

SOMERDALE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION

301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

**August 9, 2018
6:30 p.m.**

AGENDA

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

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	Alicia Conte	Susan Lowden
Kim Barkoff	Colm Fidgeon	Melissa Moore
Jason Bishop	Monique Howard	James Walsh

Also Present:

Mark Pease, Superintendent/Principal
Melissa Engelhardt, Business Administrator/Board Secretary
Chris Long, Solicitor

III. PUBLIC COMMENTS on any action items.

NOTATION OF PUBLIC COMMENTS ON AGENDA ITEMS ONLY

The Board President will recognize those individuals in the audience whom wish to comment **on any action items on this Agenda.**

Please respect the following procedures:

1. Be recognized by the Board President.

2. State your full name and address.
3. Identify the resolution/item number on which you wish to comment.
4. Wait to be recognized before you make your comment
5. Limit your comments to the specific resolution/items.
6. Limit your comments to (3) minutes per person.

IV. APPROVAL OF MINUTES

Motion by _____ Seconded by _____

Recommend that the Board of Education approve the revised regular minutes of the May 3, 2018 BOE Meeting and the regular minutes of the June 7, 2018 BOE Meeting.

ALL IN FAVOR: YES _____ NO _____ ABSTAIN _____ ABSENT _____

V. REPORTS

- A. Superintendent’s Report
- B. Business Administrator’s Report

VI. NEW BUSINESS

BUSINESS AFFAIRS, Colm Fidgeon, Chairperson, Susan Lowden, Alternate Chairperson, Jason Bishop, Administrative Liaisons: Mark Pease, Melissa Engelhardt

A. Finance – Reviews and monitors the school district budget and assumes other fiscal responsibilities

Report by Finance Committee Chair

Motion by _____ Seconded by _____

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-17:

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 and June 2018. The Board Secretary certifies that no line item account has been over expended of May and June 2018 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 May and June 2018. The Treasurer’s Report and Secretary’s report are in agreement for the month of May and June 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. June 15, 2018 Payroll Check Journal totaling: \$309,681.74
 - b. June 18, 2018 Payroll Check Journal totaling: \$179,517.83
 - c. June 29, 2018 Payroll Check Journal totaling: \$29,075.84
 - d. Bill List #1 and corresponding Check Journal totaling: \$87,183.31
 - e. Bill List #2 and corresponding Check Journal totaling: \$50.00
 - f. Bill List #3 and corresponding Check Journal totaling: \$150.00
 - g. Bill List #4 and corresponding Check Journal totaling: \$3,000.00
 - h. Bill List #5 and corresponding Check Journal totaling: \$56,533.00
 - i. Bill List #6 and corresponding Check Journal totaling: \$1,227.07
 - j. Bill List #7 and corresponding Check Journal totaling: \$90.19
 - k. Bill List #8 and corresponding Check Journal totaling: \$117,703.56
 - l. Bill List #9 and corresponding Check Journal totaling: \$17,779.57
 - m. Bill List #10 and corresponding Check Journal totaling: \$85.72
 - n. Bill List #11 and corresponding Check Journal totaling: \$124.84
 - o. Bill List #12 and corresponding Check Journal totaling: \$56.66
 - p. Bill List #13 and corresponding Check Journal totaling: \$31,480.52
 - q. Bill List #14 and corresponding Check Journal totaling: \$52.00
 - r. Bill List #15 and corresponding Check Journal totaling: \$2,808.12
 - s. Bill List #16 and corresponding Check Journal totaling: \$390,607.75
 - t. Bill List #17 and corresponding Check Journal totaling: \$59,990.06
 - u. Bill List #18 and corresponding Check Journal totaling: \$1,490.00
3. To approve the Transfers/Adjustments for the month of May and June 2018 (attachment #3).
4. To approve the attached disposal list. (attachment #4)
5. To post approve homebound instructional services for student 9560852876 at Jefferson Cherry Hill hospital from June 1, 2018 to June 5, 2018 in the amount of \$35.00 per hour
6. To approve the contract with ESS Northeast, LLC for substitute services from July 1, 2018 to June 30, 2019 as per the contracted rates.
7. To approve an electronic funds transfer for the pre-payment of the domain name renewal to Network Solutions in the amount of \$161.94 for 3 years from the Park Technology Services bank account.
8. To approve the contract with Brett DiNovi Associates, LLC for behavioral services not to exceed 70 hours at a rate of \$115 per hour for the 2018-2019 school year.
9. To approve a transfer from the Lunch account to the General account in the amount of \$3,000 for partial repayment of Inter-fund loan for purchase of Cafeteria tables
10. To approve a contract with Gloucester County Special Services School District for student 6976813933 from July 9, 2018 to August 9, 2018, tuition paid in the amount of \$4,235.00.
11. To approve a contract with Gloucester County Special Services School District for student 6976813933 from September 1, 2018 to June 30, 2019, tuition paid in the amount of \$40,540.00.
12. To approve breakfast & lunch prices for the 2018-2019 school year as follows:

	<u>Full</u>	<u>Reduced</u>	<u>Adult</u>
Breakfast	\$1.50	\$.30	\$1.90
Lunch	\$2.90	\$.40	\$3.50

13. To accept and approve the 2018/2019 IDEA Grant Award and Application allocating the following expenditures:

IDEA Basic: \$127,291 allocated to 100-300; outsourced classroom paraprofessionals \$7,983 allocated to 200-500; IEP direct software

IDEA PreSchool: \$1,240 allocated to 100-300; outsourced substitute teachers \$2,727 allocated to 100-600; classroom supplies

14. To accept and approve the 2018/2019 ESEA Grant Award and Application allocating following expenditures:

Title I Part A: \$143,383 allocated to 100-300; outsourced classroom paraprofessionals

Title II Part A: \$15,536 allocated to 200-100; PD teacher stipends

Title IV Part A: \$7,500 allocated to 200-500; HIB and Drug awareness activities \$1,000 allocated to 200-600; student and community enrichment supplies \$1,500 allocated to 100-600; student instructional supplies

15. To approve a transfer within the Student Activities account of \$500.00 from 8th grade to Community Services as a Class of 2018 gift.

16. To approve contract with Burlington County Special Services School District to utilize special educational services during the 18/19 school year. Specifically for 20 hours of Augmentative Alternative Communication Services in the amount of \$107/hour for student #7748621096.

17. To approve the following use of building rates for the 18/19 school year:

GROUPS 2-5 (organizations indirectly related to the school, municipal governments, and other non-profit organizations):

Field Use:

Without Staffing:
Daily \$25.00 (1-4 days)
Weekly \$75.00 (5-14 days)
Monthly \$175.00 (15-30 days)
If Somerdale Staff is needed \$25 per employee, per hour

Building Use:

Weekdays: \$15/hour; half hour increments only
Weekends: \$50/hour; half hour increments only
Holidays: Disallowed
If Somerdale Staff is needed \$30 per employee, per hour

GROUP 6 (for profit organizations and private functions):

Field Use:

Without Staffing:
Daily \$50.00 (1-4 days)
Weekly \$175.00 (5-14 days)
Monthly \$425.00 (15-30 days)
If Somerdale Staff is needed \$45 per employee, per hour

Building Use:

Weekdays: \$25/hour; half hour increments only
Weekends: \$75/hour; half hour increments only
Holidays: Disallowed
If Somerdale Staff is needed \$55 per employee, per hour

ROLL CALL VOTE: YES _____ NO _____ ABSTAIN _____ ABSENT _____

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

Report by Facilities Committee Chair

Motion by _____ Seconded by _____

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 the Facilities/Building Use Calendar and Requests by the Somerdale PTA to use the Library, Music Room, Ward Field, Cafetorium and/or Gymnasium for various activities for the 2018-2019 school year. (attachment #1)
2. To approve the Use of Building form by the Somerdale Baseball/Softball League to use Ward Field during August 20, 2018 – October 20, 2018, Monday, Wednesday and Friday from 6:00 pm – 8:00 pm, and Saturday from 9:30 am – 6:30 pm. Somerdale Baseball agrees to pay the Somerdale Board of Education the sum of \$550.00 for Ward Field usage as per fee schedule.

ROLL CALL VOTE: YES _____ NO _____ ABSTAIN _____ ABSENT _____

INSTRUCTIONAL, Dr. Monique Howard, Chairperson, Melissa Moore, Alternate Chairperson, James Anderson, Administrative Liaisons: Mark Pease, Robert Ford

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

Report by Curriculum Committee Chair

Motion by _____ Seconded by _____

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

1. To approve the revised Somerdale Park School Calendar for the 2018-2019 school year, removing PLC – Wednesdays, adjusting April 18, 2019, and adding PARCC/Science testing dates. (attachment #1)
2. The following field trips:
 - a. None at this time

ROLL CALL VOTE: YES _____ NO _____ ABSTAIN _____ ABSENT _____

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

Motion by _____ Seconded by _____

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1-8:

1. To accept the resignation of Susan Ratajski as the NJHS Advisor for the 2018-2019 school year.
2. To approve Sharon Gorman as the NJHS Advisor for the 2018-2019 school year at a stipend of \$2,000.00.
3. To accept the resignation of Greg Cesare as Assistant Boys Basketball Coach for the 2018-2019 school year.
4. To approve Dominic Travarelli as the Assistant Boys Basketball Coach for the 2018-2019 school year at a stipend of \$900.00.
5. To approve Amanda Pelkey as a Part-Time 3/5th Guidance Counselor for the 2018-2019 school year at a salary of \$31,057.80 at a level BA Step 1.

6. To approve the contract with Greg Cesare as Child Study Team Supervisor/Social Worker for the 2018-2019 school year at a salary of \$83,574.00.
7. To post-approve Kimberly Plotts to conduct Speech services for the Extended School Year, July – August 2018.
8. To approve the contract with Dolores Szymanski as a Part-Time 2/5th Curriculum Supervisor for the 2018-2019 school year at a rate of \$500.00 per day.

ROLL CALL VOTE: YES_____ NO_____ ABSTAIN_____ ABSENT_____

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

Motion by _____ Seconded by _____

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

1. For First Reading:
 - a. 1613 – Disclosure and Review of Applicant’s Employment History
 - b. R1613 - Disclosure and Review of Applicant’s Employment History
2. For Second Reading:
 - a. None at this time
3. To approve the job description for Child Study Team Supervisor/Social Worker. (attachment #1)
4. To approve the job description for Guidance Counselor/SAC. (attachment #2)
5. To approve the job description for Supervisor of Instruction, Curriculum Coordinator. (attachment #3)

ROLL CALL VOTE: YES_____ NO_____ ABSTAIN_____ ABSENT_____

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

ALL IN FAVOR: YES_____ NO_____ ABSTAIN_____ ABSENT_____

BOND REFERENDUM, Colm Fidgeon, Chairperson, Alicia Conte, Alternate Chair, Susan Lowden, Administrative Liaison: Mark Pease, Melissa Engelhardt

The Bond Referendum Committee's function is to meet and develop a framework for moving a referendum forward and to address project and budgetary issues.

Report by Bond Referendum Committee Chair

Motion by _____ Seconded by _____

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

1. To approve the below resolution:

**RESOLUTION EXTENDING THE HOURS OF THE SPECIAL SCHOOL
DISTRICT ELECTION TO BE HELD ON OCTOBER 2, 2018**

WHEREAS, The Board of Education of the Borough of Somerdale, in the County of Camden (the "Board") approved a resolution on June 7, 2018 entitled "RESOLUTION DETERMINING THE PROPOSAL TO BE SUBMITTED TO THE VOTERS AT THE SPECIAL SCHOOL DISTRICT ELECTION TO BE HELD ON OCTOBER 2, 2018 (the "Resolution");

WHEREAS, Section 1 of the Resolution sets the hours of the special election to be held on October 2, 2018 from 3:15 PM to 8:00 PM; and

WHEREAS, the Board has determined to extend the hours of the special election to be held on October 2, 2018 from 3:00 PM to 8:00 PM.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF SOMERDALE, IN THE COUNTY OF CAMDEN AS FOLLOWS:

Section 1. A special election of the legal voters of this school district shall be held on October 2, 2018 from 3:00 PM to 8:00 PM for the purpose of voting on a bond referendum.

Section 2. Section 1 of the Resolution is hereby amended to conform with the provisions of this resolution to the extent of any inconsistency herewith.

Section 3. The Board hereby ratifies the Board Secretary's notice of this time change delivered to the County Clerk, the County Board of Elections and the County Superintendent of Schools.

Section 4. A certified copy of this resolution shall be delivered to the County Clerk, the County Board of Elections and the County Superintendent of Schools.

Section 5. This resolution shall take effect immediately.

ROLL CALL VOTE: YES _____ NO _____ ABSTAIN _____ ABSENT _____

VII. DISCUSSION ITEM:

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

- a. None at this time

VIII. REPORTS:

Motion by _____ Seconded by _____

The following item will be recommended for approval:

1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for:

a. none at this time

ALL IN FAVOR: YES_____ NO_____ ABSTAIN_____ ABSENT_____

IX. OTHER REPORTS:

a.) Student Attendance

Enrollment June 2018	
Preschool	30
Kindergarten	55
1st Grade	45
2nd Grade	54
3rd Grade	52
4th Grade	50
5th Grade	56
6th Grade	48
7th Grade	49
8th Grade	55
Out of District	3
Charter Students	2
Home Instruction	1
Homeless -Tuition	0
Total June 2018	500

b.) Security/Fire Drill Reports

FIRE DRILL

DATE: 6/4/2018

Alarm Sounded: 9:22 am
 Building Cleared: 9:25 am
 Returned to Building: 9:26 am
 Alarm Station Used: D-Wing
 All Staff in attendance participated in drill
 Number evacuated: Students present –476
 Staff Present: 86
 Special conditions simulated: none at this time
 Problems encountered: None
 Weather: 60 degrees

c.) Health Reports - May and June 2018

d.) To approve the submission of the 2017-2018 Student Safety Data System Reports, as submitted by Robert Ford, Vice-Principal, for the Report Period #2 (January 1 – June 30, 2018). (attachments #1 & #2)

X. 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.

XI. EXECUTIVE SESSION (if necessary)

Motion by _____ Seconded by _____ Time: _____

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

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

WHEREAS, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

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

____ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public

____ Any matter in which the release of information would impair a right to receive funds from the federal government;

____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publically;

____ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body

____ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

____ Any investigations of violations or possible violations of the law;

____ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;

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

_____Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

WHEREAS, the length of the Executive Session is undetermined; however, the Somerdale Park Public School District, Board of Education will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene at _____ pm and the Somerdale Park Public School District, Board of Education will proceed with business.

NOW, THEREFORE, BE IT RESOLVED, that the Somerdale Park Public School District, Board of Education will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Somerdale Park Public School District, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Somerdale Park Public School District, Board of Education attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Somerdale Park Public School District, Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

BE IT FURTHER RESOLVED that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

XII. RETURN TO PUBLIC SESSION

Motion by _____ Seconded by _____ Time: _____

XIII. ADJOURNMENT

Motion by _____ Seconded by _____ TIME _____