
The Somerset Hills School District
Regular Meeting Agenda - February 26, 2020
Executive Session - 6:30 P.M.
Public Input & Action - 7:30 P.M.
Bernards High School Community Room

I. Call to Order

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. 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. Pledge of Allegiance

V. Roll Call

VI. Correspondence

VII. Report of the Superintendent

1. Student Representatives' Reports
2. Student Safety Data System Report Period 1: September 1- December 31, 2019
3. Student/Staff Recognition
 - a. VFW Voice of Democracy and Patriot's Pen contest winners

VIII. Public Questions & Comments for Actionable Agenda Items

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*1. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Special Public Input & Action and Executive meeting minutes for January 28, 2020 and the Public January Input & Action and Executive meeting minutes for January 29, 2020.

FINANCE, FACILITIES & OPERATIONS

Committee Report & Discussion:

X. FINANCE

Action Items:

1. Board Secretary & Treasurer Reports & Board Certification*

WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of January 2020 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$ 6,635,983.11	\$ 6,635,983.11
(20) Special Revenue Fund	\$ 212,055.17	\$ 212,055.17
(30) Capital Projects Fund	\$ 500,191.25	\$ 500,191.25
(40) Debt Service Fund	\$ 1,323,519.79	\$ 1,323,519.79
Total Government Funds	\$ 8,671,749.32	\$ 8,671,749.32

(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.

2. Approve 2019-2020 Budget Transfers*

Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for January 2020.

3. Payment of Bills*

WHEREAS, the Board Secretary has presented attached January 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	
(10) General Fund	\$1,309,340.79
(20) Special Revenue Fund	\$ 2,000.00
(30) Capital Projects Fund	--
(40) Debt Service Fund	--
(60) Cafeteria Fund	\$ 919.50
(90) Agency Fund	\$ 699,469.98
TOTAL	\$2,011,730.27

4. Payment of Bills*

WHEREAS, the Board Secretary has presented attached February 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	
(10) General Fund	\$2,048,629.50
(20) Special Revenue Fund	\$ 92,746.74
(30) Capital Projects Fund	--
(40) Debt Service Fund	--
(60) Cafeteria Fund	\$ 205.90
(90) Agency Fund	\$ 367,495.86
TOTAL	\$2,509,078.00

5 Approve Parent Organization Fundraiser*

Resolved, that the Somerset Hills Board of Education approve the following parent organization fundraisers for the 2019-2020 school year:

	Organization	School	Event	Date
a	PAC Parents	BHS	Ads, Candy/Concession, Candy/FlowerGrams for Spring Musical	Feb. 28- Mar 1, 2020

6 Approve Parent Organization Fundraiser

Resolved, that the Somerset Hills Board of Education approve the following parent organization fundraisers for the 2019-2020 school year:

	Organization	School	Event	Date
a	HSA	BES	Bedwell night at Penguin Ice Cream-percentage to HSA	3-12-2020

7. Approve New Annual Scholarship*

Resolved, that the Somerset Hills Board of Education approve the establishment of the Bernie Ehn Memorial VFW Scholarship, sponsored by Mr. Ehn's widow, Mrs. Meredith Cohrs-Ehn, in the amount of \$500.

8. Approve Bedminster Tuition Rate*

Resolved, that the Somerset Hills Board of Education approve the budgeted tuition rate for the 2020-2021 Bedminster students at Bernards High School in the amount of \$18,500.

9. Authorize Auction of Certain Surplus Property Through GovDeals, Inc.*

Resolved, that the Somerset Hills Board of Education authorize the auction of certain surplus property no longer needed for the public use by Somerset Hills Board of Education utilizing the services of GovDeals, Inc.

WHEREAS, Somerset Hills Board of Education is the owner of certain surplus personal property that is no longer needed for public use; and

WHEREAS, pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-36 and Local Finance Notice 2019-15, Somerset Hills Board of Education is authorized to sell said Surplus Property through an approved online auction; and

WHEREAS, the required on line services are available from www.GovDeals.com through Sourcewell (formerly the National Joint Powers Alliance); and

WHEREAS, Somerset Hills Board of Education joined the National Joint Powers Alliance (now Sourcewell) in October of 2015; and

WHEREAS, the National Joint Powers Alliance (now Sourcewell) accepted Somerset Hills Board of Education's request to join and assigned Member # 13064 to the Board of Education; and

WHEREAS, the Somerset Hills Board of Education intends to utilize the online auction services of GovDeals, Inc. located at www.govdeals.com ; and

WHEREAS, in consideration of auctioning the Surplus Property on Somerset Hills Board of Education's behalf, GovDeals, Inc. will be paid 7.5% of the winning bid for each asset sold, paid directly by the bidder to Govdeals, Inc., and Somerset Hills Board of Education will receive 5% less of the proceeds; and

WHEREAS, all other terms and conditions of the auction of the Surplus Property and agreement with GovDeals, Inc. are available on the GovDeals, Inc's website, www.govdeals.com and in the Somerset Hills Board of Education office;

NOW, THEREFORE, BE IT RESOLVED, by the Somerset Hills Board of Education, that:

1. Somerset Hills Board of Education, is authorized to sell the surplus personal property that is identified and advertised..
2. The Surplus Property shall be sold by public auction through the online auction site of www.govdeals.com, as more fully described in the "Whereas Clauses." which are incorporated herein as if fully restated.
3. Somerset Hills Board of Education shall reserve the right to reject all bids pursuant to N.J.S.A. 18A:18A-45(e).
4. Somerset Hills Board of Education shall publish in its official newspaper notice of this approved online auction together with a description of the Surplus Property to be sold. The auction shall be held not less than 7 or more than 14 days after the latest publication of the notice.
5. In consideration for auctioning the Surplus Property on Somerset Hills Board of Education's behalf, GovDeals, Inc. will be paid 7.5% of the winning bid for each asset sold,

paid directly by the bidder to GovDeals, Inc., and Somerset Hills Board of Education will receive 5% less of the proceeds.

6. A certified copy of this Resolution shall be sent to the Division of Local Government Services in the Department of Community Affairs in accordance with Local Finance Notice 2019-15.

XI. FACILITIES & OPERATIONS

Action Items:

1. HIB Report

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on January 29, 2020 and upheld the findings and/or consequences recommended by the Superintendent.

- BMS #5,6

2. 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 the Backup Generator Project at the Marion T. Bedwell 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.

3. Approve Before and After Care Program

Resolved, that the Somerset Hills Board of Education approve the contract for the Somerset County YMCA Before and After Care Program at the Bedwell School for the 2019-2020 school year.

4. Student Safety Data System Report - 2019-2020 (Period 1)*

Resolved, that the Somerset Hills Board of Education approve the report of the Student Safety Data System (SSDS) for period 1 (September 1 - December 31, 2019).

XII. CURRICULUM

A. Committee Report & Discussion:

B. 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	Precalculus / Calculus female students: Digital for Girls - Peapack, NJ	14	3	0
b	BHS	Harvard Model Congress - Boston, MA	33	4	0
c	BHS	STARs: Plant Detectives - Chester, NJ	7	6	0
d	BHS	AP Computer Science A: Xandr AppNexus- NY, NY	34	1	2

e	BHS	BHS Jazz Ensemble: Livingston High School- Livingston, NJ	22	1	1
f	BHS	BHS Jazz Ensemble: Crossroads Restaurant- Garwood, NJ	22	1	1
g	BHS	Middle Earth College Readiness: College Fair-Secaucus, NJ	5	1	0
h	BHS	Middle Earth College Readiness: Kean University-Union, NJ	5	1	0
i	BHS	Varsity Swim Team-GCIT Meet of Champions-Sewell, NJ	6	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	BMS	STEAM Tank Group:Liberty Science Center- Jersey City, NJ	2	1	0

3. Approve Professional Development / School Business*

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

	School	Name	Workshop/Conference	Date	Est. Cost
a	BHS	Ellis, Amanda	Special School Counselor Event - Wayne, NJ	3/27/20	0
b	BHS	Neigel, Scott	Eastern Datacom Lockdown - Basking Ridge, NJ	3/5/20	0
c	District	Dempsey, Gretchen	NJSBA School Finance - Trenton, NJ	2/28/20	\$99
d	District	Goguen, Heather	NJSBA School Finance - Trenton, NJ	2/28/20	\$99
e	District	Baker, Robert	NJSBA School Finance - Trenton, NJ	2/28/20	\$157.80
f	District	Leiss, Jamie	NJSBA School Finance - Trenton, NJ	2/28/20	\$157.80
g	District	Santoro, Heather	NJSBA School Finance - Trenton, NJ	2/28/20	\$157.80
h	District	Edgerton, Olga	Rotate and Drop Schedule - Mendham, NJ	3/13/20	0
i	BHS	Connor, Anne	NJ State School Nurse Conference - Princeton, NJ	3/27/20	\$199
j	BHS	Falletta, LuAnn	Rotate and Drop Schedule - Mendham, NJ	3/13/20	0
k	BHS	Camuto, Lisa	Rotate and Drop Schedule - Warren, NJ	3/13/20	0
l	BHS	Gray, Paula	Rotate and Drop Schedule - Mendham, NJ	3/13/20	0
m	BHS	Albanese-DeMair Christine	Rotate and Drop Schedule - Mendham, NJ	3/13/20	0
n	BHS	Lavalle, Alexa	School Refusal Intervention - New Providence, NJ	3/3/20	\$100
o	District	Slockbower, Jeremy	NJCCIC Cybersecurity and Communications - Somerville, NJ	2/12/20	0
p	BHS	Ferrara, James	AP Physics Reading:Table Reader - Kansas City, MO	5/28-6/9/20	0
q	District	Fischer, Susan	Secondary Workshop Model Presentation - Kinnelon, NJ	4/2/20	0
r	BHS	Hayes, Kelly	Workshop for Public School Social Workers - Somerville, NJ	2/21/20	0

s	BHS	LaBruno, Wendi	Addressing Mental Health Issues in the School Setting - New Providence, NJ	3/19/20	\$59.10
t	BHS	Faulk, Lisa	NJTESOL/NJBE 2020 Spring Conference - New Brunswick, NJ	5/28 - 5/29/ 20	\$314
u	BHS	Young, Joseph	Rotate and Drop Schedule - Mendham, NJ	3/13/20	0
v	BHS	Worstell, Laura	NJ School Nurses - A Force For the Future - Princeton, NJ	3/28/20	\$220.70
w	BHS	Miranda, Jennifer	Morris County School Support Network Meeting - Morristown, NJ	3/18/20	0
x	BHS	Szostak, David	AP Macroeconomics Reading- Cincinnati, OH	6/1-6/9/20	\$800
y	BHS	Cerza, Angela	AP Psychology Reading - Tampa, FL	6/9-6/17/20	\$800
z	BHS	Hoppe, Mike	Director of Athletics Association of NJ - Atlantic City, NJ	3/16-3/20/20	\$1029.60
aa	District	Butler, Coleen	School Culture and Climate - Ewing, NJ	3/10/20	0
bb	BHS	Cherng, Jonathan	Rotate and Drop Schedule - Mendham, NJ	3/13/20	0
cc	BHS	Wagner, Alyssa	Rotate and Drop Schedule - Mendham, NJ	3/13/20	0
dd	BHS	Snyder, Allison	Rotate and Drop Schedule - Warren, NJ	3/13/20	0
ee	BHS	Pair, Randall	Rotate and Drop Schedule - Warren, NJ	3/13/20	0
ff	BHS	Hunkele, Heather	Rotate and Drop Schedule - Warren, NJ	3/13/20	0
gg	BHS	Monroe, Sky	Rotate and Drop Schedule - Warren, NJ	3/13/20	0
hh	BHS	Weltler, Lynn	Rotate and Drop Schedule - Warren, NJ	3/13/20	0
ii	BHS	O'Brien, Janice	Rotate and Drop Schedule - Warren, NJ	3/13/20	0
jj	BHS	Tripp, Amanda	Rotate and Drop Schedule - Warren, NJ	3/13/20	0
kk	BHS	Fallas, Heiner	Rotate and Drop Schedule - Mendham, NJ	3/13/20	0
ll	BHS	Collins, Kay	Rotate and Drop Schedule - Mendham, NJ	3/13/20	0
mm	BHS	O'Brien, Kyle	Rotate and Drop Schedule - Mendham, NJ	3/13/20	0
nn	BHS	Kaufman, Justin	Rotate and Drop Schedule - Mendham, NJ	3/13/20	0
oo	BHS	Whitlock, Chrstitine	Rotate and Drop Schedule - Mendham, NJ	3/13/20	0
pp	District	Fischer, Susan	Rotate and Drop Schedule - Warren, NJ	3/13/20	0
qq	BHS	Hogge, Jay	Rotate and Drop Schedule - Warren, NJ	3/13/20	0
rr	BHS	DeAngelo, Stephanie	Rotate and Drop Schedule - Mendham, NJ	3/13/20	0
ss	BHS	Szostak, David	Rotate and Drop Schedule - Warren, NJ	3/13/20	0
tt	District	Latzke, Sarah	Somerset County Superintendent's Administrative Asst Luncheon - Somerset, NJ	3/4/20	0
uu	District	Goguen, Heather	NJASBO Conference - Atlantic City, NJ	6/2 - 6/5/20	\$749.45
vv	BHS	Tsuzuki, Edwin	NJ State Swim Meet of Champions-Sewell, NJ	2/29-3/31/20	\$562.50
ww	BHS	Albanese-DeMair Christine	NJ State Swim Meet of Champions-Sewell, NJ	2/29-3/31/20	\$278.93
xx	BHS	Hayes, Kelly	The Columbia Suicide Severity Rating Scale - New Providence, NJ	3/20/20	\$8.12
yy	District	Dempsey, Gretchen	NJCCIC Cybersecurity and Communications - Somerville, NJ	2/12/20	0
zz	BHS	Nelson, Ryan	Rotate and Drop Schedule - Berkeley Heights, NJ	3/13/20	0

aaa	BHS	Ryerson, Kathleen	Rotate and Drop Schedule - Berkeley Heights, NJ	3/13/20	0
bbb	BHS	Stypolkowski, Emily	Rotate and Drop Schedule - Berkeley Heights, NJ	3/13/20	0
ccc	BHS	Teest, Ashley	Rotate and Drop Schedule- Berkeley Heights, NJ	3/13/20	0
ddd	District	Leiss, Jamie	NJ School Boards Assn. Communications Workshop- Pennington, NJ	4/3/20	\$125.60

4. Approve Professional Development / School Business

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

	School	Name	Workshop/Conference	Date	Est. Cost
a	BMS	Habermas, Chris	Importance of Adult Social Emotional Skills - SSN - Convent Station, NJ	3/18/20	0
b	BMS	Heydt, Jaimie	Oppositional, Aggressive, Attention-Seeking and Uncooperative Children - Fairfield, NJ	3/23/20	\$219.99
c	BMS	Tynan, Jessica	Oppositional, Aggressive, Attention-Seeking and Uncooperative Children - Fairfield, NJ	3/23/20	\$219.99
d	BES	Roll, Jill	Conference for School Based Occupational Therapists - Clark, NJ	3/2-3/3/20	\$489.99
e	BES	Ziolkowski, Maureen	Conquer Math, Grade 2 - Pompton Plains, NJ	3/6/20	\$160
f	BES	Davis, Emma	Conquer Math, Grade 2 - Pompton Plains, NJ	3/6/20	\$160

PERSONNEL AND POLICY

A. Committee Report and Discussion.

XIII. PERSONNEL

B. Action Items:

1. Accept Retirement

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

	Name	School	Position	Effective
a	Weber - Hummel, Lisa	BES	Speech	7/1/2020

2. Accept Resignation

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

	Name	School	Position	Effective
a	Peralta, Grace	BES	Paraprofessional Special Education - B (Part-Time)	3/6/20

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 2019-2020 school year, *subject to further investigation pursuant to law*:

	Name	School	Position	Step	Salary	Effective
a	Gomez, Melissa	BES	RN (Part-time)	3	\$40.12/hour	3/2/20

4. Approve Appointment Interim Supervisor of Student Services*

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

	Name	School	Position	Salary	Effective
a	Novack, Nancy	District	Interim Supervisor of Student Services	\$650.00/Day	4/1/20 + 3 Shadow Days (pending clearance)

5. Approve Substitutes*

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

	Last	First	Substitute Position	Certification	Effective
a	Craft	Daniel	Teacher/Paraprofessional	Substitute Certificate	Pending Clearance
b	Honeycutt	Nathan	Teacher/Paraprofessional	CE - Psychology	Pending Clearance

6. Approve Co-Curricular Positions*

Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2019-2020 school year: BHS

	Last	First	School	Co Curricular Positions	Stipend
a	Palma	Joe	BHS	Track & Field: M/W Assistant	\$6,000

7. Rescind Appointment Co-Curricular Positions

Resolved, that the Somerset Hills Board of Education rescind the appointment of the following Co-Curricular positions for the 2019-2020 school year:

	Last	First	School	Co Curricular Positions	Stipend
a	Giousios	Peter	BMS	Baseball: Head	\$4,205
b	O'Donnell	Jeffrey	BMS	Baseball: Assistant	\$2,733
c	Martin	Judi	BMS	Drama: Spring Assistant	\$1,805

8. Approve Co-Curricular Positions

Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2019-2020 school year:

	Last	First	School	Co Curricular Positions	Stipend
a	Griffith	Chris	BMS	Baseball: Head and Assistant 50%	\$3,469
b	Boudreau	Derek	BMS	Baseball: Head and Assistant 50%	\$3,469
c	McGovern	Danielle	BMS	Drama: Spring Assistant	\$1,805

9. Approve Volunteer*

Resolved, that the Somerset Hills Board of Education approve the following volunteer for the 2019-2020 school year:

Name	School	Volunteer	Effective
Lavalle, Alexa	BHS	Softball	2/27/20

10. Approve Salary Guide Level Advancement

Resolved, that the Somerset Hills Board of Education approve salary guide level advancement for the following teacher for the 2019-2020 school year (*retroactive September 1, 2019*):

	Name	School	Current Level/Step	\$ Old Salary	Step	New Level/Step	\$ New Salary
a	Byers, Mary Frances	BMS	MA	\$73,758	12	MA + 15	\$75,780
b	St. Ours, Elizabeth	BMS	MA+ 15	\$77,986	13	MA + 45	\$82,215
c	Froysland, Megan	BMS	MA+ 15	\$68,640	7	MA + 30	\$70,775
d	LaPine, Matthew	BHS	MA + 30	\$74,045	9-10	MA + 45	\$76,180

11. Amend Approval Bernards High School Overloads*

Resolved, that the Somerset Hills Board of Education approves the following overloads for the 2019-2020 school year:

Certification	Teacher	Periods per Week	Term	Sections	Salary	OVERLOAD Salary	Dates (FMLA Leave)
Financial Literacy	Clark, Kelly	2	FY	0.4	\$99,995.00	\$1,566.98	Dates: 2/4/20 1/10/20 - 4/10/20

12. Amend Approval Leave Replacement Teacher

Resolved, that the Somerset Hills Board of Education approve the following Leave Replacement Teachers for the 2019-2020 school year:

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Pepe, Michael	BES	Teacher - Leave Replacement	Vu	MA	2-3	\$62,080 prorated	2/11/20 2/10/20- 6/30/20 (+2 shadow days)

13. Approve Leave Replacement Teacher

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

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Sommerville, Desiree	BES	Teacher - Leave Replacement	Gelsinger	BA	1	\$57,310 prorated	3/19/20 or sooner - 6/30/20 (+2 shadow days)

XIV. POLICY

Action Items:

1. Second Reading*

Resolved, that the Somerset Hills Board of Education approve the second reading of the following bylaw, policy & regulation:

	Policy / Regulation #	Title
a	R 1400	Job Descriptions (M)
b	R 2312	Class Size

XV. ORGANIZATIONAL ACTION

Resolved, that the Somerset Hills Board of Education approve the following group representative appointment:

1. Somerset County Educational Services Commission: Delegate- Gretchen Dempsey

XVI. COMMUNITY RELATIONS

XVII. SUPPLEMENTARY MATTERS

XVIII. PUBLIC QUESTIONS AND COMMENTS

XIV. ADJOURNMENT

***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

FEBRUARY 26, 2020

ADDENDUM

VI. Correspondence

1. Email from C. Maddaluna

X. Finance

10. Approve 2019-20 Non-Public Aid Program

Resolved, that the Somerset Hills Board of Education approve the Non-Public Aid order for the following school:

School	Program	Description	Total
Far Hills Country Day	Security Aid	7 Panasonic Vandal Dome Network Cameras & Installation	\$5,640.00

11. Approve Creation of Stipend

Resolved, that the Somerset Hills Board of Education approve the creation of a stipend for gardening K-8 in the amount of \$5,000.

XII. Curriculum

3. Approve Additional Professional Development / School Business*

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

	School	Name	Workshop/Conference	Date	Est. Cost
eee	District	Butler, Coleen	SCESC: Equity Approaches - Bridgewater, NJ	4/2/20	0

4. Approve Additional Professional Development / School Business

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

	School	Name	Workshop/Conference	Date	Est. Cost
g	BES	Thurlow, Allen	Madison School District Makerspace Lab-Madison, NJ	3/13/20	0

XIII. Personnel

5. Approve Additional Substitutes*

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

	Last	First	Substitute Position	Certification	Effective
c	DiBias	Robert	Teacher/Paraprofessional	Substitute Certificate	Pending Clearance

14. 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 2020-2021 school year:

	Name	School	Position	Start Date	End Date
a	Miranda, Jennifer	BHS	Psychologist	9/1/2020	01/04/2021

POLICIES/REGULATIONS

Second Reading

REGULATION

SOMERSET HILLS
BOARD OF EDUCATION

ADMINISTRATION
R 1400/Page 1 of 2
JOB DESCRIPTIONS (M)

R 1400 JOB DESCRIPTIONS (M)

M

- A. A job description shall be prepared for each job position in the district, including all administrative, educational specialist, instructional, and support staff positions.
- B. Each job description must include:
1. The goals of the position as they relate to district goals;
 2. The qualifications of the position holder including the certificate and endorsement required for the position and such other prerequisites for employment as the possession of a license to operate a vehicle or machine;
 3. The functions, duties, and responsibilities of the position;
 4. The extent and limits of the position holder's authority; and
 5. The working relationships of the position within and outside the school district.
- C. Each job description will:
1. Be written in clear language that briefly describes the major functions of the position;
 2. Whenever possible, be generic in form, covering a number of specific positions;
 3. Be written in the same format, using the active and present tense, operational verbs, common terminology, and a direct, simple style; and
 4. Be gender neutral or employ both male and female pronouns.
- D. Maintenance of district job descriptions shall be the responsibility of the ~~Assistant~~ Superintendent or ~~designee~~. Job descriptions shall be reviewed on the request of a single position holder.



REGULATION

SOMERSET HILLS
BOARD OF EDUCATION

ADMINISTRATION
R 1400/Page 2 of 2
JOB DESCRIPTIONS (M)

- E. Each employee shall be sent a copy of his/her current job description by the ~~Assistant Superintendent~~ or designee. Any revision of a job description shall be provided to each holder of a position covered by the job description within ten working days of its approval.
- F. Suggested revisions to job descriptions by a job holder shall be referred initially to the job holder's immediate supervisor.

Adopted: 1 October 2008

Revised:



REGULATION

SOMERSET HILLS BOARD OF EDUCATION

PROGRAM
R 2312/Page 1 of 2
CLASS SIZE

R 2312 CLASS SIZE

A. Size Range

1. The Principal or designee will assign pupils to classes in accordance with the following chart of minimum, maximum, and optimal class sizes.

Grade(s)	Minimum	Average	Maximum
Kindergarten		20	21 (25 by code)
Grades 1-2		21	23
Grades 3-5		23	25
Grades 6-8		25	28
Grades 9-12		25	30
Special Education	As dictated by N.J.A.C. 6A:14-4.3		

2. Class size guidelines may be waived for:
 - a. Physical education classes,
 - b. Large group instructional units,
 - c. Laboratory, studio, and shop classes, and
 - d. Classes in honors and advanced programs.
3. These guidelines are intended to be flexible and should be applied in a manner that takes into account:
 - a. The subject matter taught in the class,
 - b. The nature of instructional methods used in the class,
 - c. The use of special facilities and equipment, if any, and
 - d. Temporary fluctuations in the number of pupils enrolled in the school and in specific classes.

B. Corrective Measures

1. Where the number of pupils assigned to a nonexempt class is below the minimum number, the following actions may be taken:
 - a. Where feasible, consideration may be given to consolidating classes. A proposal to consolidate classes may precipitate the



REGULATION

SOMERSET HILLS
BOARD OF EDUCATION

PROGRAM
R 2312/Page 2 of 2
CLASS SIZE

- abolishment of positions and a consequent reduction in force and must be forwarded to the Superintendent,
- b. In the secondary school, a class in which fewer than 15 pupils are enrolled may be canceled, unless elimination of the class will impair the school curriculum or deprive pupils of an essential unit in a sequential instructional program necessary for graduation, college application, employment, or other postgraduate use.
2. Where the number of pupils assigned to a nonexempt class exceeds the maximum number, the following actions may be taken:
 - a. Classes may be organized into team teaching components;
 - b. The Principal may consider reorganizing the overcrowded grade level or subject area into a greater number of classes. A proposal to increase the number of classes taught by teaching staff members may require the creation of new positions and must be forwarded to the Superintendent.

Issued: 30 June 2012

