

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education  
301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education**

**September 11, 2017**

**6:30 p.m.**

**MINUTES**

**I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE at 6:33 pm**

**BOE Mission Statement**

The mission of the Somerdale School District, in active partnership with the community and staff, is to provide a safe and supportive environment which offers all students the opportunity to develop academically, socially, physically and emotionally, and to create students who are inquisitive and value learning not, only now, but also in the future.

We aspire to provide a broad range of educational opportunities in a nurturing environment designed to challenge all students to strive for personal excellence, achieve the New Jersey Core Curriculum Standards and become responsible citizens in this rapidly changing world.

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

Also Present:

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

**III. A Presentation by National Energy Partners regarding the Solar Project – *Did not show***

**IV. 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
5. Limit your comments to the specific resolution/items.
6. Limit your comments to (3) minutes per person.

**V. 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 and executive session minutes of the August 10, 2017 BOE Meeting and August 24, 2017 Work Session.

ALL IN FAVOR: YES 8 NO 0 ABSTAIN 0 ABSENT 1

**VI. REPORTS**

A. Superintendent's Report

- We had a seamless opening. Kudos to Mr. Mohan, Mr. Borkowski, Mr. Ford and the entire staff for making it happen.
- Our back to school night will be on 9/21. It will be posted on the website and a voice blast will be going out as a reminder.
- Maintenance staff did tremendous job during the summer in getting the school ready.
- Thanks to mayor and council for facilitating the drainage project. Although there were bumps along the road, as any project would have, their cooperation enabled the project to be completed prior to the opening of the school.
- Thanks to Mandy Seligman for doing a great job on the Classworks tutorials during the summer.

B. Business Administrator's Report

- Architect is working on documents to submit to the Dept. of Education for the bond projects and expects to have them to me for signature by the end of the week. Once the DOE issues the preliminary eligible costs, Bond Counsel can finalize the referendum questions.
- Audit fieldwork is complete and the auditor is in the process of compiling the financial statements and related notes however they are currently being held up waiting for the State to issue the pension liability which is needed to finalize the audit.
- Drainage project is 99% complete. Waiting to hear back on other possibilities of the gutter work as our current quote is at \$13,500.

**VII. EXECUTIVE SESSION (if necessary) N/A**

**VIII. NEW BUSINESS**

**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 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. Financial Reports:

To approve the Board Secretary and Treasurer’s Reports for 2017 (attachment #1).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2017. 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 July 2017. The Treasurer’s Report and Secretary’s report are in agreement for the month of July 2017.

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 \$958.72
- b. Vendor Bill List 2 and corresponding Check Journal totaling: \$209.20
- c. Vendor Bill List 3 and corresponding Check Journal totaling: \$2244.79
- d. Vendor Bill List 4 and corresponding Check Journal totaling: \$32.87
- e. July 14, 2017 Payroll Check Journal totaling: \$30,985.69
- f. July 28, 2017 Payroll Check Journal totaling: \$54,439.54
- g. August 15, 2017 Payroll Check Journal totaling: \$49,877.58
- h. August 30, 2017 Payroll Check Journal totaling: \$50,602.84
- i. Vendor Bill List 5 and corresponding Check Journal totaling: \$413,070.14
- j. Vendor Bill List 6 and corresponding Check Journal totaling: \$995.00
- k. Petty Cash Check Journal totaling: \$200.00

3. To approve the Transfers/Adjustments for the month of July 2017 (attachment #3).

4. To approve Dennis Vespe, Acting CST Director, and/or Designee to attend all countywide, district wide, and/or regional CST and/or IEP (*out-of-district*) student(s) meetings for the 2017-2018 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.

5. To approve Greg Cesare, Social Worker, to attend the Homeless Liaison Coordinator’s Meetings for the 2017-2018 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.

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

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 6-10:

6. To approve Dennis Vespe, Superintendent/Principal, to attend all countywide, district-wide, and/or regional Roundtable for the 2017-2018 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
7. To approve Melissa Engelhardt, Business Administrator, to attend all countywide, district-wide, and/or regional BA Roundtable and/or CCASBO meetings for the 2017-2018 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
8. To approve Dennis Vespe, Superintendent/Principal, and/or Designee to attend all countywide, district-wide, and/or regional Principal and/or Curriculum meetings for the 2017-2018 school year. There are no costs to attend these meetings. Mileage reimbursement as per district travel policy.
9. To approve all board members and/or Melissa Engelhardt, SBA/Board Secretary to attend any and/or all selected Camden County NJSBA or statewide NJSBA meetings and/or training sessions for the 2017-2018 school year.
10. To approve Kennedy Hospital to do Student Drug Screening, on an as needed basis, for the 2017-2018 school year.

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

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 business administrator approve the following items 11-15:

11. To approve the disposal of the attached list of tablets due to cracked screens. (Attachment #4)
12. To approve the prepayment of an invoice from Displays2Go to purchase a custom podium due to Net 30 payment terms.
13. To approve the contract with Orchard Friends School for a student in grade 8 from September 1, 2017 to June 30, 2018, tuition paid in the amount of \$40,914.40.
14. To approve the agreement between West Chester University, Inc. and Somerdale School District effective September 12, 2017 to June 30, 2022;

WHEREAS, the UNIVERSITY offers educational programs for a degree in the area of Social Work and desires to provide an education experience to students limited to participation through supervision in a practicum setting;

WHEREAS, the DISTRICT is equipped with the facilities and professional staff necessary to provide an educational experience to the University's students in the area of Bachelor of Social Work and/or Master of Social Work;

WHEREAS, the purpose of this Agreement is to establish a mutually beneficial affiliation between the UNIVERSITY and the DISTRICT by providing the UNIVERSITY'S students' clinical experience in their area of matriculation subject to the provisions of the Agreement;

WHEREAS, no monetary transactions shall be received by either party for the services outlined in the agreement;

NOW THEREFORE, BE IT RESOLVED, Somerdale School District approves the agreement with West Chester University for educational experience in Social Work.

15. To approve Victoria Dougherty and Patrick Glatz to complete Wilson Reading System Level 1 Certification Program during the 2017-2018 school year at a cost of \$3,900 to be paid in two installments, December 2017 and June 2018.

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

On a motion made by Mr. Walsh 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 16-19:

16. To approve the submission of the NJ Quality Single Accountability Continuum (SOA) Statement of Assurance for the School year 2017-2018 as required by the NJ Department of Education.
17. To approve the appointment of Robert Ford as Safety Coordinator for the 17/18 school year and approve the establishment of a safety committee whereas the safety committee is responsible for the review and dissemination of the District's safety policies and procedures and to make recommendations to the board on enhancing school safety.
18. To approve Joseph Mohan to attend the Dell EMC Forum in New York, NY on Wednesday, October 11, 2017 at no cost to the district. Mileage to be paid as per policy 6471 not to exceed \$57.66 plus the cost of tolls.
19. To approve the contract to Magnolia for Pride student in 7<sup>th</sup> grade from September 6, 2017 to June 30, 2018 with revenue in the amount of \$14,512.00

ROLL CALL VOTE ITEMS 16-18: YES 8 NO 0 ABSTAIN 0 ABSENT 1

ROLL CALL VOTE ITEM 19: YES 6 NO 2 (Barkoff & Lowden) 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. Walsh and seconded by Mrs. Barkoff 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 6:30 – 8:30 pm starting October 5, 2017 through November 30, 2017. (attachment #1)
2. To post approve Borough of Somerdale to utilize Ward Field for Somerdale Day from 12:00 pm – 3:00 pm on September 9, 2017. (attachment #2)

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

**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. Anderson and seconded by Mr. Fidgeon 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 revised curriculum guides, aligned with the Core Curriculum Content Standards for the disciplines of Reading/ Language Arts for grades Pre-School – 5<sup>th</sup>, Math Grades Pre-school – 8<sup>th</sup>, Social Studies Grades Kindergarten – 8<sup>th</sup>, Science Grades Pre-school – 8<sup>th</sup>, Technology Kindergarten – 8<sup>th</sup>, Music Performing Arts Kindergarten – 8<sup>th</sup>, Physical Education Kindergarten – 8<sup>th</sup>, Health Curriculum 6<sup>th</sup> – 8<sup>th</sup>.
2. To approve the 2016-2017 School Self-Assessment for determining HIB grades. (attachment #1)
3. The following field trips: none at this time

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 Mr. Anderson and seconded by Mr. Fidgeon the following was approved:

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1-3:

1. To approve to rescind Jennefir Moffa's full-time contract for the 2017-2018 school year and enter into a new 4/5<sup>th</sup>'s contract with a salary of \$44,971.20.
2. To approve Crystal Fewke, Rowan University Student to complete 300 hours for her School Psychology practicum in the Fall of 2017.
3. To approve Craig Grant, Gwynedd Mercy University Student to complete student teaching with a start date of January 2, 2018 through April 6, 2018.

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

**POLICY/COMMUNITY AFFAIRS**, Alicia Conte, 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. Anderson and seconded by Mr. Fidgeon the following was approved:

The following item will be recommended for approval:

1. To approve the revised job description for Summer Custodian. (attachment #1)

Recommend that the Board of Education on the recommendation of the Superintendent approve the following items 1 & 2:

1. For First Reading:
  - a. 4160 – Physical Examination
2. For Second Reading:
  - a. none

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

A recommendation is requested to approve the following:

1. None at this time

**BOND REFERENDUM**, Colm Fidgeon, Chairperson, Alicia Conte, Alternate Chair, James Walsh, Administrative Liaison: Dr. Dennis Vespe, Melissa Engelhardt

The Bond Referendum Committee’s function it to meet and develop a framework for moving a referendum forward and to address project and budgetary issues.

Report by Bond Referendum Committee Chair

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items N/A:

1. None at this time

**IX. DISCUSSION ITEM:**

1. Discussion of School Board Members’ Code of Ethics:
  - a) I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.

**X. REPORTS:**

The following item will be recommended for approval: N/A

1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for:  
None at this time

**XI. OTHER REPORTS:**

- a.) Student Attendance - none at this time
- b.) Security/Fire Drill Reports – none at this time
- c.) Health Reports – none at this time

**XII. 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.

James Anderson, Jr. – 309 Glendale Drive, Somerdale – I just want to say that in some of the classes you are not allowed to go to the bathroom and too, the bathrooms are not clean.

Courtney Tait & Mason Steward – 16 Chestnut Street, Somerdale – My concern is after school care for kids. There are not enough spots open in the Under the Sun program; they are full and not accepting any more children. I was hoping to see a latch key program from 3 pm to 6 pm five days a week. Under the Sun does not have good reputation, their attitude with me was really very poor and they only have capacity for 29 kids.

Alex ? – 126 Dartmouth Avenue, Somerdale – I am hosting solar presentation Wednesday 7 pm at community center if anyone is interested in attending. It will not be a sales kind of environment but educational.

Colm Fidgeon – 5 McMichael Court, Somerdale – Need signs posted to make people aware that there is a school back here.

**XIII. ADJOURNMENT**

On a motion made by Mr. Anderson and seconded by Mrs. Conte the meeting was adjourned at 7:12 pm and will be reconvened at 7:30 pm.

**XIV. MEETING CALLED TO ORDER at 7:34 pm**

Terri Lewis from NJ School Boards – Superintendent Search Discussion:

Pick interim that fits your needs.

Mrs. Lowden – Is interim until the end of school year fair? Terri Lewis – that is realistic.

Do not have to advertise for an interim.

Can only keep them for two years but we do not recommend keeping an interim for that long

Permanent hire: You can either hire a superintendent directly or share a superintendent with another district (i.e. Laurel Springs and Stratford). You cannot purchase services for a superintendent.

(Went over timeline of Superintendent hiring.)

Sandy Robinson – 621 Grant Ave, Collingswood - The CST would support the superintendent not holding the title of CST director.

**XV. ADJOURNMENT**

On a motion made by Mr. Walsh and seconded by Mr. Anderson the meeting was adjourned at 8:36 pm

Respectfully Submitted,

Melissa Engelhardt