

**BERNARDS TOWNSHIP BOARD OF EDUCATION
BASKING RIDGE, NEW JERSEY
AGENDA INDEX
SEPTEMBER 9, 2013
REGULAR SESSION 6:45 P.M.
EXECUTIVE SESSION 6:45 P.M.
REGULAR MINUTES 7:08 P.M.
WILLIAM ANNIN MIDDLE SCHOOL**

- I. **Regular Session – Call to Order – 6:45 p.m. – William Annin Middle School Auditorium – page 54**
- II. **Salute to Flag – page 54**
- III. **Roll Call – page 54**
- IV. **Executive Session – 6:45 p.m. – William Annin Middle School Conference Room – page 54**
- V. **Regular Session – Call to Order – 7:02 p.m. – William Annin Middle School Auditorium – page 54**
- VI. **Statement of Public Notice – page 55**
- VII. **Student Representative – page 55**
- VIII. **Update on Bond Refunding – Mary Lyons Phoenix Advisors – page 55**
- IX. **Superintendent’s Report**
 - 1) Board of Education Affirms Receipt of **HIB Report** Dated September 13, 2013 – page 56
- X. **Public Comments on Agenda Items – page 56**
- XI. **Committee Reports**

FINANCE

- 1) Approve **List of Disbursements** Dated September 9, 2013 – page 56
- 2) Acknowledge Receipt **July 2013 Financial Reports** – page 56
- 3) Submission of Modification of Existing Exit Ridge High School Driveway to New Jersey Department of Education & Amendment of Long Range Facilities Plan – page 57

PERSONNEL

- 1) Approve Submission Superintendent Criteria to Executive County Superintendent – page 57
- 2) Approve Submission Business Administrator Criteria to Executive County Superintendent – page 60

CURRICULUM – page 61

Report on Progress

POLICY – page 61

Report on Progress

COMMUNITY RELATIONS – page 61

Report on Progress

LIASION REPORTS – page 61

Report on Progress

XII. Public Comments on Other Than Agenda Items – page 62

XIII. Board Forum

- 1) Board Goals – page 62

XIV. Adjournment – page 62

**BERNARDS TOWNSHIP BOARD OF EDUCATION
BASKING RIDGE, NEW JERSEY
SEPTEMBER 9, 2013
REGULAR SESSION 6:45 P.M.
EXECUTIVE SESSION 6:45 P.M.
REGULAR MINUTES 7:08 P.M.
WILLIAM ANNIN MIDDLE SCHOOL**

The meeting was called to order at 6:45 p.m. by President McGowan.

- I. **Regular Session – Call to Order – 6:45 p.m. – William Annin Middle School Auditorium**
- II. **Salute to Flag**
- III. **Roll Call**

PRESENT: Mr. Byrne, Ms. Cwerner, Mr. Koch, Ms. Kusel, Ms. McGowan,
Ms. McKeon, Ms. Sherwyn, Ms. Wooldridge, Mr. Markarian,
Mr. McLaughlin, Mr. Siet

ABSENT: Ms. Shah

- IV. **Executive Session – 6:45 p.m. – William Annin Middle School Conference Room**

BE IT RESOLVED that the Bernards Township Board of Education met in closed session to discuss: personnel; and further

BE IT RESOLVED that the matters discussed in closed session will be disclosed to the public as soon as and to the extent that such disclosure can be made without adversely affecting the public interest or without violation of the confidentiality of personnel.

On motion by Ms. Cwerner, seconded by Ms. Kusel, and approved by all present, the Board recessed into closed executive session at 6:46 p.m.

On motion by Ms Cwerner, seconded by Mr. Koch, and approved by all present, the Board returned to public session at 7:00 p.m.

The Board reconvened the regular meeting in the William Annin Middle School Auditorium at 7:08 p.m.

- V. **Regular Session – Call to Order – 7:02 p.m. – William Annin Middle School Auditorium**

VI. **Statement of Public Notice**

This was a regular Meeting of the Board of Education of Bernards Township. Notice of the time and place of this meeting was provided and copies of that resolution were forwarded to the official newspapers as designated by the Board of Education and to the Township Clerk and a copy of the notice was posted on the bulletin board of the Board of Education Offices in accordance with P.L. 1975 Chapter 231A.

We very much welcome input from the public. There are two times during regular meetings that the public is invited to speak. One time is early in the meeting before the Board votes, and you may speak about any item that is listed on tonight's agenda. Towards the end of the meeting, there is another public forum to address any topic whatsoever.

When you approach the microphone, please state your name and address. We do not have a specific time limit, but we ask that you keep your comments brief. Please understand that our public forums are not structured as question and answer sessions, but rather they are offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, a member of the Board or Administration will address it in the Board Response portion of the agenda.

There are times when a member of the public makes a comment or asks a question about an employee. New Jersey statute does not permit us to discuss personnel issues in public. Also as a matter of law, a Board of Education may only vote for or against the hiring of an employee upon the recommendation of the superintendent. If the superintendent does not recommend a person, that person's name is not listed on the agenda and there is no vote on that action.

If it is necessary for the Board to go into executive session at the end of the meeting, we will provide an estimated length of time for the session and whether any action is anticipated to be taken upon returning to public session.

VII. **Student Report**

Student Representative Jackie Vindici updated the Board on activities at the high school including Senior Shirts, Homecoming, and the start of the school year.

VIII. **Update on Bond Refunding** – Mary Lyons Phoenix Advisors

Ms. Lyons gave a brief status report regarding the refunding process, initial interest rate and refunding rate which will save the district approximately \$1,975,000 over ten years. She noted the district's rating is AA+, bonds will be priced around September 17 with an anticipated close date the first or second week of October.

IX. Superintendent's Report

BE IT RESOLVED THAT

1) The Bernards Township Board of Education does hereby affirm receipt of the **HIB Report** dated September 9, 2013.

On motion by Ms. McKeon, seconded by Ms. Cwerner, the foregoing was approved by the following roll call vote:

“Ayes” - Mr. Byrne, Ms. Cwerner, Mr. Koch, Ms. Kusel, Ms. McKeon, Ms. Sherwyn,
Ms. Wooldridge, Ms. McGowan
“Noes” - None
“Abstain” - None

Mr. Markarian updated the Board on the opening of school. He reviewed the starting day enrollments by building: Cedar Hill School +23, Liberty Corner School +2, Oak Street School +10, Mount Prospect School +6, William Annin Middle School –39, Ridge High School +67. The total enrollment is 5,749 an increase of 69 students over the 2012-13 school year.

X. Public Comments on Agenda Items

Comments were made regarding the Ridge High School driveway plan.

XI. Committee Reports

FINANCE

BE IT RESOLVED THAT

1) The Bernards Township Board of Education does hereby approve a list of [disbursements](#) dated September 9, 2013 consisting of warrants in the amount of \$10,511,803.65.

2) The Bernards Township Board of Education acknowledges receipt of the July 2013 Financial Reports from the Board Secretary, the monthly Investment Report for July 2013, and the Treasurer of the School Monies Report for July 2013.

BE IT RESOLVED that pursuant to N.J.A.C. 6:20-2.13(e), the Bernards Township Board of Education, after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, and to the best of their knowledge, certifies that as of the date of the Secretary's Monthly Financial Report, no major account or fund has been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3) The Bernards Township Board of Education to approve the submission of the Modification of Existing Exit Ridge High School Driveway to the New Jersey Department of Education for review and Department approval of a “non school facilities project” with No State funding (Non-Grant), and Amendment of the Long Range Facilities Plan to be consistent with these Projects. Further the Board authorizes Spiezle Architectural Group Inc. to make this submission to the Department of Education on behalf of the district.

On motion by Ms. McKeon, seconded by Ms. Cwerner, Items #1 through 3 were approved by the following roll call vote:

“Ayes” - Mr. Byrne, Ms. Cwerner, Mr. Koch, Ms. Kusel, Ms. McKeon, Ms. Sherwyn, Ms. Wooldridge, Ms. McGowan
 “Noes” - None
 “Abstain” - None

PERSONNEL

BE IT RESOLVED THAT

1) Whereas, NJAC 6A:23A-3.1 permits a board of education to include in its contract with the Superintendent of Schools, quantitative and qualitative criteria and associated merit salary bonuses in recognition of their achievement during the school year, and

Whereas, the Board of Education has now developed a set of annual goals for the 2013-2014 school year that it wishes to include in its contract with the Superintendent now, therefore, be it

Resolved, the Board of Education establishes the following qualitative and quantitative criteria and merit salary bonuses for their achievement: and directs that these criteria and related bonuses be submitted to the Executive County Superintendent of Schools for approval before adding them to the contract:

Student Support and School Climate

<i>Raise district's self-assessment score for implementation of the Anti-bullying Rights Act to 90%.</i>	<i>Merit Criteria - Documentation</i>	<i>Achieved %</i>	<i>Partially Complete %</i>	<i>Not Achieved</i>
A. Implement comprehensive staff training for HIB to include on-line training.	On-line training summary statistics	0.666%	0.333%	0%
B. Increase the number of meetings for the School Safety Teams to five annual meetings.	School report of meeting dates	0.666%	0.333%	0%
C. School Safety Teams will prepare annual evaluations of school-wide initiatives to reduce reported HIB incidents.	SST reports to Board	0.666%	0.333%	0%

D. Collaborate with community partners and agencies to coordinate training for mental health and suicide prevention.	Agendas and dates of training activities	0.666%	0.333%	0%
E. Provide training for the School Safety Team members on their roles and responsibilities under the ABR legislation.	Agendas and dates for SST training	0.666%	0.333%	0%

Student Achievement - Student Growth Percentiles

<i>Increase school-level Student Growth Percentiles as reported on the NJDOE School Reports.</i>	<i>Merit Criteria - Documentation</i>	<i>Achieved %</i>	<i>Partially Complete %</i>	<i>Not Achieved</i>
A. Analyze teacher-level SGP reports.	File for teacher-level SGP report analysis	1.110%	0.555%	0%
B. Review and update data input process for NJSMART for SID, SMID, SCES and class rosters for accuracy.	Program review report for in-district procedures	1.110%	0.555%	0%
C. Set goals for increasing the number of students who achieve "typical growth" for each teacher	Report for teacher-level data	1.110%	0.555%	0%

Student Growth Objectives - SGOs

<i>Design school-wide plan for creation and tracking of SGOs for teacher evaluation at Ridge High School.</i>	<i>Merit Criteria - Documentation</i>	<i>Achieved %</i>	<i>Partially Complete %</i>	<i>Not Achieved</i>
A. Professional Learning for Principals, supervisors and teachers on Student Growth Objective requirements from Achieve NJ.	Dates, agendas, sign-in sheets for training sessions	0.083%	0.042%	0%
B. Subject area supervisors and principals develop timeline for creation of assessments, implementation of assessments and summarization of SGO data.	Report of Timelines	0.083%	0.042%	0%
C. Principals and supervisors meet with each teacher to establish baseline and target assessment.	Report of teacher-level baselines and targets	0.083%	0.042%	0%
D. Principals and supervisors meet with each teacher to compile, adjust, and summarize SGO data for each teacher.	Report of teacher-level SGO data results	0.083%	0.042%	0%

Qualitative Merit Goals

2013-2014 Expand Options for Personalized Education

<i>Implement district program modifications to enhance individualized student needs.</i>	<i>Merit Criteria - Documentation</i>	<i>Achieved %</i>

	<i>Poor=1</i>	<i>Fair=2</i>	<i>Good=3</i>	<i>Excellent=4</i>
A. Analyze school schedules to maximize academic instructional time.				
B. Establish developmentally appropriate program guidelines for identifying and serving Gifted and Talented students.				
C. Establish opportunities for Professional Learning using the Measures of Academic Progress to focus instruction.				
D. Provide training for administrators and teachers in implementing Professional Learning Communities.				
E. Implement pilot programs for PLCs in each school.				

<u>Total: Personalized Education</u>	$0 \leq X \leq 5$	0.000%
	$6 \leq X \leq 10$	0.800%
	$11 \leq X \leq 15$	1.600%
	$16 \leq X \leq 20$	2.400%

Board and Community Communication

<i>Increase opportunities to communicate with Board and Community</i>	<i>Merit Criteria - Documentation</i>		<i>Achieved %</i>
	<i>Poor=1</i>	<i>Fair=2</i>	<i>Good=3</i> <i>Excellent=4</i>
A. Update Superintendent's webpage.			
B. Survey website users for feedback.			
C. Survey school community to explore ways to use social media to enhance district communications with parents and community.			
D. Televisе Board of Education Meetings.			

<u>Total: Board and Community Communication</u>	$1 \leq Y \leq 4$	0.000%
	$5 \leq Y \leq 8$	0.800%
	$9 \leq Y \leq 12$	1.600%
	$13 \leq Y \leq 16$	2.400%

2) Whereas, NJAC 6A:23A-3.1 permits a board of education to include in its contract with the School Business Administrator, quantitative and qualitative criteria and associated merit salary bonuses in recognition of their achievement during the school year, and

Whereas, the Board of Education has now developed a set of annual goals for the 2013-2014 school year that it wishes to include in its contract with the School Business Administrator now, therefore, be it

Resolved, the Board of Education establishes the following qualitative and quantitative criteria and merit salary bonuses for their achievement: and directs that these criteria and related bonuses be submitted to the Executive County Superintendent of Schools for approval before adding them to the contract:

Quantitative Merit Goals

Leverage restructured IDEA grant funds

<i>Facilitate a \$900,000 project using alternative funds to renovate and expand special education facilities.</i>	<i>Merit Criteria - Documentation</i>	<i>Achieved %</i>	<i>Partially Complete %</i>	<i>Not Achieved</i>
A. Identify the necessary alternative revenue source to fund the capital project.	Budget revenue and expenditure reports	0.830%	0.415%	0%
B. Collaborate with the director of special services to plan for facility design.	Final design documents	0.830%	0.415%	0%
C. Obtain support and approval of the Board of education through committee and Board of education meetings.	Board resolution	0.830%	0.415%	0%
D. Obtain requisite approvals from the NJDOE with respect to the use of IDEA grant funds and facility design.	DOE approval letter	0.830%	0.415%	0%

Facilities management

<i>Improve the facilities management leadership to generate financial and operational gains and efficiencies.</i>	<i>Merit Criteria - Documentation</i>				<i>Achieved %</i>
	<i>Poor =1</i>	<i>Fair =2</i>	<i>Good =3</i>	<i>Excellent =4</i>	
A. Restructure the management team of the contracted facilities service provider to improve service and free financial resources within the contract.					
B. Use savings from restructuring of the contracted management team to hire an industrial or mechanical engineer who serves the Board directly as a manager of facilities.					
C. Demonstrate a net savings in the restructuring of the contracted provider's management team and the hiring of the Board's engineer/manager of facilities.					

D. Document facility management measures instituted by the facility manager to generate budgetary savings including but not limited to energy conservation.

--	--	--	--

<u>Total: Facilities Management</u>	$0 \leq X \leq 4$	0.00%
	$5 \leq X \leq 8$	1.11%
	$9 \leq X \leq 12$	2.22%
	$13 \leq X \leq 16$	3.33%

On motion by Ms. Sherwyn, seconded by Mr. Koch, Items #1 & 2 were approved by the following roll call vote:

- “Ayes” - Mr. Byrne, Ms. Cwerner, Mr. Koch, Ms. Kusel, Ms. McKeon, Ms. Sherwyn, Ms. Wooldridge, Ms. McGowan
- “Noes” - None
- “Abstain” - None

Board President Susan McGowan read a prepared statement from Ms. Shah.

CURRICULUM

Chairperson Robin McKeon reported the committee is scheduled to meet on Friday, September 13.

POLICY

Chairperson Bev Cwerner reported the committee is in the process of scheduling a meeting for later in September.

COMMUNITY RELATIONS

Chairperson Audrey Sherwyn reported the committee’s first meeting with the PTO Advisory Board is scheduled for Monday, September 16.

LIAISON REPORTS

Ms. Wooldridge reported the progress of the Somerset County Educational Services’ Career Center project. This will provide a vocational training service for classified students with an anticipated opening next year.

Ms. Sherwyn reported on upcoming programs/events being held by the Municipal Alliance.

XII. Public Comments on Other Than Agenda Items

Comments were made regarding the G&T “pilot program” and concerns that it is an extension of the current program and may not meet the needs of students. Additional comments were made regarding the traffic pattern at the high school.

XIII. Board Forum

Comments were made regarding early identification of potentially gifted students, and high school test scores compared to the national average.

1) 2013-14 Board Goals

The Board discussed its proposed goals which will be approved at the September 23 Board meeting.

Mr. Koch spoke on the recently held Marine leadership seminar with the girls' volleyball team.

XIV. Adjournment

On motion by Ms. Cwerner, seconded by Mr. Koch, and approved by all present, the meeting was adjourned at 8:12 p.m.

Respectfully submitted,

Rod McLaughlin
Board Secretary