

SOMERVILLE BOARD OF EDUCATION

**51 West Cliff Street
Somerville, NJ 08876**

AGENDA

Tuesday, January 3, 2017

Administrative Offices

7:00 P.M.

Mission Statement

Somerville Schools provide the highest quality education through an environment that promotes individual excellence.

I. CALL MEETING TO ORDER - 7:00 P.M. Bryan P. Boyce, Board Secretary acting as Chairman Pro Tempore

II. FLAG SALUTE

III. ANNOUNCEMENT OF RESULTS OF ELECTION

Elected for three year terms:

Linda S. Olson

Melissa W. Sadin

Lucien "Luc" Sergile, Jr.

IV. OATH OF OFFICE – NEW MEMBERS

V. ROLL CALL OF MEMBERS

VI. 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 5, 2016, notices to the Courier News and Star Ledger circulated in the school district and a posted notice to this effect on the Board of Education website and building bulletin board, Administrative Headquarters, 51 West Cliff Street, Somerville, New Jersey.

VII. ELECTION OF PRESIDENT

VIII. ELECTION OF VICE PRESIDENT

IX. 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:

*** Branchburg Vote Eligible**

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.*

X. APPROVAL OF REORGANIZATION MEETING ACTION ITEMS

1. Code of Ethics

The Board of Education Members had the required Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30.

RESOLVED, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Somerville Board of Education:

CODE OF ETHICS

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education and will make no

*** Branchburg Vote Eligible**

- personal promises nor take any private action which may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
 7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
 8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
 9. I will support and protect school personnel in proper performance of their duties.
 10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

2. Open Public Meetings Act – Establish Meeting Dates, Time and Place

RESOLVED that the Somerville Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Somerville Board of Education Conference Room, 51 West Cliff Street, Somerville, New Jersey, at 7:00 p.m., as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Star Ledger and The Courier News as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Somerville Board of Education Administration Office and posted on the District website.

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.

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- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

DATE	TIME	PLACE	TYPE
January 17, 2017	7:00 P.M.	District Office	Regular
February 7, 2017	7:00 P.M.	District Office	Workshop/Regular
February 21, 2017	7:00 P.M.	District Office	Regular
March 7, 2017	7:00 P.M.	District Office	Workshop/Regular
March 21, 2017	7:00 P.M.	District Office	Regular
April 4, 2017	7:00 P.M.	District Office	Workshop/Regular
April 25, 2017	7:00 P.M.	District Office	Regular
May 9, 2017	7:00 P.M.	District Office	Workshop/Regular
May 23, 2017	7:00 P.M.	District Office	Regular
June 13, 2017	7:00 P.M.	District Office	Regular
July 25, 2017	7:00 P.M.	District Office	Regular
August 22, 2017	7:00 P.M.	District Office	Regular
September 5, 2017	7:00 P.M.	District Office	Workshop/Regular
September 19, 2017	7:00 P.M.	District Office	Regular
October 10, 2017	7:00 P.M.	District Office	Regular
November 7, 2017	7:00 P.M.	District Office	Workshop/Regular
November 21, 2017	7:00 P.M.	District Office	Regular
December 12, 2017	7:00 P.M.	District Office	Regular
January 2, 2018	7:00 P.M.	District Office	Reorganization/Workshop/Regular

3. A Member to Serve as Delegate to Somerset County Educational Services Commission
RESOLVED that the Board of Education approve the appointment of _____ as
the Representative to serve on the Somerset County Educational Services Commission's

* **Branchburg Vote Eligible**

Representative Assembly for the 2017 year.

4. A Member to Serve as Delegate to the Somerset County Association of Boards of Education

RESOLVED that the Board of Education approve the appointment of _____ as the Representative to serve on the Somerset County Association of Boards of Education for the 2017 year.

5. A Member to Serve as Delegate to New Jersey School Boards Association

RESOLVED that the Board of Education approve the appointment of _____ as the Representative to serve as Delegate to the New Jersey School Boards Association for the 2017 year.

6. Appointment of the School Auditor

WHEREAS, pursuant to *N.J.S.A. 18A:18A-5*, the awarding of contracts for the provision of professional services are exempt from the bidding requirements of the Public School Contract Law;

WHEREAS, the Somerville Board of Education (hereinafter referred to as the “Board”) has a need to retain the professional services of an Auditor to provide auditing services for the fiscal year ending June 30, 2017;

WHEREAS, the Board is desirous of appointing Nisivoccia LLP, to provide professional services to the Board; and

NOW, THEREFORE, BE IT RESOLVED that the Board appoints Nisivoccia LLP as Auditor to provide auditing services for the period beginning January 1, 2017 through December 31, 2017 in accordance with the terms and conditions set forth in the Engagement Letter, which is attached hereto and made a part hereof;

BE IT FURTHER RESOLVED THAT the Board awards said contract for such services to Nisivoccia LLP because: (1) the services proposed are most advantageous to the Board, price and other factors considered; and (2) the firm has demonstrated that it has the experience and resources necessary to perform the contract.

BE IT FURTHER RESOLVED THAT the Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.
(Attachment R-1)

7. Appointment of Board Attorney

WHEREAS, pursuant to *N.J.S.A. 18A:18A-5*, the awarding of contracts for the provision of professional services are exempt from the bidding requirements of the Public School Contract Law;

* Branchburg Vote Eligible

WHEREAS, the Board is desirous of appointing the law firm of McDonald & Rogers, LLC, to provide professional services to the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Board appoints the law firm of McDonald & Rogers, LLC as Board Attorneys until the next organization meeting in accordance with the terms and conditions set forth in the Agreement, at a rate of \$175.00 per hour;

BE IT FURTHER RESOLVED, that the Board awards said contract for such services to McDonald & Rogers, LLC because: (1) the services proposed are most advantageous to the Board, price and other factors considered; and (2) the firm has demonstrated that it has the experience and resources necessary to perform the contract.

BE IT FURTHER RESOLVED, that the Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board. (Attachment R-2)

8. Special Counsel

WHEREAS, pursuant to *N.J.S.A. 18A:18A-5*, the awarding of contracts for the provision of professional services are exempt from the bidding requirements of the Public School Contract Law;

WHEREAS, the Board is desirous of appointing the law firm of Schenck Price Smith & King, LLP, to provide professional services to the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Board appoints the law firm of Schenck Price Smith & King, LLP as Board Attorneys until the next organization meeting in accordance with the terms and conditions set forth in the Agreement, which is attached hereto and made a part hereof;

BE IT FURTHER RESOLVED that the Board awards said contract for such services to Schenck Price Smith & King, LLP because: (1) the services proposed are most advantageous to the Board, price and other factors considered; and (2) the firm has demonstrated that it has the experience and resources necessary to perform the contract.

BE IT FURTHER RESOLVED, that the Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.
(Attachment R-3)

9. Special Counsel

WHEREAS, pursuant to *N.J.S.A. 18A:18A-5*, the awarding of contracts for the provision

*** Branchburg Vote Eligible**

of professional services are exempt from the bidding requirements of the Public School Contract Law;

WHEREAS, the Board is desirous of appointing the law firm of Fogarty & Hara, to provide professional services to the Board;

NOW, THEREFORE, BE IT RESOLVED that the Board appoints the law firm of Fogarty & Hara as Board Attorneys until the next organization meeting in accordance with the terms and conditions set forth in the Agreement, which is attached hereto and made a part hereof;

BE IT FURTHER RESOLVED that the Board awards said contract for such services to Fogarty & Hara because: (1) the services proposed are most advantageous to the Board, price and other factors considered; and (2) the firm has demonstrated that it has the experience and resources necessary to perform the contract.

BE IT FURTHER RESOLVED, that the Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.
(Attachment R-4)

10. Bid Threshold and Appointment of Qualified Purchasing Agent

WHEREAS, the recent changes to the Public Contracts Law gave board of educations the ability to increase their bid threshold up to \$40,000.00; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.S.A. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Mr. Bryan P. Boyce possess the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Somerville Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3; now therefore, be it

RESOLVED, that the governing body of the Somerville Board of Education, in the County of Somerset, in the State of New Jersey hereby increases its bid threshold to \$40,000.00, and

BE IT FURTHER RESOLVED, that the Purchasing Agent is authorized to award contracts up to his bid threshold of \$40,000.00 and establish the quote threshold at \$6,000.00

as per the N.J.S.A. 18A:18A-2.

RESOLVED, that the governing body hereby appoints Mr. Bryan P. Boyce as the Qualified Purchasing Agent for the 2017 year at no additional remuneration to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

11. Transfer Authority

RESOLVED that the Board of Education as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent of Schools be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and

FURTHER BE IT RESOLVED that such transfers shall be reported to the Board of Education, ratified and dully recorded in the minutes of such meeting not less than monthly.

12. Adoption of Curriculum Guides, Textbooks and eTextbooks

RESOLVED that the Board of Education does hereby adopt the current written Curriculum Guides, Textbooks and eTextbooks for Grades PreK-12 until such time as revisions, additions and/or deletions are presented to the Board of Education for adoption.

13. Adoption of ByLaws, Policies, Regulations and Job Descriptions

RESOLVED that the Board of Education does hereby adopt and shall be governed in all actions and business to come before this Board by the written ByLaws, Policies, Regulations and Job Descriptions previously duly adopted.

14. Designation of Official Depositories and Individuals Authorized to Sign Checks

RESOLVED that the Board of Education approve the following additional Designation of Official Depositories and Individuals Authorized to Sign Checks:

<u>Bank</u>	<u>Account</u>	<u>Required Signatures</u>
TD Bank		
	Warrant Account	President/Board Secretary
	Capital Projects	President/Board Secretary
	Payroll Account	Board Secretary
	Payroll Agency Account	Board Secretary
	Unemployment Trust Fund	Board Secretary
	Summer Savings Fund	Board Secretary
Bank of America		
	SHS Student Activities Fund	Principal/Board Secretary
	SMS Student Activities Fund	Principal/Board Secretary
	VDV Student Activities Fund	Principal/Board Secretary
TD Bank		

*** Branchburg Vote Eligible**

XI. BOARD PRESIDENT APPOINTMENTS

A. Finance Committee:

Chairperson _____
Member(s) _____

B. Buildings and Grounds Committee:

Chairperson _____
Member(s) _____

C. Athletics and Student Activities Committee:

Chairperson _____
Member(s) _____

D. Curriculum Committee:

Chairperson _____
Member(s) _____

E. Policy Committee:

Chairperson _____
Member(s) _____

F. Technology Committee:

Chairperson _____
Member(s) _____

G. Borough Council Liaison:

Liaison _____

XII. SUPERINTENDENT'S REPORT

District Highlights

Dr. Timothy J. Purnell, Superintendent of Schools

XIII. OLD BUSINESS

XIV. NEW BUSINESS

It is recommended that Items 1 through 7 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 #2016-2017:1VDV-NC. and confirmed case #2016-2017:1SMS.

2. 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 for 2017.
(Attachment NB-1)

3. Disposal of Obsolete Material
RESOLVED that the Board of Education approve the attached list from the Somerville High School principal to dispose of obsolete instructional materials in accordance with Policy/Regulation 7300 because they are so outdated as to no longer serve as worthy instructional tools or are so worn as to preclude effective use and economical repair or restoration. (Attachment NB-2)

4. Sustainable Jersey for Schools
WHEREAS, the Somerville Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

WHEREAS, the Somerville Board of Education and District Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

WHEREAS, extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

WHEREAS, many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

WHEREAS, sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

WHEREAS, the Somerville Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of Sustainable Jersey for Schools.

WHEREAS, Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

WHEREAS, the Somerville Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

THEREFORE, BE IT RESOLVED that the Somerville Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board's intention to pursue certification for schools in the district.

We hereby appoint Bryan P. Boyce, Business Administrator/Board Secretary to be the district's liaison to Sustainable Jersey for Schools.

We do hereby recognize Somerville Public School; Somerville High School, Somerville Middle School, Van Derveer School as the agent(s) to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

We agree to complete district actions and to support the district's schools in completing their actions.

5. Superintendent of Schools Search Agreement

WHEREAS, the Somerville Board of Education is conducting a search for a Superintendent of Schools, and;

WHEREAS, New Jersey School Boards Association has submitted the attached proposal/agreement for Superintendent of School Search Services,

THEREFORE, BE IT RESOLVED, that the Somerville Board of Education enter into the attached Standard Superintendent Search Agreement Between the Somerville Board of Education and the New Jersey School Boards Association to provide for Superintendent of Schools Search Services in the amount of \$7,000; and

BE IT FURTHER RESOLVED, that the Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. (Attachment NB-3)

6. Field Trips

RESOLVED that the Board of Education approve the enclosed request for field trips. (Attachment NB-4)

7. Travel Expenditure Resolution

WHEREAS, the Board of Education has determined that the school district travel

* **Branchburg Vote Eligible**

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)

XV. PERSONNEL

K-8

RESOLVED that the Board of Education approve and/or accept the following appointment(s) upon recommendation of the Superintendent of Schools. (Appointment(s) and salaries contingent upon verified documentation.)

1. To accept the retirement/resignation of Diane Podolsky from the position of instructional assistant at Van Derveer School effective June 30, 2017.
2. To approve a paid child care leave of absence in accordance with the New Jersey Family Leave Act for Michael Dlugosz, teacher of mathematics at Somerville Middle School, effective January 30, 2017 to March 31, 2017.
3. To approve an unpaid child care leave of absence in accordance with the New Jersey Family Leave Act for Aubree Deminski, teacher of special education at Somerville Middle School, effective March 31, 2017 to May 12, 2017.
4. To approve a change in salary guide placement for Lauren Harrsch to MA effective February 1, 2017.
5. To approve the appointment of Olivia Edelman to serve as a mentor for the Van Derveer School Mosaic project for the 2016-2017 school year at no additional remuneration.

9-12 and Districtwide

RESOLVED that the Board of Education approve and/or accept the following appointment(s) upon recommendation of the Superintendent of Schools. (Appointment(s) and salaries contingent upon verified documentation.)

- 6* To approve a paid medical leave of absence for Gerard Foley, principal of Somerville

*** Branchburg Vote Eligible**

High School effective January 6, 2017 to February 3, 2017.

- 7* To accept the resignation of Salvatore Gambino from the position of Director of Buildings and Grounds effective January 16, 2017.
- 8* To approve a change in salary guide placement for Andrea Wong to BA+30 effective February 1, 2017.
- 9* To approve the enclosed employment contract for Bryan P. Boyce, Business Administrator/Board Secretary effective July 1, 2016 to June 30, 2017. (Attachment P-1)
- 10* To approve the appointment of Savon Huggins to the position of instructional assistant at the MAPS Program to fill a vacancy caused by a resignation (Barber) effective January 4, 2017 to June 30, 2017 at a salary of \$36,613.00 (Step 1) (Prorated).
- 11* To accept the resignation of Megan Olsen from the position of teacher of special education at Somerville High School effective December 20, 2016.

XVI. 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;*
 - 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.*

*** Branchburg Vote Eligible**

XVII. 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.

XVIII. ADJOURNMENT