

**The Somerset Hills School District
Regular Meeting Agenda –March 20, 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

VI. Report of the Superintendent

1. Student Representative Reports
2. Affirmative Action Presentation - Jen Shouffler
3. Budget Presentation - Heather Goguen

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 February 27, 2019 and Executive meeting minutes of March 12, 2019

FINANCE, FACILITIES AND OPERATIONS**A. Committee Report & Discussion****IX. Finance Action Items:****1. Approve Tentative 2019-2020 Budget***

Resolved, that the Somerset Hills Board of Education approve for the 2019-2020 school year and that the Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline and to make all necessary adjustments to the budget to comply with State regulations.

2019-2020	General Fund	Special Revenues	Debt Service	Total
Total Expenditures	\$40,370,253	\$845,207	\$3,325,170	\$44,540,630
Less Anticipated Revenue	\$8,385,327	\$845,207	\$160,878	\$9,391,412
Taxes to be Raised	\$31,984,926	\$0	\$3,164,292	\$35,149,218

And to advertise said tentative budget in the Bernardsville News or Courier News in accordance with the form suggested by the State Department of Education and according to law.

BE IT FURTHER RESOLVED, that a public hearing be held at Bernards High School, Bernardsville NJ on April 24, 2019 at 7:30 pm for the purpose of conducting a public hearing on the budget for the 2019-2020 School Year.

2. Board Secretary & Treasurer Reports & Board Certification*

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

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$6,983,692.23	\$6,983,692.23

(20) Special Revenue Fund	\$202,750.10	\$202,750.10
(30) Capital Projects Fund	\$981,623.77	\$981,623.77
(40) Debt Service Fund	\$1,235,914.13	\$1,235,914.13
Total Government Funds	\$9,403,980.23	\$9,403,980.23

(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.

3. Approve 2018-2019 Budget Transfers*

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

4. Payment of Bills*

WHEREAS, the Board Secretary has presented attached **February 2019** check registers with the recommendation that the checks be paid, and

Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

FUND	AMOUNT
(10) General Fund	\$1,476,177.21
(20) Special Revenue Fund	\$48,519.08
(30) Capital Projects Fund	\$62,672.59
(40) Debt Service Fund	-
(60) Cafeteria Fund	-
(90) Agency Fund	\$702,142.58
TOTAL	\$2,289,511.46

5. 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	\$1,910,125.36

(20) Special Revenue Fund	\$22,927.44
(30) Capital Projects Fund	-
(40) Debt Service Fund	-
(60) Cafeteria Fund	\$163,049.60
(90) Agency Fund	\$351,683.70
TOTAL	\$2,447,786.10

6. Approve Parent Organization Fundraiser

Organization	School	Event	Date
HSA	BES	Bake Sale at HSA Int'l Food Fest to raise funds for supplies for school in Nigeria	5/23/19

7. Approve Special Education School for 2019-2020

Resolved, that the Somerset Hills Board of Education approve the following school for the 2019-2020 School Year and/or ESY as per agreement:

<u>Student ID#</u>	<u>Student Grade</u>	<u>Provider</u>	<u>Location</u>	<u>Cost</u>
6080298017	8	The Craig School	Mt. Lakes, N.J.	\$56,290.00

8. Approve Special Education Schools for 2018-19 School Year

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

Student ID#	Provider	Location	Amount
3365687651	YSC-George Washington	Newark, N.J.	\$23,639.80 (pro rated)
4980445376	Hunterdon Preparatory School	Annandale	\$28,536.20 (119 days)
7480675894	The Gateway School	Carteret, NJ	\$23,897.95 (pro rated)

9. Approve Student Agreement*

Resolved, that the Somerset Hills Board of Education approve the agreement for student #2019392 for the 2018-2019 school year.

10. Approve 2019-2020 Coordinated Transportation Services Agreement

Resolved, that the Somerset Hills Board of Education approve the Resolution/Agreement for participation in coordinated Transportation services with the Somerset County Educational Services Commission for the 2019-2020 school year.

11. Approve New Scholarship

Resolved, that the Somerset Hills Board of Education approve the establishment of the Sean Whelan Scholarship through the Team Campbell Foundation.

12. Accept SHEF Donation*

Resolved, that the Somerset Hills Board of Education accept a donation from the Somerset Hills Education Foundation in the amount of \$8,530.39 for the following grants in the SHEF Spring 2019 Grant Cycle:

Project Title	School	Contact	Funding
Silhouette Cameo Paper Cutters	BES	Allen Thurlow, Melissa Leonard	\$1,876.00
Cup Stacking Pro Sport Stack	BMS	Vincent Terraciano	\$750.00
STEM for all- Mousetrap Racecars	BHS	Kevin Koch	\$2,904.39
Composer Commission for Band	BHS/BMS	Fred Trumpy	\$3,000.00
TOTAL			\$8,530.39

13. Approve Bernards Ice Hockey Team*

Resolved, that the Somerset Hills Board of Education approves the Bernards Ice Hockey Team comprised of students from Somerset Hills School District, Somerville, and Middlesex for the 2019-2020 and 2020-2021 school years. Each district will contribute equal amounts, not to exceed \$1,000 per student. Somerset Hills will be the lead school and will not contribute more than a total of \$15,000 per year.

14. Approve Safety Grant Program*

Resolved, that the Somerset Hills Board of Education approves the Safety Grant Award from the New Jersey Schools Insurance Group in the amount of \$9,758.37.

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 February 27, 2019 and upheld the findings and/or consequences recommended by the Superintendent.

- BMS #5

2. Approve 2019-2020 School Calendar*

Resolved, that the Somerset Hills Board of Education approve the calendar for the 2019-2020 school year.

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	Youth College Readiness Program: Seton Hall - South Orange, NJ	15	1	0
b	BHS	Youth College Readiness Program: MACAC College Fair - Secaucus, NJ	15	1	0

c	BHS	AP Statistics/Environmental Science: Bronx Zoo - Bronx, NY	74	2	5
d	BHS	AP Computer Science: App Nexus-Xander - Manhattan, NY	45	1	1
e	BHS	Model United Nations: Central Jersey Model UN - Highland Park, NJ	8	1	0
f	BHS	Photo Club: MPAC - Morristown, NJ	40	4	0

2. Approve Professional Development*

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

	School	Name	Workshop/Conference	Date	Est. Cost
a	District	Shouffler, Jen	Northern Valley Regional CTE - Demarest, NJ	4/8/19	0
b	District	Coleen, Butler	Northern Valley Regional CTE - Demarest, NJ	4/8/19	0
c	District	Dempsey, Gretchen	Northern Valley Regional CTE - Demarest, NJ	4/8/19	0
d	District	Lucas, Doug	Security: Why most schools are not prepared for lockdown - Spring Lake, NJ	3/19/19	0
e	BHS	Catelli, Michael	NJDOE Standards Revision Process - Ewing, NJ	3/21/19	0
f	BHS	Hemans, Nick	Introduction to Engineering Design Core Training - Milwaukee, WI	6/3-6/7, 6/10-6/14	\$5600
g	BHS	Monroe, Sky	Teachers as Scholars - Princeton, NJ	5/9, 5/23	\$359.60
h	District	Latzke, Sarah	School Law for Administrative Assistants - Monroe, NJ	5/8/19	\$109.98
i	BHS	Szostak, David	AP Macroeconomics Reading - Cincinnati, OH	6/1 - 6/9	\$728.50
j					
k	District	Butler, Coleen	Conscious Discipline - Flemington, NJ	3/20/19	\$75
l	District	Dooley, Megan	Conscious Discipline - Flemington, NJ	3/20/19	\$75
m	District	Goguen, Heather	NJ School Business Officials Conference- Atlantic City	6/4-6/7	\$745.98
n	District	Vaught, Teresa	SEMI - Regional Training - Morris Plains, NJ	4/4/19	0
o	District	Pedota, Patti	SEMI - Regional Training - Morris Plains, NJ	4/4/19	0
p	District	Shouffler, Jen	CTE-Internship Program Woodbridge Heights, NJ	5/30	\$60
q	District	Butler, Coleen	CTE-Internship Program Woodbridge Heights, NJ	5/30	0
r	District	Dempsey, Gretchen	CTE-Internship Program Woodbridge Heights, NJ	5/30	0
s	District	Vail, Peggy	Somerset County Transportation Meeting	4/3	\$10.42
t	District	Goguen, Heather	Somerset County Transportation Meeting	4/3	0

3. Approve Professional Development

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

	School	Name	Workshop/Conference	Date	Est. Cost
a	BMS	Garofalo, Lisa	Addressing Mental Health - Monroe Twp, NJ	3/19/19	0
b	BMS	Szesko, Julie-Ann	Restorative Discipline - Freehold, NJ	5/1/19	\$259
c	BMS	Fischer, Susan	TCRWP think tank for NJ project schools - Florham Park, NJ	4/2/2019	0

d	BMS	Habermas, Chris	United Way School Climate - Morristown, NJ	3/13/19	0
e	BMS	Fry, Laurence	TC, NYC - Summer Reading Institute	8/12-8/16	\$1,027.50
f	BMS	McGovern, Danielle	TC, NYC - Summer Reading Institute	8/12-8/16	\$1,113.80

4. Authorize Development of Comprehensive Equity Plan for 2019-2022

Resolved, that the Somerset Hills Board of Education authorize the Affirmative Action Team to conduct the needs assessment and develop a Comprehensive Equity Plan for 2019-2022.

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
Turner, Tammy	District	Nurse LPN	3/27/2019

2. Accept Resignation

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

Name	School	Position	Effective
MacGorman Boylan, Kristen	BMS	Media Specialist	6/30/2019

3. Accept Retirement*

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

Name	School	Position	Effective
Ayres, Karen	District	Social Worker CST	7/1/2019
Milde, Joe	BHS	Teacher	7/1/2019

4. 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
Baird, Marilyn	District	Transportation Paraprofessional	Fitzpatrick	18.00/Hr	3/21/19
Bhattacharjee, Bratati	District	Transportation Paraprofessional	Duarte	18.00/Hr	3/21/19

5. 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	Level/Step	Salary	Effective
Mitchell, Lynn	BES	Regular Paraprofessional B *1 day per week (Tues.)*	Gopinath	1	14.82/Hr	3/26/19

6. 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
Bartow, Lillian	District	Driver	3/21/19	4/11/2019

7. 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
Jaeger, Jamie	BES	Teacher	End of school year 18-19	First day of third Marking Period 19-20 school year
Mongno, Megan	BMS	CST	2/27/19	3/25/19

8. Amend dates for Family Medical Leave of Absence*

Resolved, that the Somerset Hills Board of Education amend the following family medical leave of absence dates for the 2018-2019/2019-2020 school year:

Name	School	Position	Start Date	End Date
Wagner, Alyssa	BHS	Teacher	11/30/18	Start of 19-20 school year
Morris, Ashley	BHS	Teacher	4/5/19	9/1/2019

9. Amend dates for Family Medical Leave of Absence

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

Name	School	Position	Start Date	End Date
Ogden, Denise	BMS	Teacher	10/1/2018	First day of 2020-2021 school year

10. Home Instructor*

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

Name	Position	Certification
Ritter, Jan	Home Instructor	Standard Math / Science

11. 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
Mitchell, Lynn	Teacher / Paraprofessional	Standard

12. Approve Job Descriptions*

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

- Elementary Teacher
- K-12 Subject Area Teacher
- Transportation Manager

XIII. Policy Action Items:1. Second Reading*

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

Policy/Regulation #	Title
R 2330	Homework

XIV. Community Relations Committee

A. Committee Report & Discussion

XV. Public Questions & Comments**XVI. Supplementary Matters****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 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

March 20, 2019

ADDENDUM

V. CORRESPONDENCE

- a) Letter from Rick and Donna Brooten
- b) Letters from Naomi Taylor, student representative of BHS Theater students and Yohko Yamawaki, representing Parents and Friends of BHS Theater program.

FINANCE, FACILITIES AND OPERATIONS

IX. Finance Action Items:

15. Approve 2019-2020 Coordinated Transportation Services Agreement

Resolved, that the Somerset Hills Board of Education approve the Resolution/Agreement for participation in coordinated Transportation Services with the Union County Educational Services Commission for the 2019-2020 school year.

16. Approve 2019-2020 Professional Support/Non-Public Services Agreement

Resolved, that the Somerset Hills Board of Education approve the Professional Support/Non-Public Services Agreement and Addendum with the Educational Services Commission of Morris County for the 2019-2020 school year.

17. 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:

School	Quantity	Description	Total
St. Elizabeth	29	Material and installation of 29 security shades for classroom doors.	\$1,839.60

XI. Curriculum

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
g	BHS	Compete in the yearly world language poetry contest: Wayne, NJ	15	2	0

2. Approve Professional Development*

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

	School	Name	Workshop/Conference	Date	Est. Cost
u	District	Butler, Coleen	Addressing Student/Staff Mental Health Issues - New Providence, NJ	5/29/19	\$150
v	District	Brown, Ellen	SEMI Training - Morris Plains, NJ	4/4/19	\$0

Somerset Hills School District

March 20, 2019

ADDENDUM

3. Approve Professional Development

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

	School	Name	Workshop/Conference	Date	Est. Cost
trc	BMS	Furbish, Mary Ellen	Restorative Discipline - West Orange, NJ	5/30/19	\$259

PERSONNEL AND POLICY

XII. Personnel Action Items:

1. 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
Jacobs Deutsch, Jennifer	BES	Paraprofessional (PT)	1	4/1/19

2. Accept Resignation*

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

Name	School	Position	Effective
Kolmer, Grant	District	Supervisor	5/17/2019

3. Approve Co-Curricular Positions

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

Name	School	Position	Stipend
Tresslar, Kristene	BMS	Open Gym: Girls Spring (Replace Calabrese)	\$600