

---

**The Somerset Hills School District**  
**PUBLIC INPUT & ACTION SESSION – January 17, 2018**

**Call to Order & Welcome**

Mrs. Leiss called the meeting to order at 6:34pm.

**Pledge of Allegiance****Roll Call**

Present:

Mr. Baker                      Mr. McDonald  
Ms. Burch                      Mrs. Santoro  
Mr. DiGiacchino              Ms. Sooy  
Mrs. Hoppe                      Mrs. Tober  
Mrs. Leiss                      Ms. Virtue

Also Present:

Frances Wood  
Jennifer Shouffler  
Heather Goguen  
Audra Pondish, Esq.

**Executive Session**

Mrs. Leiss moved the following at 6:34pm:

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: Student Matters and Contracts.

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 7:40pm.

**Correspondence**

1. Letter from Lou Palma. Ms. Goguen read a letter from Lou Palma thanking the Board for making his last Board of Education meeting a memorable event.

**Report of the Superintendent**

1. Student/Staff Recognition –
  - a. Door Decorating contest at Bernards High School.
  - b. Snow Days- Doug Lucas drives the mountain. Today he rode it twice. Mark Prunty sends the alert. He picks up on the first ring. He’s ready and loyal. Dr. Wood wants everyone to know how great they are and she thanks them.
2. Academic Report
3. Student Representative Report - John “Jack” Broderick gave the student report commenting on student activities and athletics. Jack commented that the doors for the holidays were great. Mr. DiGiacchino asked if all students have access to the Media Center. Jack responded that students use the Media Center regularly; it’s limited to 20 at lunch periods.

**Public Questions & Comments**

None

**Approval of Minutes\*****Action** 1. Approval of Minutes**Resolution** Ms. Sooy moved and Ms. Burch seconded that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for December 13, 2017 and January 3, 2018. Minutes were approved by a roll call vote of 9-0-1 (Mrs. Hoppe abstained).**Finance**

A. Mr. Baker gave the report. The committee met on January 16, 2018. Budget books will hopefully be ready by early February. The next meeting is February 6, 2018.

There was some discussion among Board members regarding Ice Hockey. This is an on-going discussion for over a year.

Mr. McDonald spoke about how he would like to see the Strategic Plan in the budget.

B. Mr. Baker moved items #1-5, Mr. DiGioacchino seconded. Items #1-3 were approved by a roll call vote of 10-0, items #4-5 were approved by a roll call vote of 9-0.

**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	
(20) Special Revenue Fund	(\$94,966.60)	
(30) Capital Projects Fund	\$769,779.83	
(40) Debt Service Fund	\$495,072.22	
Total Government Funds	\$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 over expended 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. December Treasurer's Report will be approved at February meeting.

**Action** 2. Approve 2017-2018 Budget Transfers\***Resolution** Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for December, 2017.**Action** 3. Payment of Bills\***Resolution** 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	\$2,873,320.57
(20) Special Revenue Fund	\$16,415.31
(30) Capital Projects Fund	\$4957.20
(40) Debt Service Fund	\$0
(60) Cafeteria Fund	\$50,285.86
(90) Agency Fund	\$1,055,958.60
<b>TOTAL</b>	<b>\$4,000,937.54</b>

- Action** 4. Approve Non-Public Security Aid  
**Resolution** Resolved, that the Somerset Hills Board of Education approve the following non-public security aid for 2016-2017 school year:

School	Quantity	Description	Total
School of St. Elizabeth	5	Provide Install (5) Conventional CO Detectors	
School of St. Elizabeth	5	Provide Install (5) Monitor Modules	
School of St. Elizabeth	1	Provide Install Booster Power Supply to power CO Detectors	
School of St. Elizabeth	1	Program and Test Devices	
		<b>TOTAL:</b>	<b>\$3,332.40</b>

- Action** 5. 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	Tuition	Location
5896832951	Montgomery Academy	\$44,127	Basking Ridge, NJ

### Curriculum

- A. Ms. Virtue gave the report. The committee met on January 9, 2018.  
 B. Ms. Virtue moved items #1-3, Mr. Baker seconded. Items #1 & 3 were approved by a roll call vote of 10-0; item #2 was approved by a vote of 9-0.

- Action** 1. Approve Field Trips  
**Resolution** Resolved, that the Somerset Hills Board of Education approve the following field trips:

School	Trip	Date(s)	# of Students	# of Faculty	# of Chaperones
a) BES	Gr. 3- Environmental Ed Center- Basking Ridge: Klebaur/Grau Sheehan/O'Day Brooten/Kostelak/Forsythe	April 26	36	3	6
		May 1	36	3-4	6
		May 2	39	6	7
b) BES	Gr. 2- Fairview Farm, Bedminster	May 15 (raindate:5/16)	115	12	18
c) BES	Gr. 4- Bronx Zoo	June 4	112	8	20
d) BMS	Gr. 6- Adventure Aquarium & Battleship NJ, Camden	Apr. 23	147	8	10

- Action** 2. Approve Field Trips\*  
**Resolution** Resolved, that the Somerset Hills Board of Education approve the following field trips:

School	Trip	Date(s)	# of Students	# of Faculty	# of Chaperones
a) BHS	AP World History- Princeton Art Museum	Feb. 27	14	1	0
b) BHS	Special Ed-Arthur Murray Dance Studio-Hillsborough	Jan. 31	8	2	1
c) BHS	Special Ed-Chester Diner & Adam's Pet Safari	Feb. 6	7	5	0
d) BHS	Special Ed-Arthur Murray Dance Studio-Hillsborough	Feb. 9	8	2	1
e) BHS	Special Ed-Michaels & ShopRite (Bridgewater & Bernardsville)	Feb. 22	7	4	0
f) BHS	Special Ed-Michaels & ShopRite (Bridgewater & Bernardsville)	Mar. 29	7	4	0
g) BHS	Special Ed-Michaels & ShopRite (Bridgewater & Bernardsville)	April 26	7	4	0
h) BHS	Special Ed-Michaels & ShopRite (Bridgewater & Bernardsville)	May 31	7	4	0
i) BHS	English Poetry Out Loud-Poetry Competition- Morristown	Feb. 12	22	2	0

**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	Anthony, Lydia	NJ Music Education Assn Conf- E. Brunswick	\$221.00	Feb. 22-23
b) BES	Berardi, Anne	NJ State School Nurses Assn Spring Conf. - Princeton	\$199.00	Mar. 17 (Sat)
c) BES	Gelsinger, Allison	Teachers College NYC- Historical Fiction Festival	0	Apr. 16
d) BES	Kusnic, Cassandra	Teachers College NYC- Phonics Support	0	Feb. 2
e) BES	Kostelak, Andrea	Teachers College NYC- Phonics Support	\$84.00	Feb. 2
f) BMS	Byers, Francie	Teachers College NYC- Close Reading	\$59.14	Jan. 31
g) BMS	Dempsey, Gretchen	Articulate with MS Principals	0	Jan. 11 Mar. 6
h) BMS	Dempsey, Gretchen	Participate in Instructional Rounds- Watchung Hills HS	0	Jan. 24
i) BMS	Habermas, Chris	United Soccer Coaches Conv.- Philadelphia	\$330.00	Jan. 18-19
j) BMS	Horowitz, Susan	NJ International Dyslexia Assoc. Winter Institute- Clark, NJ	\$89.00	Feb. 2 (Sat.)
k) BMS	Snyder, Jason	NJ Music Educators Assoc. Conf- New Brunswick	\$170.00	Feb. 23
l) BHS	Falletta, LuAnn	Computer Science Roundtable- Bridgewater	0	Feb. 13
m) BHS	Falletta, LuAnn	AP Calculus Roundtable- Mt. Lakes	0	Jan. 26
n) BHS	Gray, Paula	AP Calculus Roundtable- Mt. Lakes	0	Jan. 26
o) BHS	Gray, Paula	AP STEM Roundtable - Rockaway Twp	0	Mar. 2
p) BHS	Gray, Paula	PreCalc Conference- Rutgers	0	Mar. 16

q) District	Butler, Coleen	Visit CTE Program- Vernon Schools	0	Jan. 16
r) District	Drew, Lisa	Preventing Teen Suicide- Parlin, NJ	\$99.09	Feb. 9
s) District	McDougal, Dan	NJ School Buildings & Grounds Assn,- Newton 1/24, 2/28, 3/28, 4/25, 5/23, 6/13	0	See dates
t) District	Shouffler, Jennifer	Visit CTE Program- Vernon Schools	\$31.62	Jan. 16
u) District	Vail, Peggy	School Transportation Supv. Regional Mtg- Woodbury, NJ	\$54.19	Jan. 17
v) BMS	McGovern, Courtney	Visit Tech Program – Chatham MS	0	Feb. 1
w) BHS	LaPine, Matthew	Building Bridges-Best Practices in Music Ed- Pittsburgh	\$609.92	Mar. 7-11

### Facilities & Operations\*

- A. Mr. DiGiacchino gave the report. The committee met on January 17, 2018.  
 B. Mr. DiGiacchnio moved items #1 & 2, Mr. McDonald seconded. Items #1 & 2 were approved by a roll call vote of 10-0.

### Action Resolution

1. HIB Report\*  
 Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on **January 17, 2018** and upheld the findings and/or consequences recommended by the Superintendent.

### Action Resolution

2. Approve Change Order\*  
 Resolved, that the Somerset Hills Board of Education approve a change order to decrease the H&S contract for the BHS Media Center by \$3,402.77.

### Policy

- A. Mrs. Leiss mentioned that the committee did not meet.  
 B. Ms. Virtue moved item #1, Ms. Burch seconded. Item #1 was approved by a vote of 10-0.

### Action Resolution

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

Policy #	Title
5533 R	Pupil Smoking

### Personnel

- A. Mrs. Leiss gave the report. The committee met on January 9, 2018.  
 B. Mrs. Leiss moved items #1-14, Ms. Virtue seconded. Items # 1-4 and #14 were approved by a roll call vote of 9-0; items # 5-13 were approved by a roll call vote of 10-0.

### 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
Rivera, Fernando	Elementary K-6	Jessica d'Anunciacao	January 2018

Action 2. Rescind Co-Curricular PositionsResolution Resolved, that the Somerset Hills Board of Education rescind the following co-curricular positions for the 2017-2018 school year:

Name	School	Position	Stipend
a) Heydt, Jaimie	BMS	Softball: Head	\$4,205
b) Porter, Shane	BMS	Softball: Assistant	\$2,733

Action 3. Approve Co-Curricular PositionsResolution 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) Fulton, Cindy	BES	Homework Club	\$59.11/hour
b) Grau, Jianna	BES	Homework Club	\$59.11/hour
c) Brooten, Darcey	BES	Homework Club	\$59.11/hour
d) Rokosky, Debbie	BES	Homework Club	\$59.11/hour
e) Kotz, Lisa	BES	Homework Club	\$59.11/hour
f) LaBruno, Wendi	BES	Homework Club	\$59.11/hour
g) Heppes, Laurie	BES	Homework Club	\$59.11/hour
h) Singsingham, Khambone	BES	Lead Custodian	\$3,500
i) Porter, Shane	BMS	Softball: Head	\$4,205
j) Heydt, Jaimie	BMS	Softball: Assistant	\$2,733

Action 4. Approve Appointment Non-Certified StaffResolution 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	Replace	Level/Step	Salary	Effective
a) Kirchner, Karil	BES	Special Education Paraprofessional	new	B1	\$15.70/hour	1/2/18
b) Morales, Kyle	BES	Custodian	Miles	B1	\$28,139	1/2/18

Action 5. Accept Resignation\*Resolution Resolved, that the Somerset Hills Board of Education accept the resignation of the following employee:

Name	School	Position	Effective
Mehan, Kathleen	Olcott	Human Resource Specialist	2/9/18

Action 6. 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
h) Marino, Matthew	BHS	Musical: Spring Asst. Director	\$2,225

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
Maxwell, Dorothea	World Language

Action 8. Approve Student Teacher\*

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

Student Teacher	School	Subject	Mentor	Date
Locatelli, Thomas	BHS	PE/Health	Joseph Milde	January - May 2018

Action 9. Approve Family Medical Leave of Absence\*

Resolution Resolved, that the Somerset Hills Board of Education approve 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	2/2/18

Action 10. Approve Extended Assignment Substitute\*

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

Name	Substitute Position	Replace	Salary	Date
Lampa, Patricia	Extended Assignment Substitute	Amanda Ellis	\$210/day	1/8/18 - 2/2/18

Action 11. Approve School Safety Specialist\*

Resolution Resolved, that the Somerset Hills Board of Education approve Heather Goguen as the School Safety Specialist.

Action 12. Approve Substitute\*

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

Name	Substitute Position	Certification
Franco, Jhonny	Custodian	n/a

Action 13. 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	Replace	Salary	Effective
Stokes, Marianne	Olcott	Business Office Assistant - Payroll	Mehan	\$68,000	3/19/18

Action 14. 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	Step	Replace	Salary	Effective
Maurice, Kathleen	BES	PT Registered Nurse	3	Leahy	\$37.82/hour	1/18/18

**Community Engagement Committee** - the committee did not meet. Mr. DiGiacchino mentioned that there are going to be 2 parent programs to help students deal with stress. The first is for High School parents and will be held at Ridge High School on Jan. 31. The second is for Middle School parents and will be at the Bernards High School PAC on February 1.

Public Questions & Comments

None

Supplementary Matters

None

Adjournment

Mrs. Hoppe moved to adjourn at 9:02pm, Ms. Burch seconded. Motion approved by a 10-0 vote.

Respectfully submitted,



Heather Goguen  
Business Administrator/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)