

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

MINUTES

September 16, 2009
7:30 p.m.

I. MEETING CALLED TO ORDER at 7:37 pm.

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 Record Breeze and The Courier Post, as well as posting notices in Borough Hall, the Somerdale Post Office and the Somerdale Park School.

II. ROLL CALL/PLEDGE OF ALLEGIANCE

Leslie Caramiello - present	Linda Giambri - absent
Richard Caswell - present	Martha Gray - present
Cheryl Cronce - present	Susan Lowden - present
Michelle Frontera - present	David Reeder - present
James Walsh - present	

Also Present:

Dr. Debra L. Bruner, Superintendent
Dawn Leary, Business Administrator/Board Secretary
Kristine Height, Principal
Rich Roswell, Bldg. & Grnds. Supervisor/EFM
John Kennedy, Solicitor

III. APPROVAL OF MINUTES

On a motion by Mrs. Caramiello seconded by Mr. Walsh the following was approved:

Recommend that the Board of Education approve the regular and executive session minutes of the August 19, 2009 Regular and Executive Session Meetings.

ROLL CALL VOTE: YES 7 NO 0 ABSTAIN 1 ABSENT 1

IV. PUBLIC COMMENTS on any action items were given at 7:42 pm.

Michael Applegate of 28 North Browning Ave in Somerdale, NJ referred to action item E (building & grounds) use of the Ward field for baseball practice.

He asked the Board if an inner-district team of 18 and under could use the baseball field. He indicated that he would forward a copy of their insurance to the school business administrator. He said there was a conflict with using the Junior Varsity field at Sterling High School.

Mrs. Lowden asked what the requirements were.

Mr. Applegate stated the students were in their freshman through senior year at the high school. He indicated that he would provide the Board with a full list of student's names.

NOTATION OF PUBLIC COMMENTS ON AGENDA ITEMS

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.

V. REPORTS

A. The Superintendent gave a report at 7:45 p.m.

Dr. Bruner thanked the parents for being patient with the delayed school opening.

Dr. Bruner informed the Board that she and Ms. Leary examined the roofing project first hand, and was very disappointed. She said a meeting was scheduled with the manufacturer (GAF), roofer, architect and the buildings and grounds committee.

Dr. Bruner informed the Board the district formed professional learning communities over the summer months. She also stated the district was busy preparing for QSAC, and Powergrade was available for parent use.

Dr. Bruner stated the Board retreat is scheduled for October 21, 2009 at 5:00 pm. She mentioned CCESC needs another Board member to serve as an alternate. Mr. Reeder is currently the CCESC representative for the district. Mr. Reeder stated he attends regularly, and the services provided by CCESC include: administrative services, special education transportation and occupational and physical therapy services for students.

Dr. Bruner thanked Mrs. Denafu for her hard work on the flip chart for the emergency response plan. She indicated that it will be recommended for approval at the next Board meeting and that one will be placed in every classroom.

Dr. Bruner provided a copy of the State's Preschool Summary Report to the Board. She stated, the district did not have a full-day preschool program this year, and would reconsider for the 2010 school year.

Dr. Bruner stated the feasibility study should be available after October 1, 2009. She stated the County BA was in the building and conducted a walkthrough of the school. Due to the infestation, drainage

problems and facility issues, the County BA recommended the district put a referendum in next year's budget.

Mrs. Caramiello asked if the district could buy back School #1.

Mrs. Lowden stated the district should wait for the feasibility study to come back.

Mrs. Caramiello stated the Somerdale community may agree to a referendum regarding improvements needed in the building.

Mrs. Lowden asked if there was any grant money available.

Mrs. Frontera stated the district should provide a survey to the public and hear what they have to say.

Dr. Bruner stated she attended her Roundtable. She said the NJDOE is encouraging all students to have vaccinations shots for the H1N1 virus, as children are the most susceptible to it. Providing the information to the public is mandatory. She also stated that nurses in the County are uncomfortable with it and vaccinations would need to be refrigerated and must not be stored with food. It needs to be ordered. Dr. Bruner also stated the County has drafted a memorandum for Jack Kennedy (board solicitor) to review. She also said flu clinics would have to be set up in the school.

Mrs. Lowden asked, "what if students are absent the day the vaccinations are given".

Dr. Bruner stated it is voluntary and that we are mandated to offer it. She also said students 10 and under will receive two vaccinations and students 11 and over including adults will receive one.

Mrs. Frontera said parent communication is important.

Mrs. Gray stated Dr. Bruner is handling the situation accordingly.

Dr. Bruner said a general letter will be sent to the parents along with a survey.

Mrs. Height suggested adding H1N1 information to the school website.

B. Business Administrator gave a report at 8:25 pm.

Ms. Leary stated all Board members are registered for the Fall Convention on October 28-30, 2009. She said if anyone is planning to stay overnight they must pay for their room in advance and then submit a reimbursement form to the business office. She stated the reimbursement limit per night is \$117.00.

Ms. Leary stated she and Nichole attended a verification workshop for Free & Reduced Lunch applications at Gloucester County Office of Education.

Ms. Leary stated she attended her Roundtable with fellow BA's.

Ms. Leary stated she attended a meeting with Dr. Bruner, the architect and the roofer to discuss the conditions of the roof and school in general.

Ms. Leary thanked Rich Roswell and Mr. Prendergast for their hard work on the playground.

Ms. Leary indicated the next ROD grant will be available in October of 2009.

Mr. Reeder shared his concerns regarding the roof. He said the roof is a mess. He said the architect will be contacting the roofer to complete the roofing schedule and once GAF inspects the roof, the district is to receive a guarantee. Mr. Reeder stated the metal trim (flashing) is unsatisfactory and needs to be done over.

VI. NEW BUSINESS

A. **Personnel Committee**, J. Walsh, Chairperson

On a motion by Mr. Walsh seconded by Mr. Reeder the following was approved:

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

1. **Source For Teachers** substitute teachers for the 2009-'10 school year, as per the attached list.
2. **Substitute teachers** (*in-house*) for the 2009-'10 school year, as per the attached list.

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

B. **Finance Committee**, C. Cronce, Chairperson

On a motion by Mr. Reeder seconded by Mrs. Caramiello the following was approved:

Recommend that the Board of Education on the recommendation of the business administrator approve the following:

Financial Report

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.

September Bill List #1 \$ 100.00

September Bill List #2 \$ 237,127.23

September Bill List #3 \$ 22,729.23

August Payroll #1 \$ 25,814.05

August Payroll #2 \$ 132,035.17

Transfers as attached.

Board Secretary's Report for July 2009

Treasurer's Report(s) for July 2009

1. The following staff members to attend **conferences**:
 - a). Linda Saun, Teacher, to attend the Quarterly Meeting of the **Camden County Academy of Teaching and Learning**, located in Berlin, NJ. There is no cost to attend this workshop. Mileage reimbursement as per travel policy.
 - b). Dr. Debra Bruner, Superintendent, for attending the **Camden County Firewatch Program**, at the Camden County Emergency Training Center, located in Blackwood, NJ on 9/11/'09. There is no cost to attend this workshop. Mileage reimbursement as per travel policy.
 - c). Barbara Seery, CST Director, to attend all countywide, districtwide, and/or regional **CST and/or IEP** (*out-of-district*) student(s) meetings for the 2009-'10 school year. There are no costs to attend these meetings. Mileage reimbursement as per travel policy.

- d). Barbara Seery, CST Director, to attend the **Homeless Liaison Coordinator's Meetings** for the 2009-'10 school year. There are no costs to attend these meetings. Mileage reimbursement as per travel policy.
 - e). Janine Houser, Counselor, to attend the **Association of Student Assistance Professionals of New Jersey (ASAP)** meetings for the 2009-'10 school year. There are no costs to attend these meetings. Mileage reimbursement as per travel policy.
 - f). Janine Houser, Counselor, to attend all **Camden County Peer Mediation** meetings for the 2009-'10 school year. There are no costs to attend these meetings. Mileage reimbursement as per travel policy.
 - g). Louise Barikian to participate/attend all **Interdistrict Professional Development (PDP) Meetings** for the 2009-'10 school year. There are no costs to attend these meetings. Mileage reimbursement as per travel policy.
 - h). Kristine Height, Principal, to attend all countywide, districtwide, and/or regional **Principal and/or Curriculum** meetings for the 2009-'10 school year. There are no costs to attend these meetings. Mileage reimbursement as per travel policy.
 - i). All board members, the superintendent, business administrator, and principal to attend any and/or all selected Camden County **NJSBA or statewide NJSBA meetings** and/or training sessions for the 2009-'10 school year.
 - j). Dawn Leary, Business Administrator and Dawn Ramos, Accounting Clerk, to attend **Visual Fund Accounting training** for Systems 3000 on Wednesday, September 30, 2009 in Mays Landing, NJ. There is no cost to attend this workshop. Mileage reimbursement as per travel Policy.
 - k). Kristine Height, Principal, to attend the five workshop seminars on "**Developing Professional Learning Communities to Drive Student Achievement,**" at the FEA Conference Center, Monroe Twp., NJ on 11/17-18/'08, 12/08/'08, 1/14/'10 and 1/28/'10. Total cost of the seminars: \$595.00. Mileage reimbursement as per travel Policy.
 - l). Kristine Height, Principal, and Susan Ratajski, Teacher, to attend the "**Making Middle Grades Work**" workshop, on 9/22/'09 in Bridgeport, NJ. There is no cost to attend the workshop. Mileage reimbursement as per travel Policy.
2. "Authorizing the execution and delivery of the **Grant Agreement,**" as per the Roof Replacement/Capital Improvement Project Description for site drainage improvement to remediate water infiltration and repair damaged floor and wall finishes. DOE Project #: 4790-020-09-1001, SDA Project # 4790-020-09-0ZNA, Grant #: G5-3578, Total Project Cost: \$390,219, Grant Amount: \$213,326.
 3. To initiate and approve a one hundred dollar (\$100) **Petty Cash** start-up fund for the 2009-10 school year.
 4. **Delegation of Authority** to the School Business Administrator for supervision of the School Facilities Project, DOE Project #: 4790-020-09-1001, SDA Project # 4790-020-09-0ZNA, as per NJDOE and SDA grant regulations.
 5. **Contractual agreement with Realtime Information Technology** to support the special education student management system for the 2009-'10 school year. Total cost for the system is \$2750.00, to be funded with ARRA-IDEA monies.

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

C. **Curriculum Committee**, L. Caramiello and S. Lowden, Co-Chairpersons

On a motion by Mrs Caramiello seconded by Mrs. Frontera the following was approved:

A recommendation is requested to approve the following:

1. The revised **2009-'10** calendar, attached, as per the delayed opening, due to capital improvement repairs.
2. Receipt of substantial approval by the NJDOE of the **2010 Title I ARRA** Consolidated application.
3. Receipt of substantial approval by the NJDOE of the **2010 NCLB Consolidated** application.
4. Receipt of substantial approval by the NJDOE of the **2010 IDEA Consolidated** application.
5. **October calendar** events for October, 2009 (*subject to change, pending final calendar revisions*).
6. The 2009 **Soccer Schedule**, to be finalized by A. Lomas, Soccer Coach.

(*As of today's date, 9/29 and 10/6 have been finalized w/Berlin Twp.*)
7. Revised **curriculum guides**, aligned with the Core Curriculum Content Standards for the disciplines of Career Awareness; Writing; Kindergarten; Pre-School; and World Languages (*Spanish*).
8. To participate in **7/8 Sterling Interdistrict Field Hockey and Wrestling Programs** for the 2009-'10 school year, at a cost of \$1,107.15 and \$1,091.97, respectively.
9. To approve Michele Frontera as an alternate for the CCESC.

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

D. **Policy Committee**, J. Walsh, Chairperson

On a motion by Mr. Walsh seconded by Mrs. Caramiello the following was approved:

A recommendation is requested to approve the following:

1. Strauss-Esmay's copy of the revised/updated (*as per NJ Administrative Code and Statute*) Somerdale **Board of Education Policy Manual**, Procedures and By-Laws , respectively, in conjunction with QSAC DPR reference points, to be bound, copied, and distributed to all BOE members. This is the first reading of same.
2. **Revisions** to the **Emergency Management Manual** and subsequent abbreviated **Emergency Response Plan** (*flip chart*) manual, as drafted by the Security Task Force Committee.
3. **Revisions** to the Student **Discipline Code of Conduct** and **Uniform Policy**, as per recommendations by the Discipline/Uniform Committees.

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

E. **Buildings and Grounds Committee**, D. Reeder, Chairperson

On a motion by Mr. Reeder seconded by Mrs. Caramiello the following was approved:

A recommendation is requested to approve the following:

1. A recommendation is requested to approve Richard Roswell as **IPM** (*Integrated Pest Manager*) Coordinator for the Somerdale School District for the 2009-2010 school year.
2. **Somerdale Baseball/Softball Association** to use Ward Field Mon. – Fri. evenings 5:00 p.m. – 9:00 p.m. 9/1/'09 – 11/30/'09.
3. To approve Del Val use of the Ward field pending insurance documents being provided.

Mr. Reeder stated after meeting with Frank Radey (district architect) that there appears to still be moisture in the corner of the industrial arts room. He also stated all the gutters were leaking and splashing against the walls and back into the building. Mr. Reeder said once the weep holes are filled and the gutters are fixed, the floor should be tiled.

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

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| F. | Interdistrict Committee, | S. Lowden, Chairperson – Mrs. Lowden stated the district is waiting to review the feasibility study. |
| G. | CCESC Representative, | D. Reeder, Representative – Mr. Reeder made a motion to accept Mrs. Frontera as an alternate for CCESC. |
| H. | NJSBA Representative, | S. Lowden – Mrs. Lowden reminded the Board that the fall convention will be held on October 28-30 th in Atlantic City, NJ. |
| I. | CCSBA Representative, | M. Frontera – no report. |
| J. | Liaison Committee, | L. Giambri, Chairperson – no report. |
| K. | Public Relations, | L. Caramiello, Chairperson – no report. |
| L. | Negotiations, | J. Walsh, Chairperson – no report. |

VI. OTHER REPORTS:

Health Report, June, 2009

- VIII. DISCUSSION ITEMS: Roofing Project/Storm Drainage Project
BOE Retreat/Goal Setting Workshop (10/21 5:00 p.m.)
CCESC Alternate Representative

IX. 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 1312). 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.

X. EXECUTIVE SESSION to discuss legal matters at 9:05 pm.

Resolved that pursuant to Section 8 of the Public Meetings Act, the public shall be excluded from that portion of the meeting involving the discussion of personnel, legal, and contractual matters. Further resolved that discussion of such subject matters discussed in Executive Session can be disclosed to public, upon official action, if any, is taken by the Board, either at the resumption of the public session, at the conclusion of the executive session, or at a public session at some later date.

XI. RETURN TO PUBLIC SESSION at 9:25 pm.

XII. ADJOURNMENT

On a motion by Mrs. Frontera seconded by Mr. Walsh the meeting was adjourned at 9:25 p.m.

Respectfully Submitted,

Dawn Leary

Dawn Leary
Board Secretary