

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education  
301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education**

**March 9, 2017**

**6:30 p.m.**

**MINUTES**

**I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:30 pm**

**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 – Present	Monique Howard - Absent
Kim Barkoff – Present	Susan Lowden - Present
Alicia Conte – Present	Melissa Moore - Present
Colm Fidgeon – Present	John Phillips - Present
	James Walsh - Present

Also Present:

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

**III. PUBLIC COMMENTS on any action items. – None**

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

On a motion made by Mr. Fidgeon and seconded by Mrs. Barkoff the following was approved:

Recommend that the Board of Education approve the regular minutes of the February 21, 2017 BOE Meeting.

ALL IN FAVOR: YES 8 NO 0 ABSTAIN 0 ABSENT 1

#### V. REPORTS

##### A. Superintendent's Report

- Boys/girls basketball: Thanks to all the staff for their support
- DARE Graduation March 1<sup>st</sup> – Excellent job by officer Alex Keister
- PTA Candy Bar Bingo tomorrow night 6:30 in café
- Spring sports start Monday March 13<sup>th</sup>
- Dodgeball March 15<sup>th</sup> 5:30 gym
- March 23<sup>rd</sup> Drama Club Play 6pm in the café
- Student Faculty game March 30<sup>th</sup> 6:30 gym
- Budget
  - State aid yet to be determined.
  - Utilized full 2% of our tax levy cap along with \$88,386 in banked cap leaving \$54,426 of banked cap for use in next year.
  - All programs and staff will be maintained
  - Avg. home of \$136,828 it will be a \$52.27 tax increase which equals \$4.36/month

##### B. Business Administrator's Report

- I spoke Chuck at the borough and he has told me that the drainage and grading projects should be done simultaneously to ensure project integrity. I have also been informed that the project will take longer than a week to complete therefore cannot be done over spring break. Furthermore, in an effort to keep costs down by taking advantage of shared services and bidding our projects with those of the borough, we must wait until the summer to complete them as that is when the borough anticipates going out to bid. That being said, the drainage/grading projects have been budgeted to commence in the summer. The shared service agreement with the Borough of Somerdale is on tonight's agenda for approval.
- I want to give you an update on our Joint Purchasing activities. Trenton Public School District has joined to take advantage of our purchasing network with Level Data and Advanced Computer Solutions Group. The District's net revenue from Trenton's services is \$6,173.30 after commissions.

**VI. 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

On a motion made by Mr. Fidgeon and seconded by Mrs. Moore the following was approved:

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 2017 (attachment #1).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 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 January 2017. The Treasurer’s Report and Secretary’s report are in agreement for the month of January 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: \$100.00
- b. Vendor Bill List 2 and corresponding Check Journal totaling: \$90.16
- c. Vendor Bill List 3 and corresponding Check Journal totaling: \$351,340.09
- d. Vendor Bill List 4 and corresponding Check Journal totaling: \$39,487.49
- e. February 15, 2017 Payroll Check Journal totaling: \$202,844.35
- f. February 28, 2017 Payroll Check Journal totaling \$200,795.64
- g. February Joint Purchasing Bill List totaling: \$796.61
- h. February Student Activities Bill List totaling: \$1,337.00
- i. Vendor Bill List 5 and corresponding Check Journal totaling: \$7,397.33

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

4. To approve the void and re-issue of check 0210016, which was destroyed by the mail and returned to us.

5. To approve a revised contract for student #3803802807 to attend the Pride program at Sterling High School at a cost of \$3,242.78 from November 28, 2016 to January 13, 2017.

ROLL CALL VOTE: YES 8 NO 0 ABSTAIN 0 ABSENT 1

On a motion made by Mr. Fidgeon 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 6-9:

- 6. To approve a transfer in the amount of \$1,264.98 from the general fund bank account to capital reserve bank account to adjust account balances to auditor's records.
- 7. To approve the submission of the One-Year Preschool Program Plan Update for the 2017-2018 school year.
- 8. To approve the proposed 2017-18 Budget in the amount of \$8,609,389 for submission to the Camden County Executive Superintendent, pending the review and approval of same. In conjunction with the submission of the proposed 2017-18 budget, to hold a Public Hearing of same on May 4, 2016 at 6:30 p.m., in conjunction with the regular Board Meeting, to be held following the Public Hearing.

BE IT RESOLVED to approve the Somerdale Borough Board of Education budget for the FY 2017-2018 School Year for submission to the county as follows:

	Budget	Local Tax Levy
Total General Fund Budget	\$7,951,363	\$4,484,804
Total Special Revenue Budget	\$376,888	
Total Debt Service Fund	<u>\$281,139</u>	<u>\$191,038</u>
Totals	\$8,609,390	\$4,675,842

BE IT FURTHER RESOLVED, the Board has approved that there should be raised a total tax levy of \$4,675,842 whereas bank cap of \$88,386 is utilized.

RESOLVED, That there should be a General Fund tax levy of \$4,484,804 and a Debt Service Fund tax levy of \$191,038 for the ensuing FY 2017-18 School Year.

- 9. To approve the following resolution:

**RESOLUTION AUTHORIZING SHARED SERVICE AGREEMENT WITH THE BOROUGH OF SOMERDALE FOR THE PROVISION OF ROOF DRAIN COLLECTION SYSTEM AND TRENCH PAVEMENT RESTORATION SERVICES.**

**WHEREAS**, pursuant to the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., the parties hereto are permitted to enter into Shared Services Agreements upon adoption of a Resolution therefore; and

**WHEREAS**, the Somerdale Board Of Education and the Borough of Somerdale have concluded that the residents of the Borough of Somerdale will benefit from the sharing of certain defined services; and

**WHEREAS**, the parties hereto recognize that certain services may be more efficiently provided by one of the parties to this Agreement; and

**NOW, THEREFORE**, and in consideration of the mutual promises set forth, the Borough shall perform the construction of a roof drain collection system and trench pavement restoration as provided in written agreement; and

**BE IT RESOLVED**, The Somerdale Board of Education shall enter into a Shared Service Agreement with The Borough of Somerdale for the purpose of the construction and restoration as outlined in the agreement.

ROLL CALL VOTE: YES 8 NO 0 ABSTAIN 0 ABSENT 1

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

Report by Facilities Committee Chair

On a motion made by Mrs. Moore and seconded by Mr. Fidgeon the following was approved:

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

1. To approve Somerdale Baseball & Softball to use Ward Field starting March 13, 2017 – July 16, 2017. Day and time of use will be Monday, Wednesday and Friday from 5:45 pm – 8:15 pm, and Saturday and Sunday from 9:30 am – 3:30 pm.

ROLL CALL VOTE: YES 8 NO 0 ABSTAIN 0 ABSENT 1

**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

On a motion made by Mr. Anderson and seconded by Mrs. Conte 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 Somerdale Park School Calendar for the 2017-2018 school year. (attachment #1)
2. The following field trips:
  - a.) To approve 8<sup>th</sup> Grade Students to travel to Camden County Technical School on March 24, 2017. No cost to district, transportation to be provided by Camden County Technical School.
  - b.) To approve Somerdale Park's Basketball Teams to hold a Staff vs. Student Basketball game on March 30, 2017 at 6:00 pm in the Gym.

ROLL CALL VOTE: YES 8 NO 0 ABSTAIN 0 ABSENT 1

**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 Mrs. Conte and seconded by Mr. Walsh the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1 - 5:

1. To accept Lauren McCaffrey's letter declining the Science Club Advisor position for the 2016-2017 school year.
2. To accept the resignation letter of Roland Rossi, Middle School Science Teacher. As per Employment Contract effective date will be 60 days from written notice of February 13, 2017 or sooner if position is filled before 60 days.
3. To approve Anna Barnow, Middle School Teacher, as Assistant Softball Coach for the 2016-2017 school year at a stipend of \$900.00 as per the SEA contract.
4. To approve Jessica Palo, Middle School Teacher, at Science Club Advisor for the 2016-2017 school year at a rate of \$30.00 per hour not to exceed \$900.00 as per the SEA contract.
5. To post approve Deb Halpin, Support Services Teacher, to serve as a Homebound Tutor for a 4<sup>th</sup> Grade Student # 6373368247 starting on February 22, 2017 for 10 hours per week until further notice.

ROLL CALL VOTE: YES 8 NO 0 ABSTAIN 0 ABSENT 1

On a motion made by Mr. Walsh and seconded by Mr. Fidgeon the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following item 6:

6. To post approve Lisa Rollick, Middle School Teacher, to serve as a Homebound Tutor for an 8<sup>th</sup> Grade Student #7947221861 starting on February 20, 2017 for 10 hours per week until further notice.

ROLL CALL VOTE: YES 8 NO 0 ABSTAIN 0 ABSENT 1

**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

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

1. For First Reading:
  - a. None at this time
2. For Second Reading:
  - a. None at this time

**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

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

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

Report by Bond Referendum Committee Chair

Meeting on March 22 at 1 pm

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

1. None at this time

**VII. DISCUSSION ITEM:**

1. Discussion of School Board Members' Code of Ethics:

- a) I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- b) I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.

Work Sessions: March 23 May 25 August 24 October 26– 4th Thursday of the month

Mrs. Lowden suggested that there be a Board and Municipality Social with no business discussion.

**VIII. REPORTS:**

The following item will be recommended for approval:

1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for:  
- **none at this time**

**IX. OTHER REPORTS:**

- a.) Student Attendance

**Enrollment February 2017**

Preschool	27
Kindergarten	60
1st Grade	51
2nd Grade	57
3rd Grade	52
4th Grade	51
5th Grade	46
6th Grade	48
7th Grade	55
8th Grade	57
Out of District	3
Charter Students	2





**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):

  X   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;

**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 7:15 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.

## **XII.     RETURN TO PUBLIC SESSION**

On a motion made by Mrs. Conte and seconded by Mrs. Moore the board returned to public session at 7:29 pm

## **XIII.    ADJOURNMENT**

On a motion made by Mr. Phillips and seconded by Mrs. Moore the board adjourned the meeting at 7:30 pm.

Respectfully Submitted,

Melissa Engelhardt