

Minutes March 9, 2016

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
March 9, 2016**

A meeting of the Salem City Board of Education is called to order at 6:03 p.m. in the Salem High School Library located at 219 Walnut Street in Salem, New Jersey 08079.

Adequate notice of this meeting has been provided in the local news media and a place of public notice located at the Salem City Board of Education Office, 205 Walnut Street, Salem, New Jersey as required in the Open Public Meeting Act, Chapter 231, P.L. 1975.

FLAG SALUTE: Led by Yuenge Groce

Board Members

Carol Adams	Joan Hoolahan	Stephanie Walsh
Christopher Colon	Yuenge Groce	Heidi Holden
Daffonie Moore (Absent)	Katrina Tatem (Absent)	Laquendala Bentley

District Representatives:

Quinton: Alicia Sperry

Administrators Present:

Dr. Patrick Michel Superintendent	Pascale DeVilmé Principal Salem Middle School
Herbert Schectman School Business Administrator	Michele Beach VP Salem Middle School
Pamela Thomas Director of Special Services	Syeda Woods Principal John Fenwick Academy
Linda Del Rossi Supervisor of Literacy/SS PreK-12	Sharen Cline Supervisor of Early Childhood
John Mulhorn Principal Salem High School	
Jordan Pla VP Salem High School	
Darryl Roberts VP Salem High School	

Administrators Absent:

Will Allen VP Salem Middle School

OTHERS: Mr. Barbour – Solicitor
Harold O'Neil – Consultant (Absent)

Dr. Theodore Johnson – Consultant (Absent)

AUDIENCE PARTICIPATION: None

PRESENTATION

Students of the month for February, 2016:

Presented by Ms. Woods	JFA	Jasmine Castillo	Grade 2	Mrs. McClaren
Presented by Ms. Woods	JFA	Joup Boulware	Grade 2	Ms. Ali
Presented by Mrs. DeVilmé	SMS	Alaysia Abrams	Grade 8	Ms. Bey
Presented by Mrs. DeVilmé	SMS	Quadier Adams (Absent)	Grade 8	Mr. Dixon
Presented by Mr. Mulhorn	SHS	Samantha Miller	Grade 12	Mrs. Hudock
Presented by Mr. Mulhorn	SHS	Kiara Spellman	Grade 12	Mr. Gahrs

Staff Member(s) of the month for February, 2016:

Salem High School Presented by Mr. Mulhorn to Regina Ilaria. Ms. Ilaria was absent.

Minutes March 9, 2016

PRESENTATIONS: None

BOARD COMMITTEE REPORTS

Personnel – Two secretaries are leaving the Salem Middle School. Negotiations Meeting was held.

Finance – Savings due to attrition. Project Lead the Way will require a teacher addition.

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

Mr. Mulhorn updated the board with the spring sports schedule, Production of the 25th Annual Putnam Spelling Bee, and College Bound Students.

Mrs. DeVilmé updated the board that SMS participated in the 27th Annual Salem County Science Fair. Fifth through eighth graders participated. Odyssey of the mind is competing in Woodstown.

Ms. Woods updated the board they are holding a pennies for patients. Mrs. Yuenge Groce and Mr. Chris Colon offered to make up the difference to being the grand total raised to \$1,000. Mr. Chris Colon a reader for Dr. Seuss Day.

SUPERINTENDENT'S COMMENTS/REPORTS

Dr. Michel reported to the board he went to Lehigh University on March 9, 2016 for a session on excellence and equity.

Motion (Colon\Hoolahan) Board to approve regular and executive minutes of February 10, 2016 Board of Education meeting.

Motion unanimously approved voice 8-0

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORTS

Board Reports (Exhibit A)

Motion (Colon\Holden) To approve the Board Secretary's reports in memo: **#2-A-E-9/DIST***.

1. *Request Board approval of the transfer of the funds as previously approved by the Superintendent pursuant to 18A:22-8.1 for the month(s) of January, 2016.
2. *Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending January, 2016 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
3. 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, 2016 as follows:

Board Secretary

Date

4. *Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January, 2016. The Treasurer's Report and Secretary's Report are in agreement for the month of January, 2016 pending audit.
5. Pursuant to N.J.A.C. 6A: 23A-16.10 (c) 4, the Salem City Board of Education certifies for the month ending January, 2016 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.
6. To approve the Payment of Bills and Purchase Report:
From the General Account for Balance as summarized on attached board memo(s)

Minutes March 9, 2016

To approve Purchases Report for February, 2016 \$89,257.92

To approve Payment of Bills for March, 2016

General Account \$804,964.66 Food Service \$102,109.49

Confirmation of payrolls for February 2016

February 15, 2016 General Acct. Transfer \$692,138.95

February 29, 2016 General Acct. Transfer \$707,668.88

Motion unanimously approved voice 8-0

Miscellaneous

Motion (Colon\Holden) Board to Approve: #2-F-9/DIST

1. Board to approve sending the following homeless student to the Middle Twp School District for the 15-16 SY effective 2/16/16:

<u>Initials</u>	<u>Grade</u>	<u>Tuition Expense</u>
A.M.	K	\$5,116.53

Board to approve receiving the following homeless student from the Camden City School District effective 9/22/15 – 1/13/16:

<u>Initials</u>	<u>Grade</u>	<u>Tuition Revenue</u>
C.J.	2 nd	\$5,558.64

(Motion Withdrawn) Board to approve sending the following resource home student to the PG-CP Regional SD for the 15-16 SY effective 2/18/16:

<u>Initials</u>	<u>Grade</u>	<u>Tuition Expense</u>
K.R.	3 rd	\$5,065.33

2. Board to approve 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 2015-2016 as \$100,000 and

WHEREAS, The Board of Education has expended \$14,485 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 \$1,025 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 2016-2017 is \$30,000, be it

RESOLVED, That the Salem City Board of Education hereby establishes the maximum travel expenditure amount for the 2016-2017 school year as \$100,000.

Motion approved by roll call vote of 8-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Walsh, Sperry, and Groce. Nays: 0 Abstain: 0

Minutes March 9, 2016

Budget

Motion (Colon\Hoolahan) Board to Approve: **#2-G-9/DIST**

1. Board to approve the Adoption of the 2016-2017 School Year Tentative Budget:

BE IT RESOLVED, that the tentative budget be approved for the 2016-2017 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 2016-2017 school district budget:

	Budget	Local Tax Levy
General Fund	\$21,218,948	\$2,392,321
Special Revenue	\$ 3,635,990	
Debt Service	<u>\$ 323,594</u>	<u>\$ 111,421</u>
	<u>\$25,178,532</u>	<u>\$2,503,742</u>

AND BE IT RESOLVED, to approve the 2016-2017 school district budget.

RESOLVED, that taxes should be raised from the City of Salem in the amount of \$2,392,321 for the General Fund for the 2016-2017 school year.

WHEREAS, the District needs to appropriate money from the excess surplus for the 2016-2017 budget in the amount of \$575,523, and

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

NOW, Therefore, be it resolved that Salem City School District shall appropriate excess surplus the amount of \$575,523 to be used for the 2016-2017 school year.

Motion approved by roll call vote of 8-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Walsh, Sperry, and Groce. Nays: 0 Abstain: 0

STUDENT MATTERS HIGH SCHOOL

Motion (Colon\Holden) Board to Approve: **#4-A-9/HS**

1. Board to approve the following High School field trips:

Boeing Helicopters Trip Ridley Park, PA - 8AM – 2PM	March 11, 2016 25 students	Mr. Bartholomew, Mrs. Derham, Mrs. LoMonico 3 subs 1 bus
EERC Gloucester Landfill Salem & Swedesboro, NJ – 8AM-2:30PM	March 18, 2016 30 students	Mr. Bartholomew, Mrs. Derham, Mrs. LoMonico 3 subs 1 bus
Involving Youth in Local Decision Making Rutgers, Camden NJ – 8AM-2:30PM	March 24, 2016 10 students	Mr. DeStefano, Mrs. Thompson 1 sub 1 bus
Wastewater Treatment Plant Warminster, PA – 8:30AM-2:30PM	April 1, 2016 30 students	Mr. Bartholomew, Mrs. Derham, Mrs. LoMonico 3 subs 1 bus
IB World Student Conference Les Roches International School of Hospitality Mgmt. Bluche, Switzerland TBD	July 3-9, 2016 19 students	6 Chaperones (YBD) All costs TBD
Costs	Subs: \$1250 Trans: \$905.16	Various Accounts 15-000-270-512-03-SHS

Motion unanimously approved voice 8-0

Minutes March 9, 2016

Home Instruction: In/ Out of District/Residential

Motion (Colon\Holden) Board to Approve: **#7-C-9/DIST**

1. Board to approve the following students for home instruction:

Student ID	Health Care/Teacher	Costs (Prorated)	Dates	Account #
6566857214	Anwar Golden	\$29/hr 2 hrs/day 10/hrs/wk	2/17/2016	11-219-100-101-00-CST
1693416255	Melissa Skinner	\$29/hr 2 hrs/day 10/hrs/wk	1/22/2016	11-219-100-101-00-CST
01230132	Shaun Brauer	\$29/hr 5/hrs/wk	2/22/2016	11-150-100-101-00-BUS
01240155	Tara McDermott	\$29/hr 5/hrs/wk	2/9/2016	11-150-100-101-00-BUS

Motion unanimously approved voice 8-0

STUDENT MATTERS Non HIGH SCHOOL

Motion (Colon\Holden) Board to Approve: **#4-A-9/NHS**

1. Board to approve the following field trips for Salem Middle School:

Woodstown High School Woodstown, NJ 7:30 am – 7:00 pm	March 12, 2016 Odyssey of the Mind Student Competition 16 students	Allyson Bey, Sharon Montgomery, Michelle Stanisce, Brittany Taylor 1 bus (FSAF)*
Pittsgrove Middle School Pittsgrove, NJ 11:45 am – 2:00 pm	March 31, 2016 Academic League Competition 14 students	Karen Braun 1 bus
TCNJ Ewing, NJ 7:10 am – 9:00 pm	June 10, 2016 Play United Club Bowling Competition 20 students	Jaime Bacon, Melissa Skinner 1 sub 1 bus (20-XXX)
Carolier Bowl East Brunswick, NJ 10:30 am – 4:00 pm	April 2, 2016 Bowling Competition 11 students	Jaime Bacon, Melissa Skinner, Rebecca Stanton 1 bus (20-XXX)
Costs	Subs: \$125	15-212-100-101S-02-SMS
Rutgers Day State University of New Jersey Piscataway/New Brunswick 8:00 am – 6:00 pm	April 30, 2016 Approximately 20 students (SMS) Positive Impact	Ms. Roots, Mr. Hughes, Mrs. Busch, Mr. Moore
Cost	Bus: \$1050 – Charter (Split with SHS)(Positive Impact)	62-010-100-800-02-SMS*

Motion unanimously approved voice 7-0 (Holden Abstained Odyssey of the Mind)

Minutes March 9, 2016

Miscellaneous

Motion (Colon\Holden) Board to Approve: **#7-D-9/NHS**

1. Board to approve for student #01260097 to finish the 2015-2016 school year at John Fenwick Academy. The family has relocated to Pennsville; he is a 2nd grade student at JFA, his parents will provide transportation.

Motion unanimously approved voice 8-0

PERSONNEL / NON-HIGH SCHOOL

Retirement/Resignation

Motion (Colon\Holden) Board to Approve: **#8-A-9/NHS**

1. Board to approve the retirement of Gloria Richmond as secretary at SMS effective June 30, 2016.
2. Board to approve the resignation of Elizabeth Jane Blevins as Attendance/Guidance secretary at SMS effective April 29, 2016.

Motion unanimously approved voice 8-0

Financial Request

Motion (Colon\Holden) Board to Approve: **#8-D-9/NHS**

1. Board to approve the change of salary:
Sharon Montgomery from BA08 - \$57,034* to MA+30 08 \$60,084* effective January 1, 2016.
(Transcripts have been received)
*Salary will remain the same (2014-2015) and will be adjusted if applicable after contracts are ratified.
2. Board to approve the following staff as substitutes teachers for the Family Friendly Center After-School Program for the 15-16 SY, from March 10 through June, 2016.
Shakema Bagby Ruqayyah Ali Karen Pastor
Rate \$26*/hr., 2.5 hours/day.

*Rate will remain the same (2014-2015) and will be adjusted if applicable after contracts are ratified.

Motion unanimously approved voice 8-0

PERSONNEL / Dist-HIGH SCHOOL

Employment

Motion (Colon\Holden) Board to Approve: **#8-C-9/DIST**

1. Board to approve the following substitute(s) for 15-16 SY:
James Watson Sub Cert (returning)
Caleb Landolfi Sub Cert

Motion unanimously approved voice 8-0

Financial Request

Motion (Colon\Holden) Board to Approve: **#8-D-9/HS**

1. Board to approve the following contract stipend position:
Kathleen Hibbard Theatre Business Manager \$333*
*Stipend will remain the same (2014-2015) and will be adjusted if applicable after contracts are ratified.
2. Board to approve the Spring 2016 Athletic Coaching Positions:
Tennis (Boys) Head Coach Curtis Schofield \$3346*
Track (Boys) Assistant Coach Lamont Johnson \$2230*
Track (Girls) Assistant Coach Katrina Maddox \$2230*

*Stipend will remain the same (2014-2015) and will be adjusted if applicable after contracts are ratified.

Motion unanimously approved voice 8-0

Minutes March 9, 2016

Curriculum /Professional Development

Motion (Colon\Holden) Board to Approve: **#11-9/DIST**

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

Staff Member	Building	Admin. Approving	Title	Date of Program	Location	Registration and Mileage Cost
Pascale DeVilme'	SMS	Dr. Michel	Education Expo	4/15/2016	Rowan University Glassboro, NJ	\$87.50 -0- 15-000-244-500-02-SMS
Pamela Thomas	CST					\$25.00 -0- 11-000-219-800-00-CST
Syeda Woods	JFA					\$87.50 -0- 15-000-244-500-01-JFS
Shikeena Lynard	SHS	John Mulhorn	PGC/Glazier Basketball Clinic	4/28/2016 4/30/2016	Bally's Atlantic City, NJ	-0- -0-
Bobbie Shuman	CST	Pamela Thomas	Transportation Meeting (Yearly)	2/29/2016	200 County House Road, Clarksboro, NJ	-0- \$14.70 11-000-219-592-00-CST
Kathleen Hibbard	SHS	John Mulhorn	Jostens Spring Workshop	5/06/2016	GCIT Sewell NJ	-0- -0-
Darryl Roberts	SHS	John Mulhorn	DAANJ State Conference 2015- 2016	3/22/2016 Through 3/25/2016	Atlantic City, NJ	\$350.00 -0- 15-402-100-500-03-SHS
Dr. Michel Syeda Woods	DIST JFA	Dr. Michel	Connecting the Dots between Comprehension Research & Practice	3/14/2016	Conshohocken, PA	-0- -0-

Motion unanimously approved voice 8-0

Monthly Reports

Motion (Colon\Holden) Board to Approve: **#13-9/DIST**

Motion unanimously approved voice 8-0

Policy/Job Descriptions

Motion (Colon\Holden) Board to Approve: **#14-9/DIST**

1. Board to approve the 2nd Reading and Adoption of the following board policy(s).
 - 5141.9 Automated External Defibrillator
 - 5141.25 Administration of Medical Marijuana
 - 6171.3 At-Risk & Title 1
2. Board to approve the revised School Calendar for the 2015-2016 school year:
(Snow day 1-25-2016) (attached)

Motion approved by roll call vote of 8-0-0; Ayes: Adams, Bentley, Colon, Holden, Hoolahan, Walsh, Sperry, and Groce. Nays: 0 Abstain: 0

Minutes March 9, 2016

Miscellaneous

Motion (Colon\Holden) Board to Approve: #15-9/DIST

1. Board to approve the following volunteer coaches for Spring 2016: (pending fingerprinting)

Baseball: Tyler Lycuer and PJ Pankok

Softball Jordan Cline

Motion unanimously approved voice 8-0

EXECUTIVE SESSION

Motion (Adams\Colon) Board to adopt the following Resolution to go into executive session at 7PM.

RESOLUTION: Read by Carol Adams

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, N.J.S.A 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: Litigation.

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.

Motion unanimously approved voice 8-0

RETURN TO REGULAR SESSION

Motion (Colon\Holden) Board to return to open session at 7:30PM.

Motion unanimously approved voice 8-0

NEW BUSINESS: None

ADJOURNMENT

Motion (Colon\Holden) Board to adjourn the March 9, 2016 meeting of the Salem City Board of Education at 7:31PM.

Motion unanimously approved voice 8-0

Herbert Schectman
Business Administrator/Board Secretary
HS/ds