
**The Somerset Hills School District
PUBLIC INPUT & ACTION MEETING MINUTES – FEBRUARY 9, 2011**

Call to Order

The Public Input & Action meeting was called to order at 8:00 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
Caitlyn Parker
Louis Palma
Lauriann Swadba

Absent**Also Present**

Peter Miller
Nancy Lee Hunter
Barbara Walls

Executive Session

At 7: 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, 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.

Mrs. McMahon seconded the motion to adjourn to executive session and the resolution was passed by unanimous vote of. The Board returned to public session at 8:00 p.m. Mrs. Coons reported that the Board discussed student matters and personnel.

Pledge of Allegiance

Correspondence

Report of the Superintendent

1. Somerset Hills Education Foundation (SHEF) Spring Mini-Grants

Ms. Jennifer Shouffler, Director of Curriculum, announced that the Somerset Hills Education Foundation is donating \$11,538.81 to support six new innovative educational programs at Somerset Hills Schools. The Board of Education thanks SHEF for the generous donations to the students of Somerset Hills School District.

2. Naviance Presentation (College Planning program)

Mr. Courter Smith and Ms. Megan Dooley gave an informative presentation on the Naviance program which enables student and parents to plan for college on-line, with input from the guidance counselors.

3. Student/Staff Recognition

Mr. Miller reported BHS entered several works to the Youth Art Month art show at the Center for Contemporary Arts in Bedminster. The Bernards Art program is proud to announce that Lorena Benitez's abstract acrylic painting was chosen to continue to compete at the state level in Trenton.

“BHS Exposed” –the BHS Digital Photography class will have an exhibition at the Bernardsville Library from Feb. 2 – 28.

Congratulations to the girls track team who captured the Group I state relay championship. The boys track team did well in the Group I state relay as well. Girls Fencing made it to the top 8 in the state beating Hunterdon Central in the “Sweet 16.”

Public Questions & Comments

None

Approval of Minutes

Action 1. Approval of Minutes*

Resolution Ms. Kragie moved that the Public Input & Action and Executive meeting minutes of January 12, 2011 be approved. Mr. Palma seconded the motion. Roll call vote 10-0.

Finance

Committee Report

Mr. Dorr reported the committee met on February 3, 2011 to discuss the budget.

Action Items

Mr. Dorr moved Finance resolutions 1-10, seconded by Mr. Palma. Resolutions 1-7, 10-11 was approved by a roll call vote of 10-0. Resolution 8-9 was approved by a roll call vote of 9-0.

Action 1. Board Secretary & Treasurer Reports & Board Certification*

Resolution WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of December, 2010 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$4,999,156.56	\$4,999,156.56
(20) Special Revenue Fund	\$30,061.50	\$30,061.50
(30) Capital Projects Fund	\$338,693.18	\$338,693.18
(40)Debt Service Fund	\$280,558.42	\$280,558.42
Total Government Funds	\$5,648,469.42	\$5,648,469.42

(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. Board Secretary & Treasurer Reports & Board Certification*

Resolution WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of January, 2011 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$4,724,998.23	\$4,724,998.23
(20) Special Revenue Fund	\$(216,984.88)	\$(216,984.88)
(30) Capital Projects Fund	\$343,688.71	\$343,688.71
(40)Debt Service Fund	\$557,544.42	\$557,544.42
Total Government Funds	\$5,409,246.48	\$5,409,246.48

(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 3. Approve 2010-2011 Budget Transfers*
Resolution Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for December, 2010.

Action 4. Approve 2010-2011 Budget Transfers*
Resolution Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for January, 2011.

Action 5. Payment of Bills*
Resolution WHEREAS, the Board Secretary has presented a check register dated December, 2010 covering check number 22394 in the amount of \$338.00 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	\$338.00
(20) Special Revenue Fund	-0-
(30) Capital Projects Fund	-0-
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	-0-
<u>Total</u>	\$338.00

Action 6. Payment of Bills*
Resolution WHEREAS, the Board Secretary has presented a check register dated January, 2011 covering check numbers 22395 to 22548 and 22555 to 22700 in the amount of \$3,257,498.92, 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	\$3,028,507.83
(20) Special Revenue Fund	\$178,918.92
(30) Capital Projects Fund	-0-
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	\$50,072.17
TOTAL	\$3,257,498.92

Action 7. Approve Voided Checks*
Resolution Resolved, that the Somerset Hills Board of Education approve voided check numbers 22549 through 22554.

Action 8. Approve Student Evaluation
Resolution Resolved, that the Somerset Hills Board of Education approve the following:

ID#	Provider	Location
2023102	Kid Therapy, Kelly Berman OTR	Chester, NJ

Action
Resolution

9. Approve Special Education Facility
Resolved, that the Somerset Hills Board of Education approve the following:

ID#	Provider	Location
2009639	Bethel Ridge	Basking Ridge, NJ

Action
Resolution

10. Approve Psychiatric Evaluation Provider
Resolved, that the Somerset Hills Board of Education approve the following:

ID#	Provider	Location
# 2016161	Dr. Lawrence DeMilio	Summit, NJ

Action
Resolution

11. Accept Somerset Hills Education Foundation Donation*
Resolved, that the Somerset Hills Board of Education approve the Somerset Hills Education Foundation donation of \$11,538.81.

Curriculum
Committee Report

Mrs. Palazzolo reported that the Curriculum Committee met on January 25, 2011.

Action Items

Mrs. Palazzolo moved Curriculum resolutions 1-2, seconded by Mr. Palma. Resolutions 1-2 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) 5 th Grade Jenkinson's Aquarium/Sea Girt Lighthouse NJ	4/11/2011	147	10	1
*BHS	b) AP Psychology American Museum Natural History NYC	5/20/2011	27	2	3
*BHS	c) Public Speaking Theater I NJ Regional Poetry Out Loud Competition Toms River Theater Red Bank NJ	02/17/11	3	1	0
BMS	d) 6 th Grade Class Liberty Science Center Jersey City, NJ	5/17/11	140	7	20
BMS	e) Forensics Club	3/10/11	10	1-2	2-3

	Black River Middle School Chester, NJ				
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Action2. Approve Professional Development*Resolution

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

School	Name	Workshop/Conference	Est. Cost	Date
*BHS	a) Collins, Kay	Writing and Scoring Open ended Questions & Reassessment (NCLB funded)	\$180.00	2/25/11
*BHS	b) Collins, Kay	Good Ideas in Teaching Precalculus (NCLB funded)	\$180.00	3/18/11
BES	c) Dempsey, Gretchen	Mind, Memory & Achievement in the Classroom	\$239.00	4/7/11
BES	d) Haspel, Mary	Transforming the Difficult Child	\$129.00	4/4/11
BHS	e) LaBruno, Wendy	Teaching Children with Autism Using Video Modeling	\$219.68	2/17/11 & 4/8/11
*BHS	f) Lorson, Lindsay	NJ AAHPERD State Conference	\$118.76	2/16 & 17/11
BES	g) Roll, Jill	OT Strategies to Use in PreK-12 Classrooms	\$222.52	3/10/11
*BHS	h) Trumpy, Fred	NJMEA Music Conference	\$130.00	2/25/11

Facilities & OperationsCommittee Report

None

Action Items

Mr. Palma moved Facilities & Operations resolutions 1-4, seconded by Mrs. Swadba. Resolutions 1-4 were approved by a roll call vote of 10-0.

Action 1. Authorization to Conduct School Election*Resolution

Resolved, that the Somerset Hills Board of Education authorizes the Board Secretary to take all action necessary to conduct the annual school election from 1:00 p.m. to 9:00 p.m. on Tuesday, April 27, 2011 pursuant to N.J.S.A. 19:60, and be it further Resolved, that the Board Secretary be authorized to conduct the drawing for ballot positions on Wednesday, March 16, 2011 at 4:00 p.m. at the office of the Board of Education.

Information:

Two (2) Board seats are open for Bernardsville residents, (1) Board seat open for Peapack-Gladstone and no Board seats in Far Hills this year. Petitions for persons who wish to be placed on the ballot must be filed with the Board Secretary by 4:00 p.m. on Tuesday, March 8, 2011. Petition and school board candidate kits may be obtained from the Board Secretary between the hours of 8:00 a.m. and 4:00 p.m. at 25 Olcott Avenue, Bernardsville, NJ

Action

2. Adoption Modification of 2010-2011 School Calendar*

Resolution Resolved, that the Somerset Hills Board of Education adopt a modification to the 2010-2011 school calendar to reflect dates school will be in session for additional inclement weather days:

- Snow Day 4 - Friday, February 18
- Snow Day 5 - Monday, February 21
- Snow Day 6 - Monday, April 18
- Snow Day 7 - Tuesday, April 19
- Snow Day 8 - Wednesday, April 20
- Snow Day 9 - Thursday, April 21

Action 3. Adoption – 2011-2012 School Calendar*

Resolution Resolved, that the Somerset Hills Board of Education adopt the 2011-2012 school calendar, as attached.

Action 4. Approval to Secure Proposals*

Resolution Resolved, that the Somerset Hills Board of Education approve the use of competitive contracting to secure proposals for management and staffing of the district custodial services department.

Policy

Committee Report

None

Action Items

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

Action 1. Second Reading and Adoption –Policy #1140 Affirmative Action Program (M) – New
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #1140 Affirmative Action Program (M)– New.

Action 2. Second Reading and Adoption –Policy #1523 Comprehensive Equity Plan (M) - Revised
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #1523 Comprehensive Equity Plan (M) – Revised.

Action 3. Second Reading and Adoption –Policy #1530 Equal Employment Opportunity (M) – Revised
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #1530 Equal Employment Opportunity (M) – Revised.

Action 4. Second Reading and Adoption –Policy #1550 Affirmative Action Program for Employment and Contract Practices (M) – Revised
Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #1550 Affirmative Action Program for Employment and Contract Practices (M) – Revised

Action 5. Second Reading and Adoption –Policy #2260 Affirmative Action Program for School and Classroom Practices (M) – Revised

Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #2260 Affirmative Action Program for School and Classroom Practices (M) – Revised.

Action 6. Second Reading and Adoption –Policy #2415.01 Academic Standards, Academic Assessments and Accountability (M) – Revised

Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #2415.01 Academic Standards, Academic Assessments and Accountability (M) – Revised.

Action 7. Second Reading and Adoption –Policy #2415.04 Title I – District-Wide Parental Involvement (M) - Revised

Resolution Resolved that the Somerset Hills Board of Education approve the second reading and adoption of Policy #2415.04 Title I – District-Wide Parental Involvement (M) – Revised.

Personnel

Committee Report

Mrs. Hawkins reported that the committee met on February 8, 2011.

Action Items

Mrs. Hawkins moved Personnel resolutions 1-19, seconded by Mr. Palma. Resolutions 1-9 was approved by a roll call vote of 10-0. Resolutions 10-16, 18-19 was approved by a roll call vote of 9-0.

All personnel action is on the recommendation of the Superintendent.

Mr. Miller wished to thank the retirees, Patricia Felczak and Joan Weller, for their dedicated service to the District.

Action 1. Approval of Paraprofessional

Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Kevin Grant, part time (3.8 hrs/day) special education paraprofessional at Bedwell Elementary School, Step 3-4, at an annual salary of \$13,066 (prorated), effective January 31, 2011 through June 30, 2011. (new position)

Action 2. Approval of Paraprofessional

Resolution Resolved, that the Somerset Hills Board of Education approves the appointment of Keith Mann, part time (3.8 hrs/day) special education paraprofessional at Bedwell Elementary School, Step 1, at an annual salary of \$12,947 (prorated), effective January 31, 2011 through June 30, 2011. (new position)

Action 3. Accept Retirement

Resolution Resolved, that the Somerset Hills Board of Education accepts, with regret, the retirement of Patricia Felczak, special education teacher at Bernardsville Middle School, effective June 30, 2011, with thanks for 16 years of service to the district.

Action 4. Accept Retirement

Resolution Resolved, that the Somerset Hills Board of Education accepts, with regret, the retirement of Joan Weller, special education paraprofessional at Bernardsville

Middle School, effective January 31, 2011, with thanks for 5 years of service to the district.

- Action 5. Approval of Parenthood Leave
Resolution Resolved, that the Somerset Hills Board of Education approves a parenthood leave for Debra Prosser, elementary teacher, effective January 4, 2011 through June 30, 2011.
- Action 6. Approval of Parenthood Leave
Resolution Resolved, that the Somerset Hills Board of Education approves a parenthood leave for Maureen Ziolkowski, elementary teacher, effective April 15, 2011 through June 30, 2011.
- Action 7. Approval of Writing Lab Proctor
Resolution Resolved, that the Somerset Hills Board of Education approves the following staff member for the middle school writing lab, not to exceed a total of 1 hour per week, at an hourly rate of \$58.24, beginning February 7 through May 13:
 Valerie Tchorz
- Action 8. Approval of Tutor Mentors
Resolution Resolved, that the Somerset Hills Board of Education approves the following tutor mentors for a seven week after school program at Bedwell beginning in March at an hourly rate of \$58.24 (funded by NCLB and Muncipal Alliance):
- | | | |
|-----------------|---|---------------------|
| Sue Crowley | - | 2 sessions per week |
| Emily Pike | - | 2 sessions per week |
| Lauren Smith | - | 1 session per week |
| Kevin Grant | - | 1 session per week |
| Cindy Forsythe | - | 2 sessions per week |
| Peggy Rosenthal | - | 3 sessions per week |
| Patrick Reed | - | 1 session per week |
| Phil Wilkinson | - | 3 sessions per week |
| Janis Virtue | - | 2 sessions per week |
- Action 9. Approval of Family Math
Resolution Resolved, that the Somerset Hills Board of Education approves the following staff members for Family Math at Bedwell Elementary School, beginning February 2 through March 28, 2011, at an hourly rate of \$58.24 (district funded):
- | | | | |
|-----------------|---|--------------|-----------|
| Diana Sombers | - | Kindergarten | 4.5 hours |
| Deb Rokosky | - | Kindergarten | 4.5 hours |
| Karen Schessler | - | Grade 2 | 4.5 hours |
| Jane Kay Julian | - | Grade 2 | 4.5 hours |
| Jamie Reeves | - | Grade 4 | 6 hours |
| Darcey Brooten | - | Grade 4 | 6 hours |

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- Action 10. Approval of Assessment Support*
Resolution Resolved, that the Somerset Hills Board of Education approve the following staff members for two 2-hour sessions for HSPA Math, HSPA English, and Graphing Calculator prep sessions, at an hourly rate of \$58.24:
- | | | |
|------------------|---|---------------------|
| Lisa Carpiniello | - | Math |
| Courter Smith | - | English |
| Paula Gray | - | Graphing Calculator |
- Action 11. Approval of Additional Days*
Resolution Resolved, that the Somerset Hills Board of Education approves Patricia Lampa, BHS School Counselor, not to exceed 5 days, at a per diem rate of \$474.00.
- Action 12. Approval of Job Description
Resolution Resolved, that the Somerset Hills Board of Education approves job description for Nurse Clerk.
- Action 13. Rescind Athletic Position*
Resolution Resolved, that the Somerset Hills Board of Education rescind the following athletic position for the 2010-2011 school year:
High School
Eric Calabrese Tennis: Men's Assistant (JV)
- Action 14. Approval of Athletic/Co-Curricular Positions*
Resolution Resolved, that the Somerset Hills Board of Education approves the following athletic/co-curricular positions for the 2010-2011 school year:
High School
Chris Emposimato Softball: Assistant (JV)
Matthew Femenella Men's Lacrosse – Volunteer
- Action 15. Approval of Substitutes*
Resolution Resolved, that the Somerset Hills Board of Education approves the following substitutes:
Teacher
Deborah D'Angola Sub Certificate
Home Instructor
Joan Weller
Bus Driver
Jean Barno
Maintenance
Devin Dreher
- Action 16. Employee Suspension
Resolution Resolved, that the Somerset Hills Board of Education, pursuant to N.J.S.A. 18A:6-8.3, hereby suspends one of its employees whose name is on file in the Central Office, *nunc pro tunc*, arising out of the arrest of said employee, effective January 14, 2011.

Action 17. Approval of Parenthood Leave
Resolution Resolved, that the Somerset Hills Board of Education approves a parenthood leave for Maureen Ziolkowski, elementary teacher, effective September 1, 2010 through June 30, 2012.

Action 18. Approval of Bus Paraprofessionals
Resolution Resolved, that the Somerset Hills Board of Education approves the following temporary substitute bus paraprofessionals:
Maria Barron
Mohamed Mahmoud

Action 19. Approval of Substitutes
Resolution Resolved, that the Somerset Hills Board of Education approves the following substitutes for the 2010-2011 school year:
Teachers
Amy Ahearn Standard
Alexandra Gehringer Sub Certificate
Mark Mandetta Sub Certificate

Neighborhood Relations

No meeting

Community Relations

The Community Finance meeting was held on Wednesday, February 9, 2011. Members of the town councils from within the Somerset Hills and other community members were present to discuss budget issues and shared services. Mrs. Coons updated the group on the state of the economy and the proposed school district budget. We wish to thank everyone who participated in the discussion and the audience in attendance. This meeting opened up interesting dialogues and allowed understanding of shared service opportunities.

Supplementary Matters

The Chili Cook Off is scheduled for Saturday, April 9, 2011. Invitations have been sent out.

Public Questions & Comments

None

Adjournment

Mr. Palma made a motion to adjourn the meeting at 9:10 p.m. Ms. Kragie seconded the motion. Roll call vote 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.**