

LONG HILL TOWNSHIP BOARD OF EDUCATION  
BOARD RETREAT/WORKSESSION/REGULAR MEETING  
AUGUST 22, 2011

The Long Hill Township Board of Education held a Board Retreat/Worksession/Regular Meeting on Monday, August 22, 2011 in the Board of Education Office.

The meeting was called to order by Board President Lisa Scanlon at 6:00 p.m.

MEMBERS PRESENT: Ms. Barone, Mr. Blocker, Mr. Carbone, Mr. Meringolo, Mrs. Nyquist, Dr. Rae (arrived at 7:30 p.m.), Mr. Russo, Mrs. Scanlon.

MEMBERS ABSENT: Dr. Verlezza.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools  
Mr. Esposito, Business Administrator/Board Secretary  
Dr. Jones, Gillette Principal/ Dir. of Curriculum (arrived at 7:30 p.m.)  
Mr. Blinder, Technology Coordinator (arrived at 7:30 p.m.)  
Ms. Franklin, LHEA President (arrived at 7:30 p.m.)

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 or the Daily Record on June 21, 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.

BOARD RETREAT

Joanne Borin, New Jersey School Boards Representative, distributed the Board self-evaluation for 2011. She reviewed highlights of each of the 9 categories on the evaluation.

The Board discussed the following achievements for this year:

- Budget passed
- Budget zero increase
- Staff recognition
- STAR program
- Shared services moving forward
- Student achievement
- Scores up in fifth grade
- More time on core subjects
- Remained a high achieving board
- Administrative contracts completed

The Board discussed the challenges for next year:

- Finance
- Teacher negotiations
- Special ed-OOD, STAR implementation
- Language arts

The Board established the following DISTRICT goals for 2011-2012:

- Academic: improve language arts in grades 3 through 6
- Successful launch of the STAR program
- Increase shared services with neighboring districts through articulation
- Implementation of curriculum mapping

The Board established the following BOARD goals for 2011-2012:

- Successfully complete teacher negotiations
- Increase presence at community activities
- Pass the budget with limited increase
- Maintain training requirements

The final component of the Board Retreat was a review of the School Board Member Code of Ethics.

## WORKSESSION/REGULAR MEETING

### BOARD COMMITTEE REPORTS

Community Relations – Mrs. Nyquist stated that Dr. Rovtar is going to a training seminar on the website software. Also, the committee would like the Board to have more visibility in the community, and to better utilize the public access TV station. There was

discussion regarding the number of residents who receive and watch the channel. Mrs. Nyquist and Mr. Carbone are going to take turns attending the high school board meetings.

Buildings & Grounds – Mr. Russo talked about a recent committee meeting. Discussion included: energy management systems and exploring the cost of upgrades to ball fields in the district.

Finance – Mr. Blocker stated the committee reviewed the bills and all is in order for payment.

Policy – Mr. Carbone stated that 11 revised policies are on the agenda tonight. He asked that all Board Member please review the policies prior to the second reading, as that is when the policies are being approved.

#### SUPERINTENDENT UPDATE

Dr. Rovtar reported we received the preliminary ASK results and should get the detailed results tomorrow. The reports for parents will not be available until September 2.

The faculty is due back on September 6 and the students will return on September 8. There are 24 preschool students, (17 general education tuition), 81 kindergarten students and 68 first grade students registered for Gillette School.

#### ADMINISTRATORS AND SUPERVISORS UPDATES

Dr. Rovtar said that Mrs. Dawson and Mr. Villar have completed their schedules and they are ready to be sent out to parents.

Dr. Jones reported all curriculum materials are in and she has training set up for teachers. Grades 6-8 have new reading and writing programs and also social study programs. Teacher placement letters will be sent home on August 26. Information on Gillette Back to School Night will be included. Updated information about Gillette School has been posted on the website including the hours, first day of school information, supply lists, and the calendar for September with activities and dates.

Mr. Blinder reported that teachers requested training in software and he found an online program that offers various tutorials that are user friendly. It is free to use and Dr. Rovtar sent the information out to teachers so they can access it now. Mr. Blinder is almost finished installing smart boards and projectors. All of the new technology equipment has been installed in the STAR classroom and is operational. Computer replacement is continuing in the schools.

BOARD SECRETARY’S UPDATE

Mr. Esposito reported that bus passes will be mailed on Friday. He has received notification about a number of up coming NJ School Boards programs on public relations and negotiations. If any Board Members are interested in attending, please let him know. The Atlantic City Convention will be held October 24 through October 26. If Board Members plan to attend, please let him know. Mr. Esposito can let individual Board Members know what mandatory training they need to take this 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 27, 2011 – Regular Meeting – Public Session

Motion carried 4-0-4. Ms. Barone, Mr. Blocker, Mr. Meringolo and Dr. Rae abstained.

July 18, 2011 – Worksession/Regular Meeting – Public Session

Motion carried 6-0-2. Mr. Meringolo and Mr. Russo abstained.

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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.

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 July 15 and 29, 2011 and the List of Bills for July 13, 26, 28 and August 1 and 22, 2011 (attached):

APPROVAL OF  
BILLS LIST

Payroll for July 15, 2011

Fund 10	\$ 8,563.09
Current Expense-Fund 11	\$186,032.71
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$194,595.80

Payroll for July 29, 2011

Fund 10	\$ 8,929.66
Current Expense-Fund 11	\$173,441.83
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$182,371.49

Bills List for July 13, 2011

Fund 10	\$ -0-
Current Expense-Fund 11	\$120,763.45
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$120,763.45

Bills List for July 26, 2011

Fund 10	\$ -0-
Current Expense-Fund 11	\$ 774.97
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$ 774.97

## Bills List for July 28, 2011

Fund 10	\$ -0-
Current Expense-Fund 11	\$122,009.66
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$122,009.66

## Bills List for August 1, 2011

Fund 10	\$ -0-
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	\$ 31,394.00
Total	\$ 31,394.00

## Bills List for August 22, 2011

Fund 10	\$ 45,933.19
Current Expense-Fund 11	\$347,993.84
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$393,927.03

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, 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  
CERTIFICATIONS  
JUNE, 2011

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, 2011.

APPROVAL OF  
BD. SEC. & TREAS.  
REPORT,  
JUNE, 2011

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, 2011.

APPROVAL OF JUNE TRANSFERS

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve an agreement with the Board of Education of Pittsgrove, New Jersey to purchase paper, materials and supplies as part of a purchasing consortium comprised of school districts throughout the State.

APPROVAL OF PAPER PURCHASE

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accept the following funds for the 2011-2012 school year:

ACCEPTANCE OF NON PUBLIC FUNDS

Chapter 192	\$ 5,917	Non-Public Textbooks	\$ 9,482
Chapter 193	\$34,671	Non-Public Nursing	\$13,545

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, authorize the submission of an amendment to the district's Fiscal Year 2011 IDEA Application to reflect the carryover of \$238,780 in Federal IDEA ARRA monies which were expended during the 2010-2011 school year.

APPROVAL OF CARRYOVER FUNDS

It was moved by Mr. Meringolo and seconded by Mr. Carbone that the Long Hill Township Board of Education amend resolution #9 to correct the dollar amount allocated to St. Vincent's. Motion carried 8-0.

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 2012 No Child Left Behind Grant Application in the following amounts as provided by the New Jersey Department of Education. The Title III monies will be administered through a Consortium with another school district.

APPROVAL OF NCLB APPLICATION

Title IIA	(Professional Development)	
	Long Hill Township School District	\$18,097.00
	St. Vincent de Paul School	\$ 3,633.00
Title III	(English Language Acquisition)	\$ 4,292.00

ROLL CALL VOTE on resolutions 2,3,4,5,6,7,8,9:

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

NO: None.

Resolutions 2,3,4,5,6,7,8,9 carried 8-0.

It was moved by Mrs. Nyquist and seconded by Mr. Carbone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 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.

10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transportation contract with MUJC for the following Regular Year Regular Education bus routes in 2011-2012:

APPROVAL OF  
MUJC BUS  
ROUTES

Regular Education: Regular Year

<u>Route</u>	<u>Destination</u>	<u>Annual Cost</u>
_917	Gillette-K	\$19,980.80
918	Gillette-K	\$19,980.80
919	Gillette-K	\$22,325.40
933	GM-7	\$35,478.00
940	CSV-1/GM-9	\$43,362.00
967	CSV-5/GM-5	\$46,944.00
981	CSV-4/GM-1	\$37,602.00
Total Regular.Ed./Regular Year		\$225,673.00



11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transportation contract with MUJC for the following Regular Year Special Education bus routes in 2011-12:

APPROVAL OF  
MUJC BUS  
ROUTES

Special Education: Regular Year

<u>Route</u>	<u>Destination</u>	<u>Annual Cost</u>
929	Montgomery Academy	\$17,583.39
934	ECLC	\$40,934.45
941	SKIP	\$80,532.00
954	Midland School	\$37,461.16
980	P.G. Chambers School	TBD
983	DLC-Warren	\$20,018.90

Total Spec. Ed./Regular Year                      \$196,529.90

12. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transportation contract with Dealaman Enterprises for the following Regular Education bus routes in School Year 2011-12:

APPROVAL OF  
DEALAMAN  
BUS ROUTES

Contract 01-01

<u>Route</u>	<u>Cost</u>
CSV-3	\$22,130.95
GM-8	\$22,301.62
Total	\$44,432.57

Contract 02-01

<u>Route</u>	<u>Cost</u>
GM-10	\$38,969.66
GM-11	\$32,684.23
GM-12	\$32,684.23
Total	\$104,338.12

Contract CP2

<u>Route</u>	<u>Cost</u>
CSV-2	\$21,923.39
CSV-6	\$21,791.93
CSV-7	\$21,856.60
GM-2	\$22,244.59
GM-4	\$22,373.92
Total	\$110,190.43

13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transportation contract with MUJC for the following Extended Year 2011 Special Education bus routes:

APPROVAL OF  
MUJC BUS  
ROUTES

Special Education: Extended Year

<u>Route</u>	<u>Destination</u>	<u>Annual Cost</u>
901S	Gillette-ESY	\$4,508.00
903S	ECLC	\$4,455.89
906S	SKIP-ESY	\$6,753.20
921S	Montgomery Academy	\$2,476.74
931S	SKIP-ESY	\$8,240.00
950S	DLC-Warren	\$3,845.43
954S	Midland School	\$4,205.86
Total Spec.Ed./Extended Year		\$34,485.12

14. 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 10,11,12,13,14:

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

NO: None.

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

It was moved by Mr. Carbone and seconded by Ms. Barone 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 Superintendent, the Director of Special Services, and the Business Administrator, approve the continuation of home instruction for student #8487305914 beginning September 8, 2011 and continuing through November 11, 2011. Instruction is to be provided by Mrs. Maureen Furlong.

APPROVAL OF HOME INSTRUCTION

16. 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 Mrs. Michelle Lawton, a Behavioral Consultant, to provide 200 hours of behavioral consultation services for the 2011-2012 school year, at the rate of \$125.00 per hour. Cost not to exceed \$25,000.00.

APPROVAL OF CONSULTATION SERVICES

17. 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 Ms. Anne Elmowitz, a Wilson Language and Reading Consultant, to provide 3 one hour sessions of individual instruction per week at the rate of \$75.00 per hour. Services will be provided to student #9001026117, at Central School for the 2011-2012 school year. Cost not to exceed \$9000.00.

APPROVAL OF INDIVIDUAL INSTRUCTION

ROLL CALL VOTE on resolutions 15,16,17:

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

NO: None.  
Resolutions 15,16,17 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 18,19,20,21,22,23.

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 excepted actions will be entertained.

18. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accept the resignation of Danielle Sisto from the position of part time teacher assistant at Central Middle School for the 2011-2012 school year.

ACCEPTANCE OF  
D. SISTO

19. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator and the Principals, approve the following appointments for the 2011-2012 school year:

D. REISS AND  
N. PERALTA  
APPOINTED

Deborah Reiss – Teacher Assistant – Central School  
Part Time .50 – Step 1 - \$15,434.00

Nancy Peralta – Health and Physical Education Teacher –  
Central School – Part Time .20 – Step 1 MA - \$10,041.00

20. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a revision to the salary guide placement for Kristine Tucker, Teacher of Language Arts at Central School, for the 2011-2012 school year. The revision is based on official graduate transcripts submitted. The revised placement is Step 9 MA+30 – \$62,855.00.

APPROVAL OF  
SALARY GUIDE  
REVISION

21. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, Business Administrator and Middle School Principal, approve the following appointments for the 2011-2012 school year:

APPROVAL OF  
STIPEND  
POSITIONS

<u>Sport/Activity</u>	<u>Advisor</u>	<u>Stipend</u>
Cheerleading Advisor	Lori-Ann Eorio	\$2,192.25*
Director of Athletics	Maura Millman	\$4,310.00**

\*Stipends to be paid from pay to play fees paid and SPORT organization contributions.

\*\*Salary revised to reflect additional contribution from SPORT.

22. 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 2011-2012 school year:

APPROVAL OF INTERNSHIPS

- Carolyn March – Student Teaching Internship – Gillette School – Fall 2011
- Elizabeth Wheeler – Student Teaching Internship – Millington School – Fall 2011

23. 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 Teacher list for the 2011-2012 school year:

APPROVAL OF SUBSTITUTES

- Elizabeth Wheeler
- Michelle Antonelli
- Keli Leunes

ROLL CALL VOTE on resolutions 18,19,20,21,22,23:

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

NO: None.

Resolutions 18,19,20,21,22,23 carried 8-0.



24. It was moved by Dr. Rae and seconded by Mr. Carbone that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Policy Committee, approve the following revised policies on a first reading:

- 4112.6 Personnel Records – Certified Staff
- 4212.6 Personnel Records – Non-Certified Staff
- 5119 Transfers
- 5120 Assessment of Individual Needs
- 5143 School Insurance
- 5145.6 Student Grievance Procedure
- 6114 Emergencies and Disaster Preparedness

- 6122            Articulation
- 6140            Curriculum Adoption
- 9020            Board Communications
- 9330            Open Public Records Act

ROLL CALL VOTE on resolution 24:

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

NO:    None.  
Resolution #24 carried 8-0.

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ITEMS FOR DISCUSSION

OLD BUSINESS

Mrs. Scanlon reminded Board Members that they must be fingerprinted.

NEW BUSINESS: None.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mr. Meringolo and seconded by Mr.  
Carbone that the meeting adjourn. Motion carried 8-0.  
Meeting adjourned at 8:47 p.m.

ADJOURNMENT

FUTURE MEETING DATES

- September 12, 2011 – Worksession Meeting – Township Administration Building – 7:30 p.m.
- September 26, 2011 – Regular Meeting – Township Administration Building – 7:30 p.m.

Respectfully submitted,

John Esposito  
Business Administrator/Board Secretary

René Rovtar, Ed.D.  
Superintendent of Schools

JE:mh

