

LONG HILL TOWNSHIP BOARD OF EDUCATION  
WORKSESSION AND REGULAR MEETING  
AUGUST 16, 2010

The Long Hill Township Board of Education held a Worksession and Regular Meeting on Monday, August 16, 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, Mr. Meringolo, Mrs. Nyquist, Dr. Rae, Dr. Verlezza, Mrs. Scanlon.

MEMBERS ABSENT: Ms. Barone, Mr. Russo.

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  
Mrs. Franklin, LHEA President  
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

Dr. Rovtar received a thank-you note from Mrs. Kordal for her retirement gift.

## BOARD COMMITTEE REPORTS

Curriculum – Dr. Verlezza said that the committee met but wants to discuss some issues further with the full Board.

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

Policy – Mr. Carbone reported policy #4113 needs some clarification. Dr. Rovtar explained her understanding of the sentence in question. Mr. Carbone decided to remove this policy from the agenda and change the language. The next policy committee meeting is on August 23 at 6:00 p.m.

Buildings & Grounds – Mrs. Nyquist would like to have a meeting next week.

Presidents Report - Mrs. Scanlon met with the sending districts Board Presidents and Vice Presidents last week. They discussed: last years budget, the potential for Federal funding of education, possibilities of shared services between schools.

## SUPERINTENDENT'S UPDATE

Dr. Rovtar stated there is a resolution on the agenda for revised criteria for Horizon programs, saying changes were necessary because we can no longer administer the test referred to in the policy (was replaced by NJASK). The criteria notes that the district will use the latest ASK test scores, since the most recent tests are always sent out late by the State.

Dr. Rovtar said that there is no indication yet that our district will receive any additional federal funding.

Strategic Planning Committee for Facilities meeting was held last month. Two more are scheduled in September, the first being a tour of all three buildings.

There is only 1 part time Teacher Assistant position open in the district, which should be filled next week.

The 75<sup>th</sup> anniversaries of Millington and Gillette Schools are coming up.

## ADMINISTRATORS AND TECHNOLOGY COORDINATOR'S UPDATES

Mrs. Dawson reported on the following:

- Finalizing the master schedule

- Interviews
- August 27 – class assignments will go out.
- Attended a 2 day workshop on assessments in June. The 3 principals will be doing an in-service for teachers on what they learned.

Mrs. Jones reported on the following:

- Gillette calendar for September is on the website
- Supply list is also posted on the website.
- Open House is September 2, 2010 from 2:00 – 3:00 p.m.
- PTO Social is Friday, September 10 from 6:00 to 7:30 p.m.
- 2 students registered today.
- Is working with Mr. Blinder on updating the curriculum web page.
- K-5 language arts materials have been coming in.
- Working on “Curriculum Monday” schedule for the year.
- Plan to put on more evening workshops this year.
- Received \$128.00 from selling our old textbooks.

Dr. Rovtar gave Mr. Villar’s report:

- Master schedule is done.
- Two new 7<sup>th</sup> grade cycle classes, Passport 7 and math Lab 7.
- Math Lab 7 was created by Mrs. Flint.
- 8<sup>th</sup> grade will have computer cycle.
- Cleaning and painting has been done throughout the school.
- Reviewed student data with Mrs. Flint and Mrs. Molendyke.
- Student handbook/agenda has been created and will be distributed to all students.

Mr. Blinder reported on the following:

- E-mail server was installed.
- Phone system was replaced.
- Dell PCs are coming in.
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#### BOARD SECRETARY’S UPDATE

Mr. Esposito reported that since the last Board meeting, 26 additional bus subscriptions have been received. We now have 150 paid student riders. 200 riders who were eligible to participate in the subscription busing program declined or did not return the form to enroll. We have 50 less subscription riders this year. There will be a meeting with the bus companies to review the routes.

Mr. Esposito will be receiving a proposal from Energy Solutions next week. The proposal will indicate potential areas where the district might be able to save money on our energy costs.

Mr. Esposito reviewed the report that had been prepared and distributed to the Board Members regarding the work order system and the performance of Temco now that the district has completed our first contractual year with the company providing custodial and maintenance services. The work order program also contains a preventative maintenance component that generates work orders automatically for periodic service or when filters need to be changed, for example.

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. Verlezza 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

July 19, 2010 – Regular Meeting – Public Session  
August 3, 2010 – Special Meeting – Public Session

ROLL CALL VOTE ON RESOLUTION #1:

YES:

Mr. Blocker		Dr. Verlezza
Mr. Carbone	Dr. Rae	Mrs. Scanlon

NO: None.

Mr. Meringolo and Mrs. Nyquist abstained on July minutes.  
Resolution #1 carried 5-0-2.



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 2,3,4,5,6,7,8,9,10.

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.

2. RESOLVED that the Long Hill Township Board of Education approve the List of Bills for July 15-30, 2010, August 4, 2010 and August 16, 2010 for payment as follows (attached):

APPROVAL OF  
BILLS LIST

Bills List for July 15-30, 2010

Fund 10	\$ -0-
Current Expense-Fund 11	\$276,778.91
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$533,328.75
Total	\$810,107.66

Bills List for August 4, 2010

Fund 10	\$ -0-
Current Expense-Fund 11	\$109,797.40
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$109,797.40

Bills List for August 16, 2010

Fund 10	\$ 7,744.04
Current Expense-Fund 11	\$233,134.22
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ 4,100.80
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$244,979.06

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 June 30, 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  
JUNE, 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 June 30, 2010.

APPROVAL OF  
BD.SEC. & TREAS.  
REPORT – JUNE,  
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 June 30, 2010.

APPROVAL OF  
TRANSFERS

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator and the Central Middle School Principal, express their appreciation to Ms. Lynda Tuberty-Vaughan and Mr. Damon Vaughan for their donation of \$100.00 to the Central Middle School Music Department.

ACCEPTANCE OF  
DONATION

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the submission of an amendment for the FY2010 NCLB Application to include carryover of \$1,709 in Title IV funds to be used for Character Education.

AMENDMENT  
TO NCLB  
APPLICATION

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the submission of the Fiscal Year 2011 No Child Left Behind Grant Application in the following amounts as provided by the New Jersey Department of Education:

APPROVAL OF  
NCLB GRANT  
APPLICATION

Title IIA (Professional Development)	
Long Hill Township School District	\$19,789.00
St. Vincent DePaul School	\$ 3,685.00
Title III (English Language Acquisition)	
St. Vincent DePaul School	\$ 275.00

The Title III monies will be administered through a Consortium with the Branchburg School District serving as the Lead Education Agency (LEA).

9. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the submission of the Fiscal Year 2011 Individuals with Disabilities Education Improvement (I.D.E.A.) Grant Application in the following amounts as provided by the New Jersey Department of Education:

SUBMISSION OF  
IDEA GRANT  
APPLICATION

I.D.E.I.A. Basic – Long Hill Township	\$209,721.00
I.D.E.I.A. Basic – St. Vincent DePaul School	\$ 26,372.00
I.D.E.I.A. Preschool – Long Hill Township	\$ 11,902.00

10. 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 2,3,4,5,6,7,8,9,10:

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

NO: None.

Resolutions 2,3,4,5,6,7,8,9,10 carried 7-0.  
 Mrs. Nyquist abstained on resolutions 2,8 and 9.

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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 11,12,13,14.

11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator and Director of Curriculum, approve the revised selection criteria for the Futures and Horizon Programs.

APPROVAL OF  
CRITERIA FOR  
FUTURES AND  
HORIZON  
PROGRAMS

The Board discussed resolution #11. Dr. Rovtar talked about the reasoning behind setting a percentage range rather than a fixed percentage to determine the number of eligible students. Discussion ensued regarding the optimal number of students in the class. Mrs. Dawson also stated that a range provided more flexibility in determining who is eligible for the program.

12. 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) placements for the 2010-2011 school year:

APPROVAL OF  
STUDENT  
TEACHERS

Jessica Matos	Student Teaching Internship Millington School – Fall 2010
Robert Ostroff	Student Teaching Internship Central School – Fall 2010
Brian Klics	Occupational Therapist Fieldwork Internship Fall 2010

13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator and Director of Special Services, approve the following additional hours/salary adjustments for the staff members listed below in the Extended School Year Program:

APPROVAL OF  
ADDITIONAL  
HOURS FOR  
ESY STAFF

Susan Aiello	1.5 hours	\$37.01
Jessica Coletta	18 hours	\$862.01
Katherine DeCotiis	.75 hour	\$25.33
Aviva Gans	3.75 hours	\$218.79
Jennifer Hampson	.75 hour	\$17.47
Julie Hersh	3.5 hours	\$204.21
Lynn Kaplan	4.5 hours	\$298.82
Brett Matisak	.75 hour	\$17.67
Marcie Skrobacz	1.25 hours	\$40.23
Noemi Velazquez	2 hours	\$49.34
Karlie Wavra	27 hours	\$629.10
Lauren Sachs Winner	3.5 hours	\$175.00



14. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator, and the Director of Special Services increase the contract of Ms. Jennifer Hampson from .61 teacher assistant to full time teacher assistant and transfer her assignment to the KIT class at Gillette School for the 2010-2011 school year. Ms. Hampson's salary will be \$29,678.00 based on Step 1 of the Teacher Assistants salary guide for the 2010/2011 school year.

J. HAMPSON  
INCREASED  
TO FULL TIME

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

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

NO: None.

Resolutions 11,12,13,14 carried 7-0.

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 15,16,17.

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 Policy Committee, adopt the following policies on a second reading:

ADOPTION  
OF POLICIES

- 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, adopt the following revised policies on a second reading:

ADOPTION  
OF 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 revised policies on a first reading:

FIRST READING  
OF POLICIES

- 4114 Outside Employment as Athletic Coach
- 4115 Teacher Evaluation

ROLL CALL VOTE on resolutions 15,16,17:

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

NO: None.

Resolutions 15,16,17 carried 7-0.

18. It was moved by Mrs. Nyquist and seconded by Mr. Carbone that the Long Hill Township Board of Education, adopt the following District and Board of Education goals for the 2010-2011 school year:

ADOPTION OF  
DISTRICT AND  
BOARD GOALS

District Goals

1. Ensure that student achievement meets or exceeds the No Child Left Behind Adequate Yearly Progress standards for 2011.
2. Develop a life skills based educational program for middle school special education students for implementation in the 2011-2012 school year.
3. Develop and present a Strategic Plan for Facility Utilization to the Board of Education.
3. Develop a Staff Recognition Program.

Board of Education Goals

1. Develop a plan to share services.

- 2. Pass the district budget while improving community relations and community involvement.
- 3. Provide training for the board members on Board of Education effectiveness.
- 4. Ensure that Board Members complete required training during the course of the 2010-2011 year.

ROLL CALL VOTE on resolution #18:

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

NO: None.

Resolution #18 carried 7-0.



ITEMS FOR DISCUSSION

OLD BUSINESS: None.

NEW BUSINESS: None.

COMMENTS FROM THE PUBLIC

MRS. DAWSON asked about the committee chaired by Dr. Rae and Mrs. Scanlon explained it's mandate.

It was moved by Mr. Meringolo and seconded by Mr. Carbone that the meeting adjourn. Motion carried 7-0. Meeting adjourned at 8:45 p.m.

ADJOURNMENT



FUTURE MEETING DATES

September 13, 2010 – Worksession Meeting – Town Hall – 7:30 p.m.  
September 27, 2010 – Regular Meeting – Town Hall – 7:30 p.m.

Respectfully submitted,

John Esposito  
Business Administrator/Board Secretary

Dr. René Rovtar  
Superintendent of Schools

