

LONG HILL TOWNSHIP BOARD OF EDUCATION
WORKSESSION
NOVEMBER 14, 2011

The Long Hill Township Board of Education held a Worksession on Monday, November 14, 2011 in the Long Hill Township Town Hall. The meeting was called to order by Board President Lisa Scanlon at 6:00 p.m.

MEMBERS PRESENT: Ms. Rae, Mr. Blocker, Mr. Carbone, Mr. Meringolo, Mrs. Nyquist, Dr. Rae (entered at 7:30 p.m.), Mr. Russo, Mrs. Scanlon.

MEMBERS ABSENT: None.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools
Mr. Esposito, Business Administrator/Board Secretary
Mr. Villar, Central School Principal
Mr. Hansen, Interim Gillette School Principal
Mr. Blinder, Technology Coordinator
Ms. Franklin, LHEA President
2 township residents

PLEDGE OF ALLEGIANCE: Mrs. Scanlon led the Pledge of Allegiance.

ADEQUATE NOTICE OF MEETING

Adequate notice of this meeting of the Long Hill Township Board of Education was given as required by the Open Public Meetings Act as follows:

Notice was sent to the Courier News, Echoes Sentinel and the Daily Record on October 11, 2011. Notice was posted on the bulletin board in the first floor entrance hall of the School District Administration Building, Gillette, New Jersey. Notices were filed with the Township Clerk; and notices were mailed to all persons who have requested individual notice pursuant to the Open Public Meetings Act.

It was moved by Ms. Barone and seconded by Mr. Carbone that the Board go into private session for the purpose of discussing the upcoming negotiations with the Long Hill Education Association and a confidential student personnel matter.

PRIVATE
SESSION

Disclosure of the negotiations discussion will be permitted following formal action by the Board at an open public meeting. Motion carried 7-0. Into private session at 6:05 p.m.

It was moved by Mrs. Nyquist and seconded by Mr. Carbone that the Board return to public session. Motion carried 8-0. Into public session at 7:38 p.m.

PUBLIC
SESSION

COMMUNICATIONS

Mrs. Scanlon read a letter from Dr. Verlezza stating he is resigning from the Board of Education. She explained the process for replacing him and invited people to apply if they are interested.

BOARD COMMITTEE REPORTS

Finance – Mr. Blocker reported the committee reviewed the reports and all is in order.

Convention Report – Mr. Carbone reported on the sessions he attended in Atlantic City. Topics included teacher tenure, a presentation by Department of Education Commissioner Cerf, a solar project by Long Branch Schools, and PERC discussions. In the Governance IV workshop, bullying was the primary topic reviewed and discussed.

SUPERINTENDENT’S UPDATE

Dr. Rovtar reported on the following:

- The ribbon cutting for the STAR Program was held on November 9. Mrs. Stepanian provided an overview of the STAR curriculum and an explanation of the various stations and equipment used by the students.
- The Piano Lab Open House at Central School has been rescheduled to November 29 at 7:00 p.m.
- Later in the meeting the Board will discuss recommended revisions to the calendar.

ADMINISTRATORS AND SUPERVISORS UPDATES

Central School

Mr. Villar reported on the following:

- The first school dance was held on October 14.

- STAR Program took a field trip to TD Bank and Friendly's on October 20.
- Halloween Parade was held on November 4.
- STAR Program Open House was held on November 9.
- Piano Lab Open House has been rescheduled to November 29.

Gillette School

Mr. Hansen reported on the following:

- He continues to visit classrooms daily.
- He is working with the Gillette teachers on the EDRO concept (Equitable Distribution of Response Opportunities). The teacher objective is to provide response opportunities to "hands down" achievers more in class and to increase student awareness that they will be called on to perform in class.
- Gillette School continues to promote respect, kindness and good manners.
- An evacuation drill was held on October 13.
- Fire Safety Program was held on October 18.
- Halloween parade and parties took place on November 4.
- Picture retakes are November 16.
- A faculty meeting is scheduled for November 17 when the Gillette School anti-bullying song will be premiered.
- Spirit Day will be held on November 18.

Millington School

In Mrs. Dawson's absence Dr. Rovtar reported on the following:

- Halloween Parade and classroom parties were held on November 4.
- Teacher conferences were held last week and were well attended.
- Millington School held its annual Veterans Day assembly last week.
- First marking period ends November 18.
- Report cards will be posted on November 30.
- Teachers in grades 3-5 will administer the Study Island benchmark assessments beginning the week of November 30.
- Picture re-take is this Wednesday.
- PTO Blue and Gold Day is November 18.
- PTO is hosting a movie night on December 2.

Technology Report

Mr. Blinder reported that Dell has released some updates for the servers. He is working on installing the updates on all of the servers. This work must be done after hours. The

servers are now in their fourth year of service. Mr. Blinder has had to replace some parts. He is also continuing to install the new computers at Central and Millington Schools.

BOARD SECRETARY'S UPDATE

Mr. Esposito reported on the following:

- He has submitted the Application for State School Aid and the District Report of Transported Students.
- The Comprehensive Maintenance Plan is listed on the agenda for approval.
- He will be meeting with the administrators over the next couple of weeks to begin the budget process.
- Mr. Esposito acknowledged the work of the Temco staff in converting the room where the STAR program is housed.
- Our auditor, Mr. Colantano, will present the audit report at the December 12 meeting.
- Mr. Esposito and Dr. Rovtar met with representatives from Energy for America to discuss the implementation of an energy management system. EFA is currently analyzing the district's energy bills and will be preparing a proposal.

COMMENTS FROM THE PUBLIC

At this point, the Board of Education welcomes comments from any member of the public. Please note that as per Board Policy #1120, a total of fifteen (15) minutes is allocated for public comments at any single Board meeting. In order to provide residents the opportunity to comment, individual speakers are limited to three minutes each at any particular Board meeting. The Board may extend these time limits at its discretion.

There were no comments from the public.

ADMINISTRATIVE RECOMMENDATIONS

1. It was moved by Mr. Russo and seconded by Mr. Carbone that the following minutes of the Long Hill Township Board of Education be accepted as presented and made part of the public record:

APPROVAL OF
MINUTES

October 24, 2011 – Regular Meeting – Public Session

ROLL CALL VOTE on resolution #1:

YES: Ms. Barone		Mr. Russo
Mr. Blocker	Dr. Rae	Mrs. Scanlon

NO: None.

Mr. Carbone, Mr. Meringolo and Mrs. Nyquist abstained.

Resolution #1 carried 5-0-3.

It was moved by Mr. Blocker and seconded by Mr. Carbone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 2,3,4,5,6,7.

Any Board Member who takes exception to any of the following actions may reserve the right to object now, and a separate motion for each of the excepted actions will be entertained.

2. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the Comprehensive Maintenance Plan and the M-1 Annual Maintenance Reserve Worksheet for the 2011-2012 school year and authorize its submission to the Executive County Superintendent for Morris Count (attached).

APPROVAL OF
MAINTENANCE
PLAN

3. RESOLVED that the Long Hill Township Board of Education, pursuant to N.J.A.C. 6:20-2.13(E), certifies that as of September 30, 2011 after review of the Board Secretary's monthly financial report (appropriations section) and upon consultation with appropriate district officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6:20-2.13(B), and sufficient funds are available to meet the district's financial obligations for the remainder of the year.

APPROVAL OF
FINANCIAL
CERTIFICATIONS
SEPTEMBER, 2011

4. RESOLVED that the Long Hill Township Board of Education accept the financial reports of the Board Secretary and Treasurer of School Funds for the month ending September 30, 2011.

APPROVAL OF
BD. SEC. & TREAS.
SEPTEMBER, 2011

5. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for September 30, 2011.

APPROVAL OF SEPTEMBER, 2011 TRANSFERS

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the following transportation contracts with Somerset County Education Services Commission for special education students for the 2011-2012 regular school year:

APPROVAL OF SOMERSET CTY. TRANSPORTATION CONTRACTS

<u>School</u>	<u>Route</u>	<u>Bus</u>	<u>Aide</u>	<u>Admin.</u>	<u>PerDiem</u>	<u>Annual</u>
Crossroads	SC908	\$201.51	\$0.00	\$12.09	\$213.60	\$38,448.11
PG Chambers New Road	12039	\$184.00	\$44.00	\$13.68	\$241.68	\$43,502.40
School**	8028	\$81.34	\$0.00	\$ 4.88	\$ 86.22	\$15,519.67
						\$97,470.18

**Bus shared with one other student.

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the Travel/Conference registration for the staff indicated for professional improvement or development as per the attached listing.

APPROVAL OF TRAVEL

ROLL CALL VOTE on resolutions 2,3,4,5,6,7:

YES: Ms. Barone Mr. Meringolo Mr. Russo
 Mr. Blocker Mrs. Nyquist
 Mr. Carbone Dr. Rae Mrs. Scanlon

NO: None.

Resolutions 2,3,4,5,6,7 carried 8-0.

It was moved by Dr. Rae and seconded by Mr. Carbone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 8,9,10.

Any Board Member who takes exception to any of the following actions may reserve the right to object now, and a

separate motion for each of the excepted actions will be entertained.

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Director of Special Services, and the Business Administrator, approve Ms. Anne Elmowitz, a Wilson Language and Reading Consultant, to provide 3 sixty-minute sessions of individual instruction per week at the rate of \$75.00 per hour for student #6918996279, at Millington School beginning the week of November 7, 2011 and continuing until the end of the 2011-2012 school year. Cost not to exceed \$6,975.00.

APPROVAL OF INDIVIDUAL INSTRUCTION

9. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Director of Special Services, and the Business Administrator, approve the payment of \$1,233.20 to Phonak for the purchase of a FM hearing system for student #9264906891, as per student's IEP. The price reflects a credit of \$1,200.00 from Phonak for the return of previously purchased equipment.

APPROVAL OF PAYMENT TO PHONAK

10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator and the Director of Special Services, approve a contract with Dr. Anita Breslin to conduct a Behavioral Assessment for student #3493945835 to assist in determining the student's IEP. The hourly rate for services will be \$200.00. The total cost of the contract is not to exceed \$2,600.00.

APPROVAL OF BEHAVIORAL ASSESSMENT

ROLL CALL VOTE on resolutions 8,9,10:

YES:	Ms. Barone	Mr. Meringolo	Mr. Russo
	Mr. Blocker	Mrs. Nyquist	
	Mr. Carbone	Dr. Rae	Mrs. Scanlon

NO: None.
Resolutions 8,9,10 carried 8-0.

It was moved by Mr. Carbone and seconded by Mrs. Nyquist that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 11,12,13,14.

Any Board Member who takes exception to any of the following actions may reserve the right to object now, and a separate motion for each of the excepted actions will be entertained.

11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Jeffrey Sutherland as a leave replacement Physical Education and Health teacher at Central Middle School for the period November 15, 2011 through December 23, 2011 at the Step 1 BA salary of \$47,405.00 prorated.

J. SUTHERLAND
APPOINTED
LEAVE
REPLACEMENT

12. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Jeffrey Sutherland as a part time (.20) Physical Education and Health teacher at Central Middle School at the Step 1 BA salary of \$10,041.00 prorated for the period January 2, 2012 through June 30, 2012.

J. SUTHERLAND
APPOINTED
PART TIME
P.E. TEACHER

13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Tracy Barragan as a part time (.20) leave replacement Physical Education and Health teacher at Central Middle School for the period November 15, 2011 through December 23, 2011 at the Step 1 BA salary of \$47,405.00 prorated.

T. BARRAGAN
APPOINTED
LEAVE
REPLACEMENT

14. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the following revision to the maternity leave for Dr. Lori Jones, Principal of Gillette School/Director of Curriculum as follows:

REVISION OF
MATERNITY
LEAVE –
L. JONES

ROLL CALL VOTE on resolutions 11,12,13,14:

YES: Ms. Barone Mr. Meringolo Mr. Russo
Mr. Blocker Mrs. Nyquist
Mr. Carbone Dr. Rae Mrs. Scanlon

NO: None.
Resolutions 11,12,13,14 carried 8-0.

It was moved by Ms. Barone and seconded by Mr. Carbone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 15,16,17,18,19,20, 21,22,23.

Any Board Member who takes exception to any of the following actions may reserve the right to object now, and a separate motion for each of the excepted actions will be entertained.

15. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve an extension to the appointment of Mr. Chic Hansen as Interim Principal of Gillette School through December 23, 2011.

C. HANSEN
APPOINTMENT
EXTENDED

16. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a revision to the appointment of Lisa DelGaudio as a fourth grade maternity leave replacement teacher at Millington School to extend her service from November 7, 2011 through November 9, 2011.

L. DEL GAUDIO
APPOINTMENT
EXTENDED

17. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve maternity leave for Carmela Gramaglia, Teacher at Millington School for the period March 5, 2012 through June 30, 2012 as follows:

APPROVAL OF
C. GRAMAGLIA
MATERNITY
LEAVE

March 5, 2012 through April 19, 2012 – Paid maternity leave utilizing accumulated sick and personal days

April 20, 2012 through June 30, 2012 – NJ Family Leave for childcare (unpaid)

18. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve maternity leave for Kimberly Puleo, District Guidance Counselor for the period March 26, 2012 through June 30, 2012 as follows:

APPROVAL OF
K. PULEO
MATERNITY
LEAVE

March 26, 2012 through May 22, 2012 – Paid maternity leave utilizing accumulated sick and personal days

May 23, 2012 through June 30, 2012 – NJ Family Leave for childcare (unpaid)

19. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a medical leave of absence for Michele Piscioti for the period from November 17, 2011 through December 16, 2011. This leave shall be granted at full pay as per the Superintendent’s discretion in accordance with Article X, Section C of the 2009-2012 LHEA Contract.

APPROVAL OF
M. PISCIOTTI
MEDICAL LEAVE

20. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Lisa DelGaudio as a leave replacement first grade teacher at Gillette School for the period November 17, 2011 through December 16, 2011 at the Step 1 BA salary of \$47,405.00.

L. DEL GAUDIO
APPOINTED
LEAVE
REPLACEMENT

21. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the resignation of Kerri Altebrando from the position of Girls Basketball Coach for the 2011-2012 school year.

K. ALTEBRANDO
RESIGNS AS
GIRLS BB COACH

22. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator, the Central School Principal and the Athletic Director approve the following appointments for the 2011-2012 school year:

APPROVAL OF
STIPEND
APPOINTMENTS

<u>Sport</u>	<u>Advisor</u>	<u>Stipend</u>
Girls’ Basketball	Marco Freyre	\$2,876.29
Fencing	Eric Kirberger	\$2,876.29*

*Stipend to be paid from pay to play fees and SPORT organization contributions.

23. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of the following persons to the Substitute list for the 2011-2012 school year:

APPROVAL OF
SUBSTITUTES

Candance Alquist Samantha Lewant

ROLL CALL VOTE on resolutions 15,16,17,18,19,20, 21,22,23:

YES: Ms. Barone Mr. Meringolo Mr. Russo
 Mr. Blocker Mrs. Nyquist
 Mr. Carbone Dr. Rae Mrs. Scanlon

NO: None.
Resolutions 15,16,17,18,19,20,21,22,23 carried 8-0.

It was moved by Mr. Blocker and seconded by Mr. Carbone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 24 and 25.

Any Board Member who takes exception to any of the following actions may reserve the right to object now, and a separate motion for each of the excepted actions will be entertained.

24. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator and the Building Principal, approve the field trips listed below:

APPROVAL OF
FIELD TRIPS

December 1, 2011-STAR Program Trip-Market Street Mission, Morristown – 9:00 a.m. to 2:00 p.m.

June 15, 2012-First Grade Trip-Red Mill Museum, Clinton-69 students-9 teachers/12 parents-\$16.00 approx.* -

9:30 a.m. – 2:30 p.m.
*to be paid by parents

25. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, attests to the accuracy and approves the submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance for the 2011-2012 School Year, as summarized below, to the New Jersey Department of Education.

APPROVAL OF
NJQSAC

<u>Statement of Assurance Area</u>	<u># of Yes Responses</u>	<u>% of Yes Responses</u>
Instruction and Program	5	100%
Fiscal Management	10	100%
Governance	10	100%
Personnel	5	100%
Operations	10	100%

ROLL CALL VOTE on resolutions 24 and 25:

YES: Ms. Barone Mr. Meringolo Mr. Russo
 Mr. Blocker Mrs. Nyquist
 Mr. Carbone Dr. Rae Mrs. Scanlon

NO: None.

Resolutions 24 and 25 carried 8-0.

ITEMS FOR DISCUSSION

Revisions to 2011-2012 and 2012-2013 School Calendar

Dr. Rovtar discussed the 2011-2012 calendar revisions proposed to make up days lost to the storm two weeks ago. The Administration worked with the LHEA to develop the recommendation. Dr. Rovtar also discussed changing one day on the 2012-2013 calendar.

The Board discussed the Superintendent’s recommendation and preferred to have school on April 9 instead of June 22, 2011.

OLD BUSINESS: None.

NEW BUSINESS

The Policy Committee will meet on November 21 at 6:15 p.m. The Finance Committee will meet on November 28 at 6:15 p.m.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mr. Meringolo and seconded by Mr. Blocker that the meeting adjourn. Motion carried 8-0. Meeting adjourned at 8:40 p.m.

ADJOURNMENT

FUTURE MEETING DATES

November 28, 2011 – Regular Meeting – Township Administration Building – 7:30 p.m.
December 12, 2011 – Worksession/Regular Meeting – Township Administration Building – 7:30 p.m. – Auditor Presentation of the June 30, 2011 Comprehensive Annual Financial Report (Audit)
January 9, 2012 – Worksession Meeting – Township Administration Building – 7:30 p.m.

Respectfully submitted,

John Esposito
Business Administrator/Board Secretary

René Rovtar, Ed.D.
Superintendent of Schools

JE:mh