

**LONG HILL TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING
Long Hill Township Municipal Building
June 24, 2013
7:30 P.M.**

AGENDA

CALL TO ORDER

ROLL CALL

**Ms. Barone
Mr. Blocker
Mr. Brown**

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

**Mr. Russo
Mr. Stevens
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 January 3, 2013. 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 OF EDUCATION SELF- EVALUATION AND GOAL SETTING

The Board Self-Evaluation and Goal Setting will take place between 6:00 and 7:30 p.m. and will be facilitated by Gwen Thornton, NJSBA Field Service Representative.

The Regular Meeting will begin at 7:30 p.m.

BOARD COMMITTEE REPORTS

SUPERINTENDENT'S UPDATE

Update on 2012-2013 District Goals

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 10, 2013 Worksession Meeting – Public Session

ACTION OF THE BOARD _____

Financials

2. RESOLVED that the Long Hill Township Board of Education approve the payroll for June 14, 2013, and the List of Bills for June 11, 15 and 20, 2013 for payment as follows (as attached):

Payroll June 14, 2013	Amount
Fund 10	\$ 23,237.38
Current Expense - Fund 11	\$ 491,421.24
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
TOTAL	\$ 514,658.62

Bills List of June 15, 2013	Amount
Fund 10	\$ -
Current Expense - Fund 11	\$ 157,434.93
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
TOTAL	\$ 157,434.93

Bills List of June 11, 2013	Amount
Fund 10	\$ -
Current Expense - Fund 11	\$ 2,100.00
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
TOTAL	\$ 2,100.00

Bills List of June 20, 2013	Amount
Fund 10	\$ -
Current Expense - Fund 11	\$ 4,675.00
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
TOTAL	\$ 4,675.00

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 2013-2014 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. WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Long Hill Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Long Hill Township Board of Education has determined that up to \$500,000 is available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Long Hill Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

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 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 2013-2014 school year.

ACTION OF THE BOARD _____

6. 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 2013-14 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 _____

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transportation contract with Somerset County Educational Services for the following Special Education: Extended Year bus routes in 2013-14:

<u>Destination</u>	<u>Total Route Cost</u>
UMDNJ	\$720.59

RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for February 28, 2013.

ACTION OF THE BOARD _____

8. RESOLVED that the Long Hill Township Board of Education, pursuant to N.J.A.C. 6:20-2.13 (E), certifies that as of February 28, 2013 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 _____

9. 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 February 28, 2013.

ACTION OF THE BOARD _____

- 10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, renew the contract with the Unum Insurance Company of America for Limited Temporary Disability coverage of district administrators for the 2013-2014 school year. There is no change in the premium cost of the coverage.

Coverage	Inforce Rate	Renewal Rate	Rate Guarantee
LTD	Age Banded	No Change	07/01/2014

ACTION OF THE BOARD _____

- 11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, renew the contract with Delta Dental for the 2013-2014 school year. There is a decrease of (-4.3%) in the premium cost of the coverage.

	Premium Rates		
	Current	2013-14	Change
One Party	\$52.34	\$50.02	(-4.43%)
Family	\$137.64	\$131.54	(-4.43%)

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 the submission of the Fiscal Year 2014 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 the School District of the Chathams.

Title IIA (Professional Development)	
Long Hill Township School District	\$16,502.00
St. Vincent de Paul School	\$ 3,100.00
Title III (English Language Acquisition)	\$ 4,892.00

BE IT FURTHER RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the refusal of Title I funds in the amount of \$11,035.00 for the Fiscal Year 2014 No Child Left Behind Grant.

ACTION OF THE BOARD _____

13. 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 2014 IDEA Grant Application in the following amounts as provided by the New Jersey Department of Education.

Preschool	Long Hill Township School District	\$ 11,091.00
Basic		
	Long Hill Township School District	\$183,064.00
	St. Vincent de Paul School	\$ 25,983.00

ACTION OF THE BOARD _____

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.

ACTION OF THE BOARD _____

Buildings and Grounds

15. Resolved that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the Resolution for the submission of a ROD Grant Application for the HVAC project (wording expected to be provided by the district's bond counsel for Monday evening)

ACTION OF THE BOARD _____

Personnel

16. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accept the resignation of Kristine Tucker from the position of Central Middle School 7th Grade Language Arts Teacher effective June 30, 2013.

ACTION OF THE BOARD _____

17. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, certifies completion and authorizes submission of Merit Goal #1 for René Rovtar, as listed below, to the Morris Executive County Superintendent of Schools.

Full pilot implementation of the new Teacher Evaluation System during the 2012-2013 school year, including all of the necessary training for administrators and teaching staff members and the increased number of staff observations as set for in the Notice of Grant Opportunity document for the pilot districts. While the Long Hill District was not awarded a pilot grant, the district is fully implementing the pilot during the 2012-2013 school year. This is above what is required for non-pilot districts in the state.

ACTION OF THE BOARD _____

18. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, revise the appointment of Suzanne Parker, Special Education Teacher at Central School from Part Time [PCR CMS0000039] to Full Time [PCR CMS0000034] for the 2013-2014 School Year at the Step 2 MA salary of \$52,478.00.

ACTION OF THE BOARD _____

19. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Tara Stepanian, Part Time (.50) Special Education Teacher at Central School [PCR CMS0000039] for the 2013-2014 School Year at the Step 6 MA salary of \$58,252.00, prorated to \$29,216.00.

ACTION OF THE BOARD _____

20. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Deborah Celmer, Reading Teacher at Central School, [PCR CMS0000013] for the 2013-2014 School Year at the Step 5 MA salary of \$56,748.00.

ACTION OF THE BOARD _____

21. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Karen Unger, Maternity Leave Replacement ESL Teacher, [PCR CMS0000021] for the 2013-2014 School Year at the Step 5 MA salary of \$51,800.00.

ACTION OF THE BOARD _____

22. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of _____ (name to be supplied at the Board meeting on Monday, June 24th), Part Time (.52) Spanish Teacher at Millington School, [PCR MES0000019] for the 2013-2014 School Year at the Step _____ salary of \$_____.

ACTION OF THE BOARD _____

23. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the advancement on the salary guide for Jessica Coletta, Occupational Therapist [PCR SS0000002], from Step 14 BA to Step 14 BA+30/MA with an annual salary of \$80,917.00 for the 2013-2014 school year.

ACTION OF THE BOARD _____

24. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment Madeline Taylor as Gillette School playground/recess aide for the 2013-2014 school year at the rate of \$10.00 per hour.

ACTION OF THE BOARD _____

25. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment Neil Henry as Treasurer of School Monies for the 2013-2014 school year at an annual salary of \$5,575.00.

ACTION OF THE BOARD _____

26. RESOLVED that the Long Hill Board of Education, upon the recommendation of the Superintendent, the Business Administrator and the Technology Coordinator, approve the continued appointment of Toni Ortu to serve as Technology Service Provider on as needed basis from July 1, 2013 through December 31, 2013 at an hourly rate of \$22.00, not to exceed \$4,400.00.

ACTION OF THE BOARD _____

Curriculum

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

June 24, 2013
6:30 p.m. to 7:30 p.m.
No cost

6th Grade Music Students

Berkeley Convalescent Center
Berkeley Heights, NJ
30 students, 1 teacher and 4
parents

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 from the Superintendent on one incident of harassment, intimidation and bullying. It is anticipated that the private session will last no more than one hour. No action is anticipated this evening.

ADJOURNMENT

FUTURE MEETING DATES

July 15, 2013 – Worksession/Regular Meeting– 7:30 p.m. – Township Municipal Building
August 19, 2013 – Worksession/Regular Meeting– 7:30 p.m. – Township Municipal Building