

**The Somerset Hills School District
PUBLIC INPUT & ACTION MEETING MINUTES – JUNE 25, 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	Ms. Kragie	Frances Wood
Mrs. Coons		Jennifer Shouffler
Mr. DiGioacchino		Nancy Lee Hunter
Ms. Goetz		
Mrs. Hawkins		
Mrs. Palazzolo		
Mr. Palma		
Mrs. Petrilli		
Mrs. 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: 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. Mr. Baker seconded the motion. The Board returned to public session at 7:30 p.m. Mrs. Coons reported that the Board discussed Personnel.

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**

1. Thank You – Janis Virtue
2. Thank You – Tom Ellard
3. Thank You – Jonathan Carter

Report of the Superintendent

1. Student/Staff Recognition
Coach Jeff Falzarano presented the B.H.S. Baseball Team and Dr. Wood congratulated them as the Skyland Conference Valley Division Champs for the third year in a row. The team and the coaches were applauded by the Board.

Dr. Wood congratulated The B.M.S. Baseball team and the coaches as they won the 2014 GMCJSCA Baseball Tournament Group III Champions title. Jessica McGinn was congratulated as Field Hockey Coach of the Year.

2. Academic Report

Public Questions & Comments**Approval of Minutes**

- Action 1. Approval of Minutes
Resolution Mr. Palma moved, Mrs. Palazzolo seconded that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for June 11, 2014. Minutes were approved by a roll call vote of 9-0.

Finance**Committee Report****Action Items**

Mr. Baker moved Finance resolutions #1-9, seconded by Mr. Palma. Finance resolutions #1-9 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 May showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$6,129,320.19	\$6,129,320.19
(20) Special Revenue Fund	(\$136,053.45)	(\$136,053.45)
(30) Capital Projects Fund	\$319,187.67	\$319,187.67
(40)Debt Service Fund	(\$25,708.21)	(\$25,708.21)
Total Government Funds	\$6,286,746.20	\$6,286,746.20

(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 2013-2014 Budget Transfers*

Resolved that the Somerset Hills Board of Education approves the attached list of budget transfers for May 2014.

Action
Resolution

3. Payment of Bills*

WHEREAS, the Board Secretary has presented a check register dated June covering check numbers 31442 to 31585 in the amount of \$2,029,179.88 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	\$1,956,357.48
(20) Special Revenue Fund	\$59,613.99
(30) Capital Projects Fund	\$12,963.91
(40) Debt Service Fund	-0-
(60) Cafeteria Fund	\$244.50
TOTAL	\$2,029,179.88

Action
Resolution

4. Approve Voided Checks

Resolved, that the Somerset Hills Board of Education void the following approve the following General Fund voided checks from the 2012/13 and 2013/14 school year:

12/13 Void Outstanding Checks

Check Date	Check Number	Amount
8/1/2012	26767	\$ 41.86
9/28/2012	26786	\$ 70.00
1/16/2013	27472	\$ 750.00
1/16/2013	27579	\$ 3,950.00
2/13/2013	27892	\$ 195.00
4/30/2013	28288	\$ 100.00
5/29/2013	28551	\$ 1,631.32
6/10/2013	28611	\$ 442.00
6/19/2013	28866	\$ 3,025.00
	Total	\$ 10,205.18

13/14 Void Outstanding Checks

Check	Check Number	Amount
7/31/2013	29121	\$ 50.00
8/29/2013	29347	\$ 8,947.50
8/30/13	29433	\$ 2,225.65
9/30/2013	29592	\$ 33.36
9/30/2013	29621	\$ 24.00
11/14/2013	29753	\$ 593.17
11/27/2013	30070	\$ 50.00
12/16/2013	30099	\$ 15,335.00
	Total	\$ 27,258.68

Action
Resolution

5. Approve Vehicle Maintenance Agreement 2014/2015
Resolved, that the Somerset Hills Board of Education approve the Vehicle Maintenance Agreement for the 2014/2015 school year with the Morris-Union Jointure Commission.

Action
Resolution

6. Approve Insurance Renewals*
Resolved, that the Somerset Hills Board of Education approves the renewal of insurance policies for 2014/2015 as follows:

Coverage Type	Carrier	2014/2015	2013/2014
Package/Auto	Zurich	\$109,023	\$102,971
Umbrella Liability	Zurich	\$11,006	\$11,006
Workers Compensation	NJSBAIG	\$143,847	\$125,729
School Board Legal Liability	NJ.S.B.I.G.	\$44,948	\$40,930
Student Accident	NJSBAIG	\$25,256	\$24,640
Bonds	Hanover	\$1,272	\$1,816
TOTAL		\$335,352	\$307,092

Action
Resolution

7. Appoint Broker/Risk Management Consultant
WHEREAS, the Somerset Hills Board of Education has purchased property, liability (commonly referred to as package insurance), student accident insurance, crime bonds, and excess liability insurance through various insurers with an expiration date of July 1, 2014.
WHEREAS, the insurers for these coverages and other property and casualty coverage carried by Somerset Hills Board of Education not included in the coverage provided through NJSIG allow for re-appointment of the Broker of Record at the direction of the Somerset Hills Board of Education.
NOW THEREFORE, BE IT RESOLVED that the Somerset Hills Board of Education does hereby appoint CBIZ Insurance Services, Inc. dba CBIZ Centric of New Providence, NJ and Brown & Brown Benefit Advisors of Lambertville, NJ as its Broker for its student accident and property and casualty insurance policies not provided through NJSIG and authorizes the execution of a Broker of Record letter evidencing said appointments. This appointment is effective July 1, 2014.

Information

No change in Broker, just a change in their legal name.

- Action 8. Transfer to Capital Projects
Resolution Resolved, that the Somerset Hills Board of Education approve the transfer of \$475,000 from Capital Reserve to Capital Projects for the following projects:
 Bedwell Vestibule \$55,000
 BHS Lower Field \$420,000

- Action 9. Approve B.H.S. Student
Resolution Resolved, that the Somerset Hills Board of Education approve B.H.S. student #2015795 to complete his senior year at Bernards High School, tuition will be waived.

Curriculum**Committee Report**

No meeting

Action Items

Mrs. Palazzolo moved Curriculum resolutions #1-9, seconded by Mr. Palma. Curriculum resolutions #1-9 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
BHS	a) BHS Key Club Great Adventure, Jackson, NJ	10/12/14	28	1	1
BHS	b) BHS Marching Band Camp Bernie, Port Murray, NJ	8/26/14 – 8/29/14	41	4	1
BHS	c) BHS Marching Band Columbus Day Parade, New York, NY	10/13/14	41	3	1
BHS	d) BHS Marching Band, Giants Stadium, East Rutherford, NJ	11/1/14	41	3	1
BHS	e) BHS Marching Band, Ridge HS, Basking Ridge, NJ	10/25/14	41	3	1
BHS	f) BHS Marching Band, Rutgers UN, New Brunswick, NJ	10/18/14	41	3	2
BHS	g) BHS Marching Band, Hunterdon Central Regional HS, Flemington, NJ	9/20/14	41	3	1
BHS	h) Theater Arts 1, 2 & Acting Troupe, New York, NY	9/17/14	40	2	1
BHS	i) AP World History, New York, NY	9/27/14 &1/17/1 5	15	1	0
BHS	j) AP World History, Newark, NJ	10/18/14	15	1	0
BHS	k) AP World History, Princeton, NJ	11/6/14	15	1	0

BHS	l) Bernards Softball, Orlando, FL	3/27 – 4/1/15	25	2	4
BHS	m) ESPN Sports Spring Training Disney World, Orlando, FL	3/12- 3/15/15	24	1	5

Action
Resolution

2. Approve District Travel*

Resolved, that the Somerset Hills Board of Education approve the following district travel:

School	Name	Workshop/Conference	Est. Cost	Date
BES	a) Bardes, Francesca	Teachers College Columbia University, NY	\$950	6/23/14 6/27/14
BHS	b) Berger, Dianne	Chromebooks & The Common Core Conf., Monroe Township, NJ	\$139	7/21/14
BHS	c) Bracero, Jeannette	Chromebooks & The Common Core Conf., Monroe Township, NJ	\$143	7/21/14
BHS	d) Brothers, David	Spring Preseason Training, Orlando, NJ	0	3/12/15 3/13/15
BHS	e) Cooperstein, Rhonda	NA for College Admission Counseling Conf, Indianapolis, IN	\$1,704	9/18/14 9/19/14
BHS	f) Falletta, LuAnn	AP Annual Conf, Philadelphia, PA	\$236	7/10/14
BHS	g) Foglia, Joe	PERC, Newark, NJ	0	6/10- 6/11/14 6/19/14
BES	h) Hara, Nancy	Wilson Reading System Mount Laurel, NJ	\$572	7/28- 7/30/201 4
BHS	i) Hegedus, Ashleigh	Chromebooks & The Common Core Conf., Monroe Township, NJ	\$139	7/21/14
BHS	j) Hogge, Jay	National Council for Social Studies Conf., Boston, MA	\$200	11/21- 11/23/14
Olcott	k) Hunter, Nancy	Association of School Business Officials, Kissimmee, FL	\$2,550	9/18- 9/22/14
BHS	l) Janosko, Ashley	DSM V in Plain English, Parsippany, NJ	\$189	7/10/14
Olcott	m) Kolmer, Grant	AMTNJ Conference, New Brunswick, NJ	\$275	10/23- 10/24/14
BHS	n) Maestas, Alyssa	Adventure Based Counseling Beverly, MA	\$1,047	7/21- 7/24/14
BHS	o) Maxwell, Dorothea	North American Cambridge Classics Project, Westford, MA	\$150	8/5- 8/8/14
BES	p) McCarron, James	PERC, Newark, NJ	0	6/10- 6/11/14
BMS	q) Ryan, Suzanne	PERC, Newark, NJ	0	6/10- 6/11/14

BHS	r) Szakiel, Mark	AP Summer Institute – Physics 1 & 2	\$1,101	7/28-7/31/14
BHS	s) Smith, Courter	AP World History Workshop, Philadelphia, PA	\$185	7/13/14
BHS	t) Smith, Courter	National Council for Social Studies Conf., Boston, MA	\$200	11/21-11/23/14
BMS	u) Tchorz, Valerie	Units of Study, Teachers College, New York, NY	\$209	09/23/14
BHS	v) Foglia, Joe	Chromebooks & The Common Core Conference Monroe Township, NJ	\$170	7/21/14
BHS	w) Neigel, Scott	NASSP Conference San Diego, CA	\$1,907	2/19-2/21/15

Action Resolution

3. Approve Booster/Foundation/Parent Fund Raisers

Resolved, that the Somerset Hills Board of Education approve the following booster/foundation/parent fund raisers:

School	Organization/Event	Date
BHS	a) Booster Club – Baseball/sales for a variety of items: logo wear, seat cushions, umbrellas, etc...	Fall – Winter – Spring 2014-2015
BHS	b) Booster Club – Baseball/TBD	3/8/15
BHS	c) Bernards Fencing Association/Fencing Lessons	11/15/14
BHS	d) Bernards Fencing Association/Fencing team banquet & auction	3/8/15
BHS	e) Bernards Fencing Association/Raffle of Mac Book Air & Ipad mini	September – March 2014-2015
BHS	f) French Club/bake sales	10/3/14, 11/4/14, 1/16/15, 2/10/15, 3/20/15, 4/17/15
BHS	g) Somerset Hills Ice Hockey Association/AD Journal	August – November 2014
BHS	h) Somerset Hills Ice Hockey Association/Golf Outing	9/25/14

Action Resolution

3. HIB Report

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on June 25, 2014 and upheld the findings and/or consequences recommended by the superintendent.

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- Action Resolution 4. Approve Bilingual/ESL Three year Program
Resolved, that the Somerset Hills Board of Education approve Bilingual/ESL Three Year Program Plan for the school years 2014-2017, as attached.
- Action Resolution 5. Rescind Motion #15/May 7, 2014 Nonpublic Instructional Services
Resolved, that the Somerset Hills Board of Education rescind the Nonpublic Instruction Services Agreement with Somerset County Educational Services Commission for Chapters 192/193, IDEIA, Non-Public Textbook, Non-Public Technology, Non-Public Nursing for the 2014-2015 school year.
- Action Resolution 6. Approve Nonpublic Instructional Services
Resolved, that the Somerset Hills Board of Education approve the Nonpublic Instruction Services Agreement with Middlesex Regional Educational Services for Chapters 192/193, IDEIA, Non-Public Textbook, Non-Public Technology, Non-Public Nursing for the 2014-2015 school year.
- Action Resolution 7. Approve Shared Services Agreement – Extended School Year Program
Resolved, that the Somerset Hills Board of Education approve the Shared Services Agreement between Bedminster Township Board of Education and the Somerset Hills Board of Education for Shared Coordination of the Extended School Year Program, June 23, 2014 to July 31, 2014.
- Action Resolution 8. Adopt Danielson Rubric Evaluation
Resolved, that the Somerset Hills Board of Education approve the Danielson Rubric Evaluation system for the 2014-2015 school year.
- Action Resolution 9. Adopt Marshall Leadership Evaluation
Resolved, that the Somerset Hills Board of Education approve the Marshall Leadership Evaluation system for the 2014-2015 school year.

Facilities & Operations

Committee Report

Mr. Palma gave the report and updates on projects.

Action Items

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

- Action Resolution 1. Accept Sports Field Usage Analysis
Resolved, that the Somerset Hills Board of Education accept the Sports Field Usage Analysis prepared by T&M Associates.

- Action Resolution 2. Approve Food Service Management Company
Resolved, that the Somerset Hills Board of Education approve Maschio's Food Services, Inc. as the Food Service Management Company for the 2014/2015 school year with management fee of \$12,067 and a profit guarantee of \$30,000.

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

Mrs. Hawkins moved Personnel resolutions #1-11, seconded by Mr. Palma. Personnel resolutions #1-10 were approved by a roll call vote of 9-0. Personnel Resolution #11 was approved by a roll call vote of 8-0-1. Mr. DiGiacchino abstained.

All personnel action is on the recommendation of the Superintendent.

- Action Resolution 1. Accept Retirement
Resolved, that the Somerset Hills Board of Education accept, with regret, the retirement of Malinda Davis-Campbell, School Social Worker, Bedwell Elementary School effective June 30, 2014, with thanks for 24 years of service to the district.

- Action Resolution 2. Accept Resignation
Resolved, that the Somerset Hills Board of Education accept the resignation of Scott Ronay, special education teacher at the Bedwell Elementary School effective July 31, 2014.

- Action Resolution 3. Accept Resignation
Resolved, that the Somerset Hills Board of Education accept the resignation of Kristen Morlock, Leave Replacement teacher at Bedwell Elementary School effective June 30, 2014.

- Action Resolution 4. Approve Co-Curricular Positions
Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2014-2015 school year:

Bernardsville Middle School:

Position	Person Recommended	Stipend
Clubs (per hour – max. 8 hrs.)		
7 th Grade Team Leader	Carrie Malwitz	\$2,475
Cross Country Coach	Carrie Malwitz	\$4,305
Field Hockey Coach	Kimberly Flynn	\$4,305
Math Club Advisor	Denise Jandoli	\$59.11/hour

- Action Resolution 5. Approve Seasonal Employee
Resolved, that the Somerset Hills Board of Education approve the following seasonal employee from June 24, 2014 through August 30, 2014:

Name	Area	Hourly Rate
a) Duffy, Steve	Maintenance	\$14.00

Action 6. Approve Appointment of Substitutes
Resolution Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2014-2015 school year:

Name	Substitute	Certificate
Urena-Pastilli, Jaclyn	Teacher, Paraprofessional	Substitute Credential

Action 7. Approve Leave Replacement Position
Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of Alyce Quinlan, Reading Specialist leave replacement at Bernardsville Middle School, level MA, step 6 at an annual salary of \$60,435 (prorated) from September 1, 2014 to the last day of the 3rd marking period, date to be determined. (Sorge)

Action 8. Approve Appointment of Department Coordinator
Resolution Resolved, that the Somerset Hills Board of Education approve the following staff member as Department Coordinator at the high school for the 2014-2015 school year, to be paid at their hourly per diem rate:

<u>Name</u>	<u>Department</u>
a) Janosko, Ashley	Guidance

Action 9. Approve Appointment of Department Coordinator
Resolution Resolved, that the Somerset Hills Board of Education approve the following staff member as Department Coordinator at the high school for the 2014-2015 school year.

<u>Name</u>	<u>Department</u>	<u>Stipend</u>
a) Janosko, Ashley	I&RS	\$2,375

Action 10. Approve Appointment of Interim Technology Manager
Resolution Resolved, that the Somerset Hills Board of Education approve the appointment of Mark Prunty, Interim Technology Manager for the months of July and August 2014 at a stipend of \$4,000. (Young)

Action 11. Approve and Ratify Memorandum of Agreement with SHEA
Resolution Resolved, that the Somerset Hills Board of Education approve and ratify the Memorandum of Agreement between the Board and the Somerset Hills Education Association for the collective bargaining agreement for the period July 1, 2014 through June 30, 2015.

Supplementary Matters

Public Questions & Comments

Adjournment

Mr. Palma moved to adjourn the meeting at 8:15 p.m., seconded by Mr. DiGiacchino. 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.**