

**LONG HILL TOWNSHIP BOARD OF EDUCATION  
WORKSESSION AND REGULAR MEETING  
Long Hill Township Administration Building  
July 19, 2010  
7:30 p.m.**

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

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

Mr. Meringolo  
Mrs. Nyquist  
Dr. Rae

Mr. Russo  
Dr. Verlezza  
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 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**

**BOARD COMMITTEE REPORTS**

**SUPERINTENDENT'S UPDATE**

**ADMINISTRATORS AND TECHNOLOGY COORDINATOR'S 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:

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

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

### Financials

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 (as attached):

Payroll for June 15, 2010	
Fund 10	\$ 23,511.93
Current Expense-Fund 11	\$ 395,602.82
Capital Outlay-Fund 12	\$ -
Special Revenue Fund-Fund 20	\$ 1,375.00
Capital Projects-Fund 30	\$ -
Debt Services – Fund 40	\$ -
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	\$ -
Special Revenue Fund-Fund 20	\$ -
Capital Projects-Fund 30	\$ -
Debt Services – Fund 40	\$ -
Total	\$ 503,766.84

Bill List for June 30, 2010	
Fund 10	\$ -
Current Expense-Fund 11	\$ 108,809.19
Capital Outlay-Fund 12	\$ -
Special Revenue Fund-Fund 20	\$ 12,354.68
Capital Projects-Fund 30	\$ -
Debt Services – Fund 40	\$ -
Total	\$ 121,163.87

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 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.

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 May 31, 2010.

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 May 31, 2010.

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 following resolution regarding school 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 \$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.

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

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

This Agreement, made this first day of July, 2010, by and between: Monmouth-Ocean Educational Services Commission, with officer 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.

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

**Personnel**

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 internship (student teaching) placements for the 2010-2011 school year:

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

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

9. RESOLVED that the Long Hill 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.

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

10. RESOLVED that the Long Hill 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.

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

11. RESOLVED that the Long Hill 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.

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

12. RESOLVED that the Long Hill 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:

Dena Wells	Monique Kaye
Nicole Fortier	Christina Lattoz
Donna Schmitz	Katie Frees

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

13. RESOLVED that the Long Hill 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.

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

14. RESOLVED that the Long Hill 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:

Frank Sedita

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

**Policy**

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:

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

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

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:

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

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

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

4118.3JD	Athletic Director
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ACTION OF THE BOARD \_\_\_\_\_

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:

4213/4214	Assignment;Transfer
4215	Supervision
4216	Evaluation

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

**Other**

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.

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

**ITEMS FOR DISCUSSION**

**OLD BUSINESS**

**NEW BUSINESS**

**COMMENTS FROM THE PUBLIC**

**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.