

**LONG HILL TOWNSHIP BOARD OF EDUCATION
WORKSESSION MEETING
Long Hill Township Municipal Building
June 11, 2012
7:30 p.m.**

AGENDA

CALL TO ORDER

ROLL CALL

**Ms. Barone
Mr. Blocker
Mr. Carbone, Sr.**

**Mr. LoCascio
Mr. Meringolo
Ms. Nyquist**

**Dr. Rae
Mr. Russo
Mrs. Scanlon**

PLEDGE OF ALLEGIANCE

MEETING NOTICE

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

BOARD COMMITTEE REPORTS

SUPERINTENDENT'S UPDATE

**Make a Difference Award – Karen Freeman
Update on 2011-2012 District Goals**

ADMINISTRATORS AND SUPERVISORS UPDATES

BOARD SECRETARY'S UPDATE

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.

RESOLUTIONS

Minutes

- 1. RESOLVED that the following minutes of the Long Hill Township Board of Education be accepted as presented and made part of the public record:

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

ACTION OF THE BOARD _____

Financials

- 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 (as attached):

<u>Payroll 5-15-12</u>	
Fund 10	\$22,468.17
Current Expense - Fund 11	\$385,582.42
Capital Outlay - Fund 12	\$0.00
Special Revenue Fund - Fund 20	\$0.00
Capital Projects - Fund 30	\$0.00
Debt Services - Fund 40	<u>\$0.00</u>
TOTAL	\$408,050.59

<u>Payroll 5-30-12</u>	
Fund 10	\$22,722.35
Current Expense - Fund 11	\$375,606.88
Capital Outlay - Fund 12	\$0.00
Special Revenue Fund - Fund 20	\$0.00
Capital Projects - Fund 30	\$0.00
Debt Services - Fund 40	<u>\$0.00</u>
TOTAL	\$398,329.23

<u>Bills 5-24-12</u>	
Fund 10	\$0.00
Current Expense - Fund 11	\$301.20
Capital Outlay - Fund 12	\$0.00
Special Revenue Fund - Fund 20	\$0.00
Capital Projects - Fund 30	\$0.00
Debt Services - Fund 40	<u>\$0.00</u>
TOTAL	\$301.20

<u>Bills 5-29-12</u>	
Fund 10	\$0.00
Current Expense - Fund 11	\$524.07
Capital Outlay - Fund 12	\$0.00
Special Revenue Fund - Fund 20	\$0.00
Capital Projects - Fund 30	\$0.00
Debt Services - Fund 40	<u>\$0.00</u>
TOTAL	\$524.07

<u>Bills 6-1-12</u>	
Fund 10	\$0.00
Current Expense - Fund 11	\$138,198.90
Capital Outlay - Fund 12	\$0.00
Special Revenue Fund - Fund 20	\$0.00
Capital Projects - Fund 30	\$0.00
Debt Services - Fund 40	<u>\$0.00</u>
TOTAL	\$138,198.90

<u>Bills 6-11-12</u>	
Fund 10	\$0.00
Current Expense - Fund 11	\$238,165.90
Capital Outlay - Fund 12	\$0.00
Special Revenue Fund - Fund 20	\$14,631.15
Capital Projects - Fund 30	\$0.00
Debt Services - Fund 40	<u>\$0.00</u>
TOTAL	\$252,797.05

ACTION OF THE BOARD _____

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.

ACTION OF THE BOARD _____

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.

ACTION OF THE BOARD _____

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.

ACTION OF THE BOARD _____

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.

ACTION OF THE BOARD _____

Special Education

7. RESOLVED that the Long Hill 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.

ACTION OF THE BOARD _____

8. RESOLVED that the Long Hill 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.

ACTION OF THE BOARD _____

9. RESOLVED that the Long Hill 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.

ACTION OF THE BOARD _____

10. RESOLVED that the Long Hill 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.

ACTION OF THE BOARD _____

Personnel

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.

ACTION OF THE BOARD _____

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.

ACTION OF THE BOARD _____

13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent 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.

ACTION OF THE BOARD _____

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) placement for the 2012-2013 school year:

Leslie Kepner Elementary Art

Fall 2012

ACTION OF THE BOARD _____

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.

Carolyn Mazzucco (substitute secretary)

ACTION OF THE BOARD _____

Curriculum

16. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of Superintendent, the Business Administrator and the Building Principal, approve the field trip listed below:

March 18 and 22, 2013 Fifth Grade Students
9:15 a.m. to 3:00 p.m.
\$35.00 per student – parent paid

Buehler Science Center
Paramus, NJ
106 students, 5 teacher, teacher
assistants and school nurse

ACTION OF THE BOARD _____

Policy

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

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

ACTION OF THE BOARD _____

ITEMS FOR DISCUSSION

OLD BUSINESS

NEW BUSINESS

COMMENTS FROM THE PUBLIC

PRIVATE SESSION

The Board shall 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.

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.