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**The Somerset Hills School District**  
**PUBLIC INPUT & ACTION MEETING MINUTES – SEPTEMBER 15, 2010**

**Call to Order**

The Public Input & Action meeting was called to order at 7:30 p.m. by Mrs. Coons, President.

**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.

**Roll Call****Present**

Robert Baker  
Donna Coons  
John Dorr  
Deborah Hawkins  
Linda Kragie  
Karen McMahan  
Nancy Palazzolo  
Louis Palma  
Caitlyn Parker  
Lauriann Swadba

**Absent****Also Present**

Peter Miller  
Nancy Lee Hunter  
Barbara Walls

**Executive Session**

At 6:30 p.m., Mrs. Coons 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: Personnel, Student Matters and Contracts Negotiations;

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.

Mrs. Hawkins seconded the motion to adjourn to executive session and the resolution was passed by unanimous vote of 10-0. The Board returned to public session at 7:30 p.m. Mrs. Coons reported that the Board discussed personnel, student matters and contract negotiations.

### Pledge of Allegiance

### Correspondence

None

### Report of the Superintendent

#### 1. Student/Staff Recognition

- Mr. Miller reported that the B.H.S. teams are off to a great start with football, field hockey and boy's soccer winning their season openers.
- Bedwell's physical education teachers, Amy Paterno and Phil Wilkinson, applied for a grant last spring through Project Fit America, a national agency that works with schools to create new opportunities for kids to be active, fit, and healthy. Project Fit partnered with Morristown Memorial Hospital to fund Bedwell's grant application donating fully funded cardiovascular health and lifetime fitness education programs. The official unveiling will be on October 8th.

#### 2. Report on Opening of School/Enrollment

<b>6/24/10 Enrollment</b>		<b>9/7/10 Enrollment</b>		<b>Difference</b>	
P	30	P	19	P	-11
K	115	K	102	K	-13
1	159	1	118	1	-41
2	143	2	161	2	18
3	151	3	143	3	-8
4	146	4	153	4	7
<b>Bedwell</b>	<b>744</b>	<b>Bedwell</b>	<b>696</b>	<b>Bedwell</b>	<b>-48</b>
5	140	5	143	5	3
6	142	6	145	6	3
7	149	7	143	7	-6
8	118	8	152	8	34
<b>BMS</b>	<b>549</b>	<b>BMS</b>	<b>583</b>	<b>BMS</b>	<b>34</b>
9	202	9	184	9	-18
10	197	10	211	10	14
11	212	11	201	11	-11
12	174	12	220	12	46
<b>BHS</b>	<b>785</b>	<b>BHS</b>	<b>816</b>	<b>BHS</b>	<b>31</b>
<b>Total</b>	<b>2078</b>	<b>Total</b>	<b>2095</b>	<b>Total</b>	<b>17</b>

## 3. Graduation Report

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually at a public meeting not later than September 30, to the Board of Education;

1. Total number graduated: 171
2. Total number of pupils graduated under the SRA: 0
3. The number of pupils receiving state-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEP's: 0
4. The total number of pupils denied graduation from the 12th grade class: 2
5. The total number of pupils denied graduation from the 12th grade class solely because of failure to pass the HPSA or SRA, based on the provisions of N.J.A.C. 6A:8-5.1(a)3: 0

**Public Questions & Comments**

None

**Approval of Minutes**

Action 1. Approval of Minutes\*

Resolution Mr. Palma moved that the Public Input & Action and Executive meeting minutes of August 25, 2010 be approved, as amended. Mrs. Palazzolo seconded the motion. Roll call vote 10-0.

**Finance****Committee Report & Discussion**

Mr. Dorr gave the report. The committee met on September 14<sup>th</sup> and will meet again on October 5<sup>th</sup>.

**Action Items**

Mr. Dorr moved Resolutions 1-7, seconded by Mr. Palma. Resolutions 1-7 were approved by a roll call vote of 10-0.

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 July, 2010 showing the following balances:

<b>FUND</b>	<b>Board Secretary Cash Balance (1)</b>	<b>Treasurer Cash Balance (2)</b>
(10) General Fund	\$3,725,300.01	\$3,725,300.01
(20) Special Revenue Fund	(\$167,769.73)	(\$167,769.73)
(30) Capital Projects Fund	(\$1,120,491.68)	(\$1,120,491.68)
(40)Debt Service Fund	\$237,170.56	\$237,170.56
Total Government Funds	\$2,674,209.16	\$2,674,209.16

(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.

Action 2. Approve 2010-2011 Budget Transfers\*  
Resolution Resolved that the Somerset Hills Board of Education approves the attached list of 2010-2011 budget transfers for July 2010.

Action 3. Payment of Bills\*  
Resolution WHEREAS, the Board Secretary has presented a check register dated August 31, 2010, covering check numbers 21493 to 21655 in the amount of \$2,049,870.79 with the recommendation that they 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	\$1,187,728.27
(20) Special Revenue Fund	\$20,175.00
(30) Capital Projects Fund	\$133,938.47
(40) Debt Service Fund	\$708,009.50
(60) Cafeteria Fund	\$19.55
<b>TOTAL</b>	<b>\$2,049,870.79</b>

Action 4. Approval Refunding School Bonds\*  
Resolution Resolved, that the Somerset Hills Board of Education approve the resolution (i) authorizing the making of an application to the local finance Board pursuant to N.J.S.A. 18A:24-61 through 62 for approval to issue refunding school bonds to refund all or a portion of its outstanding 2003 school bonds and (ii) approving a refunding school bond ordinance in connection herewith. **(See attached resolution)**

Action 5. Approve IDEA-ARRA Salaries\*  
Resolution Resolved, that the Somerset Hills board of Education approve the following salaries be funded or the 2010/2011 school year through the IDEIA-ARA grant:

<u>Position</u>	<u>Employee</u>	<u>Salary</u>
.50 Social Worker	Eli Nowak	\$27,830.00
.50 Inclusion Pre-school Teacher	Michele Freda	\$33,844.50

Action 6. Approve Millennium Strategies Contract\*  
Resolution Resolved, that the Somerset Hills Board of Education approve the Millennium Strategies consultant contract for the period September 1, 2010-August 31, 2011 in the amount of \$3,000 per month.

Action 7. Approve B.H.S. Fundraiser\*  
Resolution Resolved, that the Somerset Hills Board of Education approve a T-shirt sale to benefit the Class of 2014.

**Curriculum****Committee Report & Discussion**

Mrs. Palazzolo gave the report. The committee met on September 14<sup>th</sup> and will meet again on September 28<sup>th</sup>. The committee welcomed Jennifer Shouffler to her first meeting. The Municipal Alliance was also present at the meeting.

**Action Items**

Mrs. Palazzolo moved Resolutions 1-2, seconded by Mr. Palma. Resolution 1 (a) through (e), 2 was approved by a roll call vote of 10-0. Resolution 1 (f) was approved by a roll call vote of 8-2 with Mrs. Parker and Mrs. Hawkins voting no.

**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>
BHS	a) AP European History & AP U.S. History II Alexander Library- Rutgers University, New Brunswick, NJ	9/24/2010	40	2	0
BHS	b) BHS English Students Geraldine Dodge Poetry Festival – Student Day NJ PAC, Newark, NJ	10/8/2010	18	3	0
BHS	c) Key Club/Fall Rally Great Adventure, Jackson NJ	10/10/2010	20	2	2
BHS	d) Special Ed Students College Tour William Paterson University, Wayne, NJ	10/20/2010	10-12	2	0
BED	e) 4 <sup>th</sup> Grade Old Barracks Museum & NJ State House Trenton, NJ	10/5/2010	153	10	22
BHS	f) BHS Concert Choir, Disney World Orlando, FL	12/3 – 12/6/2010	60	3	3

**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>
Bedwell	a) Freda, Michelle	NJ Division for Early Childhood Annual Fall Conference	\$ 94.09	10/1/10

Bedwell	b) Pike, Emily	Art Educators of NJ Annual Conference	\$ 95.00	10/5/10
Bedwell	c) McCarron, James	Art Educators of NJ Annual Conference	\$ 120.00	10/5&6/2010
BHS	d) Dooley, Megan	NARACES School Counselor Conference	\$ 165.00	9/24-26/10
BHS	e) Janosko, Ashley	NARACES School Counselor Conference	\$ 165.00	9/24-26/10
BHS	f) SooHoo, Carolyn	Art Educators of NJ Annual Conference	\$147.37	10/5&6/2010

## Facilities & Operations

### Committee Report & Discussion

Mr. Palma gave the report. The committee met on September 15<sup>th</sup>.

### Action Items

Mr. Palma moved Facilities & Operations Resolution 1-5, seconded by Ms. Kragie. Resolutions 1, 4 and 5 were approved by a roll call vote of 10-0. Resolution 2 and 3 were approved by a roll call vote of 9-0.

### Action

#### 1. Approve Change Order No. 1 & No. 2\*

### Resolution

Resolved, that the Somerset Hills Board of Education approve the following change orders for Top Line Construction Corp. (BHS Parking Lot Improvements): Change Order No. 1 in the amount of \$12,853.40 (add) and Change Order No. 2 in the amount of \$1,840.80 (deduct):

Original Contract	\$536,334.95
Net Change Orders	\$ 11,012.60
Final Contract	\$547,347.55

### Action

#### 2. Grant Approval – B.E.S.

### Resolution

Resolved, that the Somerset Hills Board of Education authorize the execution and delivery of the Grant Agreement with the NJ Department of Education for non solar energy improvement projects at Bedwell Elementary School in the amount of **\$954,649** (40% of the total estimated costs of \$2,386,623). **(State Project No. 4815-030-10-1002)**.

### Action

#### 3. Grant Approval – B.M.S.

### Resolution

Resolved, that the Somerset Hills Board of Education authorize the execution and delivery of the Grant Agreement with the NJ Department of Education for non solar energy improvement projects at Bernardsville Middle School in the amount of **\$1,265,896** (40% of the total estimated costs of \$3,164,741). **(State Project No. 4815-040-10-1003)**.

### Action

#### 4. Grant Approval – B.H.S.\*

### Resolution

Resolved, that the Somerset Hills Board of Education authorize the execution and delivery of the Grant Agreement with the NJ Department of Education for non solar energy improvement projects at Bernards High School in the amount of **\$550,232** (40% of the total estimated costs of \$1,375,581). **(State Project No. 4815-020-10-1001)**.

- Action Resolution 5. Approve Historic Preservation Trust Application\*  
 Resolved that the Somerset Hills Board of Education apply to the Historic Preservation Trust Fund:
- WHEREAS** the Olcott Building is located at 25 Olcott Avenue in the Borough of Bernardsville, County of Somerset, New Jersey; and
- WHEREAS** the Olcott Building was nominated for listing on the National Register of Historic Places are part of the Olcott Avenue Historic District and said nomination was unanimously approved on February 10, 2009; and
- WHEREAS** the Somerset Hills Board of Education recognizes that the Olcott Building is a treasured local landmark of National historic significance; and
- WHEREAS** the New Jersey Historic Trust is offering historic site management grants through its Garden State Historic Preservation Trust Fund; and
- WHEREAS** the Somerset Hills Board of Education would like to apply to the Historic Preservation Trust Fund for site management grant of \$36,375; and
- WHEREAS** a match of 25% of the total project cost (\$48,500) is required if a grant is awarded, with the Board of Education to provide a cash match of no greater than \$12,125; and
- WHEREAS** the application to the Trust Fund requires that matching funds are either currently available or will be available by March 2011 for the purpose of implementing the project and the Board of Education intends to provide its matching funds at the time of grant acceptance, subject to appropriation; and
- NOW THEREFORE BE IT RESOLVED** by the Board of Education of the Somerset Hills School District that Business Administrator/Board Secretary Nancy Lee Hunter is authorized to submit an application to the New Jersey Garden State Historic Preservation Trust Fund for a historic site management planning grant in the amount of \$36,375.

**Policy****Committee Report & Discussion**

Mrs. McMahon gave the report. The committee will meet on October 5<sup>th</sup>.

**Action Items**

Mrs. McMahon moved Resolution 1-8, seconded by Mr. Palma. Resolutions were approved by a roll call vote of 9-0.

- Action Resolution 1. First Reading Policy #3144 Certification of Tenure Charges – Revision  
 Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #3144 Certification of Tenure Charges – Revision.
- Action Resolution 2. First Reading Policy #5516 Use of Electronic Communication and Recording Devices (ECRD) (M) – Revision  
 Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #5516 Use of Electronic Communication and Recording Devices (ECRD) (M) – Revision.

Action 3. First Reading Policy #6112 Reimbursement of Federal and Other Grant Expenditures (M) – New

Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #6112 Reimbursement of Federal and Other Grant Expenditures (M) – New.

Action 4. First Reading Policy #8310 Public Records - Revision

Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #8310 Public Records – Revision.

Action 5. First Reading and Approval Bylaw #0146 Board Member Authority – Revision

Resolution Resolved, that the Somerset Hills Board of Education approve the first reading and approval Bylaw #0146 Board Member Authority – Revision.

Action 6. First Reading and Approval Bylaw #0171 Duties of Board President and Vice President – Revision

Resolution Resolved, that the Somerset Hills Board of Education approve the first reading and approval Bylaw #0171 Duties of Board President and Vice President – Revision

Action 7. First Reading and Approval Bylaw #0173 Duties of Public School Accountant – Revision

Resolution Resolved, that the Somerset Hills Board of Education approve the first reading and approval Bylaw #0173 Duties of Public School Accountant – Revision.

Action 8. First Reading and Approval Policy #6830 Audit and Comprehensive Annual Financial Report (M) – Revision

Resolution Resolved, that the Somerset Hills Board of Education approve the first reading and approval of Policy #6830 Audit and Comprehensive Annual Financial Report (M) – Revision.

## Personnel

### Committee Report & Discussion

Mrs. Hawkins gave the report. The committee will meet on September 23<sup>rd</sup>.

### Action Items

Mrs. Hawkins moved Resolutions 1-16, seconded by Mr. Palma. Resolutions 3-6, 12-14 were approved by a roll call vote of 9-0. Resolution 1-2, 7-11, 15, 16 were approved by a roll call vote of 10-0.

All personnel action is on the recommendation of the Superintendent.

Action 1. Approval of Mentor\*

Resolution Resolved, that the Somerset Hills Board of Education approves the following staff member as mentor for novice teacher for the 2010-2011 school year:

BHS Jay Hogge (Jade Pietroluongo)

Action 2. Approval of Department Coordinator Summer Hours\*

Resolution Resolved, that the Somerset Hills Board of Education approves summer hours for department coordinators for transition services:

Thomas DeMarco – Science 4 hours

Theresa DeRoberts – World Language 4 hours

Paula Gray – Math 4 hours



- Action 3. Approval of Family Medical Leave  
Resolution Resolved, that the Somerset Hills Board of Education approves an unpaid family medical leave for Joan Weller, special education aide at Bernardsville Middle School, effective November 19, 2010 through December 31, 2010.
- Action 4. Accept Resignation  
Resolution Resolved, that the Somerset Hills Board of Education accepts the resignation of Lisa Kotz, part time (3.8 hrs/day) paraprofessional at Bedwell Elementary School, effective September 1, 2010.
- Action 5. Approval of Paraprofessional  
Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Desiree DeNourie, part time (3.8 hrs/day) paraprofessional at Bedwell Elementary School, Step 1, at an annual salary of \$12,947, effective September 7, 2010, for the 2010-2011 school year.
- Action 6. Approval of Bus Paraprofessional  
Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Debra Graves, bus paraprofessional, at an hourly rate of \$14.62, effective September 7, 2010, for the 2010-2011 school year.
- Action 7. Approval of Job Descriptions\*  
Resolution Resolved, that the Somerset Hills Board of Education approves the revision of the following job descriptions:  
 Assistant Principal – High School Athletics  
 Assistant Principal – High School Curriculum  
 Supervisor of High School English and Student Services  
 Supervisor of High School Social Studies and World Languages
- Action 8. Approval of Athletic/Co-Curricular Positions\*  
Resolution Resolved, that the Somerset Hills Board of Education approves the following athletic/co-curricular positions:
- | <u>High School</u>   |                         | <u>Stipend</u> |
|----------------------|-------------------------|----------------|
| Kelly Clark          | Assistant AD: Fall      | 3,969          |
| Dave Carmon          | Winter Track: Assistant | 4,563          |
| <u>Middle School</u> |                         |                |
| Marianne Fitzgerald  | Team Leader – Grade 6   | 2,438          |
- Action 9. Approval of Substitutes/Home Instructor\*  
Resolution Resolved, that the Somerset Hills Board of Education approves the following substitutes/home instructor:
- | <u>Teacher</u>       |                 |
|----------------------|-----------------|
| Pasquale DiGiacchino | Sub Certificate |
| Desiree DeNourie     | CEAS            |

Rae Horowitz	Sub Certificate
Kyle Markovich	Standard
Justin Suriano	Sub Certificate
Lynn Sharp	Standard Certificate
<u>Home Instructor</u>	
John Kollonitsch	Standard – Elementary & Earth Science

Action 10. Approval of Student Teaching Practicum\*  
Resolution Resolved, that the Somerset Hills Board of Education approves the following for the 2010-2011 school year:  
 Anne Connor (Felician College) Fall – Practicum HS Health Education

Action 11. Approve Appointment of Long Term Substitute  
Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of Kathleen Derringer-Ryerson, long term substitute (.50) at Bernards High School, Level MA+30, Step 1-2, at a per diem rate of \$149, effective September 15, 2010 through the end of the assignment.

Action 12. Approve Change in Status  
Resolution Resolved, that the Somerset Hills Board of Education approves change in status for Erika Procacci, Special Education Teacher at Bernardsville Middle School as follows, effective September 13, 2010 through the end of the assignment:

<b>From:</b> part time (.67)	BA	Step 4	\$ 36,039
<b>To:</b> full time	BA	Step 4	\$ 53,790

Action 13. Approve Bus Paraprofessional  
Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Ellen Clarke, bus paraprofessional, at an hourly rate of \$14.62, effective September 20, 2010, for the 2010-2011 school year.

Action 14. Rescind Bus Paraprofessional  
Resolution Resolved, that the Somerset Hills Board of Education rescind the appointment of Debra Graves, bus paraprofessional, effective September 17, 2010.

Action 15. Approve Co-Curricular Positions  
Resolution Resolved, that the Somerset Hills Board of Education approves the following co-curricular positions:

<u>High School</u>		<u>Stipend</u>	
Janice O'Brien	Bernardian: Literary Advisor (50%)	2,758	(50%)
Heather Buterbaugh	Bernardian: Literary Advisor (50%)	2,758	(50%)
Janice O'Brien	Bernardian: Financial Advisor (50%)	1,280	(50%)
Heather Buterbaugh	Bernardian: Financial Advisor (50%)	1,280	(50%)
Jon Simoneau	Class Advisor: Senior	4,322	
Joe Milde	Class Advisor: Junior	3,770	
Angela Cerza	Class Advisor: Sophomore	1,676	

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Jeff Falzarano	Volunteer – Football
Phil Wilczewski	Volunteer – Football
Rich Armstrong	Volunteer – Men’s Basketball

Action 16. Approve Substitutes/Home Instructor  
Resolution Resolved, that the Somerset Hills Board of Education approves the following substitutes/home instructor:  
Teacher  
Eugene Riley – Sub Certificate  
Teacher, Paraprofessional & Bus Paraprofessional  
Debra Graves – Standard Certificate  
Home Instructor  
Deborah Kalish

### **Neighborhood Relations**

Mrs. Swadba reported that the committee met September 14<sup>th</sup>.

### **Community Relations**

Mrs. Coons reported that the committee did not meet. A tentative date for Community/Finance meeting to include the Borough Councils has been set for Tuesday, February 1, 2011 at 6 p.m.

### **Supplementary Matters**

1. The NJSBA Conference will be held on October 19 & 20, 2010 in Somerset County, NJ. There is no cost to the Board.

### **Public Questions & Comments**

None

### **Adjournment**

Mr. Palma made a motion to adjourn the meeting at 8:45 p.m. Ms. Kragie seconded the motion, which was passed by unanimous 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 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.**