

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

**Reorganization Meeting and
Regular Meeting of the Board of Education**

January 5, 2017

6:30 p.m.

MINUTES

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:30 pm

II. Moment of Silence in memory of Stratford student, Sailor Righter

III. 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.

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

Also Present:

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

IV. ELECTIONS RESULTS FROM: November 8, 2016

Candidates:

<u>For a Three Year Term:</u>	<u>Number of Votes</u>
Colm Fidgeon	1,216
Monique Howard	1,304
James Anderson	1,271
Write Ins (unspecified)	14

V. ADMINISTER THE OATH OF OFFICE TO COLM FIDGEON, MONIQUE HOWARD, AND JAMES ANDERSON.

VI. ROLL CALL

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

VII. NOMINATION AND ELECTION OF BOARD OFFICERS

- a. On a motion made by Mr. Fidgeon, Mr. Walsh is nominated for President of the Board of Education. Mr. Walsh declines nomination.

On a motion made by Mrs. Conte, Mr. Phillips is nominated for President of the Board of Education.

On a motion made by Mr. Walsh, Dr. Howard is nominated for President of the Board of Education.

- b. On a motion made by Mr. Fidgeon, seconded by Mrs. Conte, a request was made to close nominations for President and cast vote.

Alicia Conte: Phillips	James Anderson: Howard
James Walsh: Howard	Monique Howard: Howard
Colm Fidgeon: Howard	Susan Lowden: Phillips
Melissa Moore: Phillips	John Phillips: Phillips

On a motion made by Mr. Phillips, seconded by Mr. Walsh approval is made for a second round of votes.

Alicia Conte: Howard	James Anderson: Howard
James Walsh: Howard	Monique Howard: Howard
Colm Fidgeon: Howard	Susan Lowden: Phillips
Melissa Moore: Phillips	John Phillips: Phillips

Mrs. Conte would like to change her vote.

On a motion made by Mrs. Lowden, seconded by Mr. Walsh approval is made allowing board member to change vote.

Alicia Conte: yes	James Anderson: yes
James Walsh: yes	Monique Howard: yes
Colm Fidgeon: yes	Susan Lowden: yes
Melissa Moore: yes	John Phillips: yes

On a motion made by Mrs. Lowden, seconded by Mr. Walsh approval is made for a third round of votes.

Alicia Conte: Phillips	James Anderson: Howard
James Walsh: Howard	Monique Howard: Howard
Colm Fidgeon: Howard	Susan Lowden: Phillips
Melissa Moore: Phillips	John Phillips: Phillips

Final vote tied, selection of Board President passes to executive county superintendent.

- d. On a motion made by Mrs. Moore, Mrs. Lowden is nominated for Vice-President of the Board of Education.

On a motion made by Mr. Walsh, Mr. Phillips is nominated for Vice-President of the Board of Education. Mr. Phillips declined nomination.

On a motion made by Mr. Walsh, Dr. Howard is nominated for Vice-President of the Board of Education. Dr. Howard declined nomination.

On a motion made by Walsh, Mr. Fidgeon is nominated for Vice-President of the Board of Education. Mr. Fidgeon declined nomination.

- e. On a motion made by Mr. Fidgeon, seconded by Mr. Walsh, a request was made to close nominations for Vice-President and cast vote.

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

- f. On a motion made by Mr. Fidgeon seconded by Mrs. Moore, approval is made of Mrs. Lowden for the Office of Vice-President.

All in Favor

The Board meeting is officially turned over to the Board Vice President.

- g. Appointing Dr. Howard as representative to Camden County Education Services Commission.
- h. Appointing Open Seat, when filled, as Alternate Representative to the Camden County Educational Services Commission.
- i. Appointing Mrs. Moore as Delegate to New Jersey School Boards Association.
- j. Appointing Mr. Fidgeon as Alternate Delegate of New Jersey School Boards Association.
- k. Appointing Mr. Anderson as Legislative Chairperson of New Jersey School Boards Association.
- l. Appointing Mr. Walsh as Alternate Legislative Chairperson of New Jersey School Boards Association.
- m. Appointing Mrs. Conte as representative to Camden County School Boards Association.
- n. Appointing Mrs. Lowden as Alternate representative to Camden County School Boards Association.

On a motion made by Mr. Fidgeon, seconded by Mr. Walsh, approve appointments by Vice President Lowden

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

VIII. 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.

IX. APPROVAL OF MINUTES

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

Recommend that the Board of Education approve the regular and executive session minutes of the December 8, 2016 BOE Meeting.

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

X. REPORTS

A. Superintendent's Report

- Sterling Honor Testing yesterday took place yesterday; all went smoothly. Sterling sent a few representatives from their guidance and curriculum departments. Students went down to cafeteria after testing and had lunch and resumed their schedule.
- This Saturday – Lead Testing to be completed. This is a mandate from the state where all NJ public schools are to be tested for lead water. School will be shut down tomorrow at 10:30 pm so water will not be disturbed as required for testing. Results should be available in 2 weeks and will be posted on our website. Parents will be notified if any lead is found and district will attend to it immediately.
- Infrared Roof Scanning was completed Dec. 21st and we just received the report. Melissa and I are reviewing the information. It will be on the Friday Report and SharePoint for the Board.
- Over winter break maintenance dept. did wonderful job cleaning.
- National Jr. Honors Society induction ceremony will be on Jan 19th at 6:30 pm in the cafeteria. Sue Ratajski is our supervisor for that organization.
- Update on winter sports, unfortunately both boys and girls lost to Brooklawn. Currently they are both in second place in their division.

B. Business Administrator's Report

- I'd like to remind Mr. Fidgeon and Mrs. Moore that you still need to complete your governance training; the due date was 12/31. You must check your emails for NJ School Boards instructions on access and completion. I do not get the information that is sent to you. I have inquired about getting copied and was informed by NJ School Board that they will not copy me for security reasons. They will only send it to the district email account created for you. I cannot stress enough the importance for Board Members to regularly check their district email account.
- School Ethics reporting is due by February 1st. You should be getting an email from the DOE shortly. Also, we are now required to give you the code of ethics annually. You must sign the acknowledgement of receipt that has been sent to you via email. The Sign Now program will automatically return it to me once you have electronically signed it.
- The budget process is in full swing. Dr. Vespe and I are working towards completion and have met with the committee for preliminary review and planning.

XI. 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 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. 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. Walsh 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 items 1-5:

1. To approve the following bill lists (attachment #1):
 - a. December 15, 2016 Payroll Check Journal totaling: \$313,417.95
 - b. December 22, 2016 Payroll Check Journal totaling: \$208,081.87
2. To approve Michael Phillips, Lauren McCaffrey, and Mary Rose Reeder to attend “Next Generation Science Standards” on March 2, 2017 in Cherry Hill, NJ at a cost of \$245.00 per person.
3. To approve agreement between Somerdale Board of Education and Spiegle Architectural Group for pre-referendum services to commence November 2, 2016 for a total fee in the amount of \$9,400 to be billed intermittently as services are rendered.
4. To approve that the Business Administrator be authorized to enter into contracts and continue payment of all bills through February 9, 2017, or until the next Board of Education meeting. The bill lists for those payments and any contracts to be ratified will be submitted at the next Board of Education meeting.
5. To approve that the Business Administrator be authorized to enter into contracts and pay all bills between board meetings for Park Technology Shared Services for the 2016-2017 fiscal year. The bill lists for those payments and any contracts to be ratified will be submitted at the next Board of Education meeting.

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

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 business administrator approve the following items 6-8:

6. To approve the contract with Brookfield Academy to provide educational instruction services to Somerdale School District students sent to the Castle Program for the 2016-2017 school year in the amount of \$35.00 per hour.
7. To approve student #3803802807 to attend the Pride program at Sterling High School at a cost of \$14,266.00 from November 28, 2016 to June 16, 2017.
8. To approve the following resolution:

**RESOLUTION
SOMERDALE BOARD OF EDUCATION**

RESOLUTION AUTHORIZING THE AWARD OF THE CONTRACT FOR SECURITY BID 17-16 TO INTEGRATED SYSTEM SERVICES

WHEREAS, specifications were completed and bids were properly advertised by the Somerdale Board of Education (“SBOE” and/or “Board”) for a Contract for Security Bid 17-16, to provide qualified security systems integrators for use at the Somerdale Park School; and

WHEREAS, the Board furnished detailed bid specifications to potential bidders; and

WHEREAS, the bid specifications required recorders to be Costar XDi Series or equivalent, indoor cameras to be Costar Model CDI2109 or equivalent, outdoor cameras (except for the license plate camera) to be Costar Model CDI2109VIR or equivalent, and license plate camera to be Costar Model CDI5112VIR; and

WHEREAS, the bids were received and opened at the offices of the Board on Tuesday, December 13, 2016; and

WHEREAS, three (3) companies submitted bids for the specified contract as follows:

<u>Vendor</u>	<u>Total Bid Price</u>
1. Advanced Video	\$90,000.00
2. Integrated System Services	\$103,002.00
3. CM3	\$139,901.00; and

WHEREAS, upon review of the bid submitted by Advanced Video, it was revealed that the bid submitted contained material defects which rendered the bid as non-compliant, as the product bid did not satisfy the requirements provided in the Bid Specifications; and

WHEREAS, the Board Solicitor has rendered a Legal Opinion recommending the rejection of the bid submitted by Advanced Video due to the aforementioned material defects; and

WHEREAS, the Board’s Business Administrator concurs with the recommendation to reject the bid submitted by Advanced Video due to the aforementioned material defects; and

WHEREAS, following review of the bid submitted by the next lowest bidder, Integrated System Services, it was determined that the bid submitted complied with all material and non-material provisions of the Bid Specifications and Advertisement; and

WHEREAS, the Board Solicitor has rendered a Legal Opinion, recommending the award of the Contract for Security Bid 17-16 to Integrated System Services as the lowest responsible bidder; and

WHEREAS, the Board's Business Administrator concurs with the recommendation to award the Contract for Security Bid 17-16 to Integrated System Services as the lowest responsible bidder; and

WHEREAS, the SBOE has therefore determined that Integrated System Services is the lowest responsible bidder, having submitted the lowest bid in accordance with the Bid Specifications and Advertisement; and

WHEREAS, the Business Administrator has certified that funds are available for such purpose.

NOW, THEREFORE, BE IT RESOLVED, by the Somerdale Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The Bid received from Advanced Video for the Contract for Security Bid 17-16, is hereby rejected as non-responsive.
3. Should a Court of competent jurisdiction determine that the deviations set forth in the bid of Advanced Video are waivable as a matter of law, then the SBOE hereby exercises its discretion not to waive the deviations.
4. The Contract for Security Bid 17-16, in the total bid price of \$103,002.00, is hereby awarded to Integrated System Services in accordance with their Bid received on December 13, 2016.
5. The SBOE's Superintendent, Business Administrator, Board President and/or Board Vice President are hereby authorized and directed to execute said Contract.

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

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

Report by Facilities Committee Chair

Recommend that the Board of Education on the recommendation of the business administrator approve the following items for Use of Facilities as per Somerdale Board of Education Policy 7510:

1. None at this time

INSTRUCTIONAL, Dr. Monique Howard, Chairperson, Susan Lowden, Alternate Chairperson.
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 Mrs. Moore the following was approved:

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

1. To approve the Somerdale Park School Technology Plan for 2016-2019 school years. (attachment #1)
2. The following field trips:
 - a.) To approve 2nd Grade Students to visit The Adventure Aquarium in Camden, NJ on May 17, 2017. Cost per student \$16.00 plus \$5.00 transportation fee.
 - b.) To approve 3rd Grade Students to visit The Academy of Natural Sciences in Philadelphia, PA on March 3, 2017. Cost per student \$13.50 plus \$5.00 transportation fee.

ROLL CALL VOTE #1: YES 6 NO 2 (Lowden and Moore) ABSTAIN 0 ABSENT 0

ROLL CALL VOTE #2: YES 8 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 1-3 items:

1. To post approve Victoria Dougherty, Special Education Teacher, to serve as a Homebound Tutor for a Second Grade Student 5 days a week/2 hours per day until further notice.
2. To approve the SEA to start a Sick Day Bank to be used for a Staff Member on leave due to illness.
3. To approve Kimberly Plotts, Speech Therapist, to conduct Homebound Speech lessons four times a week from January 3, 2017 through June 15, 2017 at a stipend of \$2,480.00 to be paid as per SEA contract.

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

POLICY/COMMUNITY AFFAIRS, , 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 Mr. Walsh and seconded by Mrs. Moore 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 2016-2017 school year.

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

1. 2411 – Guidance Counseling

2. 5337 – Service Animals

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

1. 5511 – Dress and Grooming

ROLL CALL VOTE #1: YES 7 NO 1 (Howard) ABSTAIN 0 ABSENT 0

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

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:

Work Session 26th - Policy, Budget, Committee appointments

Open response for board member vacancy through 1/23

IX. OTHER REPORTS:

a.) Student Attendance

Enrollment December 2016

Preschool	24
Kindergarten	61
1st Grade	52
2nd Grade	55
3rd Grade	52
4th Grade	50
5th Grade	45
6th Grade	47
7th Grade	56
8th Grade	56
Out of District	4
Charter Students	2
Home Instruction	1
Homeless -Tuition	1
Total December 2016	506

b.) Security/Fire Drill Reports

Fire Drill:

DATE: **12/2/2016** Alarm Sounded: 9:42 am
Building Cleared: 9:44 am
Returned to Building: 9:46 am
Alarm Station Used: Main Hall (by boiler room)
All Staff in attendance participated in drill
Number evacuated: Students present –475

Staff Present: 86

Special conditions simulated: none at this time
Problems encountered: None
Weather: 47 degrees

Lock Out Drill #2

DATE: **12/13/2016** Alarm Sounded: 1:02 p.m.

All Staff in attendance participated in drill (89 staff members)
Problems encountered: None

- c.) Health Reports – to be supplied at later date
- 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
(*Just before the resolution is voted on*).
3. Limit your comments to (3) minutes per person.

Tom Leakon, 701 Sunset, Somerdale – I agree with diversity however if people are truly interested serving on the board they would be here at the meetings. They should know when the meetings are because they are posted on the website. So as much as I agree, you can only do so much. If someone wants to be part of the process, they'll find a way to be here.

XI. ADJOURNMENT

On a motion made by Mr. Fidgeon and seconded by Mrs. Moore the board meeting was adjourned at 7:19 pm.

Respectfully Submitted,

Melissa Engelhardt