

SOMERDALE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION

301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

**June 7, 2018
6:30 p.m.**

MINUTES

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 at 6:30 om

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

Also Present:
Cleve Bryan, Superintendent/Principal
Mindy Kegel, Accounting Clerk
Chris Long, Solicitor

Mr. Fidgeon arrived at the meeting at 6:31 pm
Mr. Anderson arrived at the meeting at 6:36 pm

III. A Presentation by Mr. Cleve Bryan honoring the April Students of the Month.

IV. PUBLIC COMMENTS on any action items. – none at this time

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.

V. APPROVAL OF MINUTES

On a motion made by Mr. Fidgeon and seconded by Mrs. Conte the following was approved:

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

ALL IN FAVOR: YES 7 NO 0 ABSTAIN 0 ABSENT 2

VI. REPORTS

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

VII. NEW BUSINESS

BUSINESS AFFAIRS, Colm Fidgeon, Chairperson, Susan Lowden, Alternate Chairperson, Jason Bishop, 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

On a motion made by Mr. Fidgeon and seconded by Mrs. Lowden the following was approved:

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 April 2018. 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 April 2018. The Treasurer's Report and Secretary's report are in agreement for the month of April 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. April 13, 2018 Payroll Check journal totaling: \$219,504.06
 - b. April 30, 2018 Payroll Check journal totaling: \$204,825.12
 - c. May 15, 2018 Payroll Check journal totaling: \$213,142.91
 - d. May 30, 2018 Payroll Check journal totaling: \$208,234.96
 - e. Vendor Bill List #1 and corresponding Check journal totaling: \$1,640.58
 - f. Vendor Bill List #2 and corresponding Check journal totaling: \$4,178.91
 - g. Vendor Bill List #3 and corresponding Check journal totaling: \$81.97
 - h. Vendor Bill List #4 and corresponding Check journal totaling: \$5,070.00
 - i. Vendor Bill List #5 and corresponding Check journal totaling: \$270,568.75
 - j. Vendor Bill List #6 and corresponding Check journal totaling: \$500.00
 - k. Vendor Bill List #7 and corresponding Check journal totaling: \$280,686.18
 - l. Vendor Bill List #8 and corresponding Check journal totaling: \$20,838.03
 - m. May 2018 Joint Purchasing Bill List totaling: \$8,170.97
 - n. May 2018 Student Activities Bill List totaling: \$11,454.37
3. To approve the Transfers/Adjustments for the month of April 2018 (attachment #3).
4. To approve the appointment of Mary Dow as the Wellness Coordinator for the 2018-2019 school year.
5. To approve contract with FiberTech for Dedicated Internet Access of 1Gbps from July 1, 2018 to June 30, 2022 at a monthly rate of \$2,279.00 before e-rate funding discount.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

On a motion made by Mr. Fidgeon and seconded by Dr. Howard the following was approved:

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

6. To approve the Health Insurance Public Employer Trust agreement with Brown & Brown from July 1, 2018 to June 30, 2019.
7. To approve the contract with Paul's Commodity Hauling from July 1, 2018 to June 30, 2019 (attachment #4)
8. To approve a contract with E-Rate Consulting for e-rate services for the 2018-2019 school year in the amount of \$1,000 for Category 1 and an additional \$1,000 for Category 2 plus a Clean up fee at a maximum of \$750, if applicable.
9. To approve the submission of the 2018 NJSIG Safety Grant Application whereas the District is requesting use of the funds in the amount of \$ 4,088.25 for upgrading our Visitor Entry System which is anticipated to be completed during the 2018-2019 school year.
10. To approve a contract with B-Safe for the inspections of the Fire alarms in the amount of \$1,796.40 and the Monitoring of the Alarms in the amount of \$768.00 for the 2018-2019 school year.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

On a motion made by Mr. Fidgeon and seconded by Mrs. Barkoff the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 11-15:

11. To approve an Investment Provider Service Agreement with TSA for the management of the District's 403(b) plans.

12. To approve the IT Shared Service contract with Commercial Township School District to provide a Desktop Technician, 3 days a week, 8 hours a day in the amount of \$36,000, to be paid quarterly, from July 1, 2018 to June 30, 2019.
13. To approve Title III consortium with Lindenwold Board of Education for the 2018-2019 school year. Whereas the Lindenwold BOE is the Applicant Agency and Somerdale BOE is the participant LEA.
14. Move that the Business Administrator be authorized to close the petty cash account as of June 30, 2018 and reopen the petty cash account in the amount of \$200.00 as of July 1, 2018
15. Move that the Business Administrator be authorized to approve bid awards, contracts, and continue payment of all bills through August 9, 2018, or until the next Board of Education meeting. The bill lists for those payments and any contracts or bid awards will be submitted and ratified at the next Board of Education meeting.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

On a motion made by Mr. Fidgeon and seconded by Mr. Anderson the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 16-19:

16. Approval for the monthly payment schedule of Borough tax payment to the Somerdale Board of Education.

July 2017	\$399,790.09	January 2018	\$399,790.09
August 2017	\$399,790.08	February 2018	\$399,790.08
September 2017	\$399,790.08	March 2018	\$399,790.08
October 2017	\$399,790.09	April 2018	\$399,790.09
November 2017	\$399,790.08	May 2018	\$399,790.08
December 2017	\$399,790.08	June 2018	\$399,790.08

Total 2018-2019 taxes \$4,797,481.00

17. To approve funding up to \$500,000 of surplus into Capital Reserve.
18. To approve the transfer of \$45.00 from Michael Estremera's Student Activity account to the General account to cover student fines, at the parents request.
19. To void check 2902 dated 6-1-2017 for Bobbi Jo Mary Dominick in the amount of \$100.00. The check was never cashed.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

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

Report by Facilities Committee Chair

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

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

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

On a motion made by Dr. Howard and seconded by Mr. Anderson the following is approved:

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

1. To acknowledge and recognize the tenure status of Jana Barbera, Art Teacher, Kelly Cesarski, Spanish Teacher, and Regina Valinski, Psychologist, effective September 2, 2018.
2. To approve the Superintendent to hire personnel for any vacancies during the months of July and August 2018.
3. The reappointment of tenured professional staff – part time/full time status to be determined, as per the attached list, for the 2018-2019 school year. Salaries as per the negotiated agreement with the SEA. (attachment #1)
4. The reappointment of non-tenured (renewed) professional staff - part time/full time status to be determined, as per the attached list, for the 2018-2019 school year. Salaries as per the negotiated agreement with the SEA. (attachment #2)
5. The reappointment of Secretarial and Clerical Staff for the 2018-2019 school year. Salaries as per the approved 2018-2019 budget. (attachment #3)

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

On a motion made by Dr. Howard and seconded by Mrs. Conte the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following item 6 - 10:

6. To approve the attached list of staff to serve in Extra-Curricular Clubs/Sports Advisory positions for the 2018-2019 school year. (attachment #4 & #5)
7. To approve the attached list of staff to serve during the summer 2018, Preschool Extended Year Program, ESL Program. Rate as per the negotiated agreement with the SEA. (attachment #6)
8. To appoint David Schivo and two other applicants yet to be determined, as supplemental Summer School Maintenance and Custodial Staff for the summer 2018 at an hourly rate of \$13.95.

9. To approve all certified staff to be used as substitutes for activities such as, but not limited, to homework club, AM and PM Detention, etc. on an as needed basis not to exceed budgeted hours, for the 2018-2019 school year. Rates as per the negotiated agreement with the SEA.
10. To approve all Somerdale Park Staff as Chaperones/Supervisors for all school functions for the 2018-2019 school year on as needed basis. Rate as per the negotiated agreement with the SEA.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

On a motion by Dr. Howard and seconded by Mrs. Barkoff the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following item 11 - 15:

11. To appoint Mary Dow, School Nurse, to finalize immunization/medical records for all new 2018-2019 registrations, in August, 2018 maximum 20 hours at an hourly rate of \$40.00 per hour.
12. To approve Nancy Strassle, Nichole Costello and Laura Henkel to receive a stipend of \$10,000.00 each to assume, perform the duties and responsibilities of the Child Study Team Secretary for the 2018-2019 school year. Stipend to be paid as per SEA contract schedule.
13. To approve Ms. Melissa Engelhardt to carry over 5 vacation days from the 2017-2018 school year to the 2018-2019 school year.
14. To approve Mr. Robert Ford to carry over 5 vacation days from the 2017-2018 school year to the 2018-2019 school year.
15. To approve Walker Dow to be employed as a Summer IT Assistant during the period of June 19, 2018 - August 31, 2018 at an hourly rate of \$12.00.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

Mr. Walsh made a brief statement welcoming new Superintendent, Mr. Mark Pease

On a motion made by Dr. Howard and seconded by Mr. Fidgeon the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 16 -20:

16. To approve the contract for Thomas Leone, Director of Technology for the 2018-2019 school year at a salary of \$65,000.00.
17. To post approve Gloucester City's Kindergarten Teachers to observe Somerdale Park's Kindergarten Daily 5 lessons on May 10, 2018.
18. To approve the contract for Melissa Engelhardt, Business Administrator for the 2018-2019 school year at a salary of \$97,300.00.
19. To approve the contract for Mark Pease, Superintendent/Principal for the 2018-2019 school year at a salary of \$135,000.00
20. To approve the contract for Zachary Unkle, Staff IT Technician for the 2018-2019 school year at a salary of \$32,640.00

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

On a motion made by Dr. Howard and seconded by Mr. Fidgeon the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following item 21:

21. To approve Tiffany Wells as a Full-time Spanish Teacher for the 2018-2019 school year at salary of \$54,004.00 at a level BA Step 5.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

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

On a motion made by Mrs. Conte and seconded by Dr. Howard the following was approved:

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

1. For Second Reading:
 - a. Policy 7510 – Use of School Facilities
2. To approve the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights District and School Report 2016-2017. (attachment #1 and #2)

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

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

BOND REFERENDUM, Colm Fidgeon, Chairperson, Alicia Conte, Alternate Chair, Susan Lowden, 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

On a motion made by Mr. Fidgeon and seconded by Mrs. Conte the following was approved:

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

1. To approve the following resolution:

**RESOLUTION ACCEPTING THE PRELIMINARY ELIGIBLE COSTS FOR
STATE PROJECT NUMBER 4790-020-18-3000 APPROVED BY THE STATE
DEPARTMENT OF EDUCATION OFFICE OF FACILITIES**

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

Section 1. The Board of Education hereby accepts the recommendation of the Superintendent of Schools to accept the Preliminary Eligible Cost of State Project Number 4790-020-18-3000 (Roof Replacement, New Parking Lot, New Limited Outdoor Recreation, Perform Site/Building Utility Work) approved by the State Department of Education Office of Facilities, as set forth in Appendix A hereto (the "Preliminary Eligible Cost").

Section 2. The Superintendent to Schools and Board Secretary are hereby authorized to take all actions deemed necessary, desirable or convenient by Bond Counsel to the Board of Education with respect to the Preliminary Eligible Cost and the related project.

Section 3. This resolution shall take effect immediately.

2. To approve the following resolution:

**RESOLUTION DETERMINING THE PROPOSAL TO BE SUBMITTED
TO THE VOTERS AT THE SPECIAL SCHOOL DISTRICT ELECTION
TO BE HELD ON OCTOBER 2, 2018**

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

Section 1. At the special election of the legal voters of this School District to be held on October 2, 2018 from 3:15 PM to 8:00 PM, the following proposal shall be submitted to the voters:

PROPOSAL

The Board of Education of the Borough of Somerdale in the County of Camden is authorized: (a) to undertake the purchase and installation of a new roof for the Somerdale Park School; (b) to undertake the planning, design and construction of an additional parking lot for the Somerdale Park School; (c) to undertake the purchase and installation of recreational and playground improvements, and site/building utility work related to drainage for same, at the Somerdale Park School; (d) to spend for the foregoing not exceeding \$3,157,600; and (e) to issue bonds of the school district for the foregoing in a principal amount not exceeding \$3,157,600.

The approved State aid for school facilities projects is in the form of annual State debt service aid, with the amount of such annual State aid to be 40% of the annual principal and interest payable on \$2,150,184 bonds, being the final project costs approved by the State for school facilities projects pursuant to the Educational Facilities Construction and Financing Act, P.L. 2000, c. 72.

Section 2. The foregoing proposal are the complete content of the ballot to be voted upon at the election.

Section 3. This Board of Education hereby approves and adopts the proposal set forth above and, subject to the approval of the legal voters of the school district, hereby determines to carry out the same.

Section 4. This Board of Education hereby acknowledges and confirms that, in accordance with N.J.S.A. 18A:24-16 and 18A-24-17, a supplemental debt statement has been prepared as of the date of this resolution by the chief financial officer of the Borough of Somerdale giving effect to the proposed authorization of bonds of the school district in the amount stated in the proposal set forth above and that the supplemental debt statement has been filed in the office of the Clerk of the Borough of Somerdale and in the office of the Secretary of this Board of Education prior to the adoption of this resolution.

Section 5. Certified copies of this resolution shall be delivered to the Camden County Clerk who is requested to prepare the ballots for the election and to the County Board of Elections which is requested to publish and post the notice of election. The County Clerk and the County Board of Elections are requested to take all other actions necessary for the holding of the election in accordance with law. A certified copy of this resolution also shall be delivered to the County Superintendent of Schools.

Section 6. This resolution shall take effect immediately.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

VIII. DISCUSSION ITEM:

- 1. Discussion of School Board Members' Code of Ethics:
 - a. None at this time

IX. REPORTS:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following report(s):

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

X. OTHER REPORTS:

- a.) Student Attendance

Enrollment May 2018	
Preschool	30
Kindergarten	55
1st Grade	45
2nd Grade	53
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 May 2018	<u>499</u>

b.) Security/Fire Drill Reports

FIRE DRILL
DATE: 5/2/18

Alarm Sounded: 2:15 pm
Building Cleared: 2:17 pm
Returned to Building: 2:20 pm
Alarm Station Used: C-Wing
All Staff in attendance participated in drill

Number evacuated: Students present –481
Staff Present: 88
Special conditions simulated: none at this time
Problems encountered: None
Weather: 88 degrees

EVACUATION DRILL
DATE: 5/25/2018

Alarm Sounded: 8:38 AM
All Staff in attendance participated in drill
Problems encountered: No Problems Encountered

c.) Health Reports

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.

Andrea Lomas – 14 Scenic View Drive, Sicklerville, NJ - Thanked My Cleve Bryan from the staff for his service as the Interim Superintendent this school year

XII. EXECUTIVE SESSION (if necessary) – None at this time

XIII. ADJOURNMENT

On a motion made by Mr. Anderson and seconded by Mrs. Barkoff the board meeting adjourned at 6:58 pm

Respectfully Submitted,

Mindy Kegel