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**The Somerset Hills School District  
PUBLIC INPUT & ACTION MEETING MINUTES – JANUARY 18, 2017**

**Call to Order & Welcome**

Mr. Palma called the meeting to order at 6:00pm

**Pledge of Allegiance****Oath of Office**

Mrs. Hunter administered the Oath of Office to Mrs. Kathleen Tober

**Roll Call**

Present:

Mr. Baker

Ms. Burch (7:00pm)

Mr. DiGioacchino

Mrs. Hoppe

Mrs. Leiss

Mr. McDonald

Mr. Palma

Ms. Sooy (6:30pm)

Mrs. Tober

Ms. Virtue

Also Present

Frances Wood

Jennifer Shouffler

Nancy Hunter

**Executive Session**

At 6:05, Mr. Palma moved the following:

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: Student Matters 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.

Mr. Baker seconded the motion. The Board returned to public session at 7:40pm.

**Correspondence**

None

**Report of the Superintendent****1. Student/Staff Recognition**

- a) Coach Sandy Whalen was present to recognize student Caroline Baratta for scoring 1000 points in basketball.
- b) Coach Christina Albanese was present to recognize student Isabella Piccone who set BHS swim record in 400 free style

2. Student Representative Report: Frederick Ludtke gave an update on student activities, academics and athletics. Mr. Ludtke noted that students are concerned with the cost of the AP exams. Also the students are excited about the new media center and the fact that it will be open after school.
3. Letter from Board President –

THE SOMERSET HILLS SCHOOL DISTRICT  
BOARD MESSAGE 2017

Welcome to the first regular meeting of the Somerset Hills School District in 2017. I want to congratulate Bob, Tim and Greg on their election wins in November.

Also I want to welcome our two new board members; Kathleen Tober who is our new Bernardsville representative filling the vacant seat and Monica Burch who is our new Bedminster representative.

It is my honor and privilege to serve with this dedicated board that puts students first and is committed to providing a quality education with the belief that all children can learn. As board members we have an opportunity to make positive impacts on the children of the district and I ask that when we make decisions we ask “is this in the best interest of the students?”. We are fortunate to have highly qualified board members, administrators and teachers all working to make the Somerset Hills School District a better place. We will continue to work together to provide classroom resources while being fiscally responsible.

We are an elected body that has an enormous responsibility to the public, keeping in mind that the Board as a whole, and not the individual board member, carries the authority. We spend countless volunteer hours away from home, family and work to see that the schools are run well.

I would like the Board members to commit ourselves to the duties and responsibilities outlined in the code of ethics we signed at our reorganizational meeting.

We will continue to build and maintain good relationships with each other and with the Superintendent. We will also set clear goals and support the Superintendent to be as effective as possible.

We are a planning and policy making body within the framework of the law and managing the district is the responsibility of the Superintendent.

In meetings there will be times when informational or clarification questions may come up. We will keep our comments concise, organized, and clear and we will listen carefully to others that have the floor, keeping in mind that we cannot comment on individual staff member’s performance and/or actions in public. If there are concerns we must discuss them in executive session with proper notice as required.

With our budget development, we have the biggest impact on the communities we serve, more than any other branch of local government. With that said, we have to be good stewards and be fiscally responsible. We need to be sure that every dollar is spent wisely.

2017 will be an exciting year. Our new media center is just about complete. The construction of the new special education area at Bernards High will start soon. I have always felt that the public schools are the heart and soul of any community. We are at the beginning stages of planning for a new strategic plan. This will be a

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major initiative by the Board and all stakeholders that recognizes that good public schools increase property values and more importantly provides great opportunities for our students.

Critical planning for the future will insure our students will receive the best possible education.

Our school district, under the leadership of Dr. Wood, is ready meet the challenges we may encounter.

We are fortunate to have such a dedicated board and staff working toward a common goal to make this district the best it can be.

#### 4. School Board Recognition Month

WHEREAS, The New Jersey School Boards Association has declared January 2017 to be School Board Recognition Month, a time when all residents can 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, which 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 the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 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 key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; 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 2017 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 advancement of our children's education.

#### 5. Academic Report

Emily Pike - B Well Girls – Mrs. Pike gave a presentation on the B Well program at Bedwell and responded to questions from the Board. Mrs. Pike thanked the Municipal Alliance for their support.

**Public Questions & Comments**

None

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

**Resolution** Mrs. Leiss moved, seconded by Mr. DiGiacchino, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for December 14, 2016. Minutes were approved by a roll call vote of 8-0-2.

**Action** 2. **Approval of Minutes**

**Resolution** Mrs. Leiss moved, seconded by Mr. DiGiacchino that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for January 4, 2017. Minutes were approved by a roll call vote of 9-0-1.

**Finance**

A. The committee met on January 17, 2017. Mr. Baker gave the committee report. Budget books were given out to the Board.

B. Action Items: Mr. Baker moved Finance items #1-7, seconded by Mr. DiGiacchino. Resolutions #1-4 were approved by a roll call vote of 10-0; Resolutions #5-7 were approved by a roll call vote of 9-0.

**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 December, 2016 showing the following balances:

<b>FUND</b>	<b>Board Secretary Cash Balance (1)</b>	<b>Treasurer Cash Balance (2)</b>
(10) General Fund-	\$5,650,688.66	\$5,650,688.66
(20) Special Revenue Fund	\$151,320.23	\$151,320.23
(30) Capital Projects Fund	\$2,646,173.53	\$2,646,173.53
(40)Debt Service Fund	\$376,835.52	\$376,835.52
Total Government Funds	\$8,825,017.94	\$8,825,017.94

(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 2. Approve 2016-2017 Budget Transfers\*  
Resolution Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for December, 2016.

Action 3. Payment of Bills\*  
Resolution 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>December</b>	<b>January</b>
(10) General Fund	\$2,955,905.16	\$550,962.32
(20) Special Revenue Fund	\$9,545.62	\$79,348.97
(30) Capital Projects Fund	\$949,648.56	\$546.42
(40) Debt Service Fund	\$0	\$0
(60) Cafeteria Fund	\$238,081.53	\$383.80
(90) Agency Fund	\$1,049,615.63	\$359,984.96
<b>TOTAL</b>	<b>\$5,202,796.50</b>	<b>\$991,226.47</b>

Action 4. Approve Purchase\*  
Resolution Resolved, that the Somerset Hills Board of Education approve the purchase of three copier/printers and related software from Image Systems in the amount of \$17,778.00 for Bernards High School new Media Center.

Action 5. Amend Non-Public Security Aid  
Resolution Resolved, that the Somerset Hills Board of Education amend the following non-public security aid for 2016-2017 school year:

<b>School</b>	<b>Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total</b>
Far Hills Country Day School	1	Security Guards	\$29.00/hour	<b>\$16,950</b>

Action 6. Approve Settlement Agreements  
Resolution Resolved, that the Somerset Hills Board of Education approve the settlement agreements for the following students:

<b>Student ID</b>
2021109

Action 7. Approve Parent Organization Fundraiser  
Resolution Resolved, that the Somerset Hills Board of Education approve the following parent organization fund raisers for the 2016-2017 school year:

<b>Organization</b>	<b>School</b>	<b>Event</b>	<b>Date</b>
a) Laxbackers	BHS	Selling magnets, tumblers and blankets at Kings in Bedminster	January 21 & 22, 2017
b) Laxbackers	BHS	Selling magnets, tumblers and blankets	March 4 & 5, 2017

		at Kings in Bernardsville	
c) Laxbackers	BHS	BHS Lacrosse players offer instruction to younger players	2/4/17, 2/18/17 & 2/25/17

### Curriculum

A. The committee met on January 10, 2017. Ms. Virtue gave the report.

B. Ms. Virtue moved Curriculum items # 1 & 2; Mrs. Leiss seconded. Resolution #1 (items a-f) and Resolution #2 were approved by a vote of 9-0, Resolution #1 (items g-h) was approved by a vote of 10-0.

#### 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
a) BES	Nutrition presentation at ShopRite- PLC Group (Karen Ayers, Anne Berardi, Meredith Panik, Emily Pike)	Feb. 2	14	4	0
b) BES	Preschool- Morristown Arts Center- "Rainbow Fish"	Feb. 8	12	6	2
c) BES	Second Grade trip to Fairview Farm, Bedminster	May 22	109	10	18
d) BMS	Forensics Competition- Randolph HS	Feb. 3	10-19	1	1
e) BMS	Forensics Competition- Montville HS	Apr 21	10-19	1	1
f) BMS	Forensics Competition- Randolph HS	Apr 28	10-19	1	1
g) BHS*	AP European History-Metropolitan Opera ("Barber of Seville")	Feb. 11 (Sat)	21	1	1
h) BHS*	Poetry Out Loud competition- Morristown	Feb. 13	14	1	0

#### 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
a) BES	Berardi, Anne	Annual School Nurse Conf.- Iselin	\$225.00	Mar. 25
b) BES	DeMarco, Monica	TC-NYC- Dyslexia Initiative	\$100.00	Mar. 1
c) BES	Westfall, Sarah	TC-NYC- Getting the Most Out of Your Guided Reading Sessions	\$28.00	Feb. 6
d) BMS	DeAngelo, Stephanie	Presenter-North East Foreign Lang. Conf.-NYC	\$275.00	Feb. 9-10
e) BMS	DeAngelo, Stephanie	Presenter - Annual Foreign Language Conf.-Iselin	\$165.00	Mar. 31
f) BHS	LaBruno, Wendi	Treating Anxiety Disorders in Children- Parsippany	\$404.99	Feb. 16-17

g) BHS	Falzarano, Jeff	Baseball Coaches Clinic-AC	\$202.47	Jan. 26-29
h) BHS	Falletta, LuAnn	AP Calculus Roundtable-Morristown	0	Jan. 27
i) BHS	Gray, Paula	AP Calculus Roundtable-Morristown	0	Jan. 27
j) District	Rosen, Dana	TC-NYC- Book Clubbing for Beginners	0	Mar. 20

### Facilities & Operations

A. The committee met on January 18, 2017; Mr. Palma gave the report.

B. Mr. Palma moved and Mr. DiGiacchino seconded items #1-4; Items #1,2,&4 were approved by a vote of 9-0; item #3 was approved by a vote of 10-0.

#### Action

#### 1. HIB Report

#### Resolution

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on January 18, 2017 and upheld the findings and/or consequences recommended by the Superintendent.

#### Action

#### 2. Approve Change Orders

#### Resolution

Resolved, that the Somerset Hills Board of Education approve the following change orders for the 2016-2017 school year:

Company	Project	Amount
a) Your Way Construction	Bedwell Sidewalk	Reduce contract by \$15,000.00
b) Falak Construction	Bedwell Bathroom	Reduce contract by \$28,445.36

#### Action

#### 3. Approve Change Orders\*

#### Resolution

Resolved, that the Somerset Hills Board of Education approve the following change orders for the 2016-2017 school year:

Company	Project	Amount
a) Your Way Construction	Bernards High School Parking Lot	Reduce contract by \$30,214.16
b) Daskal LLC	Bernards High School Auditorium Demolition	Reduce contract by \$4,989.23

#### Action

#### 4. 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, 2015-June 30, 2016 for the following schools:

- Bedwell Elementary School
- Bernardsville Middle School
- Bernardsville High School

### Policy

A. No committee report

B. Action Items:

**Personnel**

A. The committee met on January 10, 2017. Ms. Virtue gave the report.

B. Mrs. Leiss moved Resolutions #1-16; Ms. Virtue seconded. Resolutions #3a, 6-12, 14 & 16 were approved by a vote of 10-0; Resolutions # 1, 2, 3b, 4, 5, 13 & 15 were approved by a vote of 9-0.

**Action** 1. Accept Resignation

**Resolution** Resolved, that the Somerset Hills Board of Education accept the resignation of the following employees:

Name	School	Position	Effective
a) Douglass, David	MUJC	Special Education Paraprofessional	1/16/17
b) Dominguez, Elena	BES	Teacher	12/19/16
c) Wilkinson, Philip	BES	Teacher	1/3/17
d) Felder, April	BMS	Special Education Paraprofessional	12/23/16
e) Rivera, Fernando	BES	Special Education Paraprofessional	12/23/16

**Action** 2. Approve Appointment Non-Certified Staff

**Resolution** Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certified staff for the 2016-2017 school year:

Name	School	Position	Replace	Level	Step	Salary	Effective
Rivera, Daren	BMS	Special Education Paraprofessional	Hooker	B	1	\$15.54/hour	1/6/17

**Action** 3. Approve Internship\*

**Resolution** Resolved, that the Somerset Hills Board of Education approve the following internship for the 2016-2017 school year:

Intern	Program	Subject/School	Mentor	Date
a) *Yhap-Zebro, Genevieve	NJ City University	School Nurse BHS & BMS	Anne Connor, Joseph Milde & Suzanne Ryan	January 2017 - June 2017 196 hours
b) Szabo, Monika	Centenary University	Guidance/BMS	Marcy Craver	January 2017 - June 2017 50 hours

**Action** 4. Approve Co-Curricular Positions

**Resolution** Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2016-2017 school year:

Name	School	Position	Stipend
a) Grau, Jianna	BES	Homework Club Instructor	\$59.11/hour
b) Rokosky, Debbie	BES	Homework Club Instructor	\$59.11/hour



c) Leavenworth, Patrice	BES	Homework Club Instructor	\$59.11/hour
d) Fulton, Cynthia	BES	Homework Club Instructor	\$59.11/hour
e) Sombers, Diana	BES	Homework Club Instructor - substitute	\$59.11/hour
f) Heppes, Laurie	BES	Homework Club Instructor - substitute	\$59.11/hour

**Action** 5. Approve Appointment Leave Replacement

**Resolution** Resolved, that the Somerset Hills Board of Education approve the appointment of the following leave replacement for the 2016-2017 school year:

Name	School	Position	Replace	Level	Step	Salary	Date
Zahorodny, Phyllis	BMS	Special Education Teacher	Bracho	BA	5	\$56,990	1/17/17 - 6/30/17

**Action** 6. Approve Translator\*

**Resolution** Resolved, that the Somerset Hills Board of Education approve the following translator for the 2016-2017 school year:

Name	Location
Rivera, Daren	District

**Action** 7. Approve Job Description\*

**Resolution** Resolved, that the Somerset Hills Board of Education approve the following job description:  
*Media Center After Hours Facilitator.*

**Action** 8. Accept Retirement\*

**Resolution** Resolved, that the Somerset Hills Board of Education accept the retirement of the following employee:

Name	School	Position	Years of Service	Effective
DeMeo, Janet	BHS	Math Teacher	10	2/28/17

**Action** 9. Approve Appointment Leave Replacement\*

**Resolution** Resolved, that the Somerset Hills Board of Education approve the appointment of the following leave replacement for the 2016-2017 school year:

Name	School	Position	Replace	Level	Step	Salary	Date
Flinton, Michelle	BHS	Math Teacher	DeMeo	BA	1	\$52,990	1/9/17 - 2/28/17

**Action** 10. Approve Appointment Certified Staff\*

**Resolution** Resolved, that the Somerset Hills Board of Education approve the appointment of the following certified staff for the 2016-2017 school year:

Name	School	Position	Replace	Level	Step	Salary	Effective
Nosworthy-Roth, Emilie	BHS	Special Education Teacher	Burns	MA	4	\$59,990 (Retro pay from 9/1/16)	1/18/17 - 6/30/17

**Action** 11. Approve Overload Extension\*

**Resolution** Resolved, that the Somerset Hills Board of Education approve the following overload extension for the 2016-2017 school year:

Name	Subject/School	Overload	Length	Salary
Gray, Paula	Math - SIP/BHS	5 periods per week	MP3	\$4,476

**Action** 12. Approve Substitutes\*

**Resolution** Resolved, that the Somerset Hills Board of Education approve the following district substitutes for the 2016-2017 school year:

Name	Substitute Position	Certification
a) Clark, Meghan	Teacher/Paraprofessional	Substitute Certificate
b) Rivera, Fernando	Teacher/Paraprofessional	Substitute Certificate
c) Roper, John Eric	Teacher/Paraprofessional	Substitute credential

**Action** 13. Accept Resignation

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

Name	School	Position	Effective
Eikeseth, Danielle	BES	Speech Therapist	3/19/17

**Action** 14. Approve Appointment Certified Staff\*

**Resolution** Resolved, that the Somerset Hills Board of Education approve the appointment of the following certified staff for the 2016-2017 school year:

Name	School	Position	Replace	Level	Step	Salary	Effective
Flinton, Michelle	BHS	Math Teacher	DeMeo	BA	1	\$52,990	3/1/17 - 6/30/17

**Action** 15. Approve Appointment Non-Certified Staff

**Resolution** Resolved, that the Somerset Hills Board of Education approve the appointment of the following non-certified staff for the 2016-2017 school year:

Name	School	Position	Replace	Level	Step	Salary	Effective
Poggi, Kristina	BES	Special Education Paraprofessional	Lettera	B	1	\$15.54/hour	1/30/17

**Action** 16. Approve Longevity Increase\*

**Resolution** Resolved, that the Somerset Hills Board of Education approve the longevity increase for the following employee for the 2016-2017 school year.

Name	Location	Position	Salary	Longevity	Total Salary	Effective
Thorp, Debbie	Olcott	Confidential Secretary	\$61,536	\$2,146	\$63,682	1/2/2017

**Strategic Plan Committee**

- A. The Committee met for its first meeting on January 10, 2017. Mr. Palma stated that the calendar for the work of the committee was determined.

**Public Questions & Comments**

Annie Ferrante thanked the school district for implementation of the Enrichment Program to lower grades.

**Supplementary Matters**

The Board had a discussion regarding minutes of committee meetings. It was the consensus of the Board that the agenda for each committee meeting will be shared with all Board members.

**Executive Session**

At 9:55, Mr. DiGioacchino moved to return to 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: 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.

Mr. McDonald seconded. The Board returned to public session at 10:20pm.

**Adjournment**

Mr. Baker moved to adjourn at 10:20pm, Mrs. Hoppe seconded. The meeting was adjourned by a vote of 10-0.

Respectfully submitted,

**Nancy Lee Hunter**  
**Board Secretary**

**Resolutions:**

**\*Note:** The areas of permitted voting for the Bedminster district representative of the Board of Education are: 1) 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; 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.