

**LONG HILL TOWNSHIP BOARD OF EDUCATION  
SPECIAL MEETING  
Board Conference Room – Gillette School  
June 18, 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 April 30, 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**

**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.

**BOARD SELF-EVALUATION AND GOAL SETTING**

Facilitated by Joanne Borin of the New Jersey School Boards Association

## RESOLUTIONS

### Financial

1. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve an agreement with Parette Somjen Architects (PSA) to provide professional services for the Gillette School Roof Replacement and Central School Gymnasium Lighting Replacement. Under the agreement, PSA will:
  - Prepare and submit all required forms to the New Jersey Department of Education; and coordinate all paperwork with the district's Long-Range Facility Plan
  - Create construction and engineering documents based on the approved design
  - Assist the Board with the bidding process, procuring contractors and pre-qualifying bidders
  - Perform up to eight on-site observations during construction to monitor the progress of the work and report back to the Board

More specific information regarding services and reporting to be provided by PSA are detailed in the proposal dated May 25, 2012. The cost of all services for the Gillette Roof Project is \$20,000. The fee for the Central Lighting Project is \$6,700. Reimbursable expenses (e.g. printing, deliveries, etc.) are excluded and will be billed separately.

ACTION OF THE BOARD \_\_\_\_\_

2. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the submission of an Application for Dual Use of Educational Space for Room 8 at Gillette School which is being used as the Basic Skills/ESL classroom. Approval for dual use is requested for the 2012-2013 school year.

ACTION OF THE BOARD \_\_\_\_\_

3. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, renew the contract with Bollinger Student Accident Insurance for the 2012-2013 school year. (Note: Parents who choose to purchase student insurance pay the entire premium. There is no cost to the Board of Education.)

ACTION OF THE BOARD \_\_\_\_\_

4. RESOLVED that the Long Hill Township Board of Education upon the recommendation of the Superintendent and the Business Administrator, enter into the following agreement with the Board of Education of the Township of Pittsgrove for the 2012-13 school year:

- A. N.J.S.A. 18A:18A-11 authorizes joint purchasing by educational districts.
- B. Pittsgrove purchases paper, materials, and supplies on a regular basis.
- C. Long Hill School District wishes to join with Pittsgrove to purchase paper, materials, and supplies.

NOW THEREFORE, in consideration of the premises and the covenants hereinafter set forth, the parties agree as follows:

- 1. Pittsgrove and the Long Hill School District shall from time to time purchase paper, materials, and supplies.
- 2. Pittsgrove will be responsible for preparing the quotes, specifications, and bid documents and supervising the receiving of bids/quotes.
- 3. The bids/quotes will be in the name of Pittsgrove.
- 4. Pittsgrove will have the right to accept or reject any bids/quotes as to items where it is the sole purchaser or where it is a joint purchaser with the Long Hill School District.
- 5. The Long Hill School District shall have the right to accept or reject any item where it is the sole purchaser of an item.
- 6. The Long Hill School District shall pay Pittsgrove directly for those items (or portions thereof) which they purchase.

ACTION OF THE BOARD \_\_\_\_\_

5. On June 1, 2012, the Long Hill Township Board of Education received proposals for the performance of an energy audit in all three school buildings. Below is a summary of the proposals received:

CDM Smith	\$24,925.00
Steven Winter Associates	\$18,547.00
CHA	\$15,575.00
Concord Engineering	\$15,299.00

Based upon the review of the proposals by the Superintendent, Business Administrator and TRC, the management firm for the New Jersey Board of Public Utilities Clean Energy Program, a contract shall be awarded to the low bidder, Concord Engineering.

RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, award a contract in the amount of \$15,299.00 for the performance of an energy audit for the Long Hill Township School District to Concord Engineering.

ACTION OF THE BOARD \_\_\_\_\_

6. On June 3, 2012, the Long Hill Township Board of Education received proposals for the provision of a Teacher Observation and Evaluation System. Below is a summary of the proposals received:

Teachscape	\$142,903.00
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Based upon the review of the proposals by the Superintendent and Business Administrator, a contract shall be awarded to the low bidder, Teachscape..

RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, award a contract in the amount of \$142,903.00 for the provision of a Teacher Observation and Evaluation System for the consortium of districts comprised of Green Brook, Long Hill Township, Warren Township, Watchung Borough and Watchung Hills Regional High School to Teachscape, Inc. It is noted that if EE4NJ grant funding is not received, the cost of this contract shall be shared between the five districts names above.

ACTION OF THE BOARD \_\_\_\_\_

**Curriculum**

7. 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:

June 18, 2012 10:00 to 11:30 a.m. Bus paid by music fundraiser	Sixth Grade Band Students	Berkeley Heights Nursing Home Berkeley Heights, NJ 35 students, 1 teacher and 5 parent chaperones
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ACTION OF THE BOARD \_\_\_\_\_

**Personnel**

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a payment to Marcie Skrobacz in the amount of \$413.19 for nursing services provided in conjunction with the music trip on June 1, 2012.

ACTION OF THE BOARD \_\_\_\_\_

**ITEMS FOR DISCUSSION**

**OLD BUSINESS**

**NEW BUSINESS**

**COMMENTS FROM THE PUBLIC**

**ADJOURNMENT**

**FUTURE MEETING DATES**

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.