The Somerset Hills School District PUBLIC INPUT & ACTION MEETING AGENDA – FEBRUARY 20, 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. <u>Call to Order</u>

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. <u>Correspondence</u>

VII. Report of the Superintendent

- 1. Columbia University Teachers College Readers/Writers Workshop J. Shouffler
- 2. Introduction of 2013/2014 School Budget
- 3. Student/Staff Recognition

VIII. Public Ouestions & 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. Thank you for your input.

IX. Approval of Minutes

Action 1. Approval of Minutes

Resolution Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for January 23, 2013.

Action 2. Approval of Minutes

Resolution Resolved, that the Somerset Hills Board of Education approve the Special Meeting Minutes and Executive meeting minutes for January 22, 2013.

Action 3. Approval of Minutes

Resolution Resolved, that the Somerset Hills Board of Education approve the Special Meeting Minutes and Executive meeting minutes for January 28, 2013.

Action 4. Approval of Minutes

Resolution Resolved, that the Somerset Hills Board of Education approve the Special Meeting Minutes and Executive meeting minutes for January 30, 2013.

<u>Action</u> 5. <u>Approval of Minutes</u>

<u>Resolution</u> Resolved, that the Somerset Hills Board of Education approve the Special Meeting Minutes and Executive meeting minutes for January 31, 2013.

<u>Action</u> 6. <u>Approval of Minutes</u>

Resolution Resolved, that the Somerset Hills Board of Education approve the Special Joint Meeting Minutes with the Borough of Bernardsville minutes for February 5, 2013.

X. <u>Finance</u>

A. Committee Report & Discussion:

B. Action Items:

Action 1. Board Secretary & Treasurer Reports & Board Certification*

<u>Resolution</u> WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of January 2013 showing the following balances:

FUND	Board Secretary	Treasurer Cash
	Cash Balance (1)	Balance (2)
(10) General Fund	\$7,038,476.82	\$7,038,476.82
(20) Special Revenue Fund	\$(203,327.89)	\$(203,327.89)
(30) Capital Projects Fund	\$(66,808.29)	\$(66,808.29)
(40)Debt Service Fund	\$615,687.55	\$615,687.55
Total Government Funds	\$7,384,028.19	\$7,384,028.19

(1) From Secretary's Report

(2) From Treasurer's Report

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

Action Resolution

2. Approve 2012-2013 Budget Transfers*

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

Action Resolution

3. Payment of Bills*

WHEREAS, the Board Secretary has presented a check register dated January 2013 covering check numbers 27600 to 27618 in the amount of \$1,199,320.25 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	\$1,186,487.36
(20) Special Revenue Fund	\$6,612.64
(30) Capital Projects Fund	\$6,220.25
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	-0-
TOTAL	\$1,199,320.25

WHEREAS, the Board Secretary has presented a check register dated February 2013 covering check numbers 27619 to 27927 in the amount of \$920,132.29 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	\$887,319.46
(20) Special Revenue Fund	\$22,070.70

(30) Capital Projects Fund	\$8,147.74
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	\$2.594.39
TOTAL	\$920,132.29

Action Resolution

4. <u>Approve Waiver of Requirements Special Education Medicaid Initiative Program</u>* Resolved, that the Somerset Hills Board of Education approve the Waiver of Requirements Special Education Medicaid Initiative (SEMI) Program:

Whereas, NJAC 6:A23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program.

Whereas, the Somerset Hills Board of Education desires to apply for this waiver due to the fact that it estimates having 26 students Medicaid eligible classified students which is less than the state guideline of 40 students in the 2013-2014 budget year.

Resolved, that the Somerset Hills Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Somerset an appropriate request for a waiver of the requirements of NJAC 6:A23A-5.3 for the 2013-2014 school year.

<u>Action</u>

5. <u>Approve Tuition Student</u>

Resolved, that the Somerset Hills Board of Education approve the child of Mr. & Mrs. Loureiro as a kindergarten tuition student for the 2012-2013 school year at an annual rate of \$11,713.

Action Resolution

Resolution

6. <u>Introduction of 2013-2014 Budget *</u>

Resolved, that the Somerset Hills Board of Education adopt the preliminary 2013-2014 Budget at cap for submission to the County Superintendent of Schools for approval as per attachment; And, be it further

RESOLVED that the Somerset Hills Board of Education approves that the 2013-2014 general fund tax levy of \$28,163,596. and the debt service fund tax levy of \$3,165,670. representing a total tax levy of \$31,329,266. which represents a 1.6% increase from the tax levy for 2012-2013; And, be it further

RESOLVED that the Board Secretary be authorized to make minor adjustments as may be required by additional state information and/or the County Superintendent.

And, be it further

RESOLVED that a Public Hearing for adoption of the 2013/2014 Budget be held on March 27, 2013 at 7:30 p.m. in the Community Room at Bernards High School.

Action Resolution

7. Approve B.H.S. Estimated Tuition 2013/2014

Resolved, that the Somerset Hills Board of Education approve an estimated tuition rate for Bernards High School of \$16,096.00 for the 2013/2014 school year.

XI. Curriculum

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

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

			# of	# of	# of
School	Trip	Date(s)	Students	Faculty	Chaperones
BHS	a) BHS Jazz Ensemble Jazz Band Festival Steel Stacks HS Bethlehem PA	3/3/13	15	2	0
BHS	b) AP Environmental Science Bernardsville Wastewater Treatment Plant Bernardsville NJ	3/11/13 3/12/13 3/13/13 3/14/13	25 21 25 21	1 1 1 1	2 2 2 2
BHS	c) BHS Jazz Ensemble Jazz Band Festival Livingston HS Livingston NJ	4/13/13	15	2	0
BHS	d) Peer Leaders Project Adventure Beverly MA	6/24-28/13	10	2	0
BMS	e) Forensics Club Theatrefest 2013 Competition Chatham Middle School Chatham, NJ	3/16/13	18	1	0
BMS	f) BMS 8 th Grade 2013 Class Trip Celebration NYC	6/12/13	133	10-12	10-12
BES	g) Preschool-PM Class Community Service – Sing songs to Seniors Somerset Hills Adult Day Center Basking Ridge, NJ	3/5/13	11	4	1
BES	h) Bedwell/Bedminster MD Class Social Skills/Community baseball game Somerset Hills Patriots Bridgewater NJ	4/24/13	7	6	1
BHS	i) AP European History Met Opera NYC NY	4/13/13	18	2	0
BHS	j) Boys' Tennis	3/27-4/1/13	8	1	0

	Seal Colony Tennis Resort				
	Bethany Beach DE				
BES	k) Second Grade Field Trip	5/16/13	110	8	15
	Upper Raritan Watershed				
	Bedminster NJ				
BHS	1) AP Physics C Class	3/6/13	16	2	0
	USGA				
	Far Hills NJ				
BHS	m) Green Team	3/13/13	18-28	1	1
	Penn Brook				
	Bernardsville NJ				

Action 2. Approve Professional Development* Passalvad that the Samarsat Hills Board

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

School	Name	Workshop/Conference	Est.	Date
			Cost	
BES	a) Burnett, Sherilyn	Communication Disorders Symposium	\$159.30	3/22/13
BES	b) Butler, Coleen	Lesson Study Conference	\$144.22	3/15/13
BHS	c) DeTrolio, Karen	Engaging Students in Modeling and	\$139.76	3/5/13
		Argumentation		
BHS	d) DiCarlo, Peter	NJ MEA Music Conference	\$162.23	2/22/13
BES	e) Fischer, Susan	Higher Level Comprehension	\$50.00	3/4/13
		Workshop		
BES	f) Fulton, Cynthia	Teachers College Reader's	\$50.00	3/4/13
		Comprehension Workshop		
Olcott	g) Hunter, Nancy	NJ Sustainable Schools Conference	\$150.00	3/15/13
BES	h) Mastrangeli, Karen	Higher Level Comprehension	\$100.69	3/4/13
	_	Workshop		
Olcott	i) O'Brien, Mariel	NJ Sustainable Schools Conference	\$150.00	3/15/13
BES	j) Phelan, Amy	NJ Sustainable Schools Conference	\$150.00	3/15/13
BMS	k) Ryan, Suzanne	NJ State School Nurses Association	\$257.88	3/9/13
		Annual Conference		
Olcott	l) Shouffler, Jennifer	Lesson Study Conference	\$144.22	3/15/13
BHS	m) Simoneau, Jon	Frank Glazier Football Clinic	\$184.60	3/1/13
BHS	n) Trumpy, Fred	NJ Music Educators Conference	\$150.00	2/21/13
BHS	o) Vassil, Cheryl	Making the Best Use of Technology in	\$239.42	4/19/13
	-	the World Language Classroom		

Action 3. <u>Approve English Program Consultant</u>

Resolution Resolved, that the Somerset Hills Board of Education approve the hiring of Dr. Emily Meixner as a consultant to complete a thorough review of the Bernards High School English program.

XII. <u>Facilities & Operations</u>

A. Committee Report & Discussion:

B. Action Items:

Action

1. Approve Bid Advertisement

Resolution

Resolved, that the Somerset Hills Board of Education approve the advertising to bid the Bernards High School Upper Gym Floor Replacement-DOE Project Number 4815-020-13-1000.

Action

2. Approve Capital Reserve Transfer

Resolution

Resolved, that the Somerset Hills Board of Education approve a transfer of \$200,000 from Capital Reserve to the Capital Projects Fund for replacement of the gym floor.

Action

3. <u>Approve Professional Services</u>

Resolution

Resolved, that the Somerset Hills Board of Education approve professional engineering services from T&M Associates in the amount of \$11,700 for Bernards High School Lower Field improvements.

<u>Action</u>

4. <u>Accept HIB Report</u>

Resolution

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on February 20, 2013 and upheld the findings and/or consequences recommended by the superintendent.

XIII.

Policy

A. Committee Report & Discussion:

B. Action Items:

Action

1. First Reading & Adoption Bylaw #0132 Executive Authority - Revised

Resolution

Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Bylaw #0132 Executive Authority – Revised.

Action Resolution 2. <u>First Reading & Adoption Policy #2415 No Child Left Behind Programs (M) - Revised</u> Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #2415 No Child Left Behind Programs (M) – Revised.

<u>Action</u>

3. First Reading & Adoption Policy #3230 Outside Activities – Revised

Resolution

Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #3230 Outside Activities – Revised.

<u>Action</u>

4. First Reading & Adoption Policy #3281 Inappropriate Staff Conduct – Revised

Resolution

Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #3281 Inappropriate Staff Conduct – Revised.

Action Resolution 5. <u>First Reading & Adoption Policy #3282 Use of Social Networking Sites – Revised</u> Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #3282 Use of Social Networking Sites – Revised.

Action	6.	First Reading & Adoption Policy #4230 Outside Activities - Revised

Resolution Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #4230 Outside Activities – Revised.

Action 7. First Reading & Adoption Policy #4281 Inappropriate Staff Conduct – Revised

<u>Resolution</u> Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #4281 Inappropriate Staff Conduct – Revised.

Action

Resolution

8. <u>First Reading & Adoption Policy #4282 Use of Social Networking Sites – Revised</u>
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #3282 Use of Social Networking Sites – Revised.

Action 9. First Reading & Adoption Policy # 6003 Records Retention – Federal- Other Grant

Expenditures – Revised

Resolution Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of

 $Policy \ \# \ 6003 \ Records \ Retention-Federal-\ Other \ Grant \ Expenditures-Revised.$

Action 10. First Reading & Adoption Policy #8505 School Nutrition (M)-Revised

Resolution Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #8505 School Nutrition (M) – Revised.

Action 11. First Reading Policy #2431 Athletic Competition (M)— Revised

Resolution Resolved, that the Somerset Hills Board of Education approve the first reading Policy #2431

Athletic Competition (M)– Revised.

Action 12. First Reading Regulation #2431.1 Emergency Procedures for Athletic Practices and

Competitions (M)– Revised

<u>Resolution</u> Resolved, that the Somerset Hills Board of Education approve the first reading Regulation

#2431.1 Emergency Procedures for Athletic Practices and Competitions (M)– Revised.

Action 13. First Reading Regulation #2431.2 Medical Examinations to Determine Fitness for

Participation in Athletics (M) - Revised

<u>Resolution</u> Resolved, that the Somerset Hills Board of Education approve the first reading Regulation

#2431.2 Medical Examinations to Determine Fitness for Participation in Athletics (M).

Action 14. <u>First Reading Policy #6163 Advertising on School Property – New</u>

Resolution Resolved, that the Somerset Hills Board of Education approve the first reading Policy #6163

Advertising on School Property – New.

Action 15. <u>First Reading Policy #6164 Advertising on School Buses – New</u>

Resolution Resolved, that the Somerset Hills Board of Education approve the first reading Policy #6164

Advertising on School Buses – New.

XIV. <u>Personnel</u>

A. Committee Report & Discussion:

B. Action Items:

All personnel action is on the recommendation of the Superintendent.

Action

1. <u>Approve Appointment of Social Studies Teacher</u>

Resolution

Resolved, that the Somerset Hills Board of Education approve Samuel Dokus, social studies teacher at Bernardsville Middle School, Level BA, Step 1 at an annual salary of \$52,080 (prorated), effective February 11, 2013 through June 30, 2013. (McCabe)

<u>Action</u>

2. <u>Approve Appointment of Custodian</u>

Resolution

Resolved, that the Somerset Hills Board of Education approve Zakee Roberts, full time custodian, Step 1B, at an annual salary of \$25,000 (prorated) effective February 11, 2013 for the 2012-2013 school year. (Salazar)

<u>Action</u>

3. Approve Leave Replacement Position

Resolution

Resolved, that the Somerset Hills Board of Education approve Lenore Fornabio, special education leave replacement at Bedwell Elementary School, Level MA, Step 7 at an annual salary of \$61,080 (prorated), effective February 6, 2013 through June 30, 2013. (Wotanowski)

Action

4. <u>Approve Termination</u>

Resolution

Resolved, that the Somerset Hills Board of Education approve the termination of Alfredo Salazar, district custodian, effective January 28, 2013.

<u>Action</u>

5. <u>Approve Parenthood Leave</u>

Resolution

Resolved, that the Somerset Hills Board of Education approve a parenthood leave for Jessica Collins, grade 2 teacher at Bedwell Elementary School from April 15, 2013 through June 30, 2013 and from September 1, 2013 through on or about January 24, 2014 (first day of marking period 3 is to be determined).

<u>Action</u>

6. <u>Approve Longevity</u>

Resolution

Resolved, that the Somerset Hills Board of Education approve \$750 longevity for Karen Silva, science teacher at Bernards High School effective September 1, 2012.

<u>Action</u>

7. <u>Amend Appointment</u>

Resolution

Resolved, that the Somerset Hills Board of Education amend the appointment of Jessica Collins, grade 2 team leader from September 1, 2012 until April 14, 2013.

Action

8. Approve Adoption of the Principal Evaluation Instrument

Resolution

Resolved, that the Somerset Hills Board of Education approve the adoption of the Marshall Principal Evaluation Rubrics as the District's evaluation instrument for principals..

Action

9. Approve Mentor

Resolution

Resolved, that the Somerset Hills Board of Education approve Shane Porter as the mentor for Samuel Dokus for the 2012-2013 school year.

Action Resolution

10. Approve Appointment of Tutor Mentors

Resolved, that the Somerset Hills Board of Education approve the following tutor mentors for the six week after school program at Bedwell Elementary School beginning March 25, 2013 at an hourly rate of \$59.11. (Funded by NCLB and Municipal Alliance)

1 Session Weekly	2 Sessions Weekly	3 Sessions Weekly
Brooten, Darcey	Arnold, Kara	Settembrino, Lauren
Crowley, Loretta	Colicchio, Andrea	
Maurer, Katie	Forsythe, Cynthia	
Reed, James	Terraglia, Christina	
Werner, Erika	Wilkinson, Philip	

Action

11. Approve Co-Curricular Positions

Resolution

Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2012-2013 school year:

Name School	<u>Position</u>	<u>Stipend</u>
-------------	-----------------	----------------

Maddaluna, Patricia BES Team Leader Grade 2 (prorated) \$2,475 (4/15-6/30/13)

Viola, Daniel BHS Musical: Spring Set Construction \$1,500

Action Resolution

12. <u>Approve Appointment of Home Instructor</u>

Resolved, that the Somerset Hills Board of Education approve the following Home Instructor for the 2012-2013 school year:

Name	Home Instructor	Certificate
Kaiser, Jan	French and Spanish	Standard

Action

13. Approve Appointment of Substitutes

Resolution

Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2012-2013 school year:

Name	Substitute Position	Certificate
a) Bosworth, Sharon	Paraprofessional	Standard
b) Donovan, Casey	Teacher	Substitute Credential
c) Ferarra, Samantha	Teacher	Substitute Credential

d) Hawkins, Mary	Teacher/Paraprofessional	Substitute Credential
e) Kaiser, Jan	Teacher	Standard
f) Lawrence, Richard	Bus Driver	Commercial Driver License
g) Murphy, Danielle	Teacher/Paraprofessional	Substitute Credential
h) Silva, Breanna	Teacher/Paraprofessional/ Secretary	Substitute Credential
i) Sutherland, Jeffrey	Teacher	Substitute Credential
j) Tomaino, Christopher	Teacher	Substitute Credential

Action

14. <u>Approve Termination</u>

Resolution Resolved, that the Somerset Hills Board of Education approve the termination of Meaghan Rigler, school counselor at Bernardsville Middle School, effective April 15, 2013.

<u>Action</u>

15. Approve Long Term Substitute

Resolution

Resolved, that the Somerset Hills Board of Education approve Patricia Lampa, long term substitute at Bernardsville Middle School, effective February 18, 2013 through April 15, 2013 at a per diem rate of \$479. (Rigler)

<u>Action</u>

16. <u>Approve Suspension with Pay</u>

Resolution

Resolved, that the Somerset Hills Board of Education approve a suspension with pay for Employee #08689 effective February 15, 2013 until further notice as determined by the Superintendent.

XV. Neighborhood Relations

XVI. Community Relations

XVII. <u>Supplementary Matters</u>

XVIII. Public Questions & Comments

XIX. <u>Adjournment</u>

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 of 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.