

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education
301 Grace Street
Somerdale, NJ 08083

Regular Meeting of the Board of Education

MINUTES

June 23, 2008

I. MEETING CALLED TO ORDER at 5:32 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

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

Also Present:

Dr. Debra L. Bruner, Superintendent
Kelly Peters, Business Administrator/Board Secretary
Douglas McGarry, Bldg. & Grnds. Supervisor/EFM
John Kennedy, Solicitor

Executive session at 5:34 p.m. on a motion by Mr. Reeder seconded by Mrs. Gray

Mrs. Cronce arrived at 6:00 p.m.

Return from Executive session at 7:29 p.m.

III. APPROVAL OF MINUTES

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

Recommend that the Board of Education approve the regular and executive session minutes of the May 19, 2008 BOE Meeting.

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

At 7:29 p.m. student of the month awards were given by Dr. Bruner.

IV. PUBLIC COMMENTS on any action items at 7:32 p.m.

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.

Mrs. Mary Dow – School Nurse

Mrs. Dow stated that she wanted to comment on the issue of belts for the girls with regard to solid black or brown belts. Mrs. Dow stated that she has gotten some feedback from her children and others in the school and would ask the board to look at the policy up for approval tonight and ask that the girls be allowed to wear whatever solid color belts to match the color of their shirts.

Dr. Bruner stated that she has spoken to Mrs. Dow and Mrs. Height about this request and that this was brought to the committee and that the committee is pretty attiment about the decision on the belts and the colors. Dr. Bruenr stated that the uniform committee did talk about this issue.

Mrs. Dow stated that she was in on most of that meeting and that girls are girls and boys are boys and she wishes there was a little leeway on this issue and that the students are given more choices.

Mr. Abbott asked if the policy committee was aware of these changes and if they could look into this request for Mrs. Dow.

Dr. Bruner stated that a fashion show was done to show all students how their uniforms should be worn.

Mrs. Caramiello suggested that Dr. Bruner look into channel 19 and have the fashion show aired on that channel in the future.

VI. REPORTS

A. Superintendent's Report at 7:42 p.m

Dr. Bruner stated that graduation went well and was very nice.

Dr. Bruner stated that the NCLB allocations were given out.

Dr. Bruner stated that the five year pre-school plan is due January 2009.

Dr. Bruner stated that QSAC is still on the agenda and that we still have to do a QAAR.

Dr. Bruner stated that she wants to start interviewing for the bookkeeper position we have received several resumes.

Mrs. Caramiello asked where the position was posted.

Dr. Bruner stated that the position was posted in-house, the Courier Post, Monster.Com, NJHIRE and the Record Breeze.

Dr. Bruner wants to set a retreat date but would like to wait until the new Business Administrator is on board.

Dr. Bruner stated that she is finalizing up year end reports.

Mr. Caswell wanted to remind everyone there is a meeting on June 25, 2008.

Dr. Bruner explained the point system with regard to QSAC and in particular the mission statement of the district.

Mr. Caswell stated he received a letter regarding mandated training he is to attend.

Dr. Bruner stated that Ms. Peters will help Mr. Caswell with this.

B. Business Administrator's Report at 7:50 p.m.

Ms. Peters GCA discuss transition, credit for some of floor finish we had that will not be used.

Ms. Peters stated that the fire inspection was earlier today and the school did very well so well they are picking on small items.

Ms. Peters stated that the Dowling food service transition is going smooth

Ms. Peters stated she put in a request to network all computers in the Cafeteria.

Ms. Peters stated that to her knowledge Dowling is keeping all the current cafeteria workers however there is no food service director yet.

Ms. Peters stated that she has been working on the NJSMART 2.0 data submission and there are several conflicts with different districts due to students moving in and out.

Ms. Peters stated she is working on the School Register Summary our records are off by two students however that is an issue within Powerschool and she is working with SJTP to get that resolved.

Ms. Peters stated that there is a quote for an on-site SJTP technician and the goal is to handle hardware issue. The technician would be all day two days per week to start.

Ms. Peters stated that she attended an Audit and CAFR training to discuss what auditors were looking for this year, a basic refresher and the auditors are coming the end of August early September.

Ms. Peters stated that she met with the Insurance Broker to discuss renewal rates and property valuation.

Ms. Peters stated that she is working E-rate information to fill out. We get about 55% back of what we pay for telecommunications and other technology services.

Ms. Peters stated that 403B information for Gatekeeper is coming, should be implemented in August.

Ms. Peters stated that there are now 83 page regulations that came from 205 page regulations that are now law and, the Commissioner of Education has immediate authority to enact these rules and laws, regarding accountability, travel, personnel for example.

Ms. Peters stated that the Child Study team approached her about IEP Software, currently everything is done on a floppy disk. This software has templates that integrate students, and teachers can click and choose, and the IEPs roll over year to year. It also interfaces with Sterling possibly and their system in addition to state reports and downloads. Waiting for third quote to put on the agenda for approval.

Ms. Peters stated there is a Bid opening tomorrow for the AC project.

Ms. Peters stated Wednesday's board meeting with award the bid fir the AC project and electrical.

Ms. Peters stated that an increase in lunch prices in needed and is the first increase in two years.

Ms. Peters stated that the board meetings will be recorded from now on, the board policy was addressed and we are required as per record retention regulations to keep the CD for 45 days or until minutes are approved.

Ms Peters stated that she has a call into New Jersey School Boards to determine which board members need training now that it is mandatory.

Ms. Peters stated that she would like to thank the board for the opportunity to work here for the last two years and that she is very grateful that the Board gave her, her first job as a Business Administrator and she will never forget that. You gave me a chance as a Business Administrator and I thank everyone and I will miss everyone as well.

VII. NEW BUSINESS at 8:06 p.m.

A. **Personnel Committee**, M. Gray, Chairperson

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

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

1. The **resignation**, with regret, of Kelly Peters, School Business Administrator/Board Secretary, effective 7/31/'08 to accept a position in another school district.
2. The **resignation**, with regret, of Mindy Kegel, Accounting Clerk, effective 8/01/'08, due to her relocation out-of-state.
3. The **appointment** of staff, as attached, for extra-curricular and/or advisory clubs, as per the negotiated salary with the SEA for the 2008-'09 school year.
4. **Summer School (2008) personnel** as attached, pending student enrollments.
5. To **appoint** the following individuals as Summer Custodial/Maintenance Staff for the Summer, 2008 Season at \$11.00 per hour:

Brenda Stephens
 Carmen Bayard
 John Kosick
 Sharon Gomez
 Tom Hinderliter
 Joe Kringler

6. To **appoint** Kelly Peters, as a Business Office consultant for the month of August, 2008, and/or until the employment start date of a new business administrator/board secretary, at a rate of \$41.00 per hour, on an as needed basis.
7. To **appoint** Jaime Mungo, as a fifth grade teacher, at a MA+15 Step6 Level, for the 2008-'09 school year, as per the negotiated contract with the SEA.
8. Janine Houser, Counselor, to finalize **NJASK demographic and statistical data** for the 2007-'08 school year, upon receipt of same from the NJDOE in the Summer, 2008 term; and to assess and screen new registrations/enrollments in August, 2008. Salary as per the negotiated hourly rate of pay, as per the negotiated contract with the SEA.
9. Mary Dow, School Nurse, to conduct **Fall, 2008 student physicals**, in conjunction with Cooper Pediatrics, and to finalize immunization/medical records for all new 2008-'09 registrations, in August, 2008. Salary as per the negotiated hourly rate of pay, as per the negotiated contract with the SEA.
10. Sandra Robinson, LDTC and Sharon DeNafo, Psychologist, to conduct **CST Evaluations**, as needed, throughout the Summer, 2008 term. Salary as per the negotiated hourly rate of pay, as per the negotiated contract with the SEA.
11. A **maternity leave** for Lauren Baldyga, effective on and/or before 11/21/'08, and continuing for the remainder of the 2008-'09 school year.
12. To appoint Mr. Edward Prendergast, as a maintenance/head custodial position at a salary of \$31,395.00 for the time period of July 1, 2008 through June 30, 2009.
13. To appoint Wanda Blann, receiving clerk for the 2008-2009 school year.

Mrs. Caramiello had a question on number 10 and number 7 as to whether it was budgeted.

Ms. Peters stated that both of these items were budgeted for.

ROLL CALL VOTE: YES 6 NO 0 ABSTAIN 1 (Mr. Reeder on item 3 only, all other items yes) ABSENT 2

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

14. Motion to appoint Ms. Dawn Leary as School Business Administrator for the 2008-2009 school year effective on or before August 1, 2008 at a salary of \$68,000 and that the Board of Education will pay for mentoring fees plus a 90 day review with a possible \$2,000 increase of salary.

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

B. Finance Committee, C. Cronce, Chairperson

On a motion by Mrs. Cronce seconded by Mrs. Gray 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.

May Bill List #1 \$300.00

June Bill List #1 \$184,611.98

June Bill List #2 \$20,054.76

June Bill List #3 #105.40

May Payroll #1, as attached \$166,430.64

May Payroll #2, as attached \$166,472.00

Transfers as attached.

Board Secretary's Report for May, 2008

Treasurer's Report(s) for May, 2008

1. To provide eight (8) hours of **individualized instruction** throughout the Summer, 2008 term to a special education student entering Kindergarten for the 2008-'09 school year.
2. To provide **Extended School Year** programs for three out-of-district students at a cost(s) of \$5,400.00 and \$5,100.00, respectively; and to provide **Extended School Year** programs for two (2) PSD Kdgn. and a first grade Autistic child in-house via our Summer school program and respective staff.
3. To **establish** a petty cash fund as per BOE policy #3451 for the 2008-'09 school year.
4. **Authorize** the Business Administrator to approve contracts and pay bills in July and have them ratified by the BOE at the August Board meeting.
5. **Authorize** the Business Administrator to pay all bills in the 2007-2008 school-year and have them ratified by the BOE at the August Board meeting.
6. **Approval** to allow staff members the use of computer equipment over the Summer Months, as per the attached.

Kurtis Still
Kimberly Rickerby
7. Approval of the FY2008 IDEA amended grant application.
8. To approve a shared services contract with SJTP to provide an on-site technician two days per week for the 2008-2009 school year in the amount of \$20,501.25
9. To approve the 2008-2009 schedule of pay dates.
10. To approve a joint purchasing agreement with Pittsgrove Township School District to provide paper and office supplies.
11. To approve receipt of \$800.00 due to the district in regards to complaint no: S2007000125 and property damage caused in November 2006.
12. To approve three out of district tuition students from Clementon to attend the pre-school summer school program in the amount of \$1,580.00 each with OT and PT services to be billed separately.
13. Approval of 10 month membership with NAEIR in the amount of \$495.00
14. Approval of insurance renewal rates in the amount of \$84,154.00 to be paid to The Barclay Group for 2008-2009 school year as attached.

15. Approval of travel/professional development as attached.
16. Resolution to deposit \$100,000 in Capital Reserve for the 2008-2009 school year.

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Somerdale Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Somerdale Board of Education has determined that (an amount not to exceed) \$100,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Somerdale Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

17. To approve the payment of un-used sick days for Dawn Weiner pursuant to board policy and the negotiated teacher's contract at \$75 per day to be paid in two installments (June 2008 and January 2009) as per her written request and budgetary reasons. Ms. Weiner has as of 6/23/2008 198 days. Total compensation will be \$14,850.00 (\$7425.00 June 2008 and \$7425 January 2009).
18. To increase breakfast and lunch prices for the 2008-2009 school year as follows:

Current Prices:

	Paid	Reduced
Breakfast:	1.00	.30
Lunch	2.00	.40

Proposed Increases:

	Paid	Reduced
Breakfast:	1.25	.30
Lunch:	2.25	.40

Mr. Caswell questioned number 4 and 5 and facsimile signatures.

Ms. Peters explained that during the summer months there is a chip in the printer that has Mr. Abbott's signature her signature and the Treasurer's signature and past practice has been to use this over the summer months.

Mr. Abbott stated that he did not recall signing anything.

Ms. Peters stated that he had the chip is not used ever and would never be used unless permission from Mr. Abbott was given.

Mr. Abbott stated that he did not prefer having this done and would be happy to come in over the summer to sign checks.

Mr. Caswell asked that facsimile signatures be removed from number 4 and 5 and the board agreed.

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

C. **Curriculum Committee**, C. Cronic and L. Giambri, Co-Chairpersons

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

A recommendation is requested to approve the following:

1. The **revised Summer School, 2008 application form**, for the Summer 2008 enrichment sessions.
2. The **“Magic is Real” Fundraiser** for the library for the 2008-'09 school year, to be facilitated by M. Burton, librarian, in conjunction with “The Magic is Real” **assembly** program, Scheduled for 3/4/'09.
3. The **Somerdale Professional Development Mentoring Plan**, as developed by the Professional Development Committee, to be used in conjunction with the district's Professional Development Plan for the 2008-'09 school year.
4. **Revisions to the Uniform Policy and Discipline and Student-Handbook Policies**, with final revisions to be completed in July, 2008, with final approval in August, 2008 for distribution in September, 2008.
5. **ESL Three (3) Year Plan (2008-2011)**, as per mandates of N.J.A.C. 6A 15-1.6.

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

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

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

1. **Second Reading** of revision to the following policies:

1000
1100
1111
1111.2
1120
1140
1220
1230
1250
1322

2. **First Reading** of revision to the following policies:

3245-Food Service
4112.8-Nepotism
6153-Field Trips

3. To accept a donation in the amount of \$571.35 from Student Council to the Somerdale Park School Library.

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

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

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

1. A recommendation is requested to **approve** the use of Ward Field by the Somerdale Recreation Commission for the annual “Somerdale Day” event, to be held on Saturday, 9/27/’08 (*approved previously at the 5/19 BOE Meeting*), and the additional use of Ward Field to prepare for same on 9/26/’08.
2. To approve and award contract for replacement flooring:

CH Reel Co	- \$8,198.00
Carpet Showcase-	\$14,513.00
ERCO	\$27,550.00

Successful quote shall be awarded to C.H. Reel Co in the amount of \$8,198.00
3. To approve disposal of asset(s) # 01194 and 01073.
4. Disposal of outdated and un-used library books as attached.
5. A recommendation is requested by Somerdale F&S for the use of Ward field from 6/24/’08 – 09/15/’08 (*Monday – Sunday 12:00 p.m. – Dusk*).
6. Approval to increase property insurance coverage to 11.3 million dollars, due to property valuation showing the district to be under insured. In addition, authorization for Ms. Peters to spend no more that \$2,000 to get the district to this limit which is currently at 9.3 million dollars.

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

F. Interdistrict Committee,	S. Lowden, Chairperson-no meeting
G. CCESC Representative,	D. Reeder, Representative—no meeting
H. NJSBA Representative,	S. Lowden-nothing
I. CCSBA Representative,	C. Cronce-Spring dinner was nice.
J. Liaison Committee,	M. Gray, Chairperson-meeting on 5/29 went well. Thanks to Dr. Bruner and Ms. Peters
K. Public Relations,	L. Giambri, Chairperson-nothing
L. Negotiations,	J. Walsh, Chairperson-nothing

VIII. OTHER REPORTS:

Faculty Attendance	May, 2008
Student Attendance	May, 2008
Fire Drill Reports	May, 2008
Health Report	May, 2008

IX. DISCUSSION ITEMS: Special BOE Meeting (*HVAC Bids*) – meeting is on Wednesday night.

NAEIR membership- Ms. Peters described this program and its benefits to the district.

Capital Reserve- Ms. Peters explained Capital Reserve and the resolution that was

just approved for such.

X. PUBLIC COMMENTS (on any item) at 8:38 p.m.

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.

XI. EXECUTIVE SESSION to discuss personnel matters at 8:39 p.m. on a motion by Mr. Caswell seconded by Mr. Reeder.

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.

XII. RETURN TO PUBLIC SESSION at 8:49 p.m.

XIII. ADJOURNMENT

On a motion by Mr. Caswell seconded by Mr. Reeder the meeting was adjourned at 8:51 p.m.

Respectfully Submitted,

Kelly A. Peters