
**The Somerset Hills School District
Regular Meeting Agenda - January 29, 2020
Executive Session - 6:30 P.M.
Public Input & Action - 7:30 P.M.
Bernards High School Community Room**

I. Call to Order

Welcome to a meeting of the Board of Education of Somerset Hills. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act: (Chapter 231 Laws of 1975), and that advance notice required therein has been provided. This is a meeting of the Board of Education of Somerset Hills at which formal action may be taken. The public will have an opportunity to be heard as shown on the Agenda.

II. Roll Call

III. Executive Session

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.

IV. Pledge of Allegiance

V. Roll Call

VI. Correspondence

1. Email from Debbie and Christian Infusino regarding 2020-21 District Calendar.

VII. Report of the Superintendent

1. Student Representatives' Reports
2. Student/Staff Recognition
 - a. Varsity Cross Country - Girls and Boys
3. Warren Korecky, CPA firm Suplee, Clooney & Co. - Audit Report
4. School Board Recognition Month WHEREAS, The New Jersey School Boards Association has declared January 2020 to be School Board Recognition Month, a time when all residents can

acknowledge the contributions made by our local school board members;
and WHEREAS, The Somerset Hills Board of Education is one of more than 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and WHEREAS, The Somerset Hills Board of Education embraces the goal of high-quality education for all New Jersey public school students;
and WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade;
and WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education;
and WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs;
and WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools;
and WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it RESOLVED, that the Somerset Hills Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2020 as SCHOOL BOARD RECOGNITION MONTH;
and be it further RESOLVED, that the Somerset Hills Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

VIII. Public Questions & Comments for Actionable Agenda Items

We very much welcome input from the public. Public comments are welcome at this time on any agenda item. Towards the end of the meeting there is a second public forum on any topic. Please state your name and address. Comments are limited to three minutes, but an individual may speak a second time after all others who wish to speak on the topic have been heard. Please understand that our public forums are not structured as question and answer sessions, but are offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. In accordance with New Jersey Statute, the Board will not discuss matters regarding specific personnel. Public Questions and Comments will be limited to 30 minutes. Thank you for your input.

IX. Approval of Minutes*

1. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for December 11, 2019 and the Public Input & Action Reorganization meeting for January 2, 2020.

X. FINANCE

- a.) Committee Report & Discussion:
- b.) Action Items:

1. Board Secretary & Treasurer Reports & Board Certification*

WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of December 2019 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$7,559,297.13	\$7,559,297.13
(20) Special Revenue Fund	\$ 250,454.16	\$ 250,454.16
(30) Capital Projects Fund	\$ 500,191.25	\$ 500,191.25
(40) Debt Service Fund	\$ 796,137.79	\$ 796,137.79
Total Government Funds	\$9,106,080.33	\$9,106,080.33

(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.

2. Approve 2019-2020 Budget Transfers*

Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for December 2019.

3. Payment of Bills*

WHEREAS, the Board Secretary has presented attached December, 2019 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	
(10) General Fund	\$3,144,927.18
(20) Special Revenue Fund	\$ 1,552.10
(30) Capital Projects Fund	--
(40) Debt Service Fund	--
(60) Cafeteria Fund	\$ 52,538.99
(90) Agency Fund	\$1,128,034.34
TOTAL	\$4,327,052.61

4. Payment of Bills*

WHEREAS, the Board Secretary has presented attached January, 2020 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	
(10) General Fund	\$2,274,842.89
(20) Special Revenue Fund	\$ 49,561.15
(30) Capital Projects Fund	--

(40) Debt Service Fund	--
(60) Cafeteria Fund	\$ 43,743.59
(90) Agency Fund	\$ 392,283.70
TOTAL	\$2,760,431.33

5 Approve Parent Organization Fundraiser*

Resolved, that the Somerset Hills Board of Education approve the following parent organization fundraisers for the 2019-2020 school year:

	Organization	School	Event	Date
a	Boys Lacrosse	BHS	Percentage of Chipotle sales	Weekend in Mar, Apr or May
b	Boys Lacrosse	BHS	Percentage of Jersey Mike’s sales	Weekend in Mar, Apr or May
c	Boys Lacrosse	BHS	Sale of banners	March
d	Girls Basketball	BHS	Free Throw Shoot-a-Thon	Jan. 31

6 Approve Parent Organization Fundraiser

Resolved, that the Somerset Hills Board of Education approve the following parent organization fundraisers for the 2019-2020 school year:

	Organization	School	Event	Date
a	HSA	BES	Percentage of Chipotle sales	Feb. 25

7. Approve Special Law Enforcement Officers Services*

Resolved, that the Somerset Hills Board of Education approve the contract with the Bernardsville Police Department for Special Law Enforcement Officer Services at a cost of \$50,250.00 for the time period of January through June 2020.

8. Acceptance of 2018-2019 Audit *

WHEREAS, the Somerset Hills Board of Education engaged the firm of Suplee, Clooney and Company to conduct a yearly audit of the district’s financial records; and Whereas the firm audited these records for the 2018-2019 school year; NOW THEREFORE BE IT RESOLVED that the minutes reflect that the Somerset Hills Board of Education reviewed the 2018-2019 Audit Report, and BE IT FURTHER RESOLVED that the Board Secretary be directed to file the necessary reports with the State Department of Education.

Recommendations:

2019-01 That the District maintain an analysis of the balance on deposit in the payroll agency account.

9. Approve Corrective Action Plan *

Resolved, that the Somerset Hills Board of Education approve the Corrective Action Plan for the 2018-2019 Audit.

Recommendation Number	Corrective Action to be Approved by the Board	Mention of Implementation	Person Responsible for Implementation	Completion Date of Implementation
2019-01	That the District maintain an analysis of the balance on deposit in the payroll agency account.	A detailed analysis of the payroll agency balances is being maintained on a monthly basis	Business Administrator/Business Office Assistant - Payroll	September 2019

10. Approve Pitney Bowes Agreement*

Resolved, that the Somerset Hills Board of Education approve renewed lease agreement for Olcott postage meter from Pitney Bowes with terms of agreement as 60 months, billed quarterly at \$480.45.

11. Approve Paraprofessional Agreement*

Resolved, that the Somerset Hills Board of Education approve the agreement with Aveanna Healthcare to provide paraprofessional services as needed for the 2019-2020 school year.

12. Approve Special Education Facilities*

Resolved, that the Somerset Hills Board of Education approves the following facilities to conduct evaluation services for the 2019-2020 school year and ESY program:

Provider	Service	Location
Stephanie Shaeffer, MS, CCC-SLP	Speech/Language Evaluations	Chester, NJ
Leah A. McGuire, PhD., LLC	Psychologist	Watchung, NJ

13. Approve Student Agreement

Resolved, that the Somerset Hills Board of Education approve the agreement for Student #2026009 for the 2019-2020 school year.

14. Approve Paraprofessionals Agreement*

Resolved, that the Somerset Hills Board of Education approve the agreement with ESC of New Jersey to provide paraprofessional services as needed for the 2019-2020 school year.

15. Approve Paraprofessionals and Substitute Nursing Services Agreement*

Resolved, that the Somerset Hills Board of Education approve the agreement with Horizon Staffing Resources to provide paraprofessional services and with Horizon Healthcare Staffing for substitute nursing services as needed for the 2019-2020 school year.

16. Approve Amendment to Tyler Technologies Agreement

Resolved, that the Somerset Hills Board of Education approve the amendment to the agreement with Tyler Technologies to provide additional transportation hardware and software services for the 2019-2020 school year.

17. Approve Independent Auditor To Prepare A41, A42 and Resource Room Actual Costs Per Pupil*

Resolved, that the Somerset Hills Board of Education approve Wiss, Co. as the independent auditor to prepare the A41, A42 and Resource Room Actual Costs Per Pupil from the 2018-2019 school year at a cost of \$7,500 to be shared with Bedminster Board of Education. The Somerset Hills Board of Education will be responsible for \$3,750.

XI. FACILITIES & OPERATIONS

a.) Committee Report & Discussion:

b.) Action Items:

1. HIB Report

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on December 11, 2019 and upheld the findings and/or consequences recommended by the Superintendent.

- BMS #3,4

2. Memorandum of Agreement

Resolved, that the Somerset Hills Board of Education approve the Law Enforcement Memorandum of Agreement, signed 12/09/19, on file in the Superintendent's Office.

XII. CURRICULUM

A. Committee Report & Discussion:

B. Action Items:

1. Approve Field Trips*

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

	School	Trip	# of Students	# of Faculty	# of Chaperones
a	BHS	STARs: Yogi Berra Stadium - Montclair, NJ	15	5	0
b	BHS	Odyssey of the Mind: Odyssey of the Mind Competition - Branchburg, NJ	7	1	0
c	BHS	STARs: King Willy Studios - Bernardsville, NJ	6	3	0

2. Approve Field Trips

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

	School	Trip	# of Students	# of Faculty	# of Chaperones
a	BES	Second Grade: Fairview Farm - Bedminster, NJ	100	9	15
b	BES	Kindergarten: Trailside - Mountainside, NJ	120	6	18
c	BMS	Grade 7: Franklin Institute Science Museum - Philadelphia, PA	137	10	7
d	BMS	BMS Robotics Club: TCNJ - Ewing, NJ	20	2	2
e	BMS	Eighth Grade Students: Somerset County Vo-Tech - Bridgewater, NJ	34	3	0

3. Approve Professional Development*

Resolved, that the Somerset Hills Board of Education approve the following professional development:

	School	Name	Workshop/Conference	Date	Est. Cost
a	BHS	Tripp, Amanda	Motivation, Mindset and Grit - West Orange, NJ	1/31/20	\$279
b	BHS	LaBruno, Wendi	Section 504 Update and Planning - Parsippany, NJ	2/27/20	\$249.99
c	BHS	LaBruno, Wendi	Autism Symposium - New Providence, NJ	3/4, 3/23, 5/11/20	\$27.30
d	District	Lucas, Doug	NJSBGA Conference / Expo - Atlantic City, NJ	3/23-3/25/20	\$427

e	District	Edgerton, Olga	How to Support Teachers in an NGSS Aligned Classroom - Monroe Twp, NJ	1/13/20	0
f	BHS	Edgerton, Olga	2020 Statewide DTC and Dtech Coord. Training - Hanover, NJ	2/27/20	0
g	BHS	Neigel, Scott	After School Sports and Special Events Security - Morristown, NJ	1/15/20	0
h	BHS	Hoppe, Mike	After School Sports and Special Events Security - Morristown, NJ	1/15/20	0
i	BHS	Walker, Jaime	SOS Suicide Prevention Training-Morristown, NJ	1/21/20	0
j	District	Butler, Coleen	Violence and Trauma Training - Somerville, NJ	1/24/20	0
k	District	Latzke, Sarah	NJPSA: Human Resources: New Requirements, Best Practices & the Law - Webinar	4/14/20	\$40
l	District	Latzke, Sarah	NJPSA: What's New in School Employment Law - Webinar	2/12/20	\$40
m	BHS	Pasqua, Jacki	Growing your Global Garden - Iselin, NJ	3/7/20	\$185
n	BHS	Miranda, Jennifer	School Support Network Meeting - Hillsborough, NJ	2/5/20	0
o	District	Fischer, Susan	Hot Issues in School Law - New Providence, NJ	1/30/20	0
p	BHS	Brothers, David	NJSIAA Wrestling State Tournament - Atlantic City, NJ (Pending qualification of students)	3/5- 3/6/20	\$832.70
q	BHS	McCarthy, Quentin	NJSIAA Wrestling State Tournament - Atlantic City, NJ (Pending qualification of students)	3/5- 3/6/20	\$165
r	BHS	Vitollo, Michael	NJSIAA Wrestling State Tournament - Atlantic City, NJ (Pending qualification of students)	3/5- 3/6/20	\$165
s	BHS	LaValle, Alexa	Signs of Suicide Training - Morristown, NJ	1/21/20	0
t	District	Slockbower, Jeremy	2020 Statewide DTC and Dtech Coord. Training - Hanover, NJ	2/27/20	0
u	District	Goguen, Heather	Long Range Facility Plan - Robbinsville, NJ	2/5/20	0

4. Approve Professional Development

Resolved, that the Somerset Hills Board of Education approve the following professional development:

	School	Name	Workshop/Conference	Date	Est. Cost
a	BMS	Dunay, Diane	Library Media Center Programs and Use of Space - Kinnelon & Summit, NJ	2/17/20	\$41.30
b	BES	Palmieri, Jeremy	2020 NJAHPERD Convention-Long Branch, NJ	2/24/20	\$150
c	BMS	Habermas, Chris	Schools Support Network - Convent Station, NJ	2/12/20	0
d	BES	Panik, Meredith	Youth Mental Health First Aid Training - North Branch, NJ	5/11-5/15/20	\$5.15
e	BES	Panik, Meredith	Supporting Social Skills Development by Facilitating Peer Interactions for Students with Disabilities - New Providence, NJ	3/6/20	\$114
f	BMS	Habermas, Chris	School Support Network SEL Model School - Convent Station, NJ	1/15/20	0
g	BMS	DeAngelo, Stephanie	Effectively Dealing With Disruptive Students: Practical Classroom - Proven Techniques: West Orange, NJ	2/27/20	0

h	BMS	DeAngelo, Stephanie	Growing our Global Garden (FLENJ Conference) - Islin, NJ	3/27/20	\$135
i	BES	Grau, Jianna	TCNYC: Drama, Talk, and Play the Secret Ingredients of Success for Young Writers	3/10/20	\$106.70

5. Approve 2020-2021 District Calendar

Resolved, that the Somerset Hills Board of Education approve the district calendar for the 2020-2021 school year.

PERSONNEL AND POLICY

XIII. PERSONNEL

A. Committee Report and Discussion.

1. Accept Retirement*

Resolved, that the Somerset Hills Board of Education accept the retirement of the following employee:

	Name	School	Position	Effective
a	Vaught, Teresa	District	Supervisor of Student Services	3/31/20

2. Accept Resignation

Resolved, that the Somerset Hills Board of Education accept the resignation of the following Employee:

	Name	School	Position	Effective
a	Grimm-Bolle, Ana	BES	Paraprofessional Special Education-B (Part-Time)	1/16/2020
b	Hall, Rachel	BES	Nurse (PT)	2/13/2020

3. Approve Leave Replacement Teacher

Resolved, that the Somerset Hills Board of Education approve the following Leave Replacement Teachers for the 2019-2020 school year, *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Dodge, Tierney	BES	Teacher - Leave Replacement	Jaeger	MA	4	\$63,070 prorated	1/30/20 - 6/30/20 (+2 shadow days)
b	Pepe, Michael	BES	Teacher - Leave Replacement	Vu	MA	2-3	\$62,080 prorated	2/11/20 - 6/30/20 (+2 shadow days)

4. Approve Substitutes*

Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2019-2020 school year, *subject to further investigation pursuant to law*:

	Last	First	Substitute Position	Certification	Effective
a	Melendez	Kelvin	Custodian	N/A	1/30/20
b	Milde	Joe	Teacher / Paraprofessional	Standard	1/30/20

c	Benedetti- Majeed	Maria	Custodian	N/A	Pending Clearance
d	Dodge	Tierney	Teacher / Paraprofessional	Standard	1/30/20
e	Gribben	Stephen	Teacher / Paraprofessional	Substitute Certificate	Pending Clearance
f	Palkar	Pallavi	Teacher / Paraprofessional	Substitute Certificate	Pending Clearance

5. Approve Volunteer*

Resolved, that the Somerset Hills Board of Education approve the following volunteer for the 2019-2020 school year:

	Name	School	Volunteer
a	Urba, Kim	BHS	Musical Spring: Assistant Director

6. Approve Co-Curricular Positions*

Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2019-2020 school year, *subject to further investigation pursuant to law*:

	Last	First	School	Co-Curricular Positions	Stipend	Effective
a	Urba	Kim	BHS	Musical Spring: Assistant Director	\$2,225	1/30/2020

7. Approve Co-Curricular Positions

Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2019-2020 school year:

	Last	First	School	Co-Curricular Positions	Stipend
a	Porter	Shane	BMS	Team Leader: Grade 8	\$2,750

8. Approve Observations

Resolved, that the Somerset Hills Board of Education approve the following staff from St. John's Nursery School to observe the Kindergarten program for the 2019-2020 school year:

	Observer	Date
a	Kane, Carey & Bosworth, Julie	3/16/20
b	Diemar, Lauren & Porter, Patricia	3/23/20

9. Home Instructor*

Resolved, that the Somerset Hills Board of Education approve the following home instructor for the 2019-2020 school year, *subject to further investigation pursuant to law*:

	Name	Position	Certification	Effective
a	Gonella, Christine	Home Instructor	Standard:Teacher Of The Handicapped / Elementary School Teacher	1/30/20

10. Amend Approval Leave Replacement Teachers*

Resolved, that the Somerset Hills Board of Education approve the following leave replacement teachers for the 2019-2020 school year:

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Rizzo, Elissa	BHS	Teacher - Leave Replacement	Murphy	MA+30	4	\$67,340.00 prorated	1/21/20 - 4/10/20

11. Amend Bernards High School Overloads*

Resolved, that the Somerset Hills Board of Education amend the following overloads for the 2019-2020 school year.

	Certification	Teacher	Periods per Week	Term	Salary	OVERLOAD Salary
a	SIP	Paula Gray	5 Periods per Week	Extension	\$109,592.00	\$91.34 per diem until completed as determined by BHS Principal

12. Amend Reappointment Tenured Administrators*

Resolved, that the Somerset Hills Board of Education amend the reappointment of the following administrators for the 2018-2019 school year: District & BHS

	Last Name	First Name	Location	Job Title	Salary
a	Butler	Coleen	District	Director of Guidance, K-12	\$126,690
b	Catelli	Michael	District	Supervisor - Social Studies	\$101,075
c	Corbett	Michael	BHS	Assistant Principal - BHS	\$148,580
d	Hoppe	Michael	BHS	Assistant Principal - BHS	\$158,765
e	Neigel	Scott	BHS	Principal - BHS	\$167,932
f	Vaught	Teresa	District	Supervisor - Student Services	\$161,025

13. Amend Reappointment Tenured Administrators

Resolved, that the Somerset Hills Board of Education amend the reappointment of the following administrators for the 2018-2019 school year: BES & BMS

	Last Name	First Name	Location	Job Title	Salary
a	Latzke	Brian	BMS	Assistant Principal - BMS	\$100,296
b	Phelan	Amy	BES	Principal - BES	\$175,389

14. Amend Approval Non-Tenured Administrator*

Resolved, that the Somerset Hills Board of Education amend the approval of the following administrators for the 2018-2019 school year: District

	Last Name	First Name	Location	Job Title	Salary
a	Fischer	Susan	District	Supervisor - Language Arts	\$102,901

15. Amend Approval Non-Tenured Administrator

Resolved, that the Somerset Hills Board of Education amend the approval of the following administrators for the 2018-2019 school year: BES

	Last Name	First Name	Location	Job Title	Salary
a	Friedman	April	BES	Assistant Principal -BES	\$114,946

16. Amend Reappointment Tenured Administrators*

Resolved, that the Somerset Hills Board of Education amend the approval of the reappointment of the following administrators for the 2019-2020 school year: District & BHS

	Last Name	First Name	Location	Job Title	Salary
a	Catelli	Michael	District	Supervisor - Social Studies	\$104,107
b	Corbett	Michael	BHS	Assistant Principal - BHS	\$153,037

c	Hoppe	Michael	BHS	Assistant Principal - BHS	\$163,528
d	Neigel	Scott	BHS	Principal - BHS	\$172,732
e	Vaught	Teresa	District	Supervisor - Student Services	\$165,825

17. Amend Reappointment Tenured Administrators

Resolved, that the Somerset Hills Board of Education amend the approval of the reappointment of the following administrators for the 2019-2020 school year: BES & BMS

	Last Name	First Name	Location	Job Title	Salary
a	Latzke	Brian	BMS	Assistant Principal - BMS	\$103,305
b	Phelan	Amy	BES	Principal - BES	\$180,189

18. Amend Approval Tenure Contracts Administrators*

Resolved, that the Somerset Hills Board of Education amend the approval of the reappointment of the following administrators for the 2019-2020 school year: District

	Last Name	First Name	Location	Job Title	Salary
a	Fischer	Susan	District	Supervisor - Language Arts	\$105,988

19. Amend Approval Tenure Contracts Administrators

Resolved, that the Somerset Hills Board of Education amend the approval of the reappointment of the following administrators for the 2019-2020 school year: BES

	Last Name	First Name	Location	Job Title	Salary
a	Friedman	April	BES	Assistant Principal -BES	\$118,394

20. Amend Approval Non-Tenured Administrator

Resolved, that the Somerset Hills Board of Education amend the approval of the reappointment of the following administrators for the 2019-2020 school year: BMS

	Last Name	First Name	Location	Job Title	Salary
a	Garofalo	Lisa	BMS	Principal - BMS	\$131,840

21. Approve Unpaid Absences*

Resolved, that the Somerset Hills Board of Education approve the following unpaid absences for the 2019-2020 school year:

	Name	School	Position	# of Requested days	Dates
a	Walley, Joy	BHS	Paraprofessional	4	3/9-3/12/20

XIV. POLICY

Action Items:

1. First Reading*

Resolved, that the Somerset Hills Board of Education approve the first reading of the following bylaw, policy & regulation:

	Policy / Regulation #	Title
a	R 1400	Job Descriptions (M)
b	R 2312	Class Size

2. Second Reading*

Resolved, that the Somerset Hills Board of Education approve the second reading of the following bylaw, policy & regulation:

	Policy / Regulation #	Title
a	P 8600	Student Transportation (M) (Revised)
b	R 8600	Student Transportation (Revised)

XV. ORGANIZATIONAL ACTION1. Board Representative Appointments

Resolved, that the Somerset Hills Board of Education approves the following group representative appointments:

N.J. School Board Association

Delegate: Heather Santoro

Alternate: Janis Virtue

Somerset County School Board Association

Delegate: Robert Baker

Alternate: Jamie Leiss

Somerset Hills Education Foundation

Delegate: Sam Frenda

Alternate: Kathy Tober

HSA of Somerset Hills

BES Representative: Sam Frenda

Alternate: Nicole Cooper

BMS Representative: Heather Santoro

Alternate: Sam Frenda

BHS Representative: Jamie Leiss

Alternate: Sam Frenda

Municipal Alliance

Member: Nicole Cooper

Alternate: Heather Santoro

XVI. COMMUNITY RELATIONSXVII. SUPPLEMENTARY MATTERSXVIII. PUBLIC QUESTIONS AND COMMENTSXIX. ADJOURNMENT

***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)

Somerset Hills School District

January 29, 2020

ADDENDUM

XII. Curriculum

3. Approve Additional Professional Development*

Resolved, that the Somerset Hills Board of Education approve the following professional development:

	School	Name	Workshop/Conference	Date	Est. Cost
v	District	Dempsey, Gretchen	Tenure and Seniority Seminar 2020- West Caldwell,NJ	4/3/20	\$325
w	BHS	Hoppe, Mike	County Vice Principal Meetings - Watchung Hills, NJ	1/24/20	0
x	BHS	Corbett, Mike	County Vice Principal Meetings - Watchung Hills, NJ	1/24/20	0

XIII. Personnel

4. Approve Additional Substitutes*

Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2019-2020 school year, *subject to further investigation pursuant to law*:

	Last	First	Substitute Position	Certification	Effective
g	Soell	Meghan	Teacher / Paraprofessional	Substitute Certification	Pending clearance
h	Eorio	Lori-Ann	Teacher / Paraprofessional	Standard	Pending clearance

21. Approve Additional Unpaid Absences*

Resolved, that the Somerset Hills Board of Education approve the following unpaid absences for the 2019-2020 school year:

	Name	School	Position	# of Requested days	Dates
a	Mastrobuoni, Teresa	BHS	Paraprofessional	6	3/11-3/13, 3/30-4/1

POLICIES/REGULATIONS

First Reading

R 1400 JOB DESCRIPTIONS (M)

M

- A. A job description shall be prepared for each job position in the district, including all administrative, educational specialist, instructional, and support staff positions.
- B. Each job description must include:
 - 1. The goals of the position as they relate to district goals;
 - 2. The qualifications of the position holder including the certificate and endorsement required for the position and such other prerequisites for employment as the possession of a license to operate a vehicle or machine;
 - 3. The functions, duties, and responsibilities of the position;
 - 4. The extent and limits of the position holder's authority; and
 - 5. The working relationships of the position within and outside the school district.
- C. Each job description will:
 - 1. Be written in clear language that briefly describes the major functions of the position;
 - 2. Whenever possible, be generic in form, covering a number of specific positions;
 - 3. Be written in the same format, using the active and present tense, operational verbs, common terminology, and a direct, simple style; and
 - 4. Be gender neutral or employ both male and female pronouns.
- D. Maintenance of district job descriptions shall be the responsibility of the Assistant Superintendent or designee. Job descriptions shall be reviewed on the request of a single position holder.



REGULATION

SOMERSET HILLS
BOARD OF EDUCATION

ADMINISTRATION
R 1400/Page 2 of 2
JOB DESCRIPTIONS (M)

- E. Each employee shall be sent a copy of his/her current job description by the ~~Assistant~~ Superintendent or designee. Any revision of a job description shall be provided to each holder of a position covered by the job description within ten working days of its approval.
- F. Suggested revisions to job descriptions by a job holder shall be referred initially to the job holder's immediate supervisor.

Adopted: 1 October 2008

Revised:



REGULATION

SOMERSET HILLS BOARD OF EDUCATION

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CLASS SIZE

R 2312 CLASS SIZE

A. Size Range

1. The Principal or designee will assign pupils to classes in accordance with the following chart of minimum, maximum, and optimal class sizes.

Grade(s)	Minimum	Average	Maximum
Kindergarten		20	21 (25 by code)
Grades 1-2		21	23
Grades 3-5		23	25
Grades 6-8		25	28
Grades 9-12		25	30
Special Education	As dictated by N.J.A.C. 6A:14-4.3		

2. Class size guidelines may be waived for:
 - a. Physical education classes,
 - b. Large group instructional units,
 - c. Laboratory, studio, and shop classes, and
 - d. Classes in honors and advanced programs.
3. These guidelines are intended to be flexible and should be applied in a manner that takes into account:
 - a. The subject matter taught in the class,
 - b. The nature of instructional methods used in the class,
 - c. The use of special facilities and equipment, if any, and
 - d. Temporary fluctuations in the number of pupils enrolled in the school and in specific classes.

B. Corrective Measures

1. Where the number of pupils assigned to a nonexempt class is below the minimum number, the following actions may be taken:
 - a. Where feasible, consideration may be given to consolidating classes. A proposal to consolidate classes may precipitate the



REGULATION

SOMERSET HILLS
BOARD OF EDUCATION

PROGRAM
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CLASS SIZE

- abolishment of positions and a consequent reduction in force and must be forwarded to the Superintendent,
- b. In the secondary school, a class in which fewer than 15 pupils are enrolled may be canceled, unless elimination of the class will impair the school curriculum or deprive pupils of an essential unit in a sequential instructional program necessary for graduation, college application, employment, or other postgraduate use.
2. Where the number of pupils assigned to a nonexempt class exceeds the maximum number, the following actions may be taken:
- a. Classes may be organized into team teaching components;
 - b. The Principal may consider reorganizing the overcrowded grade level or subject area into a greater number of classes. A proposal to increase the number of classes taught by teaching staff members may require the creation of new positions and must be forwarded to the Superintendent.

Issued: 30 June 2012



POLICIES/REGULATIONS

Second Reading

STUDENT TRANSPORTATION (M)

8600

M

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

The Board may provide transportation to and from school for public school students less than remote.

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The

Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.;

6A:27-3.1 et seq.; 6A:27-4.1 et seq.; 6A:27-5.1;

6A:27-6.2 through 6.5;

6A:27-7.1 et seq.; 6A:27-9.1 et seq.;

6A:27-10.1 et seq.; 6A:27-11.1 et seq.;

6A:27-12.1 et seq.

Adopted:

STUDENT TRANSPORTATION

R 8600

General Requirements - Students Remote From School

- A. The Board will transport:
1. Students who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1.4(a)1. and (a)2., from their assigned district school of attendance;
 2. Nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.1 et seq.;
 3. Charter school or renaissance school students pursuant to N.J.A.C. 6A:27-3.1 et seq.;
 4. Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq. and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1;
 5. School choice students pursuant to N.J.A.C. 6A:27-4.1 et seq.; and
 6. Special population students pursuant to N.J.A.C. 6A:27-6.2 through 6.5.

Hazardous Routes

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board will approve a list of hazardous routes in the district requiring the courtesy busing of students and the criteria used in designating the hazardous routes. In adopting Policy and Regulation 8600 and the list of hazardous routes, the Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 as follows:

1. Population density;
2. Traffic volume;
3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;

6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school; and
10. Busy roads or highways that must be crossed to reach the school.

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route.]

Cooperative/Coordinated Transportation Services

- A. The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C 6A:27-10.1 et seq.

School Bus Use and Standards

- A. All school buses bid or purchased shall be equipped in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.
- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.
- C. There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or unloading. The signs or legends shall be in a color, form, and design as will meet the requirements prescribed by the State Board of Education.

An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver's misconduct while operating the school bus to the Board of Education or nonpublic

school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.

The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.

- D. The Board requires every school bus bid or purchased that is used to transport public, non-public, charter, and/or renaissance school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- E. School bus purchase, use, and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq. and N.J.S.A. 18A:18A-1 et seq. – Public School Contracts Law.

Operation and Management of Transportation System

- A. The School Business Administrator shall
 - 1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;
 - 2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all students transported by the Board in accordance with N.J.A.C. 6A:27-11.1 et seq. and 6A:27-12.1 et seq.;
 - 3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
 - 4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq.
- B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the NJDOE.

Issued:

REPORT OF AUDIT
SOMERSET HILLS SCHOOL DISTRICT
COUNTY OF SOMERSET
YEAR ENDED JUNE 30, 2019

SUMMARY

SOMERSET HILLS SCHOOL DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2019

	GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECTS FUND	DEBT SERVICE FUND	TOTAL GOVERNMENTAL FUNDS
ASSETS					
Cash and cash equivalents	\$ 4,044,663.77	\$ 270,567.54	\$ 890,095.43	\$ 41,934.49	\$ 6,247,261.23
Cash, maintenance reserve	240,584.00				240,584.00
Cash, capital reserve	1,327,876.45				1,327,876.45
Receivables from other governments	839,865.55	764.06			839,729.61
Other receivables	97,931.13	3,813.37			101,744.50
Due from other funds	712,407.41				712,407.41
	<u>\$ 7,262,228.31</u>	<u>\$ 275,144.97</u>	<u>\$ 890,095.43</u>	<u>\$ 41,934.49</u>	<u>\$ 8,469,403.20</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	\$ 984,223.34	\$ 16,072.70			\$ 980,286.04
Payable to state government		33,788.36			33,788.36
Due to other funds		188,194.77	389,904.18	41,896.70	619,996.65
Unearned Revenue	2,250.00	37,089.14	115,045.71		154,384.85
	<u>966,473.34</u>	<u>275,144.97</u>	<u>504,949.89</u>	<u>41,896.70</u>	<u>1,788,464.90</u>
Fund balances:					
Restricted:					
Capital reserve account	1,327,876.45				1,327,876.45
Maintenance reserve account	240,584.00				240,584.00
Excess surplus	1,119,077.35				1,119,077.35
Excess surplus - designated for subsequent years expenditures	1,216,957.24				0.00
Capital projects fund			385,145.54		385,145.54
Debt Service				37.79	37.79
Assigned:					
Designated for subsequent years expenditures	758,619.76				758,619.76
Encumbrances	196,746.75				196,746.75
Unassigned	1,436,093.42				1,436,093.42
	<u>6,295,754.97</u>	<u>0.00</u>	<u>385,145.54</u>	<u>37.79</u>	<u>6,680,936.30</u>
Total fund balances	<u>\$ 6,295,754.97</u>	<u>\$ 0.00</u>	<u>\$ 385,145.54</u>	<u>\$ 37.79</u>	<u>\$ 6,680,936.30</u>
Total liabilities and fund balances	<u>\$ 7,262,228.31</u>	<u>\$ 275,144.97</u>	<u>\$ 890,095.43</u>	<u>\$ 41,934.49</u>	

The accompanying Notes to the Financial Statements are an integral part of this statement.

SOMERSET HILLS SCHOOL DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2019

Total Fund Balances (Brought Forward)		\$6,680,938.30
Amounts Reported for Governmental Activities in the Statement of Net Assets (A-1) are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		
Cost of Assets	\$90,638,036.07	
Accumulated Depreciation	<u>(28,955,218.78)</u>	61,682,817.29
Long term liabilities, including bonds payable, and other related amounts that are not due and payable in the current period and therefore are not reported as liabilities in the funds.		
Net Pension Liability	(8,893,262.00)	
Compensated Absences	(2,509,951.43)	
Bonds Payable	(\$24,629,000.00)	
Gain on Refunding Bonds	<u>(1,015,223.14)</u>	
Capital Leases	<u>(1,849,195.30)</u>	(38,898,631.87)
Deferred Outflows and Inflows of resources are applicable to future periods and therefore are not reported in the funds.		
Pensions:		
Deferred Outflows Pension Related		2,409,341.00
Deferred Inflows: Pension Related		(3,303,714.00)
Certain liabilities are not due and payable in the current period and therefore, are not reported in the governmental funds.		
Accounts Payable - Pension Related	(474,572.00)	
Accrued Interest Payable	<u>(266,004.00)</u>	<u>(740,576.00)</u>
Net Position of Governmental Activities		<u><u>\$27,832,174.72</u></u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

SOMERSET HILLS SCHOOL DISTRICT
STATEMENT OF REVENUES EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30 2019

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUND</u>	<u>CAPITAL PROJECTS FUND</u>	<u>DEBT SERVICE FUND</u>	<u>TOTAL GOVERNMENTAL FUNDS</u>
REVENUES:					
Local sources:					
Local tax levy	\$ 31,357,770.00	\$	\$	\$ 3,403,663.00	\$ 34,761,433.00
Tuition	4,494,269.84				4,494,269.84
Transportation fees	203,699.49				203,699.49
Miscellaneous	358,011.26	69,442.81			437,454.07
Total - local sources	36,423,750.59	69,442.81	0.00	3,403,663.00	39,896,856.40
State sources	7,621,468.21	249,550.70	0.00	200,076.00	8,071,094.91
Federal sources	14,339.86	556,407.00			570,746.86
Total revenues	44,059,558.66	875,400.51	0.00	3,603,739.00	48,538,698.17
EXPENDITURES:					
Current expense:					
Regular instruction	12,258,391.69	285,436.38			12,543,828.07
Special instruction	2,390,206.24	363,449.00			2,753,655.24
Other instruction	1,971,870.28				1,971,870.28
Support services:					
Tuition	1,568,333.22				1,568,333.22
Student and instruction related services	4,592,756.56	212,415.13			4,805,171.69
General administration	669,277.68				669,277.68
School administration	1,358,283.73				1,358,283.73
Central services and technology	770,436.41				770,436.41
Plant operations and maintenance	3,558,477.43				3,558,477.43
Pupil transportation	2,073,108.31				2,073,108.31
Unallocated Benefits	11,989,050.03				11,989,050.03
Transfer to Charter Schools	55,951.00				55,951.00
Debt service:					
Principal				2,605,000.00	2,605,000.00
Interest	89,846.00			998,701.98	1,088,547.98
Capital outlay	678,616.57	14,100.00	272,385.00		965,101.57
Total expenditures	44,024,803.15	875,400.51	272,385.00	3,603,701.98	48,776,090.64
Excess (deficiency) of revenues over (under) expenditures	34,955.51	0.00	(272,385.00)	37.02	(237,392.47)
Other financing sources (uses):					
Capital leases (non-budgeted)	170,130.07				170,130.07
Total other financing sources (uses)	170,130.07	0.00	0.00	0.00	170,130.07
Net change in fund balances	205,085.58	0.00	(272,385.00)	37.02	(67,262.40)
Fund balances, July 1, 2018	6,090,669.39	\$ 0.00	\$ 657,530.54	\$ 0.77	6,748,200.70
Fund balances, June 30, 2019	\$ 6,295,754.97	\$ 0.00	\$ 385,145.54	\$ 37.79	\$ 6,880,938.30

The accompanying Notes to the Financial Statements are an integral part of this statement.

RECOMMENDATIONS

It is recommended that:

1. Administrative Practices and Procedures

None

2. Financial Planning, Accounting and Reporting

2019-01: That the District maintain an analysis of the balance on deposit in the payroll agency account.

3. School Purchasing Program

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Miscellaneous

None

10. Status of Prior Year's Findings/Recommendations

A review of the prior year's findings/recommendation was performed and corrective action was taken on all.

