

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

November 10, 2016

6:30 p.m.

MINUTES

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:34 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 - Present	Susan Lowden - Present
Alicia Conte - Present	Melissa Moore - Present
Colm Fidgeon – Present	John Phillips - Present
Debra Hightower - Absent	James Walsh - Absent
Monique Howard - Absent	

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. Burckley the following was approved:

Recommend that the Board of Education approve the regular and executive session minutes of the October 13, 2016 BOE Meeting.

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

V. REPORTS

A. Superintendent's Report

- Soccer had good year, lost 1st round of playoffs but had a great year overall. Great job by Coach Lomas and Assistant Coach Roche.
- Winter sports physicals and tryouts have begun. Should have final team listings by the end of the month.
- Chestnut Ave parking ordinance is up for final vote tonight. We have been working to get notice out to the public. Effective in December you can only park on the school side of Chestnut during drop off/pick up hours.
- Café projects started yesterday. New garage door to facilitate storage use of sea chest, also stage notch to allow additional room for the electronic basketball net to be raised.
- Tailgate Party and Halloween Parade last week to celebrate end of 4th marking period last year. All had great time.
- Nov 23 is the renaissance pep rally to celebrate 1st marking period achievements.

B. Business Administrator's Report

- I've been compiling data for DRTRS and ASSA reports due November 18th and December 2nd respectively.
- Completed the Comprehensive Maintenance Plan which is on the agenda for approval. It is on schedule to be submitted to the county by the November 15th due date.
- We had a bid opening this past Tuesday for HAVC Repairs and will be recommending the lowest bidder for approval at the December board meeting. I'm hoping to get the bid specifications for the upgraded security system out next week.
- The audit has been completed and are in the process of scheduling the exit conference for some time next week.

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. 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 made by Mr. Fidgeon and seconded by Mrs. Burckley 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 2016 (attachment #1).

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

2. To approve the following bill lists (attachment #2):

- a) Vendor Bill List and corresponding Check Journal totaling: \$1,890.00
- b) Vendor Bill List and corresponding Check Journal totaling: \$252.00
- c) October 14, 2016 Payroll Check Journal totaling: \$203,534.25
- d) October 28, 2016 Payroll Check Journal totaling: \$200,885.31
- e) Student Activity October Bill List totaling: \$6,271.90
- f) Joint Purchasing October Bill List totaling: \$3,248.39
- g) Vendor Bill List and corresponding Check Journal totaling: \$83.97
- h) Vendor Bill List and corresponding Check Journal totaling: \$15,768.75
- i) Vendor Bill List and corresponding Check Journal totaling: \$313,194.22
- j) Vendor Bill List and corresponding Check Journal totaling: \$18,178.88

3. To approve the Transfers/Adjustments for the month of October 2016 (attachment #3).

4. To approve and submit of the NJ Quality Single Accountability Continuum (DIP) District Improvement Plan for the School year 2015-2016 as required by the NJ Department of Education.

5. To approve a contract with Orchard Friends School for student 4475316538 from October 4, 2016 to June 30, 2017, tuition paid in the amount of \$35,492.01.

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

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

Recommend that the Board of Education on the recommendation of the business administrator approve the following item 6

6. To approve the 2016-2017 Comprehensive Maintenance Plan and M1. (attachment #4)

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 Facilities Committee Chair

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

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-2 for Use of Facilities as per Somerdale Board of Education Policy 7510:

1. To approve Sterling Elementary Basketball Use of Building Request to utilize the Gym on Monday, Tuesday and Friday evenings from 7:00 pm – 9:00 pm starting November 14, 2016 – ending April 14, 2017.
2. To post approve the use of the Library/Classroom by InSight Workforce Solutions on the last Tuesday of the month, start date October 25, 2016 with an end date of June 1, 2017 from 3:00 pm – 5:00 pm for Substitute Training.

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

INSTRUCTIONAL, Dr. Monique Howard, Chairperson, Susan Lowden, Alternate Chairperson, Debra Hightower. 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 Mrs. Lowden and seconded by Mrs. Burckley 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 Somerdale Park School's Guidance – Academic Plan for 2016-2017 school years.
2. To approve the Nursing Service Plan for the 2016-2017 school year as per N.J.A.C. 6A:16-2.1(b), as drafted by M. Dow, school nurse. (attachment #1 & #2)

Motion to table #3 Moore and Conte

~~3. To approve the Somerdale Park School Technology Plan for 2016-2019 school years. (attachment #3) Tabled~~

4. The following field trips:

- a.) Fourth Grade Students to visit the Franklin Institute, Philadelphia, PA, on June 5, 2017. Cost per student \$14.95 plus \$5.00 transportation fee.
- b.) To approve Renaissance Trip to Wildwood, NJ for grades 5th - 8th Grades, on May 31, 2016. Cost per student \$24.00 and transportation cost of \$1480.00 to be paid from student activity funds.
- c.) To approve Student Council students to travel to Deptford Mall to assist Clearview Special Education Students with annual Christmas Shopping on December 08, 2016.
- d.) To approve First Grade Students to visit the Philadelphia Zoo, Philadelphia, PA, on May 30, 2017. Cost per student \$13.00 plus \$5.00 transportation fee.

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

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. Lowden and seconded by Mrs. Burckley the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1-4:

1. To post approve Karyn Lightstone, Book Mate volunteer to visit Ms. Siderio's Kindergarten Class on Friday afternoons from 2:00 – 2:30 pm for the 2016-2017 school year to help expand literature with an at risk student.
2. To approve Crystal Fewkes, Rowan University School Psychologist Student to conduct a 12-week research project "Strong Start –Grades K-2" as part of her Master's Thesis with second grade students.
3. To post-approve Laurie Rizzolo, a Grand Canyon University student, to observe 20 hours with Melissa Durand, 1st Grade Teacher, starting October 27, 2016.
4. To post approve Christina Schellhas, Child, Adolescent and Family Counselor through Children's Continuum of Care to provide services to two students one day a week from 10:37 am – 11:37 am until further notice. No charge to school district.

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

POLICY/COMMUNITY AFFAIRS, Victoria Burckley, Chairperson, Susan Lowden, Alternate Chairperson, Melissa Moore, 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

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

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 – 10 for second reading:

1. 1140 – Affirmative Action Program
2. 1220 – Employment of Chief School Administrator
3. 1523 – Comprehensive Equity Plan
4. 1530 – Equal Employment Opportunities
5. 1550 – Affirmative Action Program for Employment and Contract Practices
6. 2200 – Curriculum Content
7. 2260 – Affirmative Action Program for School and Classroom Practices
8. 2411 – Guidance Counseling
9. 2423 – Bilingual and ESL Education
10. 2431 – Athletic Competition

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

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

Recommend that the Board of Education on the recommendation of the Superintendent approve the following items 11 – 20 for second reading:

11. 2610 – Educational Program Evaluation
12. 2622 – Student Assessment
13. 3125 – Employment of Teaching Staff Members
14. 3240 – Professional Development for Teachers and School Leaders
15. 5111 – Eligibility of Resident
16. 5310 – Health Services
17. 5330.1 – Administration of Medical Marijuana
18. 5339 – Screening for Dyslexia
19. 5750 – Equal Educational Opportunity
20. 5755 – Equity in Educational Programs and Services

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

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

Recommend that the Board of Education on the recommendation of the Superintendent approve the following items 21 – 30 for second reading:

21. 8441 – Care of Injured and Ill Persons
22. 8462 – Reporting of Potentially Missing of Abused Children
23. 8630 – Bus Driver
24. R 1530 – Equal Employment Opportunity Complaint Procedure
25. R 2200 – Curriculum Content
26. R 2411 – Guidance Counseling
27. R 2414 – Programs and Services for Students in High Poverty and in High Need School Districts
28. R 2423 – Bilingual and ESL Education
29. R 2431.2 – Medical Examination Prior to Participation on a School Sponsored Interscholastic or Intramural Team of Squad
30. R 5111 – Eligibility of Resident/Non-Resident Students

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

On a motion by Mrs. Lowden and seconded by Mrs. Bureckley the following was approved:
Recommend that the Board of Education on the recommendation of the Superintendent approve the following items 31 – 35 for second reading:

- 31. R 5310 – Health Services
- 32. R 5330 – Administration of Medication
- 33. R 8441 – Care of Injured and Ill Persons
- 34. R 8462 – Reporting Potentially Missing or Abused Children
- 35. R 8630 – Emergency School Bus Procedures

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 Community Affairs Committee Chair

A recommendation is requested to approve the following:

- 1. None at this time

VIII. DISCUSSION ITEM:

Agenda items for the work session to be emailed to Melissa by Nov 23rd.

IX. OTHER REPORTS:

a.) Student Attendance

Enrollment October 2016	
Preschool	22
Kindergarten	60
1st Grade	52
2nd Grade	55
3rd Grade	56
4th Grade	49
5th Grade	46
6th Grade	47
7th Grade	57
8th Grade	56
Out of District	3
Charter Students	2
Home Instruction	1
Homeless -Tuition	1
Total October 2016	507

b.) Security/Fire Drill Reports

Fire Drill:

DATE: 10/11/16 **Alarm Sounded:** 2:00 pm

Building Cleared: 2:02 pm
 Returned to Building: 2:05 pm
 Alarm Station Used: Main Hall Way

All Staff in attendance participated in drill
Number evacuated: Students present –480
Staff Present: 82
Special conditions simulated: none at this time
Problems encountered: None
Weather: 65 degrees

Bomb Threat:

DATE: 10/21/16 Alarm Sounded: **9:59 am**

Building Cleared: 10:01 am
Returned to Building: 10:03 am
Alarm Station Used: Phone Announcement
All Staff in attendance participated in drill
Special conditions simulated: no prior warning was announced;
Announcement was make over loud speaker
Problems encountered: none at this time
Weather: 72 degrees

c.) Health Reports - September 2016 & October 2016

d.) HIB Reports – no report for October

X. 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, Somerdale – Finds it unnecessary for the school push certain candidates onto the kids. It's great to teach them about how voting works but I find it odd that little kids are coming up to me to tell me who to vote for. I don't know who/what the source is but they shouldn't be told who to vote for. Mrs. Burckley – That is coming from parents not the school. Mr. Anderson – Was there a mock election in the school? Dr. Vespe – The school did not have a mock vote with real candidates.

XI. ADJOURNMENT

On a motion made by Mrs. Burckley and seconded by Mrs. Conte the meeting was adjourned at 6:55 pm

Respectfully Submitted,

Melissa Engelhardt