

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

February 21, 2017

6:30 p.m.

MINUTES

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:32 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.

James Anderson – Present	Susan Lowden - Present
Alicia Conte - Present	Melissa Moore - Present
Colm Fidgeon - Present	John Phillips - Present
Monique Howard - Present	James Walsh - Present

Also Present:

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

Mr. Fidgeon would like to have it on record his concern on the appointment of the committees without being notified or asked for opinion on appointments. He feels the finance committee is a hefty responsibility to a new board member who doesn't have any experience.

Mrs. Lowden replied, so noted

III. ADMINISTER THE OATH OF OFFICE TO KIM BARKOFF

IV. ROLL CALL

James Anderson – Present	Monique Howard - Present
Kim Barkoff - Present	Susan Lowden - Present
Alicia Conte - Present	Melissa Moore - Present
Colm Fidgeon - Present	John Phillips - Present
	James Walsh - Present

V. 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.

Andrea Lomas – Thank the BOE for donations to the Griffin family.

VI. APPROVAL OF MINUTES

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

Recommend that the Board of Education approve the regular minutes of the January 5, 2017 BOE Meeting and the regular and executive session minutes of the January 26, 2017 work session.

ALL IN FAVOR: YES 9 NO 0 ABSTAIN 0 ABSENT 0

VII. REPORTS

A. Superintendent's Report

- Winter MAP benchmark tests were taken in December, staff are currently reviewing the data to adjust instruction and have created updated ILPs from classworks (Goals 1-3 MAP Mathematics grades 3-5)
- Superintendent is conducting monthly meetings with MS ELA and Mathematics regarding Classworks ILPs; MS ELA / Math have created fall ILPs and completed updated winter ILPs for their students (Goal 4)
- Upper elementary staff is successfully using cloud based instruction specifically One Note classroom app in conjunction with Micro-soft 365 including but not limited to One Drive, Skype, Outlook, and Sites. (Goal 5)
- 3rd Boiler installation complete
- NJHS Induction Jan 19th 6:30pm

Business Administrator's Report

- The roof core cuts were completed on 2/8 and per the Architect the extent of damage does warrant immediate remediation, his suggestion is to wait for the new roof with the bond referendum.
- I have contacted the Borough to provide us with an estimate for the drainage project outside of the kindergarten wing. I have also contacted our solicitor for a shared service agreement between the District and the Borough to facilitate such project. I have yet to receive the shared service agreement from the solicitor however, the quote I received from the borough engineer estimates the drainage [only] cost to be \$34,474. I also want the board to be aware that I will need DOE approval to transfer funds from one account to another before moving forward. If this is deemed a capital project (versus a repair), the DOE will not approve the transfer without either voter approval or it being budgeted next year because it is not deemed an emergency.

- Lead filters have been installed in the A-2 classroom sink to resolve the issue of lead content in the water. The water is scheduled to be tested again tomorrow to ensure the filters are removing the lead adequately.
- Installation of the temperature averaging sensors in the main office suite has been completed however they are still offline due a computer failure during programming. As the sensors were being programmed Multi-Temp's PC shut down and all programming was lost. They are scheduled to be online by end of the week.

Board President Report

I went to the NJSBA Leadership Conference a few weeks ago and it was suggested that Boards begin their meetings with a reading of their Mission Statement, District Goals and Board Goals to keep the Board focused on its responsibilities. We will also be reviewing the School Board Members Code of Ethics each month, focusing on one ethics statement each month.

Board's are also required to give a public update on board goals and professional development each February, so here goes:

- **IMPROVE COMMITTEE STRUCTURE, CONSISTENCY AND REPORTING.**
With a lot of work by President Walsh, we restructured our committees to three standing committees and two ad hoc committees which significantly reduced the number of committee assignments we each have and the amount of time needed for committee meetings. He also developed a Committee Outline which describes the functions of each committee along with agenda planning. The 2017-2018 Committee Outline is on SharePoint in the Committee Date folder. We should continue working on meeting consistency and reporting which I would like to discuss at the February Board meeting.
- **IMPROVE BOARD TRAINING**
For the first time in several years, we finished 2016 with all Board Members having completed their mandatory board training. Thanks to each of you for your commitment to completing the training (even when it required multiple attempts) and to Melissa E for keeping track of things. In 2017, each Board member (except for Jim W and I) will have mandatory training requirements to complete. In addition to completing the training, I think it would be beneficial to all of us if we each reported back to the Board in regard to our training after it is completed, sharing something we feel would educate/update the other Board members. In addition to required mandatory training, we also had bi- monthly work sessions to help bring new board members up to speed and to improve Board planning. We also provided "mini" training at each meeting with presentations from NJSBA or faculty members.
- **IMPROVE EVALUATION PROCESS**
With Monique's guidance, we established evaluation deadlines and improved the evaluation participation rate. Although we were delayed in finishing the CSA evaluation, it was completed for the first time in years, including an action plan for professional improvement. We should continue working on full participation in the evaluation process in an even timelier manner with follow up on professional development which we can discuss as we proceed through the evaluation process this year. Although we have not evaluated our Board Secretary in the past, our policy does require it so we need to either add that evaluation or change our policy.

VIII. NEW BUSINESS

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

To approve the change of appointment for CCSBA alternate delegate from Sue Lowden to John Phillips and the change of appointment for CCEC delegate from Monique Howard to Kim Barkoff, appointing Monique Howard the CCEC alternate delegate.

ALL IN FAVOR: YES 9 NO 0 ABSTAIN 0 ABSENT 0

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 Mr. Anderson 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 December 2016 (attachment #1).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of December 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 December 2016. The Treasurer’s Report and Secretary’s report are in agreement for the month of December 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. Vendor Bill List 1 and corresponding Check Journal totaling: \$78.89
- b. Vendor Bill List 2 and corresponding Check Journal totaling: \$212,037.76
- c. Vendor Bill List 3 and corresponding Check Journal totaling: \$20,824.76
- d. January 13, 2017 Payroll Check Journal totaling: \$200,625.72
- e. December Joint Purchasing Bill List totaling: \$53,461.95
- f. December Student Activities Bill List totaling: \$378.13
- g. Vendor Bill List 4 and corresponding Check Journal totaling \$199,154.83
- h. Vendor Bill List 5 and corresponding Check Journal totaling: \$135.44
- i. January 30, 2017 Payroll Check Journal totaling: \$210,493.12
- j. January Joint Purchasing Bill List totaling: \$10,375.33
- k. January Student Activities Bill List totaling: \$4,582.82
- l. Vendor Bill List 6 and corresponding Check Journal totaling: \$47,443.05
- m. Vendor Bill List 7 and corresponding Check Journal totaling: \$13,262.31
- n. Vendor Bill List 8 and corresponding Check Journal totaling: \$684.50

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

4. To approve Gena Price and Jenna VanDerzee, Pre-School Teachers, to attend the 2016 Conference for NJ Pre-Kindergarten Teachers on February 27-28, 2017, in Atlantic City, NJ at a cost of \$415.00 per person.

5. To approve the disposal of a Toro Z Master Mower. Serial #N53402. VIN #176333170170A.

ROLL CALL VOTE: YES 9 NO 0 ABSTAIN 0 ABSENT 0

On a motion made by Mrs. Moore and seconded by Mr. Conte 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 Patrick Glatz, Special Education Teacher to attend Wilson Reading System Introductory Workshop on February 28 – March 2, 2017, in Conshohocken, PA at a cost of \$599.00.
7. To approve custodial and maintenance interlocal service agreement with the Borough of Somerdale whereas the Borough will provide 3 full time and 6 part time custodial/maintenance personnel for fiscal year 2017-2018 in the amount of \$337,111.97 to be paid in four equal installments beginning July 2017.

WHEREAS, the parties hereto desire to enter into an Interlocal Service Agreement for the Borough to provide custodial and building and grounds services for Somerdale Park School; **WHEREAS**, either party hereto may terminate this agreement for any reason upon providing the other party with written notice of the intention to do at least 90 days prior to said termination; and **NOW THEREFORE BE IT AGREED** as follows: Borough shall supply such services and Board shall provide said supplies and make such payments as are outlined in the agreement.

8. To approve the contract with Education Inc. to provide educational instruction services to Somerdale School District students sent to their Behavioral Program for the 2016-2017 school year in the amount of \$35.00 per hour.
9. To approve the disposal of a Tennant 2550 Battery WB Burnisher, serial number 60759510038353.
10. To approve transfer between accounts dated 7/1/16 in the amount of \$7,082.00 from account 20-270-100-110 to account 20-270-200-110 as instructed by NJ DOE for teacher stipends paid from NCLB Title II grant funds.

ROLL CALL VOTE: YES 8 NO 0 ABSTAIN 1 (Barkoff) ABSENT 0

On a motion made by Mrs. Moore and seconded by Dr. Howard the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 11-15:

11. To approve the disposal of nine (9) rectangular café tables.
12. To approve a contract with Voorhees Board of Education for a homeless student in grade 8 from September 1, 2016 to June 30, 2017, tuition paid in the amount of \$86,817.00.
13. The Somerdale Board of Education wishes to enter into agreement with Fireball Mountain, Combat Sports, LLC;

WHEREAS Fireball Mountain, Combat Sports, LLC is to provide equipment for laser tag activities;

WHEREAS such activities are for the development of staff team building skills;

WHEREAS activity will take place at Somerdale Park School;

WHEREAS the activities will take place on March 17, 2017 from 1 pm to 3 pm;

WHEREAS cost of activity is \$975 in which a \$100 deposit shall be paid on 2/14/17 and remaining balance on 3/17/17;

THEREFORE BE IT RESOLVED, that the Somerdale Board of Education approve the agreement with Fireball Mountain, Combat Sports, LLC.

14. To approve the following Resolution:

Resolution
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 2017-18, 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 2017-18 school year.

15. To approve ADP to set up and process District payroll including ACA reporting, and HR management solution at an estimated cost of \$6,163.20 per year. Projected run date April 15, 2017.

ROLL CALL VOTE: YES 9 NO 0 ABSTAIN 0 ABSENT 0

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

Report by Facilities Committee Chair

On a motion made by Mrs. Moore 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 item for Use of Facilities as per Somerdale Board of Education Policy 7510 items 1-2:

1. To approve Soccer Shots to utilize the Cafeteria on Tuesday nights from 6:00 pm – 8:00 pm starting March 14, 2017 through March 24, 2017.
2. To approve Somerdale Park's Student Council to hold a Dodgeball Tourney on March 15, 2017 at 5:45 pm in the Gym.

ROLL CALL VOTE: YES 9 NO 0 ABSTAIN 0 ABSENT 0

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 1-2:

1. To approve the 2016-2017 ESEA Accountability Action Plan regarding PARCC Participation Rate/Graduation Rate/Attendance Rate whereas the district did not meet the Participation Rate of 95%. (attachment #1)
2. The following field trips:
 - a.) To post approve the Renaissance Trip to DiDonato's Bowling, Hammonton, NJ on February 6, 2017. No cost to student, trip paid through Renaissance funds. Staff chaperones to be determined at a later date

ROLL CALL VOTE: YES 9 NO 0 ABSTAIN 0 ABSENT 0

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 Mrs. Moore the following was approved:

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

1. To approve FMLA Leave, to run concurrently with paid sick leave for Amy Flynn to commence on December 21, 2016 through February 3, 2017. This leave is not eligible for NJFLA.
2. To accept Brielle Macaluso's letter declining the Assistant Softball Coach position for the 2016-2017 school year.

ROLL CALL VOTE: YES 9 NO 0 ABSTAIN 0 ABSENT 0

POLICY/COMMUNITY AFFAIRS, Melissa Moore, 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. Walsh and seconded by Mrs. Conte 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. None at this time
2. For Second Reading:
 - a. 2411 – Guidance Counseling
 - b. 5337 – Service Animals

ROLL CALL VOTE: YES 9 NO 0 ABSTAIN 0 ABSENT 0

Somerdale Board of Education meeting held on February 21, 2017

Respectfully Submitted,

Melissa Engelhardt