

LONG HILL TOWNSHIP BOARD OF EDUCATION  
WORKSESSION & REGULAR MEETING  
JULY 19, 2010

The Long Hill Township Board of Education held a Worksession and Regular Meeting on Monday, July 19, 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: Mr. Blocker, Mr. Carbone, Dr. Rae, Mr. Russo,  
Dr. Verlezza (arrived at 7:45 p.m.).

MEMBERS ABSENT: Ms. Barone, Mr. Meringolo, Mrs. Nyquist.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools  
Mr. Esposito, Business Administrator, Board Secretary  
Mrs. Dawson, Millington School Principal  
Mrs. Jones, Gillette School Principal/ Dir. of Curriculum  
Mr. Blinder, Technology Coordinator  
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

The Board received a thank you note from Mrs. Dellureficio for the retirement gift.

BOARD COMMITTEE REPORTS

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

Policy – Mr. Carbone stated there are several policies on the agenda related to missing “critical policies”.

Mrs. Scanlon reported she attended a FORCE meeting, which was a review of the group’s performance this year. A 5K race is planned for October 2, 2010.

#### SUPERINTENDENT’S UPDATE

Dr. Rovtar suggested minor changes to the agenda: add Katie Frees to resolution #12 and change the word “adopt” to “approve” in resolutions #15 and #16.

Dr. Rovtar discussed the resolution regarding the Athletic Director position and explained the history and role of the position.

The Committee for Strategic Planning will meet tomorrow night for the first time. It includes Board of Education Members, administrators and residents.

#### ADMINISTRATORS AND TECHNOLOGY COORDINATOR’S UPDATES

Mrs. Dawson reported on the following:

- End of year awards assembly went well.
- 5<sup>th</sup> grade students earned presidential awards.
- Mrs. Dawson attended many different celebrations and activities at the end of the year.
- She thanked all teachers for a great year.
- Mrs. Dawson is putting together the master schedule this summer.
- the current enrollment is as follows:
  - 88 in 2<sup>nd</sup> grade – four classes of 22
  - 102 in 3<sup>rd</sup> grade – 3 classes of 20 and 1 class of 21
  - 112 in 4<sup>th</sup> grade – 3 classes of 22 and 2 classes of 23
  - 121 in 5<sup>th</sup> grade – 4 classes of 24 and 1 class of 25
- The PTO Walkathon raised \$19,000 for the playground. Mrs. Dawson met with Mrs. O’Meara, PTO president, to plan purchases.

Mrs. Jones reported on the following:

- year-end went well
- another book club meeting will be held
- ESY program is running smoothly – 7 different programs are running.
- Literary by Design materials are arriving
- Refresher work will be held for teachers in September

Mr. Blinder reported on the following:

- Upgraded 6 servers operating systems
- Phone system to be upgraded in August
- He is installing a SMART board.

#### BOARD SECRETARY'S UPDATE

Mr. Esposito reported on the following:

Transportation:

- Subscription bus responses continue to come in. As of today, the results out of 344 letters sent out: 124 paid, 25 opted out, 195 no response, assume to opt out. Last year we had over 200 paid riders, so we are below that level as of now. He will be putting the routes together based on responses to date. The routes should be done by August 1<sup>st</sup>.

State Health Benefit Recommended increases:

- AON, employee benefits consulting firm, is recommending the following increases for school employees covered by medical plans:

NJ Direct 10	8.5%	101 staff members
Aetna	12.0%	4
Cigna	11.5%	1

This will not be finalized until the end of this year. If it goes through, the Board could have approximately \$50,000 to use for emergencies over the course of the school 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

June 28, 2010 – Regular Meeting – Public and Private Sessions

ROLL CALL VOTE on resolution #1:

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

NO: None.

Resolution #1 carried 6-0.

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 2,3,4,5,6,7.

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 approve the Payrolls for June 15 and 25, 2010 and the List of Bills for June 30, 2010 for payment as follows (attached):

Payroll for June 15, 2010	
Fund 10	\$ 23,511.93
Current Expense-Fund 11	\$395,602.82
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ 1,375.00
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$420,489.75

## Payroll for June 25, 2010

Fund 10	\$ 25,232.33
Current Expense-Fund 11	\$478,534.51
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$503,766.84

## Bills List for June 30, 2010

Fund 10	\$ -0-
Current Expense-Fund 11	\$108,809.19
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ 12,354.68
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$121,163.87

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 May 31, 2010 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  
MAY, 2010

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 May 31, 2010.

APPROVAL OF  
BD.SEC. & TREAS.  
REPORT  
MAY, 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 May 31, 2010.

APPROVAL OF  
TRANSFERS

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 school district purchasing:

APPROVAL OF  
DISTRICT  
PURCHASING

WHEREAS, 18A:18A-3 permits a board of education to authorize its purchasing agent to award contracts that do not exceed in a contract year the annual limit as established by the Governor, and

WHEREAS, local boards of education have been advised by the Local Finance Board through (LFN 2010-13) that the Governor has authorized the following bid and quotation thresholds effective July 1, 2010,

	<b>Bid Threshold</b>	<b>Quotation Threshold</b>
Base Amount	\$26,000	\$3,900
With Qualified Purchasing Agent	\$36,000	\$5,400

WHEREAS, John Esposito possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq; and

WHEREAS, the Long Hill Township Board of Education desires to increase its bid and quotation thresholds as provided in N.J.S.A. 18A:18A-3;

NOW THEREFORE BE IT RESOLVED, that the governing body of the Long Hill Township Board of Education in the County of Morris in the State of New Jersey hereby increases its bid threshold to \$36,000 and its quotation threshold of \$5,400 and be it further

RESOLVED that the governing body hereby appoints John Esposito as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility and accountability of the purchasing activity of the Board of Education.

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the following resolution:

APPROVAL OF  
TRANSPORTATION  
AGREEMENT

This Agreement, made this first day of July, 2010, by and between: Monmouth-Ocean Educational Services Commission, with offices at 100 Tornillo Way, Tinton Falls, New Jersey 07712 (hereinafter referred to as the "MOESC") and Long Hill Twp. Public School District, with offices at 759 Valley Road, Gillette, New Jersey (hereinafter referred to as "Board of Education").

RECITALS

- A. The Board of Education desires to transport special education, nonpublic, public and/or vocational school students to specific destinations.
- B. The MOESC offers coordinated transportation services.
- C. The MOESC will organize and schedule routes to achieve the maximum cost effectiveness.

NOW, THEREFORE, it is agreed that in consideration of prorated contract costs calculated by the billing formula adopted by the MOESC, plus an administrative fee of five percent (5%), the Long Hill Twp. Public School District shall pay the MOESC for transportation services rendered. Said formula shall be based on the number of students and a per pupil mile ratio encumbering any special requirements specified by participating districts.

1. The MOESC will provide the following services:

- a. routes coordinated with other districts, whenever possible, to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
- b. an estimated fee for all routes based on a ratio of the number of students and student mileage. It is understood that initial transportation charges are estimates based on initial mileage and ridership and thereby subject to changes as the number of students and/or mileage increases and/or decreases.
- c. monthly billing and invoices;
- d. a report of students for all routes coordinated by MOESC;
- e. all necessary interaction and communication between the sending district, receiving school, and respective transportation contractors;
- f. constant review and revision of routes;
- g. provide transportation within three (3) days or sooner after receipt of the formal written request.

2. It is further agreed that the Long Hill Twp. Public School District will provide the MOESC with the following:

- a. requests for special transportation on approved forms to be provided by the MOESC, completed in full and signed by authorized district personnel;
- b. withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing of adjustments will be made without this completed form and will become effective on the date the form is received.
- c. Additional Cost – all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district making the request. All such costs must first be approved by the Long Hill Twp. Public School District.

- d. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2010 and June 30, 2011.
- e. Entire Agreement – this Agreement constitutes the entire and only agreement between the parties and may be amended by any instrument in writing over authorized signature.

3. It is further agreed by the Board of Education to the following:

- a. Upon the execution of this Agreement, it is agreed that MOESC's school bus contractor, selected pursuant to the public bidding law, shall exclusively provide pupil transportation services for the identified student during the term of the contract.
- b. The Board of Education may terminate this contract only for good cause. Good cause shall not be defined to include a lesser transportation cost alternative available to the Board of Education during the term of the Contract. Good cause includes, but shall not be limited to the following: (1) the student's parent electing to provide transportation for the student for the entire contract term; (2) the student no longer requires the transportation services because the student does not need to travel to the transportation contract's destination because the student's education plan has changed, the school assignment is changed for education-based reasons, the student has moved from the school district, the student's pupil transportation is merged with other route(s) to reduce cost, or for other good cause shown.
- c. The parties to this Agreement acknowledge that the school bus contractor, who is providing or to be providing pupil transportation services as contemplated in this Agreement is an "intended third-party beneficiary" of the within contract between MOESC and the Board of Education. In the event that the Board of Education should breach this Agreement, the school bus contractor shall have the right to commence legal action against the Board of Education as a result of such breach and may seek compensatory damages, or any other relief that may be appropriate.

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

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

NO: None.

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

It was moved by Dr. Verlezza and seconded by Mr. Carbone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 8,9,10,11,12,13,14.

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.

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator and the Principals, approve the following preprofessional field experience and professional and professional internship (student teaching) placements for the 2010-2011 school year:

APPROVAL OF  
STUDENT  
TEACHING

Kristen Callahan	Preprofessional Experience	Gillette School	Fall 2010
Elena Marinello	Professional Internship	Gillette School	Fall 2010
Gregory Jusinski	Student Teaching Internship	Millington School	Fall 2010
Lauren Lozowski	Student Teaching Internship	Central School	Fall 2010

9. 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 the resignation of Brett Matisak from the position of Teacher Assistant at Gillette School effective July 30, 2010.

B. MATISAK  
RESIGNATION

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 the resignation of Mary Jean Snow from the position of Teacher Assistant for the Extended School Year Program effective July 9, 2010.

M.J. SNOW  
RESIGNS FROM  
SUMMER  
PROGRAM

11. 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 the appointment of Karen Riggi to the position of Teacher Assistant for the Extended School Year Program effective July 12, 2010 at a salary not to exceed \$1,665.14.

K. RIGGI  
APPOINTED  
T.A. FOR  
SUMMER  
PROGRAM

12. 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 Extended School Year Program:

APPROVAL OF  
SUB. TEACHERS  
FOR SUMMER  
PROGRAM

Dena Wells  
Nicole Fortier  
Donna Schmitz

Monique Kaye  
Christina Lattoz  
Katie Frees

13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the posting of the position of Athletic Director for the 2010-2011 school year based on the job description 4118.3JD as recommended by the policy committee. The stipend for this position shall be \$3,000 for the 2010-2011 school year and shall be funded through pay-to-play fees.

POSTING OF  
ATHLETIC  
DIRECTOR  
POSITION

14. 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:

F. SEDITA  
APPOINTED TO  
SUB. LIST

Frank Sedita

ROLL CALL VOTE on resolutions 8,9,10,11,12,13,14:

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

NO: None.

Resolutions 8,9,10,11,12,13,14 carried 6-0.

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

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.

It was moved by Mr. Russo and seconded by Mr. Carbone that resolution #16, policy #1330, paragraph 3 be amended. Amendment approved 6-0.

15. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Policy Committee, approve the following policies on a first reading:

FIRST READING  
OF POLICIES

- 4113 Assignment; Transfer
- 4115 Supervision
- 4117.4 Reduction in Force/Abolishing a Position
- 4117.41 Nonrenewal

16. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Policy Committee, approve the following revised policies on a first reading:

FIRST READING  
OF REVISED  
POLICIES

- 1330 Use of School Facilities and Grounds
- 6145 Extracurricular Activities and Eligibility

17. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Policy Committee, approve the following job description:

APPROVAL OF  
ATHLETIC DIR.  
JOB DESCRIPTION

- 4118.3JD Athletic Director

18. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Policy Committee, rescind the following policies as they are duplicative of other Board of Education policies:

POLICIES  
RESCINDED

- 4213/4214 Assignment, Transfer
- 4215 Supervision
- 4216 Evaluation

19. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, approve the continuation of Memorandum of Agreement between Education and Law Enforcement Officials and agree to abide by the provisions therein for the 2010-2011 school year.

APPROVAL OF  
MEMORANDUM  
OF AGREEMENT

ROLL CALL VOTE on resolutions 15,16,17,18,19:

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

NO: None.

Resolutions 15,16,17,18,19 carried 6-0.

---

ITEMS FOR DISCUSSION

OLD BUSINESS

Mrs. Scanlon stated that the Board Retreat is August 3<sup>rd</sup> in the Board Office Conference Room. All evaluations must be in to Joanne Borin by this Thursday.

NEW BUSINESS: None.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mr. Russo and seconded by Mr. Carbone that the meeting adjourn. Motion carried 6-0. Meeting adjourned at 8:00 p.m.

ADJOURNMENT

---

FUTURE MEETING DATES

August 3, 2010–Special Meeting – Board Conference Room – Gillette School – 6:00 p.m.  
August 16, 2010 – Worksession/Regular Meeting – Town Hall – 7:30 p.m.

Respectfully submitted,

John Esposito  
Business Administrator/Board Secretary

Dr. René Rovtar  
Superintendent of Schools

JE:mh

