

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

April 6, 2017

6:30 p.m.

AGENDA

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE

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 Core Curriculum Standards and become responsible citizens in this rapidly changing world.

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.

| | |
|----------------|----------------|
| James Anderson | Monique Howard |
| Kim Barkoff | Susan Lowden |
| Alicia Conte | Melissa Moore |
| Colm Fidgeon | John Phillips |
| | James Walsh |

Also Present:

Dr. Dennis M. Vespe, Superintendent/Principal
Melissa Engelhardt, Business Administrator/Board Secretary
Chris Long, 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.

IV. APPROVAL OF MINUTES

Motion by _____ Seconded by _____

Recommend that the Board of Education approve the regular and executive session minutes of the March 9, 2017 BOE Meeting.

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

V. REPORTS

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

VI. EXECUTIVE SESSION (if necessary)

Motion by _____ Seconded by _____ Time: _____

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the Somerdale Park School District, Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session,” i.e. without the public being permitted to attend; and

WHEREAS, the Somerdale Park Public School District, Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

WHEREAS, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

NOW, THEREFORE, BE IT RESOLVED that the Somerdale Park Public School District, Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

____ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public

____ Any matter in which the release of information would impair a right to receive funds from the federal government;

____ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation,

insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly;

_____ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body

_____ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

_____ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

_____ Any investigations of violations or possible violations of the law;

_____ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;

_____ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed in public;

_____ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

WHEREAS, the length of the Executive Session is undetermined; however, the Somerdale Park Public School District, Board of Education will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene at _____ pm and the Somerdale Park Public School District, Board of Education will proceed with business.

NOW, THEREFORE, BE IT RESOLVED, that the Somerdale Park Public School District, Board of Education will go into Executive Session for only the above stated reasons;

BE IT FURTHER RESOLVED that the Somerdale Park Public School District, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Somerdale Park Public School District, Board of Education attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Somerdale Park Public School District, Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

BE IT FURTHER RESOLVED that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

VII. RETURN TO PUBLIC SESSION

Motion by _____ Seconded by _____ Time: _____

VIII. NEW BUSINESS

BUSINESS AFFAIRS, John Phillips, Chairperson, James Walsh, Alternate Chairperson, Kim Barkoff, 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

Motion by _____ Seconded by _____

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

1. Financial Reports:

To approve the Board Secretary and Treasurer's Reports for February 2017 (attachment #1).

The Board Secretary's Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 2017. 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 2017. The Treasurer's Report and Secretary's report are in agreement for the month of February 2017.

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. Vendor Bill List 1 and corresponding Check Journal totaling: \$88.49
- b. Vendor Bill List 2 and corresponding Check Journal totaling: \$15,932.56
- c. Vendor Bill List 3 and corresponding Check Journal totaling: \$255,305.59
- d. March Student Activities Bill List totaling: \$2,628.85
- e. March Joint Purchasing Bill List totaling: \$136,467.99
- f. March 15, 2017 Payroll Check Journal totaling: \$216,520.87
- g. March 30, 2017 Payroll Check Journal totaling: \$205,713.21

3. To approve the Transfers/Adjustments for the month of February 2017 (attachment #3).

4. To approve a contract with Sterling High School for their Pride Program for student #7947221861 in grade 8 from March 1, 2017 to June 30, 2017, tuition paid in the amount of \$5,408.07

5. To approve the contract to Stratford Board of Education for student #8017010691 in 2nd grade from January 30, 2017 to June 30, 2017 with revenue in the amount of \$26,665.07.

ROLL CALL VOTE: YES_____ NO_____ ABSTAIN_____ ABSENT_____

Motion by _____ Seconded by _____

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 6-9:

6. To dispose/sell a 13.3 inch MacBook Pro serial number C02MPBRWFGYY with anticipated revenue of \$900.00.

7. To post approve Gina Horiates, Charity Knecht, Jenna Van Derzee to attend the Apple Workshop on March 30, 2017 from 9:00 am – 12:00 pm at West Windsor-Plainsboro Regional School District, West Windsor, NJ. No charge for workshop however mile reimbursement may be paid.
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 2017-2018 school year. (attachment #4)
9. **To approve 2017 Safety Grant Resolution as follows:**

The Somerdale Board of Education hereby approves the digital submission of the grant application for the 2015-2016 Safety Grant Program through the New Jersey Schools Insurance Group for the purposes described in the application, in the amount of \$3,591.02 for the period July 1, 2015 through June 30, 2016 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.

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

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

Report by Facilities Committee Chair

Motion by _____ Seconded by _____

Recommend that the Board of Education on the recommendation of the business administrator approve the following item 1 for Use of Facilities as per Somerdale Board of Education Policy 7510:

1. To approve Catholic Charities building request to use the Cafeteria and Ward Field on Saturday, June 17, 2017 from 9:00 am – 3:30 pm to hold World Refugee Day.

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

INSTRUCTIONAL, Dr. Monique Howard, Chairperson, Melissa Moore, Alternate Chairperson, James Anderson, Administrative Liaisons: Dr. Dennis Vespe, Robert Ford

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

Report by Curriculum Committee Chair

Motion by _____ Seconded by _____

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1 - 2:

1. To approve the amended 2016-2017 Somerdale Park School Calendar adjusting the Students last day of school changed from June 15, 2017 to June 16, 2017 and Staff's last day changed from June 16, 2017 to June 19, 2017 due to used inclement weather days. (Attachment #1)
2. The following field trips:

- a.) To approve Renaissance Reward Trip for 3rd – 4th grade students to walk to Somerdale Cinemark Movie Theater on May 26, 2017 from 9:00 am – 12:00 pm. Cost per student \$10.20 to be paid from Renaissance Fund.
- b.) Student Council trip to Hershey Park, Hershey, PA on May 25, 2017 cost per student to be paid by Student Council and a transportation cost of \$5.00 per student to be paid by students.

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

B. Personnel – Assists in the interviewing process of district administrators and reviews hiring recommendations of the Superintendent. Also, reviews and approves staff policies and job descriptions

Report by Personnel Committee Chair

Motion by _____ Seconded by _____

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1-3:

- 1. To approve FMLA Leave, to run concurrently with paid sick leave, for Steven Terry scheduled to commence on April 10, 2017 through May 19, 2017. This leave is not eligible for NJFLA.
- 2. To post approve Lisa Rollick, Middle School Teacher, to serve as a Homebound Tutor for an 8th Grade Student #4850934399 starting April 3, 2017 for 10 hours per week until further notice.
- 3. **To approve Mr. Jeffrey Euler as a Middle School Science Teacher for the remainder of the 2016-2017 school year starting on or before May 22, 2017 at a pro-rated salary of \$49,755.00 at a level BA Step 1.**

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

POLICY/COMMUNITY AFFAIRS, Melissa Moore, Chairperson, James Anderson, Alternate Chairperson, Kim Barkoff, 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

Motion by _____ Seconded by _____

The following item will be recommended for approval:

- 1. None at this time

Recommend that the Board of Education on the recommendation of the Superintendent approve the following items 1 & 2:

- 1. For First Reading: none at this time
 - a. Policy 1510 – American with Disabilities Act
 - b. Policy 2415.30 – Title I – Educational Stability for Children in Foster Care

- c. Policy 2418 – Section 504 of the Rehabilitation Act of 1973
- d. Policy 5116 – Education of Homeless Children
- e. Policy 8330 – Student Records
- f. R 1510 – American with Disabilities Act
- g. R 2418 – Section 504 of the Rehabilitation Act of 1973
- h. R 8330 – Student Records

2. For Second Reading: **none at this time**

a.

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

B. Community Affairs – Participation in community events to educate the public on programs the district offers. Also educates the public on the school board policies and responsibilities.

Report by Community Affairs Committee Chair

A recommendation is requested to approve the following:

- 1. None at this time

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

BOND REFERENDUM, Colm Fidgeon, Chairperson, Alicia Conte, Alternate Chair, James Walsh, Administrative Liaison: Dr. Dennis Vespe, Melissa Engelhardt

The Bond Referendum Committee’s function it to meet and develop a framework for moving a referendum forward and to address project and budgetary issues.

Report by Bond Referendum Committee Chair

Motion by _____ Seconded by _____

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

- 1. None at this time

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

IX. DISCUSSION ITEM:

Recommend that the Board of Education on the recommendation of the Superintendent

- 1. Discussion of School Board Members’ Code of Ethics:
 - a. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
 - b. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

c.) Health Reports – none at this time

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
(Just before the resolution is voted on).
4. Limit your comments to (3) minutes per person.

XIII. ADJOURNMENT

Motion by _____ Seconded by _____ TIME _____