

---

---

**The Somerset Hills School District  
Regular Meeting Agenda –December 14, 2016  
Executive Session – 6:30 P.M.  
Public Input & Action – 7:30 P.M.  
Community Room at Bernards High School**

**I. Call to Order & 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.

**II. Pledge of Allegiance**

**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. Correspondence**

**VI. Report of the Superintendent**

1. Student/Staff Recognition
  - a. Patriot's Pen Award Winners
  - b. All Eastern Mixed Choir
  - c. Boys Group II Soccer State Championship
2. Annual Audit Report - Suplee, Clooney and Company
3. Academic Report
  - Science, Technology, Engineering & Mathematics (S.T.E.M.)

**VII. 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.

**VIII. Approval of Minutes\*****Action  
Resolution**1. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive Session minutes for November 16, 2016 and the Special Meeting and Executive Session minutes for December 7, 2016.

**IX. 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 November 2016 showing the following balances:

<b>FUND</b>	<b>Board Secretary Cash Balance (1)</b>	<b>Treasurer Cash Balance (2)</b>
(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:

<b>FUND</b>	<b>November</b>	<b>December</b>
(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
<b>TOTAL</b>	<b>\$5,267,631.69</b>	<b>\$654,546.44</b>

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.

<b>Recommendation Number</b>	<b>Corrective Action to be Approved by the Board</b>	<b>Mention of Implementation</b>	<b>Person Responsible for Implementation</b>	<b>Completion Date of Implementation</b>
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 Resolution 6. Accept Donation\*  
Resolved, that the Somerset Hills Board of Education accept a donation from the Somerset Hills Education Foundation for the following grants:

<b>Project Title</b>	<b>School</b>	<b>Contact</b>	<b>Funding</b>
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:

<b>Provider</b>	<b>Service</b>	<b>Location</b>
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:

<b>Provider</b>	<b>Service</b>	<b>Location</b>
Kensington Bus Company	Ski Team transportation	Somerset County, NJ

**X. 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>
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

Action 2. Approve Professional Development\*

Resolution 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>
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

Action Resolution

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

**XI. Facilities & Operations\***

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

Action Resolution 1. HIB Report\*  
Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on December 14, 2016 and \_\_\_\_\_.

## **XII. Policy\***

A. Committee Report & Discussion:

B. Action Items:

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)

<b>Policy #</b>	<b>Title</b>
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

## **XIII. Personnel\***

A. Committee Report & Discussion:

B. Action Items:

All personnel action is on the recommendation of the Superintendent.

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

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Effective</b>
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 2. Approve Termination\*

Resolution 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: (attachment)

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:

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Stipend</b>
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:

<b>Name</b>	<b>School</b>	<b>Volunteer</b>
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:

<b>Name</b>	<b>Substitute Position</b>	<b>Certification</b>
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

**XIV. Public Questions & Comments**

**XV. Supplementary Matters**

**XVI. 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.