

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

**November 16, 2017
6:30 p.m.**

MINUTES

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:36 pm

BOE Mission Statement

The mission of the Somerdale School District, in active partnership with the community and staff, is to provide a safe and supportive environment which offers all students the opportunity to develop academically, socially, physically and emotionally, and to create students who are inquisitive and value learning not, only now, but also in the future.

We aspire to provide a broad range of educational opportunities in a nurturing environment designed to challenge all students to strive for personal excellence, achieve the New Jersey Core Curriculum Standards and become responsible citizens in this rapidly changing world.

II. SUNSHINE LAW/ROLL CALL

Sunshine Law:

The Somerdale Board of Education Meeting is called to order. The Board of Education is in compliance with the sunshine regulations. This meeting was appropriately advertised by notifying The Courier Post and The Philadelphia Inquirer, as well as posting notices in Borough Hall, the Somerdale Post Office and the Somerdale Park School.

Our attorney has advised us that we cannot prevent you from making remarks about our employees. He has requested we advise you that our employees are not Public Officials and you are not immune from civil actions they may bring as a result of your remarks whether vocal, by e-mail, or social media such as Facebook, Twitter, etc.

James Anderson – Present	Monique Howard - Present
Kim Barkoff – Present	Susan Lowden - Present
Alicia Conte – Present	Melissa Moore - Present
Colm Fidgeon – Absent	John Phillips - Absent
	James Walsh - Absent

Also Present:

Cleve Bryan, Interim Superintendent/Principal
Melissa Engelhardt, Business Administrator/Board Secretary
Robert Ford, Vice Principal
Chris Long, Solicitor

III. PUBLIC COMMENTS on any action items. - None

NOTATION OF PUBLIC COMMENTS ON AGENDA ITEMS ONLY

The Board President will recognize those individuals in the audience whom wish to comment **on any action items on this Agenda.**

Please respect the following procedures:

1. Be recognized by the Board President.
2. State your full name and address.
3. Identify the resolution/item number on which you wish to comment.
4. Wait to be recognized before you make your comment
5. Limit your comments to the specific resolution/items.
6. Limit your comments to (3) minutes per person.

IV. APPROVAL OF MINUTES

On a motion made by Mrs. Conte and seconded by Mrs. Moore the following was approved:

Recommend that the Board of Education approve the regular session minutes of the October 12, 2017 BOE Meeting.

ALL IN FAVOR: YES 6 NO 0 ABSTAIN 0 ABSENT 3

V. REPORTS

A. Superintendent's Report

- The first marking period ended on November 3, 2017. There were early dismissals Monday 11/6-11/8 for having Parent Conferences and Professional Development. Night conferences held on Monday 11/6/2017 from 5:30 – 7:30 PM. There was a good turnout of parents for the conferences
- In the first marking period, 28 students achieved the Superintendent's List for earning all (A's) and 87 students achieved Honor Roll for earning all (A's and B's) on their report card. We will celebrate the students who achieved the Superintendent's List with a continental breakfast on Dec.1, 2017 at 8:30AM in the cafeteria, parents are invited. I would like to extend an invitation to our Board of Education to attend this event. Honor Roll students will be celebrated with a snack and picture taking gathering in the cafeteria. I do not have a date for this event at this time. We will be posting our students who made either Superintendent's List or Honor Roll on our website.
- Next week I will be meeting with our MAP data teachers and Mr. Ford to compare the spring MAP scores and PARCC to continue to address student achievement on state testing.
- Melissa Engelhardt shared data regarding morning participation of eligible students in our Free and Reduced Lunch/Breakfast program. Only 32 students on average for the month of October ate breakfast before school during our extended morning serving time from 7:00 to 8:15 AM. We need 12 more eligible students to be eating breakfast in our program each day to meet the required 25% participation rate. To meet these Federal requirements for food subsidies, we are developing a promotion campaign and incentives. Also, since many of the students in the cafeteria in morning do not eat the school breakfast we do not need to start serving at 7:00 AM. We would like to reduce the amount of time for the breakfast program from 7:00 AM to 7:45 AM which will give students 30 minutes to eat and get to homeroom on time. This change in serving times will start on December 4, 2017. Parents will be notified about this change on our website, through Ed.Connect, and in a letter being backpacked home with our students.
- Fire Prevention assembly held on October 13 for grades K-4 by the Somerdale Fire Department
- Week of Respect October 2-6 "Kind is the New Cool" t-shirts distributed to the entire school
- Red Ribbon Week October 23-27 A poster contest was held and there were five student prize winners
- Anti-Bullying Program October 27 for grades 5-8

- Halloween Parade October 31
- Renaissance Tailgate Party for students earning Renaissance cards in the 4th marking period of last school year on October 31, 2017.
- Random Acts of Kindness recognition held every Friday in October
- Steered Straight assembly for middle school students on November 15
- Fall sports are finished and winter sports practices have begun. We will post the winter sport's game schedule on our website when they are finalized.
- Our soccer team under the direction of their coach Ms. Andrea Lomas and Assistant Coach Matt Roche, had a championship season by winning their conference. We will honor this team and their accomplishments at the December B.O.E. meeting.
- Most of our clubs are up and running. We are currently looking for an advisor for the Science Club.
- Breakfast Program will be running promotions this month that include a free snack coupon for every five breakfasts a student eats, website information, and lawn signs.
- Students of the Month along with Staff Member of the Month will be honored at each B.O.E. meeting starting December. Letters will be sent home via email and backpack to invite parents/guardians to attend this part of the B.O.E. meeting.
- Our school has been entered in to a Character Education Contest by Mr. Ford.
- I have asked Mr. Ford to set up a "School Environment Committee" made up of volunteer members of our staff that represent the different grade levels. This committee will meet starting the first week of December to review and revise our "Code of Behavior" disciplinary guidelines. They will categorize these guidelines and arrange them in groups according to the severity of the infraction. Then they will revise the consequences to make sure they are age appropriate and match the severity of the infraction. Ineffective and unnecessary items in the guidelines will be removed or revised. Upon completion of this first task, the revised "Code of Behavior" disciplinary guidelines will be presented to the Board of Education to be adopted.
- I met with our Board Committees on 11/14/17 from 7:00 – 10:00 PM to discuss current issues they are working on.

Mr. Walsh arrived at the meet at 6:48 pm

B. Business Administrator's Report

- Completed Comprehensive Maintenance Plan with corresponding schedule M-1 for submission to the County which is on the agenda for approval tonight.
- Completed the District Report of Transported Resident Students which was reviewed by our auditor and submitted to the DOE before the due date of November 17.
- The required reporting to DOE for Charter and State Facilities Students has been completed.
- Our County mid-year review reports are due Monday. And I am working with the Superintendent to complete the questions and file the reports by the due date.
- Currently working on our Application for State School Aid reporting to the DOE which will be completed by the December 1 due date.

VI. NEW BUSINESS

BUSINESS AFFAIRS, John Phillips, Chairperson, James Walsh, Alternate Chairperson, Kim Barkoff, Administrative Liaisons: Cleve Bryan, Melissa Engelhardt

A. Finance – Reviews and monitors the school district budget and assumes other fiscal responsibilities

Report by Finance Committee Chair

On a motion made by Mr. Walsh and seconded by Mrs. Conte the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-5:

1. Financial Reports:

To approve the Board Secretary and Treasurer's Reports for 2017 (attachment #1).

The Board Secretary's Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of September 2017. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

The Treasurer's Report is in accordance with 18A:17-36 and 18A:17-9 for the month of September 2017. The Treasurer's Report and Secretary's report are in agreement for the month of September 2017.

Board Secretary in accordance with N.J.A.C. 6A:23A - 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4 We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

2. To approve the following bill lists (attachment #2):

- a. October 13, 2017 Payroll Check Journal totaling: \$221,785.81
- b. October 30, 2017 Payroll Check Journal totaling: \$207,552.28
- c. Vendor Bill List #1 and corresponding Check Journal totaling: \$10,568.75
- d. Vendor Bill List #2 and corresponding Check Journal totaling: \$818.07
- e. Vendor Bill List #3 and corresponding Check Journal totaling: \$83.03
- f. Vendor Bill List #4 and corresponding Check Journal totaling: \$294,435.64
- g. Vendor Bill List #5 and corresponding Check Journal totaling: \$24,209.69

3. To approve the Transfers/Adjustments for the month of September 2017 (attachment #3). – None at this time

4. To approve contract with Med-Flex, Inc. for the removal of medical waste from October 3, 2017 through October 2, 2020 in the amount of \$86.25 per year.

5. To approve Greg Cesare, and/or Designee to attend all countywide, district wide, and/or regional CST and/or IEP (*out-of-district*) student(s) meetings for the 2017-2018 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

On a motion made by Mr. Walsh and seconded by Mrs. Conte the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 6-10:

6. To approve Cleve Bryan, Interim Superintendent/Principal, to attend all countywide, district-wide, and/or regional Roundtable for the 2017-2018 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.

7. To approve Cleve Bryan, Interim Superintendent/Principal, and/or Designee to attend all countywide, district-wide, and/or regional Principal and/or Curriculum meetings for the 2017-2018 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy

8. To approve the appointment of Cleve Bryan for the 2017-2018 school year as:
 - a. NCLB Coordinator
 - b. IDEA Basic and IDEA Preschool Coordinator
 - c. Affirmative Action Officer
 - d. State Testing Coordinator/PARCC Coordinator
 - f. Curriculum Supervisor
 - g. Acting Special Education Coordinator
 - h. Educational Stability Liaison

9. To approve the contract with Brookfield Academy to provide educational instruction services to Somerdale School District students sent to the Castle Program for the 2017-2018 school year in the amount of \$40.00 per hour.

10. To approve the 2016-2017 Comprehensive Maintenance Plan. (attachment #4)

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

On a motion made by Mr. Walsh and seconded by Mrs. Conte the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 11-12:

11. To approve a contract with Children’s Hospital of Philadelphia to provide homebound instruction for student 280640955 for an 4-8 week period with intermittent admissions possible throughout the 2017-2018 school year at a rate of \$55.19 per hour.

12. Discussion and Acceptance of the Audit Report as presented by the Superintendent of the Somerdale School District for the year ended June 30, 2017. There were no findings for the 2016-2017 audit. No corrective action plan is needed. A summary of the audit is available for public on the website. The Exit Conference w/Auditors was held on October 2, 2017. (attachment #5)

CORRECTIVE ACTION PLAN

NAME OF SCHOOL: Somerdale
 COUNTY: Camden
 TYPE OF AUDIT: Annual – Through June 30, 2017
 DATE OF BOARD MEETING: November 16, 2017
 CONTACT PERSON: Mrs. Engelhardt, Board Secretary
 TELEPHONE NUMBER: (856) 783-2931 x803

Recommendation Number	Corrective Action	Method of Implementation	Person Responsible for Implementation	Completion Date
1.)	NONE			

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

B. Facilities – Reviews the needs and uses of district buildings and grounds

Report by Facilities Committee Chair

On a motion by Mr. Walsh and seconded by Mrs. Conte the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1 – 2 for Use of Facilities as per Somerdale Board of Education Policy 7510:

1. To approve Somerdale Park’s Student Council to hold a Dodgeball Tourney on March 8, 2018 at 5:45 pm in the Gym. Proceeds to benefit Student Council activities.
2. To approve Somerdale PTA to hold Scholastic Book Fair from January 23, 2018 through January 25, 2018, which includes a Family Night on January 24, 2018.

ROLL CALL VOTE Item 1: YES 7 NO 0 ABSTAIN 0 ABSENT 2

ROLL CALL VOTE Item 2: YES 6 NO 0 ABSTAIN 1 (Barkoff) ABSENT 2

INSTRUCTIONAL, Dr. Monique Howard, Chairperson, Melissa Moore, Alternate Chairperson, James Anderson, Administrative Liaisons: Cleve Bryan, Robert Ford

A. Curriculum – Reviews and evaluates standardized test results as a district and monitors direction of curriculum.

Report by Curriculum Committee Chair

On a motion made by Mr. Anderson and seconded by Mrs. Moore the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1 - 3:

1. To approve the Nursing Service Plan for the 2017-2018 school year as per N.J.A.C. 6A:16-2.1(b), as drafted by M. Dow, school nurse. (attachment #1)
2. To approve the Somerdale Park School Disciplinary Referral Form for the 2017-2018 School year. (attachment #2)
3. The following field trips:
 - a.) To approve Student Council students to travel to Deptford Mall to assist Clearview Special Education Students with annual Christmas Shopping on December 7, 2017. No cost to student, \$5.00 transportation fee to be paid from Student Council funds.
 - b.) To approve Student Council students to visit Medieval Times, Lyndhurst, NJ, on March 15, 2018. Cost per student \$35.00 plus \$5.00 transportation fee.
 - c.) To approve Renaissance Trip to Wildwood, NJ for grades 5th - 8th Grades, on June 11, 2018. Cost per student \$24.00 and transportation cost of \$1840.00 to be paid from the General Fund.
 - d.) To approve the Renaissance Trip to DiDonato’s Bowling, Hammonton, NJ on February 5, 2018. No cost to student, trip paid through General Fund.
 - e.) To approve the Renaissance Trip to Cinemark Movies, Somerdale, NJ, on May 25, 2018. No cost to student, trip paid through General Fund.

- f.) To approve Third Grade Students to visit the Academy of Natural Science, Philadelphia, PA, on March 22, 2018. Cost per student \$12.50 plus \$5.00 transportation fee.
- g.) To approve Second Grade Students to visit the Camden Aquarium, Camden, NJ, on May 24, 2018. Cost per student \$16.00 plus \$5.00 transportation fee.
- h.) To approve First Grade Students to visit the Philadelphia Zoo, Philadelphia, PA, on May 29, 2018. Cost per student \$18.00 plus \$5.00 transportation fee.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

B. Personnel – Assists in the interviewing process of district administrators and reviews hiring recommendations of the Superintendent. Also, reviews and approves staff policies and job descriptions

Report by Personnel Committee Chair

On a motion made by Mrs. Moore and seconded by Mr. Anderson the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1-5:

1. To approve the resubmission of the Interim Superintendent's 2017-2018 contract to the County Superintendent.
2. To post approve Jessica Palo, Charity Knecht, Anna Barnow, and Dominic Travarelli to conduct Parent Map and Classworks Classes on or about October 25, 2017 and November 15, 2017 from 6:30 pm – 7:10 pm and 7:15 pm – 8:00 pm to be paid at a rate of \$40.00 per hour.
3. To post approve Gloucester City's Kindergarten Teachers to observe Somerdale Park's Kindergarten Daily 5 lessons on October 19, 24, and 26, 2017.
4. To accept the resignation of Kristine Reichelderfer as the Girl's Assistant Basketball Coach for the 2017-2018 season.
5. To approve Jessica Palo as Girl's Assistant Basketball Coach for the 2017-2018 season at a stipend of \$900.00.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

On a motion made by Mrs. Moore and seconded by Mrs. Barkoff the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 6:

6. To approve Nikki Marroletti for maternity leave extension, qualifying for both FMLA and NJFLA simultaneously for the care of her new born child, to run concurrently with paid sick leave, with a start date of November 16, 2017 and a return date of November 27, 2017.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

POLICY/COMMUNITY AFFAIRS, Alicia Conte, Chairperson, James Anderson, Alternate Chairperson, Kim Barkoff, Administrative Liaison: Robert Ford

A. Policy – Reviews, updates and creates district policies with Superintendent and presents them to the board.

Report by Policy Committee Chair

On a motion by Mrs. Moore and seconded by Mr. Anderson the following was approved:

The following item will be recommended for approval:

1. None at this time

Recommend that the Board of Education on the recommendation of the Superintendent approve the following items 1 & 2:

1. For First Reading:
 - a. 5561 – Use of Restraint
 - b. R5561 – Use of Restraint
2. For Second Reading:
 - a. 1240 – Evaluation of Superintendent
 - b. 3126 – District Mentoring Program
 - c. 3221 – Evaluation of Teachers
 - d. 3222 – Evaluation of Teaching Staff Members
 - e. 3223 – Evaluation of Administrators
 - f. 3224 – Evaluation of Principals
 - g. 3240 – Professional Development for Teachers and School Leaders
 - h. 5610 – Suspension
 - i. 5620 – Expulsion
 - j. 8505 – Local Wellness Policy
 - k. 8550 – Unpaid Meal Charges
 - l. R1240 – Evaluation of Superintendent
 - m. R3126 – District Mentoring Program
 - n. R3221 – Evaluation of Teachers
 - o. R3222 – Evaluation of Teaching Staff Members
 - p. R3223 – Evaluation of Administrators
 - q. R3224 – Evaluation of Principals
 - r. R3240 – Professional Development for Teachers and School Leaders
 - s. R5610 – Suspension Procedures

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

B. Community Affairs – Participation in community events to educate the public on programs the district offers. Also educates the public on the school board policies and responsibilities.

Report by Community Affairs Committee Chair

A recommendation is requested to approve the following:

1. None at this time

BOND REFERENDUM, Colm Fidgeon, Chairperson, Alicia Conte, Alternate Chair, James Walsh, Administrative Liaison: Cleve Bryan, Melissa Engelhardt

The Bond Referendum Committee's function it to meet and develop a framework for moving a referendum forward and to address project and budgetary issues.

Report by Bond Referendum Committee Chair

Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;

WHEREAS, the length of the Executive Session is undetermined; however, the Somerdale Park Public School District, Board of Education will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene at 7:30 pm and the Somerdale Park Public School District, Board of Education will proceed with business.

NOW, THEREFORE, BE IT RESOLVED, that the Somerdale Park Public School District, Board of Education will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Somerdale Park Public School District, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Somerdale Park Public School District, Board of Education attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Somerdale Park Public School District, Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

BE IT FURTHER RESOLVED that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

XII. RETURN TO PUBLIC SESSION

On a motion made by Mr. Anderson and seconded by Mr. Walsh the board returned to public session at 7:48 pm

XIII. DISCUSSION ITEM:

- 1) Parent Communication
- 2) Discipline Procedures

XIV. ADJOURNMENT

On a motion made by Mr. Anderson and seconded by Mrs. Conte the meeting was adjourned 7:58 pm.

Respectfully Submitted,

Melissa Engelhardt