

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education  
301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education**

**February 11, 2016**

**6:30 p.m.**

**MINUTES**

**I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:30 p.m.**

**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  
John Wade, 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 Dr. Howard the following was approved

Recommend that the Board of Education approve the regular and executive session minutes of the January 7, 2016 BOE Meeting.

ROLL CALL VOTE: All in Favor

#### **VII. REPORTS**

a. Superintendent's Report

- Completed winter MAP testing. Math, 69% obtained projected RIT growth; Reading 78%; ELA 86%; Science 83% for a grand total of 77% obtaining projected RIT growth.
- Classworks initiatives all grade levels are now using Classworks throughout instructional day and all staff is transitioning to cloud based technology using OneDrive.
- Take home tablet underway. Approx. 69% of the middle school students are participating. Approximately 53 students have opted out. We have some K-5 requests for take home and we are granting those requests as they come in.
- Winter classes for parents completed two weeks ago. Unfortunately we had very low participation. Only 3 parents attended. We've only had a total of 12 parent come out in total for our summer, fall, and winter classes. We will have spring sessions coming up, they will be posted on our website. After such, the board and I will reconvene to discuss whether they want to continue the classes going into the summer.
- Cat in the Hat assembly went over well. Thank you to the National Juniors Honors Society and Mrs. Ratajski for setting that up, nice job.
- Major congratulations to our boys basketball as they are our colonial division champs. Boys and Girls made playoffs which will begin next Tuesday at Stratford at 8 o'clock.

Mr. Fidgeon arrived at the meeting at 6:33 pm

b. Business Administrator's Report

- Renovations for Basic Skill Room hit a snag. When the ceiling was opened up, it was found that boiler pipes and network wires need to be relocated and approximately \$8,400 will be incurred to move them. We asked the contractor to open the wall to ensure there will be no more surprises before commencing the additional work. They will be here on Monday to do so. I am recommending approval of the change order during this meeting to expedite progress in anticipation that this will be all that is needed. However, I will not be signing the change order and will wait for board direction if it is found that the work will be more extensive than currently known.

- I've been working closely with the maintenance crew to enhance our management plans with regards to AHERA (asbestos management) and PEOSHA (air quality control management) to ensure compliance with regulations. We have also been tweaking self-inspection reports for bleacher and playground equipment. Lastly, we plan to implement training across the entire maintenance and custodial staff to fill in the gaps between municipality and school training requirements.

Mrs. Lowden arrived at the meeting at 6:39 pm

**VIII. EXECUTIVE SESSION (if necessary) – N/A**

**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.

**IX. RETURN TO PUBLIC SESSION – N/A**

**X. 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**

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 1-5:

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 60	\$25,638.85
Check Journal #2:	Fund 10	\$255,006.22
	Fund 20	<u>\$17,387.98</u>
		\$272,394.20
Check Journal #3:	Fund 60	\$67.89
Check Journal #4	Fund 60	\$138.62
Check Journal #5	Fund 60	\$11,040.24
Check Journal #6	Fund 10	\$157,353.27
December 15, 2015 Payroll:	Fund 10	\$264,707.43
	Fund 20	<u>\$5,285.50</u>
		\$269,992.93
December 30, 2015 Payroll:	Fund 10	\$185,722.75
	Fund 20	<u>\$5,285.50</u>
		\$191,008.25

January 15, 2016 Payroll	Fund 10	\$187792.81
	Fund 20	<u>\$5,285.50</u>
		\$193,078.31
January 29, 2016 Payroll	Fund 10	\$184,343.41
		<u>\$5,285.50</u>
		\$189,628.91

2. Board Secretary and Treasurer's Reports for December 2015 and January 2016.

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2015 and January 2016. The Treasurer's Report and Secretary's report are in agreement for the month of December 2015 and January 2016.

3. Transfers/Adjustments for the month of December 2015 and January 2016.
4. To approve an additional retain for \$10,500 for the solicitor.
5. To approve the following Resolution:

Resolution BA16-01  
Waiver of Requirements  
Special Education Medicaid Initiative (SEMI) Program

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for 2016-17, and

Whereas, the Somerdale Board of Education desires to apply for this waiver due to the fact that we have 40 or fewer Medicaid eligible classified students.

Now Therefore Be It Resolved that the Somerdale Board of Education hereby authorizes the Business Administrator to submit to the Executive County Superintendent of Schools in the County of Camden an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2016-17 school year.

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

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:

On a motion by Mr. Phillips and seconded by Mrs. Moore item 10 was added.

6. To approve the bedside instruction for student #6529063781 at Hampton House from January 15, 2016 to January 29, 2016 at a rate of \$35.00 per hour for 2 hours each day.
7. To approve bedside instruction for student #7098330420 provided by Education Inc. from December 3, 2015 to January 28, 2016 at a rate of \$35.00 per hour for 2 hours each day.
8. To approve the contract with KidsPeace for out of district placement for student #7098330420 from February 1, 2016 through June 30, 2016 at a rate of \$245.19 per day.

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9. To approve the change order cost increase in the amount of \$8,355.47 to Basic Skills room renovations allowing for relocation of pipes and wires within walls.
10. To authorize the business administrator to approve change orders for basic skills room renovations up to \$10,000.00.

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

**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 item 1:

1. To approve Somerdale Baseball & Softball to use Ward Field starting March 14, 2016 – July 9, 2016. Day and time of use will be Monday-Friday from 5:45 pm – 8:15 pm, and Saturday and Sunday from 9:30 am – 3:30 pm.

ROLL CALL VOTE: All in Favor

Report by Business Affairs Committee Chair Mr. Fidgeon

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

A recommendation is requested to approve the following items 1-3:

1. The 2015-16 Nursing Services Plan, as per N.J.A.C. 6A:16-2.1(b), as drafted by M. Dow, school nurse. (attachment)
2. Approval of New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights District Act Statement of Assurance for the 2014-2015 school year.
3. The following field trips:
  - (a.) To approve the Renaissance Trip to DiDonato's Bowling, Hammonton, NJ on February 26, 2016. No cost to student, trip paid through Renaissance funds. Staff chaperones to be determined at a later date
  - (b.) To approve 3<sup>rd</sup> Grade field trip to Wheel Fun Rentals, Boat House Row, Philadelphia, PA on May 19, 2016 at a cost of \$10.00 per student plus a transportation cost of \$5.00 per student.
  - (c.) Student Council trip to Hershey Park, on May 31, 2016 at a cost of \$45.00 per student to be paid by Student Council and a transportation cost of \$5.00 per student to be paid by students.

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**

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 1-2:

1. To approve the submission of Dr. Dennis Vespe's contract to the Camden County Superintendent for approval.
2. To approve Lisa Rollick to teach an extra Math class twice a week, from January 2016 through June 2016 at a stipend of \$1,240 to be paid as per SEA contract.

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

Report by Instructional Committee Chair, Dr. Howard

**POLICY/COMMUNITY AFFAIRS**, Victoria Burckley, Chairperson, Susan Lowden, Alternate Chairperson, Melissa Moore, 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. Conte the following was approved

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

1. Policy 6641 – Pupil Lunch Charges
2. Policy 8540 – School Nutrition Programs
3. Policy 8550 – Outstanding Food Service Charges
4. Policy 2361 – Acceptable Use of Computer Network/Computers and Resources
5. Policy 7523 – Somerdale District Provided Technology Devices to Pupils
6. To abolish Regulation 8540 – Free and Reduced Rate Meals, as per policy alert 206

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.**

A recommendation is requested to approve the following:

1. None at this time

Report by Policy/Community Affairs Committee Chair, Mrs. Burckley

**XI. DISCUSSION ITEM:  
Mr. Phillips Report on Tri county legislative meeting.  
BA remind Mr. Phillips to complete ethics forms  
2/24 Finance Committee Meeting 2 pm**

**XII. OTHER REPORTS:**

a.) Student Attendance

<b>Enrollment January 2015</b>	
Preschool	32
Kindergarten	58
1st Grade	56
2nd Grade	59
3rd Grade	51
4th Grade	44
5th Grade	49
6th Grade	64
7th Grade	50
8th Grade	56
Out of District	1
Home Instruction	2
Homeless -Tuition	1
<b>Total January</b>	<b>523</b>

b.) Security/Fire Drill Reports

**DATE:**           **01/8/2016**  
Alarm Sounded:           1:33 pm  
Building Cleared:        1:35 pm  
Returned to Building:    1:37 pm  
Alarm Station Used: C-wing  
All Staff in attendance participated in drill  
Number evacuated:        Students present: 495  
                                  All Staff Present: 86  
Special conditions simulated:    none at this time  
Problems encountered: None  
Weather: 45 degrees

**Lock Out Drill #1**

**DATE:**           **1/20/2016**  
  
Alarm Sounded:           2:40 pm  
  
All Staff in attendance participated in drill (90)  
  
Problems encountered:            none at this time

c.) Health Reports

**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.

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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.

**Jim Anderson 309 Glendale Drive** – Any progress on Recess/Lunch period? It doesn't seem long enough. Still concerned about blue light from tablet screens. Presented website to the board regarding blue light from screens. Provided documentation to board regarding longer recess periods being beneficial to the students. Suggested instead of movies and quiet time when weather is bad but to allow kids to run and play in an empty classroom.

**Bill Stain 612 South White Horse Pike** – Kids coming home telling him tablets are failing during test time and they have to make them up. What is the back-up plan for this?

**Dr. Vespe reply** – As far as tablet failure, we have plenty of spare tablets in inventory. So not sure why you are getting that information.

#### **XIV. ADJOURNMENT**

On a motion made by Mr. Fidgeon and seconded by Mrs. Burckley the meeting was adjourned at 7:12 pm

Respectfully Submitted,

Melissa Engelhardt