

SOMERDALE PUBLIC SCHOOL DISTRICT  
BOARD OF EDUCATION

301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education**

**March 8, 2018**

**6:30 p.m.**

**MINUTES**

**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.

**I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:30 PM**

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

Also Present:

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

**III. A Presentation by Mr. Cleve Bryan honoring the January Students of the Month.**

Mr. Fidgeon arrived at the meeting at 6:35 pm  
Mrs. Barkoff arrived at the meeting at 6:38 pm

**IV. 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.

## V. APPROVAL OF MINUTES

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

Recommend that the Board of Education approve the regular and executive session minutes of the February 8, 2018 BOE Meeting and the executive session minutes of the February 12, 2018, February 13, 2018 and February 27, 2018 BOE Meeting.

ALL IN FAVOR: YES 7 NO 0 ABSTAIN 0 ABSENT 2

## VI. REPORTS

### A. Superintendent's Report

#### • Curriculum and Instruction

- a) On February 14<sup>th</sup> we honored 28 students who had all (A)s on their report card for the second marking period at our Superintendent's List Breakfast. Once again this event was well attended by parents/guardians and the Gold Clefs performed two musical selections. We also recognized 93 students who made the Principal's List.
- b) With the school closing, early dismissals, and late arrivals due to inclement weather this year, I will be making a recommendation to the Board next month to revise this year's calendar to eliminate the early dismissals during the week of state testing May 14-18, 2018.
- c) At our full day teacher in-service on Friday, March 16<sup>th</sup>, are staff will be trained in "Essential Tools for Creating Behavior Change" in the morning and there will be workshops on "Writing Across the Curriculum Using the NJSLs" in the afternoon.
- d) I met with the Board's Curriculum Committee on Thursday, February 15, 2018. Items discussed and reviewed were:
  - Revised calendar for 2018-2019
  - Recommendations of DOE QSAC Review Committee
  - State Assessment opt out procedures for May test.
  - Drafts of revised Superintendent and Principal job descriptions.
- e) I have been meeting with different groups of teachers and discussing a schedule change for next year that will bring back fine and performing arts to the middle school and provide more time for Math and ELA across all grade levels.

#### • School Safety and Security

- a) We had another Lock Down Drill on February 27 that was monitored by Somerdale Police Officer Kevin Smith. Students and staff did an excellent job carrying out this drill. A letter was sent home to the parents as well as a blast on our Ed Connect telephone system to inform parents that the Lock Down was only a drill.
- b) On March 1, 2018 we had an unannounced fire drill conducted by the Somerdale Fire Marshall, Joey Garufi. Because of a faulty smoke detector head, the fire alarm went off two more times causing us to evacuate the building a total of three times over a forty-five-minute time span that included lunch periods. In our debriefing in my office after the drill, the Fire

Marshall complimented the students and staff for how orderly and efficient everyone carried out our fire evacuation procedures. The fire alarm company was called and came right out to repair the system. Parents were informed via a letter and Ed. Connect blast about why we had three fire evacuation drills in the same day.

- c) Due to the on-going problem of school shooting incidents in our country we are continuing to review and revise our safety procedures. One major concern that we are currently addressing is our multiple entry doors and exits at the start-up and end of the school day. Even though a single entrance and exit point is strongly recommended, because of the design of our building we are looking to move to only three sets of doors for students to enter and exit the building starting March 19<sup>th</sup>. Next week we will inform parents and guardians about the change via a letter sent home, posting the change on our website and making several sound blasts through our Ed. Connect telephone message system. The administration recognizes that this change may be an inconvenience from what people are used to but it is a necessary step to decrease the opportunity for an intruder to enter our building.
- d) The NJDOE sent us a Training and Technical Assistance Request Form from the Office of School Preparedness and Emergency Planning. The OSPEP offers safety and security planning assistance, drill observation, and will present at Town Hall, PTA and District In-service meetings the services of OSPEP in helping our school's preparedness. These services will be discussed at our next District Safety Committee meeting. We are looking to expand this committee and we need a Board member who is willing to serve on this committee.
- e) Mayor Passanante emailed Mark Napoleon from Sterling and me on Monday to propose that a safety assessment be conducted by an outside independent agency on our school's safety procedures. I replied to the Mayor that a security management safety audit by the US Justice Dept. or Education Dept. may be the route to go especially if federal grants become available to address school safety and security.

• **Winter Sports:**

Our Boys' and Girls' Basketball Teams' very successful seasons came to a halt on February 24, 2018 when they were defeated in the second round of the playoffs. Both teams won their conference and ended the season with an overall record of 14 wins and 4 losses. I would like to commend the coaches and their teams for an outstanding season. We would like to honor both teams at a B.O.E. meeting this spring.

With spring right around the corner our boys' baseball and girls' softball will be starting practices next week, weather permitting.

• **Recognitions and Awards:**

- a. Our NJHS Induction Ceremony took place on February 15 at 6:30 PM in the cafeteria. There were eighteen new 7<sup>th</sup> and 8<sup>th</sup> graders inducted and sixteen returning 8<sup>th</sup> grade members to increase our NJHS membership to 34 students. The NJHS Induction was well attended by parents and family members. Shanelle Chua and the other officers of our NJHS did an excellent job running the induction ceremony. Mrs. Ratajski is to be commended for the outstanding job she does with this organization and I would like to thank all the staff members that helped out with this event. NJHS collected \$450. from "Funds for Friends Penny War". The money collected from this event was donated to a family in our community that recently had a fire in their home.
- b. Last Friday was "Read Across America" day. Mrs. Ratajski organized 15 classes to be read to by NJHS members, a Board member, and our Administration. I would like to thank Mrs. Ratajski and all the volunteers that helped out with this event to raise literacy awareness.

• **Upcoming Events:**

Our Drama Club Play is rescheduled to March 14<sup>th</sup> at 7:00 PM in the cafeteria. Tonight is our Middle School Dodge Ball Tournament for staff and students at 6:00 PM Tuesday, March 13<sup>th</sup> is the PTA's Chick-fil-A Night 5:30-7:30 PM

March 15<sup>th</sup> is our Students vs. Staff Basketball Game at 6:00 PM  
March 28<sup>th</sup> is the Talent Show at 6:00 PM and Basket Auction at 5:00 PM

**B. Business Administrator's Report**

- Board meeting date for submission of the budget for DOE approval has been posted and advertised for March 22, 2018 at 6:30 pm in the music room. The budget is due to the DOE on March 29, 2018. The public hearing date for final budget approval is still scheduled for May 3, 2018.
- I'd like to remind Mr. Anderson and Mr. Bryan that your school ethics forms still need to be completed. Please search your inbox for the email sent by the School Ethics Commission to find your login code.
- Currently the interior café and library doors do not have proper locking mechanisms. It has been determined the entire door needs to be replaced in order to install new locks. The quote I received to remedy the issue was for \$11,000. Due to the amount, I will have to solicit two more quotes before awarding the work.
- The architect forwarded me a draft bond flyer today. I requested a few changes and he is working on additional graphics. Once I receive the revised draft I will forward it to the bond committee for input.

**VII. NEW BUSINESS**

**BUSINESS AFFAIRS**, Colm Fidgeon, Chairperson, Susan Lowden, Alternate Chairperson, Jason Bishop, 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. Fidgeon 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 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 January 2018. 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 January 2018. The Treasurer's Report and Secretary's report are in agreement for the month of January 2018.

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. July 2017 to February 2018 Joint Purchasing Bill List totaling: \$544,353.25
  - b. July 2017 to February 2018 Student Activities Bill List totaling: \$28,674.88
  - c. January 12, 2018 Payroll Check Journal totaling: \$205,284.22
  - d. January 30, 2018 Payroll Check Journal totaling: \$207,053.96
  - e. February 15, 2018 Payroll Check Journal totaling: \$215,630.47
  - f. February 28, 2018 Payroll Check Journal totaling: \$211,409.79
  - g. Vendor Bill List 1 and corresponding Check Journal totaling: \$91.37
  - h. Vendor Bill List 2 and corresponding Check Journal totaling: \$181,171.51
  - i. Vendor Bill List 3 and corresponding Check Journal totaling: \$20,108.81
  - j. Vendor Bill List 4 and corresponding Check Journal totaling: \$3,771.41
3. To approve the Transfers/Adjustments for the month of January 2018 (attachment #3).
  4. To approve submission to NJ Department of Education of the Annual Update Preschool Program Plan for the 2018-2019 school year.
  5. To approve a contract with Gloucester County Special Services School District for student #6976813933 in grade 5 from February 15, 2018 to June 30, 2018, tuition paid in the amount of \$220.00 per day.

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

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

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

6. To void and re-issue check #21806 in the amount of \$155.00 since vendor requested alternative payee.

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 made by Mr. Fidgeon 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 items 1-2 for Use of Facilities as per Somerdale Board of Education Policy 7510:

1. To approve Somerdale Baseball and Softball to utilize Ward Field on Monday, Tuesday, Wednesday, Thursday and Friday from 6:30 pm – 8:15 pm, Saturday and Sunday from 9:30 am through 3:30 pm starting March 11, 2018 through June 8, 2018. Somerdale Baseball agrees to pay the Somerdale Board of Education the sum of \$600.00 for Ward Field usage as per fee schedule.
2. To approve Gina Horiates and Jessica Palo be advisors of the Film Production Club for the remainder of the 2017-2018 school year. The formation of this club is no cost to the district.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 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

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 by Dr. Howard and seconded by Mr. Fidgeon the following was approved

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

1. To approve Gena Price, Deborah Halpin and Andrea Lomas, be placed on a reserve list of teachers to serve as Homebound Tutors for the remainder of the 2017-2018 when the need arises.
2. To approve Gena Price, to serve as a Homebound Tutor for a 3<sup>rd</sup> Grade Student #1216849761, 5 days a week/2 hours per day until further notice at a rate of \$40.00 per hour.

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

**POLICY/COMMUNITY AFFAIRS**, Melissa Moore, Chairperson, Alicia Conte, Alternate Chairperson, Kimberly 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 Mrs. Lowden 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 1 & 2:

1. For First Reading:
  - a. None at this time
2. For Second Reading:
  - a. 2700 – Service to Nonpublic School Students
  - b. 7100 – Long Range Facilities Planning
  - c. 7440 – School District Security
  - d. 7441 – Electronic Surveillance in School Buildings and on School Grounds
  - e. R7100 – Long Range Facilities Planning
  - f. R7440 – School District Security
  - g. R7441 – Electronic Surveillance in School Buildings and on School Grounds
  - h. R7300.1 – Disposition of Instructional Property (Regulation is being abolished)

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 Anderson, 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 items \_\_\_\_\_:

- 1. None at this time

**VIII. DISCUSSION ITEM:**

- 1. Discussion of School Board Members’ Code of Ethics:
  - a. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

**IX. REPORTS:**

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

The following item will be recommended for approval:

- 1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for:
  - a. February 9, 2018 (attachment #1)

ALL IN FAVOR: YES 7 NO 0 ABSTAIN 0 ABSENT 2

**X. OTHER REPORTS:**

- a.) Student Attendance

<b>Enrollment February 2018</b>	
Preschool	30
Kindergarten	55
1st Grade	46
2nd Grade	52
3rd Grade	54
4th Grade	52
5th Grade	56
6th Grade	48
7th Grade	49
8th Grade	54
Out of District	2
Charter Students	3

Home Instruction	1
Homeless -Tuition	0
<b>Total February 2018</b>	<b>502</b>

b.) Security/Fire Drill Reports:

**FIRE DRILL:**

**DATE:** 2/26/18

Alarm Sounded: 2:04 pm  
 Building Cleared: 2:06 pm  
 Returned to Building: 2:08 pm  
 Alarm Station Used: Cafe  
 All Staff in attendance participated in drill  
 Number evacuated: Students present –481  
 Staff Present: 86  
 Special conditions simulated: none at this time  
 Problems encountered: None  
 Weather: 51 degrees

**LOCK DOWN DRILL:**

**DATE:** 2/27/18

Alarm Sounded: 1:01 p.m.  
 All Staff in attendance participated in drill (87 staff members)  
 Problems encountered: None

c.) Health Reports - January 2018

d.) Report of QSAC Interim Review Placement Scores:

QSAC Areas	Initial Placement (10/2016)	Interim Review Placement (1/2018)
Instruction and Program	44%	44%
Fiscal Management	92%	92%
Governance	72%	86%
Operations	90%	90%
Personnel	80%	80%

**XI. 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.

Somerdale Baseball/Softball – We were notified that we will have a fee for our use of the fields. As far as I know we have never paid a fee. We usually pay Magnolia gardens once a year about \$500 for preparing the baseball field in the fall. We are not thrilled with the fact that we have to rent a field. Mr. Walsh replied that the BOE will have the policy committee to look at the policy.



Shawn Leakan, 701 Sunset Ave, Somerdale – Should change to website to show the outstanding character award at the top of the page. It's like the last PDF at the bottom of our website. I think it should be larger, maybe a banner because it's a huge accomplishment. I think we should encourage our teachers to limit the amount of homework on fundraiser and sports nights. My little one had a glow party for renaissance. I think there should be some kind of communication to the parents a head of time in the event a child is not going to be a part of the renaissance program. I know I would like to know a head of time if my child was not going to make renaissance.

Bill Stain, 612 South White Horse Pike, Somerdale – Any plans to add additional safety mechanisms such as metal detectors.

Mr. Bryan answered that we are looking to get a safety audit done and see what their recommendations will be and allow for them in the budget process.

Caroline Tantom of the NJEA – Wants the board to revisit the privatizing the aides upon hiring of new superintendent.

Motion by Susan Lowden and Seconded by James Anderson to have the Policy Committee to review policies regarding use of building.

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

**XII. EXECUTIVE SESSION (if necessary) – None at this time**

**XIII. ADJOURNMENT**

On a motion made by Mr. Fidgeon and seconded by Mrs. Barkoff the meeting was adjourned at 7:13 pm

Respectfully Submitted:

Melissa Engelhardt