

SOMERDALE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION

301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

**September 12, 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 Student Learning 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. 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

On a motion made by _____ and seconded by _____ the following was approved:

Recommend that the Board of Education approve the regular and executive session minutes of the August 8, 2019 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

On a motion made by _____ and seconded by _____ the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-15:

1. Financial Reports:

- a. To approve the Board Secretary and Treasurer's Reports for July 2019 (attachment #1).

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

- b. To approve the corrected Board Secretary report for June 2019.

2. To approve the following bill lists (attachment #2):

- a. July 15, 2019 Payroll Check Journal totaling: \$33,144.86
- b. July 30, 2019 Payroll Check Journal totaling: \$38,408.91
- c. August 15, 2019 Payroll Check Journal totaling: \$47,685.23
- d. August 30, 2019 Payroll Check Journal totaling: \$35,745.17

- e. Vendor Bill List #1 and corresponding Check Journal totaling: \$5,000.00
 - f. Vendor Bill List #2 and corresponding Check Journal totaling: \$7,750.00
 - g. Vendor Bill List #3 and corresponding Check Journal totaling: \$364,279.23
3. To approve the Transfers/Adjustments for: (attachment #3).
 - a. June 2019
 - b. July 2019
 4. To approve a team of five staff members, to be determined at a later date, to attend the Rutgers Institute for Improving Student Achievement Conferences for the 2019-2020 school year at a cost to the district of \$3,750.00 to be paid from ESSA Title II grant funding.
 5. 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 2019-2020 school year. There are no costs to attend these meetings.
 6. To approve Greg Cesare, Social Worker, to attend the Homeless Liaison Coordinator’s Meetings for the 2019-2020 school year. There are no costs to attend these meetings.
 7. To approve Mark Pease, Superintendent/Principal, to attend all countywide, district-wide, and/or regional Roundtable for the 2019-2020 school year. There are no costs to attend these meetings.
 8. To approve Melissa Engelhardt, Business Administrator, to attend all countywide, district-wide, and/or regional BA Roundtable and/or CCASBO meetings for the 2019-2020 school year. There are no costs to attend these meetings.
 9. 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 2019-2020 school year. There are no costs to attend these meetings.
 10. To approve Dolores Szymanski, Curriculum Supervisor, and/or Designee to attend all countywide, district-wide, and/or regional Curriculum meetings for the 2019-2020 school year. There are no costs to attend these meetings.
 11. To approve all board members and/or Melissa Engelhardt, SBA/Board Secretary to attend any Camden County NJSBA or statewide NJSBA meetings and/or training sessions for the 2019-2020 school year.
 12. To approve Kennedy Hospital to do Student Drug Screening, on an as needed basis, for the 2019-2020 school year.
 13. To approve Melissa Engelhardt to attend 5 NJASBO workshops throughout the 2019-2020 school year in Mt. Laurel, NJ at a cost totaling \$500.
 14. To approve Greg Cesare to attend the Special Education Law in New Jersey on October 28, 2019 in Cherry Hill, NJ. The cost of the workshop is \$249.99.
 15. To approve Amanda Schwartz, Guidance Counselor, to hold the Girls on the Run Group after school during the 2019-2020 school year. Cost of the program is \$3,400 to be paid from ESSA Title IV grant funding.

ROLL CALL VOTE: YES_____ NO_____ ABSTAIN_____ ABSENT_____

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

Report by Facilities Committee Chair

On a motion made by _____ and seconded by _____ the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1 - 4 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 2, 2019 through November 6, 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 #1)
2. To approve PlayMore Sport and Social Club's Use of Building request for the Gym on Monday, Tuesday and Wednesday nights starting September 16, 2019 through November 6, 2019 from 7:30 pm – 9:30 pm. PlayMore Sport and Social Club agrees to pay the Somerdale Board of Education the sum of \$1,150.00 as per fee schedule. (attachment #2)
3. To approve the revised Use of Facilities Contract to include a section to list equipment the organization is requesting to be supplied by the school district. Fee schedule to remain unchanged. (attachment #3)
4. To approve InSight Workforce Solutions to hold a recruiting/onboarding information session from 3:15 pm – 5:00 pm on September 25, 2019, October 16, 2019 and November 13, 2019. (attachment #4)

ROLL CALL VOTE: YES_____ NO_____ ABSTAIN_____ ABSENT_____

INSTRUCTIONAL, Kevin Smith, 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

On a motion made by _____ and seconded by _____ the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following item 1:

1. The following field trips:
 - a. To approve 8th Grade Students to travel to Camden County Technical School on December 10, 2019. 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

On a motion made by _____ and seconded by _____ the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1 - 11:

1. To approve Lisa Rollick, Gena Price, Andrea Lomas and Deborah Halpin as Homebound Tutors for the 2019-2020 school year on an as needed basis.
2. To accept the resignation of Charity Knecht as a 5th Grade Teacher and Assistant Soccer Coach for the 2019-2020 school year.

3. To approve Kristine Reichelderfer as the Assistant Soccer Coach for the 2019-2020 school year.
4. To approve Kaela Thomas, Wilmington University Student, to complete her Practicum II - 60 hours of observation with Lauren Baldyga, 4th Grade Teacher, from September 2019 through December 2019.
5. To post approve Karyn Lightstone, Book Mate volunteer to visit Kindergarten Classrooms once a week for the 2019-2020 school year to help expand literature with at risk students.
6. To approve, Tiffany Wells, Jeffrey Euler, Gina Horiates, Michael Phillips, Erica Botto and Michelle Pringle attend the Masonic Model Student Assistance Program on October 15 – 17, 2019 at the Masonic Charity Foundation of NJ, Burlington, NJ. No cost to the district, but will only be charged per registrant in the event of no-show, cancellations, or sporadic attendance.
7. To approve Mary Alice Goins and Barbara Cesare as Library volunteers for the 2019-2020 school year.
8. To approve Guest Speakers from Esther Raab Holocaust Museum to visit/read books to Kindergarten – 5th Grades on October 11, 2019.
9. To approve Crystal Davis as Registered Behavior Technician for the 2019-2020 school year to be paid by stipend in the amount of \$3,500.00.
10. To approve Nancy Strassle’s corrected contract for the 2019-2020 school year in the amount of \$56,868.00.
11. To approve Jenna VanDerzee for maternity leave during the 2019-2020 school year.
Whereas FMLA begins September 27th and ends January 7th;
Whereas NJFLA begins October 2nd and ends January 10th;
Whereas accumulated paid leave is to run concurrently with FMLA/NJFLA;
Whereas paid leave starts September 27th and ends October 17th;
Whereas the board approves additional extended leave not covered by FMLA/NJFLA from January 13th to February 28th;
Be It Resolved the Somerdale BOE approves maternity leave starting September 27, 2019 and ending February 28, 2020.

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

On a motion made by _____ and seconded by _____ 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 revised Offsite Staff Device Agreement whereas “offsite” was added for clarification. (attachment #1)
2. To approve the Parent – Student Handbook for the 2019-2020 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

BOND AD HOC COMMITTEE, Colm Fidgeon, Chairperson, Susan Lowden, Alternate Chair,
Administrative Liaison: Mark Pease, Melissa Engelhardt

The Bond 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 Committee Chair

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:

On a motion made by and seconded by the following was approved:

The following item will be recommended for approval:

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

IX. OTHER REPORTS:

- a.) Health Reports – June 2019

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)

On a motion made by and seconded by the board entered into Executive Session at pm:

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 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;
- X 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;

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

On a motion made by and seconded by the board returned to public session at pm

XIII. ADJOURNMENT

On a motion made by and seconded by the meeting was adjourned at pm