
The Somerset Hills School District
PUBLIC INPUT & ACTION MEETING MINUTES – DECEMBER 11, 2013

Call to Order

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

Roll Call

Present	Absent	Also Present
Robert Baker		Frances Wood
Donna Coons		Barbara Walls
Julie Goetz		Nancy Lee Hunter
Deborah Hawkins		
Linda Kragie		
Paula Kurkchus		
Nancy Palazzolo		
Louis Palma		
Susan Petrilli		
Lauriann Swadba		

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: Student Matters, 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.

Mr. Baker seconded the motion. The Board returned to public session at 7:30 p.m. Mrs. Coons reported that the Board discussed student matters, negotiations and litigation.

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**Election Results**

The results of the Annual School Election results are as follows:

(3)Three Year Term/Bernardsville

Donna Coons

Robert J. Baker

Gregory DiGiacchino

Correspondence**Report of the Superintendent**

1. **B.H.S. Girls Soccer Team**
The soccer team was honored by the board on winning NJ Group II Divisional and Sectional champions.
2. **Annual Financial Audit - Warren Korecky, Partner - Suplee Clooney & Company** gave the report. He reviewed some highlights of the Comprehensive Annual Fund Report and The Auditor's Management Report and responded to questions from the Board.
3. **Student/Staff Recognition**
Congratulations to BHS Crimson Yearbook staff and their advisors Heather Hunkele and Janice O'Brien for being awarded the Silver Medal from the Columbia Scholastic Press Association for the 2013 yearbook.
4. **Academic Report**
Dr. Wood gave the Academic report for all schools.

Public Questions & Comments

None

Approval of Minutes

Action 1. **Approval of Minutes**

Resolution Mr. Palma moved, Ms. Goetz seconded that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for November 20, 2013. The minutes were approved by a roll call vote of 10-0.

Finance**Committee Report**

Mr. Baker reported that the Finance Committee will meet on January 21, 2014 at 6 p.m.

Action Items

Mr. Palma moved Finance resolutions #1-8, seconded by Mr. Baker. Finance resolutions #1-8 was approved by a roll call vote of 10-0.

Action 1. **Payment of Bills***

Resolution WHEREAS, the Board Secretary has presented a check register dated November 2013 covering check numbers 29946 to 30087 in the amount of \$1,875,538.86 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	\$1,729,712.53
(20) Special Revenue Fund	\$63,285.25
(30) Capital Projects Fund	\$15,544.25
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	\$66,996.83
TOTAL	\$1,875,538.86

Action
Resolution

2. Acceptance of 2012-2013 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 2012-2013 school year;
NOW THEREFORE BE IT RESOLVED that the minutes reflect that the Somerset Hills Board of Education reviewed the 2012-2013 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:

- That the District reconcile capital outlay expenditures to the Capital Assets ledger.
- That the practice of issuing confirming purchase orders be discontinued.
- That the all student activity expenditures have an approved voucher slip.

Action
Resolution

3. Approve Corrective Action Plan*

Resolved, that the Somerset Hills Board of Education approve the Corrective Action Plan for the 2012-2013 Audit.

Recommendation Number	Corrective Action to be Approved by the Board	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
12/13-1	That the District reconciles capital outlay expenditures to the Capital Assets ledger.	Capital assets are entered into the ledger and reconciled to capital outlay expenditures in December and June.	Business Administrator	June 2014
12/13-2	That the practice of issuing confirming purchase orders be discontinued.	A written communication is given to all staff responsible for purchasing that a signed purchase order must be	Administration/Business Administrator	December 2013

		issued and approved prior to ordering any goods or services.		
12/13-3	That all student activity expenditures have an approved voucher slip.	The principal or designee will not sign any student activity check without first signing a voucher.	Principals or Designee/Business Administrator	December 2013

Action Resolution

4. Accept Non-Public Technology Grant Purchase
Resolved, that the Somerset Hills Board of Education approve the following 2013-2014 Non-Public Technology Initiative Program purchases as per State guidelines and reviewed by the Somerset Hills Business Administrator:

	Funded	Purchases
Far Hills County Day School	\$7,880.00	\$7,378.20
The Palmer School		(did not participate)
School of St. Elizabeth	\$3,200.00	\$3,192.00
Totals	\$11,080.00	\$10,570.20

Action Resolution

5. Approve Parent Organization Fund Raisers
Resolved, that the Somerset Hills Board of Education approve the following parent organization fund raisers:

School	Organization	Event	Date
BHS	a.) Ski Racing Team – Parents	Food & Beverage Tasting	Feb.22

Action Resolution

6. Accept B.M.S. HSA Donation
Resolved, that the Somerset Hills Board of Education accept a donation from the B.M.S. HSA in the amount of \$16,324.14 for Chrome Carts, with gratitude.

Action Resolution

7. Approve Resolution to Support School Funding Formula
Resolved that the Somerset Hills Board of Education approve the Resolution to Support School Funding Formula:

Whereas, the School funding Reform Act of 2008 provides that the funding formula for school aid shall be based on the “enrollment” of resident district children, and

Whereas, the State Legislature, through budget adoption language over the past two years, has modified the funding formula to provide that funding be adjusted based upon the “attendance” of resident children, and

Whereas, the Department of Education has determined that an appropriate average daily attendance rate of 96% shall be the level of attendance for all New Jersey school districts, and districts that demonstrate an attendance rate of less than 96% shall suffer a loss of school aid, and

Whereas, a 96% attendance rate is equal to a child being absent from school no more than seven days in one school year, and

Whereas, it is the opinion of the Somerset Hills Board of Education that a 96% attendance rate is an arbitrary standard to apply to all New Jersey School Districts and is contrary to the history of funding in this State and the School Funding Reform Act of 2008, and

Whereas, New Jersey school districts must staff, equip, feed, and transport our children based upon the enrollment of students, and we do not send teachers home, or stop the buses, or turn off the lights, or sell their textbooks when a child is absent for health or other family reasons, and

Whereas, a loss of state aid due to average daily attendance simply shifts the burden to support a thorough and efficient education to the local taxpayer,

Now Therefore Be It Resolved that the Somerset Hills Board of Education hereby urges the Department of Education and the New Jersey State Legislature to fully fund the School Funding Reform Act of 2008 and to avoid modifying the formula in such a way as to penalize districts based on the attendance of children and to recognize that districts provide staff and resources for an adequate public education for all "enrolled" resident children, and

Be it Further Resolved that the Somerset Hills Board of Education directs the School Business Administrator to distribute a copy of this resolution to local legislators, the Commissioner of Education, the New Jersey School Boards Association, and the New Jersey Association of School Business Administrators.

Action Resolution 8. Approve Submission of 2014 NCLB Amendment
Resolved, that the Somerset Hills Board of Education approve the submission of 2014 NCLB Amendment approving a carryover of \$8,765 from 2013.

Curriculum

Committee Report

Mrs. Palazzolo gave the report and the Curriculum Committee met on December 3, 2013.

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 10-0.

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
BMS	a) BMS Select Choirs 8 th Grade Band, Orchestra, Jazz Band Allentown High Note Festivals Allentown, PA	5/9/14	185	3	27
BHS	b) Winter Track Team Somerset County Track Championships Lehigh University	12/27/13	45	3	0

	Bethlehem PA				
BHS	c) Winter Track Team Skyland Conference Championships Lehigh University Bethlehem PA	01/25/14	35	3	0
BHS	d) Winter Track Team Hispanic Games Track Meet NYC Armory NYC	01/04/14	60	3	0
BHS	e) Winter Track Team Varsity Classic Track Meet NYC Armory NYC	02/03/14	45	3	0
BHS	f) Winter Track Team Eastern States Championships NYC Armory NYC	02/24/14	20	2	0

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
Olcott	a) Nancy Lee Hunter	2014 Executive Leadership Forum Orlando, FL	Paid by NJASBO	2/20-21/14
BHS	b) Atchinson, Leslie	Softball Convention	\$110.00	1/10/14
BHS	c) Connor, Anne	Section 504 in NJ	\$189.99	2/27/14
BHS	d) LaBruno, Wendi	Section 504 in NJ	\$204.91	2/27/14
BHS	e) Paterno, Amy	Adaptive PE Workshop	\$100.00	1/31/14
BHS	f) Weber-Hummel, Lisa	Unlocking the Mystery of Selective Mutism & Anxiety	\$199.99	1/30/14
Olcott	g) Young, Charles	TECHSPO-Atlantic City	\$693.60	1/30-31/14

Action
Resolution

3. HIB Report

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on December 11, 2013 and upheld the findings and/or consequences recommended by the superintendent.

Facilities & Operations

Committee Report

Mr. Palma gave the report and the Facilities & Operations met on December 11, 2013.

Policy

Committee Report

Action Items

Mr. Palma moved Policy resolutions #1-12, seconded by Mrs. Hawkins. Policy resolutions #1-12 were approved by a roll call vote of 9-0.

- Action 1. Approve Second Reading and Adoption Policy #1240 Evaluation of Superintendent (M) – Revised
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #1240 Evaluation of Superintendent (M) – Revised.
- Action 2. Approve Second Reading and Adoption Regulation #1240 Evaluation of Superintendent (M) – Revised
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Regulation #1240 Evaluation of Superintendent (M) – Revised.
- Action 3. Approve Second Reading and Adoption Policy #3142 Nonrenewal of Nontenured Teaching Staff Member (Revised)
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #3142 Nonrenewal of Nontenured Teaching Staff Member (Revised).
- Action 4. Approve Second Reading and Adoption Policy #3144 Certification of Tenure Charges (Revised)
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #3144 Certification of Tenure Charges (Revised).
- Action 5. Approve Second Reading and Adoption Policy #3221 Evaluation of Teachers (M) - New
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #3221 Evaluation of Teachers (M) - New
- Action 6. Approve Second Reading and Adoption Regulation #3221 Evaluation of Teachers (M) - New
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Regulation #3221 Evaluation of Teachers (M) - New
- Action 7. Approve Second Reading and Adoption Policy #3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) - New
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) – New.
- Action 8. Approve Second Reading and Adoption Regulation #3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) - New
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Regulation #3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) – New.

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- Action 9. Approve Second Reading and Adoption Policy #3223 Evaluation of Administrators, Excluding Principals, Vice-Principals, and Assistant Principals (M) - New
- Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #3223 Evaluation of Administrators, Excluding Principals, Vice-Principals, and Assistant Principals (M) – New.
- Action 10. Approve Second Reading and Adoption Regulation #3223 Evaluation of Administrators, Excluding Principals, Vice-Principals, and Assistant Principals (M) - New
- Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Regulation #3223 Evaluation of Administrators, Excluding Principals, Vice-Principals, and Assistant Principals (M) - New
- Action 11. Approve Second Reading and Adoption Policy #3224 Evaluation of Principals, Vice-Principals, and Assistant Principals (M) - New
- Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #3224 Evaluation of Principals, Vice-Principals, and Assistant Principals (M) - New
- Action 12. Approve Second Reading and Adoption Regulation #3224 Evaluation of Principals, Vice-Principals, and Assistant Principals (M) - New
- Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Regulation #3224 Evaluation of Principals, Vice-Principals, and Assistant Principals (M) - New

Personnel Committee Report

Action Items

Mrs. Hawkins moved Personnel resolutions #1-9, seconded by Mr. Palma. Personnel resolutions #1-9 were approved by a roll call vote of 10-0.

All personnel action is on the recommendation of the Superintendent.

- Action 1. Approve Leave Replacement Position
- Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of Nancy Hara, leave replacement special education teacher, level BA + 15, step 2 at an annual salary of \$55,435 (prorated) from January 21, 2014 through June 30, 2014. (Procacci)
- Action 2. Amend Parenthood Leave End Date
- Resolution Resolved, that the Somerset Hills Board of Education amend the parenthood leave end date for Megan Cooper, elementary teacher at Bedwell Elementary School, from January 27, 2014 to June 30, 2014.
- Action 3. Amend Appointment of Leave Replacement
- Resolution Resolved, that the Somerset Hills Board of Education amend the appointment of Kristen Wallace, leave replacement teacher at Bedwell Elementary School, from September 1, 2013 through June 30, 2014. (Cooper)

Action 4. Approve Appointment of Paraprofessional
Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of Phyllis Zahorodny, part time special education paraprofessional, Step 1B, at an hourly rate of \$14.91 (not to exceed 25 hours per week) effective December 2, 2013 for the 2013-2014 school year. (Parente)

Action 5. Approve Appointment of Volunteers
Resolution Resolved, that the Somerset Hills Board of Education approve the following volunteer positions at Bernards High School for the 2013-2014 school year:

Name	Position	Stipend
a) Efthimion, Phillip	Fencing	Volunteer
b) Kotz, Lisa	Fencing	Volunteer

Action 6. Approve Appointment of Substitutes
Resolution Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2013-2014 school year:

Name	Substitute	Certificate
a) Murphy, Sharon	Teacher, Paraprofessional	Standard Certificate
b) Winter, Kyle	Teacher	Substitute Credential
c) Stone, Benjamin	Teacher	Substitute Credential

Action 7. Approve Appointment of Paraprofessional
Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of Lisa Iuorio, part time special education paraprofessional, Step 1B, at an hourly rate of \$14.91 (not to exceed 25 hours per week) effective December 12, 2013 for the 2013-2014 school year.

Action 8. Approve Athletic Position
Resolution Resolved, that the Somerset Hills Board of Education approve the following athletic position at the Bernards High School for the 2013-2014 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Kashmanian, Nicholas	Ice Hockey Assistant Coach	\$4,073

Action 9. Approve Student Teacher
Resolution Resolved, that the Somerset Hills Board of Education approve the following student teacher:
 Kristi Froisland - Bernards High School, Spring Semester 2014.

Community Relations

No meeting

Supplementary Matters

Mrs. Coons thanked Mrs. Paula Kurschus for her service to the Board of Education.

Public Questions & Comments

None

Adjournment

Mr. Palma moved to adjourn the meeting at 8:35 p.m., seconded by Ms. Goetz. The motion was approved by a unanimous roll call vote of 10-0.

Respectfully submitted,

Nancy Lee Hunter

Board Secretary