
**The Somerset Hills School District
PUBLIC INPUT & ACTION MEETING MINUTES – DECEMBER 10, 2014**

Call to Order

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

Roll Call

Present	Absent	Also Present
Mr. Baker		Frances Wood
Mrs. Coons		Jennifer Shouffler
Mr. DiGioacchino		Nancy Lee Hunter
Ms. Goetz *arrived 7:10 p.m.		
Mrs. Hawkins		
Mrs. Palazzolo		
Mr. Palma *arrived 7:15 p.m.		
Mrs. Petrilli		
Mrs. Swadba		

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.

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.

Pledge of Allegiance**Correspondence****Report of the Superintendent**

1. Presentation of Audit – Warren Korecky of Supplee Clooney & Co.
2. Results of District Testing – Grant Kolmer & Jen Shouffler
3. Student/Staff Recognition
 - Emma Grey – Selected to the U.S. Army All-American Marching Band. Teacher Fred Trumpy, Marching Band Director, was acknowledged for his leadership.
4. Academic Report

Public Questions & Comments**Approval of Minutes****Action** 1. **Approval of Minutes**

Resolution Mr. Palma moved, seconded by Ms. Goetz that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for November 19, 2014. Roll call vote of 9-0.

Finance**Committee Report & Discussion**

Mr. Baker reported that the Committee met on December 9, 2014.

Action Items

Mr. Baker moved Finance resolutions #1-8, seconded by Mr. Palma. Finance resolutions #1-8 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 October 2014 of showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$5,318,208.00	\$5,318,208.00
(20) Special Revenue Fund	(\$35,611.85)	(\$35,611.85)
(30) Capital Projects Fund	\$321,570.84	\$321,570.84
(40)Debt Service Fund	(\$134,573.21)	(\$134,573.21)
Total Government Funds	\$5,469,593.78	\$5,469,593.78

(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 Resolution 2. Approve 2014-2015 Budget Transfers*
Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for October, 2014.

Action Resolution 3. Payment of Bills*
WHEREAS, the Board Secretary has presented a check register dated November 2014 covering check numbers 32646 to 32777 in the amount of \$3,732,882.09 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	\$3,608,694.89
(20) Special Revenue Fund	\$52,482.53
(30) Capital Projects Fund	-0-
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	\$71,704.67
TOTAL	\$3,732,882.09

Action Resolution 4. Acceptance of 2013-2014 Audit *
WHEREAS, the Somerset Hills Board of Education engaged the firm of Suplee, Clooney & Company to conduct a yearly audit of the district's financial records; and
Whereas the firm audited these records for the 2013-2014 school year;
NOW THEREFORE BE IT RESOLVED that the minutes reflect that the Somerset Hills Board of Education reviewed the 2013-2014 Audit Report, acknowledges the following recommendations; and
BE IT FURTHER RESOLVED that the Board Secretary be directed to file the necessary reports with the State Department of Education.

Recommendations:

- An analysis of the balance on account in the Payroll Agency account be maintained

Action Resolution 5. Approve Corrective Action Plan*
Resolved, that the Somerset Hills Board of Education approve the Corrective Action Plan for the 2013-2014 Audit.

Recommendation Number	Corrective Action to be Approved by the Board	Mention of Implementation	Person Responsible for Implementation	Completion Date of Implementation
13/14-1	That the District maintain an analysis of the balance on account in the Payroll Agency account.	The Business Administrator will review the analysis of the Payroll Agency account, prepared by the payroll clerk, on a quarterly basis.	Business Administrator	June 2015

Action Resolution

6. Approve Health Insurance Carrier

Resolved, that the Somerset Hills Board of Education make the following changes to its group insurance programs effective 2/1/15:

- Terminate the group medical insurance policy with Oxford Health Plans, Group Number SH18809.
- Select AmeriHealth Insurance Company of NJ, Inc. as our group medical insurance carrier, at the rates, benefits, terms, and conditions represented in their proposal dated 10/31/2014.
- Become a member of the Public Employer Trust, underwritten by AmeriHealth and managed by Brown & Brown Benefit Advisors, Inc. for the period 2/1/2015 through 6/30/2016.

Info Representatives from Brown & Brown Advisors and from AmeriHealth Insurance Company were at the meeting to review the proposed change to AmeriHealth.

Action Resolution

7. Approve Non-Public Technology Order

Resolved, that the Somerset Hills Board of Education approve a technology order for Far Hills County Day School in the amount of \$11,648.

Action 1. Resolution

8. Approve Parent Organization Fund Raisers

Resolved, that the Somerset Hills Board of Education approve the following parent organization fund raisers:

Organization	School	Event	Date
a) Boys Lacrosse Booster	BHS	Selling Cookie Dough	Selling through 12/22/14
b) Boys Lacrosse Booster	BHS	Dinner, Band with raffle prizes	1/31/15

Curriculum Committee Report

Mrs. Palazzolo reported that the Committee met on December 2 & 16, 2014.

Action Items

Mrs. Palazzolo moved Curriculum resolutions #1-3, seconded by Mr. Palma. Curriculum resolutions #1-3 were approved by a roll call vote of 9-0.

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) BHS	Anatomy & Physiology classes- Liberty Science Center	5/29/15	60	2	4
b) BHS	AP Science Students – Biomedical Engineering Day: Speaking Science NYC	01/10/1 5	10	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	School Nurses Conference	\$375.85	3/27/15
b) BES	Fischer, Susan	Teachers College	0	2/24/15
c) BES	McCarron, Jim	Teachers College	\$15.75	1/7/15
d) BES	Nigro, Rebecca	Teachers College	\$40.08	12/18/14
e) BES	Noonan, Mark	Teachers College	\$128.63	1/7/15
f) BHS	Garay, Janet	Bilingual ESL Workshop	0	12/5/14
g) BHS	Janosko, Ashley	Director of Guidance Meeting	0	11/14/14
h) BMS	Alfieri, John	Morris County Principal's Roundtable- ½ day	0	11/25/14
i) BMS	DeAngelo, Stephanie	Foreign Language Educators of NJ	\$207.28	2/27/15
j) BMS	Kelly, Shawn	Morris County Principal's Roundtable- ½ day	0	11/25/14
k) District	Kolmer, Grant	Nat'l Council of Teachers of Math	\$1142.00	4/15-18/ 15
l) District	Kolmer, Grant	Joint Curriculum Directors meeting	0	12/15/14
m) District	Kolmer, Grant	Techspo	\$687.00	1/29-30/ 15
n) District	Prunty, Mark	Techspo	\$674.00	1/29-30/ 15

Action 3. HIB Report

Resolution Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on December 11, 2014 and upheld the findings and/or consequences recommended by the superintendent.

Facilities & Operations

Committee Report

Mr. Palma gave the report. There was no meeting in December.

Action Items

Mr. Palma moved Facilities & Operations resolutions #1-3, seconded by Mr. DiGiacchino. Facilities & Operations resolutions #1-3 were approved by a roll call vote of 9-0.

Action Resolution

1. Participation in the Sustainable Jersey for Schools Certification Program

Resolved, that the Somerset Hills Board of Education approve participation in the Sustainable Jersey for Schools Certification Program:

Whereas—The Somerset Hills Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

Whereas—The Somerset Hills Board of Education and District Superintendent seek to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

Whereas—Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

Whereas—Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.;

Whereas—Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

Whereas—The Somerset Hills Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of Sustainable Jersey for Schools.

Whereas—Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

Whereas—The Somerset Hills Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

Therefore, it is resolved that the Somerset Hills Board of Education agrees to participate in

Sustainable Jersey for Schools, and it is the board's intention to pursue certification for schools in the district.

We hereby appoint Nancy Lee Hunter to be the district's liaison to Sustainable Jersey for Schools.

We do hereby recognize Somerset Hills Public Schools: Bedwell Elementary School, Bernardsville Middle School, Bernards High School, as the agent to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

We agree **to** complete district actions and to support the district's schools in completing their actions.

Action
Resolution

2. Resolution to Join the National Joint Powers Alliance

Resolved, that the Somerset Hills Board of Education join the National Joint Powers Alliance:

Whereas, the NJPA is created by Minnesota Statute 123A.21 as a service cooperative (with membership further defined in M.S. 471.59) to serve cities, counties, towns, public or private schools, political subdivisions of Minnesota or another state, any agency of the State of Minnesota or the United States including instrumentalities of a governmental unit and all non-profits; and

Whereas, NJPA's purpose as defined in M.S. 123A.21 is to assist in meeting specific needs of clients which could be better provided by NJPA than by the members themselves; and

Whereas, the NJPA Board of Directors has established the ability for an "Applicant" desiring to participate in NJPA contracts and procurement programs to become a Participating Member; and

Whereas, the NJPA Board of Directors has determined that Participating Members will have no financial or organizational liability to NJPA or to its organization activities;

Now Therefore, it is hereby stipulated and agreed that the Somerset Hills Board of Education desires to be a Participating Member of NJPA with contract purchasing benefits, in accordance with terms and conditional of the applicable contract(s), and that NJPA hereby grants said Membership to the Somerset Hills Board of Education.

Action
Resolution

3. Approve Architectural Services

Resolved, that the Somerset Hills Board of Education approve a proposal for architectural services from Parette Somjen in the amount of \$36,600 for the Bernards High School Roof Replacement Project (old auditorium)

Policy
Committee Report

Mr. DiGiacchino reported that the Committee met on December 9, 2014.

Action Items

Mr. DiGiacchino moved Policy resolutions #1-2, seconded by Mr. Palma. Policy resolutions #1-2 were approved by a roll call vote of 9-0.

Action
Resolution

1. First Reading

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

#	Title
Policy 5306	Health Services to Nonpublic Schools (M)
Regulation 5306	Health Services to Nonpublic Schools (M)
Policy 5308	Student Health Records (M)
Policy 5310	Health Services (M)
Regulation 5310	Health Services (M)
Policy 5339	Screening For Dyslexia (M)
Policy 5530	Substance Abuse (M)
Regulation 5530	Substance Abuse (M)
Policy 5600	Student Discipline/Code of Conduct (M)
Regulation 5600	Student Discipline/Code of Conduct (M)
Policy 5756	Transgender Students
Policy 8505	Wellness Policy/Nutrient Standards for Meals and Other Foods (M)

Action
Resolution

2. Second Reading and Adoption.

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

#	Title
a) Policy 2412	Home Instruction Due to Health condition (M)
b) Regulation 2412	Home Instruction Due to Health Condition (M)
c) Policy 2417	Student Intervention and Referral Services (M)
d) Regulation 2417	Student Intervention and Referral Services (M)
e) Policy 2481	Home or Out-if-School Instruction for a General Education Student for Reasons Other than a Temporary or Chronic Health Condition (M)
f) Regulation 2481	Home or Out-if-School Instruction for a General Education Student for Reasons Other than a Temporary or Chronic Health Condition (M)
g) Policy 5200	Attendance (M)
h) Regulation 5200	Attendance (M)
i) Policy 5610	Suspension (M)
j) Regulation 5610	Suspension (M)
k) Policy 5611	Removal of Students for Firearms Offenses (M)
l) Regulation 5611	Removal of Students for Firearms Offenses (M)
m) Policy 5612	Assaults on District Board of Education Members or Employees (M)
n) Regulation 5612	Assaults on District Board of Education Members or Employees (M)
o) Policy 5613	Removal of Students for Assaults with Weapons Offense (M)

p) Regulation 5613	Removal of Students for Assaults with Weapons Offense (M)
q) Policy 3283	Electronic Communications Between Teaching Staff Members and Students (M)
r) Policy 4283	Electronic Communications Between Support Staff Members and Students (M)
s) Policy 8462	Reporting Potentially Missing or Abused Children (M)
t) Regulation 8462	Reporting Potentially Missing or Abused Children (M)

Personnel**Committee Report****Action Items**

Mr. Palma moved Personnel resolutions #1-14, seconded by Mrs. Hawkins. Personnel resolutions #1-14 were approved by a roll call vote of 9-0.

All personnel action is on the recommendation of the Superintendent.

Action**1. Approve Appointment****Resolution**

Resolved, that the Somerset Hills Board of Education approve the appointment of the following certified staff for the 2014-2015 school year:

Name	School	Position	Replacement/ New	Level	Step	Salary	Effective Date
a) Jones, Catherine	BHS/BMS	ESL	New	MA+15	4-5	\$61,335	1/22/15

Action**2. Approve Appointment****Resolution**

Resolved, that the Somerset Hills Board of Education approve the appointments of the following non-certified staff for the 2014-2015 school year:

Name	School	Position	Replacement/ New	Level	Step	Salary	Effective Date
a) Hutchins , April	BES	Special Education Paraprofessional	(Zambito)	n/a	1B	\$15.13/ hour	12/1/14
b) Koczot, Linda	BES	Special Education Paraprofessional	(Herrera)	n/a	1B	\$15.13/ hour	12/1/14
c) Donavan , Casey	BES	Bus Paraprofessional	new			\$18/hour	12/1/14

Action**3. Approve Appointment****Resolution**

Resolved, that the Somerset Hills Board of Education approve the appointment of Mark Prunty Technology Manager, formerly Interim Technology Manager, effective 1/2/15 for the 2014-2015 school year.

Action
Resolution4. Approve Appointment

Resolved, that the Somerset Hills Board of Education approve the appointment of Rickey Saez Assistant Technology Manager, formerly Assistant Interim Technology Manager, effective 1/2/15 for the 2014-2015 school year.

Action
Resolution5. Approve Co-Curricular Positions

Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2014-2015 school year.

Position	School	Person Recommended	Stipend
Fencing Assistant	BHS	Huemer, Jackson	\$5,277

Action
Resolution6. Amend Co-Curricular Positions

Resolved, that the Somerset Hills Board of Education amend the following co-curricular positions for the 2014-2015 school year.

Position	School	Person Recommended	Stipend
Winter Track: Assistant	BHS	David Szostak	\$4,631

Action
Resolution7. Approve Overload

Resolved, that the Somerset Hills Board of Education approve the following overload for the 2014-2015 school year.

Teacher	Subject	Overload	Length	Salary
Gray, Paula	Mathematics	5 periods	12/1/14 – 6/30/15	\$17,726

Action
Resolution8. Approve Volunteer

Resolved, that the Somerset Hills Board of Education approve the following volunteers for the 2014-2015 school year:

Name	Volunteer	Certificate
a) Hammond, Joshua	Fencing	Substitute Credential
b) Koch, Kevin	Wrestling	Standard

Action
Resolution9. Approve Field Hours

Resolved, that the Somerset Hills Board of Education approve the following field hours for the 2014-2015 school year:

University Student	Class	Hours	University/Program	Dates
a) Meghan Hansen	Grade 2: Holly Jongema/Debbie Rokosky	25 hours	Monmouth University	Spring 2015
b) Meghan Hansen	Kindergarten: Lin Jastrabek	20 hours	Monmouth University	Spring 2015

Action 10. Amend Parenthood LeaveResolution Resolved, that the Somerset Hills Board of Education amend the following parenthood leave end date:

Name	School	Position	Begin Date	End Date
McGinn, Jessica	BMS	Teacher – Phys Ed	9/1/13	6/30/15

Action 11. Approve Job DescriptionResolution Resolved, that the Somerset Hills Board of Education approve the job description of the College and Career Specialist effective 12/11/14. (Attached)Action 12. Approve SalaryResolution Resolved, that the Somerset Hills Board of Education approve the salary for the following secretarial staff for the 2014-2015 school year:

Name	Location	Step	Salary	Longevity	Total Salary	Effective
Meyer, Deborah	BMS	17	\$59,296	\$1,434	\$60,730	1/3/15

Action 13. Amend Parenthood LeaveResolution Resolved, that the Somerset Hills Board of Education amend the following parenthood leave end date:

Name	School	Position	Begin Date	End Date
Sosely, Anna	BHS	School Counselor	11/17/14	3/27/2015

Action 14. Approve Family Math Program AdvisorsResolution Resolved, that the Somerset Hills Board of Education approve the following Family Math Program advisors for the 2014-2015 school year:

Name	Grade	Hours	Salary
Fulton, Cynthia	Kindergarten	9	\$40/hour
O'Day, Lauren	Kindergarten	9	\$40/hour
Somers, Diane	2 nd	12	\$40/hour
Rokosky, Deborah	2 nd	22	\$40/hour
Reeves, Jamie	4 th	12	\$40/hour
Brooten, Darcey	4 th	12	\$40/hour

Supplementary Matters**Public Questions & Comments**

1. Parents Mr. McQueen and Mrs. Habibi voiced concern about PARCC testing.
2. SHEA President, Joe Foglia, stated that NJEA will be vetting the new health plan to ascertain that coverage is equal to or better than current coverage.
3. Wendy LaBruno, teacher, had questions about continuity of care for serious health issues.

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4. Parents Mrs. Sciaria and Mrs. Habibi felt that the new elementary report cards were confusing and did not provide enough feedback on the students.

Adjournment

Mr. Palma moved to adjourn the meeting at 9:45 p.m., seconded by Ms. Goetz. The motion was approved by a roll call vote of 9-0.

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.**