

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

September 8, 2016

6:30 p.m.

MINUTES

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:31 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 - 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. Burckley the following was approved:

Recommend that the Board of Education approve the regular and executive session minutes of the August 11, 2016 BOE Meeting.

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

V. REPORTS

A. Superintendent's Report

- Back to school night 9/22; voice blasts and website posting is forthcoming.
- Fall soccer tryouts next week on ward field.
- 8th grade fundraiser mum sale has begun.
- Bee problem on the playground has been addressed and they are gone.
- Police baseball card program. Kids, parents can ask for cards at municipal building. Once you get all sixteen signatures prizes will be awarded. Mayor will have the drawing at the tree lighting.

B. Business Administrator's Report

- On agenda tonight is approval to cancel a Cooper Health System contract which is our school physician provider. I am planning to negotiate a new one with the aid of our attorney. Apparently there was a contract set in place 4 years ago with an automatic renewal clause. There are statutory restrictions on professional contract renewals. Professional contracts must be approved annually and not automatically renew. Also, we recently received a bill for services performed 2 years ago in which the business office was not aware. I'd like to negotiate a contract with language requiring the issuance of purchase order prior to services being rendered and language regarding timely billing requirements. We are still using the same physician appointed by the board but need a contract that meets our needs.
- Shared Service Update: Hammonton projects totaling \$43,330 were completed and billed. Somerdale's net profit on those projects total \$2,947. We also received purchase orders for projects totaling \$34,564 from Shamong (\$23,330), Mullica (\$3,448), and Cape May County Library (\$7,785). Estimated net profit on those projects is \$2,420.

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 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:

Financial Reports:

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

1. To approve the following bill lists (attachment #1):
 - a. Vendor Bill List 1 and corresponding Check Journal totaling: \$30.00
 - b. August 15, 2016 Payroll Check Journal totaling: \$69,309.24
 - c. August 30, 2016 Payroll Check Journal totaling: \$38,221.55
 - d. Check Journal totaling: \$200.00
 - e. Vendor Bill List 2 and corresponding Check Journal totaling: \$9,221.00
 - f. Vendor Bill List 3 and corresponding Check Journal totaling: \$322,503.27
 - g. Vendor Bill List 4 and corresponding Check Journal totaling: \$12,326.14
2. To approve the Board Secretary and Treasurer's Reports for August 2016 (attachment #2).
3. To approve the Transfers/Adjustments (attachment #3).
 - a. July 2016
 - b. August 216
4. To approve the submission of an Other Capital Project to NJDOE (Project# 07-4790-020-17-1000) for review and approval for installation of an overhead door in the multi-purpose room along with associated work. Further, the Board of Education approves the amendment of the district's LRFP (Long Range Facilities Plan) to be consistent with the project.
5. To approve 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 2016-2017 school year. There are no costs to attend these meetings. 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 following items 6-10

6. To approved Greg Cesare, Social Worker, to attend the Homeless Liaison Coordinator's Meetings for the 2016-2017 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
7. To approve Dennis Vespe, Superintendent/Principal, to attend all countywide, district-wide, and/or regional Roundtable for the 2016-2017 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
8. To approved Melissa Engelhardt, Business Administrator, to attend all countywide, district-wide, and/or regional BA Roundtable and/or CCASBO meetings for the 2016-2017 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
9. To approve Dennis Vespe, Superintendent/Principal, and/or Designee to attend all countywide, district-wide, and/or regional Principal and/or Curriculum meetings for the 2016-2017 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
10. To approve all board members and/or Melissa Engelhardt to attend any and/or all selected Camden County NJSBA or statewide NJSBA meetings and/or training sessions for the 2016-2017 school year.

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 following item 11-14:

11. To approve Kennedy Hospital to do Student Drug Screening, on an as needed basis, for the 2016-2017 school year.
12. To approve the contract to Gloucester Township Board of Education for homeless student 3407285961 in 6th grade from September 1, 2016 to June 30, 2017 with revenue in the amount of \$22,223.
13. To approve cancellation of 2013 contract with Cooper Health System as of August 23, 2016 due to conflicting legal language and terms of agreement.
14. To award Data Integration Managed Services RFP # 17-14 to Level Data Inc., the sole respondent;
WHEREAS commodity was approved by NJ Cooperative Purchasing Division of Local Government Services;
WHEREAS members of Park Technology Services Joint Purchasing may also participate;
WHEREAS project costs vary depending on the needs of the participating district and shall be specified in a written quote;
BE IT RESOLVED Level Data, Inc. is approved for the 2016/2017 school year.

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

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 Lady Knights Cheerleading to utilize the Gym on Thursday nights from 6:30 – 8:30 pm starting September 15 through March 30, 2016. (attachments #1 - #2)
2. To approve Soccer Shots to utilize the Cafeteria on Thursday nights from 6:00 – 8:00 pm starting October 20 through December 22, 2016. (attachment #3)

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

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

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

Report by Curriculum Committee Chair

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

A recommendation is requested to approve the following items 1 - 3:

1. To approve the submission of 2016-2017 Merit Goals for Dennis Vespe, Superintendent to the ECS for approval. (attachment #1 - #2)
2. To approve the 2015-2016 School Self-Assessment for determining HIB grades. (attachment #3)
3. The following field trips:
 - To approve the Eight Grade Students to travel to Pocono Valley, Pennsylvania on June 5, 2017. Approximate cost per student will be \$75.00 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

Report by Personnel Committee Chair

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 items 1 - 5:

1. To approve Roland Rossi as a Middle School Science Teacher for the 2016-2017 school year at a salary of \$51,996 at a level BA step 5, due to issuance of certification.

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2. To approve Lauren McCaffrey as Science Club Advisor for the 2016-2017 school year at a rate of \$30.00 per hour not to exceed \$900.00.
3. To approve David Santilli as a Renaissance Club Advisor for the 2016-2017 school year at a stipend of \$1,850.00.
4. To accept the resignation of Ashley Miles, 1st Grade Teacher, effective October 24, 2016.
5. To approve Natalie Cordivari as a Middle School Reading/Language Arts Teacher for the 2016-2017 school year at a salary of \$49,755 at a level BA step 1.

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 the following items 6:

6. To approve Lyndsay Farmer, Camden County College Student to complete 15 hours of classroom observations during the 2016-2017 school year.

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

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

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. Burckley and seconded by Mr. Fidgeon the following was approved:

The following item will be recommended for approval:

1. To approve the Health Office and Medication Standing Orders as required by NJ Statute for the 2016-2017 school year. (attachment #1 - #2)

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

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.

Report by Community Affairs Committee Chair

A recommendation is requested to approve the following:

1. None at this time

VIII. DISCUSSION ITEM:

Move 9/22 work session to 9/29 same time.

Facilities meeting September 14 at 1pm.

Shout out from Dr. Vespe to Susan Ratajski and Lisa Rollick for going above and beyond in helping the new teachers set up their classrooms; it was very much appreciated.

IX. OTHER REPORTS: None

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.

Kim Ehm – 12 McMicheal Court, Somerdale: Did they also spray windows for the bees? Dr. Vespe yes they were.

John Phillips – 520 Hilltop Avenue, Somerdale: As member of public not a board member. Wanted to suggest a writing project; a pen-pal project where students could write to servicemen and women under the supervision of a teacher. I will provide supplies for the project. Dr. Vespe to discuss with John tomorrow.

XI. ADJOURNMENT

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

Respectfully Submitted,

Melissa Engelhardt