

Board Agenda October 11, 2023

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
October 11, 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:

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
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.

When addressing the Board of Education, please respect the following procedure:

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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 September 2023

John Fenwick Academy	Amurii Northrop Infinity Lackey	Kindergarten Kindergarten	Ms. Pastor Ms. Terrell-Porter
Salem Middle School	Jy'Shan Seals Yadiel Vierra Cabrera	3 rd Grade 3 rd Grade	Ms. McDermott Mr. Roots
Salem High School	Heaven Gould Aniya Tucker	11 th Grade 12 th Grade	Mr. Buck Mr. Buck

Staff Member(s) of the month for September 2023

Mr. Kenneth Buck History Teacher, Salem High School

BOARD COMMITTEE REPORTS

Curriculum

Finance

Personnel

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

SUPERINTENDENT'S COMMENTS/REPORTS

Motion (/) Board to approve the regular minutes of September 13, 2023 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-4**

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

Board Secretary

Date

- C. *Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 2023. The Treasurer’s Report and Secretary’s Report are in agreement for the month of August 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 August 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 September 2023	\$3,379,761.46

 To approve Payment of Bills

October 2023	\$2,027,821.09
Balance of September 2023:	\$ 618,524.90

Confirmation of payrolls for September 2023:

September 15, 2023	General Acct. Transfer	\$693,435.54
September 29, 2023	General Acct. Transfer	\$667,429.02

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Miscellaneous

Upon the Recommendation of the Superintendent of Schools

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

1. Resolved, that the Salem City Board of Education authorize Herbert Schectman, Business Administrator to enter into a contract with RYEBREAD to assist in the review and improvements to Salem High School classrooms HVAC systems. The cost of this agreement will be no more than \$223,125. Funds will be paid from an existing account.

2. Request Board approval of the tentative 2024-2025 Budget Development schedule (QSAC):

Task	Person Responsible	Target / Completion Date
Develop 2024-2025 Board Priorities	Board of Education	November/December 2023
Develop 2024-2025 guidelines, forms and procedures using budget format	Business Administrator	November 2023
Distribute 2024-2025 budget Excel spreadsheets/CSI	Business Administrator	November 2023
Summary Report of 2024-2025 projected enrollment	Superintendent	November 2023
Budget Development Orientation Admins/Dept Heads	Business Administrator/Department Heads	November 2023
Submit budget and staffing requests to Central Administration for review and approval	Building Principals, Superintendent, Business Administrator, Dept. Heads	January 2023
Prepare proposed 2024-2025 salary figures	Business Administrator/Human Resource Administrator	January 2024
Completion of the tentative appropriations side of budget	Business Administrator	February 2024
Review and analyze total budget	Business Administrator	February 2024
Finalize budget proposal	Superintendent, Business Administrator	February 2024
Board review of budget	Board of Education	January 2024 through early March 2024
Board approval to submit 2024-2025 budget to County Office	Board of Education	March 13, 2024 Board meeting
Submit adopted budget to County Superintendent of Schools (approximate)	Board of Education	March 2024
Public Hearing	Board of Education	May 1, 2024

3. Request Board approval of the Memorandum of Understanding between the Forman S. Acton Educational Foundation and the Salem City School District.

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4. Request Board approval of the District Improvement Plan (DIP) and for submission to the NJ Department of Education (QSAC).

STUDENT MATTERS

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

1. Request Board approval for the following field trips:

Destination	Date / Students	Staff/Bus/Fees
Sight and Sound Lancaster PA	Date: TBD 8:00am-6:00pm School Based Youth Service students	Kellie Smith / Jacquelyn Thompson/Curtis Schofield Tickets (25): \$1,845.20 Meal: Miller's Smorgasboard: \$728.00 One bus, as per contract rate Account: 20-435-200-800-03-SHS
Pennsville HS, Woodstown HS, A. P. Schalick HS Salem High School Academic League Away Competitions	Various dates 20 pupils	Lisa Mutter, Renee Mizger (Murray), Kenneth Buck No substitutes needed, coverage for half day events will be provided in house One bus, as per contract rate Account 15-000-270-512-03-SHS
The Grove at Centerton Centerton, NJ The SHS Rams singers will provide entertainment for Ranch Hope Annual Gala	November 2, 2023 2PM-10:PM 20 RAM Singers	Renee Mizger (Murray), Carleigh Toogood No cost to students One bus, as per contract rate Account 15-000-270-512-03-SHS
Winterthur Museum Kennet Square, PA	April 19, 2024 35 Students	Kristina Bergman-Ryder, Jeffrey James, Anthony Farmer, Scott Martin, Janine Champion, Maria Bellia No cost to pupils One substitute: \$125.00 Account 15-140-100-101-03-SHS-S Two buses, as per contract rate; Winterthur pays \$500.00 toward bus fees for this trip Account 15-000-270-512-03-SHS
Philadelphia Museum of Art Philadelphia PA	November 27, 2023 11 Students	Ms. Irvine, Ms. Mutter

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IB Art Students	2 Chaperones	\$14.00 cost per participant One substitute: \$125.00 One bus, as per contract rate
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Home Instruction: In/ Out of District/Residential

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

1. Request Board approval for the following out of district placements and home instruction:

Student ID	HealthCare / School / Teacher	Grade	Costs / Tuition	Dates
01260014	SCSSSD-Daretown	8	\$50,614.00	9/21/23-6/30/24
05020001	Rachel Hunt	11 th	Teacher pay \$35/hr* x 5 hrs per week	10/6/2023 – TBD
01270214	Inspira Health / Brookfield School	9 th	Contract rate \$35.00/hr	9/14/2023 – TBD

*Pay rate is from the 2022-2023 school year and will, if applicable be adjusted upon settlement of contract.

Personnel

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 Angelica Roman, Paraprofessional at John Fenwick Academy, effective October 3, 2023.
2. Request Board approval of the resignation of Darla Viereck, Secretary at John Fenwick Academy, effective October 20, 2023.

C. Financial Request

Upon the Recommendation of the Superintendent of Schools

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

1. Request Board approval for acceptance of a grant in the amount of \$48,642.00 to restart the Family Friendly Center afterschool program for 2023-2024. Kindergarten, First and Second grade students will attend Monday through Thursday from 3:30-5:00pm starting October 16, 2023 through May 9, 2024.

Below are the pay rates and staff members who will manage the program:

Teacher/Substitute Teacher/Counselor/Nurse:	\$35.00/hr*
Secretary	\$22.00/hr*
Program Administrator:	\$1,100/month

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Teachers
Kaneisha Boyce
Dr. Maisha Bryant
Deanna Livingston
Karen Pastor
Katie Ridgway

Substitutes:
Ruqayyah Ali
LaShawn Best-Key
Brenda Fowler
Lily Kalyon
Brandie Parks-Chollis

Counselor:
Dale Garner

Secretary:
Lynne Chappell

Program Administrator:
Syeda Carter

Nurse:
Jill Sutton-Parris

*pay rates are from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

2. Request Board approval for acceptance of funding in the amount of \$22,470.00 to restart the JFA after school tutoring Reading Enrichment Program for 2023-2024. Kindergarten, First and Second Grade students will attend Monday through Thursday from 3:30pm-4:30pm starting October 16, 2023 through May 30, 2024.

Below are the pay rates and staff members who will manage the program:

Teacher/Substitute Teacher: \$35.00/hr* x 96 days (\$3,360.00) x 6 Teachers = \$20,160.00

Security: \$22.00/hr* x 96 days (\$2,112.00 +198.00)

Teachers
Kaitlyn Holland
Alberte Martin
Kendra Massie
Tyra McCombs
Mary Traini

Substitute:
LaShawn Best-Key
Danielle D'Amico (Abrantes)
Brandie Parks-Chollis

Security:
Tyrone Nock

*pay rates are from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

3. Request Board approval for Mary Traini to conduct all after school art programs during the 2023-2024 school year. This program will run from October 24, 2023 to May 21, 2024 on Tuesdays and Wednesdays from 3-4pm.

Pay rate*: \$35.00/hr x 57 days = \$1,995.00 (not to exceed \$2,500.00)

Account #15-401-100-100-01-JFA

*Pay rate is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract

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4. Request Board approval for Jack Grimes to serve as Choir Director and to conduct after school choir practices for all JFA concerts and plays during the 2023-2024 school year. This program will run from September 26, 2023 to May 1, 2024 with practices on Tuesday and Wednesday from 3-4pm.

Pay rate: \$35.00*/hr x 1 hour x 52 days = \$1,820.00 (not to exceed \$2,500.00)

Account #15-401-100-100-01-JFA

*Pay rate is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

5. Request Board approval for the following staff member to receive compensation for 2 additional hours worked over the summer:

Nurse Ms. Sandra Laubengeyer 2 hours @\$35.00/hr

Account: #15-000-213-100R-02-SMS

*Pay rate is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

6. Request Board approval for the following staff to fill non-contractual extra pay positions:

Academic League Advisor	Melanie Nugent	\$1,009.00
Odyssey of the Mind Advisor for Team grades 3-5	Christina Banks	\$5,000.00
Odyssey of the Mind Advisor for Team grades 6-8	Melanie Nugent	\$5,000.00
Odyssey of the Mind Judge (2)	Kathleen Eck, Kathryn Reese	\$500.00 each

7. Request Board approval for the Focus on Education Program at the Salem Middle School for Grades 3,4,5, and 6. The program will run Monday through Thursday from 3:10pm to 5:00pm, October 23, 2023 through April 25, 2024.

Below are the pay rates and staff members who will manage the program:

Angela Crowley	Teacher
Tara McDermott	Teacher
Randi Griffith	Teacher
Lisa Morris	Teacher
John Flaherty	Teacher
Roger Call	Teacher
Christina Banks	Substitute Teacher
Kathryn Reese	Substitute Teacher
Rhonda Lusby	Substitute Teacher
Pascale DeVilme	Program Coordinator

Teachers - 20-235-100-100-00 - \$29,760 (\$35.00* per hour)

Teachers - 20-490-100-100-00-DIS - \$13,020 (\$35.00* per hour)

Program Coordinator - 20-490-100-100-DIS - \$9,300

Secretary - 20-235-200-200-00 - \$4,053 (\$22.00* per hour)

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*Pay rate is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

8. Request Board approval for the following teachers to provide home instruction compensatory services for language arts and math on an as needed basis. Instruction is \$35.00 per hour. Pay rate is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract. Account #11-000-219-100-101-00-CST

Diana Mace
Sharon Montgomery
Kathryn Reese

9. Request Board approval of a stipend* change for Fall 2023:

Soccer (Girls) Assistant Coach (Varsity) from \$2,761 to \$3,281 Spencer Jarret
*stipend is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

10. Request Board approval of the following faculty and staff members to fill SCEA-BOE contracted extra pay positions*:

Art Club	Jason Kutzura	\$516.00
Band Director	Nicholas Cesario	\$1,195.00
Choir Director	Carleigh Toogood	\$918.00
National Junior Honor Society	Melanie Nugent	\$195.00
Office Detention	Lisa Moore, Nina Miller, Nicole Boyce	\$23.30 per hour
Student Council	OPEN	\$552.00
Yearbook	Melanie Nugent	\$276.00

*pay rate is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of contract.

D. Leave of Absence

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

1. Board to approve the following leaves of absence:

Employee ID#	1754	459	1242
Employee Name	J.D.	L.M.	R.C.
Type of Leave	Maternity	Intermittent – Medical	Intermittent – Medical
Leave Requested	10/06/2023 – 12/05/2023	09/19/2023 – 09/18/2024	09/15/2023 – 09/14/2024
Fed Max Leave (max 90 days)	10/06/2023 – 12/05/2023	09/19/2023 – 09/18/2024	09/15/2023 – 09/14/2024
Time Usage of FMLA	8 weeks	12 weeks	12 weeks
Time Usage of FLA	N/A	N/A	N/A
*Use of Sick Days	17 days	44.5 days	3 days
*Use of Personal Days	3 days	2.75 days	3 days

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*Use of Vacation Days	N/A	N/A	16 days
Unpaid Leave	After all sick and personal days are exhausted	After all sick and personal days are exhausted	After all sick, personal, and vacation days are exhausted
Intermittent Leave	N/A	1-3X per month 1-3 days per episode	1-2X per month 1 day per episode
Extended Leave	N/A	N/A	N/A
Est. Return Date	12/06/2023	N/A	N/A

Curriculum/Professional Development

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

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

Staff Member	Building	Administrator Approving	Title	Date of Program	Location	Registration and Mileage Cost
Meghan Taylor	CST	Dr. Michel	NJPSA – Special Education Litigation Cert. Program	10/19/2023 11/16/2023 12/14/2023	FEA Conference Center Monroe Twp, NJ	Regis: \$435.00 11-000-219-800-00-CST
Stephanie Heath	JFS	Syeda Carter	PreSchool Instructional Coach Seminar	9/25/2023 9/26/2023 9/28/2023 9/29/2023	Buena Regional High School	----
Shasharaa Blackshear	JFS	Syeda Carter	2023-2024 Self Assessment Validation System	10/11/2023	Virtual	---
Shasharaa Blackshear	JFS	Syeda Carter	Office Hours K-3 – SAVS	10/26/2023	Virtual	---
Shasharaa Blackshear	JFS	Syeda Carter	Collaborative Meeting of the Early Mathematics Leader Consortium across the P-3 Continuum	11/2/2023	Virtual	---
Katie Luciani	SMS	Pascale DeVilme'	Evidence-based Practices for Speech Sound Disorders	12/08/2023	SRI&ETTC at Stockton University, Galloway, NJ	Regis: \$178.00 11-000-216-800-00-CST
Danielle Secula	JFS	Syeda Carter	Practical Early Intervention Strategies that Work: Supporting Young Students	12/11/2023	Virtual – On-Line	Regis: \$279.00 11-000-216-800-00-CST
Shasharaa Blackshear	JFS	Syeda Carter	Regional PreSchool Administrators Meeting	10/18/2023	Camden County Educational Services Commission	---
Stephanie Heath	JFS	Syeda Carter	NJ Dept of Education PreSchool	10/19; 11/2; 11/30; 12/14 2023	Virtual	----

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			Instructional Coach Seminar			
Nicholas Kline Renee Murray	SHS	John Mulhorn	Salem County Honors Band and Choir Meeting	10/27/2023	Harrison House Mullica Hill, NJ	---

Facilities Requests

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

1. Request Board approval of the following Use of Facilities requests:

Organization	Use	Date	Time	Charge
Cadets Drum & Bugle Corps	Auditions at Salem High School	12/10/2023	8:00 AM – 7:00 PM	\$500.00 scholarship for Class of 2024 Fine Arts Department
Raiders Drum and Bugle Corps	Raiders Drum Corp Camps at Salem High School	12/15-12/17/2023 01/12-01/14/2024 02/16-02/18/2024 03/15-03/17/2024 04/26-04/28/2024 05/24-05/26/2024		\$1,500.00 scholarship per camp for Class of 2024 Fine Arts Department 6 camp dates for a total of \$9,000

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. Board to approve the below revised Board Policies:

First reading:

- 1330 Use of Facilities – adding language regarding fees

Second reading:

- Board Policy 5131.5 – Vandalism, Violence (first reading 9/13/2023)

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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 11, 2023 meeting of the Salem City Board of Education at _____.