

SOMERDALE PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION

301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

June 12, 2024
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 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	John Maisch	Kevin Smith
Kimberly Barkoff	Marc Ritz	Tara Voigt
Barbara Boyle	Mary Jo Schoettle	

Also Present:

Robert Ford, Superintendent/Principal
William H. Thompson, Interim Business Administrator/Board Secretary
Chris Long, Solicitor

III. ADMINISTER THE OATH OF OFFICE TO: Thomas Leakan

IV. ROLL CALL

James Anderson	Thomas Leakan	Mary Jo Schoettle
Kimberly Barkoff	John Maisch	Kevin Smith
Barbara Boyle	Marc Ritz	Tara Voigt

V. PRESENTATIONS:

- *Recognition of the May Student of the Month Recipients*
- *Representatives of Student Council on past and upcoming events at Somerdale Park School*
- *NJDOE Approved 2022-2023 HIB Self-Assessment Grades presented by Mr. Kevin Kretschy*

VI. 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.

VII. 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 May 9, 2024 BOE Meeting.

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

VIII. REPORTS

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

IX. NEW BUSINESS

BUSINESS AFFAIRS, Mary Jo Schoettle, Chairperson, Kimberly Barkoff, Alternate Chairperson, Tara Voigt and Kevin Smith, Committee Members, Administrative Liaisons: Robert Ford, 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 and seconded by the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-11:

1. Financial Reports:

To approve the Board Secretary and Treasurer's Reports for April and May 2024 (attachment #1).

The Board Secretary's Report is in accordance with 18A: 17-36 and 18A: 17-9 for the months of April and May 2024. 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 months of April and May 2024 (Draft). The Treasurer's Report and Secretary's report are in agreement for the months of April and May 2024.

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. April 2024 Board Share FICA and corresponding Check Journal totaling: \$3,076.17.
 - b. April 2024 State Share FICA and corresponding Check Journal totaling: \$28,846.03.
 - c. May 2024 Payroll and corresponding Check Journal totaling: \$577,497.98.
 - d. April 2024 Cafeteria and corresponding Check Journal totaling: \$44,110.89.
 - e. April 2024 State Aid Deduction and corresponding Check Journal totaling: \$9,098.60.
 - f. Annual PERS Appropriation and corresponding Check Journal totaling: \$43,849.00.
 - g. May 2024 Board Share FICA and corresponding Check Journal totaling: \$12,141.01.
 - h. May 2024 State Share FICA and corresponding Check Journal totaling: \$28,839.68.
 - i. May 2024 State Aid Deduction and corresponding Check Journal totaling: \$9,098.60.
3. To approve the Transfers/Adjustments for the month of April and May 2024 (attachment #3).
4. Approval for Cooper Pediatrics to be designated Medical Inspector of this Board of Education for the 2024-2025 school year at a cost of \$125.00 an hour, included in the auto-renewal of the existing Professional Services Agreement dated July 2018.
5. To approve the E-Rate Consulting Master Agreement NJSBA Procurement Number E-8801-NJSBA ACES-CPS for the 2024-2025 school year (attachment #4).
6. To approve the NJSBA Procurement Number E-8801-ACES-CPS E-Rate Consulting & Process Management Services Attachment A for the 2024-2024 school year (attachment #5).
7. To approve SilverSky to provide professional technical services during the 2024-2025 School Year not to exceed \$46,322.00.
8. To approve the New Jersey Schools Insurance Group Burlington & Camden County Educators Insurance Consortium Indemnity and Trust Agreement Resolution to Join / Renew Membership (attachment #6).
9. To approve the Integrated Pest Management Program with Tri-County Termite & Pest Control, Inc. for the 24-25 School Year in the amount of \$660.
10. To approve Empower for AAC services plus evaluations to not to exceed \$12,000.00 for the 2024-2025 school year.
11. To approve the following resolution from Spiegle Architectural Firm:

BE IT RESOLVED, by the Somerdale Board of Education to approve the submissions of the Library HVAC Upgrades and Parking Lot Upgrades projects at Somerdale Park School to the New Jersey Department of Education for review and Department approval of an “other capital project” with no state funding and amendment of the long range facilities plan to be consistent with the project. Further, the Board authorizes Spiegle Architectural Group Inc, to make the submissions to the Department of Education on behalf of the district.

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:

INSTRUCTIONAL, Barbara Boyle, Chairperson, Marc Ritz, Alternate Chairperson, Kimberly Barkoff and Kevin Smith, Committee Members, Administrative Liaisons: Robert Ford, Kevin Kretschy

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 1-2:

1. To approve the 2024-2027 Language Instruction Education Program (LIEP) Three-Year Plan. (attachment #1)
2. To approve the updated American Rescue Plan (ARP) Safe Return Plan for period 6/1/24 - 12/31/24. Report prepared by Robert Ford in accordance with the American Rescue Plan Elementary and Secondary School Emergency Relief Fund (ARP ESSER). (attachment #2)

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 1-31:

1. To approve Andrew Petrany to be employed as a Summer IT Assistant, with a start date of July 8, 2024, at an hourly rate of \$17.00, 4 days a week, 8 hours per day, for approximately 8 weeks.
2. To approve Amanda Schwartz as Summer 2024 School Counselor at 4 hours per day, July 1, 2024 – August 1, 2024, Monday – Thursday, for a total of 66.5 hours; August 5, 2024 – August 29, 2024, 20 days, 4 hours per day for a total of 80 hours, at the SEA contracted rate. Salary to be paid from APR ESSER III Funds.
3. To approve Musique Hodges, MacKenzie Kaiser, and Chelsea Halter as 2024 Summer Custodians at an hourly rate of \$15.00 per hour.
4. To approve Rebeca Crawford as the 2024 Summer Receiving Clerk at an hourly rate of \$17.00 per hour.
5. To approve Mary Dow, School Nurse, for a maximum 60 hours at her per diem hourly rate, to be the Summer School Nurse, and to finalize immunization/medical records for new 2024-2025 registrations.
6. To approve Nancy Strassle to carry over 5 vacation days from the 2023-2024 school year to the 2024-2025 school year.
7. To approve Dana Poole to carry over 5 vacation days from the 2023-2024 school year to the 2024-2025 school year.
8. To approve Stephanie Wiley to carry over 1 vacation days from the 2023-2024 school year to the 2024-2025 school year.
9. To approve Kevin Kretschy to carry over 4.5 vacation days from the 2023-2024 school year to the 2024-2025 school year.
10. To approve Robert Ford, Principal, to carry over the balance of unused vacation days as of June 30, 2024 (not to exceed 5 days) from the 2023-2024 school year to the 2024-2025 school year.
11. To approve Kellyn Lowden, After Care Program Manager for the 2024-2025 School Year.

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.

12. Approval to allow John Deserable, Interim Business Administrator to use competitive contracting as a means for procurement for the 2024-2025 fiscal year, pending County approval.
13. Approval that John Deserable, Interim Business Administrator/Board Secretary be, and is hereby appointed as the person to approve contracts between meetings for the 2024-2025 school year where such contracts will be ratified and approved at the following board meeting; pending County approval.

that John Deserable, Interim Business Administrator/Board Secretary be designated as the individual to authorize line item changes between board meetings; pending County approval.

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 John Deserable, 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; pending County approval.
14. Approval is made that John Deserable, Interim School Business Administrator/Board Secretary be appointed as same through June 30, 2025; 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 2024-2025 school year; pending County approval.
15. To approve Shannon Chua as Music Teacher for the 2024-2025 school year, pending certification at a salary of \$60,233.00 at a MA Step 1.
16. To approve paid maternity leave for Danielle Cross from September 3rd, 2024 through October 18th, 2024 and unpaid maternity leave from October 21th, 2024 through December 13th, 2024. Expected return to work date of December 16th, 2024. FMLA to run concurrently with sick time, September 3rd, 2024 through November 27th, 2024.
17. To reapprove paid maternity leave for Kayleen Fox, Comptroller, with an expected start date of June 10th, 2024 – August 26th, 2024 and unpaid maternity leave starting August 27th, 2024 through January 1st, 2025. FMLA to run August 29th, 2024 through November 26th, 2024 due to start state. Expected return to work date of January 2nd, 2025.
18. To approve Carol Ann Mascioli to begin on June 17, 2024 rather than July 1, 2024 as previously approved. Terms and conditions remain the same.
19. To approve the Superintendent to hire personnel for any vacancies during the months of July and August 2024.
20. To approve all certified staff to be used as substitutes for CBA paid positions such as, but not limited to, school tutoring, detention monitor as needed. Not to exceed budgeted amount, for the 2024-2025 school year. Rates as per the negotiated agreement with the SEA.
21. To approve all Somerdale Park Staff as Chaperones/Supervisors for all school functions for the 2024-2025 school year on as is needed basis. Rate as per the negotiated agreement with the SEA.
22. To approve Sharon Gorman, Jennifer Miller, Kimberly Noonan, Cristin Butler, and Gina Horiates to perform summer curriculum work from July 1, 2024 – September 1, 2024, 16 hours per person. Rates per SEA Contract. Not to exceed budgeted amount of \$3,312.00.
23. To post approve Mr. Shane Sammons to provide technical consulting services between 5/28/24 - 6/30/24 to help with technology office transition, \$40.00/hr. not to exceed 15 hours.
24. To contract with Mr. Shane Sammons to provide technical consulting services for the 2024-2025 School Year to aid in the technology office transition, \$40.00/hr. not to exceed 40 hours.

25. To approve Emma Lane to volunteer as an estimated 4 hours per week to serve as a librarian clerk during the 2024-2025 School Year.
26. To approve Kate Persinger, Occupational Therapist, to supervise Carrie Bernauer, an Occupational Therapist Student from St. Joseph's University from September 9, 2024 – November 29, 2024.
27. To approve the attached lists of staff to teach during the Summer 2024 Extended Year Program and Summer Learning and Enrichment Program. Rate of pay as per the negotiated agreement with the SEA. (attachment #1)
28. To approve Kurtis Still as PT 2024 Summer Technology Assistant for the period of July 1, 2024 – July 3, 2024 and July 15, 2024 – August 29, 2024, from 8:30 am – 12:30 pm at a rate of \$30.00 an hour.
29. To approve Dr. Peter Koza to be paid the amount of \$2,500.00 for Superintendent Mentoring of Mr. Robert Ford during the 2023-2024 school year.
30. To approve to allow Sterling High School Students to visit Somerdale Park School on June 13, 2024.
31. To approve Deanna McGinnis, Valerie Priolo, Lauren Gill, Anna Destra to hold Kindergarten Orientation on August 28, 2024 from 9:00 am – 10:45 am. Rate as per the negotiated agreement with the SEA.

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

POLICY/COMMUNITY AFFAIRS, Tara Voigt, Chairperson, Mark Ritz, Alternate Chairpersons, and John Maisch and Kevin Smith, Committee Member, 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

X. REPORTS:

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

The following item will be recommended for approval:

1. To acknowledge the 2022-2023 HIB School Self-Assessment for Determining Grades. (attachment #1)
2. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for incidents dated:
 - a. HIB Incident 3/20/2024 (attachment #2)
 - b. HIB Incident 5/22/2024 (attachment #3)

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

XI. OTHER REPORTS:

a.) Student Attendance

Enrollment May 2024	
Preschool	30
Kindergarten	55
1st Grade	56
2nd Grade	33
3rd Grade	52
4th Grade	30
5th Grade	50
6th Grade	38
7th Grade	56
8th Grade	60
Out of District	7
Charter Students	1
Home Instruction	
Homeless -Tuition	
Total May 2024	468

b.) Security/Fire Drill Reports

OFF-SITE EVACUATION

DATE: 5/30/24

Alarm Sounded: 8:47 am
Building Cleared: 8:55 am
Arrived at Off-Site Location: 9:15 am
Returned to Building: 9:35 am
All Staff/Students in attendance participated in the drill.
Students present: 439
Staff present: 106
Problems encountered: None
Weather: 62° and Sunny

EMERGENCY DRILL REPORT

DATE: 6/4/24

Alarm Sounded: 10:07 am
All Staff/Students in attendance participated in the drill.
Students present: 446
Staff present: 105
Problems encountered: None

FIRE DRILL

DATE: 6/6/24

Alarm Sounded: 10:11 am
Building Cleared: 10:13 am
Arrived at Off-Site Location: 10:20 am
Returned to Building: Outside B6
All Staff/Students in attendance participated in the drill.
Students present: 449
Staff present: 98
Problems encountered: None
Weather: 76° and Cloudy

c.) Health Reports – May 2024

d.) Nutri-Serve Monthly Report – May 2024

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 [redacted] 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 [redacted] and seconded by [redacted] the board returned to public session at [redacted] pm

XV. ADJOURNMENT

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