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**The Somerset Hills School District  
Public Input & Action Meeting - August 26 , 2020**

**Call to Order**

Mrs. Leiss called the meeting to order at 6:43pm

**Roll Call**

Present :

Mr. Baker            Mrs. Tober  
Ms. Cooper        Ms. Virtue  
Ms. Frenda        Mrs. Wry  
Mr. McDonald     Mrs. Leiss  
Mrs. Santoro

Absent:

Ms. Nathans

Also Present:

Gretchen Dempsey  
Coleen Butler  
Jinnee DeMarco  
Derlys Gutierrez, Esq.

**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.

Ms. Cooper moved to adjourn Executive Session and enter Public Session at 7:37pm, Mrs. Santoro seconded.

Mrs. Leiss called the meeting to order at 7:37pm.

**Pledge of Allegiance****Roll Call**

Present :

Mr. Baker            Mrs. Tober  
Ms. Cooper        Ms. Virtue  
Ms. Frenda        Mrs. Wry  
Mr. McDonald     Mrs. Leiss  
Mrs. Santoro

Absent:

Ms. Nathans

Also Present:

Gretchen Dempsey  
Coleen Butler  
Jinnee DeMarco  
Derlys Gutierrez, Esq.

**Correspondence**

1. Email from Susan Gouldin in support of in-person learning.
2. Email from Victoria Rocco- parent, regarding programming.

**Suspend policy for public meetings**

Resolved, that the Somerset Hills Board of Education suspends its policies relating to in person board meetings and authorizes virtual board meetings to occur during this period of emergency due to the COVID 19 emergency as referenced in Executive Order 103 and pursuant to Bylaw 131.

**Report of the Superintendent**

Dr. Dempsey gave status of opening the district.

**Public Questions & Comments for Actionable Agenda Items**

1. Christine Albanese DeMair - mental health on staff.
2. Michael Ben-Shimon- mental health of students

**Approval of Minutes\***

Mrs. Tober moved to approve the minutes from the July 22, 2020 and August 18, 2020 meetings. Ms. Cooper seconded. The minutes were approved by a roll call vote of 9-0.

1. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for July 22, 2020 and August 18, 2020..

**FINANCE**

The Finance Committee did not meet. Mr. Baker commented on Governor Murphy's address about school funding. It is relatively flat and we do not predict that the state would take more funds away from the district. There is also another \$100M dollars allotted for school aid in regards to covid spending. Hopefully our district will receive funds from that.

Mr. Baker moved items #1-13, Mrs. Wry seconded. Items #1-13 were approved by a roll call vote of 9-0. 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 July 2020 showing the following balances:

<b>FUND</b>	<b>Board Secretary Cash Balance (1)</b>	<b>Treasurer Cash Balance (2)</b>
(10) General Fund	\$7,066,293.22	\$7,066,293.22
(20) Special Revenue Fund	\$ 356,405.50	\$ 356,405.50
(30) Capital Projects Fund	\$ 371,191.25	\$ 371,191.25
(40)Debt Service Fund	\$ 370,090.37	\$ 370,090.37
Total Government Funds	\$8,163,980.34	\$8,163,980.34

(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 2020-2021 Budget Transfers\*

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

3. Payment of Bills\*

WHEREAS, the Board Secretary has presented attached July 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	\$1,793,360.20
(20) Special Revenue Fund	\$ 10,292.80
(30) Capital Projects Fund	--
(40) Debt Service Fund	--
(60) Cafeteria Fund	--
(90) Agency Fund	\$ 225,629.55
<b>TOTAL</b>	<b>\$2,029,282.55</b>

5. Approve Professional Services Contract

Resolved, that the Somerset Hills Board of Education approve Ducks & Lions: Trauma Sensitive Resources, LLC for Professional Development Services in the amount of \$7,000. Funded by CARES Grant.

6. Approve Professional Development Program

Resolved, that the Somerset Hills Board of Education approve the contract for Reading Writing Project Network, LLC for Bedwell and Bernardsville Middle School in the amount of \$36,950.

7. Approve Substitute Placement Agreements\*

Resolved, that the Somerset Hills Board of Education approves the agreements with Insight Workforce Solutions, LLC and with ESS Northeast, LLC to provide substitute staffing as needed for 2020-2021.

8. Approve SLEO III Officers\*

Resolved, that the Somerset Hills Board of Education approve the contract for two SLEO III Officers for July 2020-December 2020, not to exceed \$54,305.

9. Approval of Bid Threshold Increase\*

Resolved, that the Somerset Hills Board of Education approve the bid threshold increase.

WHEREAS, Jinnee DeMarco, Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to \$44,000, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Somerset Hills Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes Jinnee DeMarco, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

10. Approve Parent Organization Fundraiser

Resolved, that the Somerset Hills Board of Education approve the following parent organization fundraiser for the 2020-2021 school year.

	Organization	School	Event	Date
a	HSA	BES	The Giving Tree- Donations of teacher-requested items for classrooms	9/15/2020

11. Payment of Bills\*

WHEREAS, the Board Secretary has presented attached August 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	\$ 753,237.68
(20) Special Revenue Fund	\$ 19,443.99
(30) Capital Projects Fund	--
(40) Debt Service Fund	--
(60) Cafeteria Fund	\$ 7,917.08
(90) Agency Fund	\$ 78,889.72
<b>TOTAL</b>	<b>\$ 859,488.47</b>

12. 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).

13. Approve State Aid for Non-Public Schools\*

Resolved, that the Somerset Hills Board of Education approve the following state aid for non-public schools:

	Far Hills Country Day	School of St. Elizabeth
Nursing Service Aid	\$24,250.00	\$13,386.00
Textbook Aid	\$15,273.00	\$ 8,430.00

## FACILITIES & OPERATIONS

None

## CURRICULUM

Curriculum Committee did not meet.

A. Action Items: Ms. Virtue moved items #1-11, Mrs. Tober seconded. Items #1-11 were approved by a roll call vote of 9-0.

1. Adopt Curriculum Documents\*

Resolved, that the Somerset Hills Board of Education adopt the newly revised and completed curriculum documents for the 2020-2021 school year.

2. Approve Evaluation Instruments\*

Resolved, that the Somerset Hills Board of Education approve the instruments for teacher evaluation (Danielson and iObservation) and administrator evaluation (Marshall and T-Evaluation) for the 2020-21 school year.

3. Approve 2020-2021 Professional Development and Mentoring Plan\*

Resolved, that the Somerset Hills Board of Education approve the Professional Development and Mentoring Plan for the 2020-2021 school year, on file in the Curriculum Office.

4.. Approve the Comprehensive Equity Plan\*

Resolved, that the Somerset Hills Board of Education approve the Comprehensive Equity Plan for 2019-2022, on file in the Curriculum Office.

5. Approve 2020-2021 Data Quality Team\*

Resolved, that the Somerset Hills Board of Education approve the Data Quality Team for 2020-2021.

Coleen Butler

Jason Winch

Olga Edgerton

Gretchen Dempsey

Jeremy Slockbower

6. Approve 2020-2021 Anti-Bullying Specialists\*

Resolved, that the Somerset Hills Board of Education approve the following Anti-Bullying Specialists For 2020-2021:

Jaimie Walker- District HIB Coordinator

Lisa Drew- High School Anti-Bullying Specialist

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Marcy Craver- Middle School Anti-Bullying Specialist  
Emily Pike- Elementary School Anti-Bullying Specialist

7. Approve Affirmative Action Officers\*

Resolved, that the Somerset Hills Board of Education approve the following Affirmative Action Officers for 2020-2021:

Coleen Butler- District  
Jaime Walker- Bernards High School  
Lisa Garofalo- Bernardsville Middle School  
April Friedman- Bedwell School

8. Approve 504 Coordinators\*

Resolved, that the Somerset Hills Board of Education approve the following 504 Coordinators for 2020-2021:

Jamie Koransky- District  
Jaime Walker- Bernards High School  
Lisa Garofalo- Bernardsville Middle School  
Amy Phelan- Bedwell School

9. Approve 2020-2021 School Improvement Panels (SciPs)\*

Resolved, that the Somerset Hills Board of Education approve the following School Improvement Panels (SciPs) for 2020-2021

Bedwell Elementary School  
Amy Phelan – Principal  
April Friedman- Assistant Principal  
Dana Fischer- Grade 4 Teacher

Bernardsville Middle School  
Lisa Garofalo - Principal  
Brian Latzke- Assistant Principal  
Anne O'Halloran- Mathematics Teacher

Bernards High School  
Scott Neigel- Principal  
Mike Corbett- Assistant Principal  
Jay Hogge-Social Studies Teacher  
Chris Whitlock-Science Teacher

10. Approve 2020-2021 School Safety/School Climate Teams\*

Resolved, that the Somerset Hills Board of Education approve the following School Safety Teams for 2020-2021:

Bedwell Elementary School  
Amy Phelan – Principal  
April Friedman- Assistant Principal  
Emily Pike - Schools Counselor  
Maureen Ziolkowski- Grade 2 Teacher  
Kate Walden- Parent

Bernardsville Middle School  
 Lisa Garofalo- Principal  
 Brian Latzke- Assistant Principal  
 Marcy Craver- Guidance Counselor  
 Jess Mc Ginn - Teacher  
 Maxine Vu - Parent

Bernards High School  
 Scott Neigel- Principal  
 Lisa Drew- Student Assistance Counselor  
 Anne Connor- School Nurse  
 Debbie Infusino- Parent  
 Peg Dolson- Special Educator

11. Approve The Somerset Hills School District Nursing Services Plan 2020-2021\*

Resolved, that the Somerset Hills Board of Education approve the Nursing Services Plan for the 2020-2021 school year.

**PERSONNEL AND POLICY**

Personnel and Policy committees did not meet.

**PERSONNEL**

A. Mrs. Santoro moved items #1-12, Mrs. Wry seconded. Items #1-12 were approved by a roll call vote of 9-0.

1. Approve Summer Work\*

Resolved, that the Somerset Hills Board of Education approve the following summer work for staff members at their 2020-2021 per hour rate: BHS & District

	<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Not to Exceed</b>	<b>Hourly Rate</b>
a	Hayes, Kelly	Child Study Team	District	10 days	\$44.43
b	Lavelle, Alexa	Child Study Team	BHS	10 days	\$47.53
c	LaBruno, Wendi	Child Study Team	BHS	10 days	\$70.87

2. Approve Summer Work

Resolved, that the Somerset Hills Board of Education approve the following summer work for staff members at their 2020-2021 per hour rate: BMS & BES

	<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Not to Exceed</b>	<b>Hourly Rate</b>
a	Mongno, Megan	Child Study Team	BMS	10 days	\$60.68
b	Panik, Meredith	Child Study Team	BES	10 days	\$62.63
c	Gandhi, Latisha	Child Study Team	BMS	10 days	\$45.40

3. Approve Stipend Position\*

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

	Name	School	Activity	
a	Dan Kaplan	BHS	Peer Leadership Asst.	\$3,000

4. Accept Resignation\*

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

	Name	Position	Effective
a	Victoria Resnick	School Psychologist	10/19/20, or sooner

5. Approve Appointment Nontenured Certificated Staff\*

Resolved, that the Somerset Hills Board of Education approve the appointment of the following certified staff for the 2020-2021 school year, *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Step	Salary	Effective	
a	<del>Maeso, Michael</del>	BHS	Teacher	<del>Vassil</del>	BA	5	\$61,480.00	9/1/2020 Pending Clearance

6. Approve Appointment Non-Certificated Staff\*

Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certificated staff for the 2020-2021 school year, *subject to further investigation pursuant to law*:

	Name	School	Position	Replace	Step	Salary	Effective
a	Torromeo, Ronald	BHS	Custodian	New Position	3	\$33,590	Pending Clearance

7. Approve Appointment Non-Certificated Staff

Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certificated staff for the 2020-2021 school year:

	Name	School	Position	Step	Salary	Effective
a	Pingle, Mamata	BES	Para-Spec Ed B Hrly (Part time)	2	\$17.22/Hr	9/1/2020
b	Arthur, Michele	BES	Para-Spec Ed B Hrly (Part time)	2	\$17.22/Hr	9/1/2020

8. Accept Resignation

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

	Name	School	Position	Effective
a	De Cota, Dorothy	BMS	Para-Spec Ed B Hrly (Part time)	10/15/2020

9. Approve Internship\*

Resolved, that the Somerset Hills Board of Education approve the following internship for the 2020-2021 school year:

	Intern	School	Subject	Mentor	Date
a	Scura Coughlin, Theresa	District	Administration	Gretchen Dempsey	Fall Semester 2020



10. Approve Co-Curricular Volunteer\*

Resolved, that the Somerset Hills Board of Education approve the following co-curricular volunteer for the 2020-2021 school year: BHS

	Last Name	First Name	Season	Position
a	Itkor	James	Fall	Marching Band Percussion

11. Approve Appointment Nontenured Certificated Staff

Resolved, that the Somerset Hills Board of Education approve the appointment of the following certificated staff for the 2020-2021 school year, *subject to further investigation pursuant to law:*

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Sakin, Jordan	BES	Teacher	New Position	*MA (pending transcript review)	1-2	\$64,575.00	9/1/2020 Pending Clearance

12. Approve Mentors\*

Resolved, that the Somerset Hills Board of Education approve the following mentors for the 2020-2021 Provisional Teacher Program to be paid at the rate of \$550 for the year:

- Lisa Falk - a mentor for Kelsie Fleming
- Jeff Caswell - a mentor for Matt Bale Pena
- Chris Whitlock - a mentor for Peter Mathus
- Jen Bohr - a mentor for Jordan Sakin

**POLICY**

Action Items: Mrs. Santoro moved items #1-2, Ms. Cooper seconded. Items #1 and 2 were approved by a roll call vote of 9-0.

1. First Reading\*

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

Policy / Regulation #	Title
P1648.03	Restart and Recovery Plan-Full-Time Remote Instruction (New)
P5330.04	Administering an Opioid Antidote (Revised)
R5330.04	Administering an Opioid Antidote (Revised)
P5610	Suspension (Revised)
R5610	Suspension Procedures (Revised)
P5620	Expulsion (Revised)
P8320	Personnel Records (Revised)
R8320	Personnel Records (Revised)

2. Second Reading\*

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

<b>Policy / Regulation #</b>	<b>Title</b>
P 1648	Restart And Recovery Plan (M)
P 1648.02	Remote Learning Options For Families (M)
P 1649	Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) (M) (New)
P 2270	Religion in Schools (Revised)
P 2431.3	Heat Participation Policy for Student-Athlete Safety (M) (Revised)
P 2622	Student Assessment (M) (Revised)
P 5320	Immunization (Revised)
R 5320	Immunization (Revised)

### **ORGANIZATIONAL ACTION**

Mrs. Wry moved item #1, Mrs. Santoro seconded. Item #1 was approved by a roll call vote of 9-0.

#### 1. Superintendent Appointment

Resolved, that pursuant to enacted legislation, P.L. 192-1989, Chapter 254, the Somerset Hills Board of Education elected Dr. Gretchen Dempsey to the Representative Assembly of the Educational Services Commission of New Jersey and Somerset County Educational Services Commission at their meetings held from July 1, 2020 to June 30, 2021.

### **COMMUNITY RELATIONS**

None

### **SUPPLEMENTARY MATTERS**

Mrs. Leiss thanked the Administration for their efforts in getting the schools open.

### **PUBLIC QUESTIONS AND COMMENTS**

1. Christine Kelly- status of courtesy busing.
2. Erin Crooks- IEP students
3. Sama Habibi- looking forward to school starting
4. Susan Gouldin- what is greatest obstacle
5. Mary Windisch- mask in class during virtual
6. Jim McCarron- better solution for masks

### **ADJOURNMENT**

Mr. Baker moved to adjourn the meeting at 8:15pm, Mrs. Wry seconded. Meeting was adjourned.

Respectfully submitted,



Jinee DeMarco  
Board Secretary

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**\*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)**

