

SOMERDALE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION

301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

**February 14, 2019
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.

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

Also Present:

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

III. A Presentation by Mr. Mark Pease, Superintendent to recognize Mrs. Andrea Lomas as Teacher of the Year, the December and January Student of the Month recipients.

IV. APPOINTMENT OF REPRESENTATIVES

- a. Appointing _____ as representative to Camden County Education Services Commission.
- b. Appointing _____ as Alternate Representative to the Camden County Educational Services Commission.
- c. Appointing _____ as Delegate to New Jersey School Boards Association.
- d. Appointing _____ as Alternate Delegate of New Jersey School Boards Association.

- e. Appointing _____ as Legislative Chairperson of New Jersey School Boards Association.
- f. Appointing _____ as representative to Camden County School Boards Association.

V. 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.

VI. APPROVAL OF MINUTES

Motion by _____ Seconded by _____

Recommend that the Board of Education approve the regular and executive session minutes of the January 3, 2019 BOE Meeting.

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

VII. REPORTS

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

VIII. 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 1-12:

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 December 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 December_ 2018. The Treasurer’s Report and Secretary’s report are in agreement for the month of December 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. January 15, 2019 Payroll Check Journal totaling: \$224,983.98
 - b. January 30, 2019 Payroll Check Journal totaling: \$223,937.08
 - c. Vendor Bill List #1 and corresponding Check Journal totaling: \$26,886.00
 - d. Vendor Bill List #2 and corresponding Check Journal totaling: \$315,870.25
 - e. Vendor Bill List #3 and corresponding Check Journal totaling: \$16,968.57
 - f. Vendor Bill List #4 and corresponding Check Journal totaling: \$1,127.84
 - g. Vendor Bill List #5 and corresponding Check Journal totaling: \$8.95
 - h. Vendor Bill List #6 and corresponding Check Journal totaling: \$5,0000.00
 - i. Vendor Bill List #7 and corresponding Check Journal totaling: \$34.22
 - j. Vendor Bill List #8 and corresponding Check Journal totaling: \$260.32
 - k. Vendor Bill List #9 and corresponding Check Journal totaling: \$1,000.00
 - l. Vendor Bill List #10 and corresponding Check Journal totaling: \$34.22
 - m. Vendor Bill List #11 and corresponding Check Journal totaling: \$63,625.00
 - n. Vendor Bill List #12 and corresponding Check Journal totaling: \$245,918.85
 - o. Vendor Bill List #13 and corresponding Check Journal totaling: \$17,918.79
 - p. June 2018 to January 2019 Joint Purchasing Bill List totaling: \$46,980.77
 - q. June 2018 to January 2019 Student Activities Bill List totaling: \$21,001.62
 - r. Vendor Bill List #14 and corresponding Check Journal totaling: \$2,850.00
3. To approve the Transfers/Adjustments for the month of 2018 (attachment #3).
4. To approve the contract with Therapy Source for Monolingual and Bilingual Speech Therapy Evaluations from January 2, 2019 to June 30, 2019 at a rate of \$450.00 and 495.00 for each evaluation, respectfully.
5. To approve Melissa Engelhardt and Mindy Kegel to attend the Green Purchasing workshop on March 8, 2019 at Adelphia’s Restaurant in Deptford, NJ. The cost to the district is \$95.00 each.
6. To approve appointment of Melissa Engelhardt as SAM Administrator for Somerdale School District as required for federal grant disbursements.
7. To approve the following resolution:

Resolution
Waiver of Requirements
Special Education Medicaid Initiative (SEMI) Program

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for 2019-20, and

WHEREAS, the Somerdale Board of Education desires to apply for this waiver due to the fact that we have 40 or fewer Medicaid eligible classified students.

NOW THEREFORE BE IT RESOLVED that the Somerdale Board of Education hereby authorizes the Business Administrator to submit to the Executive County Superintendent of Schools in the County of Camden an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2018-19 school year.

8. To approve the contract to The Department of Children and Families Office of Education for a student who is the Ward of the State in 3rd grade from September 1, 2018 to June 30, 2019 with revenue in the amount of \$15,499.80 for Tuition and \$57,684.60 for Transportation.
9. To approve the addition of an IP Paging System and Access Control projects to the long range facilities plan. The District plans to budget capital reserve funds in the 19/20 school year for these projects.
10. To approve agreement with Spiegle Architect Group to provide various survey services necessary for the bond parking lot project at a cost of \$29,160. Including property boundary survey, topographic and utility survey, wetlands survey, title report, and wetland permit.
11. To approve disposal of obsolete shop equipment, unused since June 2010 and in disrepair due to sitting in outside storage since March 2012.
12. Discussion and Acceptance of the Audit Report as presented by the Business Administrator of the Somerdale School District for the year ended June 30, 2018. There were no findings for the 2017-2018 audit. No corrective action plan is needed. A summary of the audit is available to the public on the website. The exit conference with the auditors was held on February 7, 2018. (attachment #4)

CORRECTIVE ACTION PLAN

NAME OF SCHOOL: Somerdale
 COUNTY: Camden
 TYPE OF AUDIT: Annual – Through June 30, 2018
 DATE OF BOARD MEETING: February 14, 2018
 CONTACT PERSON: Ms. Engelhardt, SBA/Board Secretary
 TELEPHONE NUMBER: (856) 783-2931 x803

Recommendation Number	Corrective Action	Method of Implementation	Person Responsible for Implementation	Completion Date
1.)	NONE			

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 1 - 3 for Use of Facilities as per Somerdale Board of Education Policy 7510:

1. To post approve InSight Workforce Solutions to hold an Onboarding Session for applicants interested in working for the district on January 14, 2019 from 3:15 pm – 5:00 pm in the Library.
2. To approve ESS/Source for Teachers to hold a Community Outreach Event on February 19, 2019 from 4:00 pm – 6:00 pm in the Library.
3. To amend the approved dates for Playmore Sports and Social Club from Monday and Wednesday to Tuesday, Wednesday and Thursday as listed on the Use of Building request form previously submitted.

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

INSTRUCTIONAL, Melissa Moore, Chairperson, James Anderson, Alternate Chairperson, Kevin Smith, 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 a, b, c:

1. To approve the Health Curriculum for 2nd and 5th Grade as realigned with the New Jersey Student Learning Standards.
2. The following field trips:
 - a. To approve Second Grade Students to visit the Camden Aquarium, Camden, NJ, on May 23, 2019. Cost per student \$16.50 plus \$5.00 transportation fee.
 - b. To approve First Grade Students to visit the Philadelphia Zoo, Philadelphia, PA, on May 28, 2019. Cost per student \$16.00 plus \$5.00 transportation fee.
 - c. To approve the Art Club to visit the Grounds for Sculpture, Hamilton Twp., NJ, on May 30, 2019. Cost per student \$5.00 plus \$5.00 transportation fee.

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 - 4:

1. To approve extended FMLA leave, to run concurrently with paid leave, for Charity Knecht beginning January 19, 2019 through April 1, 2019. This leave is not eligible for NJFLA.
2. To approve FMLA leave, to run concurrently with paid sick leave, for Jenna Van Derzee to care for her sick child commencing February 12 through February 22, 2019. NJFLA leave is unavailable as all NJFLA leave has been exhausted in the last 24 month period.

3. To approve Mrs. Shawana Moore and Mr. Shomari Moore (Jefferson Hospital) to provide a mentoring program for girls 13 – 14 years of age for approximately 1 – 1½ hours one day a week for the remainder of the 2018-2019 school year at no cost to the district. The purpose of this program is to educate the students on six core values: creativity, confidence/self-esteem, leadership, health, mentoring and education.
4. To approve Family Therapy and Consultation Services, Katia Young and Stephanie Eisenstein to perform observations and provide consultation for a 4th grade student during the remainder of the 2018-2019 school year at no cost to the district.

ROLL CALL VOTE: YES_____ NO_____ ABSTAIN_____ ABSENT_____

POLICY/COMMUNITY AFFAIRS, Kimberly Barkoff, Chairperson, Kevin Smith, Alternate Chairperson
Melissa Moore, 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 item 1:

1. To approve the Memorandum of Agreement Addendum Affirmation 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 and therefore;

BE IT RESOLVED the Somerdale Board of Education adopts the memorandum of agreement for the 2018-2019 fiscal year. (Attachment #1)

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

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

IX. 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.

X. REPORTS:

Motion by _____ Seconded by _____

The following item 1 is recommended for approval:

- 1. Acknowledge and accept the Harassment, Intimidation, and Bullying Reports for incidents dated:
 - December 3, 2018 (attachment #1)
 - December 10, 2018 (attachment #2)
 - January 18, 2019 (attachment #3)

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

XI. OTHER REPORTS:

a.) Student Attendance

Enrollment	
January 2019	
Preschool	22
Kindergarten	62
1st Grade	43
2nd Grade	43
3rd Grade	56
4th Grade	57
5th Grade	49
6th Grade	56
7th Grade	49
8th Grade	51
Out of District	1
Charter Students	3
Home Instruction	0
Homeless -Tuition	0
Total January 2019	<u>492</u>

b.) Security/Fire Drill Reports

FIRE DRILL

DATE: 1/3/19

Alarm Sounded: 1:43 pm
 Building Cleared: 1:45 pm
 Returned to Building: 1:47 pm
 Alarm Station Used: D-Wing
 All Staff in attendance participated in drill
 Number evacuated: Students present -462

Staff Present: 83
Special conditions simulated: none at this time
Problems encountered: None
Weather: 46 degrees

LOCK OUT DRILL

DATE: 1/29/19

Alarm Sounded: 10:03 a.m.
All Staff in attendance participated in drill (85 staff members)
Problems encountered: None

- c.) Nutri-Serve Monthly Report – December 2018
- d.) Student Safety Data System Report Period 7/1/18 – 1/31/19 (attachment #4 and #5)

XII. 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.

XIII. 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):

- X 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;

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.

XIV. RETURN TO PUBLIC SESSION

Motion by _____ Seconded by _____ Time: _____

XV. ADJOURNMENT

Motion by _____ Seconded by _____ TIME _____