
**The Somerset Hills School District
PUBLIC INPUT & ACTION MEETING AGENDA – NOVEMBER 20, 2013**

**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. 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. 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.

V. Pledge of Allegiance

VI. Correspondence

VII. Report of the Superintendent

1. Student/Staff Recognition
2. Academic Report

- State Assessment Report – J. Shouffler
3. Annual Report of Violence and Vandalism

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. Public Questions and Comments will be limited to 30 minutes. Thank you for your input.

IX. Approval of Minutes

Action
Resolution

1. Approval of Minutes
Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for October 16, 2013.

X. Finance

- A. Committee Report & Discussion:
B. Action Items:

Action
Resolution

1. Board Secretary & Treasurer Reports & Board Certification*
WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of September, 2013 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$7,392,182.04	\$7,392,182.04
(20) Special Revenue Fund	\$28,959.37	\$28,959.37
(30) Capital Projects Fund	(\$431,005.07)	(\$431,005.07)
(40)Debt Service Fund	(\$513,393.95)	(\$513,393.95)
Total Government Funds	\$6,476,742.39	\$6,476,742.39

(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.

Action 2. Board Secretary & Treasurer Reports & Board Certification*Resolution WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of October, 2013 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$8,327,814.17	\$8,327,814.17
(20) Special Revenue Fund	\$113,379.26	\$113,379.26
(30) Capital Projects Fund	(\$459,134.07)	(\$459,134.07)
(40) Debt Service Fund	(\$202,489.95)	(\$202,489.95)
Total Government Funds	\$7,779,569.95	\$7,779,569.95

(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.

REPORT WILL BE DISTRIBUTED AT MEETING

Action 3. Approve 2013-2014 Budget Transfers*Resolution Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for September 2013.Action 4. Approve 2013-2014 Budget Transfers*Resolution Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for October 2013.Action 5. Payment of Bills*Resolution WHEREAS, the Board Secretary has presented a check register dated September 2013 covering check numbers 29698 to 29706 in the amount of \$13,464.59 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:

FUND	AMOUNT
(10) General Fund	\$13,464.59
(20) Special Revenue Fund	-0-
(30) Capital Projects Fund	-0-
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	-0-
TOTAL	\$13,464.59

WHEREAS, the Board Secretary has presented a check register dated October 2013 covering check numbers 29707 to 29713 in the amount of \$2,730,806.85 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:

FUND	AMOUNT
(10) General Fund	\$2,629,125.31
(20) Special Revenue Fund	\$10,576.26
(30) Capital Projects Fund	\$28,129.00
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	\$62,976.28
TOTAL	\$2,730,806.85

WHEREAS, the Board Secretary has presented a check register dated November 2013 covering check numbers 29714 to 29945 in the amount of \$2,335,653.59 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:

FUND	AMOUNT
(10) General Fund	\$2,229,775.31
(20) Special Revenue Fund	\$88,796.55
(30) Capital Projects Fund	\$11,848.93
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	\$5,232.80
TOTAL	\$2,335,653.59

Action
Resolution

6. Approve Transfer of Funds

Resolved, that the Somerset Hills Board of Education approve transfer from June 2013 as follows:

A. From:	30-000-411-450-02-00-31	\$28,880.00
	BHS Wall Replacement	
To:	30-000-410-450-02-00-31	\$28,800.00
	BHS Scoreboard Replacement	
B. From:	General Fund Balance	\$56,180.70
To:	Debt Service Fund Balance	\$56,180.70

Action
Resolution

7. Approve Team Doctor

Resolved, that the Somerset Hills Board of Education approve Tri-County Orthopedics as team doctor for the Somerset Hills School District. The physician assigned to us is Stephen Hunt, M.D. of Bedminster. Fee for service is \$200 per football game attended.

XI.

Curriculum

A. Committee Report & Discussion:

B. Action Items:

Action
Resolution1. Approve Field Trips*

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

School	Trip	Date(s)	# of Students	# of Faculty	# of Chaperones
BHS	a) Madrigals & Trevor Silva Veterans Days Ceremony Olcott Square Bernardsville NJ	11/11/13	24	2-3	0
BHS	b) Harvard Model Congress Delegation Harvard Model Congress Conference Boston, MA	2/20-23/14	25	4	0
BHS	c) PLC Group – Increasing Student Awareness of Healthy Lifestyles Shoprite Bernardsville NJ	01/22/14	25	4	0
BHS	d) French Club Metropolitan Museum of Art New York City NY	12/8/13	15	1	0
BHS	e) AP French Class Metropolitan Museum of Art New York City NY	12/11/13	7	2	0
BHS	f) AP World History Metropolitan Museum of Art New York City NY	12/14/13	15	1	0
BHS	g) AP World History Metropolitan Museum of Art New York City NY	1/11/14	15	1	0
BHS	h) AP Work History Brooklyn Museum Brooklyn NY	1/31//14	15	1	0
BHS	i) AP World History Princeton University Museum Princeton NJ	2/13/14	15	1	0
BHS	j) AP World History Newark Museum Newark NJ	2/23/14	15	1	0
BHS	k) Spanish IV & AP Spanish Reportorio (Spanish Theatre) New York City NY	3/22/14	45	3	0
BES	l) Kindergarten Class Trip RVCC Theatre & Planetarium Somerville NJ	3/10/14	111	7 + nurse	18

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
BES/BMS	a) Butler, Coleen	TC-Progressions of Argument Writing	\$750.00	Dec. 11-13
BHS	b) Carmon, David	Track Clinic	\$99.00	Dec. 5-6
BES	c) Davitt, Roberta	Building Healthy Communities	\$85.00	Dec. 4
BHS	d) Falletta, LuAnn	Put the "Calculus" in Your "Precalculus Course"	\$209.09	Mar. 10
BHS	e) Hogge, Jay	NJ Council for History Ed	\$90.00	Dec. 6
BES	f) Horowitz, Susan	Analyzing Text-Teacher's College	\$107.00	Dec. 9
BES	g) Kostelak, Andrea	Using iPad to Support All Learners	\$118.74	Dec. 9
BMS	h) McInaw, Megan	Math in Focus workshop	\$300.00	Nov. 22
BES	i) Och, Laurie	Singapore Math	\$315.12	Nov. 22
BMS	j) O'Halloran, Annie	Math in Focus workshop	\$300.00	Nov. 22
BES	k) Sombers, Diana	Singapore Math Workshop	\$307.44	Nov. 22
BHS	l) Szostak, David	Track Clinic	\$242.85	Dec. 5-6

Action 3. HIB ReportResolution Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on November 20, 2013 and upheld the findings and/or consequences recommended by the superintendent.Action 4. Approve Parent Organization Fund RaisersResolution Resolved, that the Somerset Hills Board of Education approve the following parent organization fund raisers:

School	Organization	Event	Date
BHS	a.) Girls Basketball Booster	Food/Beverage Tasting at Claremont Tavern	Early December
BHS	b.) Boys Lacrosse	Sell Winter Knit Hats	Fall/Winter
BHS	c.) Fencing Parents	Awards Banquet	Mar. 9
BES/BMS	b.) HSA joint fundraiser	Casino Night	Feb. 7

XII. Facilities & Operations

A. Committee Report & Discussion:

B. Action Items:

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- Action 1. Approve Comprehensive Maintenance Plan
Resolution Resolved, that the Somerset Hills Board of Education approve the 2013/2014 Comprehensive Maintenance Plan.
- Action 2. Approve Annual Maintenance Budget Worksheet
Resolution Resolved, that the Somerset Hills Board of Education approves the Annual Maintenance Budget Amount Worksheet (Form M-1 calculation of \$125,023 (attached).
- Action 3. Approve Submission of Lower Field Improvements at B.H.S.
Resolution Resolved, that the Somerset Hills Board of Education approve submission of the project “Lower Field Improvements” at Bernards High School at an estimated total project cost of \$241,905.00 to the NJ Department of Education for approval and to update the LONG RANGE FACILITIES PLAN. This project is considered an “Other Capital” project and is not eligible for State funding.
- Action 4. Approve Memorandum of Agreement
Resolution Resolved, that the Somerset Hills Board of Education approve the Law Enforcement Memorandum of Agreement on file in the Superintendent’s Office
- XIII. Policy**
 A. Committee Report & Discussion:
 B. Action Items:
- Action 1. Approve Second Reading and Adoption Policy #3144.12 Certification of Tenure Charges – Inefficiency (M) – New
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #3144.12 Certification of Tenure Charges – Inefficiency (M) – New
- Action 2. Approve Second Reading and Adoption Policy #3144.3 Suspension Upon Certification of Tenure Charge – New
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #3144.3 Suspension Upon Certification of Tenure Charge – New.
- Action 3. Approve Second Reading and Adoption Policy #3372 Teaching Staff Member Tenure Acquisition – New
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #3372 Teaching Staff Member Tenure Acquisition – New.
- Action 4. Approve Second Reading and Adoption Policy #3373 Tenure Upon Transfer or Promotion - New
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #3373 Tenure Upon Transfer or Promotion – New.
- Action 5. Approve Second Reading and Adoption Policy #3374 Tenure Upon Transfer to an Underperforming School – New

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- Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #3374 Tenure Upon Transfer to an Underperforming School – New.
- Action 6. Approve Second Reading and Adoption #5512 Harassment, Intimidation and Bullying (M) Revised
- Resolution Resolved, that the Somerset Hills Board of Education approve the second reading and adoption of Policy #5512 Harassment, Intimidation and Bullying (M) Revised.
- Action 7. Approve First Reading and Adoption Regulation #5530 Substance Abuse (M) – Revised
- Resolution Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Regulation #5530 Substance Abuse (M) – Revised.
- Action 8. Approve First Reading Policy #1240 Evaluation of Superintendent (M) - Revised
- Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #1240 Evaluation of Superintendent (M) – Revised.
- Action 9. Approve First Reading Regulation #1240 Evaluation of Superintendent (M) - Revised
- Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Regulation #1240 Evaluation of Superintendent (M) – Revised.
- Action 10. Approve First Reading Policy #3142 Nonrenewal of Nontenured Teaching Staff Member (Revised)
- Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #3142 Nonrenewal of Nontenured Teaching Staff Member (Revised).
- Action 11. Approve First Reading Policy #3144 Certification of Tenure Charges (Revised)
- Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #3144 Certification of Tenure Charges (Revised).
- Action 12. Approve First Reading Policy #3221 Evaluation of Teachers (M) - New
- Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #3221 Evaluation of Teachers (M) – New.
- Action 13. Approve First Reading Regulation #3221 Evaluation of Teachers (M) - New
- Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Regulation #3221 Evaluation of Teachers (M) – New.
- Action 14. Approve First Reading Policy #3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) - New
- Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) – New.
- Action 15. Approve First Reading Regulation #3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) - New

- Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Regulation #3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) – New.
- Action 16. Approve First Reading Policy #3223 Evaluation of Administrators, Excluding Principals, Vice-Principals, and Assistant Principals (M) - New
- Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #3223 Evaluation of Administrators, Excluding Principals, Vice-Principals, and Assistant Principals (M) – New.
- Action 17. Approve First Reading Regulation #3223 Evaluation of Administrators, Excluding Principals, Vice-Principals, and Assistant Principals (M) - New
- Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Regulation #3223 Evaluation of Administrators, Excluding Principals, Vice-Principals, and Assistant Principals (M) - New
- Action 18. Approve First Reading Policy #3224 Evaluation of Principals, Vice-Principals, and Assistant Principals (M) - New
- Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #3224 Evaluation of Principals, Vice-Principals, and Assistant Principals (M) – New.
- Action 19. Approve First Reading Regulation #3224 Evaluation of Principals, Vice-Principals, and Assistant Principals (M) - New
- Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Regulation #3224 Evaluation of Principals, Vice-Principals, and Assistant Principals (M) – New
- XIV. Personnel**
- A. Committee Report & Discussion:
- B. Action Items:
- All personnel action is on the recommendation of the Superintendent.
- Action 1. Accept Resignation
- Resolution Resolved, that the Somerset Hills Board of Education accept the resignation of Jean Jackson, part time special education paraprofessional, effective November 15, 2013.
- Action 2. Approve Appointment of Health and Physical Education Teacher
- Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of Alyssa Maestas, Health and Physical Education teacher at Bernards High School, level BA, step 1 at an annual salary of \$52,435 (prorated) effective October 21, 2013 for the 2013-2014 school year. (Fox)
- Action 3. Approve Leave Replacement Position
- Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of Rhonda Cooperstein, School Counselor leave replacement (50%) at Bernards High School, level Doctorate, step 6 at an annual salary of \$33,218 (prorated) from January 6, 2014 through June 30, 2014. (Stolarz)

- Action 4. Amend Parenthood Leave End Date
Resolution Resolved, that the Somerset Hills Board of Education amend the parenthood leave end date for Jessica Collins, elementary teacher at Bedwell Elementary School from January 27, 2014 to June 30, 2014.
- Action 5. Amend Appointment of Leave Replacement
Resolution Resolved, that the Somerset Hills Board of Education amend the appointment of Kristin Morlock, leave replacement teacher at Bedwell Elementary School, from September 1, 2013 through June 30, 2014. (Collins)
- Action 6. Approve Appointment of Paraprofessional
Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of Gina Cavill, part time special education paraprofessional, Step 1B, at an hourly rate of \$14.91 (not to exceed 25 hours per week) effective November 18, 2013 for the 2013-2014 school year. (Jackson)
- Action 7. Approve Appointment of Paraprofessional
Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of Joy Walley, part time special education paraprofessional, Step 1B, at an hourly rate of \$14.91 (not to exceed 25 hours per week) effective November 12, 2013 for the 2013-2014 school year. (Nunoo)
- Action 8. Approve Appointment of Paraprofessional
Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of Meghan Hansen, part time special education paraprofessional, Step 1B, at an hourly rate of \$14.91 (not to exceed 25 hours per week) effective October 22, 2013 for the 2013-2014 school year. (Heil)
- Action 9. Approve Appointment of Paraprofessional Chaperone
Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of Patricia Pedota, special education paraprofessional chaperone, to shadow student # 2019283, at an hourly rate of \$14.91 (not to exceed two hours) on November 1, 2013.
- Action 10. Approve the Appointment of Bus Paraprofessional
Resolution Resolved, that the Somerset Hills Board of Education approve Reginald Hampton bus paraprofessional, at an hourly rate of \$18.00, effective October 21, 2013 until the end of the assignment.
- Action 11. Approve Appointment of Volunteer
Resolution Resolved, that the Somerset Hills Board of Education approve the following volunteer position at Bernards High School for the 2013-2014 school year:
- | <u>Name</u> | <u>Position</u> | <u>Stipend</u> |
|-----------------|-----------------|----------------|
| Cebello, Lauren | Fencing | Volunteer |
| Sarka, Jonathan | Ice Hockey | Volunteer |

Action
Resolution

12. Approve Salary Guide Advancement Corrections
Resolved, that the Somerset Hills Board of Education approve salary advancement corrections for the following staff members for the 2013-2014 school year, retroactive to September 1, 2013.

Name	Current Level/Step	Current Salary	New Level/Step	New Salary
Janosko, Ashley	MA+45/5	\$71,979	MA+60/5	\$74,179
Sorge, Melissa	MA+15/6	\$62,435	MA+30/6	\$64,435

Action
Resolution

13. Approve Mentor
Resolved, that the Somerset Hills Board of Education approve the following staff member as mentor for novice teacher for the 2013-2014 school year:

Mentor	Novice	Duration	Stipend
Leslie Atchison	Alyssa Maestas	Full year	\$550

Action
Resolution

14. Approve Overload
Resolved, that the Somerset Hills Board of Education approve an overload for the following Bernardsville Middle School teacher for the 2013-2014 school year:

Teacher	Subject Area	Overload	Length	Salary
Terraciano, Vincent	Grade 5	5 periods	Full year	\$15,583

Action
Resolution

15. Approve Co-Curricular Position
Resolved, that the Somerset Hills Board of Education approve the following co-curricular position at the Bernardsville Middle School for the 2013-2014 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Martin, Judith	Drama: Spring Assistant	\$1,289

Action
Resolution

16. Approve Appointment of Substitutes
Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2013-2014 school year:

Name	Substitute	Certificate
a) Brooten, Kyle	Teacher	Standard Certificate
b) DeBang, Christine	Nurse	Registered Nurse
c) Greci, Marisa	Teacher	Substitute Credential
d) Jebara, Noura	Teacher	Substitute Credential
e) Koo, Stephen	Teacher	Substitute Credential
f) Piantadosi, Tessa	Nurse	Registered Nurse
g) Rago, Matthew	Teacher	Substitute Credential
h) Ward, Michael	Teacher	Substitute Credential

XV. Community Relations**XVI. Supplementary Matters**

XVII. Public Questions & Comments

XVIII. 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.**