

SOMERDALE PUBLIC SCHOOL DISTRICT  
BOARD OF EDUCATION

301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education**

**January 3, 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	Colm Fidgeon	Melissa Moore
Kim Barkoff	Monique Howard	James Walsh
Jason Bishop	Susan Lowden	

Also Present:  
Mark Pease, Superintendent/Principal  
Melissa Engelhardt, Business Administrator/Board Secretary  
Chris Long, Solicitor

**III. ELECTIONS RESULTS FROM: November 6, 2018**

Candidates:

<u>For a Three Year Term:</u>	<u>Number of Votes</u>
Susan Lowden	895
Kevin Smith	808
Melissa Moore	714
Thomas Leakan	600
Write In	13

**IV. ADMINISTER THE OATH OF OFFICE TO SUSAN LOWDEN, KEVIN SMITH AND MELISSA MOORE**

**V. ROLL CALL**

James Anderson	Colm Fidgeon	Melissa Moore
Kim Barkoff	Monique Howard	Kevin Smith
Jason Bishop	Susan Lowden	James Walsh

**VI. 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.

**VII. 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.

**VIII. APPROVAL OF MINUTES**

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

Recommend that the Board of Education approve the regular and executive session minutes of the December 13, 2018 BOE Meeting.

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

**IX. REPORTS**

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

**X. 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 1-10:

- 1. Financial Reports:

To approve the Board Secretary and Treasurer’s Reports for November 2018 (attachment #1).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of November 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 November 2018. The Treasurer's Report and Secretary's report are in agreement for the month of November 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. November 15, 2018 Payroll Check Journal totaling: \$227,205.36
  - b. November 30, 2018 Payroll Check Journal totaling: \$226,071.92
  - c. December 14, 2018 Payroll Check Journal totaling: \$332,455.46
  - d. December 21, 2018 Payroll Check Journal totaling: \$226,668.53
  - e. November DCRP check journal totaling: \$34.22
3. To approve the Transfers/Adjustments for the month of November 2018 (attachment #3).
4. To approve that the Business Administrator be authorized to enter into contracts and continue payment of all bills through February 14, 2019, 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.
5. To approve Phoenix Advisors as the district's Financial advisor for the 2018-2019 school year at a rate of \$13,500.
6. To approve the contract with Garfield Park Academy for student 9560852876 in 6<sup>th</sup> grade from November 19, 2018 to June 30, 2019, tuition paid in the amount of \$40,656.00
7. To approve the contract to Lindenwold Board of Education for student 9560852876 in 6<sup>th</sup> grade from November 19, 2018 to June 30, 2019 with revenue in the amount of \$34,000.00.
8. To approve transportation contract with McGough for transportation to various basketball games from December 11, 2018 to February 8, 2019 in the amount of \$3,250.00 and submission to the Executive County Superintendent of the same.
9. To approve Insight Workforce Solutions contract amendment for the 2018-2019 school year, to include 1:1 teaching assistant whereas the assistant pay rate is \$125 and district bill rate is \$170 per day; all other terms and conditions of the previously approved contract remain the same.
10. To approve contract with Puzzles Education Services, LLC for the psychological evaluation of student 6811392657 at a cost of \$850.

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 PlayMore Sport and Social Club's Use of Building request for the Gym on Monday and Wednesday nights starting January 8, 2019 through March 14, 2019, from 7:30 pm – 9:30 pm. PlayMore Sport and Social Club agrees to pay the Somerdale Board of Education the sum of \$1500.00 as per fee schedule. (attachment #1)
2. To approve Soccer Shots' Use of Building request for the Cafeteria on Wednesday nights from February 6, 2019 through March 27, 2019 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. (attachment #2)

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. To approve the 3rd Grade Spanish Curriculum as realigned with the New Jersey Student Learning Standards.
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 1-2:

1. To approve Guest Speakers from Esther Raab Holocaust Museum to do a presentation to the 7<sup>th</sup> Grade Social Studies Classes on January 25, 2019 and to the 8<sup>th</sup> Grade Social Studies Classes on January 28, 2019.
2. To approve FMLA, to run concurrently with NJFLA and paid personal leave for Amy Flynn to care for sick family member to be used intermittently starting December 14, 2018.
3. To approve Lauren McCaffrey for maternity leave during the 2018-2019 school year.  
Whereas FMLA begins December 17<sup>th</sup> and ends March 21<sup>th</sup>;  
Whereas NJFLA begins January 2<sup>nd</sup> and ends March 28<sup>th</sup>;  
Whereas accumulated paid leave is to run concurrently with FMLA/NJFLA;  
Whereas paid leave starts December 17<sup>th</sup> and ends January 30<sup>th</sup>

Whereas the board approves additional extended leave not covered by FMLA/NJFLA from January 31th to March 29<sup>th</sup>;  
Be It Resolved the Somerdale BOE approves maternity leave starting December 17, 2018, 2019 and ending March 29, 2019.

4. To approve FMLA leave to run concurrently with paid sick leave, for Charity Knecht commencing on January 3, 2019 through January 18, 2019. This leave is not eligible for NJFLA.

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

**POLICY/COMMUNITY AFFAIRS**, Kimberly Barkoff, Chairperson, Melissa Moore, Alicia Conte, Alternate Chairperson, 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. For First Reading:
  - a. None at this time
2. For Second Reading:
  - a. None at this time

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 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 \_\_\_\_\_

**XI. 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.

**XII. REPORTS:**

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

The following item will be recommended for approval:

- 1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for: Incident dated December 14, 2018. (attachment #1)

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

**XIII. OTHER REPORTS:**

a.) Student Attendance

<b>Enrollment</b>	
<b>December 2018</b>	
Preschool	25
Kindergarten	63
1st Grade	44
2nd Grade	46
3rd Grade	56
4th Grade	57
5th Grade	49
6th Grade	56
7th Grade	51
8th Grade	50
Out of District	1
Charter Students	3
Home Instruction	0
Homeless -Tuition	0
<b>Total December 2018</b>	<b>501</b>

b.) Security/Fire Drill Reports

**FIRE DRILL**

**DATE:** 12/3/18

Alarm Sounded: 1:10 pm  
 Building Cleared: 1:12 pm  
 Returned to Building: 1:15 pm  
 Alarm Station Used: A-Wing  
 All Staff in attendance participated in drill

Number evacuated: Students present – 483  
 Staff Present: 85

Special conditions simulated: none at this time  
 Problems encountered: None  
 Weather: 55 degrees

**LOCK OUT DRILL**

**DATE:** 12/21/18

Alarm Sounded: 9:40 a.m.  
 All Staff in attendance participated in drill (88 staff members)

Problems encountered: None

c.) Health Reports - none at this time

d.) Nutri-Serve Monthly Report

**XIV. 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.

**XV. 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.

**XVI. RETURN TO PUBLIC SESSION**

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

**XVII. ADJOURNMENT**

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