

SOMERDALE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION

301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

**September 13, 2018
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 Core Curriculum 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 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	Alicia Conte	Susan Lowden
Kim Barkoff	Colm Fidgeon	Melissa Moore
Jason Bishop	Monique Howard	James Walsh

Also Present:

Mark Pease, Superintendent/Principal
Melissa Engelhardt, Business Administrator/Board Secretary
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 August 9, 2018 BOE Meeting.

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

V. REPORTS

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

VI. NEW BUSINESS

BUSINESS AFFAIRS, Colm Fidgeon, Chairperson, Susan Lowden, Alternate Chairperson, Jason Bishop, Administrative Liaisons: Mark Pease, 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 1-17:

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 July 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 July 2018. The Treasurer’s Report and Secretary’s report are in agreement for the month of July 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. July 13, 2018 Payroll Check Journal totaling: \$34,810.82

- b. July 30, 2018 Payroll Check Journal totaling: \$40,381.09
 - c. Vendor Bill List 1 and corresponding Check Journal totaling: \$637.26
 - d. Vendor Bill List 1 and corresponding Check Journal totaling: \$545,504.95
 - e. Vendor Bill List 1 and corresponding Check Journal totaling: \$1,424.82
3. To approve the Transfers/Adjustments for the month of July 2018 (attachment #3).
 4. To approve Greg Cesare, CST Supervisor, and/or Designee to attend all countywide, district wide, and/or regional CST and/or IEP (*out-of-district*) student(s) meetings for the 2018-2019 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
 5. To approve Greg Cesare, Social Worker, to attend the Homeless Liaison Coordinator's Meetings for the 2017-2018 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
 6. To approve Mark Pease, Superintendent/Principal, to attend all countywide, district-wide, and/or regional Roundtable for the 2018-2019 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
 7. To approve Melissa Engelhardt, Business Administrator, to attend all countywide, district-wide, and/or regional BA Roundtable and/or CCASBO meetings for the 2018-2019 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
 8. To approve Mark Pease, 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.
 9. To approve Dolores Szymanski, Curriculum Supervisor, and/or Designee to attend all countywide, district-wide, and/or regional Curriculum meetings for the 2018-2019 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
 10. To approve all board members and/or Melissa Engelhardt, SBA/Board Secretary to attend any and/or all selected Camden County NJSBA or statewide NJSBA meetings and/or training sessions for the 2018-2019 school year.
 11. To approve Kennedy Hospital to do Student Drug Screening, on an as needed basis, for the 2018-2019 school year.
 12. To approve the appointment of Robert Ford as Safety Coordinator for the 2018-2019 school year and approve the establishment of a safety committee whereas the safety committee is responsible for the review and dissemination of the District's safety policies and procedures and to make recommendations to the board on enhancing school safety.
 13. To approve the contract with Insight Workforce Solutions, LLC for paraprofessional services from July 1, 2018 to June 30, 2019 as per the contracted rates.
 14. To approve a contract with Brett DiNovi Associates, LLC for Restraint training on October 12, 2018 in the amount of \$747.50.
 15. To approve a contract with Education, Inc. to provide 10 hours of hospital bound educational services to student #9560852876 from September 5, 2018 to September 30, 2018 in the amount of \$35.00
 16. To approve Amanda Pelkey to attend "Legal One Anti Bullying Specialist for Counselors Certificate Program Bundle" workshops on September 25-26 and October 9*, 2018 in Monroe Township. Cost of workshop is \$450.00 plus mileage and tolls as per policy.

17. To approve emergency transportation services for homeless student #5325785684 with Colonial Transportation, LLC for 60 days at a cost of \$114 per day.

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 on Wednesday nights during October 3, 2018 through November 14, 2018 from 6:00 pm – 7:00 pm. Soccer Shots agrees to pay the Somerdale Board of Education the sum of \$90.00 as per fee schedule.

ROLL CALL VOTE: YES_____ NO_____ ABSTAIN_____ ABSENT_____

INSTRUCTIONAL, Dr. Monique Howard, Chairperson, Melissa Moore, Alternate Chairperson, James Anderson, 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

Motion by _____ Seconded by _____

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

1. To post approve board sponsored community “Ice Cream Social” event to meet the new Superintendent scheduled for September 7, 2018 from 6 pm to 8 pm at Somerdale Park School’s cafeteria. Event cost not to exceed \$250.
2. The following field trips:
 - a. To approve 8th Grade Students to visit Pocono Valley Resort, Pennsylvania on June 3, 2019. Approximate cost per student is \$76.00 plus \$25.00 transportation fee.
 - b. To approve the 8th Grade Swim Day at Stratford Swim Club on June 7, 2019 from 10:00 am – 3:00 pm to celebrate their graduation. Approximate cost per student \$5.00 plus \$5.00 transportation fee.
 - c. To approve Band and Choral students to visit Great Adventure, Jackson, NJ as a culminating field trip on June 5, 2019. Cost per student \$39.00 plus transportation to be determined.
 - d. To approve 8th Grade Students to travel to Camden County Technical School on December 5, 2018. No cost to the district, transportation provided by Camden County Technical School.

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 - 2:

1. To approve FMLA Leave, to run concurrently with paid sick leave, for Susan Ratajski scheduled to commence on September 4, 2018 through February 1, 2019. This leave is not eligible for NJFLA.
2. To approve Amanda Pelkey as a Part-Time 3/5th Guidance Counselor for the 2018-2019 school year at a salary of \$32,598.60 at a level MA Step 1.

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

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

Motion by _____ Seconded by _____

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

1. For First Reading:
 - a. P8561 - New Procurement Procedures for School Nutrition Programs
2. For Second Reading:
 - a. P1613 - Disclosure and Review of Applicants Employment History
 - b. R1613 - Disclosure and Review of Applicant's Employment History
3. As per N.J.S.A. 26:1A-9.1 and New Jersey Statute 18A:61D-3, to enact a religious exemption to waive immunization requirements to allow a Sixth Grade student to attend school for the 2018-2019 school year.

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, Susan Lowden, Administrative Liaison: Mark Pease, Melissa Engelhardt

The Bond Referendum Committee's function is 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 _____

VII. DISCUSSION ITEM:

1. Discussion of School Board Members' Code of Ethics:
 - a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

VIII. 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. none at this time

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

IX. OTHER REPORTS:

- a.) Student Attendance – none at this time
- b.) Security/Fire Drill Reports – none at this time
- c.) Health Reports – none at this time

X. 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.

XI. 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.

XII. RETURN TO PUBLIC SESSION

Motion by _____ Seconded by _____ Time: _____

XIII. ADJOURNMENT

Motion by _____ Seconded by _____ TIME _____