

SOMERDALE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION

301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

**November 11, 2021
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 Student Learning 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 in The Courier Post, as well as posting notices in Borough Hall, at Somerdale Park School, and on the District website in accordance with all NJ laws. Please be advised that this meeting is being recorded.

James Anderson	Taylor Klenk	Kevin Smith
Kim Barkoff	Susan Lowden	
Monique Howard	Marc Ritz	

Also Present:

Mark Pease, Superintendent/Principal
David Rouse, Business Administrator/Board Secretary
Chris Long, Solicitor

III. ADMINISTER THE OATH OF OFFICE TO BARBARA BOYLE

IV. ROLL CALL

James Anderson	Monique Howard	Marc Ritz
Kim Barkoff	Taylor Klenk	Kevin Smith
Barbara Boyle	Susan Lowden	

V. 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.

VI. APPROVAL OF MINUTES

On a motion made by _____ and seconded by _____ the following was approved:

Recommend that the Board of Education approve the regular and executive session minutes of the October 11, 2021 BOE Meeting.

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

VII. REPORTS

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

VIII. NEW BUSINESS

BUSINESS AFFAIRS, Susan Lowden, Chairperson, Marc Ritz, Alternate Chairperson, Administrative Liaisons: Mark Pease, David Rouse

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

Report by Finance Committee Chair

On a motion made by _____ and seconded by _____ the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-10:

1. Financial Reports:

To approve the Board Secretary and Treasurer’s Reports for September 2021 (attachment #1).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of September 2021. 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 September 2021. The Treasurer’s Report and Secretary’s report are in agreement for the month of September 2021.

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. September 15, 2021 Payroll Bill List and corresponding Check Journal totaling: \$233,011.39
- b. September 30, 2021 Payroll Bill List and corresponding Check Journal totaling: \$231,040.08

- c. October 15, 2021 Payroll Bill List and corresponding Check Journal totaling: \$231,190.45
- d. October 30, 2021 Payroll Bill List and corresponding Check Journal totaling: \$231,002.63
- e. Vendor Bill List #1 and corresponding Check Journal totaling: \$12.00
- f. Vendor Bill List #2 and corresponding Check Journal totaling: \$14.16
- g. Vendor Bill List #3 and corresponding Check Journal totaling: \$265,337.74
- h. Vendor Bill List #4 and corresponding Check Journal totaling: \$31,119.75
- i. Vendor Bill List #5 and corresponding Check Journal totaling: \$28,108.10
- j. Vendor Bill List #6 and corresponding Check Journal totaling: \$519.50

3. To approve the Transfers/Adjustments for the month of September 2021 (attachment #3).
4. To approve Maria Montroni-Currais to attend the online Leading with Differentiated Instruction: The Role of the Administrator workshop on November 16, 2021 at a cost of \$75.00. Funds to be paid by the Title II grant.
5. To approve the teaching staff for the Becoming a Strong Leader and Developing an Elevated Mindset workshop on January 14, 2022. To be paid from the Title II grant.
6. To approve the attached resolution with NJSIG for membership renewal from July 1, 2021 to July 1, 2024. (attachment #4)
7. To approve Maria Montroni-Currais and Mark Pease to attend the online workshop School Climate for Adults: It Matters More Than Ever on January 11, 2022 at a cost of \$100.00 per person. Workshop to be paid out of the Title II grant.
8. To approve the IDEA-ARP Pre-School Grant Award and Application allocating the following expenditures:
 - \$1,951.00 allocated to 100-600; instructional supplies
9. To approve the IDEA-ARP Grant Award and Application allocating the following expenditures:
 - \$12,953.00 allocated to 100-300; instructional professional services
 - \$5,000.00 allocated to 100-600; instructional supplies
 - \$5,000 allocated to 200-600; non-instructional supplies
10. To approve Stephen Burns as Business Office support during transition of Accounting Clerk position at \$30.00 per hour not to exceed \$5,970.00 for the 2021-2022 school year.

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

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

Report by Facilities Committee Chair

INSTRUCTIONAL, Taylor Klenk, Chairperson, James Anderson, Alternate Chairperson, Kevin Smith, Monique Howard, 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

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 _____ and seconded by _____ the following was approved:

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

items 1-6:

1. To accept the resignation of Mindy Kegel, Accounting Clerk, as of November 12, 2021 and After Care Aide as of November 11, 2021.
2. To accept the resignation of Amy Flynn as Renaissance Advisor for the 2021-2022 school year.
3. To accept the resignation of Amanda Schwartz as National Junior Honor Society Advisor for the 2021-2022 school year.
4. To approve Natalie Fisher as Girls Softball Coach for the 2021-2022 school year. Rate of pay as per negotiated agreement with the SEA.
5. To approve Cindy Reid as Renaissance Advisor for the remainder of the 2021-2022 school year. Rate of pay as per negotiated agreement with the SEA. (pro-rated)
6. To approve Jessica Palo and Susan Ratajski to be NJHS Co-Advisors for the remainder of the 2021-2022 school year. Rate of pay as per negotiated agreement with the SEA. (pro-rated)

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

POLICY/COMMUNITY AFFAIRS, Kimberly Barkoff, Chairperson, Kevin Smith, Alternate Chairperson, Taylor Klenk, 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 and seconded by the following was approved:

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

1. For First Reading:
 - a. P 1648.11 The Road Forward COVID-19 Health and Safety
 - b. P 2422 - Comprehensive Health and Physical Education
 - c. P 2467 - Surrogate Parents and Resource Family Parents
 - d. P 5111 - Eligibility of Resident-NonResident Pupils
 - e. P 5116 - Education of Homeless Children
 - f. P 6115.01 – Federal Awards/Funds Internal Control Allowability of Costs
 - g. P 6115.02 Federal Awards/Funds Internal Control Mandatory Disclosures
 - h. P 6115.03 Federal Awards/Funds Internal Control Conflict of Interest
 - i. P 6311 - Contracts For Goods or Services Funded by Federal Grants
 - j. P 7432 - Eye Protection
 - k. P 8420 - Emergency and Crisis Situations
 - l. P 8540 - School Nutrition Programs
 - m. P 8550 - Meal Charges Outstanding Food Service Bill
 - n. P 8600 - Student Transportation
 - o. R 7432 - Eye Protection Practices
 - p. R 8420 - Fire and Fire Drills
2. For Second Reading:
 - a. P 0131 - Bylaws, Policies and Regulations
 - b. P 3142 - Nonrenewal of Nontenured Teaching Staff Member
 - c. P 3221 - Evaluation of Teachers
 - d. P 3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
 - e. P 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
 - f. P 3224 - Evaluation of Principals, Vice Principals and Assistant Principals
 - g. P 4146 - Nonrenewal of Nontenured Support Staff Member
 - h. P 6471 - School District Travel

- i. P 8561 - Procurement Procedures for School Nutrition Programs
 - j. R 3142 - Nonrenewal of Nontenured Teaching Staff Member
 - k. R 3221 - Evaluation of Teachers
 - l. R 3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
 - m. R 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
 - n. R 3224 - Evaluation of Principals, Vice Principals and Assistant Principals
 - o. R 4146 - Nonrenewal of Nontenured Support Staff Member
 - p. R 6471 - School District Travel
3. To approve the Somerdale School Districts Opening and Remote Plan for the 2021-2022 school year.
 4. To approve the NJQSAC District Performance Review (DPR) for submission as required by the New Jersey Department of Education for the 2021-2022 school year.
 5. To approve the new Comptroller Job Description for the 2021-2022 school year. (attachment #1)

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

BOND AD HOC COMMITTEE, Susan Lowden, Chairperson, Marc Ritz, Alternate Chair, Administrative Liaison: Mark Pease, David Rouse

The Bond 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 Committee Chair

IX. REPORTS:

On a motion made by and seconded by the following was approved:

The following item will be recommended for approval:

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

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

X. OTHER REPORTS:

- a.) Student Attendance

Enrollment October 2021

Preschool	27
Kindergarten	43
1st Grade	48
2nd Grade	37
3rd Grade	47
4th Grade	33
5th Grade	48
6th Grade	52
7th Grade	64
8th Grade	53
Out of District	4

Charter Students	1
Home Instruction	
Homeless -Tuition	
Total October 2021	457

b.) To approve the Somerdale School Bus Emergency Evacuation Drill Report:

Date of Drill: October 18, 2021
Time of Drill: 8:11 am
Location of Drill: Bus Drop Off location in front
Route Number: SDP2
Drill Supervised by: Mr. Robert Ford, Vice-Principal

c.) Security/Fire Drill Reports

FIRE DRILL:

DATE: 10/05/21 Alarm Sounded: 2:00 pm
Building Cleared: 2:02 pm
Returned to Building: 2:06 pm
Alarm Station Used: Main Hall By Cafe
All Staff in attendance participated in drill
Number evacuated: Students present: 428
Staff Present: 89
Special conditions simulated: none at this time
Problems encountered: None
Weather: 66 degrees

OFF SITE EVACUATION DRILL:

DATE: 10/12/21 Alarm Sounded: 1:17 pm
All Staff in attendance participated in drill
Problems encountered: None

d.) Health Reports – September and October 2021 Nurse’s Report

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.

XII. EXECUTIVE SESSION (if necessary)

On a motion made by and seconded by the board entered into Executive Session at pm:

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

session to discuss certain matters which are exempted from the Public; and **WHEREAS**, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written. **NOW, THEREFORE, BE IT RESOLVED** that the Somerdale Park Public School District, Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

- _____ Any 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.

XIII. RETURN TO PUBLIC SESSION

On a motion made by and seconded by the board returned to public session at pm

XIV. ADJOURNMENT

On a motion made by and seconded by the meeting was adjourned at pm