

Board Agenda January 3, 2024

**Salem City Board of Education
Salem, New Jersey 08079
Board of Education Meeting
January 3, 2024**

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
Daffonie Moore

Laquendala Bentley
Heidi Holden
Nilda Wilkins

Christopher Colon
Joan Hoolahan

Student Representative:

District Representatives:

Elsinboro: TBD
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.

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Reorganization of Board Members

1. Swearing in newly elected Board of Education members and sending districts:

Laquendala Bentley
Kendra Fletcher
Daffonie Moore
Joanne Nacucchio (Quinton)
Dee DiTeodoro (Mannington)

2. Roll Call:

Sister Carol Adams
Laquendala Bentley
Christopher Colon
Dee DiTeodoro (Mannington)
Kendra Fletcher
Heidi Holden
Joan Hoolahan
Daffonie Moore
Joanne Nacucchio (Quinton)
Nilda Wilkins

3. Reorganization of the Board of Education:

Election of officers:

- a. President

Motion (/) Board to open the nominations for the position of President.

Motion (/) Board to nominate to serve as President.

Motion (/) Board to close the nominations for President.

Board voted by a roll call vote to elect _____ as President of the Salem City Board of Education from January 3, 2024 for one year or until his/her successor is elected and shall qualify.

- b. Vice President

Motion (/) Board to open the nominations for the position of Vice President.

Motion (/) Board to nominate to serve as Vice President.

Motion (/) Board to close the nominations for Vice President.

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Board voted by a roll call vote of _____ to elect _____ as Vice President of the Salem City Board of Education from January 3, 2024 for one year or until his/her successor is elected and shall qualify.

c. Code of Ethics

Motion (/) Board to adopt the New Jersey School Board Member Code of Ethics, with presentation by Attorney Corey Ahart, signature on file at Board Office.

d. Appointment of Committees:

Motion (/) Board to establish the following Board of Education Committees with committee members pending the review and reappointment by the seated president:

- i. Personnel/Negotiations/Climate Committee
- ii. Facilities/Finance/Policy Committee
- iii. Curriculum/Technology/Student Committee
- iv. SCSBA Representative
- v. Urban Boards Delegate
- vi. Legislative Chairperson
- vii. Chamber of Commerce Delegate

e. NJSBA Delegate:

Motion (/) Board to approve the appointment of a Salem City Board of Education member as the NJSBA Delegate.

Name: _____

Alternate: _____

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.

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- 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

ESS Snapshot

School Uniform Survey (2024-2025 school year) to be made available to teachers, students and parents. The results will be shared with the Board at the February 14th meeting.

IB Programme Diploma Recipients for 2023

Presentation by Ms. Jordan Pla
Aryana Furbush-Brewer
Hannah Sharp

Students of the month for December 2023:

| | | | |
|----------------------|-----------------------|------------------------|--------------------------|
| John Fenwick Academy | Messor McMurren Blair | Kindergarten | Ms. Krupski |
| | A'Zera Donelson | Kindergarten | Ms. Livingston |
| Salem Middle School | Gwyneth Hanna | 6 th Grade | Ms. Nugent |
| | Miles Oliver | 6 th Grade | Ms. Nugent |
| Salem High School | Cassidy Werkheiser | 11 th Grade | Ms. Irvine and Ms. Dixon |
| | Seymone Brewer | 9 th Grade | Mr. Kline |

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

Katie Luciani Child Study Team

BOARD COMMITTEE REPORTS

PRINCIPALS'/ADMINISTRATORS' REPORTS AND COMMENTARY

SUPERINTENDENT’S COMMENTS/REPORTS

Motion (/) Board to approve the regular minutes of December 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-7.**

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

| | |
|-----------------|------|
| Board Secretary | Date |
|-----------------|------|

- C. *Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2023. The Treasurer’s Report and Secretary’s Report are in agreement for the month of November 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 November 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 December 2023 \$1,459,323.42

To approve Payment of Bills: Will be provided for approval at the February Board meeting

| | | |
|--|------------------------|--------------|
| Confirmation of payrolls for December 2023 | | |
| December 15, 2023 | General Acct. Transfer | \$866,806.79 |
| December 21, 2023 | General Acct. Transfer | \$682,721.95 |

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Miscellaneous

Upon Recommendation of the Superintendent of Schools

Motion (/) Board to Approve: **#2-F-7**

1. Request Board approval of the following stipend position: District Community Liaison.
Request further approval of the stipend amount of \$2,500.00 per year for this position. See attached job description and description of duties.

2. Request Board approval to receive the High Impact Tutoring Grade for grade 3 and grade 4 in the amount of \$96,487.
Request further Board approval to award New Jersey Tutoring Corps the contract for tutoring for grades 3, 4 and 5. A Request for Proposal was issued on November 9th, 2023 and the bid opening was held on December 4th. NJTC will provide tutors from January 15 – May 30 to implement tutoring during the school day for students. The contract will be paid using funds from the High Impact Tutoring Grant in the amount of \$96,487. Account 20-450-100-300-00-BUS.

3. Request Board approval for the Memorandum of Agreement between Education and Law Enforcement Officials.

STUDENT MATTERS

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

1. Request Board approval of the following trip and activity requests:

| Destination | Dates / Students | Staff / Bus / Fees |
|--|---|--|
| Richard Stockton University 101 Vera King Farris Drive Galloway Township NJ 8:30am – 2:15pm Contact: Jessica Grullon | January 18, 2024 Approx. 80 students College visitation | Mr. Gary Crowe Ms. Kaitlyn Weidner 5 Faculty Members 3 buses 2 substitutes No cost to students |
| Delaware State University 1200 North DuPont Highway Dover, DE 8:30am-12:30pm | March 13, 2024 Approx. 70 students College visitation | Mr. Gary Crowe Ms. Kaitlyn Weidner 5 Faculty Members 2 buses 2 substitutes No cost to students |
| Music in the Parks Dorney Amusement Park 4000 Dorney Park Road Allentown, PA 8am-4pm 610-395-3724 | May 10, 2024 Approx. 30 students | Ms. Carleigh Toogood Mr. Nicholas Cesario 1 bus 2 substitutes \$70 per student, active fundraising |
| <u>Costs</u> Substitutes: \$125.00 x 4 = \$500.00 | | Acc't: 15-130-100-101S-02 SMS |

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| | |
|---|-------------------------------|
| Substitutes: \$125.00 x 1 = \$125.00 | Acc't: 15-212-100-101S-02 SMS |
| Substitutes: \$125.00 x 1 = \$125.00 | Acc't: 15-212-100-106S-02 SMS |
| Transpo Total = \$ 1, 805.88 | Acc't: 15-000-270-512-02 SMS |
| (Transportation: \$300.98 [FD1 = trips more than 50 miles RT] x 6 buses = \$1,805.88) | |

Home Instruction: In/ Out of District/Residential

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

1. Request Board approval for the following out of district placements for the 2023-2024 school year:

| Student ID | School | Grade | Tuition - Prorated | Dates | Account # |
|------------|----------|-------|--------------------|----------------|-----------------------|
| 01240025 | Daretown | 12 | \$61,317.00 | 1/2/24-6/30/24 | 11-000-100-565-00-BUS |
| 01280220 | Daretown | 8 | \$61,317.00 | 1/2/24-6/30/24 | 11-000-100-565-00-BUS |
| 01260014 | Daretown | 8 | \$61,317.00 | 1/2/24-6/30/24 | 11-000-100-565-00-BUS |

2. Request Board approval for high school special education student (01270048) to receive home instruction while attending the “A Step Ahead” program at Bridgeton Inspira Hospital. Instruction started on December 12, 2023; end date to be determined. Cost of instruction is \$35.00 per hour, two hours a day. Account number 11-000-219-320-00-CST.

Miscellaneous

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

1. Request Board approval for Drake Bartlett (resident district Penns Grove/Carney’s Point) to attend Salem High School as a 9th grade pupil. Parent will provide transportation. Pupil is the child of Mrs. Rachel Hunt, teacher at Salem High School.
2. Request Board approval for Isabella Langley (resident district school Logan Township) to attend Salem High School as a 9th grade pupil. Parent will provide transportation. Pupil is the child of Mrs. Sandra Langley, teacher at Salem High School.

B. Employment

Upon the Recommendation of the Superintendent of Schools

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

1. Request Board approval for the following returning substitute teacher for the 2023-2024 school year. Ms. DeVilme’ will substitute at John Fenwick Academy only.

Alexa DeVilmé

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- Request Board approval of the employment of Cherish Hill as a One to One Paraprofessional for MD (K-1) at John Fenwick Academy for the 2023-2024 school year, beginning January 3, 2024. Ms. Hill's salary will be \$19,105 (Step 1/Tier II), prorated to January 3 start date. Salary is for the 2022-2023 school year and if applicable will be adjusted upon settlement of contract.

C. Financial Request

Upon the Recommendation of the Superintendent of Schools

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

- 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 3, 2024 through Saturday, May 11, 2024*.

Proctors:

Bridget Cheeseman
 Kristina Marioni
 Brianna Santarelli

Substitute Proctors

Steve Sheffield
 Sandra Langley
 Michael Deans
 Tyberiusz Skarzynski

Teacher contracted rate: \$35.00* x 1 day/week

Up to 4.5 hours a day on 3 test days (3) and up to 3 hours a day on non-test days (10)

Account 15-140-100-101-03-SHS

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

- Request Board approval for Thronna Busch to serve as District Community Liaison for Salem City School District and to receive the stipend amount of \$2,500.00 per year, effective January 4th, 2024. Stipend will be prorated to January 4th start date.
- Request Board approval for the following Athletic Support Staff for Salem High School. Stipend indicated is from the 2022-2023 school year and will, if applicable, be adjusted upon settlement of the contract:

| | | | |
|------------------|-----------|--------------|----------------|
| Event Staff (HS) | As Needed | \$33.75/game | Montrey Wright |
|------------------|-----------|--------------|----------------|

D. Leave of Absence

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

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

| Employee | Requested Period |
|--------------|----------------------|
| Ruqayyah Ali | 12/5/2023 – 4/5/2024 |

- Request Board approval of the following FMLA leaves of absence:

| | | |
|------------------------|-------------------------|-------------------------|
| Employee ID# | 1420 | 1575 |
| Employee Name | R.A. | L.M. |
| Type of Leave | Bonding | Intermittent -Medical |
| Leave Requested | 11/14/2023 – 12/05/2023 | 12/04/2023 – 12/03/2024 |

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| | | |
|------------------------------------|-------------------------|--|
| Fed Max Leave (max 90 days) | 11/14/2023 – 12/05/2023 | 12/04/2023 – 12/03/2024 |
| Time Usage of FMLA | 3 weeks | 12 weeks |
| Time Usage of FLA | 3 weeks | N/A |
| *Use of Sick Days | 0 days | 7 days |
| *Use of Personal Days | 0 days | 3 days |
| *Use of Vacation Days | 0 days | N/A |
| Unpaid Leave | 11/14/2023 – 12/05/2023 | After sick and personal days are exhausted |
| Intermittent Leave | N/A | 2X per month 1 day per episode |
| Extended Leave | Non-FMLA | N/A |
| Est. Return Date | 04/08/2023 | N/A |

Facilities Requests

Motion (/) Board to Approve: **#12-7/DIST**

| Organization | Use | Date | Time | Charge |
|--------------|---|----------------------|-------------|-----------|
| Hopeloft | Homework help, tutoring, mentoring for 6 th -8 th grade students in Salem Middle School | 1/8/2024 – 6/13/2024 | 3:30p-6:00p | No charge |

Monthly Reports

Motion (/) Board to Approve: **#13-7**

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

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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 January 3, 2024 meeting of the Salem City Board of Education at _____.