

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

October 12, 2017

6:30 p.m.

AGENDA

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE

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 | Monique Howard |
| Kim Barkoff | Susan Lowden |
| Alicia Conte | Melissa Moore |
| Colm Fidgeon | John Phillips |
| | James Walsh |

Also Present:

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

III. A Presentation by Mr. Robert Ford, Vice-Principal regarding PARCC Testing Results.

IV. PUBLIC COMMENTS on any action items.

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
5. Limit your comments to the specific resolution/items.
6. Limit your comments to (3) minutes per person.

V. APPROVAL OF MINUTES

Motion by _____ Seconded by _____

Recommend that the Board of Education approve the regular and executive session minutes of the September 11 and September 14, 2017 BOE Meeting and the work session minutes of September 28, 2017.

ALL IN FAVOR: YES _____ NO _____ ABSTAIN _____ ABSENT _____

VI. REPORTS

- A. Superintendent’s Report
- B. Business Administrator’s Report

VII. A Presentation by National Energy Partners regarding the Solar Project

VIII. EXECUTIVE SESSION (if necessary)

Motion by _____ Seconded by _____ Time: _____

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 purchase, 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.

IX. RETURN TO PUBLIC SESSION

Motion by _____ Seconded by _____ Time: _____

X. 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

Motion by _____ Seconded by _____

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 August 2017 (attachment #1).

The Board Secretary's Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of August 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 August 2017. The Treasurer's Report and Secretary's report are in agreement for the month of August 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. September 15, 2017 payroll Check Journal totaling: \$223,306.00
 - b. September 29, 2017 payroll Check Journal totaling: \$219,042.73
 - c. Vendor Bill List #1 and corresponding Check Journal totaling: \$712.67
 - d. Vendor Bill List #2 and corresponding Check Journal totaling: \$12.10
 - e. Vendor Bill List #3 and corresponding Check Journal totaling: (\$50.00)
 - f. Vendor Bill List #4 and corresponding Check Journal totaling: \$15,909.84
 - g. Vendor Bill List #5 and corresponding Check Journal totaling: \$337,399.86
3. To approve the Transfers/Adjustments for the month of August 2017 (attachment #3).
4. To approve the sale of a Microsoft Pro 4 tablet, with docking station, at the net book value of \$1,190.00.
5. To void and re-issue check 21352 made payable to Graduation Source, dated 6-26-2017 and in the amount of \$709.79. Check was never received by company.

ROLL CALL VOTE: YES____ NO____ ABSTAIN____ ABSENT_____

Motion by _____ Seconded by _____

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 6-10:

6. To approve a contract with Kids Peace for a student #7098330420 in grade 8 from August 30, 2017 to June 30, 2018, tuition paid in the amount of \$245.19 per day.
7. To approve a contract with Phoenix Advisors in the amount of \$850.00 for the Continuing Bond Disclosure.
8. To approve a contract with Brett DiNovi Associates, LLC for Behavioral services not to exceed 52 hours at a rate of \$115 per hour for the 2017-2018 school year.

9. To approve the following Resolution:

Resolution

Cost Reimbursement for Food Service Management Services works best for Somerdale Board of Education

Whereas, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

Whereas, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a “Cost Reimbursement Basis” to a “Fixed Price Basis” for contract awards, and

Whereas, the Somerdale Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

Whereas, the Somerdale Board of Education credits the current “Cost Reimbursement” procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

Whereas, the Somerdale Board of Education declares that the “Fixed Price” procurement system would dramatically reduce the school district’s ability to change or alter its food service operations without the need to rebid for food service management services, and

Whereas, the Somerdale Board of Education further declares that the “Fixed Price” procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

Whereas, the Somerdale Board of Education further declares that the “Fixed Price” procurement method may limit the number of competitive proposals received by boards of education, and

Whereas, the Somerdale Board of Education rejects the Department of Agriculture’s underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

Whereas, the Somerdale Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

Now Therefore be it Resolved, that the Somerdale Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement procurement model; or in the alternative , a “Fixed Price” procurement method, and

Be It Further Resolved, that copies of this resolution may be forwarded to:

New Jersey Association of School Business Officials
New Jersey Secretary of Agriculture (369 S Warren St, Trenton, NJ 08608)
Local Legislators
NJ School Boards, NJ School Superintendents, NJ Principals and Supervisors, NJ PTA

10. To approve contract with CCESC to provide 60 hours physical therapy services to student 7748621096 during the 2017/2018 school year in the amount of \$78/hour plus 5% administrative fee.

ROLL CALL VOTE: YES_____ NO_____ ABSTAIN_____ ABSENT_____

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

Report by Facilities Committee Chair

Motion by _____ Seconded by _____

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 Tuesday nights from 7:00 – 9:30 pm starting October 17, 2017 through May 29, 2018. (attachment #1)

2. To approve Sterling Elementary Athletics to utilize the Gym on Monday, Thursday, and Friday nights from 7:00 – 9:30 pm starting October 16, 2017 through April 13, 2018. (attachment #2)

ROLL CALL VOTE: YES _____ NO _____ ABSTAIN _____ ABSENT _____

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

Motion by _____ Seconded by _____

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1 - 3:

1. **To approve the submission of Somerdale Park School’s EVVRS data for Report Period 1, Year-end Verification and EVVRS Incident Detail Summary, as submitted by Robert Ford, Vice-Principal for the 2016-2017 school year. (attachments #1, #2, and #3)**
2. **To approve the submission of the 2016-2017 HIB Investigations, Trainings and Programs (HIB-ITP) Data Collection Reports, as submitted by Robert Ford, Vice-Principal, for the Report Period #1 (July 1, 2016 - December 31, 2016) and Report Period #2 (January 1 – June 30, 2017). (attachments #4 & #5)**
3. The following field trips:
 - a.) To approve Kindergarten Students to visit Storybook Land, on May 24, 2018 at approximate cost per pupil of \$15.00 plus \$5.00 transportation cost, with a rain date of May 31, 2018.
 - b.) To approve Band and Choral students to visit Great Adventure, Jackson, NJ as a culminating field trip on June 6, 2018. Cost per student \$39.00 plus transportation to be determined.
 - c.) To approve Music Students to visit Pitman Theatre and lunch at Thirty Strikes Bowling Alley on March 23, 2018. Cost per student \$20.00 plus transportation to be determined.
 - d.) To approve Pre-School Students to visit the Please Touch Museum, Philadelphia, PA, on November 3, 2017. Cost per student \$15.00 plus \$5.00 transportation fee.
 - e.) To approve 8th Grade Students to travel to Camden County Technical School on March, 2, 2018. No cost to the district, transportation provided by Camden County Technical School.
 - f.) To approve 4th Grade Students to visit the Franklin Institute, Philadelphia, PA, on June 1, 2018. Cost per student \$15.50 plus \$5.00 transportation fee.
 - g.) To approve 8th Grade Students to visit Pocono Valley Resort, Pennsylvania on June 5, 2018. Approximate cost per student is \$75.00 plus \$5.00 transportation fee.

ROLL CALL VOTE: YES _____ NO _____ ABSTAIN _____ ABSENT _____

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

Motion by _____ Seconded by _____

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

1. To post approve Stephanie Daniels, Ariel Smith, and Cheyenne Smith, Camden County Students, to complete their 15-hour Field Experience during the Fall 2017 Semester.
2. To approve Sharon Gorman, Basic Skills Teacher, to serve as a mentor for Jeffrey Euler, Middle School Science Teacher for the 2017-2018 school year.
3. To approve Lauren Baldyga, Elementary Teacher, to serve as a mentor for Danette Thomas, 2nd Grade Long-Term Substitute for the 2017-2018 school year.
4. **To approve Zach Smith, Sterling High School Student, to intern at Somerdale Park School, Monday – Friday from 11:00 am – 2:30 pm as part of the Sterling High School Structured Learning Program.**
5. **To approve Kimberly Plotts, Speech Therapist, for additional speech lessons during prep period from September 6, 2017 through October 13, 2017 at a stipend of \$35.55 to be paid as per SEA contract.**
6. **To approve Gina Horiates to hold a Diversity Club for Grades 6th – 8th during the 2017-2018 school year at no cost to the school.**

ROLL CALL VOTE: YES _____ NO _____ ABSTAIN _____ ABSENT _____

POLICY/COMMUNITY AFFAIRS, Alicia Conte, 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

Motion by _____ Seconded by _____

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 2017-2018 school year. (attachment #1 - #2)

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

1. For First Reading:
 - a. 1240 – Evaluation of Superintendent
 - b. 3126 – District Mentoring Program
 - c. 3221 – Evaluation of Teachers
 - d. 3222 – Evaluation of Teaching Staff Members
 - e. 3223 – Evaluation of Administrators
 - f. 3224 – Evaluation of Principals
 - g. 3240 – Professional Development for Teachers and School Leaders
 - h. 5610 – Suspension

- i. 5620 – Expulsion
- j. 8505 – Local Wellness Policy
- k. 8550 – Unpaid Meal Charges
- l. R1240 – Evaluation of Superintendent
- m. R3126 – District Mentoring Program
- n. R3221 – Evaluation of Teachers
- o. R3222 – Evaluation of Teaching Staff Members
- p. R3223 – Evaluation of Administrators
- q. R3224 – Evaluation of Principals
- r. R3240 – Professional Development for Teachers and School Leaders
- s. R5610 – Suspension Procedures

2. For Second Reading:

- a. 4160 – Physical Examinations

ROLL CALL VOTE: YES _____ NO _____ ABSTAIN _____ ABSENT _____

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

ALL IN FAVOR: YES _____ NO _____ ABSTAIN _____ ABSENT _____

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

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

Report by Bond Referendum Committee Chair

Motion by _____ Seconded by _____

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

- 1. None at this time

ROLL CALL VOTE: YES _____ NO _____ ABSTAIN _____ ABSENT _____

XI. 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.

ALL IN FAVOR: YES _____ NO _____ ABSTAIN _____ ABSENT _____

XII. REPORTS:

Motion by _____ Seconded by _____

The following item will be recommended for approval:

1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for: _____ 2017

a. none at this time

ALL IN FAVOR: YES_____ NO_____ ABSTAIN_____ ABSENT_____

XIII. OTHER REPORTS:

a.) Student Attendance

Enrollment September 2017

| | |
|-----------------------------|------------|
| Preschool | 30 |
| Kindergarten | 52 |
| 1st Grade | 45 |
| 2nd Grade | 51 |
| 3rd Grade | 53 |
| 4th Grade | 51 |
| 5th Grade | 53 |
| 6th Grade | 47 |
| 7th Grade | 48 |
| 8th Grade | 55 |
| Out of District | 2 |
| Charter Students | 4 |
| Home Instruction | 1 |
| Homeless -Tuition | 0 |
| Total September 2017 | 492 |

b.) Security/Fire Drill Reports

Fire Drill:

DATE: 9/14/17 Alarm Sounded: 1:42 pm
 Building Cleared: 1:45 pm
 Returned to Building: 1:47 pm
 Alarm Station Used: Main Hall
 All Staff in attendance participated in drill
 Number evacuated: Students present -464
 Staff Present: 90
 Special conditions simulated: none at this time
 Problems encountered: None
 Weather: 80 degrees

Lock Down Drill #1:

DATE: 9/18/17 Alarm Sounded: 1:03 p.m.
 All Staff in attendance participated in drill (89 staff members)
 Problems encountered: None

c.) Health Reports – June 2017

XIV. 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
4. Limit your comments to (3) minutes per person.

XV. ADJOURNMENT

Motion by _____ Seconded by _____ TIME _____