

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

**January 4, 2018
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	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 Miss Somerdale, Allison Lowden to Susan Ratajski and acknowledgement of Veterans of Foreign Wars Essay contest winner, Hanna Adedokun.*

IV. ELECTIONS RESULTS FROM: November 7, 2017

Candidates:

<u>For a Three Year Term:</u>	<u>Number of Votes</u>
Kimberly Barkoff	627
Jason Bishop	410
Thomas Leakan	335
James Walsh	465
John Phillips	371
Write Ins (unspecified)	8

V. ADMINISTER THE OATH OF OFFICE TO KIMBERLY BARKOFF, JASON BISHOP, AND JAMES WALSH

VI. ROLL CALL

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

VII. NOMINATION AND ELECTION OF BOARD OFFICERS

- a. On a motion by _____, seconded by _____, _____ is nominated for President of the Board of Education.
- On a motion by _____, seconded by _____, _____ is nominated for President of the Board of Education.
- On a motion by _____, seconded by _____, _____ is nominated for President of the Board of Education.
- b. On a motion by _____, seconded by _____, a request was made to close nominations for President.
- c. On a motion by _____, seconded by _____, approval is made of _____ for the Office of Board President.

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

The Board meeting is officially turned over to the Board President.

- d. On a motion by _____, seconded by _____, _____ is nominated for Vice-President of the Board of Education.
- On a motion by _____, seconded by _____, _____ is nominated for Vice-President of the Board of Education.
- On a motion by _____, seconded by _____, _____ is nominated for Vice-President of the Board of Education.
- e. On a motion by _____, seconded by _____, a request was made to close nominations for Vice-President.
- f. On a motion by _____ seconded by _____, approval is made of _____ for the Office of Vice-President.

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

- g. Appointing _____ as representative to Camden County Education Services Commission.
- h. Appointing _____ as Alternate Representative to the Camden County Educational Services Commission.
- i. Appointing _____ as Delegate to New Jersey School Boards Association.
- j. Appointing _____ as Alternate Delegate of New Jersey School Boards Association.
- k. Appointing _____ as Legislative Chairperson of New Jersey School Boards Association.
- l. Appointing _____ as representative to Camden County School Boards Association.

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

VIII. 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.

IX. APPROVAL OF MINUTES

Motion by _____ Seconded by _____

Recommend that the Board of Education approve the regular and executive session minutes of the December 14, 2017 BOE Meeting.

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

X. REPORTS

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

XI. NEW BUSINESS

BUSINESS AFFAIRS

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 November 2017 (attachment #1).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of November 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 November 2017. The Treasurer’s Report and Secretary’s report are in agreement for the month of November 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. None at this time

3. To approve the Transfers/Adjustments for the month of November 2017 (attachment #3).

4. To approve the rejection of all Solar/Roof proposals.

5. To approve a contract with Cooper Health Systems for the physician services in the amount of \$125.00 per hour for the 2017-2018 school year.

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

7. To approve that the Business Administrator be authorized to enter into contracts and continue payment of all bills through February 8, 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.

8. 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 2017-2018 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 _____ 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 item for Use of Facilities as per Somerdale Board of Education Policy 7510:

- 1. To approve Soccer Shots Use of Building request for the Cafeteria during January 11, 2018 through February 22, 2018 from 6:00 pm – 7:00 pm at a rental cost of \$28.00 per hour.

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

INSTRUCTIONAL

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. None at this time
- 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 - 3:

- 1. To approve Kelly Cesarski, Spanish Teacher, to attend “Effectively Dealing with Disruptive Students” workshop on January 31, 2018 in Cherry Hill, NJ at a cost of \$259.00.
- 2. To approve Gina Horiates and Steve Terry to attend the “Music Teacher Professional Development Workshop” on January 23, 2018 at Camden County Technical School, Sicklerville, NJ. No cost to district, workshop is free to Camden County Middle School Music Teachers.
- 3. To approve Deb Halpin, Special Education Teacher, to serve as a Homebound Tutor for a 5th Grade Student #6976813933, 5 days a week/2 hours per day until further notice at a rate of \$40.00 per hour.
- 4. To approve Natalie Cordivari to attend “Teach Your Students How to Write with Spice for PARCC” Workshop on January 30, 2018 at ETTC, Galloway, NJ, at a cost of \$178.00.

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

POLICY/COMMUNITY AFFAIRS

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. To approve the Memorandum of Agreement Addendum 3 between the Somerdale Board of Education and Somerdale Law Enforcement authorities;

WHEREAS the chief school administrator has reviewed with the Somerdale Board of Education the effectiveness of policies for Law Enforcement Operation for Alcohol, Drugs, Weapons, and Safety;

WHEREAS the chief school administrator has met with a Somerdale law enforcement official for discussion and review of the agreement;

BE IT RESOLVED the Somerdale Board of Education adopts the memorandum of agreement for the 2017-2018 fiscal year.

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

- 1. For First Reading:
 - a. None
- 2. For Second Reading:
 - a. 5337 – Service Animals

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

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 _____

XII. DISCUSSION ITEM:

- 1. Discussion of School Board Members’ Code of Ethics:
a. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends

XIII. 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. January 2018 (attachment #1)

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

XIV. OTHER REPORTS:

- a.) Student Attendance

Enrollment December 2017

Table with 2 columns: Category and Enrollment Count. Rows include Preschool (30), Kindergarten (55), 1st Grade (44), 2nd Grade (52), 3rd Grade (56), 4th Grade (52), 5th Grade (54), 6th Grade (47), 7th Grade (50), 8th Grade (54), Out of District (2), Charter Students (3), Home Instruction (1), Homeless -Tuition (0), and Total December 2017 (500).

- b.) Security/Fire Drill Reports

DATE: 12/5/17 Alarm Sounded: 10:25 am
Building Cleared: 10:27 am
Returned to Building: 10:29 am
Alarm Station Used: D-Wing
All Staff in attendance participated in drill
Number evacuated: Students present -476
Staff Present: 90

Special conditions simulated: none at this time
Problems encountered: None

Weather: 62 degrees

DATE: 12/19/17

Alarm Sounded: 1:04 pm
Building Cleared: 1:07 pm
Returned to Building: 1:09 pm
Alarm Station Used: Main Hall Way
All Staff in attendance participated in drill

Number evacuated: Students present –454
Staff Present: 87

Special conditions simulated: none at this time
Problems encountered: None
Weather: 57 degrees

c.) Health Reports – December 2017

XV. 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.

XVI. 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.

XVII. RETURN TO PUBLIC SESSION

Motion by _____ Seconded by _____ Time: _____

XVIII. ADJOURNMENT

Motion by _____ Seconded by _____ TIME _____