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**The Somerset Hills School District  
PUBLIC INPUT & ACTION MEETING AGENDA – MAY 16, 2012**

**EXECUTIVE SESSION – 6:30 P.M.  
PRINCIPAL’S CONFERENCE ROOM AT BERNARDS HIGH SCHOOL**

**PUBLIC INPUT & ACTION MEETING – 7:30 P.M.  
BERNARDS HIGH SCHOOL**

**I. Call to Order**

**II. 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.

**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. Pledge of Allegiance**

**VI. Correspondence**

1. Thank You from Coleen Butler

**VII. Report of the Superintendent**

1. Student/Staff Recognition
2. Common Core Standards – Jennifer Shouffler

**VIII. 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. Thank you for your input.

**IX. Approval of Minutes**Action1. Approval of Minutes\*Resolution

Resolved, that the Public Input & Action and Executive session minutes of April 25, 2012 be approved.

Action2. Approval of Minutes\*Resolution

Resolved, that the Special Meeting and Executive session minutes of May 3, 2012 be approved.

**X. Finance**

A. Committee Report & Discussion:

B. Action Items:

Action1. Board Secretary & Treasurer Reports & Board Certification\*Resolution

WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of April 2012 showing the following balances:

<b>FUND</b>	<b>Board Secretary Cash Balance (1)</b>	<b>Treasurer Cash Balance (2)</b>
(10) General Fund	\$4,311,118.11	\$4,311,118.11
(20) Special Revenue Fund	\$67,556.64	\$67,556.64
(30) Capital Projects Fund	\$254,037.77	\$254,037.77
(40)Debt Service Fund	(\$534,828.70)	(\$534,828.70)
Total Government Funds	\$4,097,883.82	\$4,097,883.82

(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.

\*Treasurer's Report to be hand delivered at meeting.

Action2. Approve 2011-2012 Budget Transfers\*

Resolution Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for April 2012.

Action 3. Payment of Bills\*

Resolution WHEREAS, the Board Secretary has presented a check register dated April 2012 covering check numbers 25661 to 25662 in the amount of \$1,146,200.12 with the recommendation that they 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:

<b>FUND</b>	<b>AMOUNT</b>
(10) General Fund	\$1,053,135.90
(20) Special Revenue Fund	\$4,358.97
(30) Capital Projects Fund	-0-
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	\$88,705.25
<b>TOTAL</b>	<b>\$1,146,200.12</b>

WHEREAS, the Board Secretary has presented a check register dated May 2012 covering check numbers 25663 to 25789 in the amount of \$766,219.54 with the recommendation that they 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:

<b>FUND</b>	<b>AMOUNT</b>
(10) General Fund	\$745,497.73
(20) Special Revenue Fund	\$15,376.81
(30) Capital Projects Fund	\$4,820.00
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	\$525.00
<b>TOTAL</b>	<b>\$766,219.54</b>

**XI. Curriculum**

A. Committee Report & Discussion:

B. Action Items:

Action 1. Approve Field Trips\*

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

<b>School</b>	<b>Trip</b>	<b>Date(s)</b>	<b># of Students</b>	<b># of Faculty</b>	<b># of Chaperones</b>
BHS	a) Physics Classes Six Flags Great Adventure Jackson NJ	5/30/12	205	4	9
BHS	b) Peer Leadership Camp Cromwell Martinsville, NJ	6/9&10/12	44	2	0
BHS	c) BHS Spring Track Team North Carolina A&T University Greensboro, NC	6/14-16/12	6	1	2

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

<b>School</b>	<b>Name</b>	<b>Workshop/Conference</b>	<b>Est. Cost</b>	<b>Date</b>
BHS	a) Collins, Kay	A Close Examination of the Common Core State Standards	\$99.00	6/5/12
Olcott	b) Nancy Lee Hunter	U.S. DOE Green Ribbon Award	\$735.00	6/3-5/12
Olcott	c) Mariel O'Brien	U.S. DOE Green Ribbon Award	\$735.00	6/3-5/12

## **XII. Facilities & Operations**

A. Committee Report & Discussion:

B. Action Items:

## **XIII. Policy**

A. Committee Report & Discussion:

B. Action Items:

Action Resolution 1. First Reading and Adoption Policy #2340 Field Trips – Revised  
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #2340 Field Trips - Revised.

Action Resolution 2. First Reading and Adoption Policy #2361 Acceptable Use of Computer Networks, Computers and Resources – Revised  
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #2361 Acceptable Use of Computer Networks, Computers and Resources – Revised.

Action Resolution 3. First Reading and Adoption Policy #5440 Honoring Pupil Achievement - Revised  
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #5440 Honoring Pupil Achievement – Revised.

## **XIV. Personnel**

A. Committee Report & Discussion:

B. Action Items:

All personnel action is on the recommendation of the Superintendent.

Action Resolution 1. Approve Appointment of Custodian  
Resolved, that the Somerset Hills Board of Education approves the appointment of Maria Barron, full time custodian, Step 1B, at an annual salary of \$25,000 effective July 1, 2012 for the 2012-2013 school year.

Action Resolution 2. Approve Appointment of Custodian  
Resolved, that the Somerset Hills Board of Education approves the appointment of Patrick Connolly, full time custodian, Step 1B, at an annual salary of \$25,000 effective July 1, 2012 for the 2012-2013 school year.

Action 3. Approve Appointment of Bus Driver

Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Peggy Vail, school bus driver, at a rate of \$20.00 per hour for the 2012-2013 school year. (hours to be determined)

Action 4. Approve Appointment of Technology Teacher

Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Cloe Kawecky, technology teacher at Bernardsville Middle School, Level BA, Step 1-2, at an annual salary of \$51,790, effective September 1, 2012 for the 2012-2013 school year. Salary is based on the 2010-2011 salary guide. (step and salary may be adjusted upon ratification of the collective bargaining agreement) (Oosterveld)

Action 5. Approve Appointment of Board Messenger/Board Mail Person

Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Bhanca Komsiri as a Board Messenger/Board Mail Person effective July 1, 2012 for the 2012-2013 school year. (stipends may be adjusted)  
Board Messenger Stipend \$1,200  
Board Mail Person Stipend \$5,167

Action 6. Approve Appointment of Seasonal Maintenance

Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Alan Yunghahn Jr. as a seasonal maintenance worker at an hourly rate of \$14 from May 14, 2012 to August 31, 2012.

Action 7. Approve Change in Assignment

Resolution Resolved, that the Somerset Hills Board of Education approves change in assignment for Kara Arnold, special education paraprofessional from part time at 15hrs/50 min to full time at 35hrs per week, at an annual salary of \$20,874 (prorated) effective May 1, 2012 for the 2011-2012 school year.

Action 8. Approve Salary Adjustments for 2011-2012

Resolution Resolved, that the Somerset Hills Board of Education approves salary adjustments for the 2011-2012 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
John McMahon	Security Officer	\$49,298
Thomas Venanzi	Treasurer of School Monies	\$ 5,073
Lynn Weltler	PAC Manager	\$13,195

Action 9. Approve Salary Adjustments for 2012-2013

Resolution Resolved, that the Somerset Hills Board of Education approves salary adjustments for the 2012-2013 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
John McMahon	Security Officer	\$50,283
Rebecca Labus	College and Career Specialist	\$30,600
Thomas Venanzi	Treasurer of School Monies	\$ 5,174
Alice Rose	Executive Director of Development	\$18,360
Lynn Weltler	PAC Manager	\$13,459

Action 10. Approve Job Descriptions

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

- a. Supervisor of Instruction K-8
- b. Coordinator of Health Services
- c. Lead Counselor-High School

Action  
Resolution

11. Approve Field Experience

Resolved, that the Somerset Hills Board of Education approves the following integrated elementary education field experience:

Name	College/Program	School	Dates
Julie DiGioacchino	Towson University	BES	6/1/12 completion of 30 hrs

Action  
Resolution

12. Approve Summer Work

Resolved, that the Somerset Hills Board of Education approves summer work for the following staff members:

NAME	POSITION	SCHOOL	NOT TO EXCEED
Malinda Davis-Campbell	Counselor	Bedwell	1 day
Roberta Davitt	Nurse	Bedwell	2 days
Melissa Jordan	Nurse Clerk	Bedwell	5 days
Christopher Habermas	Counselor	BMS	5 days
Amanda Morawick	Counselor	BMS	5 days
Suzanne Ryan	Nurse	BMS	4 days
Megan Dooley	Counselor	BHS	8 days
Ashley Janosko	Counselor	BHS	8 days
TBD	Counselor	BHS	8 days
Anna Sosely	Counselor	BHS	8 days
Anne Connor	Nurse	BHS	8 days
Karen Ayres	CST	District	8 days
Marcy Craver	CST	District	8 days
Louise Dubois	CST	District	8 days
Mary Haspel	CST	District	8 days
Wendi LaBruno	CST	District	8 days
Mariely Manresa	CST	District	4 days

Action  
Resolution

13. Approve Appointment of Substitutes

Resolved, that the Somerset Hills Board of Education approves the following substitutes for the 2011-2012 school year:

Name	Substitute Position	Certificate
Shaunna Khurdan	Teacher/Paraprofessional	CEAS
Barbara Cotton	Paraprofessional	CE
Leeann Bartushak	Nurse	Substitute Nurse Credential

**XV. Neighborhood Relations**

**XVI. Community Relations**

**XVII. Supplementary Matters**

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**XVIII. Public Questions & Comments**

**XIX. Adjournment**

**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.**