

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

October 8, 2015

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.

| | |
|-----------------------------|---------------------------|
| Thomas Toff - Absent | Susan Lowden - Present |
| Colm Fidgeon - Absent | Russel Dunnings - Present |
| Victoria Burckley - Present | Monique Howard - Present |
| Debra Hightower – Present | John Phillips - Present |
| | James Walsh - Present |

Also Present:

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

III. *A Presentation by Mr. Jarod Claybourn regarding 14-15 NJ ASK Science Scores / MAP Scores and Violence and Vandalism 2014-2015*

IV. *Architect, Bach Associates speak about long range facilities plan and renovation projects.*

V. 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.

VI. APPROVAL OF MINUTES

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

Recommend that the Board of Education approve the regular and executive session minutes of the September 10, 2015 BOE Meeting.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

VII. REPORTS

A. Superintendent's Report

- Map benchmarks completed will start to develop individual learning plans for the students. Focus on remediation and enrichment.
- PTA internet safety presentation was wonderful but unfortunately attendance wasn't that great. PTA is planning to bring speaker back during a PLC so we have a captive audience.
- 5th grade costume dance next Friday and trunk or treat the following week. K-4 costume dance the Friday after that.

B. Business Administrator's Report

- Still working with auditors for the 2014/2015 annual audit. They do not expect to be done until sometime in December as they are waiting for new regulations from the state.
- I have put together a purchasing manual which has updated rules and regulations on purchasing guidelines. I worked from templates endorsed by NJASBO. I intend to have it approved at the November board meeting. I am also in the mist of reviewing and updating the District's standard operating procedures.
- I have met with maintenance and Dr. Vespe to complete the comprehensive maintenance plan and will have that approved in November also.
- Update on Park Technology Services. Joe has completed the migration project for CCEC. Middle Township has also secured joint purchasing services and Joe is currently working with Winslow to assess their needs and sign an agreement for services.

VIII. NEW BUSINESS

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

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

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

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

Financial Report

1. Recommend that the Board of Education certify that as of this date and 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 fund balance has been overspent in violation of N.J.A.C. 6:20-2.13 (b), and that sufficient funds are available to meet the district's financial obligations as of this date.

| | | |
|-----------------------------|---------|-------------------|
| Check Journal #1: | Fund 60 | \$15.00 |
| Check Journal #2: | Fund 60 | \$10.49 |
| Check Journal #3: | Fund 10 | \$200.00 |
| Check Journal #4 | Fund 10 | \$174,985.88 |
| | Fund 20 | <u>\$6,515.14</u> |
| | | \$181,501.02 |
| Check Journal #5 | Fund 60 | \$22,509.80 |
| September 15, 2015 Payroll: | Fund 10 | \$193,333.32 |
| | Fund 20 | <u>\$7,753.00</u> |
| | | \$201,086.32 |
| September 30, 2015 Payroll: | Fund 10 | \$219,565.88 |
| | Fund 20 | <u>\$6,685.50</u> |
| | | \$226,251.38 |

2. Board Secretary and Treasurer's Reports for July, August and September 2015.

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of July, August and September 2015. The Treasurer's Report and Secretary's report are in agreement for the month of July, August and September 2015.

3. Transfers/Adjustments for the month of July, August and September 2015.
4. To approve the submission of the NJ Quality Single Accountability Continuum (SOA) Statement of Assurance for the School year 2015-2016 as required by the NJ Department of Education.
5. To dispose of the items on the attached list. (attachment)

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

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

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

6. To approve the adoption of the 2015 Memorandum of Agreement between the Somerdale Board of Education and Somerdale Law Enforcement authorities.

7. To acknowledge achievement of the 2014-2015 Merit Goals for Dennis Vespe, Superintendent and approve payment for meeting those goals upon final approval by the ESC as follows:

| | |
|--------------------------|--------------------|
| Qualitative Merit Goals | \$ 6,750.00 |
| Quantitative Merit Goals | <u>\$13,486.50</u> |
| Total | \$20,236.50 |

8. To approve Brookfield Academy to do any hospital home instruction for the 2015-2016 school year in the amount of \$35.00 per hour.
9. To approve the contract to Stratford Board of Education for two (2) homeless students in grades 6 and 7 from September 1, 2015 to June 30, 2016 with revenue in the amount of \$26,174.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

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

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

A recommendation is requested to approve the following:

1. To approve Mobile Dental Clinics to be held on October 29, 2015 and April 19, 2016 sponsored by Little Smiles of NJ.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

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

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

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

A recommendation is requested to approve the following:

1. Revised curriculum guides, aligned with the Core Curriculum Content Standards for the disciplines of Mathematics; Social Studies; and Science (Pre-School – 8th).
2. To approve the submission of the revised 2015-2016 Merit Goals for Dennis Vespe, Superintendent.
3. The following field trips:
 - a.) Pre-School Students to visit the Please Touch Museum, Philadelphia, PA, on 11/15/'15. Cost per student \$4.00 plus \$5.00 transportation fee.
 - b.) Fourth Grade Students to visit the Franklin Institute, Philadelphia, PA, on 06/06/16. Cost per student \$16.50 plus \$5.00 transportation fee.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

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

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

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

1. To approve Katie Osman, Camden County College student to conduct 15 hours of observation with Deanna McGinnis, Kindergarten Teacher during the 2015-2016 school year.
2. To approve Lauren Darrell, Special Education Teacher, to serve as a mentor for Danielle Reyes, 2nd Grade Teacher, and Cristin Butler, Elementary Teacher, to serve as a mentor for Gina Horiates, Music Teacher, and Lisa Padua, Middle School Teacher, to serve as mentor for Dominic Travarelli-Burmeister, Middle School Social Studies Teacher, and Sharon Gorman, Middle School Teacher to serve as mentor for Matthew Roche, Middle School Social Studies Teacher, and Erica Botto, Elementary Teacher, to serve as a mentor for Danielle McCleery, 2nd Grade Teacher for the 2015-2016 school year.
3. To approve Matthew Roche as the Chess Club Advisor for the 2015-2016 school year as a replacement for Lisa Rollick at a salary of \$30.00 per hour with a maximum of \$900.00.
4. To approve William Skipper, Rutgers University student to conduct his Winter 2016 Practicum with Sharon Gorman, Middle School Teacher during the period of January 4, 2016 through January 14, 2016.
5. To approve Kristine Reichelderfer, Physical Education Teacher for maternity leave starting on or before March 24, 2016 with an expected return date of September 2016.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

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

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

6. To approve 2015-2016 employment contract for Jarod Claybourn, Vice Principal for a salary of \$81,880.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

POLICY/COMMUNITY AFFAIRS, Victoria Burckley, Chairperson, Susan Lowden, Alternate Chairperson, James Walsh, Administrative Liaison: Jarod Claybourn

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

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

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

1. Policy 2622 – Student Assessment
2. Policy 3218 – Substance Abuse
3. Policy 4218 – Substance Abuse

- 4. Policy 5200 – Attendance
- 5. Policy 5330 – Administration of Medication
- 6. Policy 5339 – Screening for Dyslexia
- 7. Policy 8630 – Bus Driver Bus Aide Responsibility
- 8. Regulation 3218 - Substance Abuse
- 9. Regulation 4218 – Substance Abuse
- 10. Regulation 5200 – Attendance
- 11. Regulation 8630 – Emergency School Bus Procedures

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

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.

A recommendation is requested to approve the following:

- 1. None at this time

IX. DISCUSSION ITEM:

X. OTHER REPORTS:

- a.) Student Attendance (to be added at end of month)

Enrollment September 2015

| | |
|-------------------|------------|
| Preschool | 33 |
| Kindergarten | 57 |
| 1st Grade | 54 |
| 2nd Grade | 59 |
| 3rd Grade | 50 |
| 4th Grade | 43 |
| 5th Grade | 49 |
| 6th Grade | 63 |
| 7th Grade | 51 |
| 8th Grade | 54 |
| Out of District | 1 |
| Home Instruction | 2 |
| Homeless -Tuition | 1 |
| Total May | 517 |

- b.) Security/Fire Drill Reports

Fire Drill:

DATE: **9/23/2015**
Alarm Sounded: 2:29 pm
Building Cleared: 2:30 pm
Returned to Building: 2:32 pm
Alarm Station Used: E-wing
All Staff in attendance participated in drill
Number evacuated: Students present: 509
All Staff Present: 91

Special conditions simulated: none at this time
Problems encountered: None
Weather: 78 degrees

Lock-Down Drill #1

DATE: 9/17/15
Alarm Sounded: 1:40 pm
All Staff in attendance participated in drill (89 staff members)

c.) Health Reports

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.

Kim Gould, 14 Juniper Ave, Somerdale – Flyer handout for notice of Q&A session with BOE candidates open to the public and hosted by the PTA.

Bill Stain – 612 WHP, Somerdale – Why aren't scores sent home to the parents? Can they be added to Powerschool?
Dr. Vespe, Superintendent – We are currently looking at that now and working towards that end.

XII. EXECUTIVE SESSION (if necessary)

On a Motion made by Mrs. Lowden and seconded by Mr. Dunnings the board entered into executive session at 7:28 pm

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.

XIII. RETURN TO PUBLIC SESSION

On a motion made by Mrs. Burckley and seconded by Dr. Howard the board returned to public session at 8:28 pm

XIV. ADJOURNMENT

On a motion made by Dr. Howard and seconded by Mrs. Hightower the meeting was adjourned at 8:31 pm.

Respectfully Submitted,

Melissa Engelhardt