

# SOMERVILLE BOARD OF EDUCATION

51 West Cliff Street  
Somerville, NJ 08876

## AGENDA

Tuesday, November 26, 2013  
District Conference Room  
7:00 p.m.

### Mission Statement

Our mission as a school community is to provide quality education through an environment which promotes individual excellence and that all pupils achieve the Common Core State Standards and the New Jersey Core Curriculum Content Standards at all grade levels.

#### I. CALL MEETING TO ORDER

#### II. FLAG SALUTE

#### III. ROLL CALL OF MEMBERS

#### IV. 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 at its Reorganization Meeting on January 3, 2013. Notice has been provided to the three 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.

#### V. 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:*
  - a. Interrupt, warn, or terminate a participant's statement when the statement is too 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*

\* Branchburg Vote Eligible

*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.*

**VI. APPROVAL OF MINUTES**

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

*October 15, 2013	Regular Meeting
*October 15, 2013	Executive Session
*November 12, 2013	Workshop/Regular Meeting
*November 12, 2013	Executive Session

**VII. SUPERINTENDENT'S REPORT**

Summer 2013 Reading Program Overview  
Ms. Cindy Atkins, Curriculum Supervisor 9-12

District Highlights  
Dr. Timothy J. Purnell, Superintendent of Schools

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

It is recommended that Item **1** be moved upon the recommendation of the Superintendent of Schools.

**1. School Bus Emergency Evacuation Drill Report**

**RESOLVED** that the Board of Education approve/accept the School Bus Emergency Evacuation Drill Report as follows:

Date of Drill:	November 11, 2013
Time:	8:15 a.m.
School:	Somerville Preschool AM Class
Location:	Parking lot
Route Number:	110A
Supervised by:	Joanne Sung
Class:	Preschool Class

It is recommended that Items **2\* through 8\*** be moved upon the recommendation of the Superintendent of Schools.

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2\* Somerville High School Student Request  
**RESOLVED** that the Board of Education approve a request to grant permission for Somerville High School senior ID #110023000895 to complete her senior year at Somerville High School for the 2013-2014 school year.

3\* Harassment, Intimidation and Bullying Report  
**RESOLVED** that the Board of Education hereby acknowledges receipt of the monthly Harassment, Intimidation and Bullying confirmed and unconfirmed report cases #2013-14:1SMS; 2013-14:9SHS-NC; 2013-2014:10SHS-NC; 2013-2014:3VDV-NC; 2013-14:1SMS-NC; 2012-2014:11SHS-NC; 2013-14:2SMS-NC; and 2013-14:12SHS-NC presented by the Superintendent of Schools.

4\* Official Depository  
**RESOLVED** that the Board of Education approve the New Jersey Cash Management Fund as an Official Depository and an Individual Authorized to sign checks/approve transfers for the following accounts:

<u>Account</u>	<u>Required Signatures</u>
General Investment Fund	Board Secretary
Capital Reserve Fund	Board Secretary
Maintenance Reserve Fund	Board Secretary
Tuition Adjustment Reserve Fund	Board Secretary

5\* IDEA Grant Salaries  
**RESOLVED** that the Board of Education approve the following percentage of staff member's salary, which is funded by the 2014 IDEA Grant:

	<u>Funding %</u>	<u>Portion Funded by Grant</u>	<u>Base Salary</u>
Janet Jacobson	100%	\$36,683.00	\$36,683.00

6\* Shared Services Agreement for Shared Curriculum Supervisor/Coach  
**RESOLVED** that the Board of Education approve the enclosed Shared Services Agreement dated November 28, 2013 for Shared Curriculum Supervisor/Coach with the South Bound Brook Board of Education. (Attachment NB-1)

7\* Field Trips  
**RESOLVED** that the Board of Education approve the enclosed request for field trips and any Somerville High School and Somerville Middle School athletic teams post-season travel within the State of New Jersey. (Attachment NB-2)

8\* Travel Expenditure Resolution

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**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-3)

**X. REPORT OF BOARD ITEMS**

- A. Finance Committee:  
Dennis Garot, Chairperson  
James Adamec, Member  
Kenneth Cornell, Member

It is recommended that Items **1** through **3** be moved upon the recommendation of the Superintendent of Schools.

1. Acceptance of Monthly Reports

**RESOLVED** that the Board of Education accept the monthly reports as listed below: (Attachment B-1)

- A. Middle School Fund (October)
- B. Van Derveer School Fund (October)

2. Bills Lists

**RESOLVED** that the Board of Education approve the payment of the following obligations of the School District: (Attachment B-2)

Van Derveer and Middle Schools	
Bills List Dated November 26, 2013	
10 General Fund	\$ 193,350.52
20 Special Revenue Fund	7,037.87
30 Capital Projects	392,716.00
TOTAL	\$ 593,104.39

3. Payroll

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

DATE	PAYROLL
October 30, 2013	\$482,447.30 (MS & VDV)
November 15, 2013	\$541,543.44 (MS & VDV)

It is recommended that Items 4\* through 8\* be moved upon the recommendation of the Superintendent of Schools.

**4\*** Board Secretary's Financial Reports

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

- A. Treasurer's Report (October) (Attachment B-3)
- B. Secretary's Report (October) (Attachment B-4)
- C. Investments (October) (Attachment B-5)
- D. Food Services (October) (Attachment B-6)

**5\*** Acceptance of Monthly Reports

**RESOLVED** that the Board of Education accept the monthly reports as listed below: (Attachment B-7)

- A. High School Fund (October)
- B. Athletic/Extracurricular Fund (October)

**6\*** Bills Lists

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

District Wide and High School  
Bill List Dated October 30, 2013  
10 General Fund

\$ 907.00  
TOTAL \$ 907.00

Bill List Dated November 26, 2013  
10 General Fund  
20 Special Revenue Fund  
60 Cafeteria Fund

\$ 1,130,993.74  
45,877.84  
156,863.97  
TOTAL \$ 1,333,735.55

**7\*** Payroll

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

DATE	PAYROLL
October 30, 2013	\$537,196.89 (ADMIN & HS)
October 30, 2013	\$ 13,823.03 (FICA)
November 15, 2013	\$773,983.69 (ADMIN & HS)
November 15, 2013	\$ 36,460.47 (FICA)

Certification of Major Account Status

Pursuant to N.J.A.C. 6A:23 2:11(c)r, the Somerville Board of Education certifies that as of October 31, 2013 after review of the Board Secretary's and Treasurer's monthly financial 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:23 2:11(b) 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)

- B.** Buildings and Grounds Committee:  
Kenneth Cornell, Chairperson  
Norman Chin, Member  
Al Kerestes, Member

Facilities Report - November 2013 (Attachment C-1)

- C.** Athletics and Student Activities Committee:  
John Prudente, Chairperson  
Lucien Sergile, Member

**1\*** Somerville High School Green Dot Club

**RESOLVED** that the Board of Education approve the creation of a Green Dot Club at Somerville High School for the 2013-2014 school year. (Attachment C-2)

**2\*** Somerville High School Dance Team Club

**RESOLVED** that the Board of Education approve the creation of a Dance Team Club at Somerville High School for the 2013-2014 school year. (Attachment C-3)

**3\*** Somerville High School First Responders Program

**RESOLVED** that the Board of Education approve the creation of a First Responders Program at Somerville High School for the 2013-2014 school year. (Attachment C-4)

- D.** Curriculum Committee:  
Linda Olson, Chairperson

Curriculum Committee Meeting – November 12, 2013 and November 20, 2013  
(Attachment C-5)

**1\*** Adoption of Curriculum Maps

**RESOLVED** that the Board of Education adopt the following enclosed curriculum maps:

High School

Spanish 2 Honors: Grades 9-12

French 2 Honors: Grades 9-12

French 3 Honors: Grades 10-12

French 4 Honors: Grades 11-12

**2\*** Textbook Approval

**RESOLVED** that the Board of Education approve the following textbook for the AP Spanish course:

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*Temas AP Spanish Language and Culture*, (2014), Vista Publishing

- E.** Policy Committee:  
Al Kerestes, Chairperson

Abolishment of Policy

**RESOLVED** that the Board of Education abolish the following policy:

P5114 Promotion from Eighth Grade

\*First Reading

**RESOLVED** that the Board of Education approve the following bylaw/policies/regulation for a first reading: (Attachment C-6)

Bylaw 0164.5 Board Member Participation in Board Meeting by Teleconferencing or Video-Conferencing Equipment

P 2431 Athletic Competition  
P 3144.12 Certification of Tenure Charges – Inefficiency  
P 3144.3 Suspension Upon Certification of Tenure Charge  
P 3372 Teaching Staff Member Tenure Acquisition  
P 3373 Tenure Upon Transfer or Promotion  
P 3374 Tenure Upon Transfer to an Underperforming School  
P 4124 Employment Contract  
P 5530 Substance Abuse  
R 5530 Substance Abuse

\*Second Reading

**RESOLVED** that the Board of Education approve the following policy for a second reading: (Attachment C-7)

P 5314 Student Representatives of the Board of Education

- F.** Technology Committee:  
Norman Chin, Chairperson  
James Adamec, Member
- G.** Borough Council/B.O.E. Liaison:  
John Prudente, Liaison
- H.** Somerset County Educational Services Commission:  
Daniel Puntillo, Liaison
- I.** New Jersey School Boards Association:  
Linda Olson, Delegate
- J.** Somerset County Association of Boards of Education:

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John Prudente, Delegate

**K. AD HOC – Security Committee**

John Prudente, Chairperson  
James Adamec, Member  
Norman Chin, Member  
Kenneth Cornell, Member  
Al Kerestes, Member

**XI. PERSONNEL**

K-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 approve a paid maternity disability leave of absence for Nancy Kishbaugh, teacher of Kindergarten at Van Derveer School, effective February 10, 2014 to April 8, 2014 and an unpaid child care leave of absence in accordance with the New Jersey Family Leave Act effective April 9, 2014 to June 30, 2014.
2. To accept the resignation of Christopher Baldino from the position of assistant wrestling coach at Somerville Middle School effective November 11, 2013.
3. To approve the appointment of Frank Arcidiacono to the position of assistant wrestling coach at Somerville Middle School effective November 12, 2013 at a stipend of \$2,450.00
4. To approve Nancy Jenkins from the position of cheerleading co-coach to cheerleading coach at Somerville Middle School for the 2013-2014 school year at a stipend of \$2,450.00.
5. To approve the appointment of Karen Robinson, a Middle Earth staff member, to the position of lunch time mentor at the Somerville Middle School for the 2013-2014 school year.
6. To approve a request for Kaitlin Syring, from The College Of New Jersey, to complete her internship placement as a special education student teacher in Van Derveer School from January 21, 2014 through May 2, 2014. Ms. Syring will be supervised by Sharon Schwarz, teacher at Van Derveer School.
7. To approve Nancy Lepionka, librarian from the Somerville Public Library, to visit the Somerville Preschool one day a month for the 2013-2014 school year.
8. To approve the appointment of Matthew Calabrese to the position of volunteer for the Somerville Middle School boys basketball team for the 2013-2014 school year.
9. To approve the appointment of the enclosed staff members to the position of Title I NJ ASK enrichment tutors for the 2013-2014 school year at a stipend of \$35.00 per hour. (Attachment P-1)

\* Branchburg Vote Eligible



10. To approve the appointment of Inez Cantatore to the position of leave replacement teacher of Spanish to fill a vacancy caused by a child care leave of absence (Silverman) at Somerville Middle School from January 13, 2014 to June 30, 2014 at a salary of \$53,065.00 (BA Step 1) (Prorated) .

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)

- 11\* To approve the appointment of Joshua Hobbs to the position of assistant varsity boys basketball coach at Somerville High School for the 2013-2014 school year at a stipend of \$6,474.00.
- 12\* To approve the appointment of the following individuals to the position of a member of the DEAC Team for Somerville Public Schools for the 2013-2014 school year:  
Cindy Atkins, Supervisor 9-12  
Sandy Cantenaro, Teacher
- 13\* To approve salary increases for management confidential employees and those employees not covered under contract for the 2013-2014 school year in the total amount of \$32,802.15 which is a 2% increase from the previous year to be individually distributed among those employees as determined by the Superintendent of Schools.
- 14\* To approve a request for Devin Smith, from The College Of New Jersey College of Education , to complete his internship placement of 450-500 hours as an ESL student teacher in Somerville High School from December 2013 through June 2014. Mr. Smith will be supervised by Karen Longo-Baldwin, teacher at Somerville High School.
- 15\* To approve the following list of substitute teachers at \$90.00 per diem.  
Julia Fink  
Matthew Lofthus  
Katelynn Snyder  
Ann Zielinski
- 16\* **APPROVE** a change in the position of business office clerk from a ten-month position to a twelve-month position,  
**BE IT FURTHER RESOLVED** that the Board approve the transfer of Danielle Mancuso from the position of confidential secretary to the position of business office clerk effective December 1, 2013, Step C1, at her same salary until such time as it coincides with her step and placement on the salary guide pursuant to the Agreement Between the Somerville Board of Education and the Somerville Education Association.
- 17\* To approve the appointment of Anne Gallagher to the position of substitute secretary for the 2013-2014 school year at a rate of \$12.50 per hour.

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- 18\* To approve an amendment to the existing position of Confidential Secretary to the position of Paralegal to the Superintendent of Schools.
- 19\* To approve the job description for the Paralegal to the Superintendent of Schools.  
(Attachment P-2)
- 20\* To approve a change in the job description for the Secretary to the Superintendent.  
(Attachment P -3)
- 21\* To approve the attached employment contract for the curriculum supervisor/coach.  
(Attachment P-4)
- 22\* To approve the appointment of the following staff members to the position of before and after school HSPA mediators for the 2013-2014 school year at a rate of \$50.00 per hour:
  - Jeanine Dilling
  - Lauren Jackson
  - Rebecca Linton
  - Ruth Ann Scherr
- 23\* To approve the appointment of the enclosed staff members to the position of educational proficiency plan tutors for the 2013-2014 school year at a rate of \$50.00 per hour.  
(Attachment P-5)
- 24\* To approve the appointment of James Hamilton, III to the leave replacement position of teacher of physical education and health to fill a vacancy caused by a child care leave of absence (Evans) at Somerville High School effective December 2, 2013 to June 30, 2014 at a salary of \$53,065.00 (BA Step 1) (Prorated).
- 25\* To approve the appointment of Carmen Infantolino to the position of electrician for the Somerville Public Schools effective December 16, 2013 to June 30, 2014 at a salary of \$55,000.00 (Prorated).

**XII. 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:*

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:*
  - a. *Interrupt, warn, or terminate a participant's statement when the statement is too*

\* Branchburg Vote Eligible

- 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.*

### **XIII. EXECUTIVE SESSION**

**RESOLVED** that the Board of Education move to recess into executive session to discuss student matters. 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.

**RESOLVED** that the Board of Education move to return to public session.

### **XIV. ADJOURNMENT**