

SOMERDALE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION

301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

**April 12, 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 6:32 pm

II. *A Presentation by Mr. Cleve Bryan honoring the February Students of the Month, and the Somerdale Boys and Girls Basketball Teams.*

III. 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
Kim Barkoff – Present
Jason Bishop – Absent

Alicia Conte – Absent
Colm Fidgeon – Present
Monique Howard – Present

Susan Lowden - Present
Melissa Moore - Absent
James Walsh - Present

Also Present:

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

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 session minutes of the March 8, 2018 and the executive minutes of the March 12, 2018 and the regular and executive session minutes March 22, 2018 BOE Meeting.

ALL IN FAVOR: YESX_____ NO _____ ABSTAIN _____ ABSENT _____

VI. REPORTS

- Superintendent's Report
- **Curriculum and Instruction**
 - a) March was a tough month weather wise for our school. With a school closing, early dismissal, and late arrivals due to inclement weather, I have submitted for Board approval a revised school calendar for the remainder of the 2017-2018 school year that will have the last day of school for students June 15th, the last day for teachers will be June 18th, and 8th grade graduation will be June 15th.
 - b) At our full day teacher in-service on Friday, March 16, our staff was trained in "Essential Tools for Creating Behavior Change" in the morning and there were teacher lead workshops on "Writing Across the Curriculum Using the NJSLS" in the afternoon. I would like to commend all our teachers who presented at these workshops for the great job they did.
 - c) The BA and I met with members of the Board's Finance and Personnel Committee on Thursday, March 29, 2018. Items discussed and reviewed were:
 - Status of our Shared IT Services with the departure of Mr. Mohan
 - Plans for IT Department in the transition period until a new IT Director is hired.
 - Budgetary constraints on summer hours
 - Communications with the municipalities and districts we have shared services.
 - d) To address the Districts IT needs as we go through a transition period while we look to replace our IT Director, we are recommending to the Board that we bring Mr. Unkle who is currently a high level part time IT Technician on full time and that we continue our relationship with Advanced Computer Solutions to administer our network systems.
 - e) We are now in the fourth and final marking period of the school year. Notices have been send out to the parents/guardians of students who are in jeopardy of being retained because of the poor academic performance in two or more core subjects.
 - f) To give our students a break between MAP testing and the state test in May, we are moving up our MAP test date to the week of April 23rd.
- **School Safety and Security**
 - a) On March 18, 2018 we implemented a school access reduction safety measure to reduce the number of doors students entered and exited the building from 13 down to 4. Parents/Guardians were given notice of this safety measure change two weeks prior to the implementation date and were required to update their student release permission information. The I.D.s of everybody in grades Pre-K-4 were checked on March 18th and then only when a different person from a parent's permission list showed up for the first time to pick up a child from these grade levels. We released Pre-School and Kindergarten at 2:50 PM to prevent congestion at the C wing exit. Due to the great teamwork of our staff this change has been successfully implemented.

- b) On March 26, 2018 the NJ Department of Education sent me a new legislated requirement for school districts to designate a staff member with administrative certification as School Safety Specialist who must obtain credentialed as the SSS. It is the superintendent's responsibility to designate who is to be the District's School Safety Specialist. I am designating our Assistant Principal, Mr. Ford to complete the certification process and to serve as our School Safety Specialist. I have directed Mr. Ford to work with Melissa Engelhardt to expand our current School Safety Committee to include representation from the community, teaching staff, a parent, and from the Borough's police, fire, and emergency management departments. A meeting will be set up in the near future once the new members are added to this committee.
- c) I have reached out to the NJ Department of Education the Office of School Preparedness and Emergency Planning to take advantage of training and technical assistance they provide. I have requested for them to come to our school to review our School Safety and Emergency Management Plan and to provide training to the District's Safety Committee. In addition, I also have invited them to observe and critique one of our emergency drills that is not a fire drill. Once I receive a response to my request I will notify the District's School Safety Committee.
- d) Mr. Ford and I attended Sterling High School's "Community School Safety Forum" on March 13th at 7 PM. A few of our Board members also attended this meeting which primarily focused on what Sterling H.S. was doing to keep their student's safe and to address a hoke that took place over the Internet. Parents in attendance shared their safety concerns which included better communications and having the school look into the use of metal detectors.
- **Spring Sports:**

Our Boys' Baseball Team and Girls' Softball Team seasons are underway. Our Baseball Team is currently 3 and 0 while our Softball Team is looking for its' first win of the season after a 0 and 2 start. Please visit our website for the schedule of games and locations.
- **Recognitions and Awards:**
 - For the third marking period 33 students earned all (A)s and made the Superintendent's List. There will be a Superintendent's List Breakfast for students and their parents/guardians on April 27th. Also, for the third marking period there were 72 students who earned all (A)s and (B)s who made the Principal's List.
 - Congratulations to our students and staff for raising \$1,557.91 through our "2018 Pennies for Patients" campaign which benefits the Leukemia and Lymphoma Society. A special thanks goes out to Mary Dow who coordinated this fundraiser. This was our 15th year participating in this campaign where we have raised a total of \$18,929.73 for this cause. Way to Go Cavs!
 - Congratulations to Mrs. Reeder, Ms. McCleery, and the Drama Club for the outstanding performance of the play "Big Bad" which was held on March 14th.
 - A shout out and thanks goes out to the students and staff that participated in the Dodgeball and Basketball games held in March. Way to Go Cavs!
- All who attended our Talent Show and Basket Auction on March 28th had a great time. Our student performers did an outstanding job and the staff's rendition of Michael Jackson's Thriller brought the house down. Congratulations to Ms. Palo and Mr. Roche for the outstanding job they did organizing this event and to Ms. Horiates for all her music and stage assistance. A special thanks goes out to all the teachers and staff who helped make this event a success. Go Cavs!
- **Upcoming Events:**
 - The PTA K-4th Grade Dance will be April 20th from 6:30-8:30 PM in the Cafeteria.
 - The Spring Music Concert will be on May 7th at 7:00PM in the Cafeteria.
- **Business Administrator's Report**
 - Currently the earnings for the year from Park Technology Services:

a.) Berlin Fire Dept	\$604
b.) Cape May Library	\$3,453
c.) Commercial Twp	\$4,009
d.) Edgewater Park	\$9,038
e.) Gloucester City	\$338
f.) Winslow BOE	\$160
• Total	\$17,602
 - Does not yet include Berlin Twp and Trenton Public Schools as the paperwork on those projects is waiting to be finalized.

- We have received a total of 4 resumes for the Technology Director position and only 2 were worthy of interviews which we have completed.
- In process of completing RFPs for all our professional services for the upcoming school year.
- County has not yet approved our budget.

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 February 2018 (attachment #1).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 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 February 2018. The Treasurer’s Report and Secretary’s report are in agreement for the month of February 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. Vendor Bill List 1 and corresponding Check Journal totaling: \$17.90
- b. Vendor Bill List 2 and corresponding Check Journal totaling: \$93.66
- c. Vendor Bill List 3 and corresponding Check Journal totaling: \$8,138.00
- d. Vendor Bill List 4 and corresponding Check Journal totaling: \$263,261.68
- e. March 2018 Joint Purchasing Bill List totaling: \$3,585.06
- f. March 2018 Student Activities Bill List totaling: \$2,830.95

3. To approve the Transfers/Adjustments for the month of February 2018 (attachment #3).

4. To approve the Resolutions to participate in the ACES Gas and Electric bid. (attachment #4)

5. To approve a one-time stipend to Mindy Kegel in the amount of \$1,000 for additional work related to Park Technology Purchasing Services. Stipend will be paid in June 2018 from the PTS bank account.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

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 6:

6. To approve sale of obsolete Samsung tablets for \$100 each. Tablets are sold as is, without an operating system or any programs installed.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

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 Mrs. Barkoff the following was approved:

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

1. To approve to rescind the \$600.00 Use of Building fee for Somerdale Baseball and Softball's use of Ward Field which was previously approved on the March 8, 2018 BOE agenda for the period of March 11, 2018 through June 8, 2018.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

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 Dr. Howard 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 1-3:

1. To approve the amended 2017-2018 Somerdale Park School Calendar adjusting the Students last day of school changed from June 14, 2018 to June 15, 2018 and Staff's last day changed from June 15, 2018 to June 18, 2018 due to used inclement weather days. (Attachment #1)
2. To approve the Pre-School Calendar for the 2018-2019 school year. (Attachment #2)
3. The following field trips:
 - a. To approve the rescheduled date of May 24, 2018 for Third Grade Students to visit the Academy of Natural Science, Philadelphia, PA due to weather cancelation. Cost per student \$12.50 plus \$5.00 transportation fee

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

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 Dr. Howard and seconded by Mrs. Lowden 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 Deborah Halpin for a leave of absence, qualifying for both FMLA and NJFLA simultaneously for the care of her spouse, to run concurrently with paid sick leave, with a start date of March 27, 2018 and a return date of April 30, 2018.
2. To approve the submission of Melissa Engelhardt, Business Administrator's contract to the Camden County, Executive SBA in the amount of \$97,300.00 for the 2018-2019 fiscal year.
3. To approve Zach Unkle from Part Time IT Staff Technician to Full Time IT Staff Technician at a salary of \$32,000 (pro-rated as of March 19, 2018). Contract to be approved in May 2018.
4. To appoint Mark Pease as Superintendent/Principal as of July 1, 2018 and approve submission of contract to the DOE for approval.
5. To approve Kim Plotts, Speech Therapist, to complete an online certificate course "Mindfulness for Treating Kids and Teens" at a cost of \$199.99.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

On a motion made by Dr. Howard and seconded by Mrs. Lowden the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 6-7:

6. To approve two paid days off for Mr. Cleve Bryan, Interim Superintendent, at his daily rate of \$587.67.
7. To accept with regret, the resignation of Joseph Mohan, Director of Technology, as of April 13, 2018.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSEN

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. – None at this time

Report by Policy Committee Chair

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. None at this time

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, Susan Lowden, 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:

- 1. None at this time

VIII. DISCUSSION ITEM:

- 1. Discussion of School Board Members’ Code of Ethics:
 - a. I will support and protect school personnel in proper performance of their duties.

IX. REPORTS:

The following item will be recommended for approval:

- 1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for: _____ 2018
 - a. none at this time

X. OTHER REPORTS:

- a.) Student Attendance

Enrollment March 2018

Preschool	30
Kindergarten	55
1st Grade	45
2nd Grade	52
3rd Grade	54
4th Grade	51
5th Grade	56
6th Grade	49
7th Grade	50
8th Grade	54
Out of District	3
Charter Students	2
Home Instruction	1

Homeless -Tuition	<u>0</u>
Total March 2018	502

b.) Security/Fire Drill Reports

FIRE DRILL:

DATE: 3/1/18

Alarm Sounded: 10:36 am
Building Cleared: 10:39 am
Returned to Building: 10:46 am
Alarm Station Used: Main Hall
All Staff in attendance participated in drill
Number evacuated: Students present: 481
Staff Present: 89
Special conditions simulated: none at this time
Problems encountered: None
Weather: 57 degrees

Note: Alarm sounded a second time due to a malfunction of one of the sprinkler heads near the D-Wing. Students were evacuated a second time. Fire Marshal was here and investigated the building. Fire Marshall cleared the building and students returned to building.

LOCK DOWN DRILL:

DATE: 3/29/18

Alarm Sounded: 8:49 a.m.
All Staff in attendance participated in drill (88 staff members)
Problems encountered: None

c.) Health Reports - February and March 2018

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.

Mrs. Lomas thanks the board for their hard work in choosing a Superintendent.

XII. ADJOURNMENT

On a motion made by Dr. Howard and seconded by Mr. Fidgeon the meeting was adjourned at 7:28 pm.

Respectfully Submitted,

Melissa Engelhardt