

**SOMERS POINT BOARD OF EDUCATION  
SOMERS POINT, NEW JERSEY**

**MINUTES OF THE REGULAR BOARD OF EDUCATION MEETING  
October 17, 2019**

Staci Endicott, President, called the Somers Point Board of Education Meeting to order at 7:00 P.M. at the Jordan Road School.

Adequate notice of this meeting has been provided to two newspapers, posted on the bulletin board of City Hall and on the doors of the three schools as required in the Open Public Meeting Act, Chapter 231, and P.L.1975.

Mr. Laut led the Board of Education and the members of the public present in the salute to the flag.

MEMBERS PRESENT: John Conover Jenna DeCicco, Courtney Laut, Sarah Platt, Heather Samuelson, Mike Sweeder, Staci Endicott

MEMBERS ABSENT: Richard Gray

OTHERS PRESENT: Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools  
Susan Irons, Board Secretary  
Lou Greco, School Solicitor

**Approval of Minutes**

Motion was made by Ms. Samuelson, second by Ms. Platt that the following meeting minutes be approved as presented, amended and available for release to the public upon request and according to policy:

The Regular, Executive and Special Meeting Minutes of the following (Exhibit 4)

- September 19, 2019
- September 24, 2019

Motion carried unanimously on roll call vote.

**Presentation:**

- Kim Tucker spoke about the NJSLA results.
- Joe Schmidt informed the Board of Education regarding the \$10,000 donation from the Foundation for Education to purchase Chromebooks for the 5<sup>th</sup> grade.
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**Communications/Correspondence**

**Committee Reports**

- Student and Community Affairs Committee – **Staci Endicott – Chair**
  - Ms. Endicott spoke about
    - Facilities
    - Budget process
    - Hamilton Township tuition

- Grant funds to the town to upgrade the bike path – the parking area on the other side of the Dawes Avenue school will be paved.
- Instruction Committee - **Staci Endicott – Chair**
  - Ms. Endicott spoke about
  - NJSLA test scores
- Finance Committee – **Richard Gray – Chair**
  - Ms. Samuelson spoke about
    - The 2020-2021 budget cycle
    - Maintenance agreement for the HVAC
    - Security window at the Jordan Road school
    - Comprehensive Maintenance Plan
- Negotiations Committee – **Mike Sweeder – Chair**
  - *No report*
- Foundation for Education Liaison - **Mike Sweeder – Chair**
  - Mr. Sweeder spoke about
    - Promoting Bring a Friend to get people interested in joining the Foundation.
    - Larry Randour – the coordinator of the last fundraiser
- City Council Liaison - **Staci Endicott – Chair**
  - *No report*

**Public Forum** - *Agenda Items Only*

*None*

**Superintendent’s Report**

***HIB Reporting***

The Board acknowledges there were no HIB incidents reported for the Somers Point School District from September 11, 2019 through October 10, 2019 in accordance with N.J.A.C. 6A:16-7.1.

Motion was made by Ms. Samuelson, second by Ms. Platt to affirm there were no HIB Reports dated August 09, 2019 through September 11, 2019 according to N. J. A. C. 6A:-7.1. Motion carried unanimously on roll call vote.

***HIB Self Assessment***

Motion was made by Ms. Samuelson, second by Ms. Platt to approve the HIB Self Assessment for the 2018/2019 school year. Motion carried unanimously on roll call vote.

Motion was made by Ms. Samuelson, second by Ms. Platt to accept donations to the district from the following:

- \$2,000 donation from the Somers Point Rotary to create and emergency fund for families in need within the Somers Point School District
- \$400 donation from the American Heart Association for *Jump For Your Heart Jumpathon* to Dawes Ave. School

Motion carried unanimously on roll call vote.

**Agreements/Applications/Contracts**

***Tuition Agreements – 2019/20 School Year***

Motion was made by Ms. Samuelson, second by Ms. Laut to approve the 2019/20 Tuition Agreement for out-of-district students under the McKinney-Vento program:

<i>Student ID</i>	<i>Grade</i>	<i>School Attending</i>	<i>School Year Tuition</i>
11108177	Grade K	Absecon Public Schools	\$10,695.00
11108176	Grade 2	Absecon Public Schools	\$12,594.00

Motion carried unanimously on roll call vote.

***Transportation Agreement -Greater Egg Harbor Regional School District***

Motion was made by Ms. Samuelson, second by Ms. Laut to approve the 2019/20 School Year Joint Transportation Agreement(s with an additional admin fee of 5% as listed:

<b>Contract/Route</b>	<b>Vendor</b>	<b>Destination</b>	<b>Cost</b>
SPT(CM18Y)	GEHRSD – Integrity	To/From Dawes Ave. & Jordan Road	\$324.63 per diem
CM18M (AC-GE16)	GEHRSD – Integrity	To/From ACSSSD	\$360.14 per diem
CM17G (ACS-GE15)	GEHRSD – Sheppard	To/From ACSSSD	\$357.33 per diem
SP-1 54 passenger bus for field and athletic trips	GEHRSD – Integrity	To/From Jordan Road & Dawes Ave.	\$353.80 per diem first 4 hours & \$99.00 cost for additional per hour over 4 hours
SP-D	GEHRSD – James Transportation	To/From Dawes Ave.	\$169.00 per diem

Motion carried unanimously on roll call vote.

***E-Rate Representation: On-Tech Consulting, Inc.***

Motion was made by Ms. Samuelson, second by Ms. Laut to authorize On-Tech Consulting, Inc. to represent the district in all phases of the E-Rate (Universal Services Fund) processes, including the completion of the application and reimbursement for all services. Motion carried unanimously on roll call vote.

***Food Biosecurity Plan 2019-2020 school year***

Motion was made by Ms. Samuelson, second by Ms. Laut to approve the 2019/20 school year Emergency Readiness and food Biosecurity Plan. Motion carried unanimously on roll call vote.

***Indoor Air Quality Program***

Motion was made by Ms. Samuelson, second by Ms. Laut to approve the Indoor Air Quality Program for the 2019/20 school year. Motion carried unanimously on roll call vote.

***School Integrated Pest Management Plan***

Motion was made by Ms. Samuelson, second by Ms. Laut to approve the 2019/20 school year School Integrated Pest Management Plan. Motion carried unanimously on roll call vote.

**Cooperative Agreement Camden County Educational Services Commission**

Motion was made by Ms. Samuelson, second by Ms. Laut to approve the cooperative agreement (Exhibit 11g) (RESOLUTION) with Camden County Educational Commission. Motion carried unanimously on roll call vote.

**Curriculum**

***Field Trips***

Motion was made by Ms. Platt, second by Ms. Samuelson to approve the following field trips for the 2018/19 school year, as recommended by Michelle Carney-Ray-Yoder, Ed. D., Superintendent of Schools.

<b>Grade</b>	<b>Place</b>	<b>Date</b>	<b>Approx. Cost</b>	<b>Approx. Bus Cost</b>
Kdg./DWS	Butterhoff Farm	10/24/19	TBD***	\$905 (2 buses)
Selected DWS students, Selected JRS 6 <sup>th</sup> grade students, All 7 <sup>th</sup> students, All Pre-K students	Veteran’s Park for Veteran’s Day Celebration	11/11/2019	N/C	Walking
Student Council	Great Adventure, Jackson, NJ	05/27/2020	TBD*	TBD**

*\*Paid for by Student Activity Funds*

*\*\* Transportation provided by MRHS-cost split between Somers Point, Linwood and Northfield*

*\*\*\* Paid for through fundraising and students will pay the remaining cost*

Motion carried unanimously on roll call vote.

**Facilities**

***Facility Use***

Motion was made by Ms. DeCicco, second by Ms. Samuelson to approve the following Use of Facility request:

<b>Group/Organization</b>	<b>Dates</b>	<b>Purpose/Building</b>	<b>Fee/Cost</b>
Somers Point Sharks Football	10/03/2019	Pep Rally/JRS	N/C
Doreen Lee/DWS	10/15/2019	Family Fun Night/DWS	N/C
L. Lichtenstein/JRS-Science Club	10/25/2019	Halloween Dance/JRS	N/C
Somers Point PTO	12/05/2019	Holiday Family Fun Night/JRS	N/C

Motion carried unanimously on roll call vote

***Comprehensive Maintenance Plan***

Motion was made by Ms. DeCicco, second by Ms. Samuelson to approve the 2019-2020 school year Comprehensive Maintenance Plan. Motion carried unanimously on roll call vote.

***Facilities Use***

Motion was made by Ms. DeCicco, second by Ms. Samuelson to approve the change of use for classroom 203 from a fourth grade classroom to an OT/PT room and the stem room 122 to an OT/PT room at Jordan Road School. Also, at Dawes Ave. School approve a change of use for classroom 108

small instruction classroom to an OT/PT room. Motion carried on roll call vote with abstention by Mr. Sweeder.

**Finance**

***Out of District Professional Development***

Motion was made by Ms. Samuelson second by Ms. DeCicco to approve the out-of-district professional development travel and mileage expenses as recommended by Michelle CarneyRay-Yoder, Ed.D., Superintendent of Schools.

<i>Staff Member</i>	<i>Professional Development</i>	<i>Date</i>	<i>Location</i>	<i>Cost</i>	<i>Mileage</i>
K. Tobiasen	Pyramid Training for Preschool	10/10/2019 11/14/2019 12/03/2019	Galloway, NJ	N/C	Y
J. Schmidt	County SAC Meetings	10/10/2019 12/12/2019 02/13/2020 04/02/2020 06/11/2020	Mays Landing, NJ	N/C	Y
T. Unsworth D. Kallen	Adaptive PE Conference	10/30/2019	Lawrenceville, NJ	\$180 Title II	Y
M. CarneyRay-Yoder S. Irons	NJSBA Convention	10/21/2019 10/22/2019 10/23/2019	Atlantic City, NJ	N/C	Y
K. Tucker	Preschool Expansion Aid Critical Friends Group Meeting	10/30/2019 12/02/2019	Vineland, NJ	N/C	Y
S. Irons	Long Range Facility Plan Workshop	11/12/2019	Robbinsville, NJ	N/C	Y
C. Supp A. Wagner-Fehn	Special Education Law Workshop	11/13/2019	Galloway, NJ	14 ETTC Hours	Y
J. Scarana J. Antell	ABR Law and Bullying Prevention Workshop (Role of School Climate Team)	12/21/2019	New Brunswick, NJ	N/C	Y

Motion carried unanimously on roll call vote.

***Out of District Professional Development***

Motion was made by Ms. DeCicco second by Ms. Platt to approve the out-of-district professional development travel and mileage expenses as recommended by Michelle CarneyRay-Yoder, Ed.D., Superintendent of Schools.

<i>Staff Member</i>	<i>Professional Development</i>	<i>Date</i>	<i>Location</i>	<i>Cost</i>	<i>Mileage</i>
Megan Lavery	STEAM Tank Competition	10/22/2019	Atlantic City, NJ	N/C	Mainland providing transportation

Motion carried unanimously on roll call vote

**Obsolete Equipment**

Motion was made by Ms. Samuelson second by Ms. DeCicco to approve the disposal and removal from the fixed assets list of equipment that has been deemed obsolete and/or irreparable with no worth to upgrade to the standard of use required in the district.

*Table/Desk(Jordan Road) Asset tag #02492*

Motion carried unanimously on roll call vote

**Fall Sport Assignor and Official Fees**

Motion was made by Ms. Samuelson second by Ms. DeCicco to approve the following fall sport assignor and official fees for the 2019/2020 school year.

**Field Hockey:**

Assignor fee- \$61.00	Assignor-Maureen Dzwil	
no ten minute game	2 officials	\$61.00 each
	1 official	\$79.00
With ten minute game	2 officials	\$76.25 each
	1 official	\$98.75

**Soccer:**

Assignor fee-\$58.00	Assignor-Joe Harrison	
	1 official	\$81.00

Motion carried unanimously on roll call vote.

**Personnel**

**Substitute Personnel**

Motion was made by Ms. Samuelson, second by Ms. Laut to approve the following substitute personnel for the 2019/20 school year, as recommended Michelle CarneyRay-Yoder, Ed.D., Superintendent of Schools.

**New Substitute Teacher Personnel**

<i>Name</i>	<i>Position</i>	<i>Degree</i>	<i>College/University</i>
Danielle Naoum	Teacher	60+ credits	Stockton University
Marty Trotter	Teacher	60 + credits	Stockton University

**Renew Substitute Teacher Personnel**

<i>Name</i>	<i>Position</i>	<i>Degree</i>	<i>College/University</i>
Ronald Kirk	Teacher	MA	St. Joseph’s University

**Renew Substitute Custodian Personnel**

Benito Anaya
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Motion carried unanimously on roll call vote.

***Unpaid Leave of Absence***

Motion was made by Ms. Samuelson, second by Ms. Laut to approve the following staff members for an unpaid leave of absence, as recommended by Michelle CarneyRay-Yoder, Ed.D., Superintendent of Schools.

<i>Name</i>	<i>Position/School</i>	<i>Date</i>	<i>Reason</i>
Kelly Unger	Kdgd. grade teacher/DWS	12/19/2019 & 12/2020/19	personal

Motion carried unanimously on roll call vote.

***Resignation/Retirement-***

Motion was made by Ms. Samuelson, second by Ms. Laut to approve, the resignation of the following, as recommended by Michelle CarneyRay-Yoder, Ed.D., Superintendent of Schools.

<i>Name</i>	<i>Position/School</i>	<i>Date of Resignation/Retirement</i>	<i>Purpose</i>
Clifford Burns	Computer Technician	10/08/2019	resigned

Motion carried unanimously on roll call vote.

***Extended Hours for Instructional Assistants***

Motion was made by Ms. Samuelson, second by Ms. Laut to approve instructional assistants to work extended hours not to exceed *5.75 hrs/week* when IEP coverage is required due to absences or vacancies. Effective retroactively from September 9, 2019 through June 30, 2020, As recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools. Motion carried unanimously on roll call vote.

***Emergency Substituting***

Motion was made by Ms. Samuelson, second by Ms. Laut to approve part-time teachers at a rate of \$39/hr when working over their contracted time and instructional assistants at a rate of \$30/day when working over their contracted time, to substitute when needed on an emergency basis not to exceed 29.5 total work hours per week. Motion carried unanimously on roll call vote.

***Overtime for Secretaries***

Motion was made by Ms. Samuelson, second by Ms. Laut to approve overtime (*not to exceed 10 hours for the remainder of the school year*) for school secretaries when needed, with Superintendent pre-approval, effective September 3, 2019 through June 30, 2020, as recommended by Michelle CarneyRay-Yoder, Ed.D., Superintendent of Schools. Motion carried unanimously on roll call vote.

***Stockton Internship Substitute Rate***

Motion was made by Ms. Samuelson, second by Ms. Laut to approve the substitute rate of \$100 per diem two days a week for Stockton internship students who are part of the CP1 and CP2 fieldwork placement for the 2019-2020 school year, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools. Motion carried unanimously on roll call vote.

***Special Education Personal Assistant Job Description***

Motion was made by Ms. Samuelson, second by Ms. Laut to approve the *Special Education Personal Assistant* job description, as recommended by Michelle CarneyRay-Yoder, Ed. D. Superintendent of Schools. Motion carried unanimously on roll call vote.

**Title I, IDEIA Positions and Salary Allocations for the 2019-2020 School Year**

Motion was made by Ms. Samuelson, second by Ms. Laut to approve the following Title I, IDEIA positions and salary allocations for the 2019-2020 school year, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools.

<b>Title I 2019-2020</b>	<b>Grant</b>	<b>Local</b>	<b>Salary</b>
Kim Tucker	\$22,195 20.00%	\$88,780	\$110,975
Shannon Johansen	\$81,962 100.00%	\$0	\$81,962
Donna Coan	\$85,062 100.00%	\$0	\$85,062
Tracy Esposito	\$40,424 61.88%	\$24,907	\$65,331
Giannine DiSciascio	\$62,427 72.40%	\$23,835	\$86,262
<b>Total</b>	<b>\$292,070</b>	<b>\$137,522</b>	<b>\$429,592</b>

<b>IDIEA</b>	<b>Grant</b>	<b>Local</b>	<b>Salary</b>
Jodianne Mairone	\$27,092 31.85%	\$57,970	\$85,062
Michele Sokalski	\$ 8,148 9.58%	\$76,914	\$85,062
<b>Total</b>	<b>\$35,240</b>	<b>\$134,884</b>	<b>\$170,124</b>

Motion carried unanimously on roll call vote.

**Suspension Without Pay**

Motion was made by Ms. Samuelson, second by Ms. Laut to approve the suspension without pay of employee #5674 pending resolution, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools. Motion carried unanimously on roll call vote.

**Permanent Substitute**

Motion was made by Ms. DeCicco, second by Ms. Samuelson to approve the following as *permanent substitutes* at a rate of \$100.00/per diem for the 2019/2020 school year, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools. Pending criminal history review and Pre Employment Resources P.L. 2018, c5.

<b>Name</b>	<b>Position</b>	<b>Degree</b>	<b>College/University</b>
Melissa Carr	Teacher	BA	St. Joseph’s University
Lynne Scott	Teacher	BA	Rowan University

Motion carried unanimously on roll call vote.



***Hiring of Full-Time Non-Affiliated Paraprofessionals***

Motion was made by Ms. DeCicco, second by Ms. Samuelson to approve the following as *full-time non-affiliated paraprofessionals as 1-1 personal assistants* at a prorated salary of \$19,250, *step 1 as per proposal*, effective TBD through June 30, 2020, as recommended by Michelle CarneyRay-Yoder, Ed. D., Superintendent of Schools. Pending criminal history review and Pre Employment Resources P.L. 2018, c5. This is a new position. Motion carried unanimously on roll call vote.

**Appointments**

*None*

**Policies**

Motion was made by Ms. Platt, second by Ms.Samuelson to approve the second reading of the following policies.

- 2415.06 UNSAFE SCHOOL CHOICE OPTION
- 2422 HEALTH AND PHYSICAL EDUCATION
- 2431.3 PRACTICE AND PRE-SEASON  
HEAT-ACCLIMATION FOR  
SCHOOL-SPONSORED ATHLETICS AND  
EXTRA-CURRICULAR ACTIVITIES
- 2610 EDUCATIONAL PROGRAM EVALUATION
- 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT  
STUDENTS
- 5330.04 ADMINISTERING AN OPIOID ANTIDOTE
- 5337 SERVICE ANIMALS
- 5600 STUDENT DISCIPLINE/CODE OF CONDUCT
- 5611 REMOVAL OF STUDENTS FOR FIREARMS  
OFFENSES
- 5612 ASSAULTS ON DISTRICT BOARD OF  
EDUCATION MEMBERS OR EMPLOYEES
- 5613 REMOVAL OF STUDENTS FOR ASSAULTS  
WITH WEAPONS OFFENSES
- 5756 TRANSGENDER STUDENTS
- 7440 SCHOOL DISTRICT SECURITY
- 8461 REPORTING VIOLENCE, VANDALISM,  
HARASSMENT, INTIMIDATION, BULLYING,  
ALCOHOL, AND OTHER DRUG OFFENSES
- 7510 USE OF SCHOOL FACILITIES

Motion carried unanimously on roll call vote.

**Professional Services**

***Loving Care Agency, Inc.***

Motion was made by Ms. Samuelson, second by Ms. Laut to approve Loving Care Agency, Inc. to provide nursing services. Fee schedule on file in the Business Office. This contract is awarded as a Professional Service pursuant to NJSA 18A:18A-5(a)(1). Motion carried unanimously on roll call vote.

**Transfer of Funds/Cash Report**

Motion was made by Ms. Platt, second by Ms. Samuelson that the Somers Point Board of Education approve the Adjustments for the 2018/19 Budget (Exhibit 18a) as presented and made a part of these minutes. Motion carried unanimously on roll call vote.

Motion was made by Ms. Platt, second by Ms. Samuelson that the Somers Point Board of Education approve the Cash Report for the 2018/19 Budget (Exhibit 18b) as presented and made a part of these minutes. Motion carried unanimously on roll call vote.

**Secretary’s Financial Report**

Motion was made by Ms. Platt, second by Ms. Samuelson that the Somers Point Board of Education approve the (Exhibit 19a) Report of the Secretary for the month ending September 30, 2019 as presented, pursuant to N. J. A. C. 6A:23A-16.1 (c) 3, and that they certify that as of September 30, 2019 after review of the Secretary’s Monthly Financial Report (Appropriations Section) and upon consultation with the appropriate district officials, to the best of their knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:23A16.10 (c) 4 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. Motion carried unanimously on roll call vote.

**Treasurer’s Financial Report**

Motion was made by Ms. Platt, second by Ms. Samuelson that the Somers Point Board of Education approve the (Exhibit 20a ) Treasurer’s Report for the month ending September 30, 2019 as presented, pursuant to N.J.A.C. 6A:23A-16.10(c)3, and that they certify that as of September 30, 2019 after review of the Treasurer’s Monthly Financial Report (Appropriations Section) and upon consultation with the appropriate district officials, to the best of their knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:23A16.10(c)4 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. Motion carried unanimously on roll call vote.

**Bills List**

Motion was made by Ms. DeCicco , second by Ms. Samuelson that the Somers Point Board of Education approve the (Exhibit 22a) Bills List as presented and made part of these minutes.

**General Bills**

General \$ 714,631.97  
Capital \$ 47,317.60  
Payroll \$ 889,047.77

Motion carried unanimously on roll call vote.

**Public Comment – Non Agenda Items**

*None*

**Executive Session**

Motion was made at 7:44 P.M by Ms. Samuelson, second by Ms. Platt that the following resolution be adopted

- Be it resolved by the Board of Education of the City of Somers Point in the County of Atlantic, NJ that upon passage of this Resolution they go into Executive Session to discuss the following matters:
  - Personnel
  - Facilities Contracts
- Be it further resolved that discussions held in private session regarding said matters will be disclosed to the public as soon as a decision is made upon the same. Motion carried unanimously.

### **Re-Open to Public**

- Motion was made at 7:55 P.M. by Ms. Platt, second by Ms. Samuelson that the meeting be reopened to the public. Ms. Endicott stated that while in Executive Session, the Board of Education had discussed:
  - Personnel
  - Facilities Contracts

### **Board Forum**

*None*

### **Adjournment**

Motion was made by Ms. Platt, second by Ms. Samuelson that at 8:09 PM there being no further business to present the Somers Point Board of Education meeting be adjourned. Motion carried unanimously.

Respectfully submitted,

SUSAN IRONS  
Business Administrator/Board Secretary