
The Somerset Hills School District
PUBLIC INPUT & ACTION MEETING MINUTES – OCTOBER 12, 2011

Call to Order

The 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
Julie Goetz
Deborah Hawkins
Linda Kragie
Karen McMahan
Nancy Palazzolo
Louis Palma
Lauriann Swadba

Absent**Also Present**

Peter Miller
Nancy Lee Hunter
Barbara Walls

Executive Session

At 6:30 p.m., 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: Personnel, Student Matters and 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.

Mr. Baker 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 Negotiations.

Pledge of Allegiance

Correspondence

1. Thank You – Dawn King
2. Thank You – Keith Keibel
3. Letter from Robin M. Hoyt regarding Drums, Girls and Dangerous Pie book
4. Letter from Dr. Liptak regarding Drums, Girls and Dangerous Pie book

Report of the Superintendent

1. Presentation of Anti-Harassment, Intimidation and Bullying - Board Workshop
Mr. Phil Stern, Esq. gave a presentation to the Board of Education and responded to their questions.
2. Annual Report of Violence and Vandalism
Pursuant to N.J.S.A. 18A:17-46, 8 acts of violence and vandalism were reported to the NJ Department of Education Electronic Violence and Vandalism Reporting System (EVVRS) during the 2010-2011 school year. At the high school, three incidents of violence occurred, 1 incident of vandalism and two incidents of substance abuse. At the middle school one incident each of vandalism and weapons occurred.
3. District Strategic Plan Status
Mr. Miller reported that there was a meeting of the Strategic Planning Team last evening. A full report will be given at the November 16th Board Meeting.
4. State Assessment Report
Ms. Jennifer Shouffler presented State testing results across all grades and subject areas.
5. Student/Staff Recognition
We are very proud of our award winning Bernards High School Marching Band who performed in the 82nd Columbus Day Parade in New York City on Monday.

The Bernards boys and girls cross country teams finished off their regular season with a clean sweep against South Hunterdon, Belvidere, and Mt. St. Mary's. The girls had an undefeated regular season (8-0) and won the Valley Division championship. The boys finished the regular season with a 6-1 record.

Public Questions & Comments

1. Several parents raised concerns about the fact that the discussion of the book, "Drums, Girls and Dangerous Pie" was cancelled after the book had been assigned as required summer reading. Parents felt that the issue of childhood cancer is so important that it should have been discussed. There were also concerns that communication from the school on this matter was lacking.

Approval of Minutes

- Action 1. Approval of Minutes*
Resolution Mr. Palma moved that the Public Input & Action and Executive session minutes of September 14, 2011 be approved. Mrs. Hawkins seconded the motion. The motion was passed with a roll call vote of 10-0.

Finance**Committee Report**

Mr. Dorr gave the report.

Action Items

Mr. Dorr moved resolutions 1-6, seconded by Mr. Palma. Resolutions 1-6 were approved by a roll call vote of 10-0.

- Action 1. Board Secretary & Treasurer (1) Reports & Board Certification*
Resolution WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of July, 2011 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	3,095,126.65	3,095,126.65
(20) Special Revenue Fund	(17,937.41)	(17,937.41)
(30) Capital Projects Fund	\$334,045.21	\$334,045.21
(40)Debt Service Fund	\$274,610.44	\$274,610.44
Total Government Funds	\$3,685,844.89	\$3,685,844.89

(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. (1)Treasurer's Report to be hand delivered at meeting.

- Action 2. Board Secretary & Treasurer (1) Reports & Board Certification*
Resolution WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of August, 2011 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$4,583,333.68	\$4,583,333.68
(20) Special Revenue Fund	\$20,344.33	\$20,344.33
(30) Capital Projects Fund	\$333,565.21	\$333,565.21
(40)Debt Service Fund	(\$152,167.15)	(\$152,167.15)
Total Government Funds	\$4,785,076.07	\$4,785,076.07

(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. (1)Treasurer's Report to be hand delivered at meeting.

Action
Resolution

3. Approve 2011-2012 Budget Transfers*

Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for the months of July and August 2011.

Action
Resolution

4. Payment of Bills*

WHEREAS, the Board Secretary has presented a check register dated September 14, 2011 covering check numbers 24105 to 24311 in the amount of \$1,892,343.32 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:

FUND	AMOUNT
(10) General Fund	\$1,167,508.71
(20) Special Revenue Fund	\$5,390.86
(30) Capital Projects Fund	\$480.00
(40) Debt Service Fund	\$718,104.25
(60) Cafeteria Fund	\$859.50
TOTAL	\$1,892,343.32

Action
Resolution

5. Approve Out of District Placement*

Resolved, that the Somerset Hills Board of Education approve the following out of district placement for the 2011-2012 school year:

Student ID#	Provider	Location
2013234	Somerset Co Vo Tech –TOPS program	Bridgewater, NJ

- Action Resolution 6. Approve Flexible Spending Account*
 Resolved, that pursuant to the requirements of NJPL 2011 Chapter 78, the Somerset Hills Board of Education hereby resolves to implement a Section 125 Flexible Spending Account (FSA) program effective January 1, 2012, as follows:
1. Pursuant to their proposal of September 15, 2011, the Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate AmeriFlex, LLC as the Board's FSA administrator.
 2. The Board appoints Brown & Brown Benefit Advisors, Inc. as its FSA broker-of-record.
 3. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement these changes.

Curriculum

Committee Report

Mrs. Palazzolo reported on the meeting of September 27th and October 11th.

Action Items

Mrs. Palazzolo moved Resolutions #1-6, seconded by Mrs. Hawkins. Resolution 1-5 were approved by a roll call vote of 10-0. Resolution #6 was approved by a roll call vote of 9-0.

- Action Resolution 1. Approve Field Trips*
 Resolved, that the Somerset Hills Board of Education approve the following field trips:

School	Trip	Date(s)	# of Students	# of Faculty	# of Chaperones
BHS	a) BHS Marching Band Jazz Ensemble Orchestra, Concert Band Disneyworld, Orlando, FL *please note: dates approved on 6/29/11 were 4/18-22/11	4/19/2012 to 4/23/2012	80	4	2
BHS	b) Photo/ESL Classes Metropolitan Museum of Art NYC	11/30/11	40	2	2
BHS	c) AP European History Alexander Library Rutgers University New Brunswick NJ	11/17/11	12	2	0
BHS	d) Anatomy & Physiology Liberty Science Center Jersey City NJ	5/9/2012	59	5	0
BHS	e) AP/Honors Physics Bergen Community College	11/12/11	23	2	0

	Paramus NJ				
BHS	f) Guidance Rider University/TCNJ Trenton NJ	11/11/11	12	2	0
BHS	g) Guidance Scranton, King's & Wilkes	11/10/11	12	2	0
BHS	h) Guidance NJIT Newark NJ	10/28/11	12	2	0
BHS	i) Guidance Rutgers University New Brunswick NJ	10/24/11	18	2	0
BHS	j) Guidance Seton Hall University South Orange NJ	10/21/11	18	2	0
BHS	k) MSG Varsity Challenge MSG Studios, NYC	11/8/11	35	3	0
BHS	l) English III Class Bedwell Children's Books Project	10/21/11 11/4/11	90	3	0
BHS	m) AP Environmental Science Rutgers University New Brunswick NJ	10/20/11	17	2	0
BES	n) Multiple Disabled Class Hunterdon Wellness Center Whitehouse Station NJ	10/21, 11/18, 12/16/11 1/20, 2/24, 3/16,4/20,5/ 18,6/15/12	3	3	0
BES	o) Multiple Disabled Class Fosterfields Farm Morris Township NJ	10/28/11	3	3	0
BMS	p) Forensics Club Interpretive Reading Tournament Chester NJ	11/17/11	10	1-2	2-3
BHS	q) AP Environmental Penns Brook Bernardsville NJ	10/27 & 11/3/11	18	1	2

Action
Resolution

2. Approve Professional Development*

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

School	Name	Workshop/Conference	Est. Cost	Date
BHS	a) Dooley, Megan	Dealing with Today's Girl Bullying & Relational Aggression	\$ 129.00	11/7/11
BHS	b) Janosko, Ashley	Dealing with Today's Girl Bullying & Relational Aggression	\$ 183.22	11/7/11
Olcott	c) Miller, Peter	Techspo 2012	\$ 484.50	1/26 & 27/12
Olcott	d) Walls, Barbara	Legal One: Supervision & Evaluation	\$ 75.00	11/21/11

Action
Resolution
documents.

3. Adopt Curriculum*
Resolved, that the Somerset Hills Board of Education adopt the following curriculum documents.
All curriculum documents are on file in the Curriculum Office.

AP French	Revision- College Board Changes	Liz Whittle
Chemistry, Chemistry A, Chemistry H	Revision-2009 Standards	Joe Foglia/Christine Whitlock
Math Concepts	New Course- Full Yr	Nicole Drag/Lynda Burns
Conversational Spanish	New Course- Full Yr	Jeannette Bracero
Financial Literacy	Revision- Semester on-line	Jen Shouffler
Grade 3 Science	Revisions-2009 Standards	Jen Shouffler
Grade 4 Science	Revisions-2009 Standards	Jen Shouffler

Action
Resolution

4. Approve Bilingual/ESL Three Year Program Plan 2011-2014*
Resolved, that the Somerset Hills Board of Education approve the Bilingual/ESL Three Year Program Plan School Years 2011-2014, as attached.

Approve
Resolution

5. Approve District Nursing Plan 2011-2012*
Resolved, that the Somerset Hills Board of Education approve the District Nursing Plan 2011-2012, as attached.

Action
Resolution

6. Approve DARE Program
Resolved, that the Somerset Hills Board of Education approve the DARE Program at Bernardsville Middle School for the 2011/2012 school year at a cost of \$5,000.

Facilities & Operations

Committee Report

Mr. Palma gave the report. The Committee met on September 21st and October 4th.

Action Items

Mr. Palma moved Resolutions #1-2, seconded by Ms. Kragie. Resolutions #1-2 were approved by a roll call vote of 10-0.

Action 1. Approve Comprehensive Maintenance Plan*
Resolution Resolved, that the Somerset Hills Board of Education approve the Comprehensive Maintenance Plan, as attached.

Action 2. Approval of 2010-2011 Violence and Vandalism Report*
Resolution Resolved, that the Somerset Hills Board of Education acknowledge receipt of the 2010-2011 Violence and Vandalism Report.

Policy

Committee Report

Mrs. McMahan gave the report. The next meeting is November 8th.

Action Items

Mrs. McMahan moved Resolutions #1-2, seconded by Mr. Palma. Resolutions #1-2 were approved by a roll call vote of 9-0.

Action 1. First Reading Policy #3322 Staff Member's Use of Cellular Telephone (New)
Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #3322 Staff Member's Use of Cellular Telephone.

Action 2. First Reading Policy #4322 Staff Member's Use of Cellular Telephones (New)
Resolution Resolved, that the Somerset Hills Board of Education approve the first reading of Policy #4322 Support Staff Member's Use of Cellular Telephones

Personnel

Committee Report

Mrs. Hawkins gave the report. The committee met on October 11th.

Mrs. Walls spoke highly of Mrs. Taber and thanked her for her years of service to the district and wished her well on her retirement.

Action Items

Mrs. Hawkins moved Resolutions 1-20, seconded by Mr. Palma. Resolutions 1-2, 4-5, 8-12, 14, 15-18, 20 was approved by a roll call vote of 9-0. Resolutions 3, 6-7, 13, 19 were approved by a roll call vote of 9-0.

All personnel action is on the recommendation of the Superintendent.

Action 1. Approve Appointment of Long Term Substitute
Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Gina Brusca, long term substitute at Bernardsville Middle School, Step 1, Level BA, at a per diem rate of \$259.00, effective September 22, 2011 through December 9, 2011. (LaCotta)

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- Action 2. Approve Appointment of Paraprofessional
Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Kaitlyn Vona, part time special education paraprofessional at Bedminster School (out of district placement), Step 1B, at an hourly rate of \$14.91, 20 hours per week, effective September 22, 2011 for the 2011-2012 school year.
- Action 3 Approve Appointment of Paraprofessional*
Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Brian Rennalls, part time special education paraprofessional at Bernards High School, Step 1B, at an hourly rate of \$14.91, 17 hours, 30 minutes per week, effective October 3, 2011 for the 2011-2012 school year.
- Action 4. Approve Appointment of Paraprofessional
Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Caitlin Anelli, part time special education paraprofessional at Bernardsville Middle School, Step 1B, at an hourly rate of \$14.91, 13 hours, 50 minutes per week, effective October 4, 2011 for the 2011-2012 school year.
- Action 5. Approve Appointment of Paraprofessional
Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Tracy Scerra, part time special education paraprofessional at Bernardsville Middle School, Step 1B, at an hourly rate of \$14.91, 19 hours, 10 minutes per week, effective October 4, 2011 for the 2011-2012 school year. (Cannici)
- Action 6. Approve Appointment of College & Career Specialist*
Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Rebecca Labus, part time College & Career Specialist at Bernards High School, at an annual salary of \$30,000 (prorated) effective October 17, 2011.
- Action 7. Accept Retirement*
Resolution Resolved, that the Somerset Hills Board of Education accepts, with regret, the retirement of Rita Taber, Secretary to the Assistant Superintendent/Personnel Assistant, effective January 1, 2012, with thanks for her 9 years of service to the district.
- Action 8. Accept Resignation
Resolution Resolved, that the Somerset Hills Board of Education accepts the resignation of Nicole Cannici, part time special education paraprofessional at Bernardsville Middle School, 18 hours, 35 minutes per week, effective October 3, 2011.
- Action 9. Accept Resignation
Resolution Resolved, that the Somerset Hills Board of Education accepts the resignation of Regina Geiger, part time special education paraprofessional at Bernardsville Middle School, 17 hours, 5 minutes per week, effective October 7, 2011

Action 10. Approval of Parenthood Leave
Resolution Resolved, that the Somerset Hills Board of Education approves a parenthood leave for Lisa Drew, social studies teacher at Bernardsville Middle School, beginning December 5, 2011 through April 6, 2012.

Action 11. Approval of Nurse Clerk Rate
Resolution Resolved, that the Somerset Hills Board of Education approves the nurse clerk rate of \$33.50 per hour for the 2011-2012 school year.

Action 12. Approve Salary Adjustment
Resolution Resolved, that the Somerset Hills Board of Education approves a salary adjustment for Melissa Jordan, part time nurse clerk at Bedwell Elementary School as follows, effective September 1, 2011:
 From: \$32.00/hour To: \$33.50/hour

Action 13. Approval of Curriculum Work*
Resolution Resolved, that the Somerset Hills Board of Education approves payment of 5 days of curriculum work for Elizabeth Whittle, at a cost of \$165/day.

Action 14. Approve Change in Hours for Special Education Paraprofessionals
Resolution Resolved, that the Somerset Hills Board of Education approves the following change in hours for special education paraprofessionals for the 2011-2012 school year:

<u>Name</u>	<u>Location</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Regina Geiger	BMS/BE	13 hrs/8 min	17 hrs/5 min	9/28/11
Antonietta Natoli	BES/BMS	13 hrs/25 min	18 hrs/50 min	9/27/11

Action 15. Approval of Classroom Observation*
Resolution Resolved, that the Somerset Hills Board of Education approves Abigail Stark, Sussex County Community College for 4 hours of classroom observation at Bernards High School (chemistry).

Action 16. Rescind Co-Curricular Position*
Resolution Resolved, that the Somerset Hills Board of Education rescind the following co-curricular position for the 2011-2012 school year:

High School
 Ashley Janosko Track & Field: Women's Assistant (Spring)

Action 17. Approval of Co-Curricular Position*
Resolution Resolved, that the Somerset Hills Board of Education approves the following co-curricular position for the 2011-2012 school year:

Bernardsville Middle School
 Gina Brusca Art Club (Oct. – Dec.)\$42/hour
 Brian Harlow Vocal Music Accompanist \$1,136

Bernards High School

Brian Harlow Vocal Music Accompanist \$4,074
 Bryce Baldwin Football Volunteer

Action 18. Approval of Substitutes*
Resolution Resolved, that the Somerset Hills Board of Education approves the following substitutes for the 2011-2012 school year:

Teachers

Caitlyn Anelli	Sub Certificate
Bryce Baldwin	Sub Certificate
Beth Donley	Sub Certificate
William Howard	Standard
Tracy Scerra	Sub Certificate
Brian Rennalls	CEAS

Paraprofessional

Clarissa Krumbiegel
 Caitlyn Anelli
 Tracy Scerra
 Brian Rennalls
 Anthony Colantuono
 Nancy Carle

Geoffrey George

Linda McMahon

Bus Paraprofessional

Brian Rennalls

Custodians

Maria Hernandez
 Tumminia Grimaneza

Action 19. Approve Appointment of Leave Replacement
Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Kevin Mulcahy, Social Studies Leave Replacement at Bernardsville Middle School, Level BA, Step 1-2, at an annual salary of \$51,790 (prorated) effective December 5, 2011 through March 30, 2012. (Drew)

Action 20. Approval of Substitutes
Resolution Resolved, that the Somerset Hills Board of Education approves the following substitutes for the 2011-2012 school year:

Teacher

Gina Brusca	CEAS
Mary Davis	CEAS
Kevin Mulcahy	CEAS

Paraprofessional

Gina Brusca

Neighborhood Relations

No report

Community Relations

No report.

Supplementary Matters

Mrs. McMahon commended on what a wonderful job all of the staff did with the opening of school. Mrs. Palazzolo thanked the Bernardsville Police Department for continuing the Dare Program.

Public Questions & Comments**Executive Session**

At 10:10 p.m., Mrs. Palazzolo 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, 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. Swadba 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 10:30 p.m. Mrs. Coons reported that the Board discussed Student Matters.

Adjournment

Mrs. Hawkins moved to adjourn the meeting at 10:30, seconded by Mrs. Swadba. The motion was approved by a 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.