

LONG HILL TOWNSHIP BOARD OF EDUCATION
WORKSESSION
FEBRUARY 13, 2012

The Long Hill Township Board of Education held a Worksession on Monday, February 13, 2012 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. LoCascio,
Mr. Meringolo, Mrs. Nyquist, Mr. Russo, Mrs. Scanlon.

MEMBERS ABSENT: Mr. Russo.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools
Mr. Esposito, Business Administrator/Board Secretary
Mr. Villar, Central School Principal
Mrs. Dawson, Millington School Principal
Dr. Jones, Gillette Principal/Curriculum Director
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 May 3, 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.

COMMUNICATIONS: None.

BOARD COMMITTEE REPORTS

Finance – Mr. Blocker reported the committee met and the financial reports are in order and can be voted on. He also stated we are waiting for the Governor's address on February 21, 2012 for final state aid figures. Overall, the budget tax levy should be within the 2% mandated cap.

Mr. Blocker also thanked Mrs. Freeman, nurse at Millington School, for her help with his child last week.

Policy – Mr. Carbone reported the committee met and there are several policies on the agenda tonight for re-adoption and second reading.

Curriculum - Ms. Barone reported she attended the Governance III training and said that NJ School Boards Association encouraged Board Members to look for data on student achievement. She stated that districts should examine their tech budgets to make sure they can finance equipment that may be required for future teacher evaluation. Funds should also be available for teacher training in technology and other areas.

Morris County Ed. Services Liaison – Mrs. Nyquist attended the meeting and reported on what was discussed. She stated it is possible that two schools may be combined into one based on a projected decline in student enrollment.

Mr. Meringolo reported that he attended a New Jersey School Boards seminar on salary guides and will share the information with the Board in closed session.

SUPERINTENDENT'S UPDATE

Dr. Rovtar provided an update on progress toward attainment of the following 2011-2012 district goals:

- Improvement in achievement in Language Arts in grades 3, 4, 5 and 6.
- Successful implementation of the STAR Program.
- Increased shared services.
- Implementation of curriculum mapping.

Dr. Rovtar also discussed the new Honeywell Instant Alert System which will allow parents to enter multiple forms of contact, such as home phone, cell phone, work phone and email address to allow the system to deliver phone calls and text message to them.

Dr. Rovtar commented on the resolution to move the Board Election to November and strongly recommends that the Board approve this resolution for the following reasons:

- It will increase efficiency and provide for some stability in the district's ability to make long range financial plans.
- The review of the proposed budget by the Executive County Superintendent and Executive County School Business Administrator is very thorough and extremely stringent.
- The legislation provides that the district cannot exceed the cap without voter approval.

- The expected increase in voter participation because Board of Education members would be elected at the General Election rather than in April will help ensure that capable candidates who represent the will of the citizens will be elected to serve on the Board.

Dr. Rovtar reminded Board Members that the Superintendent evaluation is currently available online through the NJ School Boards website.

Dr. Rovtar then presented the Make a Difference Award to Mrs. Donna Strock, teacher assistant at Gillette School. Donna was nominated for this recognition by her colleagues who noted her commitment and dedication in engaging in professional development and other activities on her own time in preparation for working with the autistic student she is assigned to.

ADMINISTRATORS AND SUPERVISORS UPDATES

Millington School

Mrs. Dawson reported on the following:

- Report cards were posted online on Friday.
- Tomorrow will be the Valentine's Day ice cream socials in the classrooms.
- The second grade students made Valentines for the veterans at Lyons Hospital.
- Mrs. Puleo and Mrs. Dawson led Code of Conduct assemblies on January 31.
- Mrs. Freeman arranged for Dr. Banasiak, a dentist, to meet with the 4th grade students to discuss oral hygiene last Wednesday.
- The PTO arranged for an assembly on Friday which focused on creative writing.
- The PTO also sponsored the PTO Game Show night on February 10.
- Mr. Ianella, a parent and former physical education teacher, will be presenting a Character Education program to the 3rd grade students.
- The PTO Talent Show will be held on February 24.
- The PTO Book Fair will be held on March 1 and 2.
- Grade Level PLCs are ongoing at Millington School.

Gillette School

Dr. Jones reported on the following:

- Dr. Jones thanked Mr. & Mrs. Ziegler for providing the Star Lab experience for the Gillette School students.
- Dr. Jones held her first parent coffee hour last week and it was well attended.

- Gillette School began the Act of Kindness initiative this week. Teachers and staff members nominate students who they see performing random acts of kindness. Their names are sent to Dr. Jones and she announces them on Friday afternoons.
- Next week Gillette School is having Bullying Awareness week with activities planned each day.
- The annual American Heart Association breakfast is tomorrow.
- The 100th day of school is Wednesday.
- The calendar for February has been updated.
- Family Reading Night will be held on March 1 from 6:30 p.m. to 8:00 p.m.
- The Book Fair will be held March 1 and 2.

Curriculum

- Dr. Jones met with the Language Arts teachers at Central School and the representative from Holt to review the computer component of the Language Arts Program.
- Dr. Jones is presenting a workshop on Bullying Awareness for all of our bus drivers.
- The teachers spent the January 23 curriculum Monday going through the district curriculum and comparing and contrasting it to the State Curriculum.
- Dr. Rovtar and Dr. Jones met with Ms. Barone last week and discussed some of the demands from the State in regard to curriculum.

Central School

Mr. Villar reported on the following:

- Mr. Villar thanked the PTO for providing an assembly by author Chris Grabenstein.
- The WHRHS honor band included fifteen 7th and 8th graders who were selected by Mr. Birkhead to participate.
- A school dance was held on February 10.
- The girls basketball team has won the conference title and are competing for their third straight championship.
- The boys basketball team has a record of 14-6.
- Fencing continues until the end of February.
- Mr. Villar thanked the members of the cheerleading team.
- This is the final week of the Box Tops for Education contest. The dollars earned will be used to purchase school equipment.
- Victorian Day is scheduled for March 1.

Technology

Dr. Rovtar explained that Mr. Blinder is at a technology conference today.

BOARD SECRETARY’S UPDATE

Mr. Esposito reported on the following:

- He is spending most of his time working on the budget development for 2012-2013. He thanked the Finance Committee for working with him on the numbers.
- Mr. Esposito reminded Board Members to complete the mandatory disclosure statements, say they are available online or he has hard copies if needed.
- The roof architect looked at Central School and will do other schools this week.

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 Dr. Rae 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

January 23, 2012 – Regular Meeting- Public & Private Session

ROLL CALL VOTE on resolution #1:

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

NO: None.
Resolution #1 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 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, pursuant to N.J.A.C. 6:20-2.13(E), certifies that as of December 31, 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
CERTIFICATION
DEC., 2011

3. 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 December 31, 2011.

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

4. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for December 31, 2011.

APPROVAL OF
TRANSFERS

5. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a contract with The Substitute Service, LLC for the provision of substitute calling services for the 2012-2013 school year at an annual cost of \$4,856.68.

APPROVAL OF
SUB. SERVICE
CONTRACT

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

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

NO: None.
 Resolutions 2,3,4,5 carried 8-0.

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 and 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.

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the following resolution regarding moving the Annual School Election from April to the General Election in November.

ESTABLISHING THE ELECTION OF MEMBERS OF THE LONG HILL TOWNSHIP BOARD OF EDUCATION AS THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER

WHEREAS, P.L. 2011, c. 202 (Senate Bill 3148) authorizes changing the election date of school board members from the third Tuesday in April to the first Tuesday after the first Monday in November (the General Election); and

WHEREAS, Such action requires the adoption of a resolution by a majority vote of a quorum of the local board of education; and

WHEREAS, P.L. 2011, c. 202 (S-3148) requires that the change to a November election remain in effect for four years; and

WHEREAS, P.L. 2011, c. 202 (S-3148) eliminates the annual voter referendum on the proposed general fund tax levy (i.e., the base budget which is at or below the statutory tax levy cap) in school districts where board of education members are elected at the General Election; and

WHEREAS, P.L. 2011, c. 202 (S-3148) requires that an additional general fund tax levy proposal (i.e., for an expenditure in excess of the tax levy cap) be presented to voters as a separate question at the General Election; and

WHEREAS, The Long Hill Township Board of Education believes that the financial interest of its constituents is safeguarded by the state's tax levy cap and the thorough review of the proposed school budget by the Executive County Superintendent and the Executive County School Business Administrator; and

WHEREAS, The Long Hill Township Board of Education believes that more citizens will participate in the selection of its members at the General Election than on the third Tuesday in April and that the higher level of participation will foster positive interest in our public schools; and

WHEREAS, The Long Hill Township Board of Education is committed to the non-partisan status of school board members and the non-partisan conduct of school elections, and believes this principle will not be compromised by conducting board member elections in November. Now therefore be it

RESOLVED, That, pursuant to P.L. 2011, c 202(S-3148), the Long Hill Township Board of Education changes the annual election date for its members from the third Tuesday in April to the first Tuesday after the first Monday in November (the General Election), beginning in 2012; and be it further

RESOLVED, That, pursuant to P.L. 2011, c.202 (S-3148), this change will remain in effect at least through November 2015; and

RESOLVED, That, pursuant to P.L. 2011, c. 202 (S-3148), the annual organization meeting of the Long Hill Township Board of Education will take place in the first week of January following the November General Election and that the board of education's next organization meeting will take place on January 7, 2013; and be it further

RESOLVED, That, pursuant to P.L. 2011, c.202 (S-3148), members of the Long Hill Township Board of Education whose terms would have expired by May 1, 2012 will continue to serve in office until the January 2013 organization meeting; and be it further

RESOLVED, That this resolution be transmitted to Governor Christopher Christie, Lieutenant Governor/Secretary of State Kimberly M. Guadagno; Richard E. Constable, III, Acting Commissioner, Department of Community Affairs, Robert F. Giles, Director, Division of Elections, Department of State; the Morris County Clerk; the Morris County Board of Elections; Christopher Cerf, Acting Commissioner of Education, the Division of Finance, New Jersey Department of Education; and Dr. Kathleen Serafino, Executive County Superintendent for Morris County; and be it further

RESOLVED, That a copy of this resolution be provided to the New Jersey School Boards Association and the New Jersey State League of Municipalities.

ROLL CALL VOTE on resolution #6:

YES:	Ms. Barone	Mr. LoCascio	
	Ms. Barone	Mr. Meringolo	
	Mr. Carbone	Mrs. Nyquist	Mrs. Scanlon

NO: Dr. Rae
Resolution #6 carried 7-1.

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 resolution #7:

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

NO: None.
Resolution #7 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 8 and 9.

Any Board Member who takes exception to any of the following listed 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 home instruction for student #4728834416. Home instruction will be provided by Mrs. Marcie Skrobacz for 1 hour per day, 5 hours per week. Instruction will begin

APPROVAL OF HOME INSTRUCTION

January 31, 2012 and continue until the student is able to return to school on a full time basis, on the advice of medical personnel. Instruction will take place at Central School. As per the LHEA contract the instructor will be paid at the rate of \$36.72 per hour.

It was moved by Mr. Meringolo and seconded by Mr. Carbone that resolution #9 be amended to delete the sentence "Instruction will take place at Central School." Resolution carried 8-0.

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 home instruction for student #1958405734. Home instruction will be provided by Mrs. Maryann Infantini and Mrs. Susan Berlin for a maximum of 2 hours per day, 10 hours per week. Instruction will begin February 2, 2012 and continue until the student is able to return to school on a full time basis. As per the LHEA contract the instructors will be paid at the rate of \$36.72 per hour.

APPROVAL OF HOME INSTRUCTION

ROLL CALL VOTE on resolutions 8 and 9:

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

NO: None.
Resolutions 8 and 9 carried 8-0.

10. It was moved by Mrs. Nyquist and seconded by Mr. Carbone 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

May 3, 2012 – Kindergarten Students – Turtle Back Zoo – West Orange, NJ – 9:00 a.m. to 2:30 p.m. – 78 students, 4 teachers, 1 nurse, 8 parents - \$17.00 per student – parent paid

February 2, 2012 – STAR Program Students – Morris County Courthouse and Jail, Morristown, NJ – 8:30 a.m. to 2:00 p.m. – To see the judicial process at work – 3 students, 1 teacher, 1 teacher assistant

May 16, 2012 – Fifth Grade Students – The Newark Museum, Newark, NJ – 10:15 a.m. to 2:45 p.m. – 110 students, 6 teachers, 1 nurse, 2 teacher assistants, 3 or 4 parents – cost of the trip paid by a FORCE grant

ROLL CALL VOTE on resolution #10:

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

NO: None.
Resolution #10 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 11 and 12.

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 the following persons to the Substitute list for the 2011-2012 school year:

APPROVAL OF
SUBSTITUTE

Joan Vascellaro (substitute secretary)

12. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a paid medical leave for Helen Koss, lunch room/recess aide at Gillette School, through June 30, 2012 in accordance with terms of the Agreement dated February 6, 2012.

APPROVAL OF
MEDICAL LEAVE

ROLL CALL VOTE on resolutions 11 and 12:

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

NO: None.

Resolutions 11 and 12 carried 8-0.

It was moved by Mr. Carbone and seconded by Mr. Meringolo that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 13,14,15.

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.

13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Policy Committee, readopt the following policies as reviewed by the Policy Committee:

READOPTION
OF POLICIES

- Policy 2130 Job Descriptions and Evaluations of Administrators
- Policy 2130R Administrative Regulation: Job Descriptions and Evaluations of Administrators
- Policy 5122 Acceleration/Promotion/Retention
- Policy 5122R Administrative Regulation: Acceleration/Promotion/Retention
- Policy 5124R Administrative Regulation: Reporting to Parents/Guardians
- Policy 5125R Administrative Regulation: Student Records

14. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Policy Committee, adopt the following revised policies on a second reading:

ADOPTION
OF POLICIES

- Policy 3320 Purchasing Procedures
- Policy 3320R Administrative Regulations: Purchasing Procedures
- Policy 6154 Homework/Make-Up Work

15. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, accept the Harassment, Intimidation and Bullying report and affirm the Superintendent's decision for the period ending January 23, 2012.

ACCEPTANCE
OF BULLYING
REPORT

ROLL CALL VOTE on resolutions 13,14,15:

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

NO: None.
Resolutions 13,14,15 carried 8-0.

ITEMS FOR DISCUSSION

OLD BUSINESS: None.

NEW BUSINESS

Mrs. Scanlon reminded all Board Members to go on-line and complete the Superintendent evaluation by March 15. Mr. LoCascio does not have to do the evaluation as he is new to the Board.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mr. Meringolo and seconded by Mr. Carbone that the Board enter into Private Session for the purpose of discussing the upcoming negotiations with the Long Hill Education Association and a report to the Board on an incidence of harassment, bullying and intimidation.

PRIVATE
SESSION

Disclosure of the negotiations discussion will be permitted following formal action by the Board at an open public meeting. Motion carried 8-0. Into private session at 8:47 p.m.

It was moved by Mr. Meringolo and seconded by Mr. Carbone that the Board return to public session. Motion carried 8-0. Into public session at 9:40 p.m.

PUBLIC
SESSION

It was moved by Ms. Barone and seconded by Mr. Carbone that the meeting adjourn. Motion carried 8-0. Meeting adjourned at 9:41 p.m.

ADJOURNMENT

FUTURE MEETING DATES

February 27, 2012 – Regular Meeting – Township Administration Building – 7:30 p.m.
March 12, 2012 – Worksession Meeting – Township Administration Building – 7:30 p.m.
March 26, 2012 – Regular Meeting and Public Hearing on the 2012-2013 Budget –
Township Administration Building – 7:30 p.m.

Respectfully submitted,

John Esposito
Business Administrator/Board Secretary

René Rovtar, Ed.D.
Superintendent of Schools

JE:mh