

**The Somerset Hills School District
PUBLIC INPUT & ACTION MEETING AGENDA – AUGUST 28, 2013**

**EXECUTIVE SESSION – 6:30 P.M.
PRINCIPAL’S CONFERENCE ROOM AT BERNARDS HIGH SCHOOL**

**PUBLIC INPUT & ACTION MEETING – 7:30 P.M.
BERNARDS HIGH SCHOOL**

I. Call to Order

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. Welcome

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.

V. Pledge of Allegiance

VI. Correspondence

1. Thank You - Joe Carle
2. Thank You - Elena Baldwin
3. Thank You – Peter Miller

VII. Report of the Superintendent

1. 2013/2014 School Year Opening
2. District Enrollment
3. Student/Staff Recognition
4. Academic Report

VIII. Public Questions & Comments

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

Action
Resolution

1. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for June 26, 2013.

Action
Resolution

2. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Special Meeting and Executive meeting minutes for August 6, 2013.

X. Finance

A. Committee Report & Discussion:

B. Action Items:

Action
Resolution

1. Board Secretary & Treasurer Reports & Board Certification*

WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of July 2013 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$5,367,492.03	\$5,367,492.03
(20) Special Revenue Fund	(\$57,520.92)	(\$57,520.92)
(30) Capital Projects Fund	(\$350,864.55)	(\$350,864.55)
(40)Debt Service Fund	\$172,822.05	\$172,822.05
Total Government Funds	\$5,131,928.61	\$5,131,928.61

(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.

To be Distributed at Meeting

Action
Resolution

2. Approve 2012-2013 Budget Transfers*

Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for July 2013.

Action
Resolution

3. Payment of Bills*

WHEREAS, the Board Secretary has presented a check register dated July 2013 covering check numbers 29173 to 29247 in the amount of \$219,923.82 with the recommendation that they 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	\$161,012.82
(20) Special Revenue Fund	\$30,606.00
(30) Capital Projects Fund	\$28,305.00
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	-0-
TOTAL	\$219,923.82

Action
Resolution

4. Approval Parental Transportation Contracts 2013/2014

Resolved that the following parental transportation contracts for the 2013/2014 School Year and Extended School Year be approved:

Student ID#	Route #	Cost
3027945811	BC- 2012-2013 (Frelinhuisen, Morristown, NJ)	\$ 12,474.72
3027945811	BC – 2012 ESY (Normandy School, Morristown, NJ)	\$ 1,427.84
6472157623	MS 2013-2014 Purnell School, Pottersville NJ	\$ 11,390.40

Action
Resolution

5. Approval Extended School Year School

Resolved, that the Somerset Hills Board of Education approve the following school for ESY and related services for the 2013/2014 school year:

Student ID#	Provider	Location
8026186552 & 7599873783	Developmental Center	Budd Lake, NJ

- Action 6. Approve Schools 2013/2014 School Year
Resolution Resolved that the Somerset Hills Board of Education approve the following for the 2013/2014 school year:

Student ID#	Provider	Location
6472157623	Purnell School	Pottersville, NJ
2351942937	Holmstead School	Ridgewood, NJ

- Action 7. Coordinated Transportation Agreement*
Resolution Resolved, that the “Resolution/Agreement” for participation in joint transportation services with the Morris-Union Jointure Commission for the 2013 Extended School Year be approved.

- Action 8. Approve Tuition Student
Resolution Resolved, that the Somerset Hills Board of Education approve the son of Mr. & Mrs. DeMarrais as Bernards High School tuition student for the 2013-2014 school year.

- Action 9. Approve ESEA-NCLB Funds for 2013/2014
Resolution Resolved, that the Somerset Hills Board of Education authorizes application and approves funds for the 2013-2014 school year for the ESEA-NCLB Federal Grant Allocation, updated as follows:

Title I, Part A	\$ 71,806.00
Title II, Part A	\$ 22,145.02
Title III	<u>\$ 10,046.00</u>
Total funds	\$103,997.02

- Action 10. Approve IDEA-B Funds for 2013/2014
Resolution Resolved, that the Somerset Hills Board of Education authorizes application and approves funds for the 2013-2014 school year for the IDEA-B Federal Grant Allocation, updated as follows:

Basic Public	\$330,391.00
Basic Non-Public	\$ 55,600.00
Preschool Public	<u>\$ 16,836.00</u>
Total funds	\$402,827.00

XI. Curriculum

- A. Committee Report & Discussion:
 B. Action Items:

- 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
BMS	a) 8 th Grade Band Band Day – Home Football Game BHS	10/4/13	20	1	0
BHS	b) BHS Band & Orchestra	4/3-7	80	6	4

	Performances Walt Disney World Orlando, FL	2014			
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Action Resolution 2. Approve Professional Development*
Resolved, that the Somerset Hills Board of Education approve the following professional development:

School	Name	Workshop/Conference	Est. Cost	Date
Olcott	a) Linda Kragie	NJSBA Seminars	\$298.00	9/28/13 10/5/13
BHS	b) Labus, Rebecca	Directing a Dynamic College Counseling Program and Annual Conference	\$2,395.00	9/16-20/13
BMS	c) LaCotta, Katherine	Art is Infinite	\$125.00	10/4/13

Action Resolution 3. Approve 2013 Summer Curriculum Projects
Resolved, that the Somerset Hills Board of Education approve the *updated* list of teachers and days for the 2013 summer curriculum projects in order to improve all documents to meet current New Jersey Standards and course requirements.

Action Resolution 4. Adopt New Curriculum
Resolved, that the Somerset Hills Board of Education approve the *updated* list of teachers and days for the 2013 summer curriculum projects.

Action Resolution 5. Re-Adopt Existing Curriculum
Resolved, that the Somerset Hills Board of Education re-adopts all existing Curriculum, Supplemental Texts and Textbooks for the 2013-2014 school year.

Action Resolution 6. Adopt New Curriculum
Resolved, that the Somerset Hills Board of Education adopts all newly written summer curriculum documents for the 2013-2014 school year.

Action Resolution 8. Approve Digital Tools Grade 5-8
Resolved, that the Somerset Hills Board of Education approve changing the name of the Technology courses in grades 5-8 to Digital Tools for grades 5-8.

XII. Facilities & Operations

A. Committee Report & Discussion:

B. Action Items:

Action Resolution 1. Approval of Change Order for Upper Gym Floor
Resolved, that the Somerset Hills Board of Education approve change order #3 in the amount of \$2,717.42 to Classic Floor Finishing for offloading and securing materials.

Action Resolution 2. Approve Submission of Upgrades & Repairs to BHS Old Auditorium
Resolved, that the Somerset Hills Board of Education approve submission of the project “Upgrades & Repairs Old Auditorium” at Bernards High School at an estimated total project cost of \$1,423,855.00 to the NJ Department of Education for approval and to update the LONG RANGE FACILITIES PLAN.
And, be it further resolved that the Somerset Hills Board of Education approve application for a ROD Grant from the NJ Department of Education for up to 40% of the project cost.

Action Resolution 3. Approve Submission of Replacement of Bernardsville Middle School Doors
Resolved, that the Somerset Hills Board of Education approve submission of the project “Replacement of Bernardsville Middle School Doors” at an estimated total project cost of \$69,200.00 to the NJ Department of Education for approval and to update the LONG RANGE FACILITIES PLAN.
And, be it further resolved that the Somerset Hills Board of Education approve application for a ROD Grant from the NJ Department of Education for up to 40% of the project cost.

Action Resolution 4. Approve Submission of Distance Learning/Media/Research
Resolved, that the Somerset Hills Board of Education approve submission of the project “Distance Learning/Media/Research” at an estimated total project cost of \$1250,257.00 to the NJ Department of Education for approval and to update the LONG RANGE FACILITIES PLAN.
And, be it further resolved that the Somerset Hills Board of Education approve application for a ROD Grant from the NJ Department of Education for up to 40% of the project cost.

XIII. Policy

A. Committee Report & Discussion:

Action Resolution 1. First Reading Policy #6163 Advertising on School Property (New)
Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #6163 Advertising on School Property (New).

Action Resolution 2. First Reading and Adoption Policy #3270 Professional Responsibilities (Revised)
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #3270 Professional Responsibilities (Revised).

Action Resolution 3. First Reading and Adoption Regulation #5600 Pupil Discipline Code/Code of Conduct (Revised)
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Regulation #5600 Pupil Discipline Code/Code of Conduct.

Action Resolution 4. First Reading and Adoption Policy #5410 Promotion and Retention (M)
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #5410 Promotion and Retention (M).

Action 5. Second Reading and Adoption Policy #3232 Tutoring Services (New)

Resolution Resolved, that the Somerset Hills Board of Education approve the second reading and adoption of Policy #3232 Tutoring Services (New).

Action 6. Second Reading and Adoption Policy #5300 Automated External Defibrillators (AED) (M) (Revised)

Resolution Resolved, that the Somerset Hills Board of Education approve the second reading and adoption of Policy #5300 Automated External Defibrillators (AED) (M) (Revised).

Action 7. Second Reading and Adoption Policy #7522 School District Provided Technology Devices to Staff Members (New)

Resolution Resolved, that the Somerset Hills Board of Education approve the second reading and adoption of Policy #7522 School District Provided Technology Devices to Staff Members (New).

Action 8. Second Reading and Adoption Policy #7523 School District Provided Technology Devices to Pupils (New)

Resolution Resolved, that the Somerset Hills Board of Education approve the second reading and adoption of Policy #7523 School District Provided Technology Devices to Pupils (New).

XIV. Personnel

A. Committee Report & Discussion:

B. Action Items:

All personnel action is on the recommendation of the Superintendent.

Action 1. Accept Resignation

Resolution Resolved, that the Somerset Hills Board of Education accept the resignation of Antonietta Natoli, part time special education paraprofessional effective August 4, 2013.

Action 2. Accept Resignation

Resolution Resolved, that the Somerset Hills Board of Education accept the resignation of Jessica Cook, part time special education paraprofessional effective September 6, 2013.

Action 3. Accept Resignation

Resolution Resolved, that the Somerset Hills Board of Education accept the resignation of Ellen Clarke, part time bus paraprofessional effective August 20, 2013.

Action 4. Amend Parenthood Leave End Date

Resolution Resolved, that the Somerset Hills Board of Education amend the parenthood leave end date for Megan Cooper, elementary teacher at Bedwell Elementary School from November 6, 2013 to January 24, 2014.

Action 5. Approve Appointment of Registered Nurse

Resolution Resolved, that the Somerset Hills Board of Education accept the appointment of Mary Willmot, part time district registered nurse (not to exceed 25 hours per week) at an hourly rate of \$35.71 effective September 4, 2013 for the 2013-2014 school year. (Jordan)

Action
Resolution6. Approve Leave Replacement Position

Resolved, that the Somerset Hills Board of Education approve the appointment of Lauren O'Day, elementary leave replacement teacher at Bedwell Elementary School, level MA, step 1, at an annual salary of \$56,435 (p-rorated) from September 1, 2013 through January 24, 2014. (Davis)

Action
Resolution7. Approve Leave Replacement Position

Resolved, that the Somerset Hills Board of Education approve the appointment of Kristen Wallace, elementary leave replacement teacher at Bedwell Elementary School, level BA+15, step 1, an annual salary of \$54,435 (prorated) from September 1, 2013 through January 24, 2014. (Cooper)

Action
Resolution8. Approve Long Term Substitute

Resolved, that the Somerset Hills Board of Education approve the appointment of Patricia Leuthard, Latin long term substitute at Bernards High School effective September 3, 2013 through October 7, 2013 at a per diem rate of \$262. (Couch)

Action
Resolution9. Approve Mentors

Resolved, that the Somerset Hills Board of Education approve the following staff members as mentors for novice teachers for the 2013-2014 school year:

Mentor	Novice	Duration	Stipend
a) Babicke, Dennis	Nguyen, Kathryn	10 weeks	\$550 (prorated)
b) Bracero, Jeannette	Hegedus, Ashleigh	Full year	\$550
c) Falzarano, Sarah	Ruiz, Kathleen	Full year	\$550
d) Fischer, Susan	O'Day, Lauren	1st semester	\$550 (prorated)
e) Fitzgerald, Marianne	O'Halloran, Anne	Full year	\$550
f) Forsythe, Cynthia	Arnold, Kara	Full year	\$550
g) Freda, Michele	Ryan, Vanessa	Full year	\$550
h) Georgiana, Michael	Cicchino, James	Full year	\$550
i) Kostelak, Andrea	Werner, Erika	Full year	\$550
j) Latzke, Brian	McInaw, Megan	Full year	\$550
k) Murphy, Theresa	Michalski, Joshua	Full year	\$550
l) Neigel, Scott	Dolson, Margaret	Full year	n/a
m) Rokosky, Deborah	Biondo, Courtney	50%	\$275
n) Robertson, Margaret	Roberts, Kaitlyn	Full year	\$550
o) St. Ours, Elizabeth	Allison, Jessica	Full year	\$550
p) Windisch, Mary Clare	Wallace, Kristen	1st semester	\$550 (prorated)

Action
Resolution10. Approve Overloads

Resolved, that the Somerset Hills Board of Education approve overloads for the following Bernards High School teachers for the 2013-2014 school year:

Teacher	Subject Area	Overload	Length	Salary
Albanese-DeMair, Christine	Science	3 periods	Full year	\$5,745
Drag, Nicole	Math	5 Periods	Full year	\$9,074

Hunkele, Heather	English	5 periods	Full year	\$10,782
Murphy, Theresa	Social Studies	2 periods	Full year	\$3,630
Silva, Karen	Science	3 periods	Full year	\$10,163
Snyder, Allison	English	5 periods	Full year	\$9,574

Action
Resolution

11. Approve Summer Work

Resolved, that the Somerset Hills Board of Education approve summer work for the following staff members at a per diem rates:

Name	Position	School	Not to Exceed
a) Ayres, Karen	Child Study Team	District	2.5 additional days
b) Panik, Meredith	Child Study Team	District	2 additional days
c) Willmot, Mary	Registered Nurse	District	5 days

Action
Resolution

12. Approve Leave of Absence

Resolved, that the Somerset Hills Board of Education approve a paid medical leave of absence for Gail Blake effective September 4, 2013 through December 31, 2013.

Action
Resolution

13. Approve Bus Duty

Resolved, that the Somerset Hills Board of Education approve Shane Porter for bus duty at Bernardsville Middle School effective September 6, 2013 at a per diem rate of \$30 for the 2013-2014 school year.

Action
Resolution

14. Approve Co-Curricular Position

Resolved, that the Somerset Hills Board of Education approve the following co-curricular position at Bernards High School for the 2013-2014 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Michalski, Joshua	Mock Trial Team	\$1,336

Action
Resolution

15. Approve Athletic Positions

Resolved, that the Somerset Hills Board of Education approve the following athletic positions at Bernards High School for the 2013-2014 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
a) Cebello, Lauren	Fencing Assistant Coach (JV) : Winter	\$5,277
b) Stephenson, Dana	Cheerleading Head Coach: Fall	\$5,053
c) Stephenson, Dana	Cheerleading Head Coach: Winter	\$5,053

Action
Resolution

16. Approve School Improvement Panels Members

Resolved, that the Somerset Hills Board of Education approve the appointment of the following staff members to the School Improvement Panels as required by the TeachNJ Act:

Name	Position
a) Phelan, Amy	Principal, Bedwell Elementary School
b) Dempsey, Gretchen	Assistant Principal, Bedwell Elementary School
c) Fischer, Dana	Teacher, Bedwell Elementary School

d) Kratz, Lynn	Principal, Bernardsville Middle School
e) Kelly, Shawn	Assistant Principal, Bernardsville Middle School
f) Wells, Kelly	Teacher, Bernardsville Middle School
g) Neigel, Scott	Principal, Bernards High School
h) Corbett, Michael	Assistant Principal, Bernards High School
i) Fresco, Angela	Teacher, Bernards High School

Action
Resolution

17. Approve Revised Job Descriptions

Resolved, that the Somerset Hills Board of Education approve the following revised job descriptions:

- a) Activities Technician
- b) Activities Technician II
- c) Director of Curriculum
- d) Supervisor of Instruction K-8

Action
Resolution

18. Approve Revised District Organizational Chart

Resolved, that the Somerset Hills Board of Education approve the revised Somerset Hills School District Organizational Chart.

Action
Resolution

19. Approve Internships

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

Name	College	School	Dates
Pike, Emily	Seton Hall University	BES	Until completion of 700 hours
Roser, Sarah	Rutgers University	BHS	Until completion of program

Action
Resolution

20. Approve Teaching Practicum/Field Experience

Resolved, that the Somerset Hills Board of Education approve the following teaching practicum/field experience:

Name	College	School	Dates
King, Kathryn	Seton Hall University	BHS	September-October 2013

Action
Resolution

21. Approve Appointment of Substitutes and Home Instructors

Resolved, that the Somerset Hills Board of Education approve the following substitutes and home instructors for the 2013-2014 school year:

Name	Substitute Position	Certificate
a) Behrins, Jennifer	Teacher/Paraprofessional	Substitute Credential
b) Biondo, Courtney	Teacher/Paraprofessional	CEAS
c) Clarke, Ellen	Bus Paraprofessional	n/a
d) Coleman, Christine	Home Instructor/Math	Standard
e) Coleman, Christine	Teacher/Paraprofessional	Standard
f) Cuperwich, Kyle	Teacher/Paraprofessional	Substitute Credential
g) Kalamarides, Ruth	Home Instructor/Earth Science	CE

h) Kalamarides, Ruth	Teacher/Paraprofessional	CE
i) Kamerman, Gene	Teacher	CE
j) Lehman, Lindsay	Teacher/Paraprofessional	CEAS
k) O'Day, Lauren	Teacher/Paraprofessional	CEAS
l) Ritchkoff, Brigitte	Teacher/Paraprofessional	Standard
m) Wallace, Kristen	Teacher/Paraprofessional	CEAS
n) Willmot, Mary	Nurse	School Nurse

XV. Community Relations

XVI. Supplementary Matters

XVII. Public Questions & Comments

XVIII. Adjournment

Resolutions:

***Note:** The areas of permitted voting for the Bedminster district representative of the Board of Education are: 1) tuition charged by the sending district and bill lists or contracts to be used for the sending district's pupils; 2) new capital construction to be used by the sending district's pupils; 3) appointment, transfer or removal of teaching staff serving the sending district's pupils, including central administration; 4) addition or deletion of curricular or extracurricular programs involving the sending district's pupils.