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**The Somerset Hills School District**  
**PUBLIC INPUT & ACTION MEETING AGENDA – JANUARY 20, 2016**  
**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. Annual Audit Report - Suplee, Clooney and Company - Mr. William Swisher
2. Student/Staff Recognition:
  - Bernardian Yearbook- First Place National Ranking
  - Pinnacle Literary Magazine - First Place National Ranking
  - Assistant Board Secretary - MJ Zonfrillo upon her retirement
3. Academic Report
4. School Board Recognition Month

WHEREAS, The New Jersey School Boards Association has declared January 2016 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The Somerset Hills Board of Education is one of more than 581 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

WHEREAS, The Somerset Hills Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12<sup>th</sup> grade; and

WHEREAS, New Jersey's 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in indicators such as high school graduation rates, class size, college entrance exam participation, and Advanced Placement offerings and test scores. Now, therefore, be it

RESOLVED, That the Somerset Hills Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2016 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Somerset Hills Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

### **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 December 9, 2015.

Action Resolution 2. Approval of Minutes  
Resolved, that the Somerset Hills Board of Education approve the Special Meeting minutes for December 17, 2015.

Action Resolution 3. Approval of Minutes  
Resolved, that the Somerset Hills Board of Education approve the Special Meeting minutes for the Reorganization Meeting of January 6, 2016.

**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 December 2015 showing the following balances:

<b>FUND</b>	<b>Board Secretary Cash Balance (1)</b>	<b>Treasurer Cash Balance (2)</b>
(10) General Fund	\$6,298,901.43	\$6,298,901.43
(20) Special Revenue Fund	\$129,634.05	\$129,634.05
(30) Capital Projects Fund	(\$227,389.98)	(\$227,389.98)
(40) Debt Service Fund	\$442,585.00	\$442,585.00
Total Government Funds	\$6,643,730.50	\$6,643,730.50

(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 2015-2016 Budget Transfers\*  
Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for December, 2015.

Action 3. Payment of Bills\*

Resolution WHEREAS, the Board Secretary has presented a check register covering check numbers 35520 to 35549 in the amount of \$2,840,673.09 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>AMOUNT</b>
(10) General Fund	\$2,789,292.26
(20) Special Revenue Fund	\$6,533.50
(30) Capital Projects Fund	\$43,547.33
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	\$1,300.00
<b>TOTAL</b>	<b>\$2,840,673.09</b>

WHEREAS, the Board Secretary has presented a check register covering check numbers 35550 to 35790 in the amount of \$1,290,801.06 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>AMOUNT</b>
(10) General Fund	\$1,251,610.22
(20) Special Revenue Fund	\$39,190.84
<b>TOTAL</b>	<b>\$1,290,801.06</b>

Action 4. Acceptance of 2014-2015 Audit \*

Resolution 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 2014-2015 school year; NOW THEREFORE BE IT RESOLVED that the minutes reflect that the Somerset Hills Board of Education reviewed the 2014-2015 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: None

Action 5. Approve Non Public Funding Technology Order

Resolution Resolved that the Somerset Hills Board of Education approves the Technology Order for the School of St. Elizabeth in the amount of \$427.32.

<b>Qty.</b>	<b>Item#</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
13	Targus Case	Cases for Galaxy Tab 4 Education	\$30.44	\$395.72
5	Logitech Mouse	Logitech Wired Mouse	\$6.32	\$31.60
				\$427.32

Action 6. Approve Tuition Student

Resolution Resolved, that the Somerset Hills Board of Education approves the child of Ms. Elizabeth Reid as Grade 10 B.H.S. tuition student for the remainder of the 2015-2016 school year.

Action 7. Approve Special Education Service Provider

Resolution Resolved, that the Somerset Hills Board of Education approve the following Special Education

service provider for the 2015-2016 school year and extended school year program:

<b>Provider</b>	<b>Service</b>	<b>Location</b>
Immediate Care Psychiatric Center	Psychiatric Evaluations	Parsippany, NJ
Dr. Christina Luna	PROMT Therapy	Warren, NJ

Action 8. Approval of Parent Organization Fundraiser  
Resolution Resolved, that the Somerset Hills Board of Education approve the following parent organization fund raiser for the 2015-2016 school year:

<b>Organization</b>	<b>School</b>	<b>Event</b>	<b>Date</b>
HSA	BES	Selling NJ Devils Hockey tickets	3/17/16

## **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>
a.) BHS	AP European History-Met Opera	Feb. 6 and Mar. 12 (Saturdays)	31 (15-2/6; 16-3/12)	2	2
b.) BHS	Latin Club - Metropolitan Museum of Art	Mar 12 (Sat)	15	1	1
c.) BHS	AP Statistics-Bronx Zoo	May 19	59	1	3
d.) BMS	Theatre Fest Competition-Chatham MS	March 19 (Sat)	10-20	1	1
e.) BMS	BMS Select Choirs, Jazz Band, Orchestra, 8th Gr Band-High Note Music Festival, Calvary Temple & Dorney Park - Allentown,PA	May 6	218	4	26

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	Anthony, Lydia	NJ Music Ed Assoc Conference-New Brunswick	\$396.31	Feb. 18-20
b.)BES	Berardi, Anne	Annual School Health Conference-Woodbridge	\$210.00	April 9 (Sat)

c.)BHS	Corbett, Michael	SC Asst Prins Mtg-Ridge HS	0	Jan. 12 (am)
d.)BHS	Hoppe, Michael	SC Asst Prins Mtg-Ridge HS	0	Jan. 12 (am)
e.)BHS	Bracero, Jeannette	Northeast Conf on the Teaching of Foreign Lang-NYC	\$305.15	Feb. 12
f.)BHS	Violillo, Maddalena	Northeast Conf on the Teaching of Foreign Lang-NYC	\$305.46	Feb. 12
g.)BHS	Quinlan, Alyce	Providing Best Practices in Vocabulary & Comprehension-Piscataway	\$155.89	Feb. 26
h.)BHS	Sosely, Anna	Rutgers Coalition Application Workshop-New Brunswick	0	March 3 (AM)
i.)BHS	Sosely, Anna	Drexel U Open House-Philadelphia	0	March 14
j.)BHS	Quinlan, Alyce	Modifying Instruction in a Gen Ed Classroom- New Providence	\$140.89	April 22
k.)BHS	Whitlock, Christine	AP Reading - Salt Lake City, UT	\$34.00	June 2-10
l.)BHS	Bale-Pena, Matthew	Nat'l Athletic Trainer Assoc. Clinical Symposia & Expo-Baltimore	\$348.22	June 22-25
m.)BMS	McInaw, Megan	AMTNJ Winter Conference-East Windsor, NJ	\$179.00	Feb. 9
n.)BMS	O'Halloran, Anne	AMTNJ Winter Conference-East Windsor, NJ	\$179.00	Feb. 9
o.)BMS	Snyder, Jason	NJMEA Conference-E. Brunswick	\$350.00	Feb. 19
p.)BMS	DeAngelo, Stephanie	FLENJ Annual Conference- New Brunswick	\$165.00	Feb. 26
q.)BMS	Liberatore, Samantha	NJAHPERD (NJ Assn for Health, Physical Education, Recreation and Dance) Annual Convention-Long Branch	00	Feb. 22
r.)District	Hunter, Nancy Lee	Board Secretary/Treasurers Accounting Review, Mt. Laurel	\$70.00	Dec. 14
s.)District	Butler, Coleen	Franklin Middle School, Somerset	0	Feb. 1 (pm)
t.)District	McDougal, Dan	NJ Bldgs & Grounds Annual Expo/Conference-AC	\$402.00	Mar.14-16

Action3. PSAT Testing

Resolution Resolved, that the Somerset Hills Board of Education approve the requirement that all 11th graders take the PSAT starting in the 2016-2017 school year. The school district will pay the registration for the PSAT for students at the rate of \$15 per student.

**XII.****Facilities & Operations\***

A. Committee Report & Discussion:

B. Action Items:

Action1. Approve Anti-Bullying Bill of Rights Act

Resolution Resolved, that the Somerset Hills School District approve the New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the period July 1, 2014-June 30,2015 for the following schools:  
 Bernards High School  
 Bernardsville Middle School  
 Bedwell Elementary School

Action 2. HIB Report\*  
Resolution Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on January 20, 2016 and upheld the findings and/or consequences recommended by the Superintendent.

Action 3. Approve Emergency Driveway Easement Agreement  
Resolution Resolved, that the Somerset Hills School District approve an amendment to the Emergency Driveway Easement Agreement between TD Bank (Weichert) and Somerset Hills School District.

**XIII. Policy\***  
 A. Committee Report & Discussion:  
 B. Action Items: 13

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

<b>Policy #</b>	<b>Title</b>
P 1240	Evaluation of Superintendent
R 1240	Evaluation of Superintendent
P 3221	Evaluation of Teachers
R 3221	Evaluation of Teachers
P 3222	Evaluation of Teaching Staff Members, Excluding Teachers & Administrators
R 3222	Evaluation of Teaching Staff Members, Excluding Teachers & Administrators
P 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, & Assistant Principals
R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, & Assistant Principals
P 3224	Evaluation of Principals, Vice Principals, & Assistant Principals
R 3224	Evaluation of Principals, Vice Principals, & Assistant Principals
P 3431.1	Family Leave (staff)

P 4431.1	Family Leave (support staff)
P 5516	Use of Electronic Communication and Recording Devices (pupils)

**XIV. Personnel\***

A. Committee Report &amp; Discussion:

B. Action Items:

All personnel action is on the recommendation of the Superintendent.

Action 1. Accept ResignationResolution Resolved, that the Somerset Hills Board of Education accept the resignation of the following employee:

Name	School	Position	Effective
a) Hooker, Perry	BES	Special Education Paraprofessional	12/23/15
b) Go, Robert	MUJC	Special Education Paraprofessional	2/10/16

Action 2. Approve Contract TerminationResolution Resolved, that the Somerset Hills Board of Education approve the contract termination of the following employee:

Name	School	Position	Effective
Sandoval, Alcira	BHS	Custodian	1/17/16

Action 3. Approve Family Medical LeaveResolution Resolved, that the Somerset Hills Board of Education approve the following Family Medical Leave for the 2015-2016 school year::

Name	School	Position	Date
Parciak, Marianne	BMS	Special Education Paraprofessional	Intermittently 12/14/15 - 3/11/16

Action 4. Approve Parenthood LeaveResolution Resolved, that the Somerset Hills Board of Education approve the following Parenthood Leave for the 2015-2016 school year::

Name	School	Position	Dates
Dooley, Megan	BHS	Counselor	3/14/16 - 6/30/16

Action 5. Amend Parenthood LeaveResolution Resolved, that the Somerset Hills Board of Education amend the following



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 Parenthood Leave for the 2015-2016 school year::

Name	School	Position	Dates
Heydt, Jaimie	BMS	Special Education	11/18/15 - 4/8/16

Action 6. Approve Leave Replacement

Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of the following leave replacement for the 2015-2016 school year:

Name	School	Position	Replace	Level	Step	\$ Salary	Date
a) Sheehan, Carolyn	BES	Elementary Teacher	Collins	BA	3	54,335 (prorated)	2/2/16 - 6/30/16 plus 4 transition days
b) Zahorodny, Phyllis	BES	Special Education	Morris	BA	4-5	55,335 (prorated)	2/16/16 - 6/30/16 plus 2 transition days

Action 7. Approve Non-Certified Staff

Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certified staff for the 2015-2016 school year:

Name	School	Position	Replace	Level	Step	Salary	Effective
Rivera, Fernando	BES	Special Education Paraprofessional	Hooker	B	1	\$15.13/hour	1/4/16

Action 8. Amend Non-Certified Staff

Resolution Resolved, that the Somerset Hills Board of Education amend the appointment of the following non-certified staff for the 2015-2016 school year:

Name	School	Position	Amend	\$ Salary	Effective
DeMarco, Jinnee	Olcott	Business Office Assistant/Confidential Secretary	.75 Full Time	50,000	2/1/16

Action 9. Approve Co-Curricular Positions

Resolution Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2015-2016 school year:

Name	School	Position	Stipend
a) Anthony, Lydia	BHS	Musical Spring Vocal	\$3,832
b) Czemak, Lois Ann	BES	Homework Club Substitute	\$59.11/hour

c) King, Brian	BMS	Science Club (41 sessions)	\$43/hour
d) McInaw, Megan	BMS	Math Enrichment club - Gr 5 (8 sessions)	\$43/hour

Action 10. Rescind Co-Curricular Positions

Resolution Resolved, that the Somerset Hills Board of Education rescind the following co-curricular positions for the 2015-2016 school year:

Name	School	Position	Stipend
MacGorman, Kristen	BMS	Peer Leadership	\$2,578 (April-June)

Action 11. Amend Co-Curricular Positions

Resolution Resolved, that the Somerset Hills Board of Education amend the following co-curricular positions for the 2015-2016 school year:

Name	School	Position	Stipend
a) Habermas, Christopher	BMS	Peer Tutoring	<b>\$43/hour funded by the Municipal Alliance</b>
b) Liberatore, Samantha	BMS	Girls on Move/Too Smart to Start	<b>\$43/hour funded by the Municipal Alliance</b>
c) Craver, Marcy	BMS	Peer Leadership	\$2,578 (full year)

Action 12. Approve Observation

Resolution Resolved, that the Somerset Hills Board of Education approve the following observation for the 2015-2016 school year:

Student Observer	Teacher	School	Date
Murphy, Christi	Sally Kasulanis	BES	Spring 2016

Action 13. Approve Affirmative Action Officer

Resolution Resolved, that the Somerset Hills Board of Education approve the following Affirmative Action Officer for the 2015-2016 school year:

Name	Position	School
Friedman, April	Affirmative Action Officer	Bedwell

Action 14. Approve Volunteers

Resolution Resolved, that the Somerset Hills Board of Education approve the following volunteers for the 2015-2016 school year:

<b>Name</b>	<b>School</b>	<b>Volunteer</b>
Marzouk, Yeseen	BHS	Boys Basketball

Action 15. Approve Home Instructor

Resolution Resolved, that the Somerset Hills Board of Education approve the following home instructors for the 2015-2016 school year:

<b>Name</b>	<b>Subject</b>	<b>Stipend</b>
Trabachino, John	Standard Certificate: English & History	\$59.11/hour

Action 16. Approve Translators

Resolution Resolved, that the Somerset Hills Board of Education approve the following district translators for the 2015-2016 school year.

<b>Name</b>	<b>Position</b>	<b>Stipend</b>
a) Engelman, Amy	Translator	\$59.11/hour
b) Rivera, Fernando	Translator	\$59.11/hour

Action 17. Approve Overload

Resolution Resolved, that the Somerset Hills Board of Education approve the following overloads for the 2015-2016 school year:

<b>Name</b>	<b>Subject</b>	<b>Overload</b>	<b>Length</b>	<b>Salary</b>
a) Gray, Paula	SIP Math	one quarter	1/25/16 - 6/15/16	\$4,432
b) Wengel, Laura	SIP English	one quarter	1/25/16 - 6/15/16	\$2,431

Action 18. Approve Internship

Resolution Resolved, that the Somerset Hills Board of Education approve the following internship for the 2015-2016 school year:

<b>Intern</b>	<b>School</b>	<b>Subject</b>	<b>Mentor</b>	<b>Date</b>
a) Murphy, Theresa	BHS	Administrative	Scott Neigel	January 2016 - June 2016
b) Lanzilotta, Christina	BHS	Guidance Counselor	Anna Sosely	January 2016 - June 2017

Action 19. Approve Substitutes

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

substitutes for the 2015-2016 school year:

<b>Name</b>	<b>Substitute Position</b>	<b>Certification</b>
a) Liga, Gabriella	Teacher/Paraprofessional	Substitute Certificate
b) Austenberg, Marisa	Nurse	Substitute Certificate/RN license
c) Hudson, Jennifer	Teacher/Paraprofessional	Substitute Certificate
d) Kleitsch, Cole	Teacher/Paraprofessional	Substitute Certificate
e) Phetuiang, Suriya	Custodian	n/a
f) Di Donato, Amanda	Teacher/Paraprofessional	Substitute Certificate
g) DiNapoli, Nicholas	Teacher/Paraprofessional	Substitute Certificate
h) Matthew, Kneafsey	Maintenance	n/a
i) Hooker, Perry	Teacher/Paraprofessional	Substitute Certificate
j) Novello, Judith	Nurse	Substitute Certificate/RN license

**XV. Supplementary Matters**

**XVI. Public Questions & Comments**

**XVII. 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.