

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

December 8, 2016

6:30 p.m.

MINUTES

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:31 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.

Victoria Burckley - Present	Susan Lowden - Absent
Alicia Conte - Present	Melissa Moore - Present
Colm Fidgeon – Absent	John Phillips - Present
Debra Hightower - Absent	James Walsh - Present
Monique Howard - Present	

Also Present:

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

III. 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.

IV. APPROVAL OF MINUTES

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

Recommend that the Board of Education approve the regular session minutes of the November 10, 2016 BOE Meeting.

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

V. REPORTS

- Superintendent's Report
 - Boys won first game tonight opening the winter season, girls are currently leading as of the half.
 - Tomorrow in the cafeteria, we have the PreK-4 dance with a visit from Santa.
 - We began our winter MAP benchmarks and scores will be available after winter break.
 - 3 central office administrators from Camden came in to watch our teachers using technology in the classroom; using Office 365, OneNote, and our 1:1 initiative that Camden is working towards. They were very impressed with our staff; with the hospitality, curtesy and knowledge they possess. Major, major kudos to the staff.

Mr. Fidgeon arrived at the meeting at 6:35 PM

- Business Administrator's Report
 - The auditors' have completed the 15-16 audit and I am happy to report that there were no audit findings or recommendations. This means there were no material misstatements in financial statements or significant deficiencies in internal controls. That being said, no corrective action plan is necessary. The audit has been uploaded, as required, to the state repository and submitted to the county superintendent. Once approved by the board as listed on tonight's agenda, the certified minutes will also be forwarded to the county superintendent. An electronic copy of the audit is available upon request and has been shared with the board on SharePoint.
 - Upon auditor review, the 16-17 DRTRS and ASSA have been submitted by the due dates (November 18th and December 2nd, respectively). The comprehensive maintenance plan, which was board approved at our last meeting, has also been submitted to the county business administrator prior to the deadline of November 15.
 - Doc and I scheduled for budget meeting on Tuesday.

VI. EXECUTIVE SESSION (if necessary) - None

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 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;
- ___ 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. NEW BUSINESS

BUSINESS AFFAIRS, Colm Fidgeon, Chairperson, John Phillips, Alternate Chairperson, Alicia Conte, 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 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:

1. Financial Reports:

To approve the Board Secretary and Treasurer’s Reports for 2016 (attachment #1).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of November 2016. 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 November 2016. The Treasurer’s Report and Secretary’s report are in agreement for the month of November 2016.

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. November 15, 2016 Payroll Check Journal totaling: \$208,008.48
- b. November 30, 2016 Payroll Check Journal totaling: \$203,749.89
- c. Vendor Bill List 1 and corresponding Check Journal totaling: \$102.11
- d. Vendor Bill List 2 and corresponding Check Journal totaling: \$285,026.09
- e. Vendor Bill List 3 and corresponding Check Journal totaling: \$18,124.93
- f. Student Activities November Bill List totaling: \$2,919.62
- g. Joint Purchasing November Bill List totaling: \$18,803.26

3. To approve the Transfers/Adjustments for the month of November 2016 (attachment #3).

4. Discussion and Acceptance of the Audit Report as presented by the Superintendent of the Somerdale School District for the year ended June 30, 2016. There were no findings for the 2015-2016 audit. No corrective action plan is needed. A summary of the audit is available for public on the website. The Exit Conference w/Auditors was held on November 18, 2016. (attachment #4)

CORRECTIVE ACTION PLAN

NAME OF SCHOOL: Somerdale
COUNTY: Camden
TYPE OF AUDIT: Annual – Through June 30, 2016
DATE OF BOARD MEETING: December 8, 2016
CONTACT PERSON: Mrs. Engelhardt, Board Secretary
TELEPHONE NUMBER: (856) 783-2931 x803

Recommendation Number	Corrective Action	Method of Implementation	Person Responsible for Implementation	Completion Date
1.)	NONE			

5. To award HVAC Repairs Bid No 17-15 to Multi-Temp for the remainder of the 2016-2017 fiscal year. (attachment #5)

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

On a motion 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:

6. To approve Joseph Mohan to attend NJ Techspo 2017 Conference on January 26th and 27th at a cost of \$425.00

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

On a motion 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 1-2 for Use of Facilities as per Somerdale Board of Education Policy 7510:

1. To approve Soccer Shots to utilize the Cafeteria on Thursday nights from 6:00 pm – 8:00 pm starting January 5, 2017 through March 9, 2017.
2. To approve Tarkill Soccer Club to utilize the Gym on Wednesday nights from 6:30 pm – 9:30 pm starting January 4, 2017 through February 22, 2017.

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

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

Mrs. Lowden arrived at the meeting at 6:42 pm

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1-2:

1. To approve Jessica Palo, Middle School Math Teacher, to pilot a morning Math Club from 7:15 am to 8:15 am one day a week starting January 2017 for 5th – 8th grade students. This is only a pilot and there is no compensation for this club.
2. To approve the Somerdale Park School Technology Plan for 2016-2019 school years. (attachment #1)
3. The following field trips: none

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

ROLL CALL VOTE ITEM #2: YES 4 NO 4 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 Dr. Howard and seconded by Mrs. Burckley 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 Carla Catrambone, Rider University student to conduct her 600-hours School Counseling Internship with Mr. Greg Cesare, School Counselor, from January 23, 2017 – May 2017.
2. To approve Melisa Shultz, Rutgers University student to conduct her Spring Practicum Placement from January 23, 2017 – May 5, 2017 with Mary Rose Reader, 3rd Grade teacher and Jennafir Moffa, Student Services Teacher.
3. To approve the agreement between Nova Southeastern University, Inc. and Somerdale Park School effective January 1, 2017 to December 31, 2017;

WHEREAS, the UNIVERSITY offers educational programs for the development of speech-language pathologists and has responsibility for the training of students who require clinical education and fieldwork experiences in various medical and health-related settings to complete their professional development;

WHEREAS, the Speech Pathology education programs ("Education Program") will be enhanced because of opportunities for and students to participate inpatient care through the cooperative efforts of the FACILITY and the UNIVERSITY;and

WHEREAS, the FACILITY is willing to provide such opportunities for participation in patient care and administrative responsibilities to the UNIVERSITY's speech-language pathology students (the "STUDENT(S)") and is further willing to assign staff to serve as clinical instructors pursuant to this Agreement;and

WHEREAS, the purpose of this Agreement is to establish a mutually beneficial affiliation between the UNIVERSITY and the FACILITY by providing UNIVERSITY's STUDENTS a clinical educational experience at the FACILITY to enhance the development of such STUDENTS in the attainment of their professional goals.

NOW THEREFORE, BE IT RESOLVED , Nova University students will be allowed opportunities for speech pathology training at Somerdale School District.

4. To accept resignation, with regret, of board member, Debra Hightower, effective immediately.

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

PRESENTATION BY MR. WALSH OF RECOGNIZING 7 YEARS OF SERVICE TO MRS. BURCKLEY

POLICY/COMMUNITY AFFAIRS, Victoria Burckley, Chairperson, Susan Lowden, Alternate Chairperson, Melissa Moore, 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 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 for first reading:

1. 5511 – Dress and Grooming

ALL IN FAVOR

- 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

VIII. DISCUSSION ITEM:

Mrs. Moore gives kudos to Kristine Reichelderfer and Mrs. Flynn for an awesome field trip today. They went to the Deptford mall and met with special needs students from another school. It was uplifting to see our kids work with the special needs students from another school.

Mrs. Lowden asked about a 7th grader being moved to outside placement at the high school and wants to know why there hasn't been anything on the Friday report on agenda for approval. Dr. Vespe replied, "We haven't finalized anything yet, it is in CST hands right now." Ms. Engelhardt – There hasn't been a contract put in place for the board to approve." Mrs. Lowden – Would there be tuition to be paid? Dr. Vespe – Yes.

Board scheduled Buildings & Grounds Committee meeting December 14th at 1 pm.

Board scheduled a work session for January 26th at 6:30 pm.

IX. OTHER REPORTS:

- a.) Student Attendance

Enrollment November 2016	
Preschool	22
Kindergarten	60
1st Grade	52
2nd Grade	55
3rd Grade	54

4th Grade	50
5th Grade	46
6th Grade	47
7th Grade	57
8th Grade	56
Out of District	4
Charter Students	2
Home Instruction	1
Homeless -Tuition	1
Total November 2016	507

b.) Security/Fire Drill Reports

Fire Drill:

DATE: 11/22/16 Alarm Sounded: 1:00 pm

Building Cleared: 1:03 pm
Returned to Building: 1:06 pm
Alarm Station Used: A-Wing
All Staff in attendance participated in drill
Number evacuated: Students present –480
Staff Present: 85
Special conditions simulated: none at this time
Problems encountered: None
Weather: 47 degrees

Evacuation Non-Fire Drill:

DATE: 11/2/16 Alarm Sounded: 9:50 am

Building Cleared: 9:51 am
Returned to Building: 9:52 am
Alarm Station Used: Loud Speaker Announcement
All Staff in attendance participated in drill
Number evacuated: Students present –482
Staff Present: 89
Special conditions simulated: none at this time
Problems encountered: None
Weather: 57 degrees

c.) Health Report – November 2016

d.) HIB Reports – none at this time

X. 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.

Melissa Reitano, 31 Lafayette Avenue – Have you ever actually sat and watch the activities they are doing in the Classworks program? It is not conducive with what they are learning in the classroom. It's not supporting what is being learned in the classroom. I have to sit and explain to him how to get it done because the teacher is not teaching it in the classroom. It is set up so that he is not able to be successful with it. Mr. Walsh – I know instructional is aware of that so we will research more.

XI. ADJOURNMENT

On a motion made by Dr. Howard and seconded by Mrs. Burckley the meeting was adjourned at 7:11 pm

Respectfully Submitted,

Melissa Engelhardt