

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

March 10, 2016

6:30 p.m.

MINUTES

I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:30 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 – Present
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
Leonard Wood, 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 Dr. Howard and seconded by Mrs. Burckley the following was approved:

Recommend that the Board of Education approve the regular minutes of the February 11, 2016 BOE Meeting.

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

V. REPORTS

a. Superintendent's Report

- Bring your friend dance grades 5-8 tomorrow at 7 pm in the Cafeteria. Sponsored by the PTA; Next Wednesday drama club starting at 7 pm in the Cafeteria; Next Thursday the Student/Faculty basketball game which will start at 5:30 pm; Wednesday 3/23 will be the Dodgeball Tournament at 5:30 pm in the Gym.
- Last week was Dr. Seuss week. Major kudos to Mrs. Ratajski and the National Honors Society and all the people who contributed to the Dr. Seuss spirit week.
- Boys and Girls Basketball made the playoffs and the Boys won division, congratulations, but unfortunately did not win tournament. Regardless they both should be proud, they represented us well. Thank you to all that showed up to show their support.
- Spring sports started today. We are in the process of tryouts for baseball and softball to determine who will be on the teams. They will start the season in the next week or so.

b. Business Administrator's Report

- Completed tentative budget for required submission to the county prior to public hearing which is to take place on during the May 5, 2016 Board Meeting.
- Our 6 month AHERA inspection has been scheduled for Tuesday March 15, 2016.
- I have received 3 proposals for the boiler replacement and will discuss the options at the next finance committee meeting.

V. EXECUTIVE SESSION (if necessary)

On a motion made by Mrs. Burckley and seconded by Mrs. Moore, the Board entered into executive session at 6:36 pm and anticipates being approximately 30 minutes. No action will be taken during Executive Session.

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.

Mrs. Hightower arrived at the meeting at 6:53 pm

VI. RETURN TO PUBLIC SESSION

On a motion made by Mr. Walsh and seconded by Mrs. Lowden the board returned to public session at 7:18 pm

VIII. 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. Phillips 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 Reports:

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

1. To approve the following bill lists (attachment #1):
 - a. Vendor Bill List and corresponding Check Journal totaling: \$116,226.27
 - b. February 12, 2016 Payroll Check Journal totaling: \$189,182.77
 - c. Vendor Bill List and corresponding Check Journal totaling: \$102,652.44
 - d. Vendor Bill List and corresponding Check Journal totaling: \$23,260.17
2. To approve the Transfers/Adjustments for the month of February 2016 (attachment #2).
3. To approve student activity account transfer in the amount of \$500 from the Renaissance account to the Music and Band account.
4. To approve voiding checks 20191 in the amount of \$595.00 & 20223 in the amount of \$729.00 from the General account due to incorrect vendors.
5. To approve the updated 2015-2016 Budget Manual.

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

On a motion made by Mr. Phillips and seconded by Mrs. Bureckley 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 custodial and maintenance interlocal service agreement with the Borough of Somerdale whereas the Borough will provide 3 full time and 7 part time custodial/maintenance personnel for fiscal year 2016-2017 in the amount of \$321,309.00 to be paid in four equal installments beginning July 2016.

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.

7. To approve the submission of the One-Year Preschool Program Plan Update for 2016-2017.
8. To approve the proposed 2016-17 Budget in the amount of \$8,395,485 for submission to the Camden County Executive Superintendent, pending the review and approval of same. In conjunction with the submission of the proposed 2016-17 budget, to hold a Public Hearing of same on May 5, 2016 at 6:30 p.m., in conjunction with the regular Board Meeting, to be held following the Public Hearing.

BE IT RESOLVED to approve the Somerdale Borough Board of Education budget for the FY 2016-2017 School Year for submission to the county as follows:

	Budget	Local Tax Levy
Total General Fund Budget	\$7,660,402	\$4,310,214
Total Special Revenue Budget	\$443,545	
Total Debt Service Fund	<u>\$291,538</u>	<u>\$198,104</u>
Totals	\$8,395,485	\$4,508,318

BE IT FURTHER RESOLVED, the Board has approved that there should be raised a total tax levy of \$4,508,318 whereas bank cap of \$117,804 is utilized.

RESOLVED, That there should be a General Fund tax levy of \$4,310,214 and a Debt Service Fund tax levy of \$198,104 for the ensuing FY 2016-17 School Year.

9. To appoint Melissa Engelhardt, SBA as the Public Agency Compliance Officer for Somerdale School District during the 2015-2016 fiscal year.

10. To approve the five year Long Range Facilities Plan (LRFP) and approval of the Business Administrator to submit and certify the same.

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

On a motion made by Mr. Phillips 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 item 11-12:

11. To approve 12 month Fresh Healthy Vending location agreement whereas Somerdale Park School hosts a location for a healthy snack vending machine at no cost and receives 20% of the net proceeds earned by the vending sales.
12. To authorize the board solicitor to interview outside entities/individuals to conduct an investigation, as discussed in executive session, and to negotiate a contract to be submitted to the Business Administrator for execution.

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

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

Report by Facilities Committee Chair

On a motion made by Mr. Phillips 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 Somerdale Park's Student Council to hold a Dodgeball Tourney on March 23, 2016 at 5:30 pm in the Gym at no charge.
2. To approve Somerdale Park's Boys Basketball to hold a Staff vs. Student Basketball game on March 17, 2016 at 5:30 pm in the Gym at no charge.

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

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.

Report by Instructional 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 business administrator approve the following items 1-4:

1. To approve the Somerdale Park School Calendar for the 2016-2017 school year. (attachment #1)

2. To approve the submission of Somerdale Park School's EVVRS data for Report Period 1 for the 2015-2016 school year and EVVRS Incident Detail Summary for 2015-2016 school year. (attachment #2 & attachment #3)
3. To approve the submission of the HIB Investigations, Training and Programs (HIB – ITP) report for Report Period #1 (July 1 – December 31, 2015) (attachment #4)
4. The following field trips:
 - a.) To approve Renaissance Trip to Wildwood, NJ for grades 6th, 7th & 8th Grades, on June 3, 2016 at a cost of \$2,642.00 to be paid from student activity funds.

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

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 business administrator approve the following items 1-3, Item #4 tabled:

1. To approve Lindsey Farmer, Camden County College student to observe one course period with Cristin Butler, 5th Grade Teacher during the month of March 2016 at no cost to the district.
2. To approve Christopher Caprio, Camden County College student to conduct fifteen hours of field experience with Amy Flynn, Physical Education Teacher during the Spring 2016 semester at no cost to the district.
3. To approved Brielle Mealey to serve as Girls Softball Coach in the absence of Kristine Reichelderfer due to maternity leave for the 2015-2016 school year at a total stipend of \$1,750.00 for length of Softball Season.
4. To approve Dr. Dennis Vespe's Superintendent contract for the period of July 1, 2015 through June 30, 2019 at a salary of \$135,000. Contract and salary is retroactive to July 1, 2015. **TABLED**

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

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.

Report by Policy Committee Chair

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

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

1. Policy 6311 – Contracts for Goods or Services Funded by Federal Grants
2. Policy 1613 – Staff Recognition and Appreciation

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

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 second 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.

Report by Community Affairs Committee Chair – N/A

A recommendation is requested to approve the following:

1. None at this time

IX. DISCUSSION ITEM: None

X. OTHER REPORTS:

a.) Student Attendance

Enrollment February 2016

Preschool	32
Kindergarten	58
1st Grade	56
2nd Grade	59
3rd Grade	51
4th Grade	44
5th Grade	49
6th Grade	65
7th Grade	52
8th Grade	56
Out of District	2
Home Instruction	2
Homeless -Tuition	1
Total February	527

b.) Security/Fire Drill Reports

DATE: **02/22/2016**
Alarm Sounded: 2:17 pm
Building Cleared: 2:18 pm
Returned to Building: 2:20 pm
Alarm Station Used: C-wing
All Staff in attendance participated in drill
Number evacuated: Students present: 490
 All Staff Present: 84
Special conditions simulated: none at this time
Problems encountered: None
Weather: 51 degrees

Lock Out Drill #2

DATE: **2/19/2016**
Alarm Sounded: 2:15 pm
All Staff in attendance participated in drill (90)
Problems encountered: none at this time

c.) Health Reports

XI. 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.

Bill Stain 612 S. White Horse Pike, Somerdale – I'm hearing from some people that there is some serious bullying occurring and was wondering if there would be another anti-bullying seminar.

Mr. Clayborn – We have completed our current planned bullying assemblies at this time however we are working with the municipal alliance to possibly offer something else this year.

Mr. Stain – Also, my kids have mentioned a few times that kids cannot go out to recess because they've been pulled out for busy work. I'd understand if it was for a missed test or something important but not just busy work. It's important for the kids to get out and have that time for some exercise.

Herb Brown 200 E. Grant Avenue, Somerdale – My daughter has been bullied twice already and I don't know what you are doing about it or what's going on or what procedure to follow.

Mr. Claybourn – I can meet with you to discuss that further.

Somerdale Board of Education meeting held on March 10, 2016

Dr. Vespe – Mr. Claybourn cannot discuss student incidents in the public. He can sit with you and discuss your student.

Mr. Wood – The District cannot discuss the actions it took against another student with you either even though your child may have been affected by that student's behavior.

Mrs. Lowden – We do have a mechanism in place where students can make an anonymous report. Maybe we can refresh the students that this can be done.

Dr. Vespe – We do have all the policies and procedures in place, we can certainly remind the students of them.

XII. ADJOURNMENT

On a motion made by Mrs. Burckley and seconded by Mrs. Conte the meeting adjourned at 7:35 pm

Respectfully Submitted,

Melissa Engelhardt