

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education  
301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education**

**December 14, 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, Superintendent/Principal  
Melissa Engelhardt, Business Administrator/Board Secretary  
Robert Ford, Vice Principal  
Chris Long, Solicitor

**III. *A Presentation by Mr. Cleve Bryan honoring the November Students of the Month and the Somerdale Soccer Team on their winning season.***

IV. *The Board would like to Recognize and Thank Mr. John Phillips for the Last Four Years of Service to the Board of Education.*

V. **Recess**

VI. **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.

VII. **APPROVAL OF MINUTES**

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

Recommend that the Board of Education approve the regular and executive session minutes of the November 16, 2017 BOE Meeting and closed session minutes of the November 30, 2017 and December 7, 2017 Meeting.

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

VIII. **REPORTS**

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

IX. **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 October 2017 (attachment #1).

The Board Secretary's Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of October 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 October 2017. The Treasurer’s Report and Secretary’s report are in agreement for the month of October 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. November 15, 2017 Payroll Check Journal totaling: \$207,523.11
  - b. November 30, 2017 Payroll Check Journal totaling: \$213,869.36
  - c. Vendor Bill List #1 and corresponding Check Journal totaling: \$109.54
  - d. Vendor Bill List #2 and corresponding Check Journal totaling: \$778.11
  - e. Vendor Bill List #2 and corresponding Check Journal totaling: \$17,564.49
  - f. Vendor Bill List #4 and corresponding Check Journal totaling: \$237,159.96
3. To approve the Transfers/Adjustments for the month of October 2017 (attachment #3).
4. To post approve the Client Portal User Account Agreement for National Vision Administrators, LLC to allow authorization for Third Party access.
5. To approve the disposal of the Kiln and woodshop equipment, which have become obsolete and no longer used by the district.

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 6-8:

6. To approve 5 year lease renewal with KDI for 3 new black and white Ricoh copiers;
 

**WHEREAS** the lease term shall begin January 25, 2018 and terminate on December 25, 2022;  
**WHEREAS** the cost of the lease shall remain the same as the expiring lease at \$1,469.00 per month;  
**BE IT FURTHER** resolved that the board approve a corresponding 5 year service contract with KDI;  
**WHEREAS** the service contract term shall begin on January 25, 2018 and terminate on December 25, 2022;  
**WHEREAS** the cost of the service contract is \$1,687.50 per quarter;  
**WHEREAS** the service contract payment includes 375,000 copies per quarter;  
**WHEREAS** copies in excess of the included amount shall be billed at .0045/copy;  
**NOW BE IT RESOLVED** that the Board approves both the copier lease and service contract as set forth in the agreements.
7. To post approve 5 year lease with KDI for a new Canon color copier;
 

**WHEREAS** the Canon copier is to be exchanged for a Ricoh copier in December;  
**WHEREAS** the lease term shall begin July 14, 2017 and terminate on July 13, 2022;  
**WHEREAS** the cost of the lease is \$160.84 per month;  
**WHEREAS** the payment includes the cost of 250 color images and 450 black & white images per month;

**WHEREAS** copies in excess of the included amount above shall be billed at .079/color copy and .011/black & white copy;

**BE IT FURTHER RESOLVED** that the board approve the exchange of the Canon copier with a Ricoh copier;

**WHEREAS** the Canon copier is not working as agreed;

**WHEREAS** the Ricoh offers the same options as the Canon;

**WHEREAS** all other lease terms remain the same;

**NOW BE IT RESOLVED** that the Board approves the color copier lease as set forth in the agreement.

8. To approve the following resolution:

**RESOLUTION  
SOMERDALE BOARD OF EDUCATION**

**RESOLUTION AUTHORIZING THE SUBMISSION OF BOND REFERENDUM QUESTION TO THE NEW JERSEY DEPARTMENT OF EDUCATION AND AMEND THE DISTRICT'S LONG RANGE FACILITIES PLAN**

**WHEREAS**, the Somerdale Board of Education ("SBOE" and/or "Board") desires to complete two (2) projects, one of which of which for the replacement of a roof and construction of a new parking lot, totaling approximately \$2,788,120.00 and the second for improvements to the playground and the redesign of the current parking lot, totaling approximately \$986,480.00; and

**WHEREAS**, the SBOE is seeking Debt Service Aid Funding for any and all eligible components of the submitted projects; and

**WHEREAS**, the SBOE intends to fund the two (2) projects through bonding after approval of the projects by voters of the District as a bond referendum; and

**WHEREAS**, the SBOE now desires to submit the proposed questions to the New Jersey Department of Education for their approval; and

**WHEREAS**, the projects require the District to amend their Long Range Facilities Plan to be consistent with the proposed projects.

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

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The SBOE's Superintendent, Business Administrator, Board President and/or Board Vice President or their designees are hereby authorized to take any and all action required to submit the two (2) referendum questions to the New Jersey Department of Education.
3. The SBOE's Superintendent, Business Administrator, Board President and/or Board Vice President or their designees are hereby authorized to take any and all action required to amend the District's Long Range Facilities Plan to be consistent with the proposed project.

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 for Use of Facilities as per Somerdale Board of Education Policy 7510:

1. None at this time

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 item 1:

1. The following field trips:
  - a.) To approve the Music Department to take several students to perform at the Deptford Mall, Deptford, NJ, on December 19, 2017.

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 Interim Superintendent/Principal contract for Cleve Bryan from November 1, 2017 to June 30, 2018 at a daily rate of \$587.67.
2. To accept the resignation of Lauren McCaffrey as the Science Club Advisor for the 2017-2018 school year.
3. To approve Dominic Travarelli as the Science Club Advisor for the 2017-2018 school year at a rate of \$35.00 per hour not to exceed \$1,050.00.
4. To post approve Karyn Lightstone, Book Mate volunteer to visit Kindergarten Classrooms once a week from 12:30 - 1:00 pm for the 2017-2018 school year to help expand literature with at risk students.
5. To approve Michael Quariadi, Rowan College student to complete 8 hours of observation with Sharon Gorman on December 15, 2017 and December 18, 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. 5337 – Services Animals
- 2. For Second Reading:
  - a. 5561 – Use of Restraint
  - b. R5561 – Use of Restraint

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 \_\_\_\_\_

**X. DISCUSSION ITEM:**

- 1. Discussion of School Board Members’ Code of Ethics:
  - a. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.

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

**XI. 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. December 2017 (attachment #1)

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

**XII. OTHER REPORTS:**

- a.) Student Attendance

**Enrollment November 2017**

Preschool	30
Kindergarten	55
1st Grade	44
2nd Grade	52
3rd Grade	54
4th Grade	52
5th Grade	53
6th Grade	47
7th Grade	48
8th Grade	54
Out of District	2
Charter Students	3
Home Instruction	1
Homeless -Tuition	0
<b>Total November 2017</b>	<b>495</b>

- b.) Security/Fire Drill Reports

**FIRE DRILL:**

**DATE: 11/21/17**

Alarm Sounded: 8:59 am  
Building Cleared: 9:01 am  
Returned to Building: 9:03 am  
Alarm Station Used: C-Wing  
All Staff in attendance participated in drill  
Number evacuated: Students present -469  
Staff Present: 87  
Special conditions simulated: none at this time  
Problems encountered: None  
Weather: 58 degrees

**DATE: 11/28/17**

Alarm Sounded: 1:55 pm  
Building Cleared: 1:57 pm  
Returned to Building: 2:00 pm  
Alarm Station Used: Main Hall by Boiler Room  
All Staff in attendance participated in drill  
Number evacuated: Students present -467  
Staff Present: 85  
Special conditions simulated: none at this time  
Problems encountered: None  
Weather: 62 degrees

c.) Health Reports - November 2017

**XIII. 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.

**XIV. 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.

**XV. RETURN TO PUBLIC SESSION**

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

**XVI. ADJOURNMENT**

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