
The Somerset Hills School District
PUBLIC INPUT & ACTION MEETING MINUTES – DECEMBER 14, 2016

Call to Order & Welcome

Mr. Baker called the meeting to order at 6:30pm

Pledge of Allegiance**Roll Call****Present:**

Mr. Baker

Mr. DiGiacchino

Ms. Goetz

Mrs. Hoppe

Mrs. Leiss

Mr. McDonald (7PM)

Mr. Palma

Ms. Virtue

Absent:

Ms. Sooy

Also Present:

Frances Wood

Jennifer Shouffler

Nancy Lee Hunter

Executive Session

Mr. Baker moved the following at 6:30pm:

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.

Mr. Palma seconded the motion. The Executive Session ended at 7:20pm. The Board returned to public session at 7:35pm.

Correspondence

None

Report of the Superintendent**1. Student/Staff Recognition**

- a. All Eastern Mixed Choir- Dr. Wood announced that for the first time in Bernards High School history, two students have been selected for the All-Eastern Chorus. Seniors Abby Lebel and Kathleen Morandi represent the best that the Eastern Division has to offer as singers and musicians.
- b. Boys Group II Soccer State Championship- The BHS Boys Varsity Soccer Team and the coaches were in attendance. Dr. Wood and the Board congratulated Coach Joseph LaSpada for being named the National Soccer Coach of the Year and the soccer team for winning the Group II Soccer State Championship.

2. Student Report – Student Representative Frederick Ludtke reported on student activities, academics, and student issues. One of the issues students are looking at is the daily schedule.
3. Annual Audit Report - Suplee, Clooney and Company- Mr. Warren Korecky presented the 2015-2016 audit report.
4. Academic Report
 Science, Technology, Engineering & Mathematics (S.T.E.M.)- Jennifer Shouffler, Grant Kolmer, Jon Simoneau and Nick Hemans presented on S.T.E.M. and responded to questions from the Board.

Public Questions & Comments

None

Approval of Minutes*

- Action 1. Approval of Minutes
- Resolution
- a. Mr. Palma moved and Ms. Goetz seconded that the Somerset Hills Board of Education approve the Public Input and Action and Executive Session minutes for November 16, 2016. Minutes were approved by a roll call vote of 8-0.
 - b. Mr. Baker moved and Mr. Palma seconded that the Somerset Hills Board of Education approve the Special Meeting and Executive Session minutes for December 7, 2016. There were 5 BOE members in attendance at this meeting. Minutes were approved by a roll call vote of 5-0.

Finance

- A. Committee Report & Discussion: - Mr. Baker gave the report. The Committee met on Dec. 14, 2016.
- B. Action Items: Mr. Baker moved and Mr. Palma seconded Finance items #1-8. Items #1-8 were approved by a roll call vote of 8-0.

- Action 1. Board Secretary & Treasurer Reports & Board Certification*
- Resolution WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of November 2016 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$4,809,147.65	\$4,809,147.65
(20) Special Revenue Fund	(\$14,146.73)	(\$14,146.73)
(30) Capital Projects Fund	\$3,904,845.04	\$3,904,845.04
(40)Debt Service Fund	\$93,423.22	\$93,423.22
Total Government Funds	\$8,793,269.18	\$8,793,269.18

(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.

Action
Resolution

2. Approve 2016-2017 Budget Transfers*

Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for November 2016.

Action
Resolution

3. Payment of Bills*

WHEREAS, the Board Secretary has presented attached check register 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	November	December
(10) General Fund	\$3,876,810.67	\$624,698.92
(20) Special Revenue Fund	\$8,190.02	\$26,233.15
(30) Capital Projects Fund	\$297,921.42	\$3,068.77
(40) Debt Service Fund	\$0	\$0
(60) Cafeteria Fund	\$54,015.99	\$545.60
(90) Agency Fund	\$1,030,693.59	\$0
TOTAL	\$5,267,631.69	\$654,546.44

Action
Resolution

4. Acceptance of 2015-2016 Audit *

WHEREAS, the Somerset Hills Board of Education engaged the firm of Suplee, Clooney and Company to conduct a yearly audit of the district's financial records; and Whereas the firm audited these records for the 2015-2016 school year; NOW THEREFORE BE IT RESOLVED that the minutes reflect that the Somerset Hills Board of Education reviewed the 2015-2016 Audit Report, and BE IT FURTHER RESOLVED that the Board Secretary be directed to file the necessary reports with the State Department of Education.

Recommendations:

- An analysis of the balance on deposit in the Payroll Agency account be maintained and salary withholdings be remitted to agencies on a timely basis.

Action
Resolution

5. Approve Corrective Action Plan*

Resolved, that the Somerset Hills Board of Education approve the Corrective Action Plan for the 2015-2016 Audit.

Recommendation Number	Corrective Action to be Approved by the Board	Mention of Implementation	Person Responsible for Implementation	Completion Date of Implementation
2016 - 01	That an analysis of the deposit in the Payroll Agency account be maintained and salary withholdings be remitted on a timely basis.	The Business Administrator will review the analysis of the Payroll Agency account, prepared by the business office assistant, on a monthly basis.	Business Administrator	April 2017

Action 6. Accept Donation*

Resolution Resolved, that the Somerset Hills Board of Education accept a donation from the Somerset Hills Education Foundation for the following grants:

Project Title	School	Contact	Funding
a) Vex Robot Kits	BHS	Kevin Koch & Robotics Club Officers	\$291.83
b) "Go Noodle"	BES	Holly Vera	\$600.00

Action 7. Approve of Service Providers*

Resolution Resolved, that the Somerset Hills Board of Education approve the following Special Education Service Providers for the 2016-2017 school year and extended school year:

Provider	Service	Location
a) Brookfield Schools/Summit Oaks Program	Bedside Instruction	Cherry Hill, NJ
b) Frontline Education	Database for 504 Program	Malvern, PA
c) Livingston Education Center LLC	Reading Evaluations	Short Hills, NJ

Action 8. Approve of Contracted Service*

Resolution Resolved, that the Somerset Hills Board of Education approve the following contracted service for the 2016-2017 school year:

Provider	Service	Location
Kensington Bus Company	Ski Team transportation	Somerset County, NJ

Curriculum

A. Committee Report & Discussion: Ms. Virtue gave the report; the committee met on December 6, 2016

B. Action Items: Ms. Virtue moved curriculum items #1-3; Ms. Goetz seconded. Resolutions #1-3 were approved by a roll call vote of 8-0.

Action 1. Approve Field Trips*

Resolution Resolved, that the Somerset Hills Board of Education approve the following field trips:

School	Trip	Date(s)	# of Students	# of Faculty	# of Chaperones
a) BMS	Special Ed class-Home Depot-Bridgewater	Feb. 2	6	3	0
b) BMS	Special Ed class- Bridgewater Mall	Feb. 28	6	3	0
c) BMS	8th Gr. Instrumental and Gr 6-8 Select Choirs - High Note Music Festival- Calvary Temple & Dorney Park, Allentown, PA	May 12	236	6	30
d) BHS	Accuplacer Students (seniors)-Accuplacer test for graduation requirements-RVCC	Dec 8	4	1	0
e) BMS	Forensics Club - Forensics Competition, Montville Twp HS	Jan. 20	21	1	1

Action 2. Approve Professional Development*
Resolution Resolved, that the Somerset Hills Board of Education approve the following professional development:

School	Name	Workshop/Conference	Est. Cost	Date
a) BES	DeMarco, Monica	TC-NYC- Rethinking Scaffolds for Spec Ed Students	\$40.00	Jan. 20
b) BES	Fischer, Dana	TC-NYC- The Literary Essay	\$55.00	Dec. 20
c) BES	Gelsinger, Allison	TC-NYC- The Literary Essay	0	Dec. 20
d) BES	Kadus, James	TC-NYC- Enhance Reading & Writing Workshop	\$50.00	Jan. 13
e) BES	Peterson, Rachelle	TC-NYC-Getting the most out of Assessments	\$40.00	Jan. 10
f) BES	Seelig, Sophia	TC-NYC- Support instruction in Readers' Workshop	0	Dec.19
g) BHS	Falzarano, Jeff	ELA AP Articulation-Jefferson Township HS	\$14.57	Jan. 5
h) BHS	Garay, Janet	Newcomer ELL Summit-W. Windsor	0	Dec. 19
i) BHS	Hoppe, Mike	Leadership Training Inst. - Athletic Administration-Madison	\$142.56	Jan. 24
j) BHS	Hoppe, Mike	Dir. of Athletics Conf. - AC	\$1,115.98	Mar. 13-16
k) BHS	Spina, Kathleen	Child Labor Laws- Rutgers	\$110.00	Dec. 20
l) BHS	Wengel, Laura	ELA AP Articulation-Jefferson Township HS	0	Jan. 5
m) BMS	Craver, Marcy	Bully Law Update-HIB requirement- New Brunswick	\$165.69	Jan. 17
n) BMS	Dempsey, Gretchen	MS Principal's Roundtable	0	Jan. 25 & Mar. 21
o) BMS	LaChac, Luke	NJECC Statewide EdTech Conference- Montclair	0	Jan. 10
p) BMS	MacGorman, Kristen	What's New in Young Adult Literature-West Orange	\$264.31	Jan. 13
q) BMS	McGinn, Jessica	Mindfulness Symposium-Rider Univ.	0	Feb. 3
r) BMS	St. Ours, Elizabeth	Mindfulness Symposium-Rider Univ.	0	Feb. 3
s) BMS	Terraciano, Vince	Mindfulness Symposium-Rider Univ.	0	Feb. 3
t) District	Catelli, Michael	County Supervisors' Mtg-Flemington	0	Dec. 15
u) District	Catelli, Michael	Newcomer ELL Summit-W. Windsor	0	Dec. 19
v) District	Vaught, Teresa	Newcomer ELL Summit-W. Windsor	0	Dec. 19
w) District	Esposito, Randy	PowerSchool Users Group NJ Conference- AC	\$659.78	Mar. 6-8

x) BHS	LaSpada, Joe	NSCAA Awards Banquet- National Coach of the Year recognition- Los Angeles, CA	\$333.66	Jan. 12-14
y) BHS	Hoppe, Mike	NSCAA Awards Banquet- National Coach of the Year banquet- Los Angeles, CA	\$1,035.00	Jan. 12-14

Action 3. Approve ESEA Accountability Action Plan*
Resolution Resolved, that the Somerset Hills Board of Education approve the *ESEA Accountability Action Plan-2016 Secondary Measures and Assurances*.

Facilities & Operations*

A. Committee Report & Discussion: Mr. Palma gave the report; the committee met on December 14, 2016. Mr. Palma also gave the Strategic Plan committee report. The committee met on December 13, 2016.

B. Action Items: Mr. Palma moved Facilities & Operations items #1, 3-5; Ms. Leiss seconded. Motions #1, 3, 4 and 5 were approved by a roll call vote of 7-0-1. Mr. Palma moved item #2; seconded by Ms. Leiss. Motion #2 was approved by a roll call vote of 4-1.

Action 1. HIB Report*
Resolution Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on December 14, 2016 and upheld the findings and/or the consequences of the superintendent.

Action 2. HIB Report
Resolution Resolved, that the Somerset Hills Board of Education acted to affirm the prior determination that the conduct involved does not meet the statutory definition of HIB case #16-17 BMS#3 as it was not motivated by an actual or perceived distinguishing characteristic.

Action 3. Approve Disposal of Equipment
Resolution Resolved, that the Somerset Hills Board of Education approve the disposal of 2002 Dodge 3500 Mason Dump Truck, due to poor condition.

Action 4. Approve Strategic Planning
Resolution Resolved, that the Somerset Hills Board of Education approve the New Jersey School Boards to oversee the Somerset Hills School District Strategic Planning Process in the amount of \$6,500.

Action 5. Approve Purchase
Resolution Resolved, that the Somerset Hills Board of Education approve the purchase of two printers/copiers for the new media center at a cost of \$12,978. (To be funded by the referendum)

Policy*

A. Committee Report & Discussion: the committee did not meet this month

B. Action Items: Mr. Palma moved motion #1; Ms. Leiss seconded. Resolution #1 was approved by a roll call vote of 7-0.

- Action Resolution 1. Second Reading
Resolved, that the Somerset Hills Board of Education approve the second reading and adoption of the following policies and regulations: (attachment)

Policy #	Title
a) P 1140	Affirmative Action Program
b) P 1523	Comprehensive Equity Plan
c) P 1530	Equal Employment Opportunities
d) R 1530	Equal Employment Opportunity Complaint Procedure
e) P 1550	Affirmative Action Program for Employment and Contract Practices
f) P 2260	Affirmative Action Program for School and Classroom Practices
g) P 2423	Bilingual and ESL Education
h) R 2423	Bilingual and ESL Education
i) P 2610	Educational Program Evaluation
j) P 2622	Student Assessment
k) P 5339	Screening for Dyslexia
l) P 5750	Equal Educational Opportunity
m) P 5755	Equity in Educational Programs and Services
n) P 8441	Care of Injured and Ill Persons
o) R 8441	Care of Injured and Ill Persons
p) P 8630	Bus Driver/Bus Aide Responsibility
q) R 8630	Emergency School Bus Procedures

Personnel*

- A. Committee Report & Discussion: Ms. Leiss gave the report; the committee met on December 5, 2016.
B. Action Items: Ms. Leiss moved items #1-10; Mr. McDonald seconded. Personnel items #1-10 were approved by a roll call vote of 8-0.

- Action Resolution 1. Accept Resignations*
Resolved, that the Somerset Hills Board of Education accept the resignation of the following employees:

Name	School	Position	Effective
a) Hooker, Perry	BMS	Special Education Paraprofessional	12/7/16
b) Carlisle, Christopher	BHS	Special Education Paraprofessional	1/2/17
c) Lettera, Linda	BES	Special Education Paraprofessional	12/7/16

- Action Resolution 2. Approve Termination*
Resolved, that the Somerset Hills Board of Education approve the termination of the following employee:

Name	School	Position	Effective Date
Employee # 9512	BHS	Long Term Substitute	1/5/17

Action 3. Approve Parenthood Leave

Resolution Resolved, that the Somerset Hills Board of Education approve the following parenthood leave for the 2016-2017 school year:

Name	School	Position	Date
Thurlow, Allen	BES	Teacher	January 3, 2017 - March 24, 2017

Action 4. Approve Appointment Long Term Substitute

Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of the following long term substitute:

Name	School	Position	Replace	Salary	Date
Meeks, Maureen	BES	Teacher	Thurlow	\$285.00/day (per diem rate)	1/3/17 - 3/24/17

Action 5. Amend Parenthood Leave*

Resolution Resolved, that the Somerset Hills Board of Education amend the following parenthood leave date for the 2016-2017 school year:

Name	School	Position	Start Date	End Date
Monroe, Sky	BHS	English	9/1/16	6/30/17

Action 6. Amend Appointment Leave Replacement*

Resolution Resolved, that the Somerset Hills Board of Education amend the appointment of the following leave replacement for the 2016-2017 school year:

Name	School	Position	Replace	Start Date	End Date
Wengel, Laura	BHS	English	Monroe	9/1/16	6/30/17

Action 7. Approve Job Description*

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

- | |
|---|
| a) Business Office Assistant - Confidential |
| b) Business Office Assistant Payroll - Confidential |

Action 8. Approve Co-Curricular Position*

Resolution Resolved, that the Somerset Hills Board of Education approve the following co-curricular position for the 2016-2017 school year:

Name	School	Position	Stipend
McCullough, Ryan	BHS	Basketball: Women's Assistant (JV)	\$7,125

Action 9. Approve Volunteer*

Resolution Resolved, that the Somerset Hills Board of Education approve the following volunteer for the 2016-2017 school year:

Name	School	Volunteer
Grau, Jianna	BHS	Girls Basketball

Action 10. Approve Substitutes*

Resolution Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2016-2017 school year:

Name	Substitute Position	Certification
a) Leo, Jenna	Teacher/Paraprofessional	Substitute Credential
b) Hoosein, Sadique	Teacher/Paraprofessional	Substitute Credential
c) Scully, Kimberly	Nurse	Substitute Credential/RN license
d) Carlisle, Christopher	Teacher/Paraprofessional	Substitute Credential
e) Silva, Trevor	Teacher/Paraprofessional	Substitute Certificate

Public Questions & Comments

None

Supplementary Matters

1. Mr. Baker announced that there is a Board vacancy. The deadline to apply for the open seat is December 20th.
2. The Board of Education wished Ms. Julie Goetz well as this was her last meeting. Ms. Goetz has been the Bedminster liaison with the Somerset Hills Board of Education since 2011. The Board thanked her for her many years of dedicated service to the students of The Somerset Hills School District.

Adjournment

Mr. Baker moved to adjourn the meeting at 8:45pm. Mr. DiGioacchino seconded. Motion approved by a vote of 8-0.

Respectfully submitted,

Nancy Lee Hunter
Board Secretary

Resolutions:

***Note: The areas of permitted voting for the Bedminster district representative of the Board of Education are: 1) tuition charged by the sending district and bill lists or contracts to be used for the sending district's pupils; 2) new capital construction to be used by the sending district's pupils; 3) appointment, transfer or removal of teaching staff serving the sending district's pupils, including central administration; 4) addition or deletion of curricular or extracurricular programs involving the sending district's pupils.**