

SOMERDALE PUBLIC SCHOOL DISTRICT  
BOARD OF EDUCATION

301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education**

**March 12, 2020  
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 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 the Girls' Basketball Team on the winning the Camden County Elementary League Basketball Championship 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**

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 February 13, 2020 BOE Meeting.

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

**VI. REPORTS**

- A. Superintendent’s Report
- Discuss QSAC results

- 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

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:

To approve the Board Secretary and Treasurer’s Reports for January 2020 (attachment #1).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 2020. 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 2020. The Treasurer’s Report and Secretary’s report are in agreement for the month of January 2020.

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, 2020 Payroll Check Journal Totaling: \$217,793.62
  - b. January 30, 2020 Payroll Check Journal Totaling: \$213,118.50
  - c. February 14, 2020 Payroll Check Journal Totaling: \$212,273.90
  - d. February 28, 2020 Payroll Check Journal Totaling: \$212,021.18
  - e. February 28, 2020 Payroll (2) Check Journal Totaling: \$6,549.64
  - f. Vendor Bill List #1 and corresponding Check Journal totaling: \$1,145.00
  - g. Vendor Bill List #2 and corresponding Check Journal totaling: \$164.16
  - h. Vendor Bill List #3 and corresponding Check Journal totaling: \$297,932.08
  - i. Vendor Bill List #4 and corresponding Check Journal totaling: \$21,499.18
  - j. Vendor Bill List #5 and corresponding Check Journal totaling: \$21,391.86
  - k. Vendor Bill List #6 and corresponding Check Journal totaling: \$138.61
  
3. To approve the Transfers/Adjustments for the month of January 2020 (attachment #3).
  
4. To approve Mary Dow, Jenna VanDerzee, Cristin Butler, Kelly Cesarski, Kristine Reichelderfer and Jessica Palo to attend the Masonic Model Student Assistance Program on May 19, 20 and 21, 2020 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.
  
5. To approve 2019/2020 ESEA Grant Amendments allocating following expenditures:
 

Title II Part A: \$3,674 allocated to 100-300: educational purchased services;  
 \$1,280 allocated to 200-100: stipends;  
 \$23,020 allocated to 200-500: professional development services.

Title IV Part A: \$6,291 allocated to 100-100: teacher stipends;  
 \$7,130 allocated to 200-500: supplemental purchased services;  
 \$255 allocated to 200-600: supplemental supplies.
  
6. To approve 2019/2020 IDEA Grant Amendments allocating the following expenditures:
 

IDEA PreSchool: \$2,400 allocated to 100-300: outsourced substitute teachers;  
 \$800 allocated to 100-600: classroom supplies;  
 \$881 allocated to supplemental supplies.
  
7. To approve the void and re-issue of check 23113 dated 12-9-2019 to Amerihealth in the amount of \$86,378.18. The check was never received by the vendor.
  
8. To approve the void and re-issue of check 1026 dated 2-7-2020 to Spiegle Architectural Group in the amount of \$20,091.66. We were billed for services that have not yet been completed.
  
9. To approve 75 hours of Augmentative Alternative Communication Services with Burlington County Special Services School District during the 2019-2020 school year in the amount of \$107/hour.
  
10. To approve contract with Parker McCay to provide legal services for a PERC/OAL petition. Legal fees for PERC cases are not covered by insurance.
  
11. To approve the attached resolution for Copy Paper, Computer Paper and Envelopes. (Attachment #4)
  
12. To approve transportation contract with Hillman Bus Company for transportation to the Philadelphia Zoo on May 26, 2020 in the amount of \$750.00 and submission to the Executive County Superintendent of the same.
  
13. To approve Dominic Travarelli to attend the Culture, Climate and Community: Moving from Words to Equity in Action conference on March 17 – 18, 2020 at Rutgers-New Brunswick Campus, New

Brunswick, NJ instead of Susan Ratajski. The cost of the workshop is \$300.00 per person and will be paid from Title II.

14. To approve the Shared Services agreement between the District and the Borough for IT Services in exchange for Trash removal for the 2020-2021 school year.
15. To approve the proposed 2020-21 Budget in the amount of \$10,110,338 for submission to the Camden County Executive Superintendent, pending the review and approval of same. In conjunction with the submission of the proposed 2020-21 budget, to hold a Public Hearing of same on May 7, 2020 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 2020-2021 School Year for submission to the county as follows:

	Budget	Local Tax Levy
Total General Fund Budget	\$9,479,038	\$4,815,935
Total Special Revenue Budget	\$407,142	
Total Debt Service Fund	<u>\$224,158</u>	<u>\$153,141</u>
Totals	\$10,110,338	\$4,969,076

WHEREAS, general fund budget includes utilization of \$749,328 in capital reserve funds for HVAC Controls & Condensers, Playground Facility Upgrades, and additional funding necessary to complete the Roof Project;

WHEREAS, general fund budget includes utilization of fund balance in the amount of \$321,229;

WHEREAS, a maximum of \$500 in professional development travel expenses was set for 2019-2020 school year, of which \$470 was utilized to date, and amount not to exceed \$2,500 may be utilized for professional development travel expenses for the 2020-2021 school year;

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

BE IT FURTHER RESOLVED, the Board has approved that there should be raised a total tax levy of \$4,969,076.

NOW IT THEREFORE BE IT RESOLVED, that there should be a General Fund tax levy of \$4,815,935 and a Debt Service Fund tax levy of \$153,141 for the ensuing FY 2020-21 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

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 1-2 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 March 30, 2020 through June 3, 2020 from 7:00 pm – 9:00 pm. PlayMore Sport and Social Club agrees to pay the Somerdale Board of Education the sum of \$850.00 as per fee schedule. (attachment #1 & #2)

2. To approve InSight Workforce Solutions to hold an Onboarding Session on March 19, 2020 from 3:15 pm – 5:00 pm in the Main Office Conference Room. (attachment #3)

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

**INSTRUCTIONAL**, Kevin Smith, Chairperson, James Anderson, Alternate Chairperson, Melissa Moore, 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 items 1-3:

1. To approve the Somerdale Park School Calendar for the 2020-2021 school year. (attachment #1)
2. To approve the revised Pre-Algebra Curriculum for 7<sup>th</sup> & 8<sup>th</sup> Grade and Algebra Curriculum for 8<sup>th</sup> Grade.
3. The following field trips:
  - a. To approve the Art Club trip to the Barnes Foundation, Philadelphia, PA on May 19, 2020. Cost per student \$5.00 plus transportation cost of \$5.00.
  - b. To approve the Somerdale Park Girls Softball Team and Renaissance students to travel to Stratford Yellin School for softball game on May 15, 2020. No cost to students.

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 1-3:

1. To approve Kara Milke, Jefferson University Student, to complete the Level I 8-week fieldwork placement with Marge Walsh, Occupational Therapist during the period of March – May 2020.
2. To approve the submission of Melissa Engelhardt, Business Administrator's contract to the Camden County, Executive SBA in the amount of \$103,225.00 for the 2020-2021 fiscal year.
3. To approve Jeff Euler and Patrick Glatz as club advisors for the Robotics/STEM Club for the 2019-2020 school year at a rate of \$35 per hour for a maximum of 30 hours. Funds to be paid for by the Title IV grant.

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 - 3:

1. To approve the revised Principal (Vice Principal) Secretary Job Description and corresponding evaluation form. (attachment #1 - #2)
2. To approve the revised Child Study Team Secretary Job Description and corresponding evaluation form. (attachment #3 - #4)
3. For Second Reading:
  - a. P 3159 Teaching Staff Member School District Reporting Responsibilities
  - b. P 3218 Use, Possession, or Distribution of Substances
  - c. P 4218 Use, Possession, or Distribution of Substances
  - d. P 6112 Reimbursement of Federal and Other Grant Expenditures
  - e. P 7440 School District Security
  - f. P 8600 Student Transportation
  - g. P 8630 Bus Driver Bus - Aide Responsibility
  - h. P 8670 Transportation of Special Needs Students
  - i. P 9210 Parent Organizations
  - j. P 9400 Media Relations
  - k. R 3218 Use, Possession, or Distribution of Substances
  - l. R 4218 Use, Possession, or Distribution of Substances
  - m. R 6112 Reimbursement of Federal and Other Grant Expenditures
  - n. R 7440 School District Security
  - o. R 8630 Emergency School Bus Procedures

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 it to meet and develop a framework for moving a referendum forward and to address project and budgetary issues.

Report by Bond 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:**

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

The following items 1a – 1c will be recommended for approval:

- 1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for incidents dated:
  - a. February 20, 2020 (attachment #1)
  - b. February 21, 2020 (attachment #2)
  - c. February 13, 2020 (attachment #3)

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

**X. OTHER REPORTS:**

- a.) Student Attendance

<b>Enrollment</b>	
<b>February 2020</b>	
Preschool	31
Kindergarten	42
1st Grade	50
2nd Grade	34
3rd Grade	43
4th Grade	51
5th Grade	64
6th Grade	55
7th Grade	58
8th Grade	51
Out of District	3
Charter Students	1
Home Instruction	0
Homeless -Tuition	0
<b>Total February 2020</b>	<b><u>483</u></b>

- b.) Security/Fire Drill Reports

**FIRE DRILL**

**DATE:** 2/3/20 Alarm Sounded: 8:43 am  
Building Cleared: 8:46 am  
Returned to Building: 8:50 am  
Alarm Station Used: D Hall Way  
All Staff in attendance participated in drill  
Number evacuated: Students present –453  
Staff Present: 85  
Special conditions simulated: none at this time  
Problems encountered: None  
Weather: 39 degrees

**LOCK DOWN DRILL #4**

**DATE:** 2/21/20 Alarm Sounded: 9:52 a.m.  
All Staff in attendance participated in drill (78 staff members)  
Problems encountered: None

**XI. 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.

**XII. 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):

- \_\_\_\_\_ 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.

### **XIII. RETURN TO PUBLIC SESSION**

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

### **XIV. ADJOURNMENT**

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