

# SOMERVILLE BOARD OF EDUCATION

51 West Cliff Street  
Somerville, NJ 08876

## AGENDA

Tuesday, January 16, 2018  
District Conference Room  
7:00 p.m.

### Mission Statement

Somerville Public Schools provide the highest quality education through an environment that promotes individual excellence to all students.

#### I. CALL MEETING TO ORDER

#### II. FLAG SALUTE

#### III. OATH OF OFFICE – NEW MEMBER

Kristen Fabriczi – Branchburg Representative

#### IV. ROLL CALL OF MEMBERS

#### V. PUBLIC NOTICE

Adequate Notice of this meeting in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act," has been provided by action of the Board of Education on November 21, 2017. Notice has been provided to the two newspapers circulated in the school district and a posted notice to this effect on the Board of Education building bulletin board, Administrative Headquarters, 51 West Cliff Street, Somerville, New Jersey.

#### VI. PUBLIC COMMENT

*At this time, comment is invited on any matter related to agenda items.*

*When permitted, public participation shall be governed by the following rules under Bylaw 0167:*

- 1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and any other group affiliation, if appropriate;*
- 2. Each statement made by a participant shall be limited to three minutes duration*
- 3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;*
- 4. All statements shall be directed to the presiding officer; no participant may address or question board members individually.*
- 5. The presiding officer may:*

\* Branchburg Vote Eligible

+ Subject to change as per the SEA contract negotiations

- a. *Interrupt, warn, or terminate a participant's statement when the statement is too Capital Project lengthy, abusive, obscene, or irrelevant;*
- b. *Request any individual to leave the meeting when that person does not observe reasonable decorum;*
- c. *Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;*
- d. *Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and*
- e. *Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.*

**VII. \*APPROVAL OF MINUTES**

**RESOLVED** that the Board of Education approve the Minutes of the Board of Education Meeting as follows:

December 12, 2017	Regular Meeting
December 12, 2017	Executive Session
January 9, 2018	Organization/Workshop/Regular Meeting

**VIII. SUPERINTENDENT'S REPORT**

Van Derveer School PS-2 Highlights

Mrs. Susan Moran, Principal of Van Derveer School PS-2  
PS-2 Staff

District Highlights

Dr. Timothy M. Teehan, Superintendent of Schools

**IX. OLD BUSINESS**

**X. NEW BUSINESS**

It is recommended that Items **1 and 2** be moved upon the recommendation of the Superintendent of Schools.

**1. Harassment, Intimidation and Bullying Report**

**RESOLVED** that the Board of Education hereby acknowledges receipt of the monthly Harassment, Intimidation and Bullying confirmed report case #2017-2018:1SMS.

**2. Nonpublic Security Grant**

**RESOLVED** that the Board of Education approve the attached New Jersey Nonpublic School Security Aid Program Order Form for Immaculata High School. (Attachment NB-1)

\* Branchburg Vote Eligible

+ Subject to change as per the SEA contract negotiations

It is recommended that Items 3\* through 9\* be moved upon the recommendation of the Superintendent of Schools.

3\* School Board Recognition Month

**WHEREAS**, The New Jersey School Boards Association has declared January 2018 to be School Board Recognition Month, a time that residents acknowledge the contributions made by our local school board members; and

**WHEREAS**, The Somerville Board of Education is one of more than 581 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

**WHEREAS**, The Somerville Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

**WHEREAS**, New Jersey's local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12<sup>th</sup> grade; and

**WHEREAS**, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

**WHEREAS**, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

**WHEREAS**, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

**WHEREAS**, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now therefore, be it

**RESOLVED**, That the Somerville Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2018 as SCHOOL BOARD RECOGNITION MONTH: and be it further

**RESOLVED**, That the Somerville Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

4\* School Make-Up Date Change in the 2017-2018 School Year Calendar

**RESOLVED** that the Board of Education approve the change in a school make up day from May 25, 2018 to May 24, 2018.

\* Branchburg Vote Eligible

+ Subject to change as per the SEA contract negotiations

5\* Architect of Record

**WHEREAS**, the Somerville Board of Education (hereinafter referred to as the “Board”) and SSP Architectural Group, Inc. (hereinafter referred to as the “Architect”) are parties to an Agreement for Architect of Record Services; and

**WHEREAS**, the Board is desirous of appointing the Architect as Architect of Record for the period January 1, 2018 to June 30, 2018 in accordance with the Architect’s proposal for such services; and

**NOW, THEREFORE, BE IT RESOLVED** that the Architect shall be appointed as Architect of Record and that a contract for such services shall be awarded for the following reasons:

1. The fee structures proposed are most advantageous to the Board, price and other factors considered.
2. Experience and resources necessary to perform the contract have been demonstrated.
3. Reputation and responsibility of professional contractor are satisfactory.

**BE IT FURTHER RESOLVED that:**

1. The Board hereby appoints the Architect as Architect of Record for the period of January 1, 2018 to June 30, 2018
2. The Board hereby authorizes the Architect to amend the Long Range Facilities Plan as necessary and to submit the plans and specifications for each project to the New Jersey Department of Education for approval.
3. The Board Attorney is hereby directed to draft the agreement with the Architect consistent with this Resolution and with the terms contained in the Architect’s proposal. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this.
4. The Business Disclosure Form shall be placed on file with this resolution and a notice of award shall be published in the official newspaper of the Board. (Attachment NB-2)

6\* Somerville High School Breakfast Prices

**RESOLVED** that the Board of Education approve the establishment of the following prices for breakfast services in the cafeteria at the Somerville High School for the 2017-2018 school year:

Breakfast	\$1.05	Reduced Price	\$.30
Adult	\$1.50		

7\* Harassment, Intimidation and Bullying Report

**RESOLVED** that the Board of Education hereby acknowledges receipt of the monthly Harassment, Intimidation and Bullying unconfirmed report case #2017-2018:7SHS-NC.

8\* Field Trips

**RESOLVED** that the Board of Education approve the enclosed request for field trips. (Attachment NB-3)

\* Branchburg Vote Eligible

+ Subject to change as per the SEA contract negotiations

9\* Travel Expenditure Resolution  
**WHEREAS**, the Board of Education has determined that the school district travel expenditures for the attached programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the Federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes and in compliance with the district policy on travel; therefore be it

**RESOLVED**, that the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the attached training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount. (Attachment NB-4)

## **XI. REPORT OF BOARD ITEMS**

**A.** Student Board Member Report:  
Griffin LeBlond, Branchburg Student Representative  
Daphne Dizon, Somerville Student Representative

**B.** Finance Committee:  
Daniel Puntillo, Chairperson  
Lucien Sergile, Member  
Erin Sweitzer, Member

It is recommended that Items **1** through **5** be moved upon the recommendation of the Superintendent of Schools.

### **1. Board Secretary's Financial Reports**

**RESOLVED** that the Board of Education accept the Board Secretary's Reports listed below:

- A. Treasurer's Report (December) (Attachment B-1)
- B. Secretary's Report (December) (Attachment B-2)
- C. Investments (December) (Attachment B-3)
- D. Food Services (November and December) (Attachment B-4)

### **2. Acceptance of Monthly Reports**

**RESOLVED** that the Board of Education accept the monthly reports as listed below:  
(Attachment B-5)

- A. Van Derveer School Fund (December)
- B. Middle School Fund (December)
- C. High School Fund (December)
- D. Athletic/Extracurricular Fund (December)

\* Branchburg Vote Eligible  
+ Subject to change as per the SEA contract negotiations

3. Payroll  
**RESOLVED** that the Board of Education approve the payroll payments for the following dates:

DATE	PAYROLL
December 15, 2017	\$ 1,208,880.17
December 15, 2017	\$ 24,423.55 (FICA)
December 22, 2017	\$ 1,109,333.85
December 22, 2017	\$ 16,507.39 (FICA)
January 12, 2017	\$ 1,209,228.43
January 12, 2017	\$ 24,088.80 (FICA)

4. Bills Lists  
**RESOLVED** that the Board of Education approve the payment of the following obligations of the School District: (Attachment B-6)

Van Derveer and Middle Schools	
Bills List Dated January 16, 2018	
10 General Fund	\$ 77,591.80
20 Special Revenue Fund	31,758.05
30 Capital Project Fund	210.00
TOTAL	\$ 109,559.85

5. Line Item Transfers  
**RESOLVED** that the Board of Education approve the enclosed December line item transfers. (Attachment B-7)

It is recommended that Item 6\* be moved upon the recommendation of the Superintendent of Schools.

6\* Bills Lists  
**RESOLVED** that the Board of Education approve the payment of the following obligations of the School District: (Attachment B-8)

High School and Districtwide	
Bill List January 16, 2018	
10 General Fund	\$ 1,432,257.26
20 Special Revenue Fund	56,507.13
30 Capital Project Fund	210.00
40 Debt Service	158,200.00
60 Cafeteria Fund	136,057.11
TOTAL	\$ 1,783,231.50

Certification of Major Account Status  
Pursuant to N.J.A.C. 6A:23A-16.10(c)(4), the Somerville Board of Education certifies that as of December 31, 2017 after review of the Board Secretary's and Treasurer's monthly financial

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reports and upon consultation with the appropriate officials, to the best of its knowledge, no major account or fund has been overexpended in violation of N.J.A.C 6A:23A-16.10(c)(4) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year (Major accounts are Current Expense, Capital Projects and Debt Service)

- C. Buildings and Grounds Committee:  
Kenneth Cornell, Chairperson  
Daniel Puntillo, Member  
Luc Sergile, Member  
Erin Sweitzer, Member

Facilities Report (Attachment C-1)

- D. Athletics and Student Activities Committee:  
Lucien Sergile, Chairperson  
Derek Jess, Member  
John Prudente, Member  
Daniel Puntillo, Member

- E. Curriculum Committee:  
Lucien Sergile, Chairperson  
Candace Matthews, Member  
Denise Van Horn, Member

- F. Policy Committee:  
John Prudente, Chairperson  
Candace Matthews, Member  
Denise Van Horn, Member

1. \*Second Reading

**RESOLVED** that the Board of Education approve the following policies/regulations for a second reading: (Attachment C-2)

- P 1250 Visitors
- R 2130 Principal Evaluation
- P 3510 Operation and Maintenance of Plant
- P 3516 Safety
- P 3541.33 Transportation Safety
- P 3542.2 School Meal Program Arrears
- P 5118 Nonresidents
- P 5131.1 Harassment, Intimidation and Bullying
- P 5131.6 Drugs, Alcohol, Steroids, Tobacco (Substance Abuse)
- R 5131.6 Substance Abuse
- P 6114 Emergencies and Disaster Preparedness
- P 6145.1/ 6145.2 Intramural Competition; Interscholastic Competition

\* Branchburg Vote Eligible

+ Subject to change as per the SEA contract negotiations

- G.** Technology Committee:  
Kenneth Cornell, Chairperson  
Daniel Puntillo, Member  
Denise Van Horn, Member  
  
Technology Committee Report (Attachment C-3)
- H.** Borough Council/B.O.E. Liaison:  
Lucien Sergile, Liaison
- I.** Somerset County Educational Services Commission:  
Daniel Puntillo, Liaison
- J.** New Jersey School Boards Association:  
Lucien Sergile, Liaison
- K.** Somerset County Association of Boards of Education:  
Linda Olson, Liaison
- L.** Ad Hoc Security Committee:  
John Prudente, Chairperson  
Kenneth Cornell, Member
- M.** Ad Hoc Negotiations Committee:  
Daniel Puntillo, Chairperson  
Derek Jess, Member  
John Prudente, Member
- N.** Ad Hoc Residency Committee:  
Erin Sweitzer, Chairperson

**XII. PERSONNEL**

PreK-8

**RESOLVED** that the Board of Education approve and/or accept the Superintendent of School’s recommendations as follows: (appointments and salaries contingent upon verified documentation)

1. To accept the retirement/resignation of Yolima Vazquez from the position of instructional assistant at the Preschool effective June 30, 2018.
2. To approve a change in salary guide placement for the following staff members effective February 1, 2018:
 

Courtney Ball	BA+15
Patricia Helwig	MA
Wendy Hunt	MA+15

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Thomas George MA  
Freddie Shaker MA+15

3. To approve Nicole Anderson, an instructional assistant in the Preschool, to do her student teaching in Mrs. Romas-Dominko's and Mrs. Donnelly's classes at Van Derveer School during the Spring 2018 semester.

9-12 and Districtwide

**RESOLVED** that the Board of Education approve and/or accept the Superintendent of School's recommendations as follows: (appointments and salaries contingent upon verified documentation)

- 4\* To approve a paid maternity leave of absence for Rebecca Drake, teacher of English at Somerville High School, effective February 26, 2018 through April 9, 2018, and an unpaid childcare leave of absence in accordance with the New Jersey Family Leave Act effective April 10, 2018 to June 30, 2018.
- 5\* To approve a change in salary guide placement for the following staff members effective February 1, 2018:
- Andrea Wong MA  
Christopher Baldino MA
- 6\* To accept the retirement/resignation of Marietta Gamba from the position of secretary to the business administrator of Somerville Public Schools effective June 30, 2018.
- 7\* To approve an increase in the substitute per diem rate from \$90.00 to \$105.00 starting February 1, 2018.
- 8\* To approve the appointment of Kathleen Gangwer as a consultant for speech therapy evaluations at Somerville High School effective January 17, 2018 to June 30, 2018 at the rate of \$75.00 per hour on an as needed basis.
- 9\* To approve the appointment of Bernie Demsky to the position of substitute teacher effective February 1, 2018 to June 30, 2018 at the rate of \$105.00 per diem.

**XIII. HEARING OF THE PUBLIC REGARDING AGENDA ITEMS AND NON-AGENDA ITEMS**

*At this time, comment is invited on any matter related to the school district.*

*When permitted, public participation shall be governed by the following rules under Bylaw 0167:*

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- 2. Each statement made by a participant shall be limited to three minutes duration*

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  - c. *Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;*
  - d. *Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and*
  - e. *Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.*

#### **XIV. EXECUTIVE SESSION**

**RESOLVED** that the Board of Education move to recess into executive session to discuss matters involving a HIB case and matters falling within the attorney-client privilege with respect to these subjects. The minutes of the executive session, to the extent permitted by law, will be made available to the public once the issues are resolved, subject to confidentiality requirements.

#### **XV. ADJOURNMENT**



# Somerville Public Schools

## Somerville Board of Education Approval of Field Trip Requests

Date Presented to the Board of Education: January 16, 2018

Date approved by the Board of Education: \_\_\_\_\_

Season/Year	School	Destination	Board of Education Cost if any
Spring 2018	VDV	Mayo Performing Arts Center	Transportation
Winter, 2018	SHS	Drew University	Transportation
Winter, 2018	SHS	Chestnut Street - Philadelphia	Transportation



# Somerville Public Schools

Somerville Board of Education Approval of Travel Expenses

Date presented to the Board of Education: January 16, 2018

Date approved by the Board of Education: \_\_\_\_\_

Notes:

1. All reimbursable expenses listed below are in compliance with State travel payment guidelines established by the Department of Treasury and with guidelines established by the Federal Office of Management and Budget, unless noted otherwise.
2. Any expenses, other than those listed under "Reimbursable Expenses" must be explained in the "Comments" columns.

<u>Travel Expenditures</u>	<u>Code</u>	<u>Member Category</u>	<u>Code</u>
Training and Seminars	1	Board Member	A
Conventions and Conferences	2	Teaching Staff Member	B
Regular School District Business	3	Support Staff Member	C
Retreats	4	Non-District Employee	D

Full Name	Type of Travel	Member Category	Location of Travel	Occurrences of Travel	Date(s) of Travel	Reimbursable Expenses							Other Expenses	Description
						Registration Fee(s)	Total Miles	Total Mileage Cost	Parking	Toll(s)	Lodging	Meal(s)		
Bateman, Nicole Carleo, Valentina Sung, Joanne	1	B	Forsgate Country Club - Monroe Twsp, NJ	1	2/5/2018	\$400.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Early Childhood Summit
Banos, Chris	2	D	Mohegan Sun - Uncasville, CT	3	1/18-20/2018	\$165.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2018 World Baseball Coaches Convention
Breeman, Alyssa	1	B	Branchburg Middle School - Branchburg, NJ	1	2/16/2018	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Physical Education Workshop
Franzi, Natalie	1	B	Forsgate Country Club - Monroe Twsp, NJ	1	2/5/2017	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Early Childhood Summit
Franzi, Natalie	1	B	Rider University - Lawrenceville, NJ	2	5/18-19/2018	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Tomorrow's Classrooms Today
Garvey, Nancy	1	C	Rutgers University - New Brunswick, NJ	1	1/24/2018	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Conversation on Access, Affordability & The Coalition Platform
DeLuca, Kathleen	1	B	Monmouth University - Long Branch, NJ	1	2/9/2018	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Tour of Monmouth University / School Counselor Brunch
DeLuca, Kathleen	1	B	NJIT - Newark, NJ	1	3/9/2018	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Tour of NJIT / School Counselor Appreciation Day

Notes:

1. All reimbursable expenses listed below are in compliance with State travel payment guidelines established by the Department of Treasury and with guidelines established by the Federal Office of Management and Budget, unless noted otherwise.
2. Any expenses, other than those listed under "Reimbursable Expenses" must be explained in the "Comments" columns.

<u>Travel Expenditures</u>	<u>Code</u>	<u>Member Category</u>	<u>Code</u>
Training and Seminars	1	Board Member	A
Conventions and Conferences	2	Teaching Staff Member	B
Regular School District Business	3	Support Staff Member	C
Retreats	4	Non-District Employee	D

Full Name	Type of Travel	Member Category	Location of Travel	Occurrences of Travel	Date(s) of Travel	Reimbursable Expenses							Other Expenses	Description
						Registration Fee(s)	Total Miles	Total Mileage Cost	Parking	Toll(s)	Lodging	Meal(s)		
Gutierrez, Charisse	1	B	Rockaway, NJ	1	2/13/2018	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Transportation Contracts & Bidding and Food Service Contract Update
Kessler, Victoria	1	B	Rutgers University - New Brunswick, NJ	5	1/31/2018; 2/21/2018; 3/7/2018; 3/21/2018; 4/25/2018	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJ Holocaust and Genocide Mandate
Moran, Susan	1	B	Forsgate Country Club - Monroe Twsp, NJ	1	2/5/2017	\$145.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Early Childhood Summit
Skomba, Michael	2	B	Seattle, WA	3	1/18-20/2018	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Big History Project - Teacher Leaders Summit
Thompson, Christine	1	B	Ashville, NC	2	4/12-13/2018	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	University of NC Tour
Warner, Allen	2	B	Ocean Place Resort & Spa - Long Branch, NJ	1	2/27/2018	\$80.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJASHPERD 94th Annual Convention
Zamorsky, Ryan Garcia, Sergio Warner, Allen	1	B	Branchburg Middle School - Branchburg, NJ	1	2/16/2018	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Physical Education Workshop