

SOMERDALE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION

301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

**March 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 and the February Student of the Month recipients.

IV. 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.

V. APPROVAL OF MINUTES

Motion by _____ Seconded by _____

Recommend that the Board of Education approve the regular and executive session minutes of the February 14, 2019 BOE Meeting.

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

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: 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 2019 (attachment #1).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 2019. 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 January 2019. The Treasurer’s Report and Secretary’s report are in agreement for the month of January 2019.

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. February 15, 2019 Payroll Check Journal totaling - \$224,034.25

- b. February 28, 2019 Payroll Check Journal totaling - \$218,201.88
 - c. February Student Activities Bill List totaling - \$5,442.20
 - d. Vendor Bill List #1 and corresponding Check Journal totaling: \$489.30
 - e. Vendor Bill List #2 and corresponding Check Journal totaling: \$43,971.00
 - f. Vendor Bill List #3 and corresponding Check Journal totaling: \$126.52
 - g. Vendor Bill List #4 and corresponding Check Journal totaling: \$34.22
 - h. Vendor Bill List #5 and corresponding Check Journal totaling: \$8.95
 - i. Vendor Bill List #6 and corresponding Check Journal totaling: \$351,260.38
 - j. Vendor Bill List #7 and corresponding Check Journal totaling: \$19,688.51
3. To approve the Transfers/Adjustments for the month of 2018 (attachment #3).
 4. To approve transportation contract with Holcomb Bus Company for transportation to various Girls Softball games from March 29, 2019 to May 10, 2019 in the amount of \$2,800 and submission to the Executive County Superintendent of the same.
 5. To approve transportation contract with Holcomb Bus Company for transportation to various Boys Baseball games from March 21, 2019 to May 16, 2019 in the amount of \$3,200 and submission to the Executive County Superintendent of the same.
 6. To approve the amended contract to Magnolia Board of Education for homeless student in Kindergarten from November 19, 2018 to June 30, 2019 with revenue in the amount of \$10,529.61.
 7. To approve transportation contract with T&L Bus Company for transportation to Grounds for Sculpture on May 30, 2019 in the amount of \$340.00 and submission to the Executive County Superintendent of the same.
 8. To approve submission to NJ Department of Education of the Annual Update Preschool Program Plan for the 2019-2020 school year.
 9. To approve custodial contract with the Borough of Somerdale at a cost of \$410,218.32, to be paid in four equal installments, for the 19/20 school year whereas the Borough of Somerdale shall provide (1) Full Time Day Custodian Supervisor (2080 Hours/year) (1) Full Time Day Custodian (2080 Hours/year) (1) Part Time Day Custodian (1690 Hours/year) (1) Full Time Night Custodian (2080 Hours/year) (3) Part Time Night Custodians (1560 Hours each/year) (2) Part Time Night Custodians (780 Hours each/year) (1) Part Time Custodian (vacation/sick coverage) (500 Hours/year) (1) Full Time Facilities Manager (2080 Hours/year).
 10. To approve contract extension of Bid # 18-10 "Technology Services" awarded to Advanced Computer Solutions Group, LLC through the 18/19 school year whereas the bid specifications serve as the contract.
 11. To approve contract with Phoenix Advisors for continuing bond disclosure agreement as required by the SEC in the amount of \$1,000.00 for the 2019-2020 school year, plus a one-time initial set up fee of \$200.00 if new bonds are issued
 12. To approve the following resolution:

**RESOLUTION OF THE SOMERDALE BOARD OF EDUCATION
AUTHORIZING THE RATIFICATION OF A MEMORANDUM OF AGREEMENT BETWEEN THE
SOMERDALE BOARD OF EDUCATION AND THE SOMERDALE EDUCATION ASSOCIATION**

WHEREAS, the Somerdale Board of Education (“SBOE” and/or “District”) and the Somerdale Education Association (“SEA”) have been in negotiations towards a successor Collective Bargaining Agreement commencing July 1, 2019 through June 30, 2022; and

WHEREAS, by a vote of the majority of its membership the SEA ratified the Memorandum of Agreement (“MOA”) during a vote of its full membership which concluded on March 4, 2019; and

WHEREAS, the Negotiating Committee of the SBOE has executed the MOA, subject to full and express approval by the entire Board of Education and has recommended the approval thereof; and

WHEREAS, the SBOE believes that it is in the best interest of the School District to likewise ratify the MOA and enter into a Collective Bargaining Agreement between the respective parties.

NOW, THEREFORE, BE IT RESOLVED, by the Somerdale Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The SBOE hereby ratifies the MOA in the form attached hereto and made a part hereof, subject to the draft of a full and final Collective Bargaining Contract to be finalized between the parties in a form approved by the Board Solicitor. (Attachment #4)

ROLL CALL VOTE: YES_____ NO_____ ABSTAIN_____ ABSENT_____

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 13:

13. To approve the proposed 2019-20 Budget in the amount of \$9,581,705 for submission to the Camden County Executive Superintendent, pending the review and approval of same. In conjunction with the submission of the proposed 2019-20 budget, to hold a Public Hearing of same on May 7, 2019 at 6:30 p.m., in conjunction with the regular Board Meeting, to be held following the Public Hearing.

BE IT RESOLVED to approve the Somerdale Borough Board of Education budget for the FY 2019-2020 School Year for submission to the county as follows:

	Budget	Local Tax Levy
Total General Fund Budget	\$8,941,778	\$4,721,505
Total Special Revenue Budget	\$410,711	
Total Debt Service Fund	<u>\$229,216</u>	<u>\$156,596</u>
Totals	\$9,581,705	\$4,878,101

WHEREAS, an amount not to exceed \$500 may be utilized for professional development travel expenses;

WHEREAS, an amount not to exceed \$250 may be utilized for public relations expenses;

WHEREAS, general fund budget includes utilization of \$497,820 in capital reserve funds for Intercom Paging System, Access Control System, and HVAC Controls upgrade;

WHEREAS, general fund budget includes utilization of fund balance in the amount of \$316,043;

BE IT FURTHER RESOLVED, the Board has approved that there should be raised a total tax levy of \$4,878,101.

NOW IT THEREFORE BE IT RESOLVED, That there should be a General Fund tax levy of \$4,721,505 and a Debt Service Fund tax levy of \$156,596 for the ensuing FY 2019-20 School Year.

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

1. Somerdale Basketball Boys/Girls Teams to hold a Staff vs. Student Basketball Game on March 28, 2019 at 6:00 pm in the School Gym.

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 – 2a:

1. To approve the Somerdale Park School Calendar for the 2019-2020 school year. (attachment #1)
2. The following field trips:
 - a. To approve Third Grade Students to visit the Academy of Natural Science, Philadelphia, PA, on May 28, 2019. Cost per student \$18.50 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 item 1 - 3:

1. To approve the appointment of Amanda Pelkey as the district liaison for the Girls Mentoring Program previously approved at the February 14, 2019 board meeting, whereas Ms. Pelkey shall be paid a rate of \$35.00 per hour not to exceed \$630.00 for the 18/19 school year.

2. To approve Robert Ford, Sandy Robinson, Amanda Pelkey, Mandy Seligman, and Nancy Burns to attend the MMSAP I&RS/Anti-Bullying Training Seminar at the Masonic Fellowship Center, 1114 Oxmead Road, Burlington, NJ, from May 21, 2019 – May 23, 2019 at no cost to the district.
3. To approve Alexandra Vitarelli, Rowan University Student, to conduct her Music Clinical Practice during October 30, 2019 – December 10, 2019 and January 21, 2020 – March 6, 2020 with Steve Terry and Gina Horiates, Music Teachers.

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

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

VIII. DISCUSSION ITEM:

1. Discussion of School Board Members’ Code of Ethics:
 - a. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.

IX. 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:
 - February 6, 2019 (attachment #1)
 - February 22, 2019 (attachment #2)

ALL IN FAVOR: YES_____ NO_____ ABSTAIN_____ ABSENT_____

3. Wait to be recognized before you make your comment
4. Limit your comments to (3) minutes per person.

XII. 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.

XIII. RETURN TO PUBLIC SESSION

Motion by _____ Seconded by _____ Time: _____

XIV. ADJOURNMENT

Motion by _____ Seconded by _____ TIME _____