

**The Somerset Hills School District  
Regular Meeting Agenda –April 24, 2019  
Executive Session – 6:30 P.M.  
Public Input & Action – 7:30 P.M.  
Community Room at Bernards High School**

**I. Call to Order & 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.

**II. Pledge of Allegiance**

**III. Roll Call**

**IV. 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.

**V. Correspondence *Items for public comment only when the board will take action***

**VI. Report of the Superintendent**

1. QSAC - Report on Finalized Scores
2. Student Representatives’ Reports
3. Student/Staff Recognition:
  - Governor’s Educator of the Year presentations

**VII. 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.

**VIII. 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 March 20, 2019.

**FINANCE, FACILITIES AND OPERATIONS****A. Committee Report & Discussion****PUBLIC HEARING REGARDING 2019-2020 Budget**

WHEREAS pursuant to N.J.S.A. 18A:22-13, the Board is required to conduct a public hearing for the 2019-2020 budget; and

WHEREAS on March 20, 2019 the Board of Education adopted a preliminary budget for the operation of the Somerset Hills Public Schools during the 2019-2020 school year and submitted it to the County Superintendent of Schools for approval, and

WHEREAS, pending that approval, the budget and notice of a public hearing were advertised in The Bernardsville News

Now, THEREFORE, be it resolved that the Board hereby opens the public hearing on the 2019-2020 Budget.

· Discussion

· Public Comments

· Motion to close public hearing and adopt the 2019-2020 Budget.

**IX. Finance Action Items:****1. Approve Final 2019-2020 Budget\***

Resolved, that the Somerset Hills Board of Education approve the budget for the 2019-2020 school year as approved by the Somerset County Executive Superintendent of Schools:

<b>2019-2020</b>	<b>General Fund</b>	<b>Special Revenues</b>	<b>Debt Service</b>	<b>Total</b>
Total Expenditures	\$40,388,286	\$845,207	\$3,325,170	\$44,558,663
Less Anticipated Revenue	\$8,403,360	\$845,207	\$160,878	\$9,409,445
Taxes to be Raised	\$31,984,926	\$0	\$3,164,292	\$35,149,218

BE IT RESOLVED, that the Somerset Hills Board of Education, in the County of Somerset, New Jersey, approves the following capital project and the withdrawal of \$473,925 from the Capital

Reserve account to provide funding for the following projects/equipment for the 2019-2020 school year:

Two Backup Generators at Bernardsville Middle School

Total costs for this project are \$473,925, which represent expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

2. Approve Travel and Related Expense Reimbursement 2019-2020\*

WHEREAS, the Somerset Hills Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B:1.1 et. seq. Requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B:1.1 et. seq. , but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of district Travel, and Reimbursement Forms; now THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B:1.1 et. seq. Education out of District Travel and Reimbursement Forms; and BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with 6A:23B:1.2 (b), to a maximum expenditure of \$75,000.

3. Authorization to Implement 2019-2020 Budget and Chart of Accounts

Resolved, that the Somerset Hills Board of Education authorizes the Superintendent and Business Administrator to implement the 2019-2020 Budget and Chart of Accounts pursuant to local policies and State regulations and laws.

4. Board Secretary & Treasurer Reports & Board Certification\*

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

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$ 6,180,097.22	\$ 6,180,097.22
(20) Special Revenue Fund	\$ 198,897.72	\$ 198,897.72
(30) Capital Projects Fund	\$ 981,623.77	\$ 981,623.77
(40)Debt Service Fund	\$ 7,662.46	\$ 7,662.46
Total Government Funds	\$ 7,368,281.17	\$ 7,368,281.17

(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.

5. Approve 2018-2019 Budget Transfers\*

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

6. Payment of Bills\*

WHEREAS, the Board Secretary has presented attached **March** 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	\$ 1,306,709.60
(20) Special Revenue Fund	\$ 4,982.00
(30) Capital Projects Fund	-
(40) Debt Service Fund	-
(60) Cafeteria Fund	\$ 50,056.96
(90) Agency Fund	\$ 715,171.30
<b>TOTAL</b>	<b>\$ 2,076,919.86</b>

7. Payment of Bills\*

WHEREAS, the Board Secretary has presented attached **April** 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	\$ 1,862,760.92
(20) Special Revenue Fund	\$ 53,382.48
(30) Capital Projects Fund	\$ 9,663.39
(40) Debt Service Fund	-
(60) Cafeteria Fund	\$ 59,703.58
(90) Agency Fund	\$ 378,692.20
<b>TOTAL</b>	<b>\$ 2,364,202.57</b>

8. Approve Parent Organization Fundraiser\*

Resolved, that the Somerset Hills Board of Education approve the following parent organization fundraisers for the 2018-2019 school year:

	<b>Organization</b>	<b>School</b>	<b>Event</b>	<b>Date</b>
a	Project Graduation	BHS	Donation days/nights at Nicolleta, Chipotle, Pretty Pink Rooster, Rebecca Collection	Mar 18- April 22
b	Bernards Girls Lacrosse	BHS	Dinner & Mingling with coaches	3-30-19
c	SHEF	BHS	Sale of personalized bricks	ongoing
d	Football Club	BHS	Bench-a-Thon Fundraiser for football program	7/1/19-8/31/19 with event on 8/12/19

9. Approve Special Education Service Provider\*

Resolved, that the Somerset Hills Board of Education approve the following Special Education service providers for the 2018-2019 school year and extended school year program:

<b>Provider</b>	<b>Service</b>	<b>Location</b>
Marylou Diamond	Speech Language Pathologist	Little Falls, NJ

10. Approve Special Education School\*

Resolved, that the Somerset Hills Board of Education approve the following Special Education school for the 2018-2019 School Year and/or ESY 2019:

<b>Student ID#</b>	<b>Provider</b>	<b>Location</b>	<b>Amount</b>
7480675894	The Gateway School	Carteret, NJ	\$29,037.00 (prorated)

11. Approve Non-Public Security Aid

Resolved, that the Somerset Hills Board of Education approve the following Non-Public Security Aid for the 2018-2019 school year:

<b>School</b>	<b>Description</b>	<b>Total</b>
St. Elizabeth	Professional installation and engineering services for Brivo access control on Main, Gym lobby, and stairwell 2 & 3 entrances,.	\$19,697.53

X. **Facilities and Operations Action Items:**1. HIB Report

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on March 20, 2019 and upheld the findings and/or consequences recommended by the Superintendent.

- BMS #6

2. Student Transportation Activities\*

Resolved, that the Somerset Hills Board of Education pursuant to N.J.A.C. 6A:27-9.2 (b) (c), recognizes the need to seek competitive bid prices for student transportation services and therefore, approves the following:

· *Preparation of Student Transportation Bid Specifications*

The School Business Administrator/Board Secretary, is designated to prepare all student transportation bid specifications for the board of education.

Reference—N.J.A.C. 6A:27-9.2 (c)

· *Opening of Student Transportation Bids*

The School Business Administrator/Board Secretary, is authorized to open all student transportation bids and publicly announce the contents. Reference—N.J.A.C. 6A:27-9.2 (b)

· *Approval of Student Transportation Bid Specifications*

The board of education hereby approves the student transportation bid specifications as prepared by the School Business Administrator/Board Secretary. The bid specifications, will be sent to the Executive County Superintendent of Schools for review and approval. Reference—N.J.A.C. 6A:27-9.2 (c).

3. Approve Board of Education Meeting Dates\*

Resolved, that the Somerset Hills Board of Education approve the following dates for regular Public Input & Action Meetings for 2019-2020 with a starting time for the public session of 7:30 p.m. except where noted.

If required, special meeting(s) may be scheduled during July and August

August 28, 2019	Public Hearing on Nurse Service Plan and School Safety Report	Wednesday
September 25, 2019		Wednesday
October 30, 2019		Wednesday
November 20, 2019	Public Hearing on Audit	Wednesday
December 11, 2019		Wednesday
January 2, 2020 (6:00pm)	Reorganization Meeting	Thursday
January 29, 2020		Wednesday
February 26, 2020	Public Hearing on School Safety Report	Wednesday
March 18, 2020		Wednesday
April 29, 2020	Public Hearing on Budget	Wednesday
May 12, 2020	2020-21 Annual School Adoptions and Appointments	Tuesday
June 10, 2020		Wednesday

**CURRICULUM**

A. Committee Report & Discussion

**XI. Curriculum 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	BHS Jazz Band - Somerset County Teacher of the Year Award Ceremony: RVCC - Branchburg, NJ	21	2	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	First grade ELL students - The Bookworm: Bernardsville, NJ	12	2	0
b	BMS	7th grade - Franklin Institute Science Museum: Philadelphia, PA	147	16	0
c	BMS	Select 8th grade PE students - Sustainability scavenger hunt and bike riding: Hillsborough, NJ	45	5	0
d	BMS	6th grade - Somerset Hills YMCA: Basking Ridge, NJ	134	9	1
e	BMS	Green Team - Duke's Farm: Hillsborough, NJ	10-15	2	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	Cherng, Jonathan	AP Reading Statistics - Kansas City, MO	6/10-6/18	0
b	BHS	Falk, Lisa	NJTESOL/NJBE Conference - New Brunswick, NJ	5/30,5/31	\$249
c	BHS	Dooley, Megan	NJACAC Annual Conference - Atlantic City, NJ	5/21/19	\$160
d	District	Latzke, Sarah	Human Resources / Personnel Coordinators Meeting - Califon, NJ	4/12/19	0
e	District	Latzke, Sarah	Strauss Esmay Annual School Law and Policy Seminar - Lincroft, NJ	6/7/19	\$25.46
f	District	Dempsey, Gretchen	Strauss Esmay Annual School Law and Policy Seminar - Lincroft, NJ	6/7/19	0
g	District	Shouffler, Jen	Collaborative workshop for Title I plans -Trenton, NJ	4/26/19	0
h	BHS	Monroe, Sky	APSI, AP Lang & Comp - St. Johnsbury, VT	7/21 - 7/26	\$1405.72
i	BHS	Garay, Janet	NJTESOL-Conference - New Brunswick, NJ	5/30-5/31	\$289
j	District	Vaught, Teresa	Dare to Dream Conference - Branchburg, NJ	5/10/19	0
k	District	Dempsey, Gretchen	Impact of Adjustment Aid: NJ Funding Formula - Monroe Township, NJ	4/30/19	\$149



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	BES	McCloskey, Heather	NJ Speech and Hearing Association Convention - Long Branch, NJ	5/2, 5/3	\$436.50
b	BMS	Habermas, Chris	United Way School Support Network - Morristown, NJ	4/10/19	0
c	BMS	McGinn, Jessica	Executive NJSIAA Committee Meeting - Robbinsville, NJ	6/11/19	0
d	BES	Ayres, Karen	Dare to Dream Conference - Branchburg, NJ	5/10/19	0
e	BMS	Latzke, Brian	Impact of Adjustment Aid: NJ Funding Formula - Monroe Township, NJ	4/30/19	\$169

5. Approve Membership in New Jersey State Interscholastic Athletic Assoc.\*

Resolved, that the Somerset Hills Board of Education approves membership by Bernards High School in the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA.

**PERSONNEL AND POLICY**

A. Committee Report & Discussion

**XII. Personnel Action Items:**

1. Accept Resignation\*

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

Name	School	Position	Effective
Shouffler, Jennifer	District	Assistant Superintendent of Curriculum and Instruction	6/30/2019
Griffin, Emily	District	BCBA Board Certified Behavior Analyst	6/24/2019

2. Accept Retirement\*

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

Name	School	Position	Effective
Chwiedosiuk, Wictor	District	Custodian	7/1/2019

3. Approve Appointment Non-Certified Staff

Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certified staff for the 2018-2019 school year, subject to further investigation pursuant to law:

Name	School	Position	Replace	Salary	Effective
Grimm-Bolle, Ana	BES	Special Education Paraprofessional	Gebbia	15.70/Hr	4/25/2019



4. Approve Family Medical Leave of Absence

Resolved, that the Somerset Hills Board of Education approve the following family medical leave of absence dates for the 2019-2020 school year:

Name	School	Position	Start Date	End Date
Jablonski, Holly	BES	Teacher	Start of the 2019/2020 school year	First day of the third marking period / January 2020
Froysland, Megan	BMS	Teacher	End of the 2018-2019 school year	First day of the third marking period / January 2020

5. Amend Appointment Certified Staff\*

Resolved, that the Somerset Hills Board of Education **amend** the appointment of the following certified staff for the 2018-2019 school year:

Name	School	Position	Replace	Level	Step	Salary	Effective
Naumann, Nicholas	BHS	Physics Leave Replacement	Wagner (Leave)	BA	1	\$53,390 prorated	12/3/18 - <b>6/30/2019</b>

6. Amend Bernards High School Overloads\*

Resolved, that the Somerset Hills Board of Education **amend** the following overloads for the 2018-2019 school year.

Certification	Teacher	Periods per Week	Term	Sections	Salary	OVERLOAD Salary
Physics	Naumann, Nick (LR Wagner)	3 Periods per Week	*12/3/18 - <b>6/30/19*</b>		\$53,390 prorated	\$5340.07 prorated
SIP	Lynn Weltler	5 Periods per Week	<b>Through April 23</b>	4 pay periods	\$107,792.00	<b>\$1,077.92 per pay period not to exceed \$6,467.52 for the remainder of the year</b>
SIP	Paula Gray	5 Periods per Week	<b>Extension beyond 1 marking period</b>	4 pay periods	\$107,792.00	<b>\$898.45 per pay period not to exceed \$5,390.70 for the remainder of the year</b>

7. Approve Translator/Interpreter\*

Resolved, that the Somerset Hills Board of Education approve the following Translators/Interpreters for the 2018-2019 school year:

Name	Position	Rate
Fallas, Heiner	Translator /Interpreter	\$59.11/Hr

8. Approve Substitutes\*

Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2018-2019 school year, subject to further investigation pursuant to law:

Name	Substitute Position	Certification
Wild, Deborah	Teacher / Paraprofessional	Standard
Perry, William	Teacher / Paraprofessional	Substitute Certificate

9. Approve Unpaid Absences:

Resolved, that the Somerset Hills Board of Education approve the following unpaid absences for the 2018-2019 school year:

Name	School	Position	# of Requested days	Dates
Lacotta, Katherine	BMS	Teacher	1	4/9/2019

**XIII. Policy Action Items:**1. First Reading\*

Resolved, that the Somerset Hills Board of Education approve the first reading of the following policies and regulations:

Policy/Regulation #	Title
P7510	Use Of School Facilities
R7511	Use Of Athletic Fields
P6620	Petty Cash (M)

**XIV. Community Relations Committee****XV. Supplementary Matters****XVI. Public Questions & Comments****XVII. Adjournment****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

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**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**

**April 24, 2019**

**ADDENDUM**

**V. CORRESPONDENCE**

1. Letter from Pamela Mayer

**FINANCE, FACILITIES AND OPERATIONS**

**IX. Finance Action Items:**

8. Approve Parent Organization Fundraiser\*

Resolved, that the Somerset Hills Board of Education approve the following parent organization fundraisers for the 2018-2019 school year:

	<b>Organization</b>	<b>School</b>	<b>Event</b>	<b>Date</b>
e	Baseball	BHS	Military Tribute Day- selling wristbands	April 10-14

12. Approve Somerset County Educational Services Commission Vo-Tech Bus Route for 2019-2020

Resolved, that the Somerset Hills Board of Education approve the Somerset County Educational Services Commission to run the Somerset Hills Vo-Tech route for the 2019-2020 school year at a cost of \$55,124.

13. Approve Disposal of Obsolete Technology Equipment

Resolved, that the Somerset Hills Board of Education approve the disposal of obsolete technology equipment, valued in total at an amount of \$725, as listed below:

<b>Category</b>	<b>Number of Units</b>	<b>Individual Value</b>	<b>Total Value</b>
Desktop Computer	12	\$10	\$120
Projector	2	\$10	\$20
Printer	3	\$10	\$30
15" Monitor	103	\$5	\$515
CRT TVs	4	\$5	\$20
Misc.- Cables	2 boxes	\$10	\$20
			<b>\$725.00</b>

**X. Facilities and Operations Action Items:**

4. Bernardsville Middle School Generators

Bid Responses were due to the Bernardsville Olcott Building in the Olcott Conference Room located at 25 Olcott Avenue, Bernardsville, NJ on Friday, April 12, 2019 at 11:00 PM for the Middle School Generator Project. Heather Goguen,

**Somerset Hills School District**

**April 24, 2019**

**ADDENDUM**

Business Administrator, Doug Lucas, Facilities Director, and William Ross, Architect were present.

Bids were received on Friday, April 12, 2019 from the following:

<b>Bidder</b>	<b>Base Bid</b>
Astro Electrical Contractor, LLC	\$410,650
CV Electrical Contractors	\$414,000
Dee-En Electric	\$417,000
Manor II Electric, Inc.	\$438,000
Power with Prestige	\$388,000
TSUJ Corp	\$297,770
Wire's Electrical Shop, Inc.	\$415,000

WHEREAS, the Board publicly advertised for bids for the Bernardsville Middle School Generators pursuant to N.J.S.A. 18A:18A-4; and  
WHEREAS, seven bids were received and publicly opened on April 12, 2019; and be it further

Resolved, that the Somerset Hills Board of Education accept the proposal for the Bernardsville Middle School Generators from TSUJ Corp. for a total cost of \$297,770.

5. Authorize Architectural Services

RESOLVED, that the Somerset Hills Board of Education, in the County of Somerset, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and documents to the New Jersey Department of Education concerning Backup Generator Project at the Bernardsville Middle School to serve as an application to the Office of School Facilities; and

BE IT FURTHER RESOLVED, that the Somerset Hills Board of Education approve the submission of an application of said plans as a School Facilities Project to the NJDOE; and

BE IT FURTHER RESOLVED, that the Somerset Hills Board of Education approves any necessary amendments to the District's current Long Range Facilities Plan pursuant to the above noted project.

**Somerset Hills School District**

**April 24, 2019**

**ADDENDUM**

**XI. CURRICULUM**

6. Approve Professional Development\*

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

	<b>School</b>	<b>Name</b>	<b>Workshop/Conference</b>	<b>Date</b>	<b>Est. Cost</b>
l	BHS	Connor, Anne	Type 1 Diabetes in Children - Stillwater, NJ	4/26/19	\$90
m	BHS	Bale-Pena, Matthew	First Aid/CPR/AED Instructor course - Fairfield, NJ	4/18/19	0
n	District	Butler, Coleen	SEL Best Practices: Rutgers - Piscataway, NJ	5/23/19	0
o	District	Butler, Coleen	Trauma-Informed Instruction - Bridgewater, NJ	5/31/19	0
p	BHS	Stolarz, Lizabeth	College Campus Visit: various - Washington, D.C.	4/29-5/1	\$208.22
q	BHS	Dooley, Megan	College Campus Visit: various - Washington, D.C.	4/29-5/1	\$721.08
r	BHS	Dolan, Margaret	Library Leadership Training	5/3/19	0

**PERSONNEL AND POLICY**

**XII. Personnel Action Items:**

10. Approve Appointment Leave Replacement\*

Resolved, that the Somerset Hills Board of Education approve the appointment of the following leave replacement for the 2018-2019 school year:

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Replace</b>	<b>Salary</b>	<b>Date</b>
Tosti, Fran	District	Speech (Part time 2.5 days / wk)	Kelly Horel	\$469.95 / day	4/22/19-6/20/19

11. Approve Appointment Non-Certified Staff

Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certified staff for the 2018-2019 school year, subject to further investigation pursuant to law:

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Replace</b>	<b>Salary</b>	<b>Effective</b>
Rivera, Stacey	BES	Special Education Paraprofessional	New position / New Student	\$15.70/hr	4/29/2019
Hennessey, Diana	BMS	Special Education Paraprofessional	Johnson	\$15.70/hr	4/25/2019



**Somerset Hills School District**

**April 24, 2019**

**ADDENDUM**

12. Approve Internship\*

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

<b>Intern</b>	<b>School</b>	<b>Subject</b>	<b>Mentor</b>	<b>Dates</b>
Iorillo, Sara	BHS	Guidance Department	Dooley, Megan	9/4/19 - 12/17/19
DeMarco, Monica	District	LDT-C	Mongno, Megan	June 2019 - May 2020

13. Approve Substitute\*

Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2018-2019 school year, subject to further investigation pursuant to law:

<b>Name</b>	<b>Substitute Position</b>	<b>Certification</b>
Zartler, Paul	Teacher / Paraprofessional	Substitute Certification

14. Approve Unpaid Absences\*

Resolved, that the Somerset Hills Board of Education approve the following unpaid absences for the 2018-2019 school year:

<b>Name</b>	<b>School</b>	<b>Position</b>	<b># of Requested days</b>	<b>Dates</b>
Komsiri, Bhanca	District	Custodian	11	4/11/19-4/26/19

# **POLICIES/REGULATIONS**

## **First Reading**



# District Policy

## 7510- USE OF SCHOOL FACILITIES DRAFT

Section: Property

Date Created: February, 2008

Date Edited: May, 2017

The Board of Education believes the school facilities of this district should be made available for worthwhile community purposes provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing through the district's facilities' scheduling software and has been approved by the Superintendent or designee-Business Administrator. The following schedule of filing deadlines shall be adhered to for scheduling purposes:

Application Deadline	Period of use
February 1	March 1 to August 31
August 1	September 1 to February 28

Every effort will be afforded to provide equal opportunity to each community program that requests usage within the application deadline. Requests received after application deadlines will be considered based on availability.

The Board reserves the right to authorize or deny the use of its facilities through the Superintendent or a designee if in its judgment there is good reason to do so. Use of school facilities will not be granted for any purpose that is prohibited by law. The Board also reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose, due to a school closing due to weather or other emergency, at its discretion for good reason, or if the applicant fails to follow the regulations or procedures for the use of school facilities, or fails to pay the required fees in full.

Applicants interested in using the facilities of The Somerset Hills School District must adhere to the following conditions:

1. All requests from an outside organization are to be made to the Principal's office at least two weeks in advance of the requested date of use. Requests must be made on-line, using the Somerset Hills School District web site, Parents Tab, Facilities Use Request through the district software. The Principal (or designee) shall determine if the use of facilities is appropriate, and if the areas for use are available for the requested dates. If the Principal deems that the use is appropriate and does not interfere with any school programs, he/she will forward the application to the Business Office. An application fee of \$50 will be charged to cover administrative cost. A

security deposit of \$200 will be required prior to the event's occurrence. Any other fees as outlined at the end of this policy will be determined by the Business Office. Usage fees must be paid in full before the event. A permit for the use of the school is not valid until the Business Office has approved the request.

2. The buildings will not be available during holidays, vacation periods, or whenever school is not in session, unless special arrangements have been made.

3. A permit does not include the use of school equipment such as special lighting, public address system, band instruments, stage scenery, kitchen equipment, technology, etc. unless they are operated or supervised by school personnel approved by The Somerset Hills Board of Education.

4. The applicant shall provide a certificate of insurance naming the Somerset Hills School District as additional named insured. The applicant must have an insurance policy with \$1 million of liability coverage for each occurrence and \$2 million of liability coverage in the aggregate to protect the school district against claims of injury or property damage arising out of the applicant's use of the school facilities.

5. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. All premises are to be left in the condition found upon use.

6. Written permission must be obtained **from the school principal** prior to decorating, installing scenery, moving furniture, or equipment alterations, etc.

7. The applicant shall adhere to the Board's policies and with all State and local fire, health, safety and police regulations. The Bernardsville Fire Department must be contacted for a fire permit at least two weeks prior to the event. Smoking, alcoholic beverages, and illegal substances are prohibited on all school grounds. The applicant is responsible for proper chaperonage as required by the school district administration.

8. The applicant shall assume responsibility for any loss or damage to school facilities or property, and will be charged for any loss or damage. The use of school equipment such as special lighting, sound system, risers, etc., must be requested by the applicant, and if specified, must only be operated or supervised by school personnel approved by the Board of Education.

9. Violation by a permit holder of any of the regulations governing the use of facilities may be the cause of cancellation of all existing permits and the denial of any permits in the future. The granting of a permit for the use of one part of the building or grounds confers no privileges for the use of any facilities other than those stated in the permit.

10. A school custodian is required to be on duty during the hours of use for any school facility. Evening events must end by 11:00 p.m. when school is in session unless special arrangements have been made and fees established.

11. The Board of Education may require the applicant to provide police protection, which, if required, shall be paid for by the applicant.

12. Applicant will post an indemnity bond for performance of its obligation under these regulations if requested by the Board of Education.

13. For events with over 100 participants, an additional custodian is required. For events with over 500 participants, additional custodians will be required as determined by School District administration.

14. The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds. **if** The youth sports team organization **must provide** the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

The group in which an organization is placed shall determine priority for the use of school facilities. The Board of Education reserves the exclusive right to determine the eligibility of an organization and to assign a classification to such organization. The approval of the use of school facilities to any organization will not be considered as an endorsement or approval of the organization or of the purposes it represents.

The classification, in descending order of preference, are as follows:

A. School District Affiliated Organizations - These include the Home and School Associations, Booster Clubs, the Somerset Hills Education Foundation, etc., or any organization invited by the Board of Education, which are directly related to the overall school program.

B. Local Government Agencies/Youth Sports Team Organizations and Non-Profit Youth Affiliated Organizations - These non-profit organizations' primary purpose is to serve the youth of the our communities, and include Boy Scouts, Girl Scouts, athletic leagues, various service organizations, and the recreation departments of Bernardsville, Far Hills and Peapack-Gladstone. These organizations should serve a representative number of pupils from the communities of The Somerset Hills School District.

C. Other Non-Profit Organizations - These include civic organizations, community groups, and church groups, which serve the residents of The Somerset Hills School District. Must show proof of 501C-3 status.

D. Private individuals or profit - making organizations

Organizations classified as either group A or group B will not be assessed fees for the use of school facilities (**other than Olcott Turf Field and Olcott Field Lighting**), unless there are charges for custodial or other school personnel assistance. Such organizations will be charged whenever school is not in session, unless the building is already open for a school district purpose.

Organizations classified as either group C or group D shall be assessed fees for the use of school facilities and equipment, and for custodial fees as specified under Rental Fees.

#### RENTAL FEES

Group A and Group B - Monday through Saturday - No charge if custodian on duty for school district purposes. Otherwise ~~\$50~~ **\$75** per hour.

Sunday and Holidays -~~\$75~~ **\$100** per hour

Group C and Group D – Usage fees according to chart below plus Monday through Saturday - ~~\$50~~ **\$75** per hour

Sundays and Holidays-~~\$75~~ **\$100** per hour

Building Area Rental Fees	Group B	Group C	Group D
Olcott Turf Field - 2 hours	\$110	NA	NA
Olcott Field Lighting	\$75	NA	NA



<b>2 hours (Sept through Nov only)</b>			
Performing Arts Center		\$1000	\$2000
Bedwell Multipurpose Room		\$250	\$500
Bedwell Gym		\$400	\$800
Middle School Multipurpose Room		\$250	\$500
Middle School Gym		\$400	\$800
High School Upper Gym		\$400	\$800
High School Lower Gym		\$500	\$1000
High School Community Room		\$250	\$500
Cafeteria		\$500	\$1000
Kitchen		\$250	\$500
Faculty Cafeteria		\$150	\$300
Classroom		\$50	\$100
Wrestling Room		\$150	\$300
<del>Weight Room</del>		<del>\$150</del>	<del>\$300</del>
Batting Cages		\$100	\$200
Special Lighting		\$150	\$300
Following Spot		\$50	\$100
Sound System		\$150	\$300
Risers		\$250	\$300

A member of the cafeteria staff is required to be on duty when the kitchen is in use.  
The rate for cafeteria staff is \$30.00/hour.

**Areas Not Available For Rent:**

Music Room at Bernards High School

Vocal Room at Bernards High School  
Library/Media Centers at All Schools  
Technology Labs at All Buildings

**Weight Room at BHS**

Seating Capacities:

**Bernards High School:**

Performing Arts Center	1080
Lower Gym	1170
Wrestling Room	42
Upper Gym	460
Cafeteria	350

**Bernardsville Middle School:**

Multipurpose Room	328
Gymnasium	1000

**Bedwell School:**

Multi Purpose Room	369
Gymnasium	640

These rules and regulations are subject to change at any time by the Somerset Hills Board of Education. Reasonable notice of any change will be given to any applicant whose application has been approved prior to such a change.

**Equal Opportunity**

No pupil, employee, or other person shall, on the grounds of race, color, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status, or disability be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any Somerset Hills School District program, employment practice, or activity. In addition, the curriculum promotes mutual acceptance and respect among pupils, and enables pupils to interact effectively with others. N.J.A.C. 6:4-1.3(b) and 6:4-1.5; Section 504; Rehabilitation Act of 1973; N.J.S.A. 10: S; Title IX, Education Amendments of 1972.

N.J.S.A. 18A:20-20; 18A:20-34

- Adopted: 27 February 2008
- Revised: 28 March 2012
- Revised: 9 December 2015
- Revised: 7 January 2015
- Revised: 26 April 2017

# District Regulation

## **7511 - USE OF ATHLETIC FIELDS DRAFT**

Section: Property

Date Created: January, 2016

Date Edited: January, 2016

The Somerset Hills Board of Education allows the use of its athletic fields subject to Policy and Regulation 7510 - Use of School Facilities. In addition, the following regulations apply:

The Olcott Turf Field and the Bernards High School Lower Fields will be made available to the towns of the Somerset Hills School District (the District) Recreation and Affiliated Sports Teams, serving the children of the District, only when not in use by the District for its own purposes. The Board of Education reserves the exclusive right to determine the eligibility of an organization and to assign a classification to any application for the use of school facilities. **The school district shall reserve the right to cancel non-school related events due to necessary modifications in the schedule of school programs.** The fields are not available for rental to any other outside groups.

Hours available are weekdays during daylight hours but no later than 8pm, Saturdays from 8am to 6pm, and Sundays from 12pm to 4pm. **BHS' Friday Night Football may operate outside of these hours.** The fields will not be available when in use by the Somerset Hills School District, or when the condition of the field is determined to be non-playable by the athletic director or school business administrator.

Application for use of the field should be made through **The Somerset Hills School District's facilities' scheduling software.** ~~the Borough of Bernardsville Recreation Department.~~ A certificate of insurance must be provided naming the Somerset Hills School District as additional named insured.

Issued: 9 December 2015



# District Policy

## 6620- PETTY CASH (M) DRAFT

Section: Finances

Date Created: October, 2008

Date Edited: August, 2010

The Board of Education authorizes the establishment of petty cash funds in accordance with this policy. The Board directs the implementation of appropriate controls to protect the funds from abuse.

The Board hereby establishes imprest petty cash funds in the care of the following persons and in the following amounts:

Account Title	Custodian(s)	Amount	Maximum Single Expenditure
Superintendent/Assistant Superintendent	Superintendent	\$200	\$25
Bedwell Petty Cash	Principal	\$250	\$25
Middle School Petty Cash	Principal	\$250	\$25
High School Petty Cash	Principal	\$250	\$25
Business Office	School Business Administrator/ Board Secretary	<del>\$300</del> 200	<del>\$30</del> 25
Special Services	Director	<del>\$150</del> 100	\$25

Petty cash funds may be disbursed only for the immediate payment of comparatively small expenditures and may not be used to circumvent the regular purchasing procedures of this district. Each request for petty cash funds must be in a written document that is signed by the person making the request; supporting documents, if any, will be affixed to the request.

The custodian of a petty cash fund shall submit to the Board Secretary a request for replenishment when the moneys available in the fund have declined to fifty percent or less of the authorized amount of the fund. The Board Secretary shall prepare a voucher for approval by the Board. The voucher will include disbursement slips to support the amount of the replenishment and its allocation to any account.

The petty cash box must be secured daily. All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository. The custodian of each fund will report to the Board on amounts disbursed from the fund not less than once each year.

N.J.S.A. 2C:21-15

N.J.S.A. 18A:19-13; 18A:23-2

N.J.A.C. 6A:23-2.9 et seq.

Adopted: 1 October 2008

Revised: 25 August 2010

Revised: