

SOMERDALE PUBLIC SCHOOL DISTRICT  
BOARD OF EDUCATION

301 Grace Street  
Somerdale, NJ 08083

**Reorganization/Budget Hearing of the Board of Education**

**May 4, 2023**  
**6:30 p.m.**

**Minutes**

**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 in The Courier Post, as well as posting notices in Borough Hall, at Somerdale Park School, and on the District website in accordance with all NJ laws. Please be advised that this meeting is being recorded.

|                         |                      |                           |
|-------------------------|----------------------|---------------------------|
| James Anderson- Present | Jessie Klenk- Absent | Mary Jo Schoettle-Present |
| Kim Barkoff -Present    | Taylor Klenk-Absent  | Kevin Smith-Present       |
| Barbara Boyle-Present   | Marc Ritz-Absent     | Tara Voigt-Present        |

Also Present:

Mark Pease, Superintendent  
William H. Thompson, Interim Business Administrator/Board Secretary  
Chris Long, Solicitor

**III. PRESENTATIONS:**

*A Presentation by Student Council Representatives regarding recent club activities.*

*A Presentation by Mr. Mark Pease, Superintendent to recognize the April Student of the Month recipients.*

**IV. Public Hearing of the 2023-2024 Budget given by William H. Thompson, Interim-SBA/Board Secretary.**

**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**

On a motion made by Mr. Anderson and seconded by Mrs. Voigt the following was approved:

Recommend that the Board of Education approve the regular minutes of the April 5, 2023 BOE Meeting.

ALL IN FAVOR: YES\_\_6\_\_ NO\_\_0\_\_ ABSTAIN\_\_0\_\_ ABSENT\_\_3\_\_

**VII. REPORTS**

**A. Superintendent’s Report *May 2022-2023 Superintendent Report***

**Future Board of Education meetings**

June 7<sup>th</sup>

**School Update**

1. Somerdale Park School will not offer the Summer Days in Somerdale program this summer. Administration will assess the program and look to bring new academic and enrichment programming back for the summer of 2024.
2. I would like to recognize our Arts departments: Music, Choir and Art for a fantastic job with the concert and the Art show. Mrs. Horiates, Mr. Terry, Mrs. Barbera continue to do an amazing job with our students. The display of talent was truly amazing. Great and keep up the hard work.
3. Stay up to date with school activities and functions by watching 5 Minutes with Ford or special episodes of 5 Minutes with Student Council.
4. School Calendar Reminder:
  - i. May 26<sup>th</sup> and 30<sup>th</sup>
  - ii. Graduation is June 14<sup>th</sup>
  - iii. Last day of school for students is June 15<sup>th</sup>
  - iv. Last day for staff June 16<sup>th</sup>
5. At our June BOE meeting the Auditors will be presenting our 2022 audit.

**B. Business Administrator’s Report**

**VIII. NEW BUSINESS**

**BUSINESS AFFAIRS**, Mary Jo Schoettle, Chairperson, James Anderson, Alternate Chairperson, Tara Voigt and Kimberly Barkoff, Committee Members, Administrative Liaisons: Mark Pease, William H. Thompson

**A. Finance – Reviews and monitors the school district budget and assumes other fiscal responsibilities**

Report by Finance Committee Chair

On a motion made by Ms. Voigt and seconded by Mr. Anderson the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-18:

1. Financial Reports:

To approve the Board Secretary and Treasurer's Reports for April 2023 (attachment #1).

The Board Secretary's Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of April 2023. 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 April 2023. The Treasurer's Report and Secretary's report are in agreement for the month of April 2023.

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. Bill List- May Bill list and corresponding check Journal totaling: \$418,011.96
- b. Bill List- April 2023 State Share FICA and corresponding Check Journal totaling: \$28,978.17
- c. Bill List- April 2023 Board Share FICA and corresponding Check Journal totaling: \$4,008.12
- d. Bill List- April 2023 Café bill list and corresponding Check Journal totaling: \$11,070.32
- e. April 2023 Payroll and corresponding Check Journal totaling: \$454,279.06
- f. Bill List- April State Aid Deduction and corresponding Check Journal totaling: \$5,528.80
- g. Bill List- April Annual PERS Appropriation Bill and corresponding Check Journal totaling: \$53,651.00

3. To approve the Transfers/Adjustments for the month of April 2023 (attachment #3).

4. To approve Mark Pease, Superintendent, to attend the NJASA Spring Leadership Conference from May 17, 2023 – May 19, 2023 at no cost to the district.

5. To approve the following resolution:

**RESOLUTION OF THE SOMERDALE BOARD OF EDUCATION  
AUTHORIZING THE EXECUTION OF AN ADDENDUM TO THE COLLECTIVE BARGAINING  
AGREEMENT BETWEEN THE SOMERDALE BOARD OF EDUCATION AND THE SOMERDALE  
EDUCATION ASSOCIATION**

WHEREAS, the Somerdale Board of Education (“SBOE”) and the Somerdale Education Association (“SEA”) are parties to an existing Collective Bargaining Agreement which commenced on July 1, 2022 through June 30, 2025 (“Agreement”); and

WHEREAS, following the execution and commencement of the Agreement, the parties desired to add an additional extracurricular activity; and

WHEREAS, the Parties negotiated the stipend for the additional extracurricular activity in the form of an Addendum to the Agreement which is attached to and made a part hereof, the terms of which shall be incorporated into the successor Collective Bargaining Agreement between the 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 authorizes and directs the Board President and/or her designee to execute the Addendum to the Collective Bargaining Agreement between the SBOE and the SEA in the form

attached hereto and made a part hereof.

6. To approve Explore Learning Renewal in the amount of \$4795.00 for the SY 23-24.
7. To approve NJSBA Dues in the amount of \$4,611.36 for the SY 23-24.
8. To approve NWEA for MAP Growth k-12 in the amount of \$6,750.00 for SY 23-24.
9. To approve Gena Price and Melissa Durand to attend Helping Students Who Start School Behind (Preschool-Kindergarten) Prerecorded July 12, 2023, version online workshop. Cost of Recorded Workshop is \$558.00 to be paid from Title 11 Funds.
10. To approve Cindy Reid to attend Wilson Reading System Professional Learning, Professional Learning Activities, WRS Level 1 Certification from September 2023-September 2024. Cost of course is \$2,500.00 to be paid with Title 11 Funds.
11. To approve the Supplemental Stabilization Aid for the 2022-2023 school year in the amount of \$138,435.00.
12. To approve the following 2023-2024 Budget Resolution:

SOMERDALE SCHOOL DISTRICT  
2023-2024 BUDGET RESOLUTION

BE IT RESOLVED to adopt the Somerdale Borough Board of Education budget for the FY 2023-2024 School Year as follows:

|                      |                 |
|----------------------|-----------------|
| General Fund         | \$10,313,760.00 |
| Special Revenue Fund | 446,697.00      |
| Debt Service Fund    | 226,249.00      |
| <br>                 |                 |
| Total Budget         | \$10,986,706.00 |

BE IT FURTHER RESOLVED to raise a General Fund Tax Levy of \$4,995,700.00 and a Debt Service Fund Tax Levy of \$154,571.00.

WHEREAS, General Fund Budget includes utilization of fund balance in the amount of \$848,784;

WHEREAS, the Somerdale Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Somerdale Board of Education established \$2,500.00 as the maximum travel amount for the current school year and has expended \$0 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$2,500.00 for the 2023-2024 school year.

WHEREAS, an amount not exceed \$250.00 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 \$5,150,271.00.

13. To approve that the Interim Business Administrator be authorized to enter into contracts and pay all bills between board meetings for Park Technology Shared Services for the 2023-2024 fiscal year. The bill lists for those payments and any contracts to be ratified will be submitted at the next Board of Education meeting.
14. To approve that the Interim Business Administrator be authorized to enter into contracts and continue payment of all bills through June 12, 2024, 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.
15. To approve the contract with Phoenix Advisors for the 2023-2024 school year for Disclosure Agent services at an amount of \$1,350.00.
16. Move that the Interim Business Administrator be authorized to close the petty cash account as of June 30, 2023 and reopen the petty cash account in the amount of \$200.00 as of July 3, 2023.
17. To approve Laura Henkel to attend the NJASBO online Webinar for School Employee Leave in NJ on May 9, 2023. Cost of course \$25.00.
18. To approve Laura Henkel to attend the NJASBO Accounts Payable Overview on May 18, 2023 at The Westin in Mt. Laurel NJ from 9am-4pm. Cost of course \$125.00.

ROLL CALL VOTE: YES\_6\_\_\_ NO\_0\_\_\_ ABSTAIN\_0\_\_\_ ABSENT\_3\_\_\_

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

Report by Facilities Committee Chair

**INSTRUCTIONAL**, Taylor Klenk, Chairperson, Kevin Smith, Alternate Chairperson, Kevin Smith, Mary Jo Schoettle and Barbara Boyle, Committee Members, 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

**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 Mr. Anderson and seconded by Mrs. Schoettle the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1-21:

1. To accept the donation of books purchased from the Scholastic Book Fair to the Somerdale Park School Library from the Sangarolo Family.
2. To accept the resignation of Tara Costello, Special Education Teacher, as of June 30, 2023.
3. To approve, Kimberly Noonan, Regina Valinski, and Angela Lindner to work 6 days during July 1, 2023 – August 31, 2023 at the 2023-2024 contracted per diem rate.
4. The reappointment of tenured professional staff – part time/full time status to be determined, as per the attached list, for the 2023-2024 school year. Salaries as per the negotiated agreement with the SEA. (attachment #1)
5. The reappointment of non-tenured (renewed) professional staff - part time/full time status to be determined, as per the attached list, for the 2023-2024 school year. Salaries as per the negotiated agreement with the SEA. (attachment #2)

6. The reappointment of Secretarial and Clerical Staff for the 2023-2024 school year. Salaries as per the negotiated agreement with the SEA. (attachment #3)
7. The reappointment of the Technology Staff for the 2023-2024 school year. Salaries as per the negotiated agreement with the SEA. (attachment #4)
8. To approve Kurtis Still to be employed as a Summer IT Assistant, with a start date of July 5, 2023, at an hourly rate of \$17.00, not to exceed 265 hours.
9. To approve Amanda Schwartz as Summer 2023 School Counselor at 4 hours per day, 4 days per week, not to exceed 114 hours at the SEA contracted rate. Salary to be paid from APR ESSER Funds.
10. To approve the following After Care Staff for the 2023-2024 School Year:  
Kellyn Lowden, Program Manager, Madisyn Beckley, Melinda Flynn and Luis Roman, After Care Aides  
The After Care Program continues to be fully funded by the proceeds generated by student participation and does not have an impact on the General Fund.
11. To approve Deanna McGinnis to hold Kindergarten Testing on August 8, 2023, and August 24, 2023 between the hours of 9:00 am – 12:00 pm. Rate as per the negotiated agreement with the SEA.
12. To accept the resignation of Jenna Van Derzee, 1<sup>st</sup> Grade Teacher, as of June 30, 2023.
13. To approve the submission of William H. Thompson, Business Administrator’s draft contract to the Camden County Executive Superintendent of Schools for the 2023-2024 fiscal year.
14. To approve Amanda Libetti as a 5<sup>th</sup> Grade Teacher for the 2023-2024 school year at a salary of \$56,699.00 at a BA Step 1.
15. To approve Alexis Flynn as a 4<sup>th</sup> Grade Teacher for the 2023-2024 school year at a salary of \$56,699.00 at a BA Step 1.
16. To approve Baillie Dougherty as a 1<sup>st</sup> Grade Teacher for the 2023-2024 school year at a salary of \$56,699.00 at a BA Step 1.
17. To approve Erin Beach as a 1<sup>st</sup> Grade Teacher for the 2023-2024 school year at a salary of \$56,699.00 at a BA Step 1.
18. To approve Lauren Gill as a Kindergarten Teacher for the 2023-2024 school year at a salary of \$57,799.00 at a BA Step 4.
19. To approve Gregory Cesare, Director of Special Education, at a salary of \$109,894.00 for the 2023-2024 school year.
20. To approve the submission of Robert Ford’s Superintendent draft contract to the Camden County Executive Superintendent of Schools for the 2023-2024 fiscal year.
21. To approve Kevin Kretschy as Vice-Principal at a salary of \$90,000.00 for the 2023-2024 school year.

ROLL CALL VOTE: YES\_\_6\_\_ NO\_\_0\_\_ ABSTAIN\_\_0\_\_ ABSENT\_\_3\_\_

**POLICY/COMMUNITY AFFAIRS**, Tara Voigt, Chairperson, Mark Ritz, Alternate Chairpersons, Jessie Klenk and Kevin Smith, Committee Members, 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.**

**IX. ANNUAL BOARD APPROVALS AND APPOINTMENTS**

On a motion made by Mr. Anderson and seconded by Mrs. Schoettle the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-22:

- 1. Approval is made of the official depositories for the funds of the Board of Education:

1<sup>st</sup> Colonial Community Bank, 1010 Haddon Ave., Collingswood, NJ

And the following persons to be authorized to sign checks and vouchers of the Board of Education:

|                          |                       |  |
|--------------------------|-----------------------|--|
| Regular Checking Account | 3 signatures required | President, Bd. Secretary, Supt. /Principal |
| Payroll Account          | 2 signatures required | Bd. Secretary and Superintendent/Principal |
| Agency Account           | 2 signatures required | Bd. Secretary and Superintendent/Principal |
| Student Activity Account | 2 signatures required | Bd. Secretary and Superintendent/Principal |
| Lunch Account            | 2 signatures required | Bd. Secretary and Superintendent/Principal |
| FSA Medial Account       | 2 signatures required | Bd. Secretary and Superintendent/Principal |
| Unemployment Acct.       | 2 signatures required | Bd. Secretary and Superintendent/Principal |
| Capital Reserve Acct.    | 2 signatures required | Bd. Secretary and Superintendent/Principal |
| Park Technology Acct.    | 2 signatures required | Bd. Secretary and Superintendent/Principal |
| Bond Acct.               | 2 signatures required | Bd. Secretary and Superintendent/Principal |

- 2. Approval is made for the Camden County Education Services Commission to provide the following services for the 2023-2024 school year:

|                      |                |
|----------------------|----------------|
| Occupational Therapy | Transportation |
| Physical Therapy     | Speech         |

- 3. Approval is made of the Board Meeting Schedule for the 2023-2024 school year; in conjunction with all rules, regulations, and policies heretofore adopted by the Board for the 2023-2024 school year; and designating the official newspaper.

The Board of Education reserves the right to change the meeting schedule, with required notification, as needed or required. The purpose of the meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board’s attention by the Board Members, Board Attorney, Superintendent, and Board Secretary/Business Administrator. There will be two public sessions, one to discuss agenda items. The public may speak for 3 minutes.

|                                  |   |
|----------------------------------|---|
| August 10, 2023                  | February 8, 2024                            |
| September 14, 2023               | March 14, 2024                              |
| October 12, 2023                 | April 18, 2024 (Due to Spring Break)        |
| November 16, 2023                | May 2, 2024 (Reorganization/Budget Hearing) |
| December 14, 2023                | June 12, 2024 (Due to Graduation)           |
| January 4, 2024 (Reorganization) |   |

And that the “Open Public Meetings Act” requires that advanced written notice of all meetings of the Board of Education be posted in one public place designated by the Board and mailed, telephone, faxed or hand delivered to two newspapers designated by resolution mailed to all persons requesting a copy of same upon payment of a fee as established by NJSA 47:1A-2.

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

- a. All advance written notices of Board meetings shall be posted by the Board Secretary on the bulletin board located in the Somerdale Park School.

- b. All advance written notices of Board meetings shall be given to the following newspaper:
    - 1. Courier Post
  - c. Filing written notice with the Clerk of Somerdale Borough.
  - d. All advance written notices of Board meetings throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee as established in NJSA 47:1A-2, plus postage. Electronic media shall be exempt from such fee.
  - e. The schedule of regular official Board meetings for the period from and after this meeting until the meeting in June 2024 shall be in accordance with the listed schedule designating the dates, times and places of such meetings;
  - f. Motion to establish and approve a photocopy fee of five cents (\$.05) per page for standard size and seven cents (\$.07) for legal size official Board Minutes and other public documents.
4. Approval is made for yearly travel expenditures for all employees not to exceed \$2,500.00 travel expenditures must be approved in advance by a majority of the Board of Education as per policy #6471.

The following travel regulations and limits for the Somerdale School District as required by N.J.A.C. 6A:23A:

A travel event that exceeds \$5,000.00, regardless of the number of attendees, or where more than three (3) individuals from the district are to attend, must obtain prior approval from the Executive County Superintendent. Executive County Superintendent prior approval is not required for “regular school district business travel.”

School district travel is regular official business, including attendance at meetings and conferences. Regular school district business travel includes attendance at regularly scheduled in-state county meetings, DOE sponsored or association sponsored events provided free of charge, and regularly scheduled in-state professional development activities with a registration fee that does not exceed \$150.00 per employee or board member, adjusted for inflation. The maximum travel expenses for all staff for the 2023-2024 school year is limited to \$2,500.00.

Mileage reimbursement for regular school business travel that is prior approved by the Superintendent or any travel approved by the Board will be allowed at the rate authorized by the annual state appropriations act, which is \$0.47/mile.

Lodging for out of state travel can only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds 50 miles. All travel out of the country, regardless of cost or number of attendees, requires prior written approval of the Executive County Superintendent.

A written report or a standardized form for board members and employees must be completed for all Board approved training and seminars, conventions and conferences, and retreats.

All travel must be in compliance with State regulations N.J.A.C. 6A:23A.

- 5. Approval for the resolution designating internet website for official notification pursuant to New Jersey local unit Pay-to-Play Law.

**RESOLUTION DESIGNATING WEBSITE NOTIFICATION PURSUANT TO  
NEW JERSEY LOCAL UNIT PAY-TO-PLAY LAW**

WHEREAS, the Somerdale Borough Board of Education is subject to the provisions of N.J.S.A. 19:44A-20.4 et seq., the New Jersey Local Unit Pay-to-Play Law (Law); and

WHEREAS, as part of the fair and open process contained in the Law, the related contract to be awarded under the fair and open process shall be publicly advertised in newspapers or on the internet website maintained by the public entity (N.J.S.A. 19:44A20.7); and



WHEREAS, the Board maintains its internet website at [www.somerdale-park.org](http://www.somerdale-park.org); and

WHEREAS, the Board desires to designate its website as the official notification source for all contracts to be awarded as part of the fair and open process pursuant to the Law.

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

1. The Board hereby designates its internet website at [www.somerdale-park.org](http://www.somerdale-park.org) as the official notification source for contracts to be awarded as part of the fair and open process contained in N.J.S.A. 19:44A-20.4 et seq., the New Jersey Local Unit Pay-to-Play law.
2. The Board is not precluded from utilizing its official legal newspapers for notification when it so desires.
3. The Board also has the right to use the C.271 disclosure as an alternate submission. N.J.S.A. 19:44A-20.26 (P.L. 2005, C.271,5.2)
6. Approval of the State Contract Vendors Authorization allowing the Business Administrator to issue purchase orders to approved Vendors as outlined by New Jersey School Purchasing Regulations.

**STATE CONTRACTOR AUTHORIZATION**

WHEREAS, the Somerdale School District Board of Education recognizes the importance of prudent fiscal management,

WHEREAS, the Business Administrator may issue purchase orders to vendors who hold a valid New Jersey State Contract number according to the Department of Treasury, Division of Purchase and Property,

NOW, THEREFORE BE IT RESOLVED the Board of Education authorizes the Business Administrator to issue purchase orders to State Contract vendors as necessary for the school year 2023-2024.

FINALLY, BE IT RESOLVED, that the Business Administrator add the list of vendors to the bill list for official board approval at the next board meeting and is authorized to make the appropriate transfer of funds to cover the necessary expense if necessary. A list of transfers will be presented at the next Board of Education meeting for official approval.

7. Approval by the Board of Education of Somerdale School District, that prepayment authorization resolution be approved authorizing the Business Office to pay selected invoices prior to board meetings.

**PRE-PAYMENT AUTHORIZATION**

WHEREAS, the Somerdale School District Board of Education recognizes the importance of prudent fiscal management,

WHEREAS, the School Business Administrator and the Superintendent have found that various bills should be paid prior to official school board action to avoid late payments or other fees and to take advantage of vendor's cash discounts,

NOW, THEREFORE the Board of Education authorizes the Superintendent and the School Business Administrator to prepay the following bills prior to official board approval:

|   |                                   |
|---|-----------------------------------|
| Crown Castle Fiber, LLC                   | Camden County MUA                 |
| Camden County Educational Service Comm.   | New Jersey School Insurance Group |
| Amerihealth                               | Home Depot                        |
| Benecard                                  | Postmaster                        |
| National Vision Administrators, LLC (NVA) | PSE&G                             |
| Delta Dental                              | South Jersey Gas                  |
| Eastern DataComm                          | State of New Jersey               |
| NJ American Water                         |                                   |

FINALLY, BE IT RESOLVED, that the Business Administrator add payments for the list of vendors to the bill list for official board approval at the next meeting and is authorized to make the appropriate transfer of funds to cover the necessary expense if necessary. A list of transfers will be presented at the next Board of Education meeting for official approval.

8. Approval of the website [www.somerdale-park.org](http://www.somerdale-park.org) to be the official site for advertising for the Somerdale Park School District.
9. Approval for Cooper Pediatrics to be designated Medical Inspector of this Board of Education for the 2023-2024 school year at a cost of \$125.00 an hour, pending incoming contract for new year.
10. Approval to allow William H. Thompson, Interim Business Administrator/Qualified Purchasing Agent to use competitive contracting as a means for procurement for the 2023-2024 fiscal year.
11. Approval that William H. Thompson, Interim Business Administrator/Board Secretary be, and is hereby appointed as the person to approve contracts between meetings for the 2023-2024 school year where such contracts will be ratified and approved at the following board meeting;  
  
that William H. Thompson, Interim Business Administrator/Board Secretary be designated as the individual to authorize line item changes between board meetings;  
  
that approval is made for the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools and to authorize William H. Thompson, Interim Business Administrator to make account transfers at the level of the advertised budget to cover expenditures. Such transfers will be officially approved by the Board of Education at the next regular board meeting.
12. Approval is made that William H. Thompson, Interim School Business Administrator/Board Secretary be appointed as same through June 30, 2024; and that the Business Administrator be appointed Qualified Purchasing Agent for the district with quote requirements over \$6,000 and bid requirements over \$40,000; and Custodian of Records for the 2023-2024 school year.
13. To approve the following companies as providers of tax shelter/annuities, disability insurance, and flexible spending:

| <u>Tax Shelters:</u> | <u>Disability</u> | <u>Flex Spending</u> |
|----------------------|-------------------|----------------------|
| AXA Equitable        | AFLAC             | Colonial Life        |
| Colonial Life        | Colonial Life     |                      |
| Lincoln Investment   | Prudential        |                      |
| Met Life             |                   |                      |
| Midland              |                   |                      |
| Siracusa             |                   |                      |

14. Approval is made to readopt existing bylaws and policies for the Board's operation and the operation of the District.
15. Approval for The Barclay Group to be named insurance of record for the 2023-2024 school year.
16. Approval was made by the Somerdale Board of Education to appoint Brown & Brown Benefit Advisors to provide health benefits for the 2023-2024 school year.
17. To approve the following appointments:  
  
Appointment of Robert Ford for the 2023-2024 school year as:
  - a) Data Coordinator
  - b) ESEA and ESSER Grant Coordinator  
Appointment of Kevin Kretschy for the 2023-2024 school year as:
  - a) District Anti-Bullying Coordinator
  - b) School Safety Specialist  
Appointment of Greg Cesare for the 2023-2024 school year as:

- a) Director of Child Study Team/Special Education
- b) School Safety Specialist
- c) Co School Threat Assessment Tea Chairperson
- d) School Choice Coordinator
- e) Bilingual/ESL/ELL Point of Contact
- f) IDEA Basic and IDEA Preschool Coordinator
- g) McKinney Vento Homeless Education Liaison
- h) Early Childhood Contact
- i) Affirmative Action Officer

Appointment of Shane Sammons for the 2023-2024 school year as:

- a.) Director of Technology

Appointment of Amanda Schwartz for the 2023-2024 school year as:

- a.) School Testing Coordinator
- b.) Anti-Bullying Specialist
- c.) Co School Threat Assessment Team Chairperson
- d.) 504 Coordinator
- e.) I&RS Chairperson

Appointment of Angela Linder for the 2023-2024 school year as:

- a.) McKinney Vento Homeless Education Liaison

Appointment of William H. Thompson for the 2023-2024 school year as:

- a.) Public Agency Compliance Officer

Appointment of Mary Dow for the 2023-2024 school year as:

- a.) Wellness Coordinator

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that the Building & Grounds Supervisor/Educational Facilities Manager, and/or the individual named in a shared services agreement with Somerdale Borough for the same, be appointed for the 2023-2024 school year:

- a. Asbestos Management Officer
- b. Indoor Air Quality Designee
- c. Integrated Pest Management Coordinator
- d. Employer Responsible Right to Know Officer (ERRO)
- e. Chemical Hygiene Officer
- f. AHERA Coordinator

18. To approve the appointment of Greg Cesare, Kevin Kretschy, Robert Ford, as the Somerdale School District's Affirmative Action Team;

WHEREAS, the board of education hereby authorizes the affirmative action team to conduct the Needs Assessment and develop a Comprehensive Equity Plan and submit the proposed Comprehensive Equity Plan to the Executive County Superintendent;

BE IT RESOLVED that the Board of Education authorizes the affirmative action team to develop the District's Comprehensive Equity Plan and approves submission of the same.

19. Approval for the Petty Cash account for the 2023-2024 school year in the amount of \$200 for the purpose of supplies required for immediate purchase. The maximum individual item reimbursement is \$75.00.
20. Approval for the following Health, Prescription, Dental, and Visions providers:
- a. Delta Dental as the Dental provider for the 2023-2024 school year.
  - b. AmeriHealth as the Health Provider for the 2023-2024 school year.
  - c. Benecard as the Prescription Provider for the 2023-2024 school year.
  - d. National Vision Administrators, LLC (NVA) as the Vision Provider for the 2023-2024 school year.

21. Approval of cooperative purchasing memberships with Keystone Purchasing Network (KPN) and The Educational Services Commission of New Jersey (ESCNJ) for the 2023-2024 school year;

WHEREAS, N.J.S.A 40A:11-11 authorizes contracting units to enter into a Cooperative Purchasing Agreements for its administration;

WHEREAS, the Somerdale Board of Education recognizes the importance of prudent fiscal management;

NOW, THEREFORE, BE IT RESOLVED, by the Somerdale Board of Education the Business Administrator may issue purchase orders to vendors who hold purchasing agreements with KPN and ESCNJ.

FINALLY, BE IT RESOLVED, that the Business Administrator add the list of vendors to the bill list for official board approval at the next board meeting and is authorized to make the appropriate transfer of funds to cover the necessary expense if necessary. A list of transfers will be presented at the next Board of Education meeting for official approval.

22. To approve Shared Services agreement with the Borough of Somerdale for the 2023-2024 school year;

WHEREAS, the Borough and the Board have heretofore worked together in an effort to provide taxpayers with more efficient services;

NOW THEREFORE BE IT RESOLVED, to by the parties hereto as follows:

- 1) The Borough shall provide for the pickup and disposal of garbage and recyclables from the Park School.
- 2) The Board will provide the Borough with various staff IT services
- 3) This agreement will only become effective upon adoption of Resolutions approving by both parties.
- 4) This agreement may be cancelled by either party upon written notice of cancellation given at least 60 days prior to the date of cancellation.

ROLL CALL VOTE: YES\_\_6\_\_ NO\_\_0\_\_ ABSTAIN\_\_0\_\_ ABSENT\_\_3\_\_

## **X. REPORTS:**

On a motion made by Mrs. Voigt and seconded by Mr. Anderson the following was approved:

The following item will be recommended for approval:

1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for incidents dated:
  - a. April 4, 2023 (attachment #1)
  - b. April 5, 2023 (attachment #2)

ALL IN FAVOR: YES\_\_6\_\_ NO\_\_0\_\_ ABSTAIN\_\_0\_\_ ABSENT\_\_3\_\_

## **XI. OTHER REPORTS:**

- a.) Student Attendance

### **Enrollment April 2023**

|              |    |
|--------------|----|
| Preschool    | 29 |
| Kindergarten | 56 |
| 1st Grade    | 33 |
| 2nd Grade    | 46 |
| 3rd Grade    | 31 |
| 4th Grade    | 44 |

|                         |            |
|-------------------------|------------|
| 5th Grade               | 33         |
| 6th Grade               | 48         |
| 7th Grade               | 55         |
| 8th Grade               | 62         |
| Out of District         | 4          |
| Charter Students        | 1          |
| Home Instruction        |            |
| Homeless -Tuition       |            |
| <b>Total April 2023</b> | <b>442</b> |

b.) Security/Fire Drill Reports

**FIRE DRILL:**

**DATE: 4/20/23** Alarm Sounded: 12:45 pm  
 Building Cleared: 12:48 pm  
 Returned to Building: 12:49 pm  
 Alarm Station Used: Back A Hallway  
 All Staff in attendance participated in drill  
 Number evacuated: Students present: 428  
 Staff Present: 85  
 Special conditions simulated: none at this time  
 Problems encountered: none  
 Weather: 69 degrees and sunny

**EVACUATION DRILL**

**DATE: 4/17/23** Alarm Sounded: 10:06 am  
 All Staff in attendance participated in drill (83 staff members)  
 Problems encountered: None

c.) To approve the Somerdale Park School Bus Emergency Evacuation Drill Reports:

|                      |  |
|----------------------|--|
| Date of Drill:       | September 28, 2022                               |
| Time of Drill:       | 8:30 am  |
| Location of Drill:   | Somerdale Park – Chestnut Ave. Parking Lot       |
| Route Number:        | T&L Transportation                               |
| Drill Supervised by: | Mr. Robert Ford, Principal                       |
|                      |  |
| Date of Drill:       | October 6, 2022                                  |
| Time of Drill:       | 3:05 pm  |
| Location of Drill:   | Somerdale Park – Front of School Grace Street    |
| Route Number:        | MJ&R Transportation – S8236                      |
| Drill Supervised by: | Mr. Robert Ford, Principal                       |
|                      |  |
| Date of Drill:       | April 21, 2023                                   |
| Time of Drill:       | 8:20 am  |
| Location of Drill:   | Somerdale Park – Grace Street                    |
| Route Number:        | Del City Transportation – 0900                   |
| Drill Supervised by: | Mr. Robert Ford, Principal and Officer Gillespie |

d.) Nutri-Serve Monthly Report - April 2023

**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)**

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 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.

**XIV. RETURN TO PUBLIC SESSION**

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

**XV. ADJOURNMENT**

On a motion made by Mr. Anderson and seconded by Mrs. Schoettle the meeting was adjourned at 7:07 pm