

**The Somerset Hills School District
PUBLIC INPUT & ACTION MEETING AGENDA – AUGUST 22, 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 – Janis Virtue
2. Thank You – Mary Clare Windisch

VII. Report of the Superintendent

1. 2012/2013 School Year Opening
2. Student/Staff Recognition

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

Action
Resolution

1. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for June 27, 2012.

Action
Resolution

2. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for July 25, 2012.

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 June 2012 showing the following balances:

| FUND | Board Secretary Cash Balance (1) | Treasurer Cash Balance (2) |
|----------------------------|---|---------------------------------------|
| (10) General Fund | \$3,578,649.36 | \$3,578,649.36 |
| (20) Special Revenue Fund | \$115,493.56 | \$115,493.56 |
| (30) Capital Projects Fund | \$187,226.77 | \$187,226.77 |
| (40)Debt Service Fund | \$14,284.29 | \$14,284.29 |
| Total Government Funds | \$3,895,653.98 | \$3,895,653.98 |

(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. Approve 2011-2012 Budget Transfers*
Resolution Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for June 2012.

Action 3. Payment of Bills*
Resolution WHEREAS, the Board Secretary has presented a check register dated August, 2012 covering check numbers 26218 to _____ in the amount of \$_____ 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 | |
| (20) Special Revenue Fund | |
| (30) Capital Projects Fund | |
| (40) Debt Service Fund | |
| (60) Food Service Fund | |
| TOTAL | |

(BILL LIST TO BE DISTRIBUTED AT MEETING)

Action 4. Coordinated Transportation Agreement*
Resolution Resolved, that the "Resolution/Agreement" for participation in joint transportation services with the Morris-Union Jointure Commission for the 2011-2012 Extended School Year be approved.

Action 5. Accept Donation
Resolution Resolved, that the Somerset Hills Board of Education accept a donation from Project Graduation 2012 in the amount of \$3,700.00 to be used towards the new Bernards High School scoreboard.

Action 6. Accept Donation
Resolution Resolved, that the Somerset Hills Board of Education accept a donation from PAC Parents in the amount of \$2,312.40 to be used towards the cost of installation of lights in the PAC Center.

Action 7. Accept Donation
Resolution Resolved, that the Somerset Hills Board of Education accept a donation from Bernards High School Class of 2010 in the amount of \$3,363.89 to be used towards the new Bernards High School scoreboard.

Action 8. Acceptance of Grant
Resolution Resolved, that the Somerset Hills Board of Education accept a grant in the amount of \$9,550.00 from New Jersey School Boards Association Insurance Group for the purpose of improvements to security.

Action 9. Approve NCLB Grant
Resolution Resolved, that the Somerset Hills Board of Education authorizes application and approves funds for the 2012-2013 school year for the NCLB Federal Grant Allocation as follows:

| | |
|---------------------|---|
| Title I | \$61,921.00 |
| Title II, Part A | \$22,410.68 |
| Title III | \$13,318.00 (total for consortium with Somerset Hills, Watchung Borough and Branchburg) |
| Title III Immigrant | <u>\$22,556.00</u> |
| Total funds | \$120,205.68 |

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:

| School | Trip | Date(s) | # of Students | # of Faculty | # of Chaperones |
|--------|---|---------|---------------|--------------|-----------------|
| BHS | Fall Drama Salem Witch Museum Salem & Plymouth MA | 9/29/12 | 40 | 3 | 3 |

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 | a) Campbell-Davis, Malinda | 504 Compliance Training | \$50.00 | 9/20/12 |
| Olcott | b) Walls, Barbara | Tenure, Reform, Staff Accountability and the Law | \$147.00 | 9/24/12 |
| Olcott | c) Walls, Barbara | Social Media, Schools and the Law | \$147.00 | 10/12/12 |
| Olcott | d) Walls, Barbara | A Practical Guide for Conducting and Reporting on Student and Staff Investigations | 4147.00 | 12/13/12 |
| Olcott | e) Walls, Barbara | Hottest Issues in School Law | \$147.00 | 3/19/13 |

Action Resolution 3. Approve Summer Curriculum
Resolved that the Somerset Hills Board of Education approve the adoption of all new and revised summer curriculum documents for the 2012-2013 school year.

Action Resolution 4. Approve New Textbooks
Resolved that the Somerset Hills Board of Education approve the adoption of the following new textbooks for 2012-2013 school year: Holt Environmental Science 2012 Edition for Environmental Science and Larson Calculus 2010 Edition for AP Calculus AB.

Action Resolution 5. Approve Voting Members of Professional Development Committee
Resolved that the Somerset Hills Board of Education approve the list of the voting members of the Professional Development Committee for 2012-2013: Amy Phelan (2nd year of 2nd term), Jennifer Shouffler (1st year of 2nd term), Angela Cerza (1st year of 1st term), Maddalena Violillo (2nd year of 1st term), Penny Maddaluna (1st year of 2nd term), and Joseph Foglia (1st year of 3rd term).

Action Resolution 6. Approve Harassment, Intimidation and Bullying Assignments
Resolved that the Somerset Hills Board of Education approve the following Harassment, Intimidation, and Bullying (HIB) assignments for the 2012-2013 school year:
Jennifer Shouffler- District Anti-Bullying Coordinator, John Grund - High School Anti-Bullying Specialist, Malinda Davis-Campbell- Elementary School Anti-Bullying Specialist, and Meaghan Rigler -Middle School Anti-Bullying Specialist.

Action Resolution 7. Approve Out of District Tuition
Resolved that the Somerset Hills Board of Education approve the following schools for the 2012-2013 School Year:

| Student ID# | Provider | Location |
|-------------|------------------------------|-------------------|
| 3694410395 | Banyan Upper School | Fairfield, NJ |
| 8921483309 | Somerset County Vo Tech TOPS | Bridgewater, NJ |
| 3341577400 | Ridge High School | Basking Ridge, NJ |
| 7712323425 | Montgomery Academy | Basking Ridge, NJ |

XII. Facilities & Operations

A. Committee Report & Discussion:

B. Action Items:

Action Resolution 1. Approve Extension of Solar Project
Resolved, that the Somerset Hills Board of Education approve the attached resolution, which extends the required completion date for all Somerset County Solar Projects from 8/15/12 to 4/1/13.

NOTE: The contractor expects to complete Bedwell Elementary and Bernards High School by September 30, 2012. We must approve this amendment however since it applies to all Somerset County entities who were a part of this consortium.

Action 2. Disposal of Truck

Resolution Resolved, that the Somerset Hills Board of Education approve the disposal and donation of a 1998 Dodge Ram Truck to the Borough of Bernardsville to be used for parts.

XIII. Policy

A. Committee Report & Discussion:

B. Action Items:

Action Resolution 1. Approve First Reading Policy #2363 Pupil Use of Privately Owned Technology-New
Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #2363 Pupil Use of Privately Owned Technology.

Action Resolution 2. Approve First Reading Policy #3282 Use of Social Networking Sites-New
Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #3282 Use of Social Networking Sites.

Action Resolution 3. Approve First Reading Policy #4282 Use of Social Networking Sites-New
Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #4282 Use of Social Networking Sites.

Action Resolution 4. Approve First Reading and Adoption Bylaw #0151 Organization Meeting-Revised
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Bylaw #0151 Organization Meeting.

Action Resolution 5. Approve First Reading and Adoption Bylaw#0153 Annual Appointments-Revised
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Bylaw #0153 Annual Appointments.

Action Resolution 6. Approve First Reading and Adoption Bylaw #0167 Public Participation in Board Meetings - Revised
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Bylaw #0167 Public Participation in Board Meetings.

Action Resolution 7. Approve First Reading and Adoption Policy #2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)-Revised
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M).

Action Resolution 8. Approve First Reading and Adoption Regulation #2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)-Revised
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Regulation #2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M).

Action Resolution 9. Approve First Reading and Adoption Policy #2622 Pupil Assessment (M)-Revised
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #2622 Pupil Assessment (M).

Action Resolution 10. Approve First Reading and Adoption Regulation #3160 Physical Examination (M)-Revised
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Regulation #3160 Physical Examination (M).

Action Resolution 11. Approve First Reading and Adoption Regulation #4160 Physical Examination (M)-Revised
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Regulation #4160 Physical Examination (M).

Action Resolution 12. Approve First Reading and Adoption Policy #4216 Dress and Grooming – Support Staff-Revised
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #4316 Dress and Grooming – Support Staff.

Action Resolution 13. Approve First Reading and Adoption Policy #5460 High School Graduation (M)-Revised
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #5460 High School Graduation (M).

Action Resolution 14. Approve First Reading and Adoption Policy #6470 Payment of Claims-Revised
Resolved, that the Somerset Hills Board of Education approve the first reading and adoption of Policy #6470 Payment of Claims.

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 Speech Therapist
Resolved, that the Somerset Hills Board of Education approve the appointment of Sheila Driska, part time (50%) speech therapist at Bedwell Elementary School, Level MA+45, Step 8, at an annual salary of \$33,913 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 collective bargaining agreement.) (Kirschner)

Action Resolution 2. Approve Appointment of Bus Paraprofessional
Resolved, that the Somerset Hills Board of Education approve the appointment of Ilona Coheleach as a bus paraprofessional at a rate of \$18.00 per hour (not to exceed 5 hours per week), effective September 5, 2012 for the 2012-2013 school year.

- Action Resolution 3. Approve Appointment of Paraprofessional
Resolved, that the Somerset Hills Board of Education approve the appointment of Diane Wanko, full time special education paraprofessional (7 hours), Step 1B, at an hourly rate of \$14.91, effective September 5, 2012 for the 2012-2013 school year. (Huschke)
- Action Resolution 4. Rescind Appointment
Resolved, that the Somerset Hills Board of Education rescind the appointment of Lauren Settembrino, part time special education paraprofessional for the 2012-2013 school year.
- Action Resolution 5. Approve Appointment of Special Education Teacher
Resolved, that the Somerset Hills Board of Education approve the appointment of Lauren Settembrino, part time (50%) special education teacher at Bedwell Elementary School, Level BA, Step 1-2, at an annual salary of \$25,895, effective September 1, 2012 for the 2012-2013 school year. (Gurth)
- Action Resolution 6. Accept Resignation
Resolved, that the Somerset Hills Board of Education accept the resignation of Kevin Grant, part time special education paraprofessional effective August 1, 2012.
- Action Resolution 7. Accept Resignation
Resolved, that the Somerset Hills Board of Education accept the resignation of Pasquale DiGioacchino as a Track and Field Assistant Coach: Spring and Track Volunteer: Winter effective August 1, 2012.
- Action Resolution 8. Approve Salary Adjustment
Resolved, that the Somerset Hills Board of Education approve a salary adjustment for Eileen Wotanowski, special education teacher at Bedwell Elementary School from Level MA+60, Step 9, annual salary of \$71,335 to Level MA+45, Step 9 at an annual salary of \$69,400.
- Action Resolution 9. Approve Bus Duty
Resolved, that the Somerset Hills Board of Education approve Shane Porter for bus duty at Bernardsville Middle School from September 7 through September 21, 2012, for the 2012-2013 school year at a per diem rate of \$29.
- Action Resolution 10. Approve Job Description Revision
Resolved, that the Somerset Hills School District approve the revised job description for Lead Counselor.
- Action Resolution 11. Approve Athletic Position
Resolved, that the Somerset Hills Board of Education approve the following athletic position for the 2012-2013 school year:
- | <u>Name</u> | <u>Position</u> | <u>Stipend</u> |
|--------------|-----------------------------------|----------------|
| Hemans, Nick | Assistant Athletic Director: Fall | \$3,969 |

Action
Resolution12. Approve Student Teachers

Resolved, that the Somerset Hills Board of Education approve the following student teachers:

| Name | College/Certification Area | School | Dates |
|----------------------|--|----------------|--------------------------------------|
| Needham, Andrew | Kean University/Elementary Art | Bedwell | 9/4/12-10/19/12 |
| Boise, Shannon | The College of New Jersey/ Health and Exercise Science Teaching | Bedwell BHS | 9/4/12-10/19/12 10/22/12-12/14/12 |
| Salinardi, Rebeca | The College of New Jersey/ Early Childhood Education | Bedwell | 9/4/12-12/14-12 |

Action
Resolution13. Approve Summer Work

Resolved, that the Somerset Hills Board of Education approve summer work days for Jill Roll, district occupational therapist at her per diem rate, not to exceed 8 days.

Action
Resolution14. Approve Longevity

Resolved, that the Somerset Hills Board of Education approve longevity for Wannapha Vongvilay, district custodian, in the amount of \$393, from July 1, 2012 through June 30, 2013 for the 2012-2013 school year.

Action
Resolution15. Approve Mentors

Resolved, that the Somerset Hills Board of Education approve the following staff members as mentors for novice teachers for the 2012-2013 school year:

Couch, Andrew (DeAngelo)
 Hogge, John (Mulcahy)
 Wells, Kelly (Kawecki)

Action
Resolution16. Rescind Appointment

Resolved, that the Somerset Hills Board of Education rescind the appointment of Sarah Falzarano as an Assistant Athletic Director: Spring for the 2012-2013 school year.

Action
Resolution17. Rescind Appointment

Resolved, that the Somerset Hills Board of Education rescind the appointment of Gretchen Dempsey as a Student Activities Coordinator for the 2012-2013 school year.

Action
Resolution18. Approve Overloads

Resolved, that the Somerset Hills Board of Education approve overloads for the following Bernards High School teachers for the 2012-2013 school year:

| Teacher | Subject Area | Overload | Length | Salary |
|----------------|---------------------|-----------------|---------------|---------------|
| Brown, Nicole | Science | 3 periods | Full year | \$5,768 |
| Collins, Kay | Math | 5 Periods | Full year | \$14,405 |

| | | | | |
|-----------------|----------------|-----------|-----------|----------|
| Ernst, Allison | English | 5 periods | Full year | \$9,123 |
| Foglia, Joseph | Science | 3 periods | Full year | \$9,105 |
| Fresco, Angela | Psychology | 5 periods | Full year | \$12,574 |
| Peppe, Theresa | Social Studies | 2 periods | Full year | \$3,453 |
| Silva, Karen | Science | 2 periods | Full year | \$6,181 |
| Swanson, Donald | Science | 3 periods | Full year | \$7,312 |

Action 19. Approve Appointment of Substitutes and Home Instruction
Resolution Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2012-2013 school year:

| Name | Substitute Position | Certificate | Status |
|-------------------|------------------------------------|----------------------------|---------------|
| Backer, Janice | Nurse | Substitute School Nurse | Renewal |
| Backer, Janice | Paraprofessional | Substitute Credential | New |
| Backer, Janice | Teacher | Substitute Credential | Renewal |
| Banks, Kimberly | Teacher/Paraprofessional/Secretary | Substitute Credential | Renewal |
| Billotti, Linda | Teacher/Paraprofessional | Substitute Credential | New |
| Cummings, Patrice | Teacher | Substitute Credential | Renewal |
| Fischer, Denise | Teacher | Substitute Credential | Renewal |
| Glen, Patricia | Nurse | School Nurse | New |
| Gregg, Stephen | Teacher | Standard | Renewal |
| Kornfeld, Shona | Teacher | Certificate of Eligibility | Renewal |
| LaRosa, Stephanie | Home Instruction/Math | CEAS | New |
| Powers, Sandra | Bus Paraprofessional | n/a | New |

- XV. Neighborhood Relations**
- XVI. Community Relations**
- XVII. Supplementary Matters**
- XVIII. Public Questions & Comments**
- XIX. Adjournment**

***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.**