

SOMERVILLE BOARD OF EDUCATION

51 West Cliff Street
Somerville, NJ 08876

AGENDA

Tuesday, April 24, 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. 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 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.

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 Capital Project lengthy, abusive, obscene, or irrelevant;*
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;*

* Branchburg Vote Eligible

+ Subject to change as per the SEA contract negotiations

- 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 Meeting as follows:

March 20, 2018	Regular Meeting
April 10, 2018	Workshop/Regular Meeting
April 10, 2018	Executive Session

VII. SUPERINTENDENT'S REPORT

MAPS Update

Dr. Tanya McDonald, Director of Special Services
Mr. Scott Hade, Principal of MAPS Program

District Highlights

Dr. Timothy M. Teehan, Superintendent of Schools

Public Hearing on the Proposed 2018-2019 Budget

Dr. Timothy M. Teehan, Superintendent of Schools
Mr. Bryan P. Boyce, Business Administrator/Board Secretary

* Adoption of the 2018-2019 Budget

WHEREAS, the Somerville Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.4 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the amount spent for travel and conferences in 2017-2018 to date is \$23,222; and

WHEREAS, the maximum travel expenditure amount established for 2017-2018 is \$52,035; and

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

WHEREAS, included in the 2018-2019 budget is a maximum regular business travel amount of \$1,500 per employee; and

THEREFORE, BE IT RESOLVED, per N.J.A.C. 6A:23A-7.3, the 2018-2019 budget establishes \$51,335 as a maximum travel expenditure amount for all staff and board members; and

BE IT FURTHER RESOLVED that the Somerville Board of Education approve a capital reserve deposit in the amount of \$125,000 for the purpose of replacement of synthetic turf at Somerville High School, and

BE IT FURTHER RESOLVED that the Somerville Board of Education approves a capital reserve withdrawal in the amount of \$500,000 for the purpose of replacing a synthetic turf field at Somerville High School. The total local cost for this project in 2018-2019 is anticipated to be \$500,000 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the core curriculum content standards, and

BE IT FURTHER RESOLVED that the Board of Education adopt the 2018-2019 budget as follows:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUND</u>	<u>DEBT SERVICE FUND</u>	<u>TOTAL</u>
2018-2019 Total Expenditures	41,877,597	2,490,940	1,976,020	46,344,557
Less: Anticipated Revenues	<u>19,248,744</u>	<u>2,490,940</u>	<u>358,662</u>	<u>22,098,346</u>
Taxes to be Raised	<u>22,628,853</u>	<u>0.0</u>	<u>1,617,358</u>	<u>24,246,211</u>

BE IT FURTHER RESOLVED, that the budget includes sufficient funds to provide curriculum and instruction that will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

VIII. OLD BUSINESS

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

IX. 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 unconfirmed report case #2017-2018:7SMS-NC.
2. Donation to Somerville Middle School
RESOLVED that the Board of Education accept an anonymous donation of \$500.00 for the Somerville Middle School I Care Club.

It is recommended that Items **3* through 7*** be moved upon the recommendation of the Superintendent of Schools.

- 3* Harassment, Intimidation and Bullying Report
RESOLVED that the Board of Education hereby acknowledges receipt of the monthly Harassment, Intimidation and Bullying unconfirmed report cases #2017-2018:12SHS-NC (amendment) and #2017-2018:15SHS-NC.
- 4* Summer Hours
RESOLVED that the Board of Education approve the attached summer hours for the summer of 2018. (Attachment NB-1)
- 5* 2018-2019 Custodial/Maintenance Schedule
RESOLVED that the Board of Education approve the attached 2018-2019 custodian/maintenance schedule. (Attachment NB-2)
- 6* Field Trips
RESOLVED that the Board of Education approve the enclosed request for field trips. (Attachment NB-3)
- 7* 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)

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

X. 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 (March) (Attachment B-1)
- B. Secretary's Report (March) (Attachment B-2)
- C. Investments (March) (Attachment B-3)
- D. Food Services (March) (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 Student Activities Fund (March)
- B. Somerville Middle School Student Activities Fund (March)
- C. Somerville High School Student Activities Fund (March)
- D. Somerville High School Athletic/Extracurricular Fund (March)

3. Payroll

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

DATE	PAYROLL
March 23, 2018	\$ 1,116,213.86
March 23, 2018	\$ 16,675.18 (FICA)
April 15, 2018	\$ 1,247,200.55
April 15, 2018	\$ 24,717.66 (FICA)

4. Bills List

RESOLVED that the Board of Education approve the payment of the following obligations of the School District: (Attachment B-6)

* Branchburg Vote Eligible
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Van Derveer School and Somerville Middle School		
Bills List Dated April 24, 2018		
10 General Fund		\$ 77,344.21
20 Special Revenue Fund		30,712.79
	TOTAL	\$ 108,057.00

5. Line Item Transfers

RESOLVED that the Board of Education approve the enclosed March line item transfers. (Attachment B-7)

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

6* Bills List

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

Somerville High School and Districtwide		
Bills List April 24, 2018		
10 General Fund		\$ 820,044.97
20 Special Revenue Fund		128,106.80
60 Cafeteria Fund		68,579.33
	TOTAL	\$ 1,016,731.10

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 March 31, 2018 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: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
 Lucien 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

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

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

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

1. *First Reading

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

- P2131 Chief School Administrator
- P2131.1 Employment of the Chief School Administrator
- P3100 Budget Planning, Preparation, and Adoption
- P4112.2 Certification
- P4119.2 Professional Responsibilities
- P5131 Conduct Discipline
- P5131.1 Harassment, Intimidation and Bullying
- P5131.6 Substance Abuse
- P5145.4 Equal Educational Opportunity
- P6147.1 Evaluation of Individual Student Performance
- R6147.1 Grading System – Middle School
- P6171.4 Special Education

G. Technology Committee:
Kenneth Cornell, Chairperson
Daniel Puntillo, Member
Denise Van Horn, Member

Technology Committee Report (Attachment C-3)

H. Borough Council Liaison:
Lucien Sergile, Liaison

I. Somerset County Educational Services Commission:
Daniel Puntillo, Liaison

J. Somerset County Association of Boards of Education:
Linda Olson, Liaison

K. Ad Hoc Security Committee:
John Prudente, Chairperson
Kenneth Cornell, Member

* Branchburg Vote Eligible

+ Subject to change as per the SEA contract negotiations

- L. Ad Hoc Negotiations Committee:
Daniel Puntillo, Chairperson
Derek Jess, Member
John Prudente, Member

XI. 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 resignation of Lauren Broom from the position of teacher of third grade at Van Derveer School effective June 30, 2018.
2. To accept the retirement/resignation of Catherine Ambos from the position of teacher of seventh grade life science at Somerville Middle School effective June 30, 2018.
3. To approve a paid maternity leave of absence for Jessica Meyers, teacher of fourth grade at Van Derveer School, effective June 11, 2018 to June 30, 2018 and an unpaid child care leave of absence in accordance with the New Jersey Family Leave Act effective September 4, 2018 to June 30, 2019.
4. To approve the appointment of the attached list of staff members to work the 2018 Special Education Extended School Year Program. (Attachment P-1)
5. To approve the appointment of Stephen Loreti and John Floyd to the position of teacher for the 2018 Summer Performing Arts Program to be held at Somerville Middle School from July 2, 2018 to July 26, 2018 from 8:30 a.m. to 2:00 P.M. on Mondays through Thursdays and from 8:30 a.m. to 1:00 p.m. on Fridays at a stipend of \$6,790.00 each.
6. To approve the following student assistants for the Summer Performing Arts Program to be held at Somerville Middle School from July 2, 2018 to July 26, 2018 from 8:30 a.m. to 2:00 p.m. on Mondays through Thursdays and from 8:30 a.m. to 1:00 p.m. on Fridays at the rate of \$8.60 per hour:

<u>Instrumental Music Program</u>	<u>Musical Theater Workshop</u>
Gina Capoochia	Kaleigh Jess
Yaire Torres	Jessica DeSarno
7. To approve the appointment of the following staff members to the position of teacher for the 2018 Technology Camp to be held July 2, 2018 to July 26, 2018 from 8:30 a.m. to 11:30 a.m Monday through Thursday at their half-day per diem rate:

Technology:	Elissa Malespina
	Tristan Miller
	Ryan Ure

* Branchburg Vote Eligible
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Art: Johann Derflinger
Substitute: Sarah Liguori

8. To approve the appointment of the attached list of staff members for curriculum writing at the rate of \$36.00 per hour. (Attachment P-2)
9. To approve the transfer of Susanne Alessio from the position of Health Office Secretary at Somerville High School to the position of Secretary to the Principal at Van Derveer School 3-5 effective July 1, 2018 to June 30, 2018 at a salary of \$60,030.00+ (Step 6B).
10. To approve the following newly-created positions for the 2018-2019 school year:
 - 3/5 Speech Therapist
 - 3/5 Occupational Therapist
 - 2/5 Occupational Therapist

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 the following staff members to conduct Child Study Team evaluations for the summer of 2018 at their per diem rate not to exceed ten (10) days:
 - Lisa Mulhearn
 - Danielle Zuraweicki
 - Michelle Turnbull
 - Francine O'Connor
 - Johanna Pittenger
- 12* To approve the appointment of Kathleen Gangwer to conduct Child Study Team evaluations for the summer of 2018 at the rate of \$75.00 per hour not to exceed 60 hours.
- 13* To approve the appointment of the following individuals to the position of substitute teacher for the 2017-2018 school year at the rate of \$105.00 per diem:
 - Cynthia DePrimo
 - Megan Kern
 - Deborah Nash
 - Edisson Ramos
 - Marycarmen Tapia
- 14* To approve the appointment of Amy Dolly to the position of substitute secretary for the 2017-2018 school year at the rate of \$105.00 per diem.
- 15* To approve the appointment of the following individuals to the position of volunteer at Somerville High School for the 2017-2018 school year:
 - Megan Kern Drama Club
 - Patrick Mariani Marching Band

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

- 16* To approve the appointment of Eileen Black to the position of head girls' soccer coach at Somerville High School for the 2018-2019 season at a stipend of \$8,471.75+.

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 lengthy, abusive, obscene, or irrelevant;*
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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.*

XIII. EXECUTIVE SESSION

RESOLVED that the Board of Education move to recess into executive session for a Superintendent pre-evaluation meeting discussion, a residency issue, a grievance and a legal matter falling within the attorney-client privilege with respect to this subject. 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. Action may be taken.

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

XIV. ADJOURNMENT

* Branchburg Vote Eligible

+ Subject to change as per the SEA contract negotiations



Somerville Public Schools

Somerville Board of Education Approval of Field Trip Requests

Date Presented to the Board of Education: April 24, 2018

Date approved by the Board of Education: _____

Season/Year	School	Destination	Board of Education Cost if any
Spring, 2018	VDV	Somerville High School	Transportation
Spring, 2018	VDV	Somerville High School	Transportation
Spring, 2018	VDV	Somerville High School	Transportation
Spring, 2018	VDV	Somerville High School	Transportation
Spring, 2018	VDV	Somerville High School	Transportation
Spring, 2018	VDV	Somerville High School	Transportation
Spring, 2018	SMS	Connies Music Center - Somerville, NJ	None/Walking
Spring, 2018	SHS	Villager Theater - Somerset, NJ	Transportation



Somerville Public Schools

Somerville Board of Education Approval of Travel Expenses

Date presented to the Board of Education: April 24, 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)		
DeLuca, Kathleen	1	B	Cedar Knolls, NJ	1	5/11/2018	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Youth Awareness Symposium - Opioid Awareness
Gamba, Marietta	1	C	Rockaway, NJ	1	5/10/2018	\$100.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJASBO - Administrative Assistants Program
Williams, Stacy	1	C	Rockaway, NJ	1	5/10/2018	\$100.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NJASBO - Administrative Assistants Program