
The Somerset Hills School District
Regular Meeting Agenda –November 15, 2017
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

Letter from Ms. Kate Rizzo

VI. Report of the Superintendent

1. Student/Staff Recognition
2. Annual Audit Report - Suplee, Clooney and Company.
3. Student Representative Report

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

1. Approval of Minutes

Resolution

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for October 18, 2017.

IX.

Finance

A. Committee Report & Discussion:

B. Action Items:

Action

1. 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 2017 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$6,592,966.23	\$6,592,966.23
(20) Special Revenue Fund	\$140,312.17	\$140,312.17
(30) Capital Projects Fund	\$415,497.07	\$415,497.07
(40)Debt Service Fund	(\$55,840.48)	(\$55,840.48)
Total Government Funds	\$7,092,934.99	\$7,092,934.99

(1) From Secretary's Report

(2) From Treasurer's Report

(will be distributed at meeting)

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 2016-2017 Budget Transfers*

Resolution

Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for October 2017.

Action

3. Payment of Bills*

Resolution

WHEREAS, the Board Secretary has presented attached check registers 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:

FUND	OCTOBER AMOUNT	NOVEMBER AMOUNT
(10) General Fund	\$1,779,640.93	\$383,030.23
(20) Special Revenue Fund	\$5,389.60	\$267.50
(30) Capital Projects Fund	\$6,259.23	\$16,612.10
(40) Debt Service Fund	\$0	\$0
(60) Cafeteria Fund	\$0	\$2,173.39
(90) Agency Fund	\$697,758.73	\$0
TOTAL	\$2,489,048.49	\$402,083.22

Action
Resolution

4. Acceptance of 2016-2017 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 2016-2017 school year; NOW THEREFORE BE IT RESOLVED that the minutes reflect that the Somerset Hills Board of Education reviewed the 2016-2017 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:

- That all salary withholdings be remitted to the proper agencies on a timely basis.
- That the District properly record all social security contributions and reimbursed TPAF social security contribution in the accounting records.

Action
Resolution

5. Approve Corrective Action Plan *

Resolved, that the Somerset Hills Board of Education approve the Corrective Action Plan for the 2016-2017 Audit.

Recommendation Number	Corrective Action to be Approved by the Board	Mention of Implementation	Person Responsible for Implementation	Completion Date of Implementation
2017-01	All salary withholdings be remitted on a timely basis.	Reconciliation and analysis of all salary withholdings will be prepared monthly to ensure that all withholdings are remitted promptly.	Business Administrator	November 2017
2017-02	Social Security contributions and reimbursements will be recorded monthly.	Reconciliation and analysis of Payroll Agency account will be prepared monthly to ensure that social security is recorded properly.	Business Administrator	November 2017

Action 6. Approve Parent Organization FundraiserResolution Resolved, that the Somerset Hills Board of Education approve the following parent organization fund raiser for the 2017-2018 school year:

Organization	School	Event	Date
HSA	BES	Pancake Breakfast	12/1/17 & 12/2/17

Action 7. Approve Service ProviderResolution Resolved, that the Somerset Hills Board of Education approve the following service provider for the 2017-2018 school year:

Provider	Service	School	Location
RWJ University Hospital - Somerset	Substitute Athletic Trainers	BHS	Somerville, NJ

X. Curriculum

A. Committee Report & Discussion:

B. Action Items:

Action 1. Approve Field TripsResolution Resolved, that the Somerset Hills Board of Education approve the following field trips:

School	Trip	Date(s)	# of Students	# of Faculty	# of Chaperones
a) BES	First Grade-Liberty State Park	May 11 & May 18	141	8	18
b) BMS	Special Ed Class- Costco-Bridgewater	Dec. 5	3	2	0
c) BMS	Special Ed Class- Five Below-Raritan	Dec. 19	3	2	0
d) BMS	Forensics Club-Montville HS, Forensics Competition	Jan. 19	10-15	1	0
e) BMS	Forensics Club- Montville HS- Competition	April 20	10-15	1	0
f) BMS	8th Gr Science classes - 6 locations along Mine Brook, Bernardsville	May 7,8,9 (2 trips/day: 9:30-11:30; 12:30-2:30)	24/trip	2-3/trip	1/trip
g) BMS	8th Gr End of School Trip- NYC	June 13	130	7	13

Action 2. 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
a) BHS	Special Ed class - PetSmart and Applebees- Bridgewater	Nov. 16	8	5	1
b) BHS	Special Ed class - PetSmart and Applebees- Bridgewater	Dec. 6	8	5	1
c) BHS	Physical Ed class- Orange Theory-Bedminster. To expose students to different types of fitness courses for life-long fitness	Jan. 5	15-30	2	0

d) BHS	Physical Ed class- Ride & Reflect- Bernardsville. To expose students to different types of fitness courses for life-long fitness	Jan. 5	15-30	2	0
e) BHS	BHS Softball - ESPN-Disney- Orlando	Mar 14-18	20	2	0
f) BHS	AP Physics- Faraday Christmas Physics Lecture- Rutgers	Dec. 10 (Sunday)	23	2	0
g) BHS	AP Physics- NJ Physics Olympics Competition- Monmouth HS	Jan. 13 (Saturday)	23	2	0
h) BHS	Physics Classes- Six Flags Great Adventure	May 31	235	5	10

Action 3. Approve Professional Development

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

School	Name	Workshop/Conference	Est. Cost	Date
a) BES	Ayers, Karen	The Role of Self Regulation- Bridgewater	0	Dec. 7
b) BES	Berardi, Anne	Medical Emergency Response Teams- W. Orange	\$295.00	Jan. 24
c) BES	Brooten, Darcey	Teachers College NYC-Research Clubs	\$14.00	May 7
d) BES	d'Anunciacao, Jessica	Restraint Training- MUJC	\$90.00	Feb. 1
e) BES	Davis, Emma	Teachers College NYC- Foundations of Reading	\$29.50	Dec. 1
f) BES	Hummel, Lisa Weber	Improving Sign Language- Edison	\$219.99	Dec. 6
g) BES	Jastrabek, Lin	Student Self Regulation - Iselin	\$265.00	Dec. 7
h) BES	Klebaur, Grace	Teachers College NYC- Writing about Reading and "Baby Literacy" Essay	\$50.00	Dec. 19
i) BES	Morin, Jackie	Restraint Training- MUJC	\$90.00	Feb. 1
j) BES	O'Day, Lauren	Teachers College NYC- Writing about Reading and "Baby Literacy" Essay	\$69.88	Dec. 19
k) BES	Parciak, Marianne	Restraint Training- MUJC	\$90.00	Feb. 1
l) BES	Pike, Emily	HIB Update- MUJC	\$150.00	Dec. 4
m) BES	Rivera, Fernando	Restraint Training- MUJC	\$90.00	Feb. 1
n) BES	Roll, Jill	Improving Sign Language- Edison	\$219.99	Dec. 6
o) BES	Stanek, Cary	Restraint Training- MUJC	\$90.00	Feb. 1
p) BES	Terraglia, Cristina	Student Self Regulation - Iselin	\$265.00	Dec. 7
q) BES	Ziolkowski, Maureen	Teachers College NYC- Foundations of Reading	\$29.50	Dec. 1
r) BMS	Boudreau, Derek	Teachers College NYC- Close Reading through Shared Reading/Writing	0	Jan. 31
s) BMS	Craver, Marcella	HIB Update- MUJC	\$156.08	Dec. 4
t) BMS	Craver, Marcella	The Pressure to be Perfect- Morristown	\$10.78	Dec. 13
u) BMS	Flynn, Kim	Teachers College-NYC- Dystopian Book Clubs	\$51.66	Dec. 13

v) BMS	McMillan, Patricia	Teachers College NYC- The Art of Teaching Grammar While Teaching Writing	\$25.00	Dec. 18
w) BMS	Tresslar, Kristene	Teachers College NYC- The Art of Teaching Grammar While Teaching Writing	\$30.00	Dec. 18
x) BMS	Wells, Kelly	Teachers College-NYC- Dystopian Book Clubs	\$51.66	Dec. 13
y) BMS/ BHS	Worstell, Laura	Orthopedic Injuries for School Nurses - Monmouth Univ.	\$115.77	Nov. 29
z) BHS	Bracero, Jeannette	North East Conf on The Teaching of Foreign Languages-NYC	\$175.00	Feb. 9
aa) BHS	Camuto, Lisa	Good Ideas in Teaching PreCalculus-Rutgers	\$165.00	Mar. 16
bb) BHS	Corbett, Mike	Somerset County Asst Prin Mtg- Bridgewater	0	Oct. 25 (am)
cc) BHS	Ellis, Amanda	RVCC Principal & Counselor Program	0	Nov. 30
dd) BHS	Ellis, Amanda	Montclair Univ Counselor Workshop	0	Dec. 8
ee) BHS	Miller, Lauren	Good Ideas in Teaching PreCalculus-Rutgers	\$165.00	Mar. 16
ff) BHS	Quinlan, Alyce	Structured Learning Experience to assist Special Ed students- <i>Federal Wages & Child Labor Laws- online</i>	\$125.00	Mar. 9
gg) BHS	Quinlan, Alyce	Structured Learning Experience to assist Special Ed students- <i>OSHA 10 Plus- Morris Plains</i>	\$264.00	April 18-19
hh) BHS	Quinlan, Alyce	Structured Learning Experience to assist Special Ed students- <i>Federal Wages & Child Labor Laws- Piscataway</i>	\$125.00	May 10
ii) BHS	Quinlan, Alyce	Structured Learning Experience to assist Special Ed students- <i>Student Training Plans- Morris Plains</i>	\$381.00	June 4-6
jj) BHS	Reitz, Cameron	NJ Council for History Ed Conf- Princeton	\$80.00	Dec 1
kk) BHS	Sosely, Anna	RVCC Principal & Counselor Program	0	Nov. 30
ll) BHS	Sosely, Anna	Montclair Univ Counselor Workshop	0	Dec. 8
mm) District	Butler, Coleen	County Guidance Directors mtgs- 11/3, 12/1, 1/5 , 2/2, 3/2, 4/6, 6/1	0	See dates (all pm)
nn) District	Catelli, Michael	NJ Educational Computing Cooperative - Presenter on Grades 9-12 Media Literacy-Montclair	0	Nov 17
oo) District	Drew, Lisa	HIB Update- MUJC	\$150.00	Dec. 4
pp) District	Drew, Lisa	Suicide Prevention Conf- Piscataway	\$69.00	Dec. 7
qq) District	Drew, Lisa	The Pressure to be Perfect- Morristown	0	Dec. 13
rr) District	Vaught, Teresa	Homelessness Support Training- Somerville	0	Nov. 29

Action
Resolution

4. Approve Data Quality Team

Resolved, that the Somerset Hills Board of Education approve the following Data Quality Team for the 2017-2018 school year:

Jennifer Shouffler

Randy Esposito
Grant Kolmer
Coleen Butler
Gretchen Dempsey

Action Resolution 5. Approve New Bernardsville Middle School Courses
Resolved, that the Somerset Hills Board of Education approve the adoption of the following new Bernardsville Middle School courses for the 2017-2018 school year:
Digital Citizenship
Computer Coding

Action Resolution 6. Approve Course Name Changes
Resolved, that the Somerset Hills Board of Education approve the following course name changes for the 2017-2018 school year:
BHS Web Page Design to **Web Page Programming**
BMS Enrichment to **Enrichment-Independent Investigations**

XI. Facilities & Operations*

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

Action Resolution 1. Approve Comprehensive Maintenance Plan (attached)
Resolved, that the Somerset Hills Board of Education approve the 2018-2018 Comprehensive Maintenance Plan.

Action Resolution 2. Approve Annual Maintenance Budget Worksheet (attached)
Resolved, that the Somerset Hills Board of Education approve the Annual Maintenance Budget Amount Worksheet (M-1) calculation of \$ 125,023.

Action Resolution 3. Approve Piano Disposal
Resolved, that the Somerset Hills Board of Education approve the disposal of a Wm. Knable & Co. piano dated in the 1950's from the Bernardsville Middle School.

Action Resolution 4. HIB Report*
Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on **November 15, 2017** and upheld the findings and/or consequences recommended by the Superintendent.

XII. Policy

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

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

Policy #	Title
5131 P	Student Random Drug Testing
5131 R	Student Random Drug Testing
5535 P	Passive Breath Alcohol Sensor Device

Action 2. Approve Second Reading

Resolution Resolved, that the Somerset Hills Board of Education approve the second reading and adoption of the following policy and regulation: (attachment)

Policy #	Title
5511 R	Dress and Grooming (Students)

XIII. Personnel

A. Committee Report & Discussion:

B. Action Items:

All personnel action is on the recommendation of the Superintendent.

Action 1. Approve Temporary Co-Curricular Position

Resolution Resolved, that the Somerset Hills Board of Education approve the following temporary co-curricular position for the 2017-2018 school year:

Name	School	Position	Effective	Stipend
Singsongkham, Khambone	BES	Lead Custodian	10/30/17 - TBD	\$3,500 (prorated)

Action 2. Approve Co-Curricular Positions*

Resolution Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2017-2018 school year:

Name	School	Position	Stipend
a) Iverson, Kasey	BHS	Fencing: Assistant	\$5,400
b) Johnson, Kenneth	BHS	Ski: Head (50%)	\$3,600 (50% of 7,200)
c) Poandl, Ed	BHS	Musical: Spring Set Construction	\$2,500
d) Bennet, Joseph	BHS	Ice Hockey: Head	\$7,200
e) Edwards, Charles	BHS	Wrestling Assistant JV (50%)	\$3,562 (50% of 7,125)

Action 3. Approve Volunteers*

Resolution Resolved, that the Somerset Hills Board of Education approve the following volunteers for the 2017-2018 school year:

Name	Volunteer
a) Milde, Joseph	Basketball
b) Sarka, Jonathan	Ice Hockey

Action 4. Amend Appointment Non-Certified Staff*

Resolution Resolved, that the Somerset Hills Board of Education amend the appointment start date

of the following non-certified staff for the 2017-2018 school year:

Name	School	Position	Replace	Step	Salary	Effective
Walley, Joy	District	Special Education Paraprofessional - B	n/a	5	\$16.54	11/20/17

Action 5. Approve Substitutes*

Resolution Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2017-2018 school year:

Name	Substitute Position	Certification
a) Curcio, Marisa	Teacher/Paraprofessional	Substitute Certificate
b) Wieczorek, Renee	Teacher/Paraprofessional	Substitute Certificate
c) Shaw, Erin	Teacher/Paraprofessional	Standard Certificate
d) Connell, Noelle	Teacher/Paraprofessional	Substitute Certificate
e) Gray, Karen	Teacher/Paraprofessional	Substitute Certificate

XIV. Public Questions & Comments

XV. Strategic Planning Committee

XVI. Supplementary Matters

XVII. Adjournment

Resolutions:

***Note:** The areas of permitted voting for the Bedminster district representative of the Board of Education are: (a) Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the pupils of the sending district; (b) New capital construction to be utilized by sending district pupils; (c) Appointment, transfer or removal of teaching staff members providing services to pupils of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff; (d) Addition or deletion of curricular and extracurricular programs involving pupils of the sending district; (e) Any matter directly involving the sending district pupils or programs and services utilized by those pupils; (f) Approval of the annual receiving district budget; (g) Any collectively negotiated agreement involving employees who provide services utilized by sending district pupils; (h) Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district pupils; and (i) Any matter concerning governance of the receiving district board of education including, but not limited to, the selection of the board president or vice-president, approval of board bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district board of education.

(cf: P.L.1996, c.103, s.1)