

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education  
301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education**

**November 16, 2017  
6:30 p.m.**

**AGENDA**

**I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE**

**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.

**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	Monique Howard
Kim Barkoff	Susan Lowden
Alicia Conte	Melissa Moore
Colm Fidgeon	John Phillips
	James Walsh

Also Present:

Cleve Bryan, Interim Superintendent/Principal  
Melissa Engelhardt, Business Administrator/Board Secretary  
Robert Ford, Vice Principal  
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 regular session minutes of the October 12, 2017 BOE Meeting.

ALL IN FAVOR: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**V. REPORTS**

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

**VI. 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 publicly;

\_\_\_\_\_ 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.

**VII. RETURN TO PUBLIC SESSION**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Time: \_\_\_\_\_

**VIII. NEW BUSINESS**

**BUSINESS AFFAIRS**, John Phillips, Chairperson, James Walsh, Alternate Chairperson, Kim Barkoff, 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

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

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

1. Financial Reports:

To approve the Board Secretary and Treasurer’s Reports for 2017 (attachment #1).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of September 2017. 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 2017. The Treasurer’s Report and Secretary’s report are in agreement for the month of September 2017.

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. October 13, 2017 Payroll Check Journal totaling: \$221,785.81
  - b. October 30, 2017 Payroll Check Journal totaling: \$207,552.28
  - c. Vendor Bill List #1 and corresponding Check Journal totaling: \$10,568.75
  - d. Vendor Bill List #2 and corresponding Check Journal totaling: \$818.07
  - e. Vendor Bill List #3 and corresponding Check Journal totaling: \$83.03
  - f. Vendor Bill List #4 and corresponding Check Journal totaling: \$294,435.64
  - g. Vendor Bill List #5 and corresponding Check Journal totaling: \$24,209.69
- 3. To approve the Transfers/Adjustments for the month of September 2017 (attachment #3). – None at this time
- 4. To approve contract with Med-Flex, Inc. for the removal of medical waste from October 3, 2017 through October 2, 2020 in the amount of \$86.25 per year.
- 5. To approve Greg Cesare, and/or Designee to attend all countywide, district wide, and/or regional CST and/or IEP (*out-of-district*) student(s) meetings for the 2017-2018 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

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

- 6. To approve Cleve Bryan, Interim Superintendent/Principal, to attend all countywide, district-wide, and/or regional Roundtable for the 2017-2018 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
- 7. To approve Cleve Bryan, Interim Superintendent/Principal, and/or Designee to attend all countywide, district-wide, and/or regional Principal and/or Curriculum meetings for the 2017-2018 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy
- 8. To approve the appointment of Cleve Bryan for the 2017-2018 school year as:
  - a. NCLB Coordinator
  - b. IDEA Basic and IDEA Preschool Coordinator
  - c. Affirmative Action Officer

- d. State Testing Coordinator/PARCC Coordinator
- f. Curriculum Supervisor
- g. Acting Special Education Coordinator
- h. Educational Stability Liaison

9. To approve the contract with Brookfield Academy to provide educational instruction services to Somerdale School District students sent to the Castle Program for the 2017-2018 school year in the amount of \$40.00 per hour.

10. To approve the 2016-2017 Comprehensive Maintenance Plan. (attachment #4)

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 11-12:

- 11. To approve a contract with Children’s Hospital of Philadelphia to provide homebound instruction for student 280640955 for an 4-8 week period with intermittent admissions possible throughout the 2017-2018 school year at a rate of \$55.19 per hour.
- 12. Discussion and Acceptance of the Audit Report as presented by the Superintendent of the Somerdale School District for the year ended June 30, 2017. There were no findings for the 2016-2017 audit. No corrective action plan is needed. A summary of the audit is available for public on the website. The Exit Conference w/Auditors was held on October 2, 2017. (attachment #5)

**CORRECTIVE ACTION PLAN**

NAME OF SCHOOL: Somerdale  
 COUNTY: Camden  
 TYPE OF AUDIT: Annual – Through June 30, 2017  
 DATE OF BOARD MEETING: November 16, 2017  
 CONTACT PERSON: Mrs. Engelhardt, Board Secretary  
 TELEPHONE NUMBER: (856) 783-2931 x803

Recommendation Number	Corrective Action	Method of Implementation	Person Responsible for Implementation	Completion Date
1.)	NONE			

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 Somerdale Park’s Student Council to hold a Dodgeball Tourney on March 8, 2018 at 5:45 pm in the Gym. Proceeds to benefit Student Council activities.
2. To approve Somerdale PTA to hold Scholastic Book Fair from January 23, 2018 through January 25, 2018, which includes a Family Night on January 24, 2018.

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**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

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1 - 3:

1. To approve the Nursing Service Plan for the 2017-2018 school year as per N.J.A.C. 6A:16-2.1(b), as drafted by M. Dow, school nurse. (attachment #1)
2. To approve the Somerdale Park School Disciplinary Referral Form for the 2017-2018 School year. (attachment #2)
3. The following field trips:
  - a.) To approve Student Council students to travel to Deptford Mall to assist Clearview Special Education Students with annual Christmas Shopping on December 7, 2017. No cost to student, \$5.00 transportation fee to be paid from Student Council funds.
  - b.) To approve Student Council students to visit Medieval Times, Lyndhurst, NJ, on March 15, 2018. Cost per student \$35.00 plus \$5.00 transportation fee.
  - c.) To approve Renaissance Trip to Wildwood, NJ for grades 5<sup>th</sup> - 8<sup>th</sup> Grades, on June 11, 2018. Cost per student \$24.00 and transportation cost of \$1840.00 to be paid from the General Fund.
  - d.) To approve the Renaissance Trip to DiDonato’s Bowling, Hammonton, NJ on February 5, 2018. No cost to student, trip paid through General Fund.
  - e.) To approve the Renaissance Trip to Cinemark Movies, Somerdale, NJ, on May 25, 2018. No cost to student, trip paid through General Fund.
  - f.) To approve Third Grade Students to visit the Academy of Natural Science, Philadelphia, PA, on March 22, 2018. Cost per student \$12.50 plus \$5.00 transportation fee.
  - g.) To approve Second Grade Students to visit the Camden Aquarium, Camden, NJ, on May 24, 2018. Cost per student \$16.00 plus \$5.00 transportation fee.
  - h.) To approve First Grade Students to visit the Philadelphia Zoo, Philadelphia, PA, on May 29, 2018. Cost per student \$18.00 plus \$5.00 transportation fee.

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 1-5:

1. To approve the resubmission of the Interim Superintendent’s 2017-2018 contract to the County Superintendent.
2. To post approve Jessica Palo, Charity Knecht, Anna Barnow, and Dominic Travarelli to conduct Parent Map and Classworks Classes on or about October 25, 2017 and November 15, 2017 from 6:30 pm – 7:10 pm and 7:15 pm – 8:00 pm to be paid at a rate of \$40.00 per hour.
3. To post approve Gloucester City’s Kindergarten Teachers to observe Somerdale Park’s Kindergarten Daily 5 lessons on October 19, 24, and 26, 2017.
4. To accept the resignation of Kristine Reichelderfer as the Girl’s Assistant Basketball Coach for the 2017-2018 season.
5. To approve Jessica Palo as Girl’s Assistant Basketball Coach for the 2017-2018 season at a stipend of \$900.00.

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

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

6. To approve Nikki Marroletti for maternity leave extension, qualifying for both FMLA and NJFLA simultaneously for the care of her new born child, to run concurrently with paid sick leave, with a start date of November 16, 2017 and a return date of November 27, 2017.

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**POLICY/COMMUNITY AFFAIRS**, Alicia Conte, Chairperson, James Anderson, Alternate Chairperson, Kim 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 \_\_\_\_\_

The following item will be recommended for approval:

1. None at this time

Recommend that the Board of Education on the recommendation of the Superintendent approve the following items 1 & 2:

1. For First Reading:
  - a. 5561 – Use of Restraint
  - b. R5561 – Use of Restraint
  
2. For Second Reading:
  - a. 1240 – Evaluation of Superintendent
  - b. 3126 – District Mentoring Program
  - c. 3221 – Evaluation of Teachers
  - d. 3222 – Evaluation of Teaching Staff Members
  - e. 3223 – Evaluation of Administrators
  - f. 3224 – Evaluation of Principals
  - g. 3240 – Professional Development for Teachers and School Leaders
  - h. 5610 – Suspension
  - i. 5620 – Expulsion
  - j. 8505 – Local Wellness Policy
  - k. 8550 – Unpaid Meal Charges
  - l. R1240 – Evaluation of Superintendent
  - m. R3126 – District Mentoring Program
  - n. R3221 – Evaluation of Teachers
  - o. R3222 – Evaluation of Teaching Staff Members
  - p. R3223 – Evaluation of Administrators
  - q. R3224 – Evaluation of Principals
  - r. R3240 – Professional Development for Teachers and School Leaders
  - s. R5610 – Suspension Procedures

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, James Walsh, 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

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

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

1. None at this time

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**IX. DISCUSSION ITEM:**

1. Discussion of School Board Members' Code of Ethics:
  - a.) I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
2. Urgent Care Retention Pond Proposal
3. Solar Roof RFP

ALL IN FAVOR: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**X. REPORTS:**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

The following item will be recommended for approval:

1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for: \_\_\_\_, 2017
  - a. None at this time

ALL IN FAVOR: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

**XI. OTHER REPORTS:**

- a.) Student Attendance

<b>Enrollment October 2017</b>	
Preschool	30
Kindergarten	52
1st Grade	44
2nd Grade	52
3rd Grade	54
4th Grade	52
5th Grade	54
6th Grade	47
7th Grade	48
8th Grade	54
Out of District	2
Charter Students	3
Home Instruction	1
Homeless -Tuition	0
<b>Total October 2017</b>	<b>493</b>

- b.) Security/Fire Drill Reports

**Fire Drill:**

