

*Board Agenda February 8, 2023*

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

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### **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.
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 January 2023:**

John Fenwick Academy

Aria Holt	1st Grade	Mr. Hughes
Alakai Terry	1st Grade	Ms. Vernon

Salem Middle School

Jennifer Griffith	7 <sup>th</sup> Grade	7 <sup>th</sup> Grade Team
Jordan Brown	7 <sup>th</sup> Grade	7 <sup>th</sup> Grade Team

Salem High School

Olivia Woolman	11 <sup>th</sup> Grade	Ms. Irvine
Phoenix Holland	9 <sup>th</sup> Grade	Mr. Kline

#### **Staff Member(s) of the month for January 2023:**

Diana Mace     Salem High School

### **APPOINTMENT OF MEMBERS TO BOARD COMMITTEES**

- Yuenge Groce, Board President, to appoint members to the following Board Committees:
  - Personnel/Negotiations/Climate Committee
  - Facilities/Finance/Policy Committee
  - Curriculum/Technology/Student Committee
  - SCSBA Representative

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- Urban Boards Delegate
- Legislative Chairperson
- Chamber of Commerce Delegate

### **BOARD COMMITTEE REPORTS**

Curriculum

Finance

Personnel

### **PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY**

### **SUPERINTENDENT'S COMMENTS/REPORTS**

Motion (         /         ) Board to approve the regular minutes of January 4, 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-7.**

- A. \*Request Board approval of the transfer of the funds pursuant to 18A:22-8.1 for the month of December 2022.
- B. \*Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify for the month ending December 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 December 2022 as follows:

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

- C. \*Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2022. The Treasurer's Report and Secretary's Report are in agreement for the month of December 2022 pending audit.

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- D. Pursuant to N.J.A.C. 6A: 23A-16.10 (c) 4, the Salem City Board of Education certifies for the month ending December 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 January 2023                      \$1,066,261.69

To approve Payment of Bills for February 2023

February General Account                      \$1,408,683.48

Confirmation of payrolls for January 2023

January 13, 2023                      General Acct. Transfer                      \$722,370.76

January 30, 2023                      General Acct. Transfer                      \$682,476.56

### **Miscellaneous**

#### **Upon the Recommendation of the Superintendent of Schools**

Motion (                      /                      ) Board to Approve: **#2-F-8**

1. Resolved, that the Salem City Board of Education authorize Herbert Schectman, Business Administrator, to enter into a contract with B&R Erate Consulting Services to assist district staff in preparing and processing E-rate application. Successful submissions will result in a savings to the district for IT technical services. The cost of the savings will fund the consulting fees for this contract. The consultant will be entitled to 10% of the amount reimbursed to the district for CAT 1 services and 5% of the amount reimbursed to the district for CAT 2 services.
2. Request Board approval of the submission of Report Period #1 (September 1, 2022 to December 31, 2022 for the Student Safety Data Submission (SSDS) to the State of New Jersey DOE (under the Anti-Bullying Rights Act).
3. Request Board approval to submit the Equivalency Application to the NJ Department of Education.

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### STUDENT MATTERS

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

1. Request Board approval for the following March 2023 field trip updated to include number of students and hotel information:

Destination:	Date/Students:	Staff/Bus/Fees:
Harrah's Convention Center Atlantic City, NJ  NJFBLA State Leadership Conference (if pupils pass final test) see memo attached from FBLA club advisor Ms. Landolfi	<b>March 6-8, 2023</b>  5 pupils- REVISED to reflect 5 pupils  Costs of hotel and meals depend on # of pupils passing test	Mrs. Landolfi  1 bus x 2 round trips
<p>One Substitute – \$125.00 x 3 days (Acct. 15-140-100-101a-03-SHS)</p> <p>*Transportation - 1 bus x two round trips \$ as per contract w/Gloucester County Special Services Transportation (Acct. 15-000-270-512-03-SHS)</p> <p><b>Added information:</b> Harrah's Convention Center Hotel Costs:</p> <p>3 hotel rooms- male students share 2 per room and 2 rooms for 2 females (Mrs. Landolfi and 1 pupil each get own room) See attached explanation from Mrs. Landolfi</p> <p>\$2100.00 total hotel costs- REVISED/ADDED INFO</p>		

2. Request Board approval for the following field trip:

Destination:	Date/Students:	Staff/Bus/Fees:
YMCA Camp of The Pines 1303 Stokes Medford, NJ  TEEN PEP	<b>New Dates: March 8-March 10, 2023</b> 12 Students 2 Chaperones  Previous date: October 2022	Ms. Woodlock Mr. Levitsky 1 bus \$170.00 per participant (14) = \$2380.00  <u>*Money to be reimbursed through Salem Health and Wellness grant. Acct#: 20-005-200-800-03-SHS</u>
<p>Two Substitutes – \$750.00 (3 days) (Acct. 15-140-100-101a-03-SHS)</p> <p>*Transportation - (Acct. 20-005-200-800-03-SHS)</p>		

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3. Request Board approval for the South Jersey Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated to partner with JFA on their "Project L.O.V.E. (Let Our Voices Echo). This event will be in coordination with the National African American Read In and they will send Chapter Members to read to our students during the week of February 6-10, 2023. Additional information in attached Board memo.
4. Request Board approval for the Black History Month Readers Program which will allow African American men from a variety of professions within the local communities of Salem County to visit our classrooms and read to our children. This event will take place on February 24, 2023 and will provide a positive and lasting impression on our students.
5. Request Board approval for the following Kindergarten class field trip:

Adventure Aquarium 1 Riverside Drive Camden, NJ 08103 800-616-5297, Ext. 2 10:00 a – 2:30 p	Kindergarten Class March 1, 2023 83 students + chaperones TBD Student/Staff Cost: \$16.00	Ms. Mullen 5 Faculty & 3 Staff 3 Buses
Costs: Adventure Aquarium: \$1,848.00    Acct. 15-000-270-512-01-JFA Transportation: \$852.99 (\$284.33 x 3 buses)    Acct 15-000-270-512-01-JFA		

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**Home Instruction: In/ Out of District/Residential**

Motion (         /         ) Board to Approve: **#7-C-8**

1. Request Board approval for payment in full for educational services. Student #01280207 requires instruction from January 27, 2023, to possibly 30 days at the Inspira Program (partial hospitalization care program) at the Inspira Health Center, Bridgeton, New Jersey as confirmed by Salem Middle School personnel. The educational services are being provided by Brookfield Schools, 525 State Street, Suite 2, Elmer, New Jersey. Student billing in the amount of \$2,100.00 (estimated).

**Costs**

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

Tutoring student #01280207 @35.00 per hour x 60 hours = \$2,100.00

2. Request Board approval for the following student to be placed on Home Instruction:

Student	Teacher	Start Date
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#01270129	William Oberman	February 3, 2023
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Account # 11-150-100-101-00-BUS (5 hours per week x \$35.00)

3. Request Board approval for the following special education middle school student (01280207) to receive homebound instruction while a patient at Inspira Hospital in Bridgeton Hospital. Brookfield schools will provide the home instruction at \$35.00 per hour, 2 hours a day, 5 days a week. Start date was January 27, 2023.
4. Request Board approval for 9<sup>th</sup> grade student (01260020) to receive educational instruction at The Rockford Center through Learn Well Education Services. Dates: February 1, 2023 through anticipated discharge date of February 28, 2023. Tuition cost is \$51.75 per hour at 5 hours per week.

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### **Personnel**

#### **A. Resignation/Retirement**

##### **Upon Recommendation of the Superintendent of Schools**

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

1. Request Board approval of the abandonment of job of Ayriana Pitts-Townsend, effective January 6, 2023.
2. Request Board approval of the resignation of Deborah Maule, Learning Disabilities Teacher Consultant with the Child Study Team, effective March 27, 2023.
3. Request Board approval of the suspension without pay of Michele Norton. The suspension will be for a one week period January 30<sup>th</sup> through February 3<sup>rd</sup>, 2023.
4. Request Board approval of the resignation of Monique Robinson, Reading Specialist at John Fenwick Academy, effective March 30, 2023.
5. Request Board approval of the resignation of Montrey Wright as Head Coach of Football at Salem High School, effective February 1, 2023.
6. Request Board approval of the resignation of Donna O'Leary as Head Coach of Field Hockey at Salem High School, effective February 1, 2023.
7. Request Board approval of the suspension of Joseph Cole. The suspension will be for a ten-day period January 17, 2023 through January 30, 2023.

#### **B. Employment**

##### **Upon the Recommendation of the Superintendent of Schools**

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

1. Request Board approval of the employment of Melinda Marcano as Vice Principals' Secretary for the Salem Middle School effective February 9 through June 30, 2023. Ms. Marcano's salary will be \$37,808 per annum (pro-rated).
2. Request Board approval to hire Nelson Carney as a Head Custodian at John Fenwick Academy, effective February 9<sup>th</sup>, 2023. Mr. Carney's salary will be \$38,000.00 per year, pro-rated to his start date of February 9<sup>th</sup>. As Head Custodian, Mr. Carney will also receive a stipend of \$1,856.00 per year, pro-rated to February 9<sup>th</sup> start date. Employment is contingent upon successful completion of 90 days probation and a background check.
3. Request Board approval to hire Tameesha Palmer as Night Custodian at Salem High School, effective February 9, 2023. Ms. Palmer's salary will be \$25,000.00 per year, pro-rated to her start date of February 9, 2023. Employment is contingent upon successful completion of 90 days probation and a background check.



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**C. Financial Request**

**Upon the Recommendation of the Superintendent of Schools**

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

1. Request Board approval of the following faculty and staff members to fill non-contractual extra-pay positions:

Odyssey of the Mind Judge (1)                      Kathryn Reese                      \$500.00  
Account #15-401-100-110R-02 SMS

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

SMS Cheer Team                      Thronna Busch\*                      \$643.00  
\*Ms. Busch has assured SMS administration that coaching/game schedules for the SHS and our school do not conflict  
Co-curricular positions Account #15-401-100-100-02 SMS

3. Request Board approval for the following Winter 2022-2023 staff positions:

Substitute Scoreboard Operator (SMS/BG)    As Needed                      \$53.46/event                      Ambrionia Thompson

4. Request Board approval for the following staff members to be employed with the Salem City School District to proctor the ACT Prep program. The program begins Saturday, February 4, 2023 through Saturday, May 20, 2023\*. Location is Salem High School. Dates and times attached to memo.

\*Dates subject to possible change due to inclement weather.

Proctors

Brianna Santarelli  
Tyberiusz Skarzynski

Substitute Proctors:

Jennifer Cascaden  
Bridget Bernardini  
Miranda Clour-Perry  
Regina Gatson  
Rachel Hunt  
Kristina Marioni

Costs:

Teacher contracted rate – up to 4.5 hours/day on test days (3) and up to 3 hours/day on non-test days (10)  
@35.00/hour x 1 day/week. Account #15-140-100-101-03-SHS

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5. Request Board approval for the acceptance of funding in the amount of \$16,831.00 to restart the JFA after school reading enrichment program for 2022-2023. Kindergarten, First and Second grade students will attend Monday through Thursday from 3:30-4:30 PM starting February 13 through May 31, 2023.

In addition, requesting Board approval for the following pay rates and staff members who will manage the program. These items will be paid for using Title I funds.

Teacher/Substitute Teacher: \$35.00 hr. x 52 days (\$1,820.00) x 3 Teachers = \$5,460.00

Security: \$22.00 hr. x 52 days = \$1,144.00

**Teachers:**

Patricia McClaren (Tuesday and Thursday)

Mary Traini (Monday and Thursday)

**Substitute:**

Luz Williams

**Security:**

**Security:**

Tyrone Nock

6. Request Board approval of the following Spring 2023 Athletic Coaching positions:

Baseball	Head Coach	\$4,762	Josiah Hughes
Baseball	Assistant Coach (Varsity)	\$3,822	Steve Sheffield
Baseball	Assistant Coach (JV)	\$3,822	Michael Hughes
Softball	Head Coach	\$4,762	Miranda Clour Perry
Softball	Assistant Coach (Varsity)	\$3,281	Kristina Marioni
Softball	Assistant Coach (JV)	\$2,230	Bridget Bernardini
Tennis (Boys)	Head Coach		N/A
Track (Spring)	Head Coach	\$8,522	David Hunt
Track (Spring)	Assistant Coach	\$3,822	Regina Gatson
Track (Spring)	Assistant Coach	\$3,822	Scott Levitsky
Track (Spring)	Assistant Coach	\$3,822	Greg Lagakos
Track (Spring)	Assistant Coach	\$3,822	Montrey Wright

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Track (Spring)	Assistant Coach	\$3,281	Spencer Jarrett
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**D. Leave of Absence**

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

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

<u>Employee</u>	<u>Requested Period</u>
Eileen Zarbo	01/03/2023 – 04/03/2023

2. Request Board approval of the following leave of absences:

<b>Employee ID#</b>	1718	852	756
<b>Employee Name</b>	A.D. (REVISED)	D.A.	C.M.
<b>Type of Leave</b>	Intermittent - Medical	Intermittent – Medical	Medical
<b>Leave Requested</b>	02/10/2023 – 02/09/2024	02/27/2023 – 02/26/2024	01/31/2023 – 02/10/2023
<b>Fed Max Leave (max 90 days)</b>	02/10/2023 – 02/09/2024	02/27/2023 – 02/26/2024	01/31/2023 – 02/10/2023
<b>Time Usage of FMLA</b>	12 weeks	12 weeks	2 weeks
<b>Time Usage of FLA</b>	N/A	N/A	N/A
<b>*Use of Sick Days</b>	5 days	50.75 days	9 days
<b>*Use of Personal Days</b>	3 days	2 days	N/A
<b>*Use of Vacation Days</b>	N/A	N/A	N/A
<b>Unpaid Leave</b>	After exhausting all sick and personal days	After exhausting all sick and personal days	N/A
<b>Intermittent Leave</b>	1x per week 1 day per episode	2-3X per month 3-4 days per episode	N/A
<b>Extended Leave</b>	N/A	N/A	N/A
<b>Est. Return Date</b>	N/A	N/A	02/13/2023

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### **Curriculum/Professional Development**

Motion (        /        ) Board to Approve: **#11-8**

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

<b>Staff Member</b>	<b>Building</b>	<b>Administrator Approving</b>	<b>Title</b>	<b>Date of Program</b>	<b>Location</b>	<b>Registration and Mileage Cost</b>
Danielle Secula	JFS	Syeda Carter	Best Technology Tools and Resources for SLPS	02/16/2023	On-Line	\$279.00 11-000-216-800-00-CST
Lisa Mutter	SHS	John Mulhorn	What's NEW in Young Adult Literature and How to Use it in your Program	03/08/2023	Cherry Hill, NJ	\$279.00 15-000-222-300-03-SHS
Darryl Roberts	SHS	John Mulhorn	DAANJ Annual Conference	03/14/2023 Through 03/17/2023	Hardrock Hotel and Casino Atlantic City, NJ	\$400.00 15-402-100-800-02-SHS
Shashaaraa Blackshear	JFS	Syeda Carter	PreSchool Administrators Meeting	02/23/2023	Camden County Educational Services Comm.	---
Dennis Spence	Operation		NJ School School Building and Grounds Association Expo	03/19/2023 through 03/22/2023	Atlantic City, NJ	Registration fee included in membership  \$255.35 - Hotel for 3/20 and 3/21
Janine Champion	CST	Meghan Taylor	NASW Conference 2023 Annual Conference	04/30/2023 through 05/02/2023	Resorts Casino Atlantic City, NJ	Regis: \$530.00 Room: \$158.00 PreCon: \$60.00 11-000-219-592-00-CST
Joseph Longo	CST	Meghan Taylor	NASW Conference 2023 Annual Conference	04/30/2023 through 05/02/2023	Resorts Casino Atlantic City, NJ	Regis: \$390.00 Room: \$158.00 PreCon: \$40.00 11-000-219-592-00-CST

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**Facilities Requests**

Motion (       /       ) Board to Approve: **#12-8/DIST**

Organization	Use	Date*	Time	Charge
Salem County Rural League	All-Star game to be held at Salem High School	February 4 <sup>th</sup> and 5 <sup>th</sup>	9:30 AM to 5:30 PM	Fee is waived
New Jersey School Boards Association	Salem County 8 <sup>th</sup> grade Dialogue to be held at Salem Middle School	March 14, 2023	5:30 PM to 7:30 PM	Fee is waived

**Monthly Reports**

Motion (       /       ) Board to Approve: **#13-8**

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

**Policies/Calendar**

Motion (       /       ) Board to Approve: **#14-8**

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

- 7010 Goals & Objectives in Alterations & New Construction
- 7102 Site Selection
- 7110 Long-Range Facilities Planning
- 7113.1 Retirement of Buildings and Real Property
- 7114.1 Alterations and Repairs
- 7115 Developing Educational Specification
- 7117 Lactation Room
- 7120 Public Participation
- 7200 Designing Architectural Engineering Services
- 7400 Bids
- 7440 Protections and Guarantees
- 7550 Naming of Facilities

**Miscellaneous**

Motion (       /       ) Board to Approve: **#15-8**

1. Request Board approval of the following individuals as Volunteer Coaches for the Spring 2023 season:

Softball:

Steve Merrit

Emily Pew

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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 February 8, 2023 meeting of the Salem City Board of Education at \_\_\_\_\_.