

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education  
301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education**

**January 10, 2018**  
**6:30 p.m.**

**MINUTES**

**I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:39 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 - Absent
Colm Fidgeon - Present	James Walsh - Absent

**Also Present:**

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

**III. A Presentation by Miss Somerdale, Allison Lowden to Susan Ratajski and acknowledgement of Veterans of Foreign Wars Essay contest winner, Hanna Adedokun.**

**IV. ELECTIONS RESULTS FROM: November 7, 2017**

Candidates:

For a Three Year Term:	Number of Votes
Kimberly Barkoff	627
Jason Bishop	410
Thomas Leakan	335
James Walsh	465
John Phillips	371
Write Ins (unspecified)	8

**V. ADMINISTER THE OATH OF OFFICE TO KIMBERLY BARKOFF**

**VI. ROLL CALL**

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

**VII. NOMINATION AND ELECTION OF BOARD OFFICERS**

- a. On a motion made by Mr. Fidgeon and seconded by Dr. Howard, Mr. Walsh is nominated for President of the Board of Education.

On a motion by Mrs. Barkoff and seconded by Mrs. Conte, Mrs. Lowden is nominated for President of the Board of Education.

- b. On a motion by Mr. Fidgeon and seconded by Mrs. Barkoff, a request was made to close nominations for President and cast vote.

ALL IN FAVOR: YES 6 NO 0 ABSTAIN 0 ABSENT 2

James Anderson: Walsh	Monique Howard: Walsh
Kim Barkoff: Lowden	Susan Lowden: Lowden
Alicia Conte: Lowden	Melissa Moore - Absent
Colm Fidgeon: Walsh	James Walsh - Absent

No majority of full board: Mrs. Lowden to remain Board President until such time a new president is elected or appointed.

**The Board meeting is officially turned over to the Board President.**

- c. On a motion made by Mr. Fidgeon and seconded by Mr. Anderson, Dr. Howard is nominated for Vice-President of the Board of Education.

On a motion made by Mrs. Conte and seconded by Mrs. Lowden, Mr. Walsh is nominated for Vice-President of the Board of Education.

- d. On a motion made by Mr. Anderson and seconded by Mrs. Conte, a request was made to close nominations for Vice-President and cast vote.

ALL IN FAVOR: YES 6 NO 0 ABSTAIN 0 ABSENT 2

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James Anderson: Howard  
Kim Barkoff: Walsh  
Alicia Conte: Walsh  
Colm Fidgeon: Howard

Monique Howard: Howard  
Susan Lowden: Howard  
Melissa Moore - Absent  
James Walsh - Absent

No majority of full board: Mr. Walsh remains Board Vice President until such time a new vice president is elected or appointed.

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

- e. Appointing Mrs. Barkoff as representative to Camden County Education Services Commission.
- f. Appointing Dr. Howard as Alternate Representative to the Camden County Educational Services Commission.
- i. Appointing Mrs. Moore as Delegate to New Jersey School Boards Association.
- j. Appointing Mr. Fidgeon as Alternate Delegate of New Jersey School Boards Association.
- k. Appointing Mr. Anderson as Legislative Chairperson of New Jersey School Boards Association.
- l. Appointing Mrs. Conte as representative to Camden County School Boards Association.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 2

**VIII. PUBLIC COMMENTS** on any action items: None at this time

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.

**IX. APPROVAL OF MINUTES**

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

Recommend that the Board of Education approve the regular and executive session minutes of the December 14, 2017 BOE Meeting.

ALL IN FAVOR: YES 6 NO 0 ABSTAIN 0 ABSENT 2

**X. REPORTS**

A. Superintendent's Report

• **Weather Related Issues:**

Due to the snow storm on Thursday, January 4th, school was closed on Thursday and Friday last week. This storm also forced us to cancel the B.O.E. until tonight.

The severe cold weather last week heaved the concrete under the threshold of the entrance to the Main Office door causing the need to re-route people entering the school. Mr. Ruggieri is aware of the situation and looking into a solution. With warmer temperatures this week, the front door is now working properly again.

We had a two hour delayed opening on Tuesday, January 9th, due to icy conditions. I would like to publicly thank Mr. Ruggieri and his Public Works workers for the great job they did in clearing our walkways, parking lots, and streets around the school. Since we have used up our two snow days in the school calendar any future need to close school because of inclement weather will result in days being added on to the current school calendar and/or a recommendation to use the March 16, 2018 teacher in-service day as a make-up day

- **Holiday Events:**

Our annual Holiday Concert took place on December 18, 2017. Our concert/jazz band and chorus/Gold Clefs performed a variety of holiday music to a pack house. Both the concert/jazz band and choral groups did an outstanding job with their performances under the direction of Mr. Terry and Ms. Horiates. Everyone enjoyed the festive music and singing. Several parents emailed me sharing how much they enjoyed the concert.

Our Jazz Band and Gold Clefs performed at the Deptford Mall on Tuesday, Dec. 19th at 11:00 AM. I went over to hear them perform outside Macy's on the second floor. Once they started performing, a crowd soon gathered and enjoyed their performance. Our students, Mr. Terry, and Ms. Horiates did an outstanding job of representing our school through their performance.

There were several holiday centered learning activities the week of December 18-22 including second grade's, "Holidays around the World".

The annual ESL Holiday Party took place on Thursday, December 21, after school in the cafeteria.

Ms. Montroni and Ms. Knecht did an outstanding job of organizing and running this event which included dinner, Santa Claus, and gifts for our ESL students and their families. I was very impressed by the generous donations and time volunteered by many of our staff to help out with this worthwhile event.

Thanks goes out to our school nurse, Mary Dow for organizing and running the "Toy Drive" to help needy families in the community.

- **Proposed Drainage Basin Project:**

Susan Lowden, Jim Walsh, and I met with the Urgent Care developer and his partners on Wednesday, January 3, 2018. The scope of the proposed drainage basin project and B.O.E. concerns were discussed. The developer gave us a set of plans for the project at this meeting. We are currently looking at our Architect's engineer reviewing these plans.

- **Budgeting for 2018-2019:**

Melissa Engelhardt and I have been meeting and working on the preliminary proposed budget for 2018-2019. We will meet later in January or early February with the Board's Business/Finance Committee to go over the proposed budget for 2018-2019.

- **Winter Sports:**

Our boys and girls basketball teams' season is underway and we are off to a 3-1 start for our Boys' Team and a 1-1 start for our Girls' Team. Check our website for the playing schedules and directions. We had an incident at the girl's game on Wednesday night, December 20, 2017 where a few Sterling H.S. students were heckling our team. We have contacted Sterling H.S. and these students will be barred from attending future games.

Mr. Ford and I will rotate being present at all home games to provide administrative supervision.

- **Breakfast Program:**

The new start time for our morning Breakfast Program started on Tuesday, January 2, 2018 and the program is running smoothly so far.

B. Business Administrator's Report

- As Mr. Bryan has stated, I've been working with him on preliminary 18/19 budget. Finance Committee should coordinate a meeting in late January or early February for budget review.

Keep in mind that town assessments won't be available until early February therefore the tax impact cannot be calculated until those numbers are provided by the municipality. Submission of the final budget to the DOE for approval will be due in early March.

- Reminder that all board members will be receiving an email notification to complete your school ethics reporting for 2018. Please keep an eye out for this email as I am not copied on the information contained therein.
- We are looking to open the January 22 board meeting for action. I will need to know from the board what time the public session will be.

## **XI. NEW BUSINESS**

### **BUSINESS AFFAIRS**

#### **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. Conte 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 1-5:

1. Financial Reports:

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

The Board Secretary's Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of November 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 November 2017. The Treasurer's Report and Secretary's report are in agreement for the month of November 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. None at this time

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

4. To approve the rejection of all Solar/Roof proposals.

5. To approve a contract with Cooper Health Systems for the physician services in the amount of \$125.00 per hour for the 2017-2018 school year.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 2

On a motion made by Mrs. Barkoff 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 6-8:

6. To approve the contract with Brookfield Academy to provide educational instruction services to Somerdale School District students sent to the Virtua Program for the 2017-2018 school year in the amount of \$40.00 per hour.
7. To approve that the Business Administrator be authorized to enter into contracts and continue payment of all bills through February 8, 2018, or until the next Board of Education meeting. The bill lists for those payments and any contracts to be ratified will be submitted at the next Board of Education meeting.
8. To approve that the Business Administrator be authorized to enter into contracts and pay all bills between board meetings for Park Technology Shared Services for the 2017-2018 fiscal year. The bill lists for those payments and any contracts to be ratified will be submitted at the next Board of Education meeting.

ROLL CALL VOTE: YES 6 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 made by Mrs. Conte and seconded by Mr. Anderson the following was approved:

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

1. To approve Soccer Shots Use of Building request for the Cafeteria during January 11, 2018 through February 22, 2018 from 6:00 pm – 7:00 pm at a rental cost of \$28.00 per hour.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 2

**INSTRUCTIONAL**

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

Report by Curriculum Committee Chair

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

1. None at this time
2. The following field trips:
  - a. None at this time

**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. Anderson 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 - 4:

1. To approve Kelly Cesarski, Spanish Teacher, to attend "Effectively Dealing with Disruptive Students" workshop on January 31, 2018 in Cherry Hill, NJ at a cost of \$259.00.
2. To approve Gina Horiates and Steve Terry to attend the "Music Teacher Professional Development Workshop" on January 23, 2018 at Camden County Technical School, Sicklerville, NJ. No cost to district, workshop is free to Camden County Middle School Music Teachers.
3. To approve Deb Halpin, Special Education Teacher, to serve as a Homebound Tutor for a 5<sup>th</sup> Grade Student #6976813933, 5 days a week/2 hours per day until further notice at a rate of \$40.00 per hour.
4. To approve Natalie Cordivari to attend "Teach Your Students How to Write with Spice for PARCC" Workshop on January 30, 2018 at ETTC, Galloway, NJ, at a cost of \$178.00.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 2

#### **POLICY/COMMUNITY AFFAIRS**

##### **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. Barkoff and seconded by Mr. Anderson the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent table item 1

ALL IN FAVOR: YES 6 NO 0 ABSTAIN 0 ABSENT 2

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

Recommend that the Board of Education on the recommendation of the superintendent, approve the following item 2 only:

1. To approve the Memorandum of Agreement Addendum 3 between the Somerdale Board of Education and Somerdale Law Enforcement authorities;

WHEREAS the chief school administrator has reviewed with the Somerdale Board of Education the effectiveness of policies for Law Enforcement Operation for Alcohol, Drugs, Weapons, and Safety;

WHEREAS the chief school administrator has met with a Somerdale law enforcement official for discussion and review of the agreement;

BE IT RESOLVED the Somerdale Board of Education adopts the memorandum of agreement for the 2017-2018 fiscal year. **TABLED**

2. As per **N.J.S.A. 26:1A-9.1** and **New Jersey Statute 18A:61D-3**, to enact a religious exemption to waive immunization requirements to allow a Pre-School student to attend school for the remainder of the 2017-2018 school year.

ROLL CALL VOTE: YES 5 NO 1 (Howard) ABSTAIN 0 ABSENT 2

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

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

1. For First Reading:
  - a. None
2. For Second Reading:
  - a. 5337 – Service Animals

ROLL CALL VOTE: YES 6 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**

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

**XII. DISCUSSION ITEM:**

1. Discussion of School Board Members' Code of Ethics:

- a. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends

**XIII. REPORTS:**

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

The following item will be recommended for approval:

1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for:
  - a. January 2018 (attachment #1)

ALL IN FAVOR: YES 6 NO 0 ABSTAIN 0 ABSENT 2

**XIV. OTHER REPORTS:**

- a.) Student Attendance

<b>Enrollment December 2017</b>	
Preschool	30
Kindergarten	55

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1st Grade	44
2nd Grade	52
3rd Grade	56
4th Grade	52
5th Grade	54
6th Grade	47
7th Grade	50
8th Grade	54
Out of District	2
Charter Students	3
Home Instruction	1
Homeless -Tuition	0
<b>Total December 2017</b>	<b>500</b>

b.) Security/Fire Drill Reports

**DATE:** 12/5/17      Alarm Sounded: 10:25 am  
Building Cleared: 10:27 am  
Returned to Building: 10:29 am  
Alarm Station Used: D-Wing  
All Staff in attendance participated in drill  
Number evacuated: Students present –476  
Staff Present: 90

Special conditions simulated: none at this time  
Problems encountered: None  
Weather: 62 degrees

**DATE:** 12/19/17      Alarm Sounded: 1:04 pm  
Building Cleared: 1:07 pm  
Returned to Building: 1:09 pm  
Alarm Station Used: Main Hall Way  
All Staff in attendance participated in drill  
  
Number evacuated: Students present –454  
Staff Present: 87

Special conditions simulated: none at this time  
Problems encountered: None  
Weather: 57 degrees

c.) Health Reports – December 2017

**XV. 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.

**Monique Howard** - 16 Gloucester Avenue, Somerdale - School drop off is dangerous and would like to brainstorm as to alleviate the hazard.

**XVI. EXECUTIVE SESSION (if necessary)**

On a motion made by Mr. Fidgeon and seconded by Dr. Howard the board entered into executive session at 7:19 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):

- 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;
- Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public;

**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 8:10 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.

**XVII. RETURN TO PUBLIC SESSION**

On a motion made by Dr. Howard and seconded by Mrs. Conte the board returned to public session at 8:24 pm.

**XVIII. ADJOURNMENT**

On a motion made by Dr. Howard and seconded by Mrs. Barkoff the meeting was adjourned at 8:24 pm

Respectfully Submitted,

Melissa Engelhardt