

SOMERDALE PUBLIC SCHOOL DISTRICT  
BOARD OF EDUCATION

301 Grace Street  
Somerdale, NJ 08083

**Regular and Reorganization Meeting of the Board of Education**

**May 3, 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. 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 - Present	Susan Lowden - Present
Kim Barkoff – Present	Colm Fidgeon – Present	Melissa Moore - Present
Jason Bishop – Present	Monique Howard – Absent	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 March Students of the Month.**

**IV. Public Hearing of the 2018-2019 Budget given by Mr. Cleve Bryan, Interim Superintendent/Principal and Melissa Engelhardt, SBA/Board Secretary**

**V. 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.

**VI. APPROVAL OF MINUTES**

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

Recommend that the Board of Education approve the regular session minutes of the April 12., 2018 BOE Meeting.

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

**VII. REPORTS**

**A. Superintendent's Report**

• **Curriculum and Instruction**

- a) I introduced the new Superintendent/Principal, Mr. Mark Pease to our staff at the Faculty Meeting on April 25<sup>th</sup>. Mr. Pease addressed the staff and we had a reception for him at the end of the meeting.
- b) On April 27 we honored 35 students who had all (A)s for the third 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 72 students who made the Principal's List.
- c) With the school closings, early dismissals, and late arrivals due to inclement weather this year, I am making a recommendation to revise this year's calendar to eliminate the early dismissal on May 18, 2018 and move "Fun Day" to June 14, 2018 so all students have the opportunity to participate and we have a legal school day.
- d) MAP testing took place this week in grades 3-8. The state assessment, PARCC testing, will take place on May 14-17 for grades 3-8. Students in the primary grades will be MAP tested during the same week.
- e) Mr. Pease and I met with the Board's Curriculum Committee this afternoon. Items discussed and reviewed were:
  - Changing from a six to eight period school day schedule for 2018-2019
  - Dropping recess for the middle school students and providing double periods of PE/Health twice a week.
  - Cycle courses for the middle school next year to include: Fine and Performing Arts, STEM, computer coding and webpage design, video production/communications, and career education
  - Fifth grade moving back into the elementary school
  - Tracking A level in the middle school
  - Summer extended school year programs
  - New part-time CST Supervisor, Curriculum Supervisor, and Guidance Counselor positions for 2018-2019

- World Language being taught in grades K-8 next year.
- f) 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 a Bomb Threat Onsite Evacuation Drill on Monday, April 30th. Students and staff did a very good job of following the new protocol Mr. Ford and I developed. We are working with Deputy Chief Walsh to make arrangements for an off-site evacuation location in the event that it would ever be necessary to evacuate our building in bad weather.
  - b) I am waiting to hear back NJDOE Training and Technical Assistance 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 trainings. These services will be discussed at our next District Safety Committee meeting which will take place later this month.
  - c) Our school will be treated this weekend for wasp control. Notices have been posted and we have sent out sound blasts to the parents to inform them of the treatment at our school this weekend.
- **Spring Sports:**

Our Boys' Baseball Team and Girls' Softball Team seasons are in the last two weeks. The Baseball Team is currently 8 and 2 while the Softball Team is 3 and 7 start. The Baseball Team is still in the hunt for the conference title. Please visit our website for the schedule of the remaining games and locations.
- **Recognitions and Awards:**

Hannah Adedokun represented our school at the annual Eighth Grade Conversation on April 18<sup>th</sup> at the Mary Voltz School in Runnemede. Hannah handled herself with poise and confidence and did an excellent job of representing our school. A special thanks to Mrs. Ratajski and Mr. Ford for attending this event.
- **Upcoming Events:**

The Spring Music Concert will be held on May 7 at 7:00 PM in the Cafeteria.

**B. Business Administrator's Report**

- On 4/27 the library, server room, and a classroom flooded with 2 inches of water due to a HVAC coil breaking in the library univent. Once the water valve was shut down I immediately called AllRisk for cleanup then the insurance company to ensure coverage for cleanup and possible property losses. AllRisk was on scene within an hour of calling. Fortunately, the District did not suffer any property damage, only the inconvenience of displacement to allow for cleanup.
- I sent notice to Bond Committee via email on 4/23 about the need to redesign the parking lot for the bond due to various DOE concerns related to property lines, required offsets, right of ways, and easements. The new design has 57 new parking spaces where the old design had 77 spaces, yielding a loss of 20 spaces. On the 25<sup>th</sup>, I gave the architect the go ahead to resubmit the proposal with the new design as to not hold up the DOE approval process. To date, we have not heard from the DOE. The architect did assure me today that we still have plenty of time to remain on schedule.
- I had our RFP opening this past Tuesday for our 18/19 professional services. I completed my evaluation/tabulation sheet and have made my recommendations for the Board's approval on today's agenda. Please feel free to ask any questions regarding my recommendations.
- I received another resume for tech director late this afternoon. He looks like a strong candidate and have forwarded the resume to Mr. Bryan with a recommendation for an interview.
- I want to personally thank the policy committee for their efforts in clarifying our use of building policy. It was an awesome and productive meeting where every participant's ideas and suggestions were considered. Kudos to you all and thank you!!

**VIII. 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. Bishop 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 March 2017 (attachment #1).

The Board Secretary's Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of March 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 March 2018. The Treasurer's Report and Secretary's report are in agreement for the month of March 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. March 15, 2018 Payroll Check Journal totaling: \$217,644.17
- b. March 30, 2018 Payroll Check Journal totaling: \$213,812.72
- c. Vendor Bill List #1 and corresponding check journal totaling: \$2,345.00
- d. Vendor Bill List #2 and corresponding check journal totaling: \$465.93
- e. Vendor Bill List #3 and corresponding check journal totaling: \$29,993.00
- f. Vendor Bill List #3 and corresponding check journal totaling: \$97.34
- g. Vendor Bill List #4 and corresponding check journal totaling: \$193,079.67
- h. Vendor Bill List #5 and corresponding check journal totaling: \$22,337.34
- i. April 2018 Joint Purchasing Bill List totaling: \$67,147.72
- j. April 2018 Student Activities Bill List totaling: \$4,154.41

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

4. To approve the following 2018-2019 Budget Resolution:

SOMERDALE SCHOOL DISTRICT  
2018-2019 BUDGET RESOLUTION

WHEREAS, the Somerdale Borough Board of Education has developed its 2018-2019 school budget;

WHEREAS, a budget hearing was held on May 3, 2018;

WHEREAS, NJAC 6:19-2.7(a) requires Somerdale Board of Education to adopt and submit a formal Board resolution;

WHEREAS, general fund budget includes utilization of \$119,165 in capital reserve funds for HVAC upgrades and phase two of the drainage/paving project;

WHEREAS, general fund budget includes utilization of fund balance in the amount of \$289,417;

WHEREAS, general fund tax levy includes utilization \$51,539 in banked capital. The need for the unused spending authority to be included in the base budget is to meet the curriculum requirement for an additional world language teacher and meeting the 3.5% salary increase as negotiated with the SEA. The need for the utilization in banked capital must be completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time;

WHEREAS, general fund tax levy also includes the utilization of a health insurance adjustment of \$2,887 where health insurance costs increased due to estimated family benefit cost for additional world language teacher;

WHEREAS, an amount not to exceed \$2,000 may be utilized for professional development travel expenses,

NOW THEREFORE, BE IT RESOLVED that the Somerdale Board of Education hereby approves the 2018-2019 school budget as presented by the administration which includes the following:

	Budget	Local Tax Levy
Total General Fund Budget	\$8,299,777	\$4,628,926
Total Special Revenue Budget	\$403,483	
Total Debt Service Fund	<u>\$255,413</u>	<u>\$168,555</u>
Totals	\$8,958,673	\$4,797,481

5. 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 2018-2019 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 8 NO 0 ABSTAIN 0 ABSENT 1

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

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

6. To approve that the Business Administrator be authorized to enter into contracts and continue payment of all bills through June 7, 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.
7. To approve the pre-payment of QuickBooks Enterprise Software in the amount of \$2,464.00 from the Park Technology Services bank account.
8. To approve the attached Camden County Elementary League Membership Resolution for participation in the interschool athletic program sponsored by the Camden County Elementary League for the 2018-2019 school year. (attachment #4)
9. To award Nutri-Serve Food Management Inc. for the 2018-2019 fiscal year.

*BE IT RESOLVED* by the Somerdale Board of Education, County of Camden, New Jersey that Nutri-Serve Food Services be appointed as the food service management company for the 2018-2019 school year at a cost of \$13,585.00 plus expenses.

*BE IT FURTHER RESOLVED* that the Somerdale Board of Education will advertise the awarding of this contract.

10. To approve with Education Inc. for Homebound in-patient instruction at the Jefferson Cherry Hill Hospital for student #9560852876 in the amount of \$35.00 per hour for 10 hours per week beginning April 13, 2018 until further notice.

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

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 11-15:

11. To approve contract with Education Inc. for Homebound in-patient instruction at the Jefferson Cherry Hill Hospital for student #1202231150 in the amount of \$35.00 per hour for 10 hours per week beginning April 12, 2018 until further notice.
12. To approve Robert Ford to attend the HIB Training session on May 23, 2018, American Legion Hall, Toms River NJ. The cost of the training is \$145.00. Mileage and tolls to be paid as per policy.
13. To void and reissue check 21752 dated 1-22-2018 for E2E Exchange, LLC in the amount of \$675.00. The vendor never received check.
14. To void and reissue check 21611 dated 10-5-2017 for RGC Services in the amount of \$1,950.00. The vendor never received check.
15. To void and reissue check 21846 dated 3-1-2018 for Deluxe for Business in the amount of \$395.00. The vendor never received check.

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

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

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 16-17:

16. To approve the following resolution for Interpreters Unlimited:

**Whereas**, Somerdale School District is in need of interpreter services and desires to enter into an agreement with Interpreters Unlimited to provide such services;

**Whereas**, the agreement is to become effective upon signatures of both parties and will continue until such time either party terminates the agreement via written notice prior to 30 days of termination date;

**Whereas**, in-person interpretation services will cost \$95 per hour with a minimum charge of 2 hours;

**Whereas**, after 2 hour minimum, services are billed in half hour increments;

**Whereas**, less than 24 hours of cancellation will result in minimum 2 hour or time booked charge, whichever is greater;

**Now therefore be it resolved**, that Somerdale School District approve contract with Interpreters Unlimited to provide interpreter services to Somerdale School District.

17. To approve the following resolution for NJSIG:

RESOLUTION TO JOIN/RENEW MEMBERSHIP  
IN NJSIG BURLINGTON & CAMDEN COUNTY EDUCATORS INSURANCE CONSORTIUM

**WHEREAS**, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

**WHEREAS**, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

**WHEREAS**, the Somerdale Board of Education, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

**WHEREAS**, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

**WHEREAS**, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

**WHEREAS**, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

**NOW THEREFORE, BE IT RESOLVED, THAT:**

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2018, and ending July 1, 2021 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG’s Plan of Risk Management;
- 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
- 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney’s fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
- 11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
- 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join/Renew Membership to NJSIG.

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

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 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 according to the play-off schedule to be submitted at a later date. Weekday time of usage from 6:30 pm – 8:15 pm, Saturday and Sunday from 9:30 am - 3:30 pm, from June 9 through June 23, 2018.
2. To post-approve InSight Workforce Solutions to hold Information Sessions for Substitutes in the Media Center starting May 1, 2018 from 3:15 pm – 5:00 pm, dates to be determined.

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

**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 Mrs. Moore and seconded by Mr. Anderson the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1-2:

1. To approve the amended Academic Honor Code and Discipline Action Guidelines. (attachment #1)
2. To approve the amended 2018-2019 Somerdale Park School Calendar adjusting May 18, 2018 from a half-day schedule to a full day schedule. (attachment #2)
3. The following field trips:
  - a. None

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

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

1. To approve Deborah Halpin to extend her 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 April 30, 2018 and a return date of May 6, 2018. Whereas original leave started March 27, 2018 and ended April 27, 2018.
2. To approve medical leave qualifying for FMLA Leave, to run concurrently with paid sick leave, for Deanna McGinnis to commence on May 8, 2018 through the end of the 2018-2019 school year. This leave is not eligible for NJFLA.



3. To approve the contract for Mr. Robert Ford, Vice-Principal for the 2018-2019 school year at a salary of \$89,038.00.
4. In conjunction with summer instructional and maintenance schedules, to approve four-day, 35 hour, work week schedule effective 7/1/18 – 8/31/18.
5. To approve contract addendum for Zachary Unkle, Staff IT Technician whereas position is now full time with an annual salary of \$32,000 (pro-rated) commencing March 16, 2018.

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

**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. Moore and seconded by Mrs. Conte the following was approved:

Recommend that the Board of Education on the recommendation of the Superintendent approve the following items 1 & 3:

1. For First Reading:
  - a. Policy 7510 – Use of School Facilities
2. For Second Reading:
  - a. None
3. To approve the Use of Building Contract starting July 1, 2018. (attachment #1)

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, 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 items:

1. None at this time.

**IX. ANNUAL BOARD APPROVALS AND APPOINTMENTS**

On a motion made by Mr. Walsh and seconded by Mr. Bishop the following items 1-27 were approved:

- 1) Approval is made of the official depositories for the funds of the Board of Education:

1<sup>st</sup> Colonial Community Bank, 1010 Haddon Ave., Collingswood, NJ

And the following persons to be authorized to sign checks and vouchers of the Board of Education:

Regular Checking Account	3 signatures required	President, Bd. Secretary, Supt. /Principal
Payroll Account	2 signatures required	Bd. Secretary and Superintendent/Principal
Agency Account	2 signatures required	Bd. Secretary and Superintendent/Principal
Student Activity Account	2 signatures required	Bd. Secretary and Superintendent/Principal
Lunch Account	2 signatures required	Bd. Secretary and Superintendent/Principal
FSA Medical Account	2 signatures required	Bd. Secretary and Superintendent/Principal
Unemployment Acct.	2 signatures required	Bd. Secretary and Superintendent/Principal
Capital Reserve Acct.	2 signatures required	Bd. Secretary and Superintendent/Principal
Park Technology Acct.	2 signatures required	Bd. Secretary and Superintendent/Principal

- 2) To award and appoint the following RFP contract proposals (attachment #1):

- a. Approval is made for Bowman & Company, LLP as the auditor during the 2018-2019 school year:

WHEREAS, Bowman & Company, LLP will complete the 2017-2018 CAFR.

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that Bowman & Company, LLP be appointed as the auditor during the 2018-2019 school year in the amount of \$27,200.

*BE IT FURTHER RESOLVED* that the Somerdale Board of Education will advertise the awarding of this contract.

- b. Approval is made for the Wade, Long, Wood, and Long LLC as the Solicitor for the 2018-2019 school year:

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that Wade, Long, Wood, and Long LLC be appointed Solicitor for this Board of Education at a cost of \$140 per hour.

*BE IT FURTHER RESOLVED* that the Somerdale Board of Education will advertise the awarding of this contract.

- c. Approval is made for Spiezele Architectural Group as the Architect for the 2018-2019 school year:

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that Spiezele Architectural Group be appointed as the Architect-of-Record for the 2018-2019 school year at the rate of \$75-\$155, depending on services rendered.

*BE IT FURTHER RESOLVED* that the Somerdale Board of Education will advertise the awarding of this contract.

- d. Approval is made for Marge Walsh, an independent sole proprietor to provide occupational therapy services for the 2018-2019 school year:

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that Marge Walsh be appointed as the occupational therapist for the 2018-2019 school year at a cost of \$78 per hour.

- e. Approval is made for Insight Workforce Solutions, LLC to provide Paraprofessional services for the 2018-2019 school year:

WHEREAS paraprofessional services will be paid utilizing federal funds from the NCLB and IDEA Grants;

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that Insight Workforce Solutions, LLC be appointed to provide Paraprofessional services for the 2018-2019 school year.

*BE IT FURTHER RESOLVED* that the Somerdale Board of Education will advertise the awarding of this contract.

- f. Approval is made for ESS Support Services, LLC (d/b/a as Source for Teachers), to provide Substitute services for the 2018-2019 school year:

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that ESS Support Services, LLC (d/b/a as Source for Teachers) appointed to provide Substitute services for the 2018-2019 school year.

*BE IT FURTHER RESOLVED* that the Somerdale Board of Education will advertise the awarding of this contract.

- g. Approval is made for Winne Banta Basralian & Kahn PC as the Bond Counsel for the 2018-2019 school year:

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that Winne Banta Basralian & Kahn PC be appointed as the Bond Counsel for the 2018-2019 school year at the rates on the bid, depending on services rendered.

*BE IT FURTHER RESOLVED* that the Somerdale Board of Education will advertise the awarding of this contract.

- 3) Approval is made for the Camden County Education Services Commission to provide the following services for the 2018-2019 school year:

Substitute Nursing Services	Transportation
Physical Therapy	Speech
Homebound Instruction	

- 4) Approval is made of the Board Meeting Schedule for the 2018-2019 school year; in conjunction with all rules, regulations, and policies heretofore adopted by the Board for the 2018-2019 school year; and designating the official newspaper.

The Board of Education reserves the right to change the meeting schedule, with required notification, as needed or required. The purpose of the meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent, and Board Secretary/Business Administrator. There will be two public sessions, one to discuss agenda items. The public may speak for 3 minutes.

August 9, 2018	February 14, 2019
September 13, 2018	March 14, 2019
October 11, 2018	April 11, 2019
November 15, 2018	May 7, 2019 (Reorganization/Budget Hearing)
December 13, 2018	June 13, 2019
January 3, 2019 (Reorganization)	

And that the “Open Public Meetings Act” requires that advanced written notice of all meetings of the Board of Education be posted in one public place designated by the Board and mailed, telephone, faxed or hand delivered to two newspapers designated by resolution mailed to all persons requesting a copy of same upon payment of a fee as established by NJSA 47:1A-2.

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

1. All advance written notices of Board meetings shall be posted by the Board Secretary on the bulletin board located in the Somerdale Park School.
  2. All advance written notices of Board meetings shall be given to the following newspapers:
    - a. Courier Post
    - b. Philadelphia Inquirer
  3. Filing written notice with the Clerk of Somerdale Borough.
  4. All advance written notices of Board meetings throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee as established in NJSA 47:1A-2, plus postage. Electronic media shall be exempt from such fee.
  5. The schedule of regular official Board meetings for the period from and after this meeting until the meeting in June 2017 shall be in accordance with the listed schedule designating the dates, times and places of such meetings;
  6. Motion to establish and approve a photocopy fee of five cents (\$.05) per page for standard size and seven cents (\$.07) for legal size official Board Minutes and other public documents.
- 5) Approval is made for yearly travel expenditures for all employees inclusive not to exceed \$2,000.00 Travel expenditures must be approved in advance by a majority of the Board of Education as per policy #6471.

The following travel regulations and limits for the Somerdale School District as required by N.J.A.C. 6A:23A:

A travel event that exceeds \$5,000.00, regardless of the number of attendees, or where more than three (3) individuals from the district are to attend, must obtain prior approval from the Executive County Superintendent. Executive County Superintendent prior approval is not required for “regular school district business travel.”

Regular school district business travel is regular official business travel, including attendance at meetings and conferences. Regular school district business travel includes attendance at regularly scheduled in-state county meetings and DOE sponsored or association sponsored events provided free of charge and regularly scheduled in-state professional development activities with a registration fee that does not exceed \$150 per employee or board member, adjusted for inflation. The maximum travel expenses for all staff for the 2018-2019 school year is limited to \$2,000.

Mileage reimbursement for regular school business travel that is prior approved by the Superintendent or any travel approved by the Board will be allowed at the rate authorized by the annual state appropriations act, which is \$.31/mile.

Lodging for out of state travel can only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds 50 miles. All travel out of the country, regardless of cost or number of attendees, requires prior written approval of the Executive County Superintendent.

A written report or a standardized form for board members and employees must be completed for all Board approved training and seminars, conventions and conferences, and retreats.

All travel must be in compliance with State regulations N.J.A.C. 6A:23A.

- 6) Approval for the resolution designating internet website for official notification pursuant to New Jersey local unit Pay-to-Play Law.

RESOLUTION DESIGNATING WEBSITE NOTIFICATION PURSUANT TO  
NEW JERSEY LOCAL UNIT PAY-TO-PLAY LAW

WHEREAS, the Somerdale Borough Board of Education is subject to the provisions of N.J.S.A. 19:44A-20.4 et seq., the New Jersey Local Unit Pay-to-Play Law (Law); and

WHEREAS, as part of the fair and open process contained in the Law, the related contract to be awarded under the fair and open process shall be publicly advertised in newspapers or on the internet website maintained by the public entity (N.J.S.A. 19:44A20.7); and

WHEREAS, the Board maintains its internet website at [www.somerdale-park.org](http://www.somerdale-park.org); and

WHEREAS, the Board desires to designate its website as the official notification source for all contracts to be awarded as part of the fair and open process pursuant to the Law.

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

1. The Board hereby designates its internet website at [www.somerdale-park.org](http://www.somerdale-park.org) as the official notification source for contracts to be awarded as part of the fair and open process contained in N.J.S.A. 19:44A-20.4 et seq., the New Jersey Local Unit Pay-to-Play law.
  2. The Board is not precluded from utilizing its official legal newspapers for notification when it so desires.
  3. The Board also has the right to use the C.271 disclosure as an alternate submission. N.J.S.A. 19:44A-20.26 (P.L. 2005, C.271,5.2)
- 7) Approval of the State Contract Vendors Authorization allowing the Business Administrator to issue purchase orders to approved Vendors as outlined by New Jersey School Purchasing Regulations.

STATE CONTRACTOR AUTHORIZATION

WHEREAS, the Somerdale School District Board of Education recognizes the importance of prudent fiscal management,

WHEREAS, the Business Administrator may issue purchase orders to vendors who hold a valid New Jersey State Contract number according to the Department of Treasury, Division of Purchase and Property,

NOW, THEREFORE BE IT RESOLVED the Board of Education authorizes the Business Administrator to issue purchase orders to State Contract vendors as necessary for the school year 2018-2019.

FINALLY, BE IT RESOLVED, that the Business Administrator add the list of vendors to the bill list for official board approval at the next board meeting and is authorized to make the appropriate transfer of funds

to cover the necessary expense if necessary. A list of transfers will be presented at the next Board of Education meeting for official approval.

- 8) Approval by the Board of Education of Somerdale School District, that prepayment authorization resolution be approved authorizing the Business Office to pay selected invoices prior to board meetings.

PRE-PAYMENT AUTHORIZATION

WHEREAS, the Somerdale School District Board of Education recognizes the importance of prudent fiscal management,

WHEREAS, the School Business Administrator and the Superintendent have found that various bills should be paid prior to official school board action to avoid late payments or other fees and to take advantage of vendor's cash discounts,

NOW, THEREFORE the Board of Education authorizes the Superintendent and the School Business Administrator to prepay the following bills prior to official board approval:

All Public, Private, and Charter Schools	NJ American Water
Camden County Educational Service Comm.	Camden County MUA
Amerihealth	New Jersey School Insurance Group
Benecard	Home Depot
National Vision Administrators, LLC (NVA)	Postmaster
ADP Payroll	PSE&G
Comcast Cable	South Jersey Gas
Delta Dental	State of New Jersey
Eastern DataComm	Amazon/Sycnb

FINALLY, BE IT RESOLVED, that the Business Administrator add payments for the list of vendors to the bill list for official board approval at the next meeting and is authorized to make the appropriate transfer of funds to cover the necessary expense if necessary. A list of transfers will be presented at the next Board of Education meeting for official approval.

- 9) Approval of the website [www.somerdale-park.org](http://www.somerdale-park.org) to be the official site for advertising for the Somerdale Park School District.
- 10) Approval for Dr. Scott Khilmeier-Cooper Pediatrics to be designated Medical Inspector of this Board of Education for the 2018-2019 school year at a cost of \$125.00 an hour.
- 11) Approval to allow Melissa Engelhardt, Business Administrator/Qualified Purchasing Agent to use competitive contracting as a means for procurement for the 2018-2019 fiscal year.
- 12) Approval that Melissa Engelhardt, Business Administrator/Board Secretary be, and is hereby appointed as the person to approve contracts between meetings for the 2018-2019 school year where such contracts will be ratified and approved at the following board meeting;
- that Melissa Engelhardt, Business Administrator/Board Secretary be designated as the individual to authorize line item changes between board meetings;
- that approval is made for the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools and to authorize Melissa Engelhardt, Business Administrator to make account transfers at the level of the advertised budget to cover expenditures. Such transfers will be officially approved by the Board of Education at the next regular board meeting.
- 13) Approval is made that Melissa Engelhardt School Business Administrator/Board Secretary be appointed as same through June 30, 2018; and that the Business Administrator be appointed Qualified Purchasing

Agent for the district with quote requirements over \$6,000 and bid requirements over \$40,000; and Custodian of Records for the 2018-2019 school year.

- 14) Approve the following psychiatrist for required student psychological evaluations in accordance with special education regulations:

Advancing Opportunities, Inc., 1005 Whitehead Road, Suite 1, Ewing, NJ 08638  
Clinical Neuropsychology Associates, 1528 Walnut Street, Suite 1500, Philadelphia, Pa 19102  
Cooper Pediatrics, 3 Cooper Plaza, Suite 200, Camden, NJ 08103  
Hewlett Psychiatric, PC, 442 Warwick Road, Lawnside, NJ 08045

- 15) To approve the following companies as providers of tax shelter/annuities, disability insurance, and flexible spending:

<u>Tax Shelters:</u>	<u>Disability</u>	<u>Flex Spending</u>
AXA Equitable	AFLAC	Colonial Life
Colonial Life	American General	
Great American	Colonial Life	
Lincoln Investment	Prudential	
Met Life		
Midland		
Siracusa		

- 16) Approval is made to readopt existing bylaws and policies for the Board's operation and the operation of the District.

- 17) To approve agreement with Under the Sun Learning Center, Inc. to provide before and after school childcare from September 1, 2018 through June 30, 2019 excluding holidays, in-service days, and all schools days with delayed opening or early dismissal.

- 18) Approval was made for New Jersey School Insurance Group to be named insurance of record for the 2018-2019 school year.

- 19) Approval was made by the Somerdale Board of Education to appoint Brown & Brown Benefit Advisors to provide health benefits for the 2018-2019 school year.

- 20) To approve the following appointments:

Appointment of Mark Pease for the 2018-2019 school year as:

- a. NCLB Coordinator
- b. IDEA Basic and IDEA Preschool Coordinator
- c. Affirmative Action Officer
- d. Data Coordinator
- e. Curriculum Supervisor
- f. Educational Stability Liaison

Appointment of Robert Ford for the 2018-2019 school year as:

- a. 504 Committee Coordinator
- b. District Anti-Bullying Coordinator
- c. School Testing Coordinator
- d. Instruction and Program Coordinator
- e. School Safety Specialist

Appointment of Greg Cesare for the 2018-2019 school year as:

- a. McKinney Vento Homeless Education Liaison
- b. Acting Special Education Coordinator

Appointment of Kyle Borkowski for the 2018-2019 school year as:

- a. LEA PARCC IT Contact
- b. State Testing Coordinator/PARCC Coordinator

Appointment of Maria Montroni-Currais for the 2018-2019 school year as:

- a. Bilingual/ESL/ELS Point of Contact

Appointment of Melissa Engelhardt for the 2018-2019 school year as:

- a. Public Agency Compliance Officer

21) Approval is made for the following:

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that the Building & Grounds Supervisor/Educational Facilities Manager, and/or the individual named in a shared services agreement with Somerdale Borough for the same, be appointed for the 2018-2019 school year:

- a. Asbestos Management Officer
- b. Indoor Air Quality Designee
- c. Integrated Pest Management Coordinator
- d. Employer Responsible Right to Know Officer (ERRO)
- e. Chemical Hygiene Officer
- f. AHERA Coordinator

22) Approval for The Barclay Group to be named insurance broker of record for the 2018-2019 school year.

23) Approval for the Petty Cash account for the 2018-2019 school year in the amount of \$200 for the purpose of supplies required for immediate purchase. The maximum individual item reimbursement is \$75.00.

24) To approve contract with Phoenix Advisors for continuing bond disclosure agreement as required by the SEC in the amount of \$850.00 for the 2018-2019 school year, plus a one time initial set up fee of \$200.00 if new bonds are issued.

25) Approval for the following Health, Prescription, Dental, and Visions providers:

- a. Delta Dental as the Dental provider for the 2018-2019 school year.
- b. Amerihealth as the Health Provider for the 2018-2019 school year.
- c. Benecard as the Prescription Provider for the 2018-2019 school year.
- d. National Vision Administrators, LLC (NVA) as the Vision Provider for the 2018-2019 school year.

26) Approval of cooperative purchasing memberships with Keystone Purchasing Network (KPN) and The Educational Services Commission of New Jersey (ESCNJ) for the 2018-2019 school year;

WHEREAS, N.J.S.A 40A:11-11 authorizes contracting units to enter into a Cooperative Purchasing Agreements for its administration;

WHEREAS, the Somerdale Board of Education recognizes the importance of prudent fiscal management;

NOW, THEREFORE, BE IT RESOLVED, by the Somerdale Board of Education the Business Administrator may issue purchase orders to vendors who hold purchasing agreements with KPN and ESCNJ.

FINALLY, BE IT RESOLVED, that the Business Administrator add the list of vendors to the bill list for official board approval at the next board meeting and is authorized to make the appropriate transfer of funds to cover the necessary expense if necessary. A list of transfers will be presented at the next Board of Education meeting for official approval.

27) To approve Shared Services contract with the Borough of Somerdale for the 2018-2019 school year;



WHEREAS, the Borough and the Board have heretofore worked together in an effort to provide taxpayers with more efficient services; and

WHEREAS, there exists a new opportunity;

NOW THEREFORE BE IT RESOLVED, to by the parties hereto as follows:

- 1) The Borough shall provide for the pickup and disposal of garbage and recyclables from the Park School.
- 2) The Board will provide the Borough with various staff IT services
- 3) This agreement will only become effective upon adoption of Resolutions approving by both parties.
- 4) This agreement may be cancelled by either party upon written notice of cancellation given at least 60 days prior to the date of cancellation.

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

**X. DISCUSSION ITEM:**

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

- a. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution

**XI. REPORTS:**

On a motion by Mrs. Lowden 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 dated: April 24, 2018 (attachment #1) and April 27, 2018 (attachment #2)

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

**XII. OTHER REPORTS:**

a.) Student Attendance

<b>Enrollment April 2018</b>	
Preschool	30
Kindergarten	55
1st Grade	45
2nd Grade	52
3rd Grade	53
4th Grade	51
5th Grade	56
6th Grade	50
7th Grade	50
8th Grade	55
Out of District	3
Charter Students	2
Home Instruction	1

Homeless -Tuition	0
<b>Total April 2018</b>	<b>503</b>

b.) Security/Fire Drill Reports

**FIRE DRILL:**

**DATE: 4/13/18**

Alarm Sounded: 8:35 am  
Building Cleared: 8:36 am  
Returned to Building: 8:38 am  
Alarm Station Used: Main Hall  
All Staff in attendance participated in drill  
Number evacuated: Students present –475  
Staff Present: 84  
Special conditions simulated: none at this time  
Problems encountered: None  
Weather: 64 degrees

**BOMB THREAT DRILL:**

**DATE: 04/30/2018**

Alarm Sounded: 2:00 pm  
Building Cleared: 2:05 pm  
Returned to Building: 2:13 pm  
Alarm Station Used: Announced by page system  
All Staff in attendance participated in drill  
Special conditions simulated: no prior warning was announced;  
Mr. Ford announced there was a need to evacuate the building  
Problems encountered: none at this time  
Weather: 58 degrees

c.) Health Reports

d.) Student Safety Data System Report (attachment #3)

**XIII. PUBLIC COMMENTS (on any item) – None at this timw**

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.

**XIV. EXECUTIVE SESSION (if necessary) N/A**

**XV. ADJOURNMENT**

On a motion made by Mr. Fidgeon and seconded by Mrs. Barkoff the meeting was adjourned at 7:40pm

Respectfully Submitted:

Somerdale Board of Education meeting held on May 3, 2018

Melissa Engelhardt