

# SOMERVILLE BOARD OF EDUCATION

51 West Cliff Street  
Somerville, NJ 08876

## AGENDA

Tuesday, December 17, 2013  
Somerville High School Media Center  
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*

*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:

- \*November 26, 2013                      Regular Meeting
- \*November 26, 2013                      Executive Session

## **VII. SUPERINTENDENT'S REPORT**

### Television Station

Mr. Gerard Foley, Somerville High School Principal  
Mrs. Heather Kennedy, Television Station Manager

### 3D Printer

Mr. Gerard Foley, Somerville High School Principal  
Mr. Michael Kydonieus, Somerville High School Teacher  
Mr. George Mellors, Somerville High School Teacher

### Audit Presentation

Nisivoccia LLP  
Mrs. Valerie Dolan, School Auditor

- \* Acceptance/Filing of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2013  
**RESOLVED** that the Board of Education accept and file the Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2013.

- \* Acceptance/Filing of Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance - For Fiscal Year Ended June 30, 2013.  
**RESOLVED** that the Board of Education accept and file the auditor's Management Report Administrative Findings - Financial, Compliance and Performance - Fiscal Year ended June 30, 2013.

**BE IT FURTHER RESOLVED**, that there are no Corrective Action Recommendations listed in the Auditor's Management Report.

### K-5 Gifted and Talented Program Update and Expansion

Mrs. Melissa McCooley, Director of Curriculum and Instruction  
Mr. Timothy Teehan, Academic Achievement Officer

\* Branchburg Vote Eligible

Ms. Susan Haynes, Van Derveer School Principal

**RESOLVED** that the Board of Education approve a before school gifted and talented program for grades two through five.

District Highlights

Dr. Timothy J. Purnell, Superintendent of Schools

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

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

1. Donation to Somerville Middle School from Houlihan's Restaurant  
**RESOLVED** that the Board of Education accept a donation from Houlihan's Restaurant for \$266.00 from the Somerville Middle School Night sponsored by the Middle School Parent Council held on October 30, 2013.
2. Resolution Of The Board Of Education Of The Borough Of Somerville In The County Of Somerset, New Jersey Making Certain Elections And Determinations With Respect To Grants To Be Received In Connection With Capital Projects And Other Matters In Connection Therewith  
**WHEREAS**, pursuant to the Educational Facilities Construction and Financing Act (the "Act"), the New Jersey Department of Education (the "NJDOE") has determined the "Preliminary Eligible Costs" of each of the school facilities projects as set forth on the attached chart (the "Projects") being proposed by The Board of Education of the Borough of Somerville in the County of Somerset, New Jersey (the "Board") which determinations the NJDOE has communicated to the Board in letters dated December 4, 2013 with respect to the Somerville High School, (the "NJDOE Eligibility Letters"); and

**WHEREAS**, pursuant to the terms of the NJDOE Eligibility Letters, in order to proceed with the Projects, the Board must (i) accept the NJDOE's determination of Preliminary Eligible Costs (or reject and appeal same with the understanding that the Projects will be delayed as a result of such appeal), (ii) inform the NJDOE as to the Board's election of a grant or debt service aid, (iii) inform the NJDOE as to whether the Board will construct the Projects or whether the Board will elect to have the New Jersey Economic Development Authority ("NJEDA") construct the Projects; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:**

1. The Board hereby determines that it (i) accepts the NJDOE's determination of Preliminary Eligible Costs as set forth in the NJDOE Eligibility Letters and as set forth in the attached chart, (ii) elects to receive a grant for each project in the amount set forth in the attached chart; and (iii) shall construct each of the Projects; and agrees to locally fund any excess costs of the Projects.
2. The Board hereby authorizes the Board Secretary to execute the grant agreements and further

authorizes the delegation of the supervision of the Projects to the Board Secretary.

3. The Board Secretary is hereby authorized to communicate such election to the NJDOE and the NJEDA.

4. This resolution shall take effect immediately.

SCHOOL	TOTAL COSTS	PEC	LOCAL SHARE	STATE SHARE (GRANT)
Van Derveer School (#4820-090-14-1005)	\$75,000.00	\$75,000.00	\$40,685.00	\$34,315.00
Van Derveer School (#4820-090-14-1009)	\$92,554.00	\$92,554.00	\$50,207.00	\$42,347.00
Somerville Middle School (#4820-050-14-1007)	\$76,252.00	\$76,252.00	\$41,364.00	\$34,888.00

It is recommended that Items 3\* through 14\* be moved upon the recommendation of the Superintendent of Schools.

3\* Resolution To Support School Funding Formula Based Upon Enrollment Not Attendance For The 2014-2015 Budget

**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 Somerville 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

\* Branchburg Vote Eligible

**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 Somerville 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 Somerville 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.

4\* 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 #2013-14:13SHS-NC; #2013-2014:4VDV-NC; #2013-2014:14SHS-NC;2013-14:15SHS-NC; #2013-14:5VDV-NC; 2013-14:6VDV-NC; #2013-14:16SHS-NC;#2013-2014:17SHS-NC; #2013-2014:18SHS-NC presented by the Superintendent of Schools.

5\* Transition Program for Somerville High School

**RESOLVED** that the Board of Education approve the creation of a Special Education High School Transition Program to serve eleventh and twelfth grade classified students who will be transitioning from high school to the work force. The program will use outside agencies and local businesses to give the students experience in job searches, interview techniques, job sampling, and/or permanent job placement.

6\* Joint Transportation Contract

**RESOLVED** that the Board of Education enter into the following joint transportation agreement with Branchburg Township Board of Education for the 2013-2014 school year, Somerville Board of Education will be the host district.

Stepping Stone School

\$89.64 per diem

8\* Middlesex Regional Educational Services Commission Cooperative Bid Purchase

**RESOLVED** that the Board of Education approve the purchase of Somerville High School spring athletic supplies in the amount of \$8,721.81 from Efinger Sporting Goods in accordance with MRESC Bid #10/11-48 from Middlesex Regional Educational Services Commission. (Attachment NB-1)

9\* Resolution Of The Board Of Education Of The Borough Of Somerville In The County Of Somerset, New Jersey Making Certain Elections And Determinations With Respect To Grants To Be Received In Connection With Capital Projects And Other Matters In Connection Therewith

**WHEREAS**, pursuant to the Educational Facilities Construction and Financing Act (the "Act"), the New Jersey Department of Education (the "NJDOE") has determined the "Preliminary Eligible

Costs" of each of the school facilities projects as set forth on the attached chart (the "Projects") being proposed by The Board of Education of the Borough of Somerville in the County of Somerset, New Jersey (the "Board") which determinations the NJDOE has communicated to the Board in letters dated December 4, 2013 with respect to the Somerville High School, (the "NJDOE Eligibility Letters"); and

**WHEREAS**, pursuant to the terms of the NJDOE Eligibility Letters, in order to proceed with the Projects, the Board must (i) accept the NJDOE's determination of Preliminary Eligible Costs (or reject and appeal same with the understanding that the Projects will be delayed as a result of such appeal), (ii) inform the NJDOE as to the Board's election of a grant or debt service aid, (iii) inform the NJDOE as to whether the Board will construct the Projects or whether the Board will elect to have the New Jersey Economic Development Authority ("NJEDA") construct the Projects; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:**

1. The Board hereby determines that it (i) accepts the NJDOE's determination of Preliminary Eligible Costs as set forth in the NJDOE Eligibility Letters and as set forth in the attached chart, (ii) elects to receive a grant for each project in the amount set forth in the attached chart; and (iii) shall construct each of the Projects; and agrees to locally fund any excess costs of the Projects.
2. The Board hereby authorizes the Board Secretary to execute the grant agreements and further authorizes the delegation of the supervision of the Projects to the Board Secretary.
3. The Board Secretary is hereby authorized to communicate such election to the NJDOE and the NJEDA.
4. This resolution shall take effect immediately.

SCHOOL	TOTAL COSTS	PEC	LOCAL SHARE	STATE SHARE (GRANT)
High School (#4820-050-14-1001)	\$400,000.00	\$400,000.00	\$216,986.00	\$183,014.00
High School (#4820-050-14-1006)	\$770,750.00	\$770,750.00	\$418,104.00	\$352,646.00
High School (#4820-050-14-1007)	\$161,599.00	\$161,599.00	\$87,662.00	\$73,937.00

**10\* Open Campus Lunch**

**RESOLVED** that the Board of Education approve a request for a change to the current lunch policy at Somerville High School to institute a closed lunch for tenth grade students effective for the 2014-2015 school year.

**11\* Change Order – HVAC Equipment Replacement at District Headquarters Building**

**RESOLVED** that the Board of Education approve the following change order related to the HVAC Equipment Replacement at District Headquarters Building: (Attachment NB-2)

T.M. Brennan Contractors, Inc.

\* Branchburg Vote Eligible

Change Order # 02 Final

Part One: to relocate newly installed HVAC thermostat originally positioned within the BOE meeting room into a nearby administrative office.

Part 1 - Deduct – Relocation of installed thermostat	\$ (149.56)
Part 2 – Credit - General Repair Allowance Balance	\$1,739.44

12\* Snow Removal Agreement with the Borough of Somerville

**RESOLVED** that the Board of Education enter into the enclosed agreement with the Borough of Somerville to provide snow removal and salting services. This represents an increase of 1.5% over 2013. (Attachment NB-3)

13\* Superintendent’s Professional Development Plan

**RESOLVED** that the Board of Education certifies the Professional Development Plan for Dr. Timothy J. Purnell.

14\* 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-4)

15\* 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-5)

**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)

\* Branchburg Vote Eligible

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

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 December 17, 2013	
10 General Fund	\$ 24,371.55
20 Special Revenue Fund	2,970.21
30 Capital Projects	3,309.71
TOTAL	\$ 30,651.47

3. Payroll

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

DATE	PAYROLL
November 30, 2013	\$487,320.77 (MS & VDV)
December 15, 2013	\$525,305.15 (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 (November) (Attachment B-3)
- B. Secretary's Report (November) (Attachment B-4)
- C. Investments(November) (Attachment B-5)
- D. Food Services (November) (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 (November)
- B. Athletic/Extracurricular Fund (November)

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 December 17, 2013	
10 General Fund	\$ 801,904.17

\* Branchburg Vote Eligible



20 Special Revenue Fund	245,976.48
60 Cafeteria Fund	43,386.26
TOTAL	\$ 1,091,266.91

7\* Payroll

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

DATE	PAYROLL
November 30, 2013	\$535,294.75 (ADMIN & HS)
November 30, 2013	\$ 13,801.97 (FICA)
December 15, 2013	\$571,792.81 (ADMIN & HS)
December 15, 2013	\$ 19,125.95 (FICA)

8\* Line Item Transfers

**RESOLVED** that the Board of Education approve the enclosed November line item transfers. (Attachment B-9)

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 November 30, 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 - December 2013 (Attachment C-1)

**C. Athletics and Student Activities Committee:**

John Prudente, Chairperson  
Lucien Sergile, Member

**1. Somerville Middle School joining the Central Jersey Junior Schools Athletic Association (CJJSSA)**

**RESOLVED** that the Board of Education approve the Somerville Middle School joining the Central Jersey Junior Schools Athletic Association (CJJSSA) to provide for divisional athletic alignment and rivalry games at the middle school level.

**D. Curriculum Committee:**

Linda Olson, Chairperson

**E. Policy Committee:**

\* Branchburg Vote Eligible

Al Kerestes, Chairperson

\*First Reading

**RESOLVED** that the Board of Education approve the following regulation for a first reading:  
(Attachment C-2)

R 2464          Gifted and Talented Pupils

\*Second Reading

**RESOLVED** that the Board of Education approve the following policy for a second reading:  
(Attachment C-3)

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

- 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:  
        John Prudente, Delegate
- K.      AD HOC – Security Committee  
        John Prudente, Chairperson  
        James Adamec, Member  
        Norman Chin, Member  
        Kenneth Cornell, Member  
        Al Kerestes, Member

\* Branchburg Vote Eligible

**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 the appointment of the following staff members to the position of athletic events crowd control monitor at the Somerville Middle School for the 2013-2014 school year at a stipend of \$69.00 per event:
  - Sally Booth
  - Thomas Bailey
  - Freddie Shaker
  - Joanne Miele
  - Bruce Harms
  - Debbie Trifari
  - David Zubia
  - William Penn
  - Michael Dlugosz
  - Cathy Hons
  
2. To approve the appointment of the following staff members to the position of clock operator at the Somerville Middle School for the 2013-2014 school year at a stipend of \$53.00 per event:
  - Sally Booth
  - Thomas Bailey
  - Freddie Shaker
  - Joanne Miele
  - Bruce Harms
  - Debbie Trifari
  - David Zubia
  - William Penn
  - Michael Dlugosz
  - Cathy Hons
  
3. To approve the appointment of Jorge Narvaez to the position of interscholastic boys soccer coach at Somerville Middle School for the 2014-2015 at the contractual rate established in the Agreement Between the Somerville Board of Education and the Somerville Education Association.
  
4. To approve the creation of a new one on one instructional assistant position at Somerville Middle School for the 2013-2014 school year.
  
5. To approve the transfer of the vacant full-time instructional assistant position for the half-day preschool disabled class at the Preschool to a full-time instructional assistant for the full-day preschool disabled class at the Van Derveer School for the 2013-2014 school year.

\* Branchburg Vote Eligible

6. To approve the attached curriculum projects stipends K-8. (Attachment P-1)

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)

- 7\* To approve the additional job responsibilities for the Academic Achievement Officer to include Title I Coordinator and District Liaison for the Community Investment Day Committee effective December 18, 2013 at no additional remuneration
- 8\* To approve a change in job title from Supervisor of School Plant Facilities to Director of Buildings and Grounds.
- 9\* To accept the resignation of Skip Fuller from the position of head football coach effective December 9, 2013.
- 10\* To accept the resignation of Skip Fuller from the position of weight room supervisor effective December 9, 2013.
- 11\* To approve the newly-created position of College and Career Counselor at Somerville High School.
- 12\* To approve the enclosed job description for College and Career Counselor at Somerville High School. (Attachment P-2)
- 13\* To approve the temporary transfer of Patricia Teeling from Health Office Secretary to Secretary to the Principal at Somerville High School to fill a leave replacement (Barrows) effective January 27, 2014 to April 21, 2014 at her current salary.
- 14\* To approve the appointment of Barry Drill to the position of volunteer for the wrestling team at Somerville High School for the 2013-2014 school year.
- 15\* To approve a paid medical leave of absence for John Venezia, teacher at Somerville High School effective December 11, 2013 to January 17, 2014.
- 16\* To approve the appointment of Carolyn Fitzpatrick to the position of substitute teacher for the 2013-2014 school year at \$90.00 per diem.

**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;*

\* Branchburg Vote Eligible

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 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**