

LONG HILL TOWNSHIP BOARD OF EDUCATION
WORKSESSION
JUNE 11, 2012

The Long Hill Township Board of Education held a Worksession on Monday, June 11, 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, Miss Nyquist, Dr. Rae, Mr. Russo, Mrs. Scanlon.

MEMBERS ABSENT: Mr. Meringolo.

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 Coordinator
Mr. Blinder, Technology Coordinator
Mrs. Freeman, Millington School Nurse
1 township reporter

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 February 28, 2012. 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 reviewed the bills and found all in order for payment.

Policy – Mr. Carbone reported there are 35 policies on the agenda which have been reviewed by the committee and are recommended for re-adoption tonight.

Morris County Ed. Services Comm. Liaison – Miss Nyquist attended the ESC meeting, which was their reorganization meeting. She said that the member district is elected to the Board, not individuals.

SUPERINTENDENT’S UPDATE

Dr. Rovtar presented the Make-a-Difference Award to Karen Freeman, school nurse. Dr. Rovtar talked about her many fine qualities, and how dedicated she is to the children in our district.

Dr. Rovtar provided an update on the district’s annual goals:

- Improvement in Language Arts in Grades 3 through 6.
- Implementation of the STAR program.
- Increased Shared Services – the new teacher evaluation system being implemented, in cooperation with the high school and other sending districts, will save all districts money.
- Implementation of curriculum mapping.

ADMINISTRATORS AND SUPERVISORS UPDATES

Millington School

Mrs. Dawson reported on the following:

- The 4th graders participated in the science fair on June 5 and conducted various science experiments.
- The PTO Ice Cream Social was held on the evening of June 5, with the unveiling of the Character Education mural project.
- At 7:00 p.m. the 5th grade band, under the direction of Mrs. Shanagher, entertained everyone with a concert.
- Field Day was June 8.
- On June 12 there will be a 4th grade parent orientation meeting to explain the 5th grade program.
- The 5th grade picnic is on June 18.
- On June 19 and 20 dismissal will be at 1:25 p.m. with school ending on June 20.

Central School

Mr. Villar reported on the following:

- Mr. Villar thanked Mr. Birkhead and Mrs. Shanagher for preparing and delivering an excellent concert on May 23 and for the school assembly on May 30.
- The 7th and 8th grade band competed in Ocean Grove, where the choir earned a rating of Excellent and Graham Gaulke earned an outstanding recognition for his jazz solo.
- 5th grade orientation was held on May 24.
- The 8th grade trip to Washington, D.C. was a great success. Mr. Villar thanked Congressman Frelinghuysen for meeting the group on the steps of the Capitol for a picture.
- Medieval Day was held on June 7.
- The math final for 7th grade was administered on June 8th. Eighth grade students will take their final on June 13.
- The 8th grade dance is June 18.
- Graduation is on June 20th.

Gillette School

Dr. Jones reported on the following:

- Kindergarten screening has been completed for students entering in September.
- The last food day is this week and it is pizza.
- The annual Kindergarten Summer Send Off was held last week.
- The first grade trip is June 15.
- The PTO Round Up is June 13 from 10:00 to 11:00 a.m. in the library.
- The PTO end of year social is June 19 from 6:00 to 8:00 p.m. in the back of Gillette School.
- The last day of school is June 20. Report cards can be viewed at the end of the school day online.
- Current enrollment numbers are 68 for kindergarten and 89 for 1st grade.
- The kindergarten and 1st grade supply lists will be posted at the end of the month on the principal's webpage.

Curriculum

Dr. Jones will be posting a K-5 calendar for the month of August on the curriculum webpage. This calendar will contain activities the students can participate in daily including weekends. It is not enrichment and it covers all content areas. Dr. Jones will send out an e-blast about this at the end of the month.

Grades 4-8 had a math collaboration meeting and it went very well. Key topics were identified for discussion and follow-up meetings will take place.

The last curriculum Monday of the year was devoted to working on the curriculum maps for grades K-5 in the area of math. K-5 math will be the focal point for Rubicon curriculum mapping next year in those grade levels.

Technology

Mr. Blinder reported on the following:

- He attended the Science Fair
- Replaced 28 PCs in the 4/5 grade lab.
- He held Study Island session for teachers last week.
- Discovery Ed Workshop is scheduled for this week.

BOARD SECRETARY'S UPDATE

Mr. Esposito reported on the following:

- Busing letters were mailed to the parents of students eligible for subscription busing.
- There are 213 students eligible for subscription busing. Parents are asked to return the forms by July 9.
- A great deal of transportation information has been posted on the district website.
- The Business Office has also been focusing on closing out the accounts for 2011-12 and preparing for the 2012-2013 fiscal year.

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

May 21, 2012 – Regular Meeting – Public & Private Sessions

ROLL CALL VOTE on resolution #1:

YES: Ms. Barone Mr. LoCascio
 Mr. Blocker Mr. Russo
 Mr. Carbone Miss Nyquist Mrs. Scanlon

NO: None.
 Dr. Rae abstained on resolution #1.
 Resolution #1 carried 7-0-1.

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.

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 List of Bills for May 24 and 29 and June 1 and 11, 2012 and the list of Payrolls for May 15 and 30, 2012 for payment as follows: (attached)

APPROVAL OF
BILLS LIST

Payroll May 15, 2012

Fund 10	\$ 22,468.17
Current Expense-Fund 11	\$385,582.42
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$408,050.59

Payroll May 30, 2012

Fund 10	\$ 22,722.35
Current Expense-Fund 11	\$375,606.88
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$398,329.23

Miss Nyquist abstained on resolution #2.
Resolution #2 carried 7-0-1.

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 April 30, 2012 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
APRIL 30, 2012

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 April 30, 2012.

APPROVAL OF
BD. SEC. & TREAS.
APRIL 30, 2012

5. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for April 30, 2012.

APPROVAL OF
APRIL TRANSFERS

6. 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 3,4,5,6:

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

NO: None.
Resolutions 3,4,5,6 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 7,8,9,10.



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.

7. 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 \$550.00 to Dr. Dale Jacobs for a psychiatric evaluation for student #8764022840 to assist in determining special education classification. APPROVAL OF PAYMENT TO DR. JACOBS
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 the payment of \$550.00 to Dr. Mark Faber for a psychiatric evaluation for student #2218973784 to assist in determining special education classification. APPROVAL OF PAYMENT TO DR. FABER
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, accept tuition student #4676394293 from the Harding Public School District. Student will be placed in the Long Hill Township ESY Program beginning June 29, 2012 and ending July 27, 2012. The cost of tuition for the ESY KIT Program will be \$3,000.00. There will be an additional charge of \$50.00 a session for related services provided, as per student's IEP. This student is to receive: 2 speech sessions, 2 physical therapy sessions and 2 occupational therapy sessions each week. ACCEPTANCE OF TUITION STUDENT
10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Director of Special Services, and the Business Administrator, accept tuition students #98227789230 & student #2776631981 from the Livingston Public School District. Students will be placed in the Long Hill Township KIT ESY Program beginning June 29, 2012 and ending July 27, 2012. The cost of tuition for the KIT ESY Program will be \$3,000.00 for each student. There will be an additional charge of \$50.00 a session for related services provided, as per student's IEP. Student #98227789230 is to receive: 2 speech sessions and 1 occupational therapy session each week. Student #2776631981 is to receive 2 speech sessions, one occupational therapy session and 1 physical therapy session each week. ACCEPTANCE OF TUITION STUDENTS

ROLL CALL VOTE on resolutions 7,8,9,10:

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

NO: None.

Resolutions 7,8,9,10 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 11,12,13,14,15.

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.

11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, appoint Elysse Orzepowski as the Lunch/Recess Aide at Gillette School for the 2012-2013 school year at the hourly rate of \$9.75.

E. ORZEPOWSKI
APPOINTED
LUNCH AIDE

12. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve an extension to the maternity leave of absence for Kimberly Puleo, District Counselor, for the 2012-2013 school year.

MATERNITY
LEAVE
EXTENSION –
K. PULEO

13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Technology Coordinator, approve the continued appointment of Julianne Everswick to serve as Technology Contract Service Provider for the period July 1, 2012 through July 13, 2012 at an hourly rate of \$22.00, not to exceed \$1,500.00.

APPOINTMENT
OF J. EVERSWICK

14. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator and the Principals, approve the following professional internship (student teaching)

L. KEPNER
APPOINTED
STUDENT
TEACHER

placement for the 2012-2013 school year:

Leslie Kepner – Elementary Art – Fall 2012

15. 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 and 2012-2013 school years:

C. MAZZUCCO
APPOINTED
SUB. SECRETARY

Carolyn Mazzucco (substitute secretary)

ROLL CALL VOTE on resolutions 11,12,13,14,15:

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

NO: None.
Resolutions 11,12,13,14,15 carried 8-0.

APPROVAL OF
FIELD TRIP

16. It was moved by Miss 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 trip listed below:

March 18 and 22, 2013 Fifth Grade Students
Buehler Science Center, Paramus, NJ
9:15 a.m. to 3:00 p.m.
106 students, 5 teachers, teacher assistants and school nurse
\$35.00 per student – parent paid

ROLL CALL VOTE on resolutions #16:

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

NO: None.
Resolution #16 carried 8-0.

17. It was moved by Mr. Carbone and seconded by Miss Nyquist that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Policy Committee, re-adopt the following job descriptions on a first reading:

READOPTION
OF POLICIES

- Policy 3000 Concepts and Roles in Business and Noninstructional Operations: Goals and Objectives
- Policy 3100 Budget Planning, Preparation and Adoption
- Policy 3160 Transfer of Funds Between Line Items/Amendments/
Purchases Not Budgeted
- Policy 3250 Income from Fees, Fines, Charges
- Policy 3260 Sale and Disposal of Books, Equipment and Supplies;
Sale, Licensing and Rental of Property
- Policy 5145.5 Photographs of Pupils
- Policy 2131 JD Chief School Administrator Job Description
- Policy 2131.1C Job Description – School Principal
- Policy 4118 JD Job Description – Teacher
- Policy 4118.2 JD Job Description – Teacher Assistant
- Policy 4118.3B JD Job Description – School Nurse
- Policy 4118.3C JD Job Description – Librarian
- Policy 4118.3E JD Job Description – School Social Worker
- Policy 4118.3F JD Job Description – Learning Disabilities Teacher Consultant
- Policy 4118.3G JD Job Description – Guidance Counselor Central School
- Policy 4118.3H JD Job Description – District Guidance Counselor
- Policy 4118.3I JD Job Description – Athletic Director
- Policy 4118.3J JD Job Description – Secretary
- Policy 4118.4A JD Job Description – Band Director
- Policy 4118.4B JD Job Description – Theater Arts Advisor
- Policy 4118.4C JD Job Description – Newspaper Advisor
- Policy 4118.4D JD Job Description – Student Council Advisor
- Policy 4118.4F JD Job Description – Choral Director
- Policy 4118.4G JD Job Description – Pupil Literary Magazine
- Policy 4118.5A JD Job Description – Cheerleading Advisor
- Policy 4118.5B JD Job Description – Boys Soccer Coach
- Policy 4118.5C JD Job Description – Cross Country Coach
- Policy 4118.5D JD Job Description – Girls Soccer Coach
- Policy 4118.5E JD Job Description – Girls Softball Coach
- Policy 4118.5F JD Job Description – Boys Baseball Coach
- Policy 4118.5G JD Job Description – Girls Basketball Coach
- Policy 4118.5H JD Job Description – Boys Basketball Coach
- Policy 4118.5I JD Job Description – Fencing Coach
- Policy 4126A JD Job Description – Milk Aide
- Policy 4127A JD Job Description – Lunchroom/Recess Aide

ROLL CALL VOTE on resolution #17:

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

NO: None.
Resolution #17 carried 8-0.

ITEMS FOR DISCUSSION

OLD BUSINESS: None.

NEW BUSINESS

Mr. Esposito reminded Board Members of the NJSBA convention in October. We will register the group but Board Members should reserve their own accommodations.

Mrs. Scanlon reported only two candidates have registered for three Board of Education seats, although write-in candidates may still get elected.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mr. Carbone and seconded by Mr. Russo that the Board enter into Private Session for the purpose of a report to the Board on the outcome of an investigation of a report of harassment, bullying and intimidation and to discuss a Board Member personnel issue. Motion carried 8-0. Into private session at 8:12 p.m.

PRIVATE
SESSION

It was moved by Ms. Barone and seconded by Mr. Carbone that the Board return to public session. Motion carried 8-0. Into public session at 8:29 p.m.

PUBLIC
SESSION

It was moved by Mr. Russo and seconded by Mr. Carbone that the meeting adjourn. Motion carried 8-0. Meeting adjourned at 8:30 p.m.

ADJOURNMENT

FUTURE MEETING DATES

June 18, 2012 – Special Meeting – **Board Conference Room, Gillette School** – 7:30 p.m. – Board of Education Self-Evaluation and Goal Setting

June 25, 2012 – Regular Meeting – Township Municipal Building – 7:30 p.m.

July 16, 2012 – Worksession/Regular Meeting – Township Municipal Building – 7:30 p.m.

August 20, 2012 – Worksession/Regular Meeting – Township Municipal Building – 7:30 p.m.

Respectfully submitted,

John Esposito
Business Administrator/Board Secretary

René Rovtar, Ed.D.