. 66 students	Ms. Skinner, Mr. Call, Ms. Graham, Ms. Nugent, Mr. Allen, Ms. Starn No costs to students 1 substitute x 1 day = \$125.00 Acct: 15-130-100-101S-02 SMS Transportation total: 2 buses \$243.84 x 2=\$487.68 Acct: 15-000-270-512-02-SMS
Independence Hall and Constitution Center 520 Chestnut Street 520 Arch Street Philadelphia PA 215-965-2305	April 27, 2023 US History Approx.. 70 students \$12.00 cost to SMS	Mr. Flaherty, Ms. Banks, Ms. Griffith, Ms. Hughes, Ms. Phy, Ms. Seymour, 1 parent/guardian FD-1 x 2 1 substitute Costs: Admission costs to district: \$840 Substitutes \$125.00 Transportation Total: \$487.68 Accts 15-190-100-500-02 SMS, 15-130-100-101S-02 SMS, 15-000-270-512-02 SMS

2. Request Board approval of the creation of the following new club for interested students in grades 6, 7 and 8. Ms. Melissa Skinner, 6th grade teacher, has submitted a request to form an after-school Intramural Kickball Club. The club will meet after school beginning on Tuesday, April 11, 2023, and continue to meet Tuesdays, Wednesdays and Thursdays (weather permitting) through mid-May 2023. The students and their advisors, Ms. Skinner, Ms. Graham (6th grade English Teacher) and Mr. Rick Turner (parent volunteer) will meet after school and walk to the playing field. Parents will be responsible for pick-up of their children from the Walnut Street Municipal Football Field located at Walnut Street, Salem NJ at 5:00pm. The purpose of this club is to foster a love of lifelong physical activity, team-building skills, and sportsmanship.

The club will operate without a budget and at no cost to the school district.

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Home Instruction: In/ Out of District/Residential

Motion (/) Board to Approve: **#7-C-10**

1. Request Board approval for the following students to receive home instruction:

Student ID #	Hours	Dates	Costs	Teacher
05260010	10 hours/week	Begin immediately, end TBD	Teacher pay: \$35.00/hour	Russell Phillips
01230159	5 hours/week	Begin immediately, end TBD	Teacher pay: \$35.00/hour	Rosalyn Chieves
01250186	5 hours/week	Begin immediately through end of 2022-2023 school year	Teacher pay: \$35.00/hour	Rosalyn Chieves

2. Request Board approval for payment in full for educational services provided to student #01320011 from March 30th to possibly 30 days at the Inspira Program (partial hospitalization care program) at the Inspira Medical Center-Elmer, 501 West Front Street, Elmer, New Jersey as confirmed by Salem Middle School personnel.
3. Request Board approval for the following special education student to attend an out of district placement for the remainder of the 2022-2023 school year.

Student ID #	School	Grade	Tuition (Prorated)	Dates	Account
01290210	SCSSSD – Daretown	6	\$58,959.00	4/3/23-6/30/23	11-000-100-565-00-BUS
	1 to 1 Aide		\$52,461.00	4/3/23-6/30/23	11-000-100-565-00-BUS

4. Request Board approval for Ms. Lisa Anderson, Salem Middle School teacher, to provide home instruction for compensatory services in language arts and math on an as needed basis. Instruction will be for 5 hours per week at \$35.00 per hour.

Personnel

A. Resignation/Retirement

Upon Recommendation of the Superintendent of Schools

Motion (/) Board to Approve: **#8-A-10**

1. Request Board approval of the resignation of Eileen Zarbo, Preschool Teacher at John Fenwick Academy, effective April 3, 2023.
2. Request Board approval of the resignation of Michael Hughes, First Grade Teacher at John Fenwick Academy, effective July 1, 2023.

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B. Employment

Upon the Recommendation of the Superintendent of Schools

Motion (/) Board to Approve: **#8-C-10**

1. Request Board approval for the employment of Laura Storms as a JFA Preschool Teacher at a salary of \$56,368 (MA Step 1) for 2022-2023 school year. Ms. Storms' salary will be prorated to her start date of April 3, 2023. Ms. Storms will be approved under the Limited Instructional Certificate of Eligibility and Certificate of Eligibility with Advanced Standing 5 Year Pilot Program
2. Request Board approval for the employment of the following new substitute teacher for the 2022-2023 school year:
Christopher Oscar NJ Substitute Certificate

C. Financial Request

Upon the Recommendation of the Superintendent of Schools

Motion (/) Board to Approve: **#8-D-10**

1. Request Board approval of revised hours for testing proctor to administer required tests for pupils that are currently on home instruction. The hours have been revised to reflect 7 hours per pupil per Mrs. Jordan Pla, Vice Principal at Salem High School.
Hours: 7 hours each session x 4 pupils
Dates: Testing much be completed within the window of March 13 through March 24, 2023
Costs: Teacher pay: 28 hours x \$35.00 per hour
Teacher: Mrs. Rachel Hunt
- 2.. Request Board approval for the following Spring 2023 Staff Position:

Weight Room Supervisor \$1,696 Micah Hauenstein
- 3.. Request Board approval for retroactive pay for the following individual:

Boys Basketball Assistant Coach \$2,230 Christopher Oscar
- 4.. Request approval to operate credit reinstatement program at Salem High School including the staff and dates listed below:

Dates: 4/15/2023, 4/22/2023, 4/29/2023 and 5/20/2023
Times: 7:45A-11:15A

Recommend employment of the following staff for program:

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Staff:
Kenneth Buck
Eric Fizur

Substitutes
Kristina Bergman

Costs:
\$35.00 per hour x 3.5 hours/day x 4 days x 2 staff = \$980.00
Account #15-140-100-101S-03-SHS

D. Leave of Absence

Motion (/) Board to Approve **#8-E-10**

1. Board to approve the following leaves of absence:

Employee ID#	644	1151	1657
Employee Name	J.P.	D.G.	A.R.
Type of Leave	Intermittent – Family	Intermittent – Family	Family
Leave Requested	02/21/2023 – 04/19/2023	02/18/2023 – 02/17/2024	03/20/2023 – 03/24/2023
Fed Max Leave (max 90 days)	02/21/2023 – 04/19/2023	02/18/2023 – 02/17/2024	03/20/2023 – 03/24/2023
Time Usage of FMLA	8 weeks	12 weeks	1 week
Time Usage of FLA	N/A	N/A	N/A
*Use of Sick Days	N/A	N/A	N/A
*Use of Personal Days		1 day	N/A
*Use of Vacation Days	N/A	43.5 days	N/A
Unpaid Leave	After all personal days have been exhausted	After all personal and vacation days are exhausted	All leave is unpaid
Intermittent Leave	2-3X per week 1 day per episode	2x per week 1 day per episode	N/A
Extended Leave	N/A	N/A	Non – FMLA
Est. Return Date	N/A	N/A	09/01/2023

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

<u>Employee</u>	<u>Requested Period</u>
Angelica Roman	03/27/2023 – 06/09/2023

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Curriculum/Professional Development

Motion (/) Board to Approve: **#10-10**

Staff Member	Bldg	Admin Approving	Title	Date of Program	Location	Registration and Mileage
Shasharaa Blackshear	JFA	Syeda Carter	Regional PreSchool Administrators Meeting	4/26/23	Camden County Educational Services Commission	None

Facilities Requests

Motion (/) Board to Approve: **#12-10/DIST**

Organization	Use	Date*	Time	Charge
Lace Up & Grind	Youth Basketball Training	April 24, 2023	5:00p-8:00p	Scholarship donation was made in the amount of \$300.00
Salem Little League	Picture Night	April 26, 2023	4:00p-9:00p	Fee waived
Delta Kappa Gamma – Iota Chapter (Retired Teachers)	Group Meeting	May 3, 2023	4:15p-7:30p	Fee waived

Monthly Reports

Motion (/) Board to Approve: **#13-10**

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

Policies/Calendars

Motion (/) Board to Approve: **#14-10**

1. Request Board approval of the Salem City School District calendar for the 2023-2024 school year.
2. Request Board approval upon the first reading of the following updated policies:
 - 3327 Relations with Vendors
 - 3542.2 School Meal Program Arrears
 - 3542.31 Free or Reduced Price Lunches
 - 4144/4244 Insurance / Workers Compensation
 - 5131.5 Violence and Vandalism

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- 6145.3 Publication
- 6164.1 Intervention and Referral

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:

1. Ms. Groce to remind Board members to complete their SEC Financial Disclosure forms
2. Ms. Groce to discuss process for completing Superintendent’s evaluation and to remind Board members to complete the evaluation.

ADJOURNMENT

Motion (/) Board to adjourn the April 12, 2023 meeting of the Salem City Board of Education at _____.