

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education  
301 Grace Street  
Somerdale, NJ 08083

Regular Meeting of the Board of Education

**MINUTES**

October 15, 2008  
7:30 p.m.

I. MEETING CALLED TO ORDER at 7:50 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	Linds Giambri-absent
Leslie Caramiello-arrived 7:45 pm	Martha Gray-present
Richard Caswell-absent	Susan Lowden-present
Cheryl Cronce-absent	David Reeder-present
James Walsh-absent	

Also Present:

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

III. APPROVAL OF MINUTES

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

Recommend that the Board of Education approve the Regular and Executive Session minutes of the September 17, 2008 regular Board of Education Meeting.

ROLL CALL VOTE: YES 4 NO 0 ABSTAIN 1 ABSENT 4

IV. PRESENTATION to Mary Alice Goins, Library Assistant, for being New Jersey's recipient of the 2007-'08 **Library Assistant's Award**, from the New Jersey State Librarian's Association.

*(Certificate of recognition will be presented by Dr. Debra L. Bruner, Superintendent, and James Abbott, Somerdale Board President)*

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

VI. PUBLIC COMMENTS on any action items.

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. Superintendent gave a report at 7:55 p.m.

Our district will be QSAC'ed next year and the respective chairs will be contacted regarding the DPR'S. Initial meeting is scheduled for mid-November or early December.

Power School did respond to the district's correspondence regarding the downtime the district had experienced since the beginning of the school year.

Auditors have been in all week and are finalizing the audit.

First round interviews for the Buildings and Grounds position took place.

Fire Prevention Week was this week, and the students and staff did a great job.

Mrs. Height and Mrs. Houser are working on activities for Violence and Vandalism Week and also Red Ribbon Week.

Halloween Parade will take place at Ward Field on October 31.

B. Business Administrator gave a report at 8:00 p.m.

Each Board member was issued a copy of Strauss Esmay's policies and regulation process. A representative will notify the Board to discuss the school policies.

Met with Systems 3000 personnel earlier this month to compile the Bill's List.

Received quotes from SJTP regarding a new server and library tape back ups.

Met with mentor to discuss the QAAR, ASSA and other financial reports.

Conducted interviews for the accounting clerk's position. The new clerk will be starting on November 3, 2008.

Met with Dowling Food Service Manager to discuss equipment needed for the cafeteria.

Dr. Bruner and I attended the Accountability Regulations meeting at Washington Township School on September 29, 2008.

Mr. McGarry and I met and worked on the QAAR and M-1 report.

Auditors are in finishing up the audit for the 2007-08 school year.

Convention tickets were mailed to the Board members along with an activity sheet.

## VIII. NEW BUSINESS

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

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

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

1. Sharon Kapuscinski, Michael Butler, Deborah Halpin, Betsy Botka, and Elizabeth Carroll, to serve as **after-school detention monitors** for the 2008-'09 school year. Salary as per the negotiated agreement with the SEA.
2. To recognize the following individuals for **two (2) days or less absence** for the 2007-'08 school year:

Catherine Hoffman (*Perfect Attendance*)

Lauren Baldgya  
Michele Burton  
Victoria Dare  
Douglas McGarry

Jennifer Moffa  
Jeffrey Murray  
Sandra Robinson

3. To accept with regret, the **resignation** of Douglas McGarry, Building and Grounds Supervisor/EFM, effective 11/24/'08.
4. To **appoint** Patricia Louise Bevelheimer as **Physical Therapist (PT)** for one day a week, maximum three (3) hours per day at a rate of \$70.00 per hour, in lieu of contracting services for same from Gloucester County Special Services (GCSD), due to their inability to provide PT services to the school district.
5. To **appoint** Dawn Ramos, as **Accounting Clerk/Bookkeeper/Payroll Specialist**, at a salary rate of \$37,150.00 (*pro-rated*) for the 2008-'09 school year. There is a ninety-day probationary period included within this appointment.
6. Melissa Peterson, Camden County College student, Carla Cimino, Wilmington University student, and Joleen Baldino, Burlington County Community College student, to conduct **field observation experiences** (*maximum 35 hours*) during the Fall, 2008 Semester.
7. Amanda Donahue as a **substitute teacher** for the 2008-'09 school year.
8. To approve Ann Marie Britt a cafeteria assistant for Dowling Food Service.

ROLL CALL VOTE: YES 5 NO 0 ABSTAIN 0 ABSENT 4

### B. **Finance Committee**, C. Cronic, Chairperson

On a motion by Mrs. Gray seconded by Mr. Reeder 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 \$ 54,566.33

October Bill List \$ 150,512.76

September Payroll #1 \$ 102,664.76

September Payroll #2 \$ 98,698.45

Transfers/Adjustments as attached.

Board Secretary's Report for August 2008

Treasurer's Report for August 2008

1. The following staff members to attend **conferences**:
  - a). Dr. Debra L. Bruner, Superintendent, and Dawn Leary, Business Administrator, to attend the "**Current Issues in Education Law: Ethics**" Seminar, presented by the BCJIF, to be held at Haddonfield Middle School on 11/4/'08. There is no registration fee to attend this seminar.
  - b). Barbara Reppy, Kimberly Noonan, and Sharon Kapuscinski, Teachers, to attend the "**NJASK Math Institutes Connecting Assessment & Instruction: Preparing for NJASK 7/8**" Workshop, to be held on 1/7/'09 at the ETTC, Berlin, NJ. The cost of the workshop is \$150.00 for each participant (*total cost is \$450.00*), plus mileage reimbursement.
  - c). Ken Bond to attend the "**Penn-TESOL East Fall Conference,**" to be held on 11/1/'08 at the University of Pennsylvania (*extension*) campus in Abington, PA. The cost of the workshop is \$35.00, plus mileage reimbursement and tolls.
  - d). Richard Dilmore to attend the "**Math, Science, and Technology Symposium**" on 11/14/'08 at Rowan University, Glassboro, NJ. The cost of the symposium is \$159.00 plus mileage reimbursement.
  - e). Arlene Maslanka, Pre-school Teacher, to visit the Gloucester City School District Gloucester City, NJ on a date TBD and may also attend Winslow Township on 10/23/08 and Berlin School District on 10/28/08 to observe **Creative Curriculum** programs for implementation of same at the Somerdale Park School for the 2009-'10 school year.
2. Receipt of approval of the **2009 Child Nutrition Agreement Packet** submitted to the Bureau of Child Nutrition for the 2008-'09 school year.
3. To allow "**Books For Fun**" and "**Premier Direct**" to offer discounted books and materials to staff for utilization by same.
4. A **Student Council Fundraiser** with the Teachers' Insurance Pension Fund of New Jersey (TIPFNJ). TIPFNJ will be in the school to speak w/staff on 10/22, regarding specifics of the fundraiser.
5. To enter into a **transportation contract** agreement with the **Camden County Educational**

**Services Commission** for transportation services for respective Somerdale Park School special education students for the 2008-2009 school year.

6. **Eighth Grade Students** to sponsor an **Entertainment Book Drive**, to raise monies for their end-of-year student activities.
7. To initiate and approve a one hundred dollar (\$100) **Petty Cash** start-up fund for the 2008-'09 school year.
9. **Community Service** students to sponsor/participate in the St. Jude Math-a-Thon; and the **Junior National Honor Society** students to sponsor a "pink" shirt day in honor of Breast Cancer Awareness Month. Both events are student fundraisers for the charitable organizations.

ROLL CALL VOTE: YES 4 NO 0 ABSTAIN 1(Mr. Reeder on #5, all else yes) ABSENT 4

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

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

A recommendation is requested to approve the following:

1. **November calendar events** for November, 2008 (*subject to change, pending final calendar revisions*).
2. Somerdale **BOE and Administrative Goals and Objectives** for the 2008-'09 school year and the respective **Action Plans** for same.
3. **Second Grade** students to visit La Martinique Lanes, Lindenwold, NJ in conjunction with their science unit on "balance and motion," on 10/24/'08. Cost per pupil is \$7.00.
4. **Sixth –Eighth Grade** students to conduct a walking trip to Cinemark Movie Theater to view the film, "The Boy in the Striped Pajamas" at a date to be determined in November, 2008 in conjunction with the music department's curriculum program.
5. **Revised 2008-'09 PTA Calendar**, as attached.
6. The Somerdale School District's 2007-'08 **Quality Assurance Annual Report (QAAR)**, as presented and attached, by Dr. Debra L. Bruner, Superintendent.
7. To recognize the week of October 20-24, 2008 as **Violence and Vandalism Awareness Week**, as per N.J.S.A. 18A:17-46. A report on the 2007 -'08 Electronic Violence and Vandalism Report (EVVR) was presented by the principal, Kristine Height, at the 8/18/'08 meeting.
8. The 2008-'09 **Assignment Plan for Certified and Non-Certified Nurses**, and **2008-'09 Medication Standing Orders**, as attached in the QAAR, as per N.J.A.C. 6A:16-21(f)3 and N.J.A.C. 6:2.1(a)10, as drafted by M. Dow, school nurse.
9. **Memorandum of Agreement with Law Enforcement and District Officials** for the 2008-'09 school year.
10. In conjunction with **Violence/Vandalism Week** activities, to present an assembly program on bullying/teasing at a date to be determined utilizing Municipal Alliance Funds for same.

11. To recognize the week of November 10-14, 2008 as “**School Psychology Week,**” as per the resolution attached.

ROLL CALL VOTE: YES 5 NO 0 ABSTAIN 0 ABSENT 4

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

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

A recommendation is requested to acknowledge receipt of both a **flute and clarinet donation(s)** to our Music Dept. from the William Davis family in Somerdale, NJ.

ROLL CALL VOTE: YES\_\_\_\_\_ NO\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

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

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

A recommendation is requested to approve the following:

1. **TarKill Soccer** to use the gymnasium Monday – Friday, 6 p.m. – 9 p.m. from 1/1/’09 – 3/31/’09, pending availability due to schoolwide events/activities. They are requesting approximately one-two days per week to utilize same.
2. A recommendation is requested to approve the three year (2007-’08 – 2009-’10) . **Comprehensive Maintenance Plan (CMP), Form M-1 and the Detailed Expenditure Worksheet**, attached in the QAAR, as per N.J.A.C. 6A:26A.

ROLL CALL VOTE: YES 5 NO 0 ABSTAIN 0 ABSENT 4

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|----|--------------------------|--|
| F. | Interdistrict Committee, | S. Lowden, Chairperson – Council meeting scheduled for November 3, 2008.   |
| G. | CCESC Representative,    | D. Reeder, Representative – nothing new to report.   |
| H. | NJSBA Representative,    | S. Lowden – continuing education seminar. Board members can see Mrs. Lowden to see what they need to register for. Accountability Regulations meeting scheduled for Wednesday November 12, 2008 at 6:30pm. |
| I. | CCSBA Representative,    | C. Cronce – nothing to report  |
| J. | Liaison Committee,       | M. Gray, Chairperson – Thanked Dr. Bruner for addressing liaison issues early.   |
| K. | Public Relations,        | L. Giambri, Chairperson – nothing new to report.   |
| L. | Negotiations,            | J. Walsh, Chairperson – nothing new to report.   |

IX. OTHER REPORTS:

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

X. DISCUSSION ITEM: Pre-School Expansion/Tuition Fees

Mrs. Height gave an overview of the District's proposed program and the DOE would discuss further the option(s) regarding tuition at its November meeting.

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.

X. EXECUTIVE SESSION to discuss personnel and legal matters at 8:55 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 9:18 pm.

XIV. ADJOURNMENT

On a motion by Mr. Abbott seconded by Mrs. Gray the meeting was adjourned at 9:18 p.m.

Respectfully Submitted,

*Dawn Leary*

Dawn Leary  
Board Secretary