

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education  
301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education**

**August 13, 2015  
6:30 p.m.**

**MINUTES**

- I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE AT 6:35 pm**
- II. SUNSHINE LAW/ROLL CALL**

Sunshine Law:

The Somerdale Board of Education Meeting is called to order. The Board of Education is in compliance with the sunshine regulations. This meeting was appropriately advertised by notifying The Courier Post and The Philadelphia Inquirer, as well as posting notices in Borough Hall, the Somerdale Post Office and the Somerdale Park School.

Our attorney has advised us that we cannot prevent you from making remarks about our employees. He has requested we advise you that our employees are not Public Officials and you are not immune from civil actions they may bring as a result of your remarks whether vocal, by e-mail, or social media such as Facebook, Twitter, etc.

|                             |                          |
|-----------------------------|--------------------------|
| Thomas Toff - Absent        | Susan Lowden - Present   |
| Colm Fidgeon - Absent       | Russel Dunnings - Absent |
| Victoria Burckley - Present | Monique Howard - Absent  |
| Debra Hightower - Present   | John Phillips - Present  |
|                             | James Walsh - Absent     |

Also Present:

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

- III. *A Presentation by Bach Associates on the Long Range Facilities Plan.***

Mr. Fidgeon arrived 6:38 pm

Mr. Dunnings arrived 6:48 pm

- IV. 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.

## V. APPROVAL OF MINUTES

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

Recommend that the Board of Education approve the regular and executive session minutes of the June 2015 BOE Meeting.

ROLL CALL VOTE: All in Favor

## VI. REPORTS

### a. Superintendent's Report

- Graduation took place on June 12. It was a great ceremony and would like to extend a congratulations to the class of 2015. The ceremony via our web stream was thoroughly enjoyed and we got hits as far as California.
- Summer Professional Development offered classes to parents through the month of July. Major kudos to those instructors (Lauer, Palo, Knecht, Montroni, and Dawson).
- New Teacher Orientation on August 25<sup>th</sup> and 26<sup>th</sup>.

### b. Business Administrator's Report

- Been busy keeping summer projects on track. Currently the gym painting and blinds in B-wing are almost complete and locker installations will begin tomorrow.
- I've issued and received Bids for a new security system and renovation projects; both of which came in higher than expected. Since we do not have the funding for both projects, Dr. Vespe and I sat down to discuss our options and decided that it would be best to delay the new security system until next year and continue with the renovations since the space is needed for additional classrooms. Although security system equipment and installation are delayed, we will be moving forward with purchasing the security software only.
- The LED project has been progressing very slowly. Up until I sent them a harsh email yesterday, Code Green has been unresponsive and has not been at the school in the last week or so. This morning, they actually showed up to continue the project. From my walk through, I have found the following have not been completed: a) one outside light over door 16 b) one light in the library c) half the lights in the café d) none of the lights in the gym or locker rooms e) none of the lights in the server room f) motion detectors in most of the bathrooms. According to their latest schedule the project was to be done today however,

that has not been accomplished and they have not given me a new estimated completion date. [We are still withholding the last payment of \$49,499.50.]

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

On a motion made by Mr. Phillips and seconded by Mrs. Burckley the board entered into Executive Session at 7:54 pm.

**WHEREAS**, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the Somerdale Park School District, Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session,” i.e. without the public being permitted to attend; and

**WHEREAS**, the Somerdale Park Public School District, Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

**WHEREAS**, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

**NOW, THEREFORE, BE IT RESOLVED** that the Somerdale Park Public School District, Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

- Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public
- Any matter in which the release of information would impair a right to receive funds from the federal government;
- Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual’s personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publically;
- Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body
- Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;
- Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;
- Any investigations of violations or possible violations of the law;
- Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;
- 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. RETURN TO PUBLIC SESSION**

On a motion made by Mr. Fidgeon and seconded by Mrs. Hightower the board returned to public session at 8:32 pm.

**IX. NEW BUSINESS**

**BUSINESS AFFAIRS**, Colm Fidgeon, Chairperson, Thomas Toff, Alternate Chairperson, Russel Dunnings, Administrative Liaisons: Dr. Dennis Vespe, Melissa Engelhardt

**A. Finance – Reviews and monitors the school district budget and assumes other fiscal responsibilities**

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

Recommend that the Board of Education on the recommendation of the business administrator approve the Following items 1-5:

Financial Report

1. Recommend that the Board of Education certify that as of this date and after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major fund balance has been overspent in violation of N.J.A.C. 6:20-2.13 (b), and that sufficient funds are available to meet the district’s financial obligations as of this date.

|                   |         |                    |
|-------------------|---------|--------------------|
| Check Journal #1: | Fund 10 | \$42,326.55        |
|                   | Fund 20 | <u>7,011.75</u>    |
|                   |         | \$49,338.30        |
| Check Journal #2: | Fund 60 | \$9,850.18         |
| Check Journal #3: | Fund 10 | \$153,289.02       |
|                   | Fund 20 | <u>\$13,187.29</u> |
|                   |         | \$166,476.31       |
| Check Journal #4  | Fund 60 | \$97.80            |
| Check Journal #5  | Fund 10 | \$319,647.37       |
|                   | Fund 20 | <u>\$5,055.00</u>  |
|                   |         | \$324,702.37       |
| Check Journal #6  | Fund 10 | \$169.70           |

Somerdale Board of Education meeting on August 13, 2015

|                        |         |                    |
|------------------------|---------|--------------------|
| Check Journal #7       | Fund 20 | \$2,117.50         |
| Check Journal #8       | Fund 10 | \$144,268.43       |
| Check Journal #9       | Fund 60 | \$407.00           |
| June 12, 2015 Payroll: | Fund 10 | \$168,876.30       |
|                        | Fund 20 | <u>\$5,625.14</u>  |
|                        |         | \$174,501.44       |
| June 15, 2015 Payroll: | Fund 10 | \$224,092.37       |
|                        | Fund 20 | <u>\$1,404.06</u>  |
|                        |         | \$225,496.43       |
| June 26, 2015 Payroll: | Fund 10 | \$48,778.96        |
|                        | Fund 20 | <u>\$10,596.25</u> |
|                        |         | \$59,375.21        |

2. Board Secretary and Treasurer's Reports for June 2015.  
Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of June 2015. The Treasurer's Report and Secretary's report are in agreement for the month of June 2015.
3. Transfers/Adjustments for the month of June 2015.
4. To approve submission to the county, an application for a change of use for the conversion of the library loft to ESL classroom, per the architect specifications.
5. To approve reimbursement in the amount of \$150 to Melissa Engelhardt for Qualified Purchasing Agent certificate fee paid to the NJ State Treasurer.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

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 approve HVAC Maintenance Service Contract with Chadwick Service Company, Inc. in the amount of \$12,880.00 from August 1, 2015 to July 31, 2016.
7. To approve the awarding of the Gym Painting Bid # 16/12a to J-Marks Painting Company in the amount of \$19,990; commenced July 22, 2015.
8. To approve subscription to Camden County Association of School Business Officials in the amount of \$225 for the business administrator to attend 5 County workshops during the 15/16 fiscal year.
9. To approve the disposal of items on the attached list. (Attachment)
10. To approve prepayment authorization for all Amazon.com and Synergy bills.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

On a motion made by Mrs. Lowden and seconded by Mr. Dunnings a recommendation was made to table item 12:

ROLL CALL VOTE: YES 2 NO 4 ABSTAIN 0 ABSENT 3

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 11-14:

11. To approve cancellation of Fund 30 encumbrance in the amount of \$82,217.05 and transfer funds to capital reserve account for use in planned capital projects.
12. To acknowledge achievement of the 2014-2015 Merit Goals for Dennis Vespe, Superintendent and approve payment for meeting those goals upon final approval by the ESC as follows:

|                          |                    |
|--------------------------|--------------------|
| Qualitative Merit Goals  | \$6,750.00         |
| Quantitative Merit Goals | <u>\$13,486.50</u> |
| Total                    | <u>\$20,236.50</u> |

13. To approve the following resolution increasing the Bid Threshold-Qualified Purchasing Agent:

WHEREAS, Melissa Engelhardt, School Business Administrator/Board Secretary is appointed as qualified purchasing agent (QPA);

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1, 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the Somerdale Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Melissa Engelhardt to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

14. To post approve award of Interior Room Conversion Bid to Joseph Porretta Builders, Inc. in the amount of \$117,700.00 for projects as outlined in the bid specifications; scheduled to begin on or about August 10, 2015.

ROLL CALL VOTE: YES 5 NO 1 (Dunnings) ABSTAIN 0 ABSENT 3

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

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

A recommendation is requested to approve the following:

1. The Facilities/Building Use Calendar and Requests by the Somerdale PTA to use the library, music room, cafetorium and/or gymnasium for various activities for the 2015-2016 school year. (attachment)
2. To approve the use of Ward Field by Somerdale Baseball & Softball League on Friday from 3:30 pm – 8:15 pm and Saturday/Sunday from 9:00 am – 3:30 pm during the period of August 24, 2015 through November 8, 2015. (attachment)
3. To approve Mobile Dental Clinics to be held on September 16, 2015 sponsored by Little Smiles of NJ.

4. To approve the Health Heroes Flu Vaccine Clinic to be held on September 23, 2015 to be sponsored by Health Heroes, Inc., P.O. Box 22056, Huntsville, AL.
5. To post approve request from Somerdale Borough Police Department for the use of Ward Field/Gym for the “National Night Out/Movie Night” on August 4, 2015 from 6:30 pm – 11:00 pm. (attachment)

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

**INSTRUCTIONAL**, Dr. Monique Howard, Chairperson, Debra Hightower, Alternate Chairperson, John Phillips, Administrative Liaisons: Dr. Dennis Vespe, Jarod Claybourn

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

On a motion made by Mr. Phillips and seconded by Mrs. Burckley a recommendation was made to table item 4:

ROLL CALL VOTE: YES 4 NO 2 (Fidgeon and Hightower) ABSTAIN 0 ABSENT 3

On a motion made by Mrs. Lowden and seconded by Mrs. Burckley items 1-3 and 5 was approved:

A recommendation is requested to approve the following:

1. To approve the Somerdale Park School Calendar with revision to the month of March 2015 due to PARCC testing dates. (attachment)
2. Confirmation of the HIB Investigation, Training and Programs Data Collection Report, as submitted by Jarod Claybourn, Vice-Principal, for Report Period #2 (January 1, 2015 –June 30, 2015). (attachment)
3. Confirmation of the Electronic Violence and Vandalism Report (EVVR) Year-end Verification, as submitted by Jarod Claybourn, Vice - Principal, 2014-2015 school year. (attachment)
4. To approve the submission of attached 2015-2016 Merit Goals for Dennis Vespe, Superintendent to the ECS for approval. **TABLED**
5. To approve the Parent-Student Handbook for the 2015-2016 school year.
6. The following field trips: none at this time

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

**B. Personnel – Assists in the interviewing process of district administrators and reviews hiring recommendations of the Superintendent. Also, reviews and approves staff policies and job descriptions**

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

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

Somerdale Board of Education meeting on August 13, 2015

1. To post approve the attached list of staff to serve during the Summer 2015 Professional Development Workshops - One-Note and to conduct Grade Level Articulation at a rate of \$35.00 per hour, to be paid from the NCLB grant. (attachment)
2. To accept the retirement of Arlene Maslanka, Pre-School Teacher, effective July 1, 2015.
3. To approve Charity Knecht, ESL Teacher to increase from a BA+15, Step 4 to a MA, step 4, as of September 1, 2015 at a salary of \$ 53,801.00.
4. To approve Maria Montroni-Currais, ESL Teacher, maternity leave starting on or before October 30, 2015 with an expected return date of September 2016.
5. To approve Danielle McCleery as an Elementary Teacher for the 2015-2016 school year at a salary of \$49,668.00 at a level BA Step 1.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

On a motion made by Mrs. Burckley and seconded by Mr. Dunnings the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 6 - 10:

6. To approve Matthew Roche as a Middle School Social Studies Teacher for the 2015-2016 school year at a salary of \$52,236.00 at a level MA Step 1.
7. To approve Danielle Reyes as a 2<sup>nd</sup> Grade Elementary Teacher for the 2015-2016 school year at a salary of \$49,668.00 at a level BA Step 1.
8. To post approve Lisa Rollick, as a Summer Math Tutor for 6th grade student 1 hour per day, 3 days per week not to exceed 27 total hours. Start date June 23, 2015 and concluding August 13, 2015.
9. To accept the resignation of Halle Hird, 2<sup>nd</sup> Grade Teacher as of July 7, 2015.
10. To approve Gina Horiates as a 3/5<sup>th</sup> Music Teacher for the 2015-2016 school year at a salary of \$29,800.00 at a level BA Step 1.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

On a motion made by Mr. Dunnings and seconded by Mr. Phillips a recommendation was made to table item 13:

ROLL CALL VOTE: YES 5 NO 1 (Fidgeon) ABSTAIN 0 ABSENT 3

On a motion made by Mrs. Burckley and seconded by Mr. Dunnings the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 11, 12 & 14:

11. To approve Kimberly Plotts, Speech Therapist to increase from a MA+15, Step 13 to a MA+45, Step 13, as of September 1, 2015 at a salary of \$ 71,779.00.
12. To approve Homebound Tutor for a Middle School Student, 5 hours per week no less than 2 days per starting September 2, 2015 to continue until conclusion of Homebound. Staff Member to be named at later date.

- 13. To approve Melissa Engelhardt's contract as Business Administrator for a salary in the amount of \$90,750 for the 2015-2016 fiscal year. **TABLED**
- 14. To post approve Shane McGrory and Susan Ratajski for ELA Sterling Inter-District Workshops at \$35.00 per for 35 hours.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 3

**POLICY/COMMUNITY AFFAIRS**, Victoria Burckley, Chairperson, Susan Lowden, Alternate Chairperson, James Walsh, Administrative Liaison: Jarod Claybourn

- A. Policy – Reviews, updates and creates district policies with Superintendent and presents them to the board.**

The following item will be recommended for approval:

- 1. None at this time
- 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.**

A recommendation is requested to approve the following:

- 1. None at this time

**X. DISCUSSION ITEM:** None

**XI. OTHER REPORTS:**

a.) Student Attendance

**Enrollment June 2015**

|                   |            |
|-------------------|------------|
| Preschool         | 31         |
| Kindergarten      | 63         |
| 1st Grade         | 52         |
| 2nd Grade         | 57         |
| 3rd Grade         | 46         |
| 4th Grade         | 51         |
| 5th Grade         | 63         |
| 6th Grade         | 53         |
| 7th Grade         | 54         |
| 8th Grade         | 56         |
| Out of District   | 0          |
| Home Instruction  | 1          |
| <b>Total June</b> | <b>527</b> |

b.) Security/Fire Drill Reports

**Fire Drill:**

**DATE:** 6/1/2015  
Alarm Sounded: 2:11 pm  
Building Cleared: 2:13 pm  
Returned to Building: 2:15 pm

