

LONG HILL TOWNSHIP BOARD OF EDUCATION
WORKSESSION & REGULAR MEETING
DECEMBER 13, 2010

The Long Hill Township Board of Education held a Worksession and Regular Meeting on Monday, December 13, 2010 in the Long Hill Township Town Hall. The meeting was called to order by Board President Lisa Scanlon at 7:30 p.m.

MEMBERS PRESENT: Ms. Barone, Mr. Blocker, Mr. Carbone, Mr. Meringolo, Mrs. Nyquist, Dr. Rae, Mr. Russo, Dr. Verlezza (entered at 8:00 p.m.), Mrs. Scanlon.

MEMBERS ABSENT: None.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools
Mr. Esposito, Business Administrator/Board Secretary
Mr. Villar, Central School Principal
Mrs. Jones, Gillette Principal/Curriculum Coordinator
Mr. Blinder, Technology Coordinator
Mrs. 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 April 27, 2010. 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.

COMMUNICATIONS

Mrs. Scanlon mentioned she has received e-mail communications on several issues, including the Horizon Program and the Superintendent's contract.

PRESENTATION OF THE JUNE 30, 2010 AUDIT REPORT

Mr. Colantano handed out a summary of the audit and reviewed it with the Board of Education. It included data on surplus analysis, a revenue comparison, and an expenditure analysis.

Board Members asked questions on various topics, including surplus, health benefit savings, capital reserve, maintenance reserve and budgeting.

PUBLIC HEARING ON SUPERINTENDENT'S CONTRACT

Mrs. Scanlon stated that Chapter 53 requires Boards of Education to permit the public to comment on any changes or amendments to certain administrative contracts as they are annually renewed. She said that tonight the Board is permitting comment on the contract of Superintendent Dr. René Rovtar.

Dr. Rovtar is the district's Chief School Administrator and her primary areas of responsibility include: instructional leadership, personnel administration, financial management, student services, and school community relations.

Mrs. Scanlon stated that the Board intends to rescind the current contract for Dr. Rovtar, which runs from July 1, 2008 through June 30, 2011 and approve a new contract which would be valid for the period January 1, 2011 through June 30, 2014.

It was noted that the proposed contract would hold the salary for Dr. Rovtar at the 2009-2010 level of \$155,000 for the entire term of the new contract. All of the other terms and conditions of the 2008-2011 contract would continue in force.

Mrs. Scanlon said that copies of Dr. Rovtar's contract are available for review, and then asked if anyone in the public had a comment on this issue.

There were no comments from the public on Dr. Rovtar's contract.

BOARD COMMITTEE REPORTS

Negotiations – Mr. Meringolo reported the committee has opened negotiations with the principals. Their contract expires on June 30, 2010.

Finance – Mr. Blocker reported the committee reviewed the bills list and found all in order for payment.

Policy – Mr. Carbone reported there are two policies on the agenda this evening.

Dr. Rae reported that Dr. Bernard Baggs is coming to Long Hill Township to discuss Andover Township consortium for shared services on January 5th at 6:00 p.m.

SUPERINTENDENT'S UPDATE

Dr. Rovtar thanked the public for their participation in the recent Community Survey on the 2011-2012 budget. There were 226 responses gathered and many comments that have been summarized and shared with the Board of Education members.

Dr. Rovtar stated that a presentation on the district's gifted and talented program (Futures and Horizon) will be made at the Regular Board Meeting scheduled for January 24, 2011.

ADMINISTRATORS AND TECHNOLOGY COORDINATOR'S UPDATES

Curriculum Report

Mrs. Jones reported that:

- on December 1 she hosted the curriculum directors meeting with representatives from Green Brook, Watchung, Watchung Hill Regional High School and Warren. They discussed the science curriculum and have already met regarding the new standards.
- They also discussed reading and writing programs. Currently, Watchung and Long Hill Township are using Reading Street and Green Brook is looking in that direction as well.
- Watchung has offered to collaborate with our teachers about Reading Street since they are in year two of the implementation. Mrs. Jones is working with Mrs. Dawson on a schedule for this.
- As part of his administrative internship, Mr. Gillespie facilitated the first meeting for the Outliers book discussion and did a great job with that responsibility.
- The book discussion group will have their last meeting on the 21st of this month.
- Tomorrow Mrs. Jones will be presenting in Monroe, NJ for the New Jersey Principals and Supervisors Association as a representative from the Olweus Bullying Prevention Program. Many superintendents and principals from all over New Jersey will be in attendance.

Gillette School

Mrs. Jones reported that:

- Gillette School had its Thanksgiving Feast at the end of last month and it was a great success. The first graders had a nice time and we had many parent volunteers that attended.

- Mrs. Piscioti's first graders completed a project about communities and where Long Hill is located in relation to the United States. Each student was assigned a state that they researched and had to find the state's tree, flower, bird, map and important information relating to the state.
- Mrs. Schmitz's K-1 students completed a unit on apples. They graphed them, wrote a sentence about them, observed their characteristics and created a book on the apple tree during all seasons. They also completed a unit on Pumpkinology.
- Mrs. Dobiszewski taught a conference titled "Hold That Thought: Creating handmade interactive keepsakes or everything essential in a unit of study". This workshop was well attended by many elementary education teachers from all over the county.
- The December newsletter to the parents went out on December 1st and the Gillette School calendar was also updated and posted.
- Information for kindergarten registration has been sent out to the public.
- Mrs. Jones has been in touch with local preschools with regard to information about our kindergarten program. Many of the preschools have asked Mrs. Jones to present to their teachers and parents regarding the kindergarten program at Gillette School. This will take place next month.
- Mrs. Jones also had a nice turnout last week when she presented the Kindergarten Readiness program to the parents of Long Hill Township.

Central School

Mr. Villar reported that:

- A parent meeting on the 8th grade trip was held on December 6 and approximately 70 parents attended. There is high interest in the new destination of the trip – Washington, D.C.
- A school dance was held on December 10th and 80 students attended.
- The Winter Chorus Concert was held on Wednesday, December 9th and the Band Concert will be held this Thursday, December 16th.
- The school is in week 5 of the second marking period.
- 132 students attained the Honor Roll for the first marking period (38%) and 70 students attained the High Honor Roll (20%).
- The special education math room is getting some technology updates. A Smart Board and a mini-computer lab are being installed.
- The winter sports season is underway. Boys and Girls Basketball, Fencing and Cheerleading have all started their seasons.
- A school assembly, provided by the Wharton Music Center through grant funding, was presented for the Central School students on December 7th.
- Central School will also be having a performance from the Watchung Hills Regional High School choir on December 21st.

Millington School

Dr. Rovtar gave this report in Mrs. Dawson's absence:

- Millington School had its first Language Arts Literacy Professional Learning Community meeting on December 1st. The teachers had the opportunity to discuss the implementation of Reading Street across the grade levels.
- The benchmark testing is really focused on specific skills and standards so they feel that these assessments are giving them a true read as to student progress.
- The topic for the next meeting will be the alignment of rubrics to our letter grade system. The committee will determine what a score of 5 equates to, a 4 and so on.
- The Math Professional Learning Community met on December 8. The discussion revolved around the transition from 4th grade math to 6th grade math for Horizon and Accelerated students in 5th grade.
- The PTO Book Fair was held on December 6 and 7.
- Spirit Day was on December 3rd, and it was also Sweatshirt Day. The students were asked to bring in coats and sweatshirts for the coat drive. They filled the box a few times over.
- The 5th grade band concert will be on Tuesday, December 21 for parents and the 5th grade at 9:30 in the All Purpose Room.
- Holiday parties will be on December 23. Class parents should contact the homeroom teacher about the schedule for the party.
- Next week is the middle of the second marking period. If a parent has a specific question about their child's progress, they should contact the teacher immediately. Teachers will be notifying parents if warranted.

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BOARD SECRETARY'S UPDATE

Mr. Esposito thanked Mr. Colantano for presenting the audit for 2010. He also noted that his staff, Lori Karasewicz and Mary Herrmann, played an important role in having a successful audit.

Mr. Esposito is currently putting together the budget for next year. He has input salaries, benefits and some other areas. He met with the principals for a kick-off meeting and will be working with them the next few weeks as teachers put together their budget requests.

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

November 22, 2010 – Regular Meeting –
Public and Private Sessions

ROLL CALL VOTE on resolution #1:

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

NO: None.

Resolution #1 carried 9-0.

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

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 approve the Payrolls for November 15 and 30, 2010 and the List of Bills for November 24 and December 2-3 and 13, 2010:

APPROVAL OF BILLS LIST

Payroll for November 15, 2010	
Fund 10	\$ 21,694.83
Current Expense-Fund 11	\$358,173.56
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$379,868.39

Payroll for November 30, 2010

Fund 10	\$ 21,436.06
Current Expense-Fund 11	\$360,673.68
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$382,109.74

Bills List for November 24, 2010

Fund 10	\$ 24,494.30
Current Expense-Fund 11	\$ -0-
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$ 24,494.30

Bills List for December 2-3, 2010

Fund 10	\$ -0-
Current Expense-Fund 11	\$131,513.66
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$131,513.66

Bills List for December 13, 2010

Fund 10	\$ -0-
Current Expense-Fund 11	\$141,856.12
Capital Outlay-Fund 12	\$ 24,742.04
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$166,598.16

(Mrs. Nyquist abstained on resolution #2.)

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 October 31, 2010 after review of the Board Secretary's monthly financial report (appropriations section) and upon consultation with appropriate district

APPROVAL OF
FINANCIAL
CERTIFICATIONS
OCTOBER, 2010

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.

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 October 31, 2010.

APPROVAL OF
BD. SEC. AND
TREAS. REPORT
OCTOBER, 2010

5. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for October 31, 2010.

APPROVAL OF
TRANSFERS

ROLL CALL VOTE on resolution 2:

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

NO: None.
Mrs. Nyquist abstained on resolution #2.
Resolution #2 carried 8-0-1.

ROLL CALL VOTE on resolutions 3,4,5:

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

NO: None.
Resolutions 3,4,5, carried 9-0.

It was moved by Mr. Meringolo and seconded by Mr. Carbone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 6,7,8.

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.

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accept the Comprehensive Annual Financial Report (CAFR), as prepared by William Colantano, School Auditor, for the period ended June 30, 2010.

ACCEPTANCE
OF AUDIT

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, void the following outstanding checks as per the district's auditor:

CHECKS VOIDED

Check #	Amount	Date	Re-issued	
			Check#	Date
16392	\$830.75	12/07/06	900126	12/6/10
16786	\$1,330.03	3/30/07	900127	12/6/10
17441	\$1,602.52	10/30/07	900128	12/6/10
17473	\$ 63.29	11/15/07	-	-
17611	\$1,523.57	12/21/07	-	-
18195	\$1,357.42	7/1/08	900129	12/6/10
18642	\$ 1.31	12/10/08	-	-
19099	\$ 88.45	5/15/09	900130	12/6/10

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, authorize the Business Administrator to submit and implement the Corrective Action Plan in order to implement the recommendations submitted in the June 30, 2010 Comprehensive Annual Financial Report as attached.

APPROVAL OF
CORRECTIVE
ACTION PLAN

ROLL CALL VOTE on resolutions 6,7,8:

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

NO: None.
Resolutions 6,7,8 carried 9-0.

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 9,10,11.



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.

9. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, adopt the following resolution to request a waiver of the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2011-2012 school year:

REQUEST FOR WAIVER

WHEREAS N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2011-2012 school year, and

WHEREAS the Long Hill Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 30 Medicaid eligible classified students,

NOW THEREFORE BE IT RESOLVED, that the Long Hill Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Morris an appropriate request for a waiver of the requirement of N.J.A.C. 6A:23A-5.3 for the 2011-2012 school year.

10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the Agreement with On-Tech of Red Bank, New Jersey, for E-Rate Application Completion Services for the 2011-2012 school year. The cost of this service is 20% of any funding received, to be reimbursed by the savings realized from funding the application.

APPROVAL OF E-RATE APPLICATION

11. 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 9,10,11:

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

NO: None.

Resolutions 9,10,11 carried 9-0.

12. It was moved by Dr. Verlezza and seconded by Mr. Carbone that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator and the Director of Special Services, approve the provision of home instruction for student #7415798980 effective November 30, 2010. Home instruction will be for 2 hours per day, 5 hours per week. Deborah Lamer and Marcie Skrobacz will provide instruction at the hourly rate of \$35.30 in accordance with the LHEA contract.

APPROVAL
OF HOME
INSTRUCTION

ROLL CALL VOTE on resolution #12:

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

NO: None.

Resolution #12 carried 9-0.

13. It was moved by Mr. Meringolo and seconded by Mr. Carbone that

APPROVAL OF
SUPT. CONTRACT

WHEREAS the Board and the Superintendent are parties to an Employment Contract for the term July 1, 2008 through June 30, 2011; and

WHEREAS the Board and the Superintendent wish to mutually rescind the foregoing Contract and enter into a replacement Contract for the term January 1, 2011 through June 30, 2014; and

WHEREAS the Superintendent contract has been submitted to the Executive County Superintendent for review and approval has been withheld due to the directive of the Acting Commissioner regarding all superintendent contract approvals, and

WHEREAS, the terms and conditions of the proposed contract are identical to the contract which was approved by the Executive County Superintendent on June 12, 2009, now therefore,

BE IT RESOLVED that the Board hereby approves the Employment Contract for Dr. Rene Rovtar for the term January 1, 2011 through June 30, 2014, in accordance with the terms and conditions set forth therein and contingent upon Executive County Superintendent approval. The Board President and Secretary are hereby authorized to execute the Contract on behalf of the Board.

(It is noted that the salary and level of benefits for Dr. Rovtar remain the same as the terms included in the present contract. Salary to remain at the 2009-2010 amount of \$155,000 for the duration of the new contract.)

The Board discussed resolution #13, the Superintendent’s contract. Terms of the contract were reviewed, including length in years, salary freeze, and the fact that she refused to accept the \$5,000.00 merit pay she earned last year.

Mrs. Nyquist thanked Dr. Rovtar for forfeiting her merit pay and accepting a salary freeze for five years. Mr. Blocker complimented Dr. Rovtar on how many hours she puts in the district. He also noted that the taxpayers will save over \$45,000 for the next three years by sacrificing the opportunity to take additional merit pay that is allowed under the proposed Superintendent caps.

Mrs. Scanlon noted how important it was to have an excellent Superintendent, since the Board doesn’t run the district, the Chief Executive does. She feels that the proposed contract is fair, and that Long Hill Township is lucky to have Dr. Rovtar.

ROLL CALL VOTE on resolution #13:

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

NO: None.

Resolution #13 carried 9-0.



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 14,15,16,17,18.

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.

14. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the extension of the unpaid maternity leave of Michelle Spinello from January 17, 2011 through March 28, 2011. Mrs. Spinello plans to return to employment on March 29, 2011.

EXTENSION OF
MATERNITY
LEAVE

15. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the extension of the appointment of Juliette Evans as maternity leave replacement Basic Skills teacher at Millington School at the Step 1 salary of \$45,665 (prorated) for the period January 17, 2011 through March 28, 2011.

EXTENSION OF
J. EVANS LEAVE
REPLACEMENT

16. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, appoint Cara Mullins as a part time (.36) teacher assistant at Gillette School at the Step 1 salary of \$29,678 (prorated) for the period December 14, 2010 through June 30, 2011.

C. MULLINS
APPOINTED
PART TIME
TEACHER
ASSISTANT

17. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, Business Administrator, and Technology Coordinator approve Gregory S. Jusinski to serve as technology assistant effective Jan. 3, 2011 to February 28, 2011 at a rate of \$16.00 per hour. Total payment shall not exceed \$1,600.00. Gregory S. Jusinski is currently completing his student teaching assignment at Central Middle School.

G. JUSINSKI
APPOINTED
TECH. ASST.

18. 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 people to the Substitute Teacher List for the 2010-2011 school year:

APPOINTMENTS
TO SUB. LIST

John Kollonitsch Diane MacRitchie

ROLL CALL VOTE on resolutions 14,15,16,17,18:

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

NO: None.

Resolutions 14,15,16,17,18 carried 9-0.

19. It was moved by Mr. Carbone and seconded by Mrs. Nyquist that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Policy Committee, readopt the following policies following a review that has been conducted by the Policy Committee.

READOPTION
OF POLICIES

3542	Food Service
3571.4	Audit

ROLL CALL VOTE on resolution #19:

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

NO: None.

Resolution #19 carried 9-0.

ITEMS FOR DISCUSSION

OLD BUSINESS: None.

NEW BUSINESS: None.

COMMENTS FROM THE PUBLIC: None.

It was moved by Ms. Barone and seconded by Mr. Carbone that the meeting adjourn. Motion carried 9-0. Meeting adjourned at 9:05 p.m.

ADJOURNMENT

FUTURE MEETING DATES

January 10, 2011 – Worksession Meeting – 7:30 p.m. Township Administration Building

January 24, 2011 – Regular Meeting – 7:30 p.m. – Township Administration Building –
Presentation on Gifted and Talented (Futures/Horizon) Program

Respectfully submitted,

John Esposito
Business Administrator/Board Secretary

Dr. René Rovtar
Superintendent of Schools

JE:mh