

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education  
301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education and Reorganization**

**May 4, 2017**

**6:30 p.m.**

**MINUTES**

**I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:35 pm**

**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 – Present	Monique Howard - Absent
Kim Barkoff – Present	Susan Lowden - Present
Alicia Conte – Present	Melissa Moore - Present
Colm Fidgeon – Present	John Phillips - Absent
	James Walsh - Present

Also Present:

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

**III. *Public Hearing of the 2017-2018 Budget given by Dr. Dennis Vespe, Superintendent/Principal***

**IV. *Video from NJSBA on Board Roles and Responsibilities***

**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 Mr. Fidgeon and seconded by Mrs. Conte the following was approved:

Recommend that the Board of Education approve the regular minutes of the April 6, 2017 BOE Meeting.

ALL IN FAVOR: YES 7 NO 0 ABSTAIN 0 ABSENT 2

**VII. REPORTS**

A. Superintendent's Report

- LMC painted over spring break.
- MAP testing is coming to an end.
- PARCC testing next week May 8-11.
- Fun Day on Friday May 12.
- During the week of PARCC testing Under the Sun is offering after care to everyone regardless of membership.
- PTA teacher appreciation week
  - Doors Decorated by theme. They look fabulous. If you can, walk the halls and check them out.
- Renaissance committee is reviewing students' records to see if they meet the criteria for the Wildwood trip.

B. Business Administrator's Report

- Proposals for professional services have been submitted, opened, and evaluated. My recommendations to the board are on tonight's agenda. For the Board's information, I have posted the tabulation summary on SharePoint.
- I have met with our health insurance brokers regarding our insurance costs. It has been determined that the District is best served continuing with AmeriHealth as our insurance provider. The District will only be offering the \$15 copay plan. We will no longer be offering the \$5 copay alternative. All other benefits will remain unchanged. The rate increase for medical will be 7%, there will be no increase for vision, we will see a 2.75% decrease in dental, and an 8.25% increase in prescription plan. Our average benefit increase of 6.78% is below the State Health Benefit average increase of 8.4%.

**VIII. 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

On a motion made by Mrs. Conte and seconded by Mr. Fidgeon 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 March 2017 (attachment #1).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of March 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 March 2017. The Treasurer’s Report and Secretary’s report are in agreement for the month of March 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) Vendor Bill List 1 and corresponding Check Journal totaling: \$34,888.00
- b) Vendor Bill List 2 and corresponding Check Journal totaling: \$105.91
- c) April 14, 2017 Payroll Check Journal totaling: \$206,520.93
- d) April 28, 2017 Payroll Check Journal totaling: \$202,962.62
- e) Vendor Bill List 3 and corresponding Check Journal totaling: \$17,777.79
- f) Vendor Bill List 4 and corresponding Check Journal totaling: \$281,273.25
- g) April Student Activities Bill List totaling: \$7,293.25
- h) April Joint Purchasing Bill List totaling: \$31,926.92
- i) Vendor Bill List 5 and corresponding Check Journal totaling: \$714.00

3. To approve the Transfers/Adjustments for the month of March 2017 (attachment #3).

4. To approve Victoria Dougherty to attend Wilson Workshop on June 27 – 29, 2017 from 9:00 am – 3:30 pm at AIM Academy, Conshohocken, PA at a charge of \$589.00.

5. To approve the following 2017-2018 Budget Resolution:

SOMERDALE SCHOOL DISTRICT  
2017-2018 BUDGET RESOLUTION

WHEREAS, the Somerdale Borough Board of Education has developed its 2017-2018 school budget;

Somerdale Board of Education meeting held on May 4, 2017

WHEREAS, a budget hearing was held on May 4, 2017;

WHEREAS, NJAC 6:19-2.7(a) requires Somerdale Board of Education to adopt and submit a formal Board resolution;

WHEREAS, general fund budget includes utilization of \$112,800 in capital reserve funds for HVAC upgrades and a new boiler;

WHEREAS, general fund budget includes utilization of fund balance in the amount of \$230,002;

WHEREAS, general fund tax levy includes utilization \$86,204 in banked capital in which \$62,246 is allocated to the drainage capital project and the remaining \$23,958 is allocated to offset loss of state preschool funding;

WHEREAS, an amount not to exceed \$500 may be utilized for professional development travel expenses,

NOW THEREFORE, BE IT RESOLVED that the Somerdale Board of Education hereby approves the 2017-2018 school budget as presented by the administration which includes the following:

	Budget	Local Tax Levy
Total General Fund Budget	\$7,951,363	\$4,484,804
Total Special Revenue Budget	\$376,888	
Total Debt Service Fund	<u>\$281,139</u>	<u>\$191,038</u>
Totals	\$8,609,390	\$4,675,842

Dated: May 4, 2017

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

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

1. None at this time

**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

On a motion made by Mr. Anderson and seconded by Mr. Walsh 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 the English Language Service Three-Year Program Plan 2017-2020. (attachment #1)
2. To approve the Pre-School Program Calendar for the 2017-2018 school year. (attachment #2)

Somerdale Board of Education meeting held on May 4, 2017

3. To approve to conduct a PSD Extended School Year and additional Summer School Programs beginning July 10, 2017 and concluding July 27, 2017.
4. To approve the Somerdale Park School's Guidance – Academic Plan for the 2017-2018 school year. (attachment #3)
5. The following field trips: **none at this time**

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

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

1. To approve Nikki Marroletti for maternity leave, qualifying for both FMLA and NJFLA simultaneously for the care of her new born child, to run concurrently with paid sick leave, with a start date of September 5, 2017 and a return date of November 15, 2017.
2. In conjunction with summer instructional and maintenance schedules, to approve Summer four-day office schedule (staff to work 35 hours per week), effective 6/19/17 – 8/25/17.
3. To approve the submission of the Business Administrator's contract to the Camden County, Executive SBA in the amount of \$94,500.00 for the 2017-2018 fiscal year.

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

**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

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

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

1. For First Reading:
  - a. None at this time
2. For Second Reading:
  - a. Policy 1510 – American with Disabilities Act
  - b. Policy 2415.30 – Title I – Educational Stability for Children in Foster Care
  - c. Policy 2418 – Section 504 of the Rehabilitation Act of 1973
  - d. Policy 5116 – Education of Homeless Children
  - e. Policy 8330 – Student Records
  - f. R 1510 – American with Disabilities Act

- g. R 2418 – Section 504 of the Rehabilitation Act of 1973
- h. R 8330 – Student Records

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

**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 June 26th

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

- 1. None at this time

**IX. ANNUAL BOARD APPROVALS AND APPOINTMENTS**

On a motion made by Mrs. Lowden and seconded by Mrs. Conte the following items 1 – 5 were approved:

- 1) Approval is made of the official depositories for the funds of the Board of Education:

1<sup>st</sup> Colonial Community Bank, 1010 Haddon Ave., Collingswood, NJ

And the following persons to be authorized to sign checks and vouchers of the Board of Education:

Regular Checking Account	3 signatures required	President, Bd. Secretary, Supt. /Principal
Payroll Account	2 signatures required	Bd. Secretary and Superintendent/Principal
Agency Account	2 signatures required	Bd. Secretary and Superintendent/Principal
Student Activity Account	2 signatures required	Bd. Secretary and Superintendent/Principal
Lunch Account	2 signatures required	Bd. Secretary and Superintendent/Principal
FSA Medial Account	2 signatures required	Bd. Secretary and Superintendent/Principal
Unemployment Acct.	2 signatures required	Bd. Secretary and Superintendent/Principal
Capital Reserve Acct.	2 signatures required	Bd. Secretary and Superintendent/Principal
Park Technology Acct.	2 signatures required	Bd. Secretary and Superintendent/Principal

- 2) To award and appoint the following RFP contract proposals (attachment #1):

- a. Approval is made for Bowman & Company, LLP as the auditor during the 2017-2018 school year:

WHEREAS, Bowman & Company, LLP will complete the 2016-2017 CAFR.

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that Bowman & Company, LLP be appointed as the auditor during the 2017-2018 school year in the amount of \$26,500.

*BE IT FURTHER RESOLVED* that the Somerdale Board of Education will advertise the awarding of this contract.

- b. Approval is made for the Wade, Long, Wood, and Long LLC as the Solicitor for the 2017-2018 school year:

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that Wade, Long, Wood, Long LLC be appointed Solicitor for this Board of Education at a cost of \$140.00 per hour.

*BE IT FURTHER RESOLVED* that the Somerdale Board of Education will advertise the awarding of this contract.

- c. Approval is made for the Spieze Architectural Group as the Architect for the 2017-2018 school year:

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that Spieze Architectural Group be appointed as the Architect-of-Record for the 2017-2018 school year at the rate of \$75-155, depending on services rendered.

*BE IT FURTHER RESOLVED* that the Somerdale Board of Education will advertise the awarding of this contract.

- d. Approval is made for Marge Walsh, an independent sole proprietor to provide occupational therapy services for the 2017-2018 school year:

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that Marge Walsh be appointed as the occupational therapist for the 2017-2018 school year at a cost of \$75 per hour.

- e. Approval is made for Insight Workforce Solutions, LLC to provide Paraprofessional services for the 2017-2018 school year:

WHEREAS paraprofessional services will be paid utilizing federal funds from the NCLB and IDEA Grants;

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that Insight Workforce Solutions, LLC be appointed to provide Paraprofessional services for the 2017-2018 school year.

*BE IT FURTHER RESOLVED* that the Somerdale Board of Education will advertise the awarding of this contract.

- f. Approval is made for Insight Workforce Solutions, LLC to provide Substitute services for the 2017-2018 school year:

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that Insight Workforce Solutions, LLC be appointed to provide Substitute services for the 2017-2018 school year.

*BE IT FURTHER RESOLVED* that the Somerdale Board of Education will advertise the awarding of this contract.

- 3) Approval is made for the Camden County Education Services Commission to provide Substitute Nursing Services for the 2017-2018 school year.

BE IT RESOLVED by the Somerdale Board of Education, has approved the Camden County Education Services Commission to provide the following services for the 2017-2018 school year:

Substitute Nursing Services

- 4) Approval is made of the Board Meeting Schedule for the 2017-2018 school year; in conjunction with all rules, regulations, and policies heretofore adopted by the Board for the 2017-2018 school year; and designating the official newspaper.

The Board of Education reserves the right to change the meeting schedule, with required notification, as needed or required. The purpose of the meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent, and Board Secretary/Business Administrator. There will be two public sessions, one to discuss agenda items. The public may speak for 3 minutes.

August 10, 2017	February 8, 2018
September 14, 2017	March 8, 2018
October 12, 2017	April 12, 2018
November 16, 2017	May 3, 2018 (Reorganization/Budget Hearing)
December 14, 2017	June 7, 2018
January 4, 2018 (Reorganization)	

And that the "Open Public Meetings Act" requires that advanced written notice of all meetings of the Board of Education be posted in one public place designated by the Board and mailed, telephone, faxed or hand delivered to two newspapers designated by resolution mailed to all persons requesting a copy of same upon payment of a fee as established by NJSA 47:1A-2.

THEREFORE, BE IT RESOLVED by the Somerdale Board of Education as follows:

1. All advance written notices of Board meetings shall be posted by the Board Secretary on the bulletin board located in the Somerdale Park School.
  2. All advance written notices of Board meetings shall be given to the following newspapers:
    - a. Courier Post
    - b. Philadelphia Inquirer
  3. Filing written notice with the Clerk of Somerdale Borough.
  4. All advance written notices of Board meetings throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee as established in NJSA 47:1A-2, plus postage. Electronic media shall be exempt from such fee.
  5. The schedule of regular official Board meetings for the period from and after this meeting until the meeting in June 2017 shall be in accordance with the listed schedule designating the dates, times and places of such meetings;
  6. Motion to establish and approve a photocopy fee of five cents (\$.05) per page for standard size and seven cents (\$.07) for legal size official Board Minutes and other public documents.
- 5) Approval is made for yearly travel expenditures for all employees inclusive not to exceed \$500. Travel expenditures must be approved in advance by a majority of the Board of Education as per policy #6471.

The following travel regulations and limits for the Somerdale School District as required by N.J.A.C. 6A:23A:

A travel event that exceeds \$5,000.00, regardless of the number of attendees, or where more than three (3) individuals from the district are to attend, must obtain prior approval from the Executive



County Superintendent. Executive County Superintendent prior approval is not required for “regular school district business travel.”

Regular school district business travel is regular official business travel, including attendance at meetings and conferences. Regular school district business travel includes attendance at regularly scheduled in-state county meetings and DOE sponsored or association sponsored events provided free of charge and regularly scheduled in-state professional development activities with a registration fee that does not exceed \$150 per employee or board member, adjusted for inflation. The maximum travel expenses for all staff for the 2017-2018 school year is limited to \$500.

Mileage reimbursement for regular school business travel that is prior approved by the Superintendent or any travel approved by the Board will be allowed at the rate authorized by the annual state appropriations act, which is \$.31/mile.

Lodging for out of state travel can only be provided if the event occurs on two or more consecutive days and where home to event commute exceeds 50 miles. All travel out of the country, regardless of cost or number of attendees, requires prior written approval of the Executive County Superintendent.

A written report or a standardized form for board members and employees must be completed for all Board approved training and seminars, conventions and conferences, and retreats.

All travel must be in compliance with State regulations N.J.A.C. 6A:23A.

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

On a motion made by Mr. Walsh and seconded by Mrs. Conte the following items 6 – 10 were approved:

- 6) Approval for the resolution designating internet website for official notification pursuant to New Jersey local unit Pay-to-Play Law.

**RESOLUTION DESIGNATING WEBSITE NOTIFICATION PURSUANT TO  
NEW JERSEY LOCAL UNIT PAY-TO-PLAY LAW**

WHEREAS, the Somerdale Borough Board of Education is subject to the provisions of N.J.S.A. 19:44A-20.4 et seq., the New Jersey Local Unit Pay-to-Play Law (Law); and

WHEREAS, as part of the fair and open process contained in the Law, the related contract to be awarded under the fair and open process shall be publicly advertised in newspapers or on the internet website maintained by the public entity (N.J.S.A. 19:44A20.7); and

WHEREAS, the Board maintains its internet website at [www.somerdale-park.org](http://www.somerdale-park.org); and

WHEREAS, the Board desires to designate its website as the official notification source for all contracts to be awarded as part of the fair and open process pursuant to the Law.

NOW, THEREFORE, BE IT RESOLVED by the Somerdale Borough Board of Education as follows:

1. The Board hereby designates its internet website at [www.somerdale-park.org](http://www.somerdale-park.org) as the official notification source for contracts to be awarded as part of the fair and open process contained in N.J.S.A. 19:44A-20.4 et seq., the New Jersey Local Unit Pay-to-Play law.
2. The Board is not precluded from utilizing its official legal newspapers for notification when it so desires.
3. The Board also has the right to use the C.271 disclosure as an alternate submission. N.J.S.A. 19:44A-20.26 (P.L. 2005, C.271,5.2)

- 7) Approval of the State Contract Vendors Authorization allowing the Business Administrator to issue purchase orders to approved Vendors as outlined by New Jersey School Purchasing Regulations.

STATE CONTRACTOR AUTHORIZATION

WHEREAS, the Somerdale School District Board of Education recognizes the importance of prudent fiscal management,

WHEREAS, the Business Administrator may issue purchase orders to vendors who hold a valid New Jersey State Contract number according to the Department of Treasury, Division of Purchase and Property,

NOW, THEREFORE the Board of Education authorizes the Business Administrator to issue purchase orders to State Contract vendors as necessary for the school year 2017-2018.

FURTHER BE IT RESOLVED that the following purchase orders be issued to the following vendors who are “WSCA” (Western States Contracting Alliance) contractors:

Apple Computers	Hewlett Packard
Dell Computers	EMC

FINALLY, BE IT RESOLVED, that the Superintendent and Business Administrator add payments for the list of vendors to the bill list for official board approval and that they make the appropriate transfer of funds to cover the necessary expense if necessary. If needed, the list of transfers will be presented at the next Board of Education meeting for official approval.

- 8) Approval by the Board of Education of Somerdale School District, that prepayment authorization resolution be approved authorizing the Business Office to pay selected invoices prior to board meetings.

PRE-PAYMENT AUTHORIZATION

WHEREAS, the Somerdale School District Board of Education recognizes the importance of prudent fiscal management,

WHEREAS, the School Business Administrator and the Superintendent have found that various bills should be paid prior to official school board action to avoid late payments or other fees and to take advantage of vendor’s cash discounts,

NOW, THEREFORE the Board of Education authorizes the Superintendent and the School Business Administrator to prepay the following bills prior to official board approval:

All Public, Private, and Charter Schools	NJ American Water
Camden County Educational Service Comm.	Camden County MUA
Amerihealth	New Jersey School Insurance Group
Benecard	Home Depot
National Vision Administrators, LLC (NVA)	Postmaster
ADP Payroll	PSE&G
Comcast Cable	South Jersey Gas
Delta Dental	State of New Jersey
Eastern DataComm	Amazon/Sycnb

FINALLY, BE IT RESOLVED that the Superintendent and School Business Administrator add the above list of bills to the next bill list for official board approval. The list of transfers, if necessary, will be presented at the next Board of Education meeting for official approval.

- 9) Approval of the website [www.somerdale-park.org](http://www.somerdale-park.org) to be the official site for advertising for the Somerdale Park School District.

- 10) Approval for Dr. Scott Khielmeier-Cooper Pediatrics to be designated Medical Inspector of this Board of Education for the 2017-2018 school year at a cost of \$125.00 an hour.

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

On a motion made by Mr. Walsh and seconded by Mr. Fidgeon the following items 11 – 15 were approved:

- 11) Approval to allow Melissa Engelhardt, Business Administrator/Qualified Purchasing Agent to use competitive contracting as a means for procurement for the 2017-2018 fiscal year.
- 12) That Melissa Engelhardt, Business Administrator/Board Secretary be, and is hereby appointed as the person to approve contracts between meetings for the 2017-2018 school year;

that Melissa Engelhardt, Business Administrator/Board Secretary be designated as the individual to authorize line item changes between Board Meetings;

that the Board approve the attendance of newly elected Board Members at the Board Members Orientation Conference sponsored by the New Jersey School Board Association;

- 13) Approval is made that Melissa Engelhardt School Business Administrator/Board Secretary be appointed as same through June 30, 2018; and that the Business Administrator be appointed Qualified Purchasing Agent for the district with quote requirements over \$6,000 and bid requirements over \$40,000; and Custodian of Records for the 2017-2018 school year.

- 14) Approve the following psychiatrist for required student psychological evaluations in accordance with special education regulations:

Advancing Opportunities, Inc., 1005 Whitehead Road, suite 1, Ewing, NJ 08638  
Clinical Neuropsychology Associates, 1528 Walnut Street, Suite 1500, Philadelphia, Pa 19102  
Cooper Pediatrics, 3 Cooper Plaza, Suite 200, Camden, NJ 08103

- 15) Approve the following companies as providers of tax shelter/annuities, disability insurance, and flexible spending:

<u>Tax Shelters:</u>	<u>Disability</u>	<u>Flex Spending</u>
AXA Equitable	AFLAC	Colonial Life
Colonial Life	American General	
Great American	Colonial Life	
Lincoln Investment	Prudential	
Met Life		
Midland		
Siracusa		

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

On a motion made by Mr. Walsh and seconded by Mr. Fidgeon the following items 16 – 20 were approved:

- 16) Approval is made to readopt existing bylaws and policies for the Board's operation and the operation of the District.
- 17) To approve agreement with Under the Sun Learning Center, Inc. to provide before and after school childcare from September 1, 2017 through June 30, 2018 excluding holidays, in-service days, and all schools days with delayed opening or early dismissal
- 18) Approval was made for New Jersey School Insurance Group to be named insurance of record for the 2017-2018 school year.

19) Approval was made by the Somerdale Board of Education to appoint Brown & Brown Benefit Advisors to provide health benefits for the 2017-2018 school year.

20) To approve the following appointments:

Appointment of Dennis M. Vespe for the 2017-2018 school year as:

- a. NCLB Coordinator
- b. IDEA Basic and IDEA Preschool Coordinator
- c. Affirmative Action Officer
- d. State Testing Coordinator/PARCC Coordinator
- f. Curriculum Supervisor
- g. Acting Special Education Coordinator
- h. Educational Stability Liaison

Appointment of Robert Ford for the 2017-2018 school year as:

- a. 504 Committee Coordinator
- b. District Anti-Bullying Coordinator
- c. School Testing Coordinator
- d. Instruction and Program Coordinator

Appointment of Greg Cesare for the 2017-2018 school year as:

- a. McKinney Vento Homeless Education Liaison

Appointment of Kyle Borkowski for the 2017-2018 school year as:

- a. LEA PARCC IT Contact

Appointment of Maria Montroni-Currrais for the 2017-2018 school year as:

- a. Bilingual/ESL/ELS Point of Contact

Appointment of Melissa Engelhardt for the 2017-2018 school year as:

- a. Public Agency Compliance Officer

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

James Walshx

On a motion made by Mr. Walsh and seconded by Mr. Fidgeon the following items 21 – 25 were approved

21) Approval was made for the following:

BE IT RESOLVED by the Somerdale Board of Education, County of Camden, New Jersey that the Greg Ruggieri, Building & Grounds Supervisor/Educational Facilities Manager, and/or the individual named in a shared services agreement with Somerdale Borough for the same, be appointed for the 2017-2018 school year:

- a. Asbestos Management Officer
- b. Indoor Air Quality Designee
- c. Integrated Pest Management Coordinator
- d. Employer Responsible Right to Know Officer (ERRO)
- e. Chemical Hygiene Officer
- f. AHERA Coordinator

22) Approval for The Barclay Group to be named insurance broker of record for the 2017-2018 school year.

23) Approval for the Petty Cash account for the 2017-2018 school year in the amount of \$200 for the purpose of supplies required for immediate purchase. The maximum individual item reimbursement is \$75.00.

- 24) Approval for the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools and to approve the Business Administrator to make account transfers at the level of the advertised budget.
- 25) To approve contract with Phoenix Advisors for continuing bond disclosure agreement as required by the SEC in the amount of \$850.00 for the 2017-2018.

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

On a motion made by Mr. Walsh and seconded by Mr. Fidgeon the following items 26 – 28 were approved:

- 26) Approval for the following Health, Prescription, Dental, and Visions providers:
  - a. Delta Dental as the Dental provider for the 2017-2018 school year.
  - b. Amerihealth as the Health Provider for the 2017-2018 school year.
  - c. Benecard as the Prescription Provider for the 2017-2018 school year.
  - d. National Vision Administrators, LLC (NVA) as the Vision Provider for the 2017-2018 school year.
- 27) Approval of cooperative purchasing memberships with Keystone Purchasing Network (KPN) and The Educational Services Commission of New Jersey (ESCNJ) for the 2017-2018 school year;

WHEREAS, N.J.S.A 40A:11-11 authorizes contracting units to enter into a Cooperative Purchasing Agreements for its administration;

WHEREAS, the Somerdale Board of Education recognizes the importance of prudent fiscal management;

NOW, THEREFORE, BE IT RESOLVED, by the Somerdale Board of Education the Business Administrator may issue purchase orders to vendors who hold purchasing agreements with KPN and ESCNJ.

- 28) To approve Shared Services contract with the Borough of Somerdale for the 2017-2018 school year;

WHEREAS, the Borough and the Board have heretofore worded together in an effort to provide taxpayers with more efficient services; and

WHEREAS, there exists a new opportunity.

NOW THEREFORE BE IT RESOLVED, to by the parties hereto as follows:

- 1) The Borough shall provide for the pickup and disposal of garbage and recyclables from the Park School.
- 2) The Board will provide the Borough with various computer services including hosting, email and IT services
- 3) This agreement will only become effective upon adoption of Resolutions approving by both parties.
- 4) This agreement may be cancelled by either party upon written notice of cancellation given at least 60 days prior to the date of cancellation.

**X.** ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 0 ABSENT 2

**XI. DISCUSSION ITEM:**

Recommend that the Board of Education on the recommendation of the Superintendent

1. Discussion of School Board Members' Code of Ethics:
  - a.) I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
  - b.) I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
2. Board Election petitions are due on July 31, 2017
3. Sustainable Jersey Schools Certification. Information on the program is at [www.sustainablejerseyschools.com](http://www.sustainablejerseyschools.com).

**XII. REPORTS:**

The following item will be recommended for approval:

1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for:  
\_\_\_\_\_ 2017 - **none at this time**

**XIII. OTHER REPORTS:**

- a.) Student Attendance

<b>Enrollment April 2017</b>	
Preschool	27
Kindergarten	59
1st Grade	51
2nd Grade	58
3rd Grade	52
4th Grade	51
5th Grade	45
6th Grade	48
7th Grade	55
8th Grade	56
Out of District	3
Charter Students	2
Home Instruction	2
Homeless -Tuition	1
<b>Total April 2017</b>	<b>510</b>

- b.) Security/Fire Drill Reports

**Fire Drill:**

**DATE:** 4/10/17

Alarm Sounded: 10:15 am  
Building Cleared: 10:17 am  
Returned to Building: 10:19 am  
Alarm Station Used: D-Wing  
All Staff in attendance participated in drill  
Number evacuated: Students present -476  
Staff Present: 89  
Special conditions simulated: none at this time  
Problems encountered: None

Weather: 67 degrees

**DATE:** 4/11/17

Alarm Sounded: 9:02 am  
Building Cleared: 9:04 am  
Returned to Building: 9:06 am  
Alarm Station Used: Main Hall  
All Staff in attendance participated in drill  
Number evacuated: Students present –483  
Staff Present: 89  
Special conditions simulated: none at this time  
Problems encountered: None  
Weather: 66 degrees

c.) Health Reports - March 2017

**XIV. PUBLIC COMMENTS (on any item) - None**

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.

**XV. EXECUTIVE SESSION (if necessary)**

On a motion made by Mr. Fidgeon and seconded by Mrs. Conte the board entered into executive session at 7:22 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):

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;

**WHEREAS**, the length of the Executive Session is undetermined; however, the Somerdale Park Public

Somerdale Board of Education meeting held on May 4, 2017

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 7:42 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.

**XVI. RETURN TO PUBLIC SESSION**

On a motion made by Mr. Fidgeon and seconded by Mrs. Conte the boards returned to public session at 7:59 pm

**XVII. ADJOURNMENT**

On a motion by Mr. Fidgeon and seconded by Mrs. Conte the meeting was adjourned at 8:02 pm

Respectfully Submitted,

Melissa Engelhardt