

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

MINUTES

November 18, 2009
7:30 p.m.

I. MEETING CALLED TO ORDER at 7:30 p.m.

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 - excused
Richard Caswell - present	Martha Gray - present
Cheryl Cronce - present	Susan Lowden – present
Michelle Frontera - present	James Walsh – arrived at 8:45 p.m.

Also Present:

Dr. Debra L. Bruner, Superintendent
Dawn Leary, Business Administrator/Board Secretary
Kristine Height, Principal
John Kennedy, Solicitor

III. PRESENTATION to David Reeder for his five years of service to the Somerdale Board of Education.
(Presentation will be made by Ms. Martha Gray, Board President and Dr. Debra Bruner, Superintendent)

IV. STUDENT OF THE MONTH PRESENTATIONS
(Presented by Mrs. Kristine Height, Principal, Somerdale Park School)

V. APPROVAL OF MINUTES

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

Recommend that the Board of Education approve the regular and executive session minutes of the October 21, 2009 Regular and Executive Session Meetings.

ROLL CALL VOTE: YES 4 NO 0 ABSTAIN 2 ABSENT 2

VI. PUBLIC COMMENTS on any action items were given at 7:42 p.m.

Mrs. Burckley of 614 Ardsley Avenue in Somerdale stated the Board should consider having parents volunteer to be recess room moms. She said the younger students are kept indoors during lunch watching a movie and it would be a good idea if the students could have recess outdoors. Some of the activities students could participate in would be kickball, or volleyball. She stated the issue with being indoors is students are restricted from talking and that talking is natural. Mrs. Height stated she does her best to get the students outside when making up the schedule for the younger students. She said the gym is not available on certain days, and the students have to return to their classrooms. She stated there is not enough supervision to allow the students more freedom.

Mrs. Caramiello asked about the amount of space available in the building. She also asked how many students are affected by the rotation.

Mrs. Height stated there are approximately 60 students.

Mrs. Burckley stated the district should consider an on-call list for homeroom moms and that she has already contacted parents who are interested. She stated with students being indoors, it can create additional germs. She suggested fresh air during lunch periods should be considered.

Mrs. Height stated the gym availability is up to three times a week, and that it is the best it has ever been.

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.

VII. REPORTS

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

Dr. Bruner stated parent visitation is going well for the parent teacher conferences being held this week. She stated report cards will be going home on Friday.

Dr. Bruner stated the "Thanksgiving Feasts" will be held on Wednesday. She also said the PTA food drive is underway. The PTA will be conducting a uniform drive, and they are hoping to receive gently used uniforms. She stated Mrs. Dow sent out notices to families in need.

Dr. Bruner stated the Board will be approving the Goals & Objectives set forth by the Board Retreat last month.

Dr. Bruner mentioned the district will be undergoing QSAC in February of 2010. The staff is working hard on collecting the data.

Dr. Bruner informed the Board on November 30, 2009, a Feasibility Study Meeting will be conducted at Sterling High School at 7:30 p.m. The Board President, Vice President and Interdistrict Representatives are expected to attend. She also commented our Vice President and Interdistrict Representative are one

and the same.

Dr. Bruner stated the H1N1 Flu Clinic will be held on December 1, 2009 at Magnolia. She said it will be interesting to see how many school districts will be participating. The district has 8-10 volunteers to help with the clinic. She said our district received a good response back.

Mrs. Cronce asked if there would be a second dose administered to the students.

Dr. Bruner stated the second dose will be given to students 10 and under and it will be done in January of 2010. She also said health clinics are being set up throughout Camden County, they are giving shots not the nasal spray.

B. The Business Administrator gave a report at 7:58 p.m.

Ms. Leary stated she attended the following:

The NJSBA Fall Convention was held on October 28th – 30th. She stated she enjoyed her experience.

Tri-County Roundtable BA meeting with Camden, Gloucester and Burlington County.

Meeting with SJTP regarding wireless remote for various locations throughout the building. She stated we are focusing on the main office and library right now. She said they are busy ironing out the details and expenses before we move forward.

Meeting with Dr. Bruner, the architect, the roofer and building and grounds personnel. We discussed timelines for completion of the project, along with various items that need to be addressed throughout the building.

Conducted the first Safety Committee meeting today, which went well.

Meeting in Mount Laurel to discuss “Accountability Regulations”.

Met with Beneficial Bank who will be the new depository of trust for the district account. It was previously Sovereign Bank. They can insure better rates.

Ms. Leary stated the auditors were back in to examine the ASSA and DRTRS report, along with the Free & Reduced Lunch counts.

Ms. Leary stated she has contacted three Engineering Companies regarding a structural study of the facilities. She said the companies were: Faridy, Veisz, Fraytak, who are scheduled to visit the district on Tuesday, November 24, at 9:30 p.m, Garrison Architects and Gibson Tarquini Group will also be providing times and dates in the near future.

Ms. Leary also presented a proposal provided by Beneficial Bank, regarding better interest rates for the district’s other eight bank accounts.

AUDIT REPORT

Ms. Leary stated the Audit went well and she was pleased with the results given the turn over in the bookkeeper’s position last year. She said the district is in good shape this year, and there were no financial issues. She indicated the surplus last year was \$223,042.48 and this year the surplus is \$309,737.15. It is an increase of approximately \$86,699. She stated she has two options in mind for the large surplus when preparing the 2010-2011 budget:

1. Reduce the tax levy in order to offset taxes to the taxpayers.
2. Place additional money into capital reserve account, which was depleted this year due to the roofing project.

Ms. Leary indicated there was one finding as a result of the audit, and the finding was as follows:

“ To reconcile the general ledger to other subsidiary control records”.

Ms. Leary indicated she has already discussed the finding with the auditors and will submit a corrective action plan to the County Office tomorrow.

VIII. NEW BUSINESS

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

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

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

1. Jolene Schiller to serve as a **substitute teacher** for the 2009-'10 school year.
2. Laura Gaffney, Rutgers University student, to conduct a forty-five (45) hour **field experience** in Music Education with S. Britton, during the Spring, 2010 semester.
3. Mary Rose Reeder to serve as **Audio-Visual Club Advisor** for the 2009-'10 school year: Stipend as per the negotiated contract with the SEA.
4. **Source For Teachers** substitute teachers, as per the attached revised October/November list, for the 2009-'10 school year.
5. Jennifer Moffa to serve as a **Bridge Advisor** for the 2009-'10 school year. Stipend to be paid with Municipal Alliance Funds.
6. A **medical leave of absence** for Dawn Ramos, Accounting Clerk, for a time period of six – eight weeks, commencing 12/15/'09, with a return to work on approximately February 1, 2010. A total of nine (9) unused sick days will be utilized in conjunction with the leave.
7. To **appoint** Phary Reh as a **(PT) ESL Assistant**, for a maximum 25 hours per weeks, at a Step 9 para-professional level (*pro-rated*) effective on and/or after 12/1/'09, for the remainder of the 2009-'10 school year, pending receipt of clearances, transcripts and documentation.
8. Michelle Harkins, Rowan University student, to conduct a **clinical internship/practicum** in Elementary Education with J. Rykala, during the Spring, 2010 semester.
9. Receipt of **approval** of the **Business Administrator/Board Secretary Contract** for the 2009-'10 school year from the Camden County NJDOE.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 2

Item #6 was tabled.

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

On a motion by Mrs. Cronce 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.

November Bill List #1 \$ 182,998.12

November Bill List #2 \$ 23,088.70

November Bill List #3 \$ 18,828.47

November Bill List #4 \$ 3,100.00

October Payroll #1 \$ 111,440.23

October Payroll #2 \$ 102,306.16

Transfers as attached.

Board Secretary's Report for October, 2009

Treasurer's Report(s) for October, 2009

1. The following staff members to attend **conferences**:
 - a). Dr. Debra Bruner, Superintendent, to continue to serve as a Camden County educational representative/advisor on the **Academic/Business Consortium (ABC)** and the **Jewish Community Relations Council (JCRC)**, and to attend their Fall and Spring meeting(s), respectively. There are no fees associated with the meetings. Mileage reimbursement as per district travel policy.
 - b). Janine Houser and Betsey Botka to attend the **8th Grade Orientation/Transition Meeting** at Camden County Technical School, Berlin, NJ on 1/29/'10. Mileage reimbursement as per district travel policy.
 - c). Dawn Leary, Business Administrator, to attend a **"State Aid and Budget Preparation"** Workshop in Mt. Laurel, NJ on 12/9/'09. Registration Cost: \$100.00. Mileage reimbursement as per district travel policy.
 - d). Ken Bond, ESL Teacher, and Nancy Estrella, ESL Assistant, to attend the **NJTESOL/NJBE 2010 Spring Conference**, in Atlantic City, NJ on 5/18-19/'10. Registration Cost: \$224.00 and \$99.00, respectively. Total Cost: \$323.00 Mileage reimbursement as per district travel policy.
 - e). Crystal Hebbons, Reading Specialist, to attend the BER **"Enhancing Your Effectiveness As A Reading Specialist/Literacy Coach,"** in Cherry Hill, NJ on 12/14/'09. Registration Cost: \$199.00. Mileage reimbursement as per district travel policy.
 - f). Arlene Maslanka, Pre-school Teacher, Kimberly Plotts, Speech Therapist, and Rachel Gorman, Pre-school Handicapped Teacher, to attend **"The Conference for Pre-Kindergarten Teachers,"** on 2/19/'10 in Atlantic City, NJ. Registration Cost: \$627.00 (*\$209.00 per person*). Mileage reimbursement as per district travel policy.
2. Bowman & Company to **process the CAFR Section** of the 2009 Audit at a cost not to exceed \$2,000.00. The cost to process the 2010 CAFR will be included within the 2010 auditor fees.
3. Community Service Students to sponsor a used **Winter Clothing/Uniform Drive**, 11/2 - 11/25/'09 to provide clothes and uniforms at a discounted rate to families in need.

4. Second grade students to participate in a **recycling** candy wrapper “**Going Green**” project for the remainder of the 2009-'10 school year.
5. To coordinate with the Camden County Health Department a joint **H1N1 flu clinic** with the Magnolia and Lawnside School Districts for students within the residing districts. The clinic will be held on 12/1/'09 (4 p.m. - 7 p.m.) at the Magnolia School. There may be a minimal cost (\$100.00) for food and drink for volunteers working the flu clinic. A total of eight – ten (8 -10) volunteers are needed from each school district to staff the clinic.
6. To **appropriate** \$500.00 within the general fund 610/640 supply accounts to provide instructional materials and supplies for the gifted and talented education program(s) in the Somerdale Park School.
7. An eighth grade **Eagles Ticket Fundraiser** to raise monies for their end-of-year activities.
8. Acceptance of the **Audit Report** as presented by the Business Administrator/Board Secretary of the Somerdale School District for the year ended June 30, 2009. A summary of the audit is available for public distribution. The Exit Conference w/Auditors was held 11/4/'09.
9. Acceptance of the **Corrective Action Plan (CAP)** as stated below, and presented by the Business Administrator/Board Secretary of the Somerdale School District for the fiscal year ended June 30, 2009. The CAP will be implemented immediately, and will be in effect for the remainder of the 2009-'10 school year. The Exit Conference w/Auditors was held 11/4/'09.

Finding: The District did not reconcile its general ledger to other subsidiary control records.

Corrective Action Plan: The District will reconcile its general ledger to other subsidiary control records.
10. The **Debt Service Report** for the 2010-2011 school-year.
11. The 2009-2010 **District Report of Transported Resident Students**.
12. The 2010-2011 **Application for State School Aid**.
13. The 2009-2010 **Fall Survey** Report.
14. The 2009-2010 **Title I Comparability** Report.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 2

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

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

A recommendation is requested to approve the following:

1. **December calendar** events for December, 2009 (*subject to change, pending final calendar revisions*).
2. Submission of each of the five sections of the **New Jersey Quality Single Accountability Continuum (NJQSAC) District Performance Reviews (DPR's)/Self-Evaluation:**

Governance

**Fiscal Management
Instruction and Program
Operations and Management
Personnel**

3. To recognize the week of November 16 – 20, 2009 as **American Education Week**.
4. The 2008-'09 **Title I, Part-A Performance Report**.
5. The 2008-'09 **Title IV, Safe and Drug-Free Schools Act (SDFSCA) Performance Report** of the No Child Left Behind (NCLB) Act.
6. **Student Council** students to visit the Stratford Nursing Home, Stratford, NJ, in conjunction with a holiday community service project, at a date TBD in December, 2009.
7. The 2009-'10 **Boys' and Girls' Basketball** Schedules, as attached.
8. Somerdale **BOE and Administrative Goals and Objectives**, as attached, for the 2009-'10 school year, and the respective **Action Plans** for same.
9. Third – Sixth Grade students to conduct a **walking field trip** to the Cinemark Movie Theater, Somerdale, NJ to view the film. "A Christmas Carol," on 11/24/'09. Cost per student: \$9.00.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 2

D. Buildings and Grounds Committee, Chairperson TBD

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

A recommendation is requested to approve the following:

1. **Somerdale Baseball and Softball Association** to use the gymnasium Monday through Friday, 6:00 p.m. – 9:30 p.m. and Saturdays 8:00 a.m. – 4:00 p.m., for the time period of 1/4/'10 through 3/31/'10, pending school calendar/schedules and additional building use by other outside organizations.
2. **Tarkill Soccer** to use the gymnasium Monday through Friday (*two nights per week*), 6:00 p.m. – 9:00 p.m. for the time period of 1/12/'10 through 3/31/'10, pending school calendar/schedules and additional building use by other outside organizations.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 2

E. Policy Committee, J. Walsh, Chairperson

On a motion by Mrs. Lowden seconded by Mrs. Cronicc the following was approved:

Recommendation is requested to accept the **donation** of **Red Ribbon Kit** materials (*ribbons, stickers, pencils, bookmarkers, and a banner* - - *approximate value \$300.00 - \$500.00*) from the Drug Demand Reduction Program, McQuire AFB, for use by students during their recent Red Ribbon Week activities.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 0 ABSENT 2

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| F. | Interdistrict Committee, | S. Lowden, Chairperson – Mrs. Lowden stated the feasibility meeting will be held on November 30, 2009 at Sterling High School. |
| G. | CCESC Representative, | M. Cronic, Representative – Mrs. Cronic stated she will be attending the meeting in December. |
| H. | NJSBA Representative, | S. Lowden – no report. |
| I. | CCSBA Representative, | M. Frontera – no report. |
| J. | Liaison Committee, | L. Giambri, Chairperson – a meeting will be held in December. |
| K. | Public Relations, | L. Caramiello, Chairperson – Mrs. Caramiello reminded the Board about the upcoming flu clinic. |
| L. | Negotiations, | J. Walsh, Chairperson – Mr. Walsh stated negotiations will be held in January 2010. |

IX. OTHER REPORTS:

Faculty Attendance	October, 2009
Student Attendance	October, 2009
Fire Drill Reports	October, 2009
Health Report	October, 2009

X. DISCUSSION ITEMS: Roofing Project/Storm Drainage Project

Dr. Bruner informed the Board the roofing project is still on-going and the roofer will seal the roof with a coating soon. She said he does not have to wait until Spring as long as the weather is 40 degrees or higher. She stated the roofer came in over the teacher's convention to do some work. We received the punch list from Radey & Associates, and while attending the convention learned from the GAF representative that the roofer should have a copy of his punch list. The Board of Education has requested the solicitor to send a letter to the roofer requesting same.

BOE Vacancy
H1N1 Flu Clinics
Engineering Study

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 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.

XII. EXECUTIVE SESSION to discuss legal matters at 8:45 p.m.

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.

XIII. RETURN TO PUBLIC SESSION at 9:35 p.m.

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

To approve PLC facilitators at the curriculum rate of \$30 an hour for the remainder of the 2009-2010 school year.

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

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

To approve item #6 under Personnel that was previously tabled.

ROLL CALL VOTE: YES 6 NO 1 ABSTAIN 0 ABSENT 1

XIV. ADJOURNMENT

On a motion by Mrs. Caramiello seconded by Mr. Caswell the meeting was adjourned at 9:40 p.m.

Respectfully Submitted,

Dawn Leary

Dawn Leary
Board Secretary