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**THE SOMERSET HILLS SCHOOL DISTRICT  
PUBLIC INPUT & ACTION SESSION - February 21, 2018**

**Call to Order & Welcome**

Mrs. Leiss called the meeting to order at 6:30pm.

**Pledge of Allegiance****Roll Call****Present:**

Mr. Baker  
 Ms. Burch  
 Mr. DiGiacchino  
 Mrs. Hoppe  
 Mrs. Leiss

Mr. McDonald  
 Mrs. Santoro  
 Mrs. Tober  
 Ms. Virtue

**Absent:**

Ms. Sooy

**Also Present:**

Frances Wood  
 Jennifer Shouffler  
 Heather Goguen  
 Cheri Adams, Esq.

**Executive Session**

Mrs. Leiss moved the following at 6:30pm:

WHEREAS the "Open Public Meetings Act:" (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

WHEREAS the matters about to be presented for discussion clearly meet the "circumstances" test of such Act:

RESOLVED that the Board of Education of Somerset Hills now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Litigation.

And, be it further,

RESOLVED that the discussion in Executive Session be disclosed when the Board's consideration of the subject matter has been closed, or that such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

Mr. DiGiacchino seconded. The Board returned to public session at 7:30pm

**Correspondence**

None

**Report of the Superintendent**

1. Student/Staff Recognition-

- a) BMS Kindness Club- Megan Mongo presented Tommy Moudry for initiating Kindness Club and for his work with the "Bee Kind to this World" effort.
- b) VFW Student Winners: Patriot's Pen Essay Contest: Sofia Parente (Gr. 6) & Grace Connell (Gr. 7); Voice of Democracy Speech Contest: Lauren Bogdan (Gr.9), Grace Hamerslag (Gr. 10) & Andrew Lippman (Gr. 12). Dawn Russo and Angela Cerza presented the winners of these contests.
- c) BHS Field Hockey County Champions – Sarah Falzarano and the team were recognized. Sarah spoke of the team and Abby Cawley.
- d) Abby Cawley - Courier News Field Hockey Player of the Year

2. Academic Report
3. Student Representative Report - John "Jack" Broderick gave student report commenting on student activities and athletics. Jack commented on the Senior Fashion Show, "Night of the Stars," fundraisers, First Place Award to the Pinnacle, the music awards at the Bethlehem Steel Stacks: Best Rhythm section and Best Saxophone. He also mentioned the BHS Musical, "The Music Man" will be performed on March 2, 3 and 4.
4. Dr. Wood commented that she sent out a joint letter with Bedminster Superintendent, Jennifer Giordano, to all parents, in light of the Florida incident.

### Public Questions & Comments

1. Lou Palma: Safety and security are of utmost importance. He appreciates the letter sent out by the schools. He suggests going on to NJ School Boards. He would like to see all school boards putting a resolution stating that something needs to be done about guns and mental health issues. More needs to be done. We have to get the legislature to act on gun control and mental health issues.
2. Salma Habibi: We are blessed we are in a safe district. She appreciates Dr. Wood's comments. She wishes there was more of a turnout in light of issues and what she hears. She wants a full time "SAC" who will work with students at the middle school, plus a full time psychologist at the middle school.

### Approval of Minutes\*

- Action 1. Approval of Minutes
- Resolution Mr. DiGiacchino moved and Ms. Burch seconded that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for January 17, 2018. Minutes were approved by a roll call vote of 9-0.

### Finance

- A. Committee Report & Discussion: Mr. Baker gave the report. The committee met on February 20, 2018. The Board thanked SHEF for the spring SHEF Grants.
- B. Action Items: Mr. Baker moved items #1-13, Mr. DiGiacchino seconded. Items #1-4 and #6-13 were approved by a roll call vote of 9-0. Item #5 was approved by a roll call vote of 8-0-1.

- Action 1. Board Secretary & Treasurer Reports & Board Certification\*
- Resolution WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of December, 2017 showing the following balances:

<b>FUND</b>	<b>Board Secretary Cash Balance (1)</b>	<b>Treasurer Cash Balance (2)</b>
(10) General Fund	\$6,750,651.43	\$6,750,651.43
(20) Special Revenue Fund	(\$94,966.60)	(\$94,966.60)
(30) Capital Projects Fund	\$769,779.83	\$769,779.83
(40) Debt Service Fund	\$495,072.22	\$495,072.22
Total Government Funds	\$7,920,536.88	\$7,920,536.88

(1) From Secretary's Report

(2) From Treasurer's Report

WHEREAS in compliance with N.J.A.C.6A: 23-2.1(c)3 the secretary has certified that, as of the date of the report(s), no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education, now, therefore, be it RESOLVED, the Board of Education accepts the above referenced report and certifications and orders that they be attached to and made part of the record of this meeting, and be it FURTHER RESOLVED, in compliance with N.J.A.C.6A: 23-3.11(c) 4, the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been overexpended in violation of N.J.A.C.6A: 23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

- Action Resolution 2. Board Secretary & Treasurer Reports & Board Certification\*  
WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of January, 2018 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$6,477,755.28	\$6,477,755.28
(20) Special Revenue Fund	\$93,210.31	\$93,210.31
(30) Capital Projects Fund	\$769,697.41	\$769,697.41
(40) Debt Service Fund	\$749,579.22	\$749,579.22
Total Government Funds	\$8,090,242.22	\$8,090,242.22

(1) From Secretary's Report

(2) From Treasurer's Report

WHEREAS in compliance with N.J.A.C.6A: 23-2.1(c)3 the secretary has certified that, as of the date of the report(s), no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education, now, therefore, be it RESOLVED, the Board of Education accepts the above referenced report and certifications and orders that they be attached to and made part of the record of this meeting, and be it FURTHER RESOLVED, in compliance with N.J.A.C.6A: 23-3.11(c) 4, the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been overexpended in violation of N.J.A.C.6A: 23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

- Action Resolution 3. Approve 2017-2018 Budget Transfers\*  
Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for January, 2018.

- Action Resolution 4. Payment of Bills\*  
WHEREAS, the Board Secretary has presented attached check registers with the recommendation that the checks be paid, and  
Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

FUND	AMOUNT
(10) General Fund	\$4,045,911.32
(20) Special Revenue Fund	\$59,794.02
(30) Capital Projects Fund	\$16,394.46
(40) Debt Service Fund	\$0.00
(60) Cafeteria Fund	\$2780.17
(90) Agency Fund	\$1,066,728.66
<b>TOTAL</b>	<b>\$5,191,608.63</b>

- Action Resolution 5. Approve Parent Organization Fundraiser  
Resolved, that the Somerset Hills Board of Education approve the following parent organization fundraiser for the 2017-2018 school year:

Organization	School	Event	Date
a) Lax Backers	BHS	Clinic for young players	February 2018
b) Lax Backers	BHS	SNAP - donation fundraiser	February 2018
c) Bernards Parents Class of 2019	BHS	Lunch at Bistro 73	April 19, 2018
d) HSA	BES	Sell boxes of cards & envelopes	TBD
e) HSA	BES	NYC Walking Tour	April 15 (Raindate: April 22)

- Action 6. Approve Special Education School  
Resolution Resolved, that the Somerset Hills Board of Education approve the following special education school for the 2017-2018 school year and Extended School Year:

Student ID	Provider	Location	Total Cost
1531668300	Montgomery Academy	Basking Ridge, NJ	\$38,311.84

- Action 7. Approve Non-Public Technology Aid  
Resolution Resolved, that the Somerset Hills Board of Education approve the following non-public security aid for 2017-2018 school year:

School	Quantity	Description	Total
School of St. Elizabeth	9	Acer Spin II Chromebook w/ Stylus	3573.00
School of St. Elizabeth	5	Google Chrome Management	130.00
		TOTAL:	\$3703.00

- Action 8. Accept Vitor Jose Tomas Franco Scholarship  
Resolution Resolved, that the Somerset Hills Board of Education accept a donation in the amount of \$8,000 to establish a yearly memorial scholarship for the class of 2018 through the class of 2021 in the amount of \$2,000 per year.

- Action 9. Approve Payroll Company  
Resolution Resolved, that the Somerset Hills Board of Education approve Aspire Payroll LLC d/b/a Esmer PS in the amount of \$12,000 for payroll processing services and support for 2017-2018.

- Action 10. Accept SHEF Grants  
Resolution Resolved, that the Somerset Hills Board of Education accept \$20,686.45 in SHEF Grants for the Spring 2018 Grant Cycle.

- Action 11. Increase Nurse Field Trip and Overnight Pay Rate  
Resolution Resolved, that the Somerset Hills Board of Education approve the nurse field trip and overnight pay increase:  
 Field Trip rate increase from \$235 to \$260  
 Overnight rate increase from \$470 to \$500

- Action 12. Nonpublic Instructional Services  
Resolution Resolved, that the Somerset Hills Board of Education approve the Non-Public Instruction Services Agreement with Somerset County Educational Services Commission for Chapters 192/193, IDEA, Non-Public Textbook, Technology, Non-Public Nursing and Security for the 2018-2019 school year.

- Action 13. Approve Settlement Agreement  
Resolution Resolved, that the Somerset Hills Board of Education approve the Settlement Agreement for the following student: #2022072

**Curriculum**

A. Ms. Virtue gave the report. Committee met on February 13, 2018.

B. Ms. Virtue moved items # 1-3, Mr. Baker seconded. Items #1 and 3 were approved by a roll call vote of 8-0; item #2 was approved by a roll call vote of 9-0.

**Action**1. Approve Field Trips**Resolution**

Resolved, that the Somerset Hills Board of Education approve the following field trips:

<b>School</b>	<b>Trip</b>	<b>Date(s)</b>	<b># of Students</b>	<b># of Faculty</b>	<b># of Chaperones</b>
a) BES	Kindergarten- Paper Mill Playhouse- "Henry & Mudge"	May 4	76	7	20
b) BES	Gr. 3-Special Nutrition Group- ShopRite	Feb. 28	15	3	0
c) BES	Preschool AM- Environmental Center- Basking Ridge	April 19	9	4	0
d) BMS	Special Ed class-Bernardsville Community Walk	April 13	3	2	0
e) BMS	Special Ed class- Bernardsville Train Station w/lunch at Train Station	Mar. 28	3	2	0
f) BMS	Special Ed class- Kings	Feb. 22	3	2	0
g) BMS	Cup Stacking Club-Palisades MS- Kinterville, PA	Mar. 24 (Sat)	25-30	2	2
h) BMS	Robotics Club- TCNJ	Mar 28	20	1	2
i) BMS	6-8 grade instrumental & choirs- High Note Music Festival- Allentown, PA	May 11	228	5	36
j) BMS	7th Gr- Franklin Institute- Philadelphia	May 21	116	5	11

**Action**2. Approve Field Trips\***Resolution**

Resolved, that the Somerset Hills Board of Education approve the following field trips:

<b>School</b>	<b>Trip</b>	<b>Date(s)</b>	<b># of Students</b>	<b># of Faculty</b>	<b># of Chaperones</b>
a) BHS	World Lang. Poetry Recitation Contestants- Wm Paterson Univ- Wayne	May 17	18	2	0
b) BHS	Special Ed Program- Arthur Murray Dance Studio- Hillsborough- History of 1960's - 1990's	Mar. 29, April 26, May 17, June 15	8	2	1
c) BHS	Special Ed Program- NJ Vietnam Veteran's Memorial- Holmdel	April 13	7	2	1
d) BHS	Special Ed Program- Turtle Back Zoo	April 27	8	7	0
e) BHS	Photo Club- Grounds for Sculpture- Hamilton Twp	June 5	40	2	2

Action 3. Approve Professional Development  
Resolution Resolved, that the Somerset Hills Board of Education approve the following professional development:

School	Name	Workshop/Conference	Est. Cost	Date
a) BES	Freda, Michele	NJ Council for Exceptional Children-Ramapo College, Mahwah	\$136.58	Mar. 12
b) BES	Friedman, April	Women' Leadership Conf.- Monroe, NJ	\$175.00	Mar 16
c) BES	Palmieri, Jeremy	NJ Health, Phys Ed, Rec & Dance Convention- Long Branch	\$155.00	Feb. 26
d) BES	Paterno, Amy	NJ Health, Phys Ed, Rec & Dance Convention- Long Branch	\$155.00	Feb. 27
e) BES	Related Arts: Leonard, Thurlow, McCarron, Feldman, Paterno, Palmieri, Anthony, Drowley	Meet with designers of Gulliver's Gate Museum - NYC	\$431.60	Mar. 16
f) BHS	Cerza, Angela	College Boards AP Reader-Psychology-Tampa, Fla	\$800.00	June 11-19
g) BHS	Dooley, Megan	Ohio College Campus visits	\$426.59	Mar. 1 & 2
h) BHS	Ferrara, Jim	NJ American Assoc of Physics Teachers Conf.- Princeton	\$58.60	Mar. 24 (Sat)
i) BHS	Ferrara, Jim	College Boards AP Reader-Physics-Kansas City, MO	0	May 29-June 8
j) BHS	Garay, Janet	NJ English as Second Lang/ Bilingual Ed Conf.- Presenter- New Brunswick	\$160.75	May 30 & June 1
k) BHS	Simoneau, Jon	Rutgers Football Coaches Clinic	\$65.00	April 6-7 (Spring Break)
l) BHS	Stolarz, Lizabeth	Counselor's Brunch- Bridgewater	0	Mar. 5
m) BHS	Stolarz, Lizabeth	Loyola Univ Counselor Breakfast-Summit	0	Mar. 14
n) BHS	Stolarz, Lizabeth	The Catholic Colleges of NE Pennsylvania - Wilkes-Barre	\$40.92	Apr. 11-13
o) BHS	Szostak, David	Interdisciplinary Forum on Vietnam Era- Holmdel	\$75.00	Mar. 23
p) BHS	Young, Joseph	Next Generation Science Standards-Performance Assessment Creation-Bridgewater	0	Feb. 26 & 27
q)BHS/BMS	Falk, Lisa	NJ English as Second Lang/ Bilingual Ed Conf.- New Brunswick	\$249.00	May 30 & June 1
r) BMS	Dempsey, Gretchen	NJ Principals & Supv. Assoc Legislative Conf- Monroe Twp	0	Mar. 23
s) BMS	Dempsey, Gretchen	Hot Issues in School Law- Monroe Twp	\$150.00	May 18
t) District	Goguen, Heather	NJ Assoc of School Business Officials-Rockaway, NJ	\$475.00 (for 5 programs)	Mar. 20, Apr 12
u) District	Latzke, Sarah	NJ Assoc of School Business Officials-	0	Mar. 20

		Rockaway, NJ		
v) District	McDougal, Dan	NJ Bldgs & Grounds Expo/Conf- AC	\$451.36	Mar 12-14
w) District	Catelli, Michael	Speaker- Educating Students to Become Informed, Engaged Citizens- Rutgers	0	Mar. 15
x) District	Shouffler, Jennifer	State BOE meeting on PARCC-Trenton	0	Mar. 7 (pm)

### Facilities & Operations\*

- A. Mr. DiGioacchino gave the report; the committee met on February 21, 2018.  
 B. Mr. DiGioacchino moved items #1 & 2, Mrs. Tober seconded. Items #1 & 2 were approved by a roll call vote of 9-0.

#### Action Resolution

1. HIB Report\*  
 Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on **February 21, 2018** and upheld the findings and/or consequences recommended by the Superintendent.

#### Action Resolution

2. Approve 2018-2019 School Calendar\*  
 Resolved, that the Somerset Hills Board of Education approve the calendar for the 2018-2019 school year.

### Policy

- A. Ms. Virtue gave the report. The committee met on January 18, 2018.  
 B. Ms. Virtue moved item #1, Ms. Burch seconded. Item #1 was approved by a roll call vote of 9-0.

#### Action Resolution

1. Approve Second Reading  
 Resolved, that the Somerset Hills Board of Education approve the second reading and adoption of the following policy and regulation: (attachment)

Policy #	Title
5533 R	Pupil Smoking

### Personnel

- A. Mrs. Leiss gave the report. The committee met on February 13, 2018.  
 B. Mrs. Leiss moved items #1 – 13, Ms. Virtue seconded. Items #1-4 were approved by a roll call vote of 8-0; Items # 5-13 were approved by a roll call vote of 9-0.

#### Action Resolution

1. Approve Observation  
 Resolved, that the Somerset Hills Board of Education approve the following student observation for the 2017-2018 school year:

Student Observer	Program	Teacher	Date
Bower, Amy	Grade 3 Inclusion	Cindy Forsythe/Andrea Kostelak	6 hours/Spring 2018

#### Action Resolution

2. Approve Appointment Leave Replacement  
 Resolved, that the Somerset Hills Board of Education approve the appointment of the following leave replacement for the 2017-2018 school year:

Name	School	Position	Replace	Level	Step	Salary	Effective
Toto, Nicole	BMS	Special Education Teacher	Tynan	MA+30	5	\$65,390 (prorated)	2/5/18 - 6/30/18
Williams, Caroline	BHS	Social Studies	Reitz	BA	1	\$53,390 (pro-rated)	3/19/18-6/30/18

Action 3. Approve Parenthood Leave

Resolution Resolved, that the Somerset Hills Board of Education approve the following parenthood leave for the 2017-2018 school year:

Name	School	Position	Date
a) Heydt, Jaimie	BMS	Special Education Teacher	5/14/18 - 11/26/18

Action 4 Approve Appointment Non-Certified Staff

Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certified staff for the 2017-2018 school year:

Name	School	Position	Level	Step	Salary	Effective
Welsh, Ashley	BMS	Special Education Paraprofessional	B	1	\$15.70/hour	2/1/18

Action 5 Approve Co-Curricular Positions\*

Resolution Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2017-2018 school year:

Name	School	Position	Stipend
a) Frosyland, Meghan	BHS	Softball Assistant: JV	3,000 (50% of 6,000)
b) Wagner, Alyssa	BHS	Softball Assistant: JV	3,000 (50% of 6,000)
c) Locatelli, Thomas	BHS	Baseball Assistant: FR	\$5,600

Action 6. Approve Volunteers\*

Resolution Resolved, that the Somerset Hills Board of Education approve the following volunteers for the 2017-2018 school year:

Name	Volunteer
a) Witty, Dean	Boys Lacrosse BHS
b) Femenella, Matthew	Boys Lacrosse BHS
c) St. John, Margery	Spring Track BHS

Action 7. Approve Home Instructor\*

Resolution Resolved, that the Somerset Hills Board of Education approve the following home instructors for the 2017-2018 school year:

Name	Subject
Rosenau, Brenda Kay	Science



**Action** 8. Amend Family Medical Leave of Absence\*

**Resolution** Resolved, that the Somerset Hills Board of Education amend the following family medical leave of absence for the 2017-2018 school year:

Name	School	Position	Start Date	End Date
Ellis, Amanda	BHS	Guidance Counselor	1/8/18	3/23/18

**Action** 9. Amend Extended Assignment Substitute\*

**Resolution** Resolved, that the Somerset Hills Board of Education amend the following extended assignment substitute for the 2017-2018 school year:

Name	Substitute Position	Replace	Salary	Date
Lampa, Patricia	Extended Assignment Substitute	Amanda Ellis	\$267/day	1/8/18 - 3/23/18

**Action** 10. Approve Substitutes\*

**Resolution** Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2017-2018 school year:

Name	Substitute Position	Certification
a) Locatelli, Thomas	Teacher/Paraprofessional	Substitute Certificate
b) Koskinen, Brigitta	Teacher/Paraprofessional	Substitute Certificate
c) Miller, James	Teacher/Paraprofessional	Substitute Certificate

**Action** 11. Approve Treasurer \*

**Resolution** Resolved, that the Somerset Hills Board of Education approve Judy Favino as Treasurer at an annual salary of \$7,000/year, pro-rated for the 6 month period, January-June 2018 (\$3,500).

**Action** 12. Approve Overload Salary\*

**Resolution** Resolved, that the Somerset Hills Board of Education approve overload salary for English and Math instructors for pay period February - June 2018.

First	Last	Department	Term	Periods Per Week	salary	Overload	Overload Salary for 1/2 yr	per paycheck (Feb-June)
Jeffery	Falzarano	English	Half Year	4	\$ 100,395.00	\$ 13,388.68	\$ 6,694.34	\$ 669.43
Lisa	Camuto	Math	Half Year	3	\$ 65,781.00	\$ 6,579.42	\$ 3,289.71	\$ 328.97

**Action** 13. Employment Termination\*

**Resolution** Resolved, that the employment contract of employee number 9492 is hereby terminated by the Somerset Hills Board of Education, effective April 22, 2018.

**Community Engagement**

None

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**Public Questions & Comments**

1. Lou Palma asked about the 2018-2019 District Calendar. He wanted to know if transportation will be provided for train students on the professional development days that there are delays. We are piloting bussing for the one day on April 9, 2018.

**Strategic Planning Committee**

Ms. Shouffler spoke about the Strategic Plan projects and the costs involved.

**Supplementary Matters**

1. There was a discussion about the public comment sections at the beginning and end of the meeting. There are many opportunities for communication. There are HSA meetings and any individual can email, call or reach out to teachers, administrators and the superintendent. There is also Community Engagement.  
Mr. DiGioacchino made a motion to pilot open public comment section for March, April, May and June at first public comment section, Mrs. Tober seconded. The motion was rejected by a roll call vote of 5-4.

**Adjournment**

Ms. Burch moved to adjourn at 9:34pm, Ms. Virtue seconded. Motion approved by vote of 9-0.

Respectfully submitted,



Heather Goguen  
Board Secretary

**Resolutions:**

**\*Note: The areas of permitted voting for the Bedminster district representative of the Board of Education are: (a) Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the pupils of the sending district; (b) New capital construction to be utilized by sending district pupils; (c) Appointment, transfer or removal of teaching staff members providing services to pupils of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff; (d) Addition or deletion of curricular and extracurricular programs involving pupils of the sending district; (e) Any matter directly involving the sending district pupils or programs and services utilized by those pupils; (f) Approval of the annual receiving district budget; (g) Any collectively negotiated agreement involving employees who provide services utilized by sending district pupils; (h) Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district pupils; and (i) Any matter concerning governance of the receiving district board of education including, but not limited to, the selection of the board president or vice-president, approval of board bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district board of education.**

(cf: P.L.1996, c.103, s.1)