

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.

MINUTES

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:33 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 - Present
Kim Barkoff – Present	Susan Lowden - Present
Alicia Conte – Present	Melissa Moore - Absent
Colm Fidgeon – Present	John Phillips - Present
	James Walsh - Absent

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

V. APPROVAL OF MINUTES

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

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 7 NO 0 ABSTAIN 0 ABSENT 2

VI. REPORTS

A. Superintendent's Report

- On September 21st we had our back to school night. It was very successful, the staff did an outstanding job and attendance was well received for grades K-8.
- Interim reports were this past Friday. Parents will be getting a notification via the voice blast and PowerSchool as of October 6th.
- Week of Respect was last week. Major kudos to Mr. Ford and Miss Lyons who organized it with tremendous activities. They went into every classroom to promote the week of respect. I urge you to see the picture on the website.
- Gate installation by D-1 has been completed. It is now a rolling gate as opposed to a swinging gate which reduces maintenance and safety issues.
- NWEA MAP data coach meetings took place yesterday. Nelson Monroe came and met with every grade level to review our fall benchmarks and create the individual learning plans as well as the MAP groupings.
- Soccer gearing up for playoffs this season. Playoffs should begin the week of the 23rd.
- Finally this is my last board meeting here at Somerdale and I would like to take this opportunity to thank the board of education for the wonderful opportunity to take care of their cavaliers. I have grown as an educator and administrator but most importantly I have grown as a person and that is because of this board and the staff. I've never worked with better people.

Mr. Walsh arrived at the meeting at 6:47 pm

Board President, Mrs. Lowden, presents plaque to Dr. Dennis Vespe for his 6 years of service to the District.

B. Business Administrator's Report

- A field survey has started today for the development project along Evergreen and Grace. The surveyors will be on and off school grounds to complete the survey for no more than 3 days. We foresee no issues with the survey work as it is not disruptive to the school or its students. Next Wednesday, October 18th, they are planning on conducting a sub-surface investigation for the retention pond. At that time, a backhoe will be brought in for a 6 foot hole to be dug for testing. Mr. Ford and I are in communication with the engineer to ensure the safety of the students, staff, and parents while they work in the vicinity of the school.

- I have completed an RFP for the solar project using a template from Pennsauken School District. I have given it to Mr. Long for review. I would like to point out to the board that specifics of the roof project are not currently included in the RFP. I have brought NEP in to speak about a combination solar/roof project to answer questions.

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

VIII. EXECUTIVE SESSION (if necessary) N/A

IX. 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 Dr. Howard and seconded by Mrs. Conte 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 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 items 1-3 & 5: YES 8 NO 0 ABSTAIN 0 ABSENT 1

ROLL CALL VOTE item 4: YES 7 NO 1 (Howard) ABSTAIN 0 ABSENT 1

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 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 8 NO 0 ABSTAIN 0 ABSENT 1

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

Report by Facilities Committee Chair

On a motion made by Mr. Walsh and seconded by Mrs. Conte 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 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 8 NO 0 ABSTAIN 0 ABSENT 1

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. Walsh 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 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 8 NO 0 ABSTAIN 0 ABSENT 1

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. Walsh 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 - 6:

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 8 NO 0 ABSTAIN 0 ABSENT 1

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. Anderson and seconded by Mr. Walsh 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 2017-2018 school year. (attachment #1 - #2)

ROLL CALL VOTE: YES 8 NO 0 ABSTAIN 0 ABSENT 1

On a motion made by Mr. Walsh and seconded by Mrs. Barkoff 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. 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 8 NO 0 ABSTAIN 0 ABSENT 1

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

- 1. None at this time

X. 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.

XI. REPORTS:

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

XII. 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

XIII. 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.

XIV. ADJOURNMENT

On a motion made by Mr. Phillips and seconded by Mr. Fidgeon the meeting was adjourned at 7:29 pm

Respectfully Submitted,

Melissa Engelhardt