

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

September 10, 2015

6:30 p.m.

MINUTES

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:29 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 - Present | Russel Dunnings - Present |
| Victoria Burckley - Present | Monique Howard - Present |
| Debra Hightower - Absent | John Phillips - Present |
| | James Walsh - Present |

Also Present:

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

III. PUBLIC COMMENTS on any action items. – None at this time

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 August 13, 2015 and August 31, 2015 BOE Meeting.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 1 (Lowden) ABSENT 2

V. REPORTS

A. Superintendent's Report

- Open day went smoothly. Kudos to maintenance staff, building was immaculate and everything was ready to go. Students are pleased with the new lockers.
- The 24th is back to school night.
- Begun MAP assessments as benchmark and should be complete by the middle of next week.
- Interdistrict special ed. meeting follow-up – first meeting in Oct. Once we know the details it will be posted to our website.

B. Business Administrator's Report

4. Auditors are currently here and have started the 2014/2015 audit.
5. Working on gathering documentation for this year's QSAC review.
6. Received Shared Service Agreement from CCESC for Office 365 and Joe is also currently working to obtain Middle Township Shared Service for Backup Services.

VI. NEW BUSINESS

BUSINESS AFFAIRS, Colm Fidgeon, Chairperson, Thomas Toff, 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. 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 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 10 | \$597.08 |
| Check Journal #2 | Fund 60 | \$495.00 |
| Check Journal #3 | Fund 10 | \$219,826.45 |
| Check Journal #4 | Fund 10 | \$8,465.84 |
| July 15, 2015 Payroll: | Fund 10 | \$29,385.61 |
| July 30, 2015 Payroll: | Fund 10 | \$39,942.83 |
| | Fund 20 | <u>\$2,651.25</u> |
| | | \$42,594.08 |
| August 14, 2015 Payroll: | Fund 10 | \$38,311.35 |
| | Fund 20 | <u>\$10,885.00</u> |
| | | \$49,196.35 |
| August 28, 2015 Payroll: | Fund 10 | \$38,807.22 |
| | Fund 20 | <u>\$4,217.50</u> |
| | | \$43,024.72 |

2. Dennis Vespe, Acting CST Director, and/or Designee to attend all countywide, district wide, and/or regional CST and/or IEP (*out-of-district*) student(s) meetings for the 2015-2016 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
3. Greg Cesare, Social Worker, to attend the Homeless Liaison Coordinator's Meetings for the 2015-2016 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
4. Somerdale Park School Representative, to attend the Association of Student Assistance Professionals of New Jersey (ASAP) meetings for the 2015-2016 school year. There are no costs to attend these meetings and no substitute is needed. Mileage reimbursement as per district travel policy.
5. Somerdale Park School Representative, to attend all Camden County Peer Mediation meetings for the 2015-2016 school year. There are no costs to attend these meetings and no substitute is needed. Mileage reimbursement as per district travel policy.

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

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 Items 6-10:

6. Dennis Vespe, Superintendent/Principal, to attend all countywide, district-wide, and/or regional Roundtable for the 2015-2016 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.

7. Melissa Engelhardt, Business Administrator, to attend all countywide, district-wide, and/or regional BA Roundtable and/or CCASBO meetings for the 2015-2016 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
8. Dennis Vespe, Superintendent/Principal, and/or Designee to attend all countywide, district-wide, and/or regional Principal and/or Curriculum meetings for the 2015-2016 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
9. All board members and Melissa Engelhardt to attend any and/or all selected Camden County NJSBA or statewide NJSBA meetings and/or training sessions for the 2015-2016 school year.
10. To approve Kennedy Hospital to do Student Drug Screening, on an as needed basis, for the 2015-2016 school year.

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

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 items 11-12:

11. To approve contract with PayServe for payroll and payroll tax filing services as well as Personnel database to begin on January 1, 2016 for one year with month to month renewal.
12. To approve the contract from Collingswood Public Schools for a homeless student in Grade 2 from September 1 to October 31, 2015 to be paid to Collingswood in the amount of \$2,882.20.

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

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

None at this time

INSTRUCTIONAL, Dr. Monique Howard, Chairperson, Debra Hightower, Alternate Chairperson, John Phillips, 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 by Dr. Howard and seconded by Mrs. Burckley the following was approved:

A recommendation is requested to approve the following:

1. To approve the 2014-2015 School Self-Assessment for determining HIB grades. (attachment)
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

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 the following:

1. As per receipt of transcripts, to change the salary from a MA Step 4, to an MA+45 Step 4, for Maria Montroni-Currais, ESL Teacher for the 2015-2016 school year at a salary of \$56,370.00.
2. To approve Nancy Estrella, as ESL Translator for the 2015-2016 school year at a rate of \$12.39 per hour.

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 Mr. Phillips the following was approved:

The following item will be recommended for approval:

1. Somerdale Park School's Harassment, Intimidation, and Bullying (Policy 5512.1) was reviewed by Administration with no changes. (attachment)
2. The Health Office and Medication Standing Orders as required by NJ Statute for the 2015-2016 school year. (attachment)

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.

1. None at this time

VII. DISCUSSION ITEM: none at this time

VIII. OTHER REPORTS: none at this time

IX. 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.

Alisha Conte, 128 Yale Avenue, Somerdale, NJ – In general I am hearing the tablets may be going home. There are concerns about bringing the tablets home such as, who pays when they get broken and what about insurance? I'm hearing there are problems with servers in school and kids are having problems with the PCs at home doing the same things the tablets do. Taking tablets home would eliminate compatibility and multiple children sharing one computer.

Mr. Walsh – Committee is working on policy with regards to insurance. Mrs. Burckley – Yes, we are having a meeting on the 23rd.

Kim Gould, 14 Juniper Avenue, Somerdale, NJ – Last year there was talk of getting licenses for Microsoft 365, something like five per household, is that still going to happen?

Mr. Mohan – Yes we are rolling out the licenses, and when the board goes into executive session, I can show the parents how to access.

X. EXECUTIVE SESSION (if necessary)]

On a motion made by Mr. Fidgeon and seconded by Mrs. Burckley the board entered into executive session at 6:38 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 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;

X 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.

Leonard Wood arrived at the meeting at 6:48 pm

XI. RETURN TO PUBLIC SESSION

On a motion made by Dr. Howard and seconded by Mrs. Burckley the board returned to public session at 7:40 pm

XII. ADJOURNMENT

On a motion by Mrs. Burckley and seconded by Dr. Howard the meeting was adjourned at 7:44 pm

Respectfully Submitted,

Melissa Engelhardt