

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

April 14, 2016

6:30 p.m.

MINUTES

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:31 pm

II. SUNSHINE LAW/ROLL CALL

Sunshine Law:

The Somerdale Board of Education Meeting is called to order. The Board of Education is in compliance with the sunshine regulations. This meeting was appropriately advertised by notifying The Courier Post and The Philadelphia Inquirer, as well as posting notices in Borough Hall, the Somerdale Post Office and the Somerdale Park School.

Our attorney has advised us that we cannot prevent you from making remarks about our employees. He has requested we advise you that our employees are not Public Officials and you are not immune from civil actions they may bring as a result of your remarks whether vocal, by e-mail, or social media such as Facebook, Twitter, etc.

Victoria Burckley - Absent	Susan Lowden - Present
Alicia Conte – Present	Melissa Moore - Absent
Colm Fidgeon - Absent	John Phillips - Present
Debra Hightower - Present	James Walsh - Present
Monique Howard - Present	

Also Present:

Dr. Dennis M. Vespe, Superintendent/Principal
Melissa Engelhardt, Business Administrator/Board Secretary
John Wade, Solicitor

III. PUBLIC COMMENTS on any action items.

NOTATION OF PUBLIC COMMENTS ON AGENDA ITEMS ONLY

The Board President will recognize those individuals in the audience whom wish to comment **on any action items on this Agenda.**

Please respect the following procedures:

1. Be recognized by the Board President.
2. State your full name and address.
3. Identify the resolution/item number on which you wish to comment.

4. Wait to be recognized before you make your comment
(Just before the resolution is voted on).
5. Limit your comments to the specific resolution/items.
6. Limit your comments to (3) minutes per person.

Kim Ehm – 12 McMichael Court, Somerdale – Item 7, Business Affairs, Finance, should be amended to \$1,246.25 instead of \$1,248.13 due to the PTA paying a deposit of \$1,250.

IV. APPROVAL OF MINUTES

On a motion made by Mrs. Hightower and seconded by Dr. Howard the following was approved:

Recommend that the Board of Education approve the regular and executive session minutes of the March 10, 2016 BOE Meeting.

ROLL CALL VOTE: All in Favor

V. REPORTS

a. Superintendent's Report

- Third marking period grades will be available tomorrow which will affect Renaissance.
- Change in school calendar due to 2 snow days not being utilized. This means 8th grade graduation will be June 10 and last day for staff will be June 13.
- PARCC testing week May 9 thru 13 will be half days. Testing will be Monday through Thursday and Friday will be fun day.
- Thanks to PTA for donation of \$1,250 for fun day.
- Renovations are now complete, Poretta, the contractor did a wonderful job as did the maintenance department who went above and beyond working during the weekend to get the job done.
- Spring sports are underway. We had many events over the last few weeks including our student/faculty game and a dodgeball tournament along with a brainwashing assembly, 8th grade talent show, and our basket auction which raised a lot of money. Thank you to all who have made donations and invested their time. Tomorrow is PTA candy bar bingo.

b. Business Administrator's Report

- My focus this month has been on preparing all the district RFP and BID specifications for the upcoming school year. The first of our RFP/BID openings will be April 21st which encompasses most of our professional services.
- Poretta Builders would like the board to consider approving the prepayment of the March draw of \$17,566.20 prior to the next board meeting. The draw was held up by the architect who did not get it to us until this week. Dr. Vespe and I feel the room is complete and the builder deserves the payment sooner than later. This is the second to last payment for the project.

VI. EXECUTIVE SESSION (if necessary) - None

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.

VII. RETURN TO PUBLIC SESSION – N/A

VIII. NEW BUSINESS

BUSINESS AFFAIRS, Colm Fidgeon, Chairperson, John Phillips, Alternate Chairperson, Alicia Conte, Administrative Liaisons: Dr. Dennis Vespe, Melissa Engelhardt

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

Report by Finance Committee Chair

On a motion by Mr. Phillips and seconded by Mrs. Lowden the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-5:

To affirm the following Financial Report Statements:

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2016. 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 February and March 2016. The Treasurer’s Report and Secretary’s report are in agreement for the month of February and March 2016.

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.

1. To approve the following bill lists (attachment #1):
 - a. Vendor Bill List and corresponding Check Journal totaling: \$172.89
 - b. February 29, 2016 Payroll Check Journal totaling: \$188,414.79
 - c. March 15, 2016 Payroll Check Journal totaling: \$189,037.47
 - d. March 30, 2016 Payroll Check Journal totaling: \$189,547.07
 - e. Student Activity Bill List for March 2016 totaling: \$3,016.07
 - f. Vendor Bill list and corresponding Check Journal totaling: \$45,689.00
 - g. Vendor Bill list and corresponding Check Journal totaling: \$367,158.97
 - h. Vendor Bill list and corresponding Check Journal totaling: \$13,006.44
2. To approve the Board Secretary and Treasurer’s Reports (attachment #2):
 - a. February 2016
 - b. March 2016
3. To approve the Transfers/Adjustments for the month of March 2016 (attachment #3).
4. To approve purchase of two new boilers and award purchase to Multi-Temp Mechanical, Inc. under state contract number 88695 as the lowest quote, whereas the following quotes were received:

Multi-Temp Mechanical, Inc **\$50,000.00/boiler** State Contract # 88695

Northeast Plumbing Services	\$51,765.00/boiler	State Contract # 88690
Marlee Contractors, LLC	\$51,800.00/boiler	State Contract # 88692

5. To post approve the change order cost increase in the amount of \$1,932.42 to Basic Skills room renovations allowing for tile versus carpet flooring.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

On a motion made by Mr. Phillips and seconded by Mrs. Conte the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 6-10:

6. To approve Kimberly Plotts, Speech Therapist to attend the "Autism and Sensory Processing Disorders" Workshop in Cherry Hill, NJ, on May 17, 2016 at a cost of \$199.99 to the district. Mileage reimbursement as per Travel Policy #6471.
7. To approve a deposit to Lotza Entertainment in the amount of \$1,246.25 for the Inflatables for Field Day on May 13, 2016.
8. To approve the attached Camden County Elementary League Membership Resolution for participation in the interschool athletic program sponsored by the Camden County Elementary League for the 2016-2017 school year. (attachment #4)
9. To accept donation from Melissa Engelhardt in the amount of \$100, to be deposited into 8th Grade Student Activities Account for Outstanding Academic Achievement Award to be given to student, upon graduation, with highest accumulated (6th thru 8th grade) GPA.
10. To approve a homeless contract with Voorhees Board of Education for student #7054045311 from February 1, 2016 to June 30, 2016 whereas total tuition to be paid is \$43,408.50.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

On a motion made by Mr. Phillips and seconded by Dr. Howard the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 11-13:

11. To approve the contract with Legacy Treatment Services-The Mary A. Dobbins School for student #4850934399 from March 2, 2016 to June 30, 2016 whereas total tuition paid in the amount of \$22,734.20.

12. To approve Resolution 16-02 as follows:

The Somerdale Board of Education hereby approves the digital submission of the grant application for the 2014-2015 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application, in the amount of \$2,821.60 for the period July 1, 2014 through June 30, 2015 and hereby grants authority to Melissa Engelhardt, Board Secretary/Business Administrator to submit the final required documents and digitally submit the application for review by the New Jersey Schools Insurance Group.

13. To approve the payment to Poretta Builders in the amount of \$17,566.20 prior to the next board meeting.

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 Committee Chair

On a motion made by Mr. Phillips and seconded by Mrs. Conte the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following item for Use of Facilities as per Somerdale Board of Education Policy 7510:

1. To approve Miss Somerdale Committee to hold a Mental Health Event on May 20, 2016 from 5:00 pm – 10:00 pm in the Cafeteria. There will be no charge for this event.

ROLL CALL VOTE: ALL IN FAVOR

Report by Business Affairs Committee Chair Mr. Fidgeon

INSTRUCTIONAL, Dr. Monique Howard, Chairperson, Susan Lowden, Alternate Chairperson, Debra Hightower. Administrative Liaisons: Dr. Dennis Vespe, Jarod Claybourn

A. Curriculum – Reviews and evaluates standardized test results as a district and monitors direction of curriculum.

Report by Committee Chair

On a motion made by Dr. Howard and seconded by Mrs. Lowden the following was approved:

A recommendation is requested to approve the following:

1. To approve to amend the 2015-2016 Somerdale Park School Calendar with the students last day changed to June 10, 2016 and the Staff's last day changed to June 13, 2016 due to two unused snow days built into the calendar.
2. The following field trips: None at this time

ROLL CALL VOTE: ALL IN FAVOR

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 Committee Chair

On a motion made by Dr. Howard and seconded by Mrs. Lowden the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1, 2, 4, Item #3 tabled:

1. To approve the submission of the Business Administrator's contract to the Camden County, Executive SBA in the amount of \$92,550.00 for the 2016/2017 fiscal year.
2. To approve the appointment of Dr. Dennis Vespe, Mr. Jarod Claybourn, Ms. Melissa Engelhardt, Mrs. Mary Dow as the Affirmative Action Team in accordance with the 2016 – 2019 Comprehensive Equity Plan.

3. To approve Dr. Dennis Vespe's Superintendent contract for the period of July 1, 2015 through June 30, 2019 at a salary of \$135,000. Contract and salary is retroactive to July 1, 2015. **TABLED**
4. To approve Ms. Lois Hinski, to serve as a tutor for a 1st Grade Student #4116168028 on Monday's and Friday's from 3:00 pm – 4:00 pm for the remainder of the 2015-2016 school year. Credentials to be provided by Ms. Hinski. There will be no cost to the district for this service.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

Report by Instructional Committee Chair, Dr. Howard

POLICY/COMMUNITY AFFAIRS, Victoria Burekley, Chairperson, Susan Lowden, Alternate Chairperson, Melissa Moore, Administrative Liaison: Jarod Claybourn

A. Policy – Reviews, updates and creates district policies with Superintendent and presents them to the board.

Report by Committee Chair

On a motion made by Mrs. Lowden and seconded by Mrs. Conte the following was approved:

The following item will be recommended for approval:

1. To approve the submission the proposed 2016-2019 Comprehensive Equity Plan and Statement of Assurance to the County Office of Education.

Recommend that the Board of Education on the recommendation of the Superintendent approve the following for first reading:

1. Policy 1240 - Evaluation of Superintendent
2. Policy 3216 – Dress and Grooming
3. Policy 3221 - Evaluation of Teachers
4. Policy 3222 – Evaluation of Teaching Staff Members
5. Policy 3223 – Evaluation of Administrators
6. Policy 3224 - Evaluation of Principals, Vice-Principals and Assistant Principals
7. Policy 3431.1 – Family Leave Teaching Staff Members (Revised)
8. Policy 4431.1 – Family Leave Support Staff Members (Revised)
9. Policy 5516 – Use of Electronic Communications and Recording Devices
10. Reg. 1240 – Evaluation of Superintendent
11. Reg. 3221 – Evaluation of Teachers
12. Reg. 3222 – Evaluation of Teaching Staff Members
13. Reg. 3223 – Evaluation of Administrators
14. Reg. 3224 – Evaluation of Principals, Vice-Principals and Assistant Principals

Recommend that the Board of Education on the recommendation of the Superintendent approve the following for second reading:

1. Policy 6311 – Contracts for Goods or Services Funded by Federal Grants
2. Policy 1613 – Staff Recognition and Appreciation

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

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 Committee Chair – none at this time.

A recommendation is requested to approve the following:

- 1. None at this time

Report by Policy/Community Affairs Committee Chair, Mrs. Burckley

IX. DISCUSSION ITEM: None

X. OTHER REPORTS:

- a.) Student Attendance

Enrollment March 2016	
Preschool	32
Kindergarten	57
1st Grade	55
2nd Grade	58
3rd Grade	51
4th Grade	44
5th Grade	48
6th Grade	65
7th Grade	52
8th Grade	57
Out of District	2
Home Instruction	2
Homeless -Tuition	1
Total March	524

- b.) Security/Fire Drill Reports

DATE: 3/11//2016

Alarm Sounded: 10:37 am
 Building Cleared: 10:39 am
 Returned to Building: 10:41 am
 Alarm Station Used: Cafe
 All Staff in attendance participated in drill
 Number evacuated: Students present: 499
 All Staff Present: 86
 Special conditions simulated: none at this time
 Problems encountered: None
 Weather: 64 degrees

Shelter in Place Drill

DATE: 3/14/2016

Alarm Sounded: 2:15 pm
 All Staff in attendance participated in drill (86)
 Problems encountered: none at this time

- c.) Health Reports
- d.) HIB Reports – no report for April

XI. PUBLIC COMMENTS (on any item)

Audience Recognition and Public Comment

The public is reminded that all public complaints against a district employee must be made through a specific grievance process.

A description of this process may be found in BOE policy (File Code 9130). This policy is available upon request in the office of the Board Secretary.

Any individual naming an employee in a complaint before the Board of Education, without the employee's permission, could be cited for violating that employee's civil and contractual rights.

Please respect the following procedures:

1. Be recognized by the Board President.
2. State your full name and address.
3. Wait to be recognized before you make your comment
(Just before the resolution is voted on).
4. Limit your comments to (3) minutes per person.

Jim Anderson – 309 Glendale Drive, Somerdale – Why is there a week of half days for PARCC testing? Why can't they be full days? Parents have to work and it is really quite an issue.

DC Dougherty – 104 East Crestwood Avenue, Somerdale – Same question. Students are missing significant classroom time and inconvenient for working parents. Other districts do not have half days.

Dulce Cordero – 9 South Hilltop Avenue, Somerdale – Why is the school push so hard on the technology? I feel they spend most of the day fixing the tablets than learning.

Letter presented to the board.

Dr. Vespe PARCC testing: There is documentation that both students and teachers lose focus and productivity after hours of testing. Half days give students incentive and allows teachers to work on PLC initiatives in the afternoon. Grades K-2 focus on MAP testing in lieu of PARCC. We feel it is the best practice for testing. Technology: We are adhering to the 21st century technology standards mandated by the state. There is a balance in the classroom as far as students using tablets along with small group classroom instruction. They are not just staring at the tablet all day.

Mr. Phillips – Reminders: We have a finance committee meeting on April 27th, Camden County School Boards meeting on May 3rd where Jim will be recognized, and our budget hearing is on May 5th, and a board work session on May 12th.

Dr. Howard – Reminder that evaluations are due April 25th as agreed in January during the retreat.

Mr. Walsh – Keep in mind that there are two evaluations, the Superintendent and a Board self-evaluation which are two different areas on the School Boards website.

XII. ADJOURNMENT

On a motion made by Dr. Howard and seconded by Mr. Phillips the board adjourned the meeting at 7:03 pm

Respectfully Submitted,
Melissa Engelhardt