

SOMERVILLE BOARD OF EDUCATION

51 West Cliff Street
Somerville, NJ 08876

AGENDA

Tuesday, December 13, 2016
District Conference Room
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

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 January 5, 2016. 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;*
 - 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:

September 20, 2016	Regular Meeting
September 20, 2016	Executive Session
October 11, 2016	Regular Meeting
October 11, 2016	Executive Session

VII. SUPERINTENDENT'S REPORT

Audit Presentation

Nisivoccia LLP

Mrs. Valerie Dolan, Partner

Acceptance/Filing of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2016

RESOLVED that the Board of Education accept and file the Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2016.

Acceptance/Filing of Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance - For Fiscal Year Ended June 30, 2016

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, 2016.

Approval of Corrective Action Plan

RESOLVED that the Board of Education authorize the administration to enact the attached Corrective Action Plan for the recommendations detailed in the Auditor's Management Report for the Fiscal Year ended June 30, 2016. (Attachment NB – 1)

Financial Planning, Accounting and Reporting

Recommendation: The District cancel and reissue Net Payroll checks outstanding over a year.

Corrective Action: The District will cancel and reissue Net Payroll checks outstanding over a year.

Method of Implementation: The District will cancel and reissue Net Payroll checks outstanding over a year.

Person Responsible for Implementation: Business Administrator

Completion Date of Implementation: December 2016

School Food Service

Recommendation: The Food Service Fund take steps to reduce their net cash resources so that it does not exceed three months average expenditures.

Corrective Action: The Food Service Fund take steps to reduce their net cash resources so that it does not exceed three months average expenditures.

Method of Implementation: The District will explore ways to reduce net cash resources and reduce net cash resources below three months average expenditures.

Person Responsible for Implementation: Business Administrator

Completion Date of Implementation: June 2017

Student Body Activities

Recommendation: The District maintain receipt logs for the Elementary and Middle School accounts.

Corrective Action: The District will maintain receipt logs for the Elementary and Middle School accounts.

Method of Implementation: The Elementary and Middle School Principals will develop receipt logs for use in recording receipts for the student activity accounts.

Person Responsible for Implementation: Elementary and Middle School Principals

Completion Date of Implementation: January 2017

Personnel/Hiring Process for Volunteers

Mrs. Joanne Sung, Director of Curriculum and Instruction

Input: Conference Room Redesign

Dr. Timothy J. Purnell, Superintendent of Schools

Ms. Melissa McEntee, Director of 21st Century Education

Technology Update

Ms. Melissa McEntee, Director of 21st Century Education

District Highlights

Dr. Timothy J. Purnell, Superintendent of Schools

VIII. OLD BUSINESS

IX. NEW BUSINESS

It is recommended that Items **1** through **8** 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 cases #2016-2017:6SMS-NC. and #2016-2017:7SMS-NC.
2. Classroom Action Research
RESOLVED that the Board of Education approve the attached classroom action research request from Jessica Meyers, fourth grade teacher at Van Derveer School. (Attachment NB-2)
3. Chain of Command Flowchart
RESOLVED that the Board of Education approve the attached chain of command flowchart for the Somerville Public Schools. (Attachment NB-3)
4. Van Derveer School PreK Submission to DOE
RESOLVED, that the Board of Education authorizes the submission of the following projects to the New Jersey Department of Education Office of School Facilities as a capital project:

Title: VanDerveer PreK Alterations
DOE Project Number: #4820-090-17-1000

BE IT FURTHER RESOLVED, that the Board of Education authorizes the submission of an Amendment Request Form to update the Long Range Facilities Plan for Van Derveer School to the New Jersey Department of Education Office of School Facilities to include the alterations of the PreK Classrooms.

5. Joining the Garden State Coalition of Schools
WHEREAS, the Somerville Board of Education wishes to join the Garden State Coalition of Schools (GSCS), a member-directed grassroots advocacy organization successfully representing Boards of Education, parents, school administrators and community members in advocating for quality education for all New Jersey students for 25 years, and

WHEREAS, the Somerville Board of Education desires to be part of GSCS' efforts to focus on the inter-related issues of academic achievement, educational practices and school finance, while continuing to strengthen New Jersey school programs that have led to high student achievement, and

WHEREAS, by joining GSCS, the Somerville Board of Education will be joining 100 other New Jersey school districts , and

WHEREAS, membership in GSCS is initiated by a one-time resolution from each Board of Education wishing to join the coalition,

NOW THEREFORE BE IT RESOLVED that the Somerville Board of Education does agree to join the Garden State Coalition of Schools, and

BE IT FURTHER RESOLVED that the Board Secretary be authorized to initiate membership arrangements and pay the yearly dues, which may be prorated for the remainder of the year where applicable, based on the resolution date.

6. Nonpublic Security Grant

RESOLVED that the Board of Education approve the attached New Jersey Nonpublic School Security Aid Program Order Forms for Immaculata High School. (Attachment NB- 4)

7. Field Trips

RESOLVED that the Board of Education approve the enclosed request for field trips. (Attachment NB-5)

8. 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-6)

X. REPORT OF BOARD ITEMS

A. Student Board Member Report
Arthur J. Akins, Student Representative
Griffin LeBlond, Student Representative

B. Finance Committee:
Daniel Puntillo, Chairperson
Dianne Durland, Member
Lucien Sergile, Member

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

* Branchburg Vote Eligible

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 (November) (Attachment B-1)
- B. Secretary's Report (November) (Attachment B-2)
- C. Investments (November) (Attachment B-3)
- D. Food Services (Not Available)

2. Acceptance of Monthly Reports

RESOLVED that the Board of Education accept the monthly reports as listed below: (Attachment B-4)

- A. Van Derveer School Fund (November)
- B. Middle School Fund (November)
- C. High School Fund (November)
- D. Athletic/Extracurricular Fund (Not Available)

3. Payroll

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

DATE	PAYROLL
November 30, 2016	\$1,109,030.64
November 30, 2016	\$ 15,852.90 (FICA)

4. Bills Lists

RESOLVED that the Board of Education approve the payment of the following obligations of the School District: (Attachment B-5)

Van Derveer and Middle Schools	
Bills List Dated December 13, 2016	
10 General Fund	\$36,910.37
20 Special Revenue Fund	2,326.23
TOTAL	\$ 63,236.60

5. Line Item Transfers

RESOLVED that the Board of Education approve the enclosed October line item transfers. (Attachment B-6)

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

6* Bills Lists

RESOLVED that the Board of Education approve the payment of the following obligations of the

* Branchburg Vote Eligible

School District: (Attachment B-7)

High School and Districtwide Bill List Dated December 13, 2016	
10 General Fund	\$ 379,118.00
20 Special Revenue Fund	52,926.50
60 Cafeteria Fund	1,105.00
TOTAL	\$ 433,149.50

Certification of Major Account Status

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4), the Somerville Board of Education certifies that as of November 30, 2016 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
John Prudente, Member

Facilities Report (Attachment C-1)

- D. Athletics and Student Activities Committee:
Daniel Puntillo/Lucien Sergile, Chairpersons
James Jones, Member

1. Somerville Middle School Debate Club
RESOLVED that the Board of Education approve the newly-created Debate Club at Somerville Middle School for the 2016-2017 school year.
2. Somerville Middle School "I Care" Club
RESOLVED that the Board of Education approve the newly-created "I Care" Club at Somerville Middle School for the 2016-2017 school year.
- 3* Somerville High School Cosmetology Club
RESOLVED that the Board of Education approve the newly-created Cosmetology Club at Somerville High School for the 2016-2017 school year.

- E. Curriculum Committee:
Linda Olson, Chairperson
Lucien Sergile, Member
Melissa Sadin, Member

Curriculum Committee Report (Attachment C-2)

* Branchburg Vote Eligible

1* Approval of Book for Somerville High School
RESOLVED that the Board of Education approve the book *You May Ask Yourself* by Dalton Conley for use in the Somerville High School course “CLEP Sociology”.

F. Policy Committee:
John Prudente, Chairperson
Dianne Durland, Member

1. First Reading
RESOLVED that the Board of Education approve the following bylaw for a first reading:
(Attachment C-3)

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

2. Second Reading
RESOLVED that the Board of Education approve the following policies/regulations for a second reading: (Attachment C-4)

P/R 2200 Curriculum Content
P 2260 Affirmative Action Program for School and Classroom Practices
R 2411 Guidance Counseling
R 2414 Programs and Services for Student in High Poverty and in High Need School Districts
P 2431 Athletic Competition
P 2610 Educational Program Evaluation
P 2622 Student Assessment
P/R 3144 Certification of Tenure Charges
P 3159 Teaching Staff Member/School District Reporting Responsibilities
P/R 3240 Professional Development
P 4159 Support Staff Member/School District Reporting Responsibilities
P/R 5111 Eligibility of Resident/Non Resident Students
P 5305 Health Services Personnel
P/R 5310 Health Services
R 5330 Administration of Medication
P/R 5330.01 Administration of Medical Marijuana
P 5339 Screening for Dyslexia
P/R 5350 Student Suicide Prevention
P 5750 Equal Educational Opportunity
P 5755 Equity in Educational Programs and Services
P/R 8462 Reporting Potentially Missing or Abused Children
P 9541 Student Teachers/Interns

G. Technology Committee:
Norman Chin, Chairperson
Kenneth Cornell, Member

* Branchburg Vote Eligible

Technology Committee Report (Attachment C-5)

- H.** Borough Council/B.O.E. Liaison:
Lucien Sergile, Liaison
- I.** Somerset County Educational Services Commission:
Daniel Puntillo, Liaison
- J.** New Jersey School Boards Association:
Melissa Sadin, Delegate
- K.** Somerset County Association of Boards of Education:
Melissa Sadin, Delegate
- L.** Ad Hoc Security Committee:
John Prudente, Chairperson
Kenneth Cornell, Member
Norman Chin, Member
Melissa Sadin, Member
- M.** Ad Hoc Negotiations Committee
Daniel Puntillo, Chairperson
Norman Chin, Member
John Prudente, Member
Melissa Sadin, 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 approve the appointment of Jennifer Ferguson to the position of Debate Club advisor at the Somerville Middle School for the 2016-2017 school year at no additional remuneration.
2. To approve the appointment of Olivia Edelman to the position of "I Care" Club advisor at the Somerville Middle School for the 2016-2017 school year at no additional remuneration.
3. To approve a retroactive payment for Charlene Tackvic for summer K-2 Coding curriculum writing at the rate of \$36.00 per hour not to exceed eight hours.
4. To approve the appointment of Gary Mallison to the position of volunteer at Somerville Middle School in a music class under the supervision of Stephen Loreti for the 2016-2017 school year.

* Branchburg Vote Eligible

5. To approve the appointment of Tristan Miller to the position of Book Club advisor at Van Derveer School 3-5 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 Superintendent of School's recommendations as follows: (appointments and salaries contingent upon verified documentation)

- 6* To approve the appointment of Jessica Crutchlow to the position of Cosmetology Club advisor at Somerville High School for the 2016-2017 school year at no additional remuneration.
- 7* To accept the resignation of Michael Barber from the position of instructional assistant at the MAPS Program effective December 23, 2016.
- 8* To approve a paid maternity leave of absence for Dayna Iannuzzi, teacher of English, at Somerville High, effective April 3, 2017 to May 15, 2017 and an unpaid child care leave of absence in accordance with the New Jersey Family Leave Act effective May 16, 2017 to June 30, 2017.
- 9* To approve salary increases for management confidential employees and those employees not covered under contract for the 2017-2018 school year in the total amount of \$32,440.51 which represents 2% to be individually distributed among those employees as determined by the Superintendent of Schools.
- 10* To approve the appointment of Elevera Brown to the position of substitute teacher for the 2016-2017 school year at the rate of \$90.00 per diem.
- 11* To approve a change in salary guide placement for Rebecca Bell to MA+60 retroactive to September 1, 2016.
- 12* To accept the resignation of Michele Cross from the position of secretary in the guidance office at Somerville High School effective December 23, 2016.

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;*
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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 and employee 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