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**The Somerset Hills School District**  
**Regular Meeting Agenda - December 12, 2018**  
**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**

Board Resignation letter from Sara Sooy

**VI. Report of the Superintendent**

1. Student Representative Reports

**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

#### 1. Approval of Minutes\*

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for November 14, 2018.

### IX. Finance

#### A. Committee Report & Discussion:

#### B. Action Items:

#### 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, 2018 showing the following balances:

<b>FUND</b>	<b>Board Secretary Cash Balance (1)</b>	<b>Treasurer Cash Balance (2)</b>
(10) General Fund	\$ 7,320,715.40	\$ 7,320,715.40
(20) Special Revenue Fund	\$ 123,528.37	\$ 123,528.37
(30) Capital Projects Fund	\$ 1,031,356.36	\$ 1,031,356.36
(40)Debt Service Fund	\$ 337,595.64	\$ 337,595.64
Total Government Funds	\$ 8,813,195.77	\$ 8,813,195.77

(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.

#### 2. Approve 2018-2019 Budget Transfers\*

Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for MONTH, YEAR.

#### 3. Payment of Bills\*

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:

*To be distributed at meeting*

<b>FUND</b>	<b>AMOUNT</b>
(10) General Fund	
(20) Special Revenue Fund	
(30) Capital Projects Fund	
(40) Debt Service Fund	
(60) Cafeteria Fund	
(90) Agency Fund	
<b>TOTAL</b>	

4. Approve Interlocal Vehicle Sale Agreement

WHEREAS, on November 15, 2018, the Somerset Hills Board of Education reaffirmed its membership in the Hunterdon County Educational Services Commission (“HCESC”) Cooperative Purchasing System for the 2018/2019 school year; and

WHEREAS, the Somerset Hills Board of Education has two (2) vehicles which are no longer of service to the District and/or which have outlived their useful life;

SO BE IT RESOLVED that, in accordance with N.J.S.A. 40A:65-1, et.seq.and N.J.S.A 18A:6-51, et. seq., the Somerset Hills Board of Education does enter into an inter-Local Vehicle Sale Agreement with the HCESC for the following vehicles:

Vehicle #	VIN#	Description
3	1GBJG31K891120612	2010 Chevy/Collins Wheelchair Small Bus, Dual Rear Wheels
5	1GB6G3AG5A1120864	2011 Chevy/Thomas Small Bus, Dual Rear Wheels

BE IT FURTHER RESOLVED that, as per this agreement, the Somerset Hills Board of Education does agree to pay a 10% commission to the HCESC, which will handle all legal advertisements, bid documentation, promotion and warehousing of above-listed vehicles; and

BE IT FINALLY RESOLVED that any offers to purchase subject vehicles will be presented by the HCESC to the Somerset Hills Board of Education, which will have the right to authorize acceptance, counter, or decline each offer.

5. Approve Sale of Transportation Vehicles

Resolved, that the Somerset Hills Board of Education, in accordance with with N.J.S.A. 40A:65-1, et.seq. and N.J.S.A. 18A:6-51, et. seq. via active Inter-Local Vehicle Sale Agreement with the HCESC, accept highest bid offers at a sealed-bid public bid opening held on November 15, 2018 at the Hunterdon County Education Services Commission Administration Office, located at 37 Hoffmans Crossing Road, Califon, New Jersey 07830 at 1:00pm on the following vehicles:

Unit	VIN#	Brand/ Chasis, Style, Model	Year	# pass	Engine	Miles	Brakes	Details	Sealed Bid Offer
3	1GBJG31K891120612	Chevy/Collins Wheelchair Small Bus, Dual Rear Wheels	2010	12 +wheelchair	6.0Liter Gas V8	112,000	Hydraulic	Runs, Drives, Not Current inspection	\$20,001
5	1GB6G3AG5A1120864	Chevy/Thomas Small Bus, Dual Rear Wheels	2011	24	6.0 Liter Gas V8	133,000	Hydraulic	Runs, Drives, Not Current inspection	\$18,001

Bid Opening Results are as follows:

Unit	Garas Transport	Holcomb	Mayor Trans	Jersey One	Car Country USA	Highrise Pet Supplies	TOP OFFER
3	\$20,001.00	\$3,030.00	\$4,000.00	\$2,652.00	\$1,870.00	\$3,110.00	\$20,001.00
5	\$18,001.00	\$6,660.00	\$4,000.00	\$4,244.00	\$2,170.00	-	\$18,001.00

Payment as result of Bid Opening is as follows:

Unit	Sealed Bid Offer	Bid Awarded To	Somerset Hills-90%	HCESC-10%
3	\$20,001.00	Garas Transport	\$18,000.90	\$2,000.10
5	\$18,001.00	Garas Transport	\$16,200.90	\$1,800.10
<b>TOTAL</b>			<b>\$34,201.80</b>	<b>\$3,800.20</b>

6. Approve Parent Organization Fundraiser\*

Resolved, that the Somerset Hills Board of Education approve the following parent organization fundraiser for the 2018-2019 school year:

	Organization	School	Event	Date
a	BHS Boys Basketball	BHS	Parent/Coach Mixer	1/12/18
b	BHS Boys Basketball	BHS	Chipotle will donate 33% of sales made from 4pm - 8pm if BHS Boys Basketball is mentioned	12/17 & 12/18
c	BHS Booster club baseball	BHS	Canning at local supermarkets to support spring training trip to Orlando Fl	Feb. 2019

7. Approve 2019-2020 Budget Development Schedule\*

Resolved that the Somerset Hills Board of Education approves the attached 2019-2020 Budget Development Schedule.

8. Accept Donation

Resolved, that the Somerset Hills Board of Education accept a donation of an INKvestment printer donated by Brother International Corp. valued at \$199.99.

**X. Curriculum**

A. Committee Report & Discussion:

B. Action Items:

1. Approve Field Trips\*

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

	<b>School</b>	<b>Trip</b>	<b># of Students</b>	<b># of Faculty</b>	<b># of Chaperones</b>
a	BHS	Multiply disabled class: Liberty Park, Train Station, Gladstone Market - Gladstone, NJ	8	6	0
b	BHS	Multiply disabled class: Planetarium, Branchburg, NJ	8	6	0
c	BHS	Multiply disabled class: The Hills Village Center - Bedminster, NJ	8	6	0
d	BHS	Multiply disabled class: Hunterdon Wellness Center - Whitehouse, NJ	8	6	0

2. Approve Field Trips

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

	<b>School</b>	<b>Trip</b>	<b># of Students</b>	<b># of Faculty</b>	<b># of Chaperones</b>
a	BMS	BMS student council: NJASC Winter Convention, Ewing, NJ	8	1	
b	BES	Second Grade: Fairview Farm - Bedminster, NJ	120	8	18

3. Approve Professional Development\*

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>
a	BHS	Ayres, Karen	15th annual suicide prevention - Piscataway, NJ	\$95.00
b	BHS	Stypolkowski, Emily	Essay writing and Special Education - TCNJ	\$149.87
c	BHS	Stypolkowski, Emily	Visual Literacy and Special Education - TCNJ	\$149.87
d	BHS	Stolarz, Lizabeth	College Tour Tulane and Loyola, New Orleans, LA	\$736.72
e	District	Vaught, Teresa	MUJC Transition Subcommittee - New Providence, NJ	0
f	BHS	Lampa, Pattie	Panel Discussion RE: SAT/ACT - Fanwood, NJ	0
g	BHS	Dooley, Megan	Panel Discussion RE: SAT/ACT - Fanwood, NJ	0
h	BHS	Dooley, Megan	15th annual suicide prevention - Piscataway, NJ	\$95.00
i	BHS	Corbett, Michael	Legal one webinar: hot issues in school law	\$40
j	BHS	Corbett, Michael	Legal one webinar: social media, politics and staff	\$40
k	BHS	Dooley, Megan	Understanding and meeting the needs of transgender students - Scotch Plains, NJ	\$79
l	BHS	Falzarano, Sarah	Ultimate performance field hockey seminar - Atlantic City, NJ	\$222.78

4. Approve Professional Development

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

	School	Name	Workshop/Conference	Est. Cost
a	BES	Thurlow, Allen	Teachers as Scholars - Princeton, NJ	\$362.71
b	BMS	DeAngelo, Stephanie	Increase Motivation and Learning in the WL Classroom - West Orange, NJ	\$269
c	BES	Griffin, Emily	Restraint Training - New Providence, NJ	0
d	BMS	DeAngelo, Stephanie	Purposeful lesson planning and authentic input inspired output - NYC, NY	\$275
e	BES	Ingram, Meghan	Teachers as Scholars - TCNJ, NJ	\$200
f	BMS	Lacotta, Katherine	Teachers as Scholars - TCNJ, NJ	\$200
g	BMS	Garofalo, Lisa	Enhance effective MERTs @ each of your school sites - Fairfield, NJ	\$295
h	BES	DeRoberts, Theresa	Strategies to increase and accelerate your ELL students - Voorhees, NJ	\$280
i	BES	Phelan, Amy	Legal one hot issues in school law - New Providence, NJ	0

5. Approve Family Math Program

Resolved, that the Somerset Hills Board of Education approve the following hours for the Family Math Program in January at Bedwell School. The rate is \$40/hour, for a total cost of \$1680.

Grade K-1 Patrice Leavenworth, Penny Maddaluna, and Phyllis DeStefano (7 hours each)

Grade 2-3 Truc-Lan Vu, Debbie Rokosky, and Monica DeMarco (7 hours each)

6. Approve BHS Course Course Name Change

Resolved, that the Somerset Hills Board of Education approve the following BHS course name change for the 2019-2020 school year: AP World History changes to AP World History: Modern.

**XI. Facilities & Operations**

A. Committee Report & Discussion:

B. Action Items:

1. HIB Report\*

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on November 14, 2018 and upheld the findings and/or consequences recommended by the Superintendent.

2. Bus Evacuation Drills

Resolved, that the Somerset Hills Board of Education approves the Bus Evacuation Drills for the 2018-2019 School Year. Reports for drills are on file in the Business Office:

School	Date
Bedwell School	12/7/18

Bernardsville Middle School	10/8/18
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3. Bus Evacuation Drill\*

Resolved, that the Somerset Hills Board of Education approves the Bus Evacuation Drill for the 2018-2019 School Year. Reports for drills are on file in the Business Office:

Bernardsville High School	9/21/18 & 10/18/18
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4. Approve Statement of Assurance\*

Resolved, that the Somerset Hills Board of Education approve the statement of Assurance, WHEREAS, 18A:7a-3 et seq. and NJAC 6A:30.-1.1 et seq. establishes the New Jersey Quality Single Accountability Continuum (NJQSAC) for evaluating performance of each school district, and

WHEREAS, the evaluation of the district will be based upon five (5) key components of school district effectiveness: instruction and program; personnel; fiscal management; operations; and governance, and

WHEREAS, the Somerset Hills Board of Education has conducted a self-evaluation in the key components to assess the district's capacity and effectiveness using quality performance indicators, and

NOW THEREFORE BE IT RESOLVED, that the New Jersey Quality Single Accountability Continuum (NJQSAC) – Statement of Assurance for The Somerset Hills School District, is attested to for accuracy and approved for submission to the New Jersey Department of Education, Office of the Executive County Superintendent of Schools.

5. Approve Student to Represent Bernards High School\*

Resolved, that the Somerset Hills Board of Education approve Student #2022319 to participate as a diver for Bernards High School in diving competitions.

## XII.

### Policy

A. Committee Report & Discussion:

B. Action Items:

1. First Reading\*

Resolved, that the Somerset Hills Board of Education approve the first reading of the following policies and regulations: (attachment)

Policy/Regulation #	Title
P 2436	Activity Participation Fee Program

2. Second Reading\*

Resolved, that the Somerset Hills Board of Education approve the second reading and adoption of the following policies and regulations:

Policy/Regulation #	Title
P 0142.1	Nepotism (M)

P 0143	Board Member Election and Appointment
P 0167	Public Participation in Board Meetings
P 0168	Recording Board Meetings
P 0172	Duties of Treasurer of School Monies
P 1310	Employment of School Bus. Admin.
P 2361	Acceptable Use of Computer Networks/Computers and Resources (M)
P 2414	Programs and Services for Students in High Poverty and in High Need School Districts (M)
P 2431	Athletic Competition (M)
P 3111	Creating Positions
P 3124	Employment Contract
P 3125.2	Employment of Substitute Teachers
P 3126	District Mentoring Program
P 3141	Resignation
P 3144	Certification of Tenure Charges
P 3159	Teaching Staff Member/School District Reporting Responsibilities
P 3230	Outside Activities
P 3231	Outside Employment as Athletic Coach
P 3437	Military Leave
P 4146	Nonrenewal of Nontenured Support Staff
P 4159	Support Staff Member/School District Reporting Responsibilities
P 4230	Outside Activities
P 4437	Military Leave
P 5305	Health Services Personnel
P 5514	Student Use of Vehicles on School Grounds
P 6480	Purchase of Food Supplies (M)
P 7424	Bed Bugs
P 7425	Lead Testing of Water in Schools
P 9541	Student Teachers/Interns
R 3126	District Mentoring Program
R 3144	Certification of Tenure Charges
R 4146	Nonrenewal of Nontenured Support Staff Employment Contracts
R 4160	Physical Examination (M)
R 7101	Educational Adequacy of Capital Projects
R 7424	Bed Bugs



**XIII. Personnel**

A. Committee Report &amp; Discussion:

B. Action Items:

All personnel action is on the recommendation of the Superintendent.

1. Accept Resignation

Resolved, that the Somerset Hills Board of Education accept the resignation of the following employee:

Name	School	Position	Effective
Omegna, Catherine	BMS	Paraprofessional PT	11/29/2018

2. Approve Appointment Certified Staff\*

Resolved, that the Somerset Hills Board of Education approve the appointment of the following certified staff for the 2018-2019 school year, subject to further investigation pursuant to law:

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Naumann, Nicholas	BHS	Physics Leave Replacement	Wagner (Leave)	BA	1	\$53,390 prorated	12/3/18 - 4/1/2019
b	Kaufmann, Justin	BHS	Math Leave Replacement	Camuto (Leave)	BA	1	\$53,390 prorated	11/19/18 - 6/30/18
c	Callahan, Meghan	BES	ABA Preschool Teacher	DiBenedetto	MA	1	\$57,390	1/14/19 or sooner

3. Approve Appointment Certified Staff

Resolved, that the Somerset Hills Board of Education approve the appointment of the following certified staff for the 2018-2019 school year, subject to further investigation pursuant to law:

Name	School	Position	Replace	Level	Step	Salary	Effective
Callahan, Meghan	BES	ABA Preschool Teacher	DiBenedetto	MA	1	\$57,390	1/14/19 or sooner

4. Approve Appointment Non-Certified Staff\*

Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certified staff for the 2018-2019 school year: subject to further investigation pursuant to law.

	Name	School	Position	Replace	Step	Salary	Effective
a	Tulapol, Somchai	District	Custodian B	Marsigliano	1	\$28,139	11/13/18
b	Rufino, John	District	Maintenance	Vought	8	\$55,750	12/12/18
			Stipend-Systems Maintenance			\$16,774	
			Stipend-Heating Control Mechanic			\$5,002	
			Stipend - Boiler License			\$1,206	

5. Approve Appointment Non-Certified Staff

Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certified staff for the 2018-2019 school year: subject to further investigation pursuant to law.

Name	School	Position	Replace	Step	Salary	Effective
Gebbia, Janine	BES	Paraprofessional FT	New Position	1	\$15.70	11/27/2018

6. Approve Co-Curricular Positions\*

Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2018-2019 school year: subject to further investigation pursuant to law.

	Name	School	Position	Stipend
a	Johnson, Jovan	BHS	Musical: Spring Assistant Director	\$2,225
b	Kerwin, Brian	BHS	Basketball: Men's Assistant (JV)	\$7,125

7. Approve Substitutes\*

Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2018-2019 school year: subject to further investigation pursuant to law:

	Name	Position	Certification
a	Maurice, Kathleen	Nurse	Nursing License

8. Approve Appointment of Transportation Drivers\*

Resolved, that the Somerset Hills Board of Education approve the appointment of the following Transportation staff for the 2018-2019 school year: subject to further investigation pursuant to law.

	Name	School	Position	Replace	Hourly Rate	Effective
a	Milford, Marlene	District	Bus Driver FT	Milford	\$30.00	11/26/18
b	Czeluscinski, Monika	District	Bus Driver FT		\$30.00	1/2/19

**XIV. Community Relations Committee**

A. Committee Report & Discussion:

B. Action Items:

**XIV. Public Questions & Comments**

**XVI. Supplementary Matters**

1. Accept Resignation

Resolved, that the Somerset Hills Board of Education accept with regret and deep appreciation for her service, the resignation of Sara Sooy, effective December 7, 2018.

**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

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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)