

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

December 10, 2015

6:30 p.m.

MINUTES

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:37 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 - Present	Russel Dunnings - Absent
Victoria Burckley - Present	Monique Howard - Absent
Debra Hightower - Absent	John Phillips - Present
	James Walsh - Present

Also Present:

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

III. 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
(*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.

Sue Alexander, 808 Valley Drive, Somerdale – Are the PARCC test scores in and will there be a presentation on how we did on those. Mr. Walsh replied, that will be in the Superintendent’s report. Mrs. Alexander - Second, is the Superintendent contract the same as last time? Mr. Walsh replied, yes. Mrs. Alexander - And you bring back the same motion that failed last month? Mr. Wood replied, yes. Mrs. Alexander - Can you do that indefinitely? Mr. Wood replied, yes. Mrs. Alexander - Should a lame duck board be making significant decisions? Mr. Wood replied, that is not a question that will be answered.

IV. APPROVAL OF MINUTES

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

Recommend that the Board of Education approve the regular session minutes of the November 12, 2015 BOE Meeting.

ROLL CALL VOTE: All in Favor

VII. REPORTS

- a. Superintendent’s Report
 - Tomorrow is PreK through 4 winter dance where we will have a special visitor from the North Pole.
 - Next Thursday, the 17th is our winter concert in which the students have been working extremely hard for that.
 - Two weeks ago we had our fall pep rally right before we had Thanksgiving break. We also had our Hallway Wars which was phenomenal. The staff and students had a blast. C-wing, the minions won the war.
 - Winter MAP benchmarks started and will be completed before we leave for winter break. PARCC scores are in, Mr. Claybourn is working on setting up a parent information page on the website and a presentation will following during our January meeting.
 - Winter sports season is open.
- b. Business Administrator’s Report
 - ASSA has been completed, certified, and submitted after auditors review and approval.
 - Boiler report has been issued by Bach’s consultant. In summary, we have 4 boilers, one of which is not operating however, 3 boilers are sufficient for the building. The estimated remaining life is 5 to 10 years depending upon the availability of the parts when repairs are necessary. The estimated cost of removing and replacing the boilers is \$200,000. This does not include costs incidental to removal and replacement (i.e. roof work).
 - Mrs. Hightower, Mr. Fidgeon, and Mr. Dunnings have yet to complete their Governance courses. These courses must be completed by 12/31/15.
- c. BOE member Mr. Phillips takes the floor:
 - We will discuss the boilers in detail during our buildings and grounds committee meeting which is scheduled for the 16th. [Time was discussed and determined to be 5:30 pm]
 - There was talk via email about doing something with the sound system, can we hold up on that until we take a look at the boilers and other issues we talk about at that meeting next week.

VIII. EXECUTIVE SESSION (if necessary)

On a motion made by Mrs. Burckley and seconded by Mr. Fidgeon the board entered into executive session at 6:43 pm. And will return in approximately one half hour.

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,⁷ 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 publicly;

____ 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;

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;

____ 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

On a motion made by Mrs. Burckley and seconded by Mr. Fidgeon the board returned to public session at 7:35 pm

X. NEW BUSINESS

BUSINESS AFFAIRS, Colm Fidgeon, Chairperson, John Phillips, 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	\$28,000.00
Check Journal #2:	Fund 40	\$19,753.13
Check Journal #3:	Fund 60	\$101.77
Check Journal #4	Fund 60	\$17,289.22
Check Journal #5	Fund 10	\$397,899.67
	Fund 20	<u>\$51,734.92</u>
		\$449,634.59
November 13, 2015 Payroll:	Fund 10	\$188,472.63
	Fund 20	<u>\$5,285.50</u>
		\$197,758.13
November 30, 2015 Payroll:	Fund 10	\$188,129.12
	Fund 20	<u>\$5,285.50</u>
		\$193,414.62

2. Board Secretary and Treasurer’s Reports for November 2015.

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2015. The Treasurer's Report and Secretary's report are in agreement for the month of November 2015.

3. Transfers/Adjustments for the month of November 2015.
4. To approve the contract to Camden City Board of Education for a foster student in Kindergarten from September 24, 2015 to June 30, 2016 with revenue in the amount of \$10,232.88.
5. To approve the transportation jointure contract with Camden City Board of Education for a foster student in Kindergarten from October 28, 2015 to June 30, 2016 with revenue in the amount of \$10,800.00.

ROLL CALL VOTE: YES 5 NO 0 ABSTAIN 0 ABSENT 4

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

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

6. To approve a contract with Deptford Township Board of Education for a homeless student in 6th grade from September 16, 2015 to June 14, 2016, tuition paid in the amount of \$12,330.50.

ROLL CALL VOTE: YES 5 NO 0 ABSTAIN 0 ABSENT 4

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

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

A recommendation is requested to approve the following:

1. To approve the use of the Gym by Somerdale Baseball & Softball League on Friday nights from 7:00 pm – 9:00 pm during the period of January 8, 2016 through March 25, 2016. (attachment)

ROLL CALL VOTE: YES 5 NO 0 ABSTAIN 0 ABSENT 4

INSTRUCTIONAL, Dr. Monique Howard, Chairperson, Debra Hightower, Alternate Chairperson, Susan Lowden, 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 Mrs. Lowden and seconded by Mrs. Burckley the following was approved

A recommendation is requested to approve the following:

1. The following field trips:
 - a.) Band and Choral students to visit Great Adventure, Jackson, NJ as a culminating field trip on June 1, 2016. Cost per student \$45.00 plus transportation to be determined.
 - b.) Music Students to visit Pitman Theatre and lunch at Thirty Strikes Bowling Alley on February 19, 2016. Cost per student \$20.00 plus transportation to be determined.

- c.) Student Council students to travel to Deptford Mall to assist Clearview Special Ed students with annual Christmas Shopping on December 11, 2015.

ROLL CALL VOTE: YES 5 NO 0 ABSTAIN 0 ABSENT 4

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 by Mrs. Lowden 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 5:

- 5. To approve the submission of Dr. Dennis Vespe's contract to the Camden County Superintendent for approval.

ROLL CALL VOTE: YES 4 NO 1 (Lowden) ABSTAIN 0 ABSENT 4

On a motion by Mrs. Lowden 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 1-4:

- 1. To approve Arielle Siderio, Rutgers University student, to conduct Elementary Education Spring 2016 Practicum with Lauren Baldyga, 4th Grade Teacher during January 25, 2016 – May 6, 2016.
- 2. To approve Charles Watkins as a volunteer Assistant Basketball Coach for the 2015-2016 season.
- 3. To approve a medical leave of absence for Kimberly Plotts, Speech Therapist starting November 12, 2015 with a return date on or about December 14, 2015.
- 4. To accept the retirement of Catherine Hoffman, Basic Skills Teacher, effective July 1, 2016.

ROLL CALL VOTE: YES 5 NO 0 ABSTAIN 0 ABSENT 4

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

Recommend that the Board of Education on the recommendation of the superintendent, approve the following item 6a and c:

- 6. To approve new/revised job descriptions for the following positions:
 - a. Senior Technician
 - c. Technical Support Specialist

ROLL CALL VOTE: YES 5 NO 0 ABSTAIN 0 ABSENT 4

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

Recommend that the Board of Education on the recommendation of the superintendent, approve the following item 6b:

6. To approve new/revised job descriptions for the following positions:
 - b. Director of Technology

ROLL CALL VOTE: YES 4 NO 1 (Lowden) ABSTAIN 0 ABSENT 4

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.

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

The following item will be recommended for approval:

1. As per **N.J.S.A. 26:1A-9.1** and **New Jersey Statute 18A:61D-3**, to enact a religious exemption to waive immunization requirements to allow a First Grade student to attend school for the 2015-2016 school year.

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

1. Policy 0157 – Board of Education Website
2. Policy 0169 – Board Member Use of Electronic Mail/Internet
3. Policy 2360 – Use of Technology
4. Regulation 3321 – Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members
5. Regulation 4321 - Acceptable Use of Computer Network(s)/Computers and Resources by Support Staff Members

ROLL CALL VOTE: YES 5 NO 0 ABSTAIN 0 ABSENT 4

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.

1. None at this time

XI. **DISCUSSION ITEM:** none at this time

XII. **OTHER REPORTS:**

- a.) Student Attendance

Enrollment November 2015

Preschool	32
Kindergarten	57
1st Grade	55
2nd Grade	59
3rd Grade	51
4th Grade	43
5th Grade	49
6th Grade	64

7th Grade	50
8th Grade	56
Out of District	1
Home Instruction	2
Homeless -Tuition	1
Total November	520

b.) Security/Fire Drill Reports

DATE: **11/20/2015**
Alarm Sounded: 2:11 pm
Building Cleared: 2:13 pm
Returned to Building: 2:15 pm
Alarm Station Used: D-5
All Staff in attendance participated in drill
Number evacuated: Students present: 492
 All Staff Present: 83
Special conditions simulated: none at this time
Problems encountered: none at this time
Weather: 52 degrees

Evacuation Drill

DATE: **11/11/15**
Alarm Sounded: 10:47 am
Building Cleared: 10:49 am
Returned to Building: 10:51 am
Alarm Station Used: Alarm was pulled in the D-Wing
All Staff in attendance participated in drill
Special conditions simulated: none at this time
Problems encountered: none at this time
Weather: 58 degrees

c.) Health Reports (attachments)

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
(*Just before the resolution is voted on.*)
4. Limit your comments to (3) minutes per person.

Somerdale Board of Education meeting held on December 10, 2015

Jim Anderson, 309 Glendale Drive, Somerdale – Progress on Lunch/Recess plan? Mr. Claybourn response: We are looking at some additional procedures this year and looking to expand the schedule for next year which needs to be negotiated. Mr. Anderson - Seems there is a lot of student frustration with OneNote Program and my wife, who is computer literate, agrees that is so much more frustrating trying to line up the fill in answers than putting an answer on a piece of paper. Dr. Vespe response: It depends whether they are on the online version or the expanded version. The online version does not have the functionality of the full version. Every household gets 5 free licenses for the full version. You must go and download the full version. I like to ask that you and/or your wife attend the parent classes after winter break. Kim Ehm – the parent classes are awesome, go to the parent classes. Mr. Anderson - I'd like the tablet time to be logged. So they don't spend too much time on the screen. My son comes home with a bad headache every day because he's staring at the screen all day. There should not be that much tablet time. Dr. Vespe response: I will ask Mr. Mohan to look into it but I am not aware of a way to track tablet time outside of log on and log off time but I can tell you right now from the log on point forward, they are not sitting there the entire time in front of the tablet. They set it aside during class time as the teacher conducts the "traditional lesson" and small group instruction.

Kim Ehm 12 McMichael Court, Somerdale – What is the point of the paperless mission? Dr. Vespe response: Technology in the classroom is driven down by the State. The paperless is the next progression; there is no mandate to be paperless but it makes no sense to have this functionality and not use it. With all due respect to the public, the tablet and stylus have the same functionality as pencil and paper.

XIV. ADJOURNMENT

On a motion by Mrs. Burckley and seconded by Mrs. Lowden the meeting was adjourned at 7:49 pm

Respectfully Submitted,

Melissa Engelhardt