

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

December 14, 2017

6:30 p.m.

MINUTES

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:31 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 - Absent
Kim Barkoff - Present	Susan Lowden - Present
Alicia Conte - Present	Melissa Moore - Present
Colm Fidgeon – Present	John Phillips - Absent
	James Walsh - Absent

Also Present:

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

III. A Presentation by Mr. Cleve Bryan honoring the November Students of the Month and the Somerdale Soccer Team on their winning season.

Dr. Howard arrived at the meeting at 6:36 pm

IV. *The Board would like to Recognize and Thank Mr. John Phillips for the Last Four Years of Service to the Board of Education.*

Mr. Walsh arrived at the meeting at 6:53 pm

V. Recess at 6:54 pm

VI. Resume meeting at 6:57 pm

VII. PUBLIC COMMENTS on any action items.

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.

Melissa Reitano - 31 Lafayette Ave, Somerdale: Comment on Finance item 5. Not all of our kids are going to be going to college. Why don't our kids have access to woodshop, why aren't they exposed to that? They have a fabulous art program at Sterling, we are getting rid of a kiln, why don't our kids get exposed to art? Even if our equipment isn't good, what can we do to bring these programs back?

Cleve Bryan – This is one of the things I've talked to the board instruction committee about. You are not the first person who has expressed the desire for the kids to be exposed to the arts. We are looking to add some cycle courses next year to allow our middle school students to experience such things like art, music, and woodworking to incorporate the arts.

Susan Lowden – We faced financial crisis awhile back and unfortunately we had to cut a lot of our programs. Dr. Vespe did a nice job in bringing many of them back for elementary students and we will be working to expand the programs to middle school.

James Walsh – I know we also had an issue with trying to find a woodshop teacher. We advertised for it many times and didn't have any luck.

VIII. APPROVAL OF MINUTES

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

Recommend that the Board of Education approve the regular and executive session minutes of the November 16, 2017 BOE Meeting and closed session minutes of the November 30, 2017 and December 7, 2017 Meeting.

ALL IN FAVOR: YES 8 NO 0 ABSTAIN 0 ABSENT 1

IX. REPORTS

A. Superintendent's Report

- The state of New Jersey has a new science assessment this year, New Jersey Student Learning Assessment-Science. This state assessment will be administered to our 8th grades

May 23 and 24. The state has yet to determine whether we will give it to our 5th graders or fourth graders on May 30 and 31.

- Interim Reports for the second marking period will go out tomorrow, Dec. 15, 2017.
- We are revising our PLC agenda for 2018 to include teachers working with PARCC data from 2017 along with MAP testing to determine student deficiencies in mastering Math and ELA Standards. The analysis of this data will give teachers important information in addressing the achievement gap of our students. Addressing our students achievement gap as it relates to performance on state testing is a requirement of QSAC and is reflected in the District's Improvement Plan
- Starting January 2, 2018, the morning Breakfast Program will start at 7:45 AM and we will allow students to enter the building for the breakfast program at 7:30 AM
- Mr. Ford has set up a "School Environment Committee" made up of volunteer members of our staff that represent the different grade levels. This committee has already once in 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
- Winter sports practices have begun and the winter sport's game schedule is on our website.
- The breakdown for Marking Period 1 Renaissance Cards is as follows:
 - Grades 5-8
 - White: 72
 - Blue: 28
 - Gold: 18

There will be a Renaissance 1st Marking Period Ice Cream Rewards Party for 153 students in grades K-4 tomorrow afternoon. Also, Renaissance will celebrate 118 students from the 1st marking period for their achievements at their Donut Reward Party in the Cafeteria tomorrow morning.

- It was my pleasure to have lunch with the Students of the Month for October and November.
- On December 1 we recognized 27 students who made the Superintendent's List for the first marking period at our first Superintendent's List Breakfast. This event was well attended by parents and guardians. Our select chorus did an outstanding job of performing at this event.
- I met with the Superintendents of Stratford/Laurel Springs, Magnolia, and Sterling Districts Wednesday morning. We discussed emergency snow procedures and exchanged cell phone numbers. Mark Napoleon from Sterling discussed with the group shared service opportunities with Sterling. These included World Language and Music Teachers, Guidance Counselor/SAC, CST Director, and Construction Project Manager. In discussing PARCC test results, the Superintendent of Stratford/Laurel Springs shared that a big part of his District's success is the work of two teachers who are paid in the summer to analyze test data and provide professional development and coaching in using the data to guide instruction. I shared our District's new Restraint and Service Animal policies with the group.
- We had a faculty meeting Wednesday after school. The agenda included going over safety procedures, input for developing service dog implementation, Achieve NJ update, and revising the PLC schedule for 2018 to include PARCC data analysis.
- The PTA had three successful and well attended events last week: Chick Fil A Night, their Holiday Shop, and the 1-4th grade Holiday Dance.
- This Monday December 18 at 7:00 PM our band and chorus will have their Holiday Concert. I hope everyone here will attend. Also, they will be performing the next day at the Deptford Mall on December 19 at 11:00AM.

B. Business Administrator's Report

- I have completed a rough draft of the 18/19 budget and am scheduled for first review with the Superintendent tomorrow.
- QSAC review meeting with the DOE is scheduled for January 30, 2017
- Mid-Year Review with the DOE is scheduled for January 31, 2017
- Bond referendum project application must be resubmitted to the DOE reflecting the request for debt service aid which was missing in the original resolution.

X. 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 Mrs. Moore and seconded by Mrs. Barkoff the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-3, 5 (Item 4 Tabled):

1. Financial Reports:

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

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of October 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 October 2017. The Treasurer’s Report and Secretary’s report are in agreement for the month of October 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. November 15, 2017 Payroll Check Journal totaling: \$207,523.11
- b. November 30, 2017 Payroll Check Journal totaling: \$213,869.36
- c. Vendor Bill List #1 and corresponding Check Journal totaling: \$109.54
- d. Vendor Bill List #2 and corresponding Check Journal totaling: \$778.11
- e. Vendor Bill List #2 and corresponding Check Journal totaling: \$17,564.49
- f. Vendor Bill List #4 and corresponding Check Journal totaling: \$237,159.96

3. To approve the Transfers/Adjustments for the month of October 2017 (attachment #3).

4. To post approve the Client Portal User Account Agreement for National Vision Administrators, LLC to allow authorization for third party access.

- To approve the disposal of the Kiln and woodshop equipment, which have become obsolete and no longer used by the district. **TABLED**

ROLL CALL VOTE: YES 8 NO 0 ABSTAIN 0 ABSENT 1

On a motion made by Mr. Fidgeon and seconded by Dr. Howard the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 6-8:

- To approve 5 year lease renewal with KDI for 3 new black and white Ricoh copiers;
WHEREAS the lease term shall begin January 25, 2018 and terminate on December 25, 2022;
WHEREAS the cost of the lease shall remain the same as the expiring lease at \$1,469.00 per month;
BE IT FURTHER resolved that the board approve a corresponding 5 year service contract with KDI;
WHEREAS the service contract term shall begin on January 25, 2018 and terminate on December 25, 2022;
WHEREAS the cost of the service contract is \$1,687.50 per quarter;
WHEREAS the service contract payment includes 375,000 copies per quarter;
WHEREAS copies in excess of the included amount shall be billed at .0045/copy;
NOW BE IT RESOLVED that the Board approves both the copier lease and service contract as set forth in the agreements.
- To post approve 5 year lease with KDI for a new Canon color copier;
WHEREAS the lease term shall begin July 14, 2017 and terminate on July 13, 2022;
WHEREAS the cost of the lease is \$160.84 per month;
WHEREAS the payment includes the cost of 250 color images and 450 black & white images per month;
WHEREAS copies in excess of the included amount above shall be billed at .079/color copy and .011/black & white copy;
BE IT FURTHER RESOLVED that the board approve the exchange of the Canon copier with a Ricoh copier;
WHEREAS the Canon copier is not working as agreed;
WHEREAS the Ricoh offers the same options as the Canon;
WHEREAS all other lease terms remain the same;
NOW BE IT RESOLVED that the Board approves the color copier lease as set forth in the agreement.
- To approve the following resolution:

RESOLUTION

SOMERDALE BOARD OF EDUCATION

RESOLUTION AUTHORIZING THE SUBMISSION OF BOND REFERENDUM QUESTION TO THE NEW JERSEY DEPARTMENT OF EDUCATION AND AMEND THE DISTRICT'S LONG RANGE FACILITIES PLAN

WHEREAS, the Somerdale Board of Education ("SBOE" and/or "Board") desires to complete two (2) projects, one of which of which for the replacement of a roof and construction of a new parking lot, totaling approximately \$2,788,120.00 and the second for improvements to the playground and the redesign of the current parking lot, totaling approximately \$986,480.00; and

WHEREAS, the SBOE is seeking Debt Service Aid Funding for any and all eligible components of the submitted projects; and

WHEREAS, the SBOE intends to fund the two (2) projects through bonding after approval of the projects by voters of the District as a bond referendum; and

WHEREAS, the SBOE now desires to submit the proposed questions to the New Jersey Department of Education for their approval; and

WHEREAS, the projects require the District to amend their Long Range Facilities Plan to be consistent with the proposed projects.

NOW, THEREFORE, BE IT RESOLVED, by the Somerdale Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The SBOE's Superintendent, Business Administrator, Board President and/or Board Vice President or their designees are hereby authorized to take any and all action required to submit the two (2) referendum questions to the New Jersey Department of Education.
3. The SBOE's Superintendent, Business Administrator, Board President and/or Board Vice President or their designees are hereby authorized to take any and all action required to amend the District's Long Range Facilities Plan to be consistent with the proposed project.

ROLL CALL VOTE: YES 8 NO 0 ABSTAIN 0 ABSENT 1

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

Report by Facilities Committee Chair

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

1. None at this time

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. Walsh and seconded by Mr. Anderson the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following item 1:

1. The following field trips:
 - a.) To approve the Music Department to take several students to perform at the Deptford Mall, Deptford, NJ, on December 19, 2017.

ROLL CALL VOTE: YES 8 NO 0 ABSTAIN 0 ABSENT 1

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 Mr. Walsh and seconded by Mr. Fidgeon 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 Interim Superintendent/Principal contract for Cleve Bryan from November 1, 2017 to June 30, 2018 at a daily rate of \$587.67.
2. To accept the resignation of Lauren McCaffrey as the Science Club Advisor for the 2017-2018 school year.
3. To approve Dominic Travarelli as the Science Club Advisor for the 2017-2018 school year at a rate of \$35.00 per hour not to exceed \$1,050.00.

4. To post approve Karyn Lightstone, Book Mate volunteer to visit Kindergarten Classrooms once a week from 12:30 - 1:00 pm for the 2017-2018 school year to help expand literature with at risk students.
5. To approve Michael Quariadi, Rowan College student to complete 8 hours of observation with Sharon Gorman on December 15, 2017 and December 18, 2017.

ROLL CALL VOTE: YES 8 NO 0 ABSTAIN 0 ABSENT 1

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 made by Mr. Anderson and seconded by Dr. Howard 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. 5337 – Services Animals
2. For Second Reading:
 - a. 5561 – Use of Restraint
 - b. R5561 – Use of Restraint

ROLL CALL VOTE: YES 8 NO 0 ABSTAIN 0 ABSENT 1

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

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

1. None at this time

XI. DISCUSSION ITEM:

1. Discussion of School Board Members' Code of Ethics:
 - a. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.

XII. REPORTS:

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

The following item will be recommended for approval:

1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for:
 - a. December 2017 (attachment #1)

ALL IN FAVOR: YES 8 NO 0 ABSTAIN 0 ABSENT 1

XIII. OTHER REPORTS:

- a.) Student Attendance

Enrollment November 2017

Preschool	30
Kindergarten	55
1st Grade	44
2nd Grade	52
3rd Grade	54
4th Grade	52
5th Grade	53
6th Grade	47
7th Grade	48
8th Grade	54
Out of District	2
Charter Students	3
Home Instruction	1
Homeless -Tuition	0
Total November 2017	495

- b.) Security/Fire Drill Reports

FIRE DRILL:

DATE: 11/21/17 Alarm Sounded: 8:59 am
Building Cleared: 9:01 am
Returned to Building: 9:03 am
Alarm Station Used: C-Wing
All Staff in attendance participated in drill
Number evacuated: Students present –469
Staff Present: 87

Special conditions simulated: none at this time
Problems encountered: None
Weather: 58 degrees

DATE: 11/28/17

Alarm Sounded: 1:55 pm
Building Cleared: 1:57 pm
Returned to Building: 2:00 pm
Alarm Station Used: Main Hall by Boiler Room
All Staff in attendance participated in drill
Number evacuated: Students present –467
Staff Present: 85
Special conditions simulated: none at this time
Problems encountered: None
Weather: 62 degrees

c.) Health Reports - November 2017

XIV. PUBLIC COMMENTS (on any item)

Audience Recognition and Public Comment

The public is reminded that all public complaints against a district employee must be made through a specific grievance process.

A description of this process may be found in BOE policy (File Code 9130). This policy is available upon request in the office of the Board Secretary.

Any individual naming an employee in a complaint before the Board of Education, without the employee’s permission, could be cited for violating that employee’s civil and contractual rights.

Please respect the following procedures:

1. Be recognized by the Board President.
2. State your full name and address.
3. Wait to be recognized before you make your comment
4. Limit your comments to (3) minutes per person.

Melissa Reitano - 31 Lafayette Ave, Somerdale: I thrilled that we are looking into a possible shared head of Child Study Team. We need to have CST focus on only their job. What are we looking to do for Science curriculum as it seems fragmented? I would like to see textbooks so we can go to one place versus going all over the place.

Cleve Bryan – Next Gen Science Standards is all about acquired learning. Textbooks are no longer recommended as the best choice due to the vast amount of information. Science is about finding answers to questions and using the scientific method, it’s not about memorizing a bunch of facts in a textbook.

XV. EXECUTIVE SESSION (if necessary)

Motion by Mr. Walsh and seconded by Mr. Anderson the board entered into Executive Session at 7:23 pm

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the Somerdale Park School District, Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session,” i.e. without the public being permitted to attend; and

WHEREAS, the Somerdale Park Public School District, Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that

exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

NOW, THEREFORE, BE IT RESOLVED that the Somerdale Park Public School District, Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

 X Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. 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 _8:15_ 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.

XVI. RETURN TO PUBLIC SESSION

On a motion by Mr. Walsh and seconded by Mrs. Barkoff the board returned to public session at 8:50 pm

XVII. ADJOURNMENT

On a motion made by Mr. Walsh and seconded by Mrs. Barkoff the meeting was adjourned at 8:52 pm

Respectfully Submitted,

Melissa Engelhardt