

LONG HILL TOWNSHIP BOARD OF EDUCATION
WORKSESSION MEETING
November 11, 2013

The Long Hill Township Board of Education held a Worksession Meeting on Monday, November 11, 2013 in the Long Hill Township Town Hall. The meeting was called to order by Board President Lisa Scanlon at 7:30 p.m.

MEMBERS PRESENT: Ms. Barone, Mr. Blocker, Mr. Brown, Mr. Carn, Mr. LoCascio, Ms. Nyquist, Mr. Russo, Mr. Stevens, Mrs. Scanlon.

MEMBERS ABSENT: None.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools
Mr. Esposito, Business Administrator/Board Secretary
Mr. Blinder, Technology Coordinator
Dr. Jones, Gillette Principal/Curriculum Director
Mrs. Dawson, Millington School Principal
Mr. Villar, Central School Principal
Mrs. Franklin, LHEA President
Dr. Grip, Statistical Forecasting

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 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: Mrs. Scanlon noted that she had received information from the New Jersey Schools Boards Association regarding the various services that they can provide to local boards of education. She also mentioned that earlier today the Township had conducted the formal dedication ceremony for the Matthew G. Kantor Memorial Field. The dedication program was scheduled to be rebroadcast on LHTV after the board meeting this evening.

BOARD COMMITTEE REPORTS

Finance – Mr. Blocker stated that numbers 2 through 8 on the Finance agenda have been reviewed and are recommended for approval.

Policy– Ms. Barone reported that there are a number of policies that are recommended for re adoption this evening.

WHRHS Liaison – Ms. Nyquist stated that she was unable to attend the last meeting but she reviewed the agenda and there was nothing of any import for the district.

Educational Services Commission of Morris County – Ms. Nyquist indicated that the administration is reviewing the services provided through Link-It to analyze how the services compare to data analysis that is available through the New Jersey Department of Education. They are also exploring the concept of providing additional bandwidth for districts that might need it in order to be able to administer the online PARCC assessments to their students.

SUPERINTENDENT'S UPDATE

Dr. Rovtar introduced Dr. Richard Grip, of Statistical Forecasting, who presented an overview of the recently completed Demographic Study for 2014-2015 through 2018-2019. A copy of the study and Dr. Grip's PowerPoint presentation are available on the district website.

ADMINISTRATORS AND SUPERVISORS UPDATES

Millington School

Mrs. Dawson welcomed Mr. Carn to the Board. She reported on the following at Millington School:

- The school held its annual Veterans Day Assembly this morning. 10 Veterans and their guests were in attendance. A big thank-you to Mr. Rideout for working with the students in preparation for the assembly.
- On November 13th the first marking period ends.
- Picture Retake is on Wednesday, November 20th.
- On Wednesday, November 27th there is a 4 hour day. Dismissal will be at 1:25.
- Friday, December 6th is the next PTO spirit day. Students should wear their favorite sweatshirt to school.
- The PTO coat drive starts December 6th and will run until December 20th.
- Mrs. Dawson noted that she met with each teacher on at least two occasions to discuss ideas for their SGOs, which were due to her at the end of October. They were compiled and forwarded to Dr. Rovtar. Teacher observations have been ongoing also and Mrs. Dawson noted that her focus over the first two months of school has been mainly tied to these two tasks.

Central School

Mr. Villar reported on the following events at Central School:

- The annual magazine drive raised about \$3700 total, with \$3200 dedicated to individual students to be applied to their Washington, D.C. trip expenses. The 8th grade trip to Washington, DC will take place on June 5th and 6th.
- Mr. Villar noted that the boys soccer team played in the championship game of the Greater Morris County Soccer Tournament and he congratulated the team and Coach Lisbona on a very strong

performance in the tournament.

- Winter sports tryouts will be occurring.
- Parent/Teacher conferences were held on Nov. 4, 5 and 6. The staff of CMS met with the parents of 35 students.
- CMS held its Halloween Parade and Costume Contest on October 31st. Over 150 students participated in the costume parade.
- The first marking period ends of Nov. 13.
- Mr. Villar congratulated Meghan Nida, an 8th grade Central Middle School student, who is a winner of the Malala Essay Contest, sponsored by Scholastic/Scope Magazine. Meghan's prizes were a copy of "Words in the Dust," by Trent Reedy and a \$100 donation made in her name to the Malala Fund.

Gillette School/Curriculum

Dr. Jones reported that the Gillette School Halloween parade went well. She thanked the Long Hill Police Department for their presence. Gillette School held parent/teacher conferences last week. This Wednesday the school will have a PTO assembly titled Simon Sez. This Thursday the first grade students will have Mix It Up Lunch Day, where students can sit at other tables rather than with their own class. The Gillette School Thanksgiving Feast for grades K and 1 will be held on November 26th.

Dr. Jones presented a flex day to the middle school math teachers with a representative from Holt, the textbook publisher, last week. She is presenting another flex day on the November 21st. She will be attending the MUJC Elementary Principals Sub Committee meeting on the 21st as well as the Morris County Anti Bullying Coordinator's Meeting in East Hanover on the 14th. The district has a Curriculum Monday scheduled for teachers after school on November 25th. Dr. Jones will also be attending the regional sending districts' curriculum meeting on November 26th.

Technology

Mr. Blinder reported that the new Millington Computer Lab has been finalized. All of the new equipment including, the furniture, computers, the Smart Board, etc. are all installed and ready for use. There are 29 stations in the new lab, 25 stations in the grades 2/3 lab and 28 in the grade 5 lab.

BUSINESS ADMINISTRATOR/BOARD SECRETARY'S UPDATE

Mr. Esposito stated that the auditor will be making his presentation at the December 16th meeting. He noted he submitted the District Report of Transported Resident Students(DRTRS). In total, there are 517 students transported by the district. 377 of these students are on regular bus routes. There are 76 students attending private schools whose parents receive an aid-in-lieu of transportation payment because no bus route is provided. There are also 4 charter school students who receive aid-in-lieu of transportation payments. 42 students who attend St. Vincent de Paul School are transported on our routes. There are also 18 special education students receiving transportation.

The M-1 and the Comprehensive Maintenance Plan(CMP), which are on the agenda tonight, are submitted each year to the Department of Education. They are meant to be a broad, general outline of yearly maintenance and repairs and are not a list of priorities or work that must be completed over the course of a 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 #1130, 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. LoCascio and seconded by Ms. Barone that the following minutes of the Long Hill Township Board of Education be accepted as presented and made part of the public record:

October 28, 2013 Regular Meeting – Public Session

ROLL CALL VOTE on resolution #1:

YES: Mr. Blocker Ms. Nyquist
Mr. Brown Mr. Russo
Mr. Carn Ms. Barone
Mr. LoCascio Mrs. Scanlon

NO: None.

Mr. Stevens abstained.

Resolution #1 carried 8-0-1.

APPROVAL OF
MINUTES

It was moved by Mr. Blocker and seconded by Ms. Barone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 2,3,4,5,6,7,8.

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, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for September 30, 2013.

APPROVAL OF
SEPTEMBER, 2013
TRANSFERS

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 September 30, 2013 after review of the Board Secretary's monthly financial report (appropriations section) and upon

APPROVAL OF
FINANCIAL
CERTIFICATIONS
SEPTEMBER, 2013

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.

4. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accept the financial reports of the Board Secretary and Treasurer of School Funds for the month ending September 30, 2013.

APPROVAL OF BD. SEC & TREAS. REPORT, SEPTEMBER, 2013

5. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the following resolution regarding the cancellation of outstanding checks:

APPROVAL OF CANCELLATION OF OUTSTANDING CHECKS

Whereas, there are outstanding checks which were drawn upon the General Account and Payroll Account; and

Whereas, said checks have been outstanding for more than twelve (12) months, and;

Whereas, the School Business Administrator is desirous of voiding said checks;

Now Therefore, Be It Resolved, by the Long Hill Township Board of Education that the following outstanding checks be cancelled and the School Business Administrator is authorized and directed to void said checks:

General Account		Payroll Account	
Check #	Amount	Check #	Amount
33370	\$2,750.00	19441	\$136.22
33517	\$60.62	19999	\$13.54
		20066	\$27.09
		20151	\$40.63
		90130	\$88.45
		20699	\$23.09

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator approve the Comprehensive Maintenance Plan and the M-1 Annual Maintenance Reserve Worksheet for the 2013-14 school year and authorize its submission to the Executive County Superintendent for Morris County (as attached).

APPROVAL OF 2013-14 CMP AND M-1 WORKSHEET

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, hereby approve the following resolution regarding the partial roof replacement project at Millington School.

APPROVAL OF AGREEMENT WITH PARETTE SOMJEN ARCHITECTS

WHEREAS, the Local Public Contract Law (N.J.S.A. 18A:18A-1 et seq) permits award of contracts for "Professional Services" without competitive bids,

WHEREAS, the Board is in need of architectural services as it pertains to the Partial roof replacement project of the Millington School roof which requires submissions and drawings to the Department of Education,

BE IT RESOLVED, the Board President and/or Board Secretary are hereby authorized to execute an agreement between Parette Somjen Architects, 439 Route 46 East, Rockaway, NJ 07866 and the Long Hill Township BOE, for such services in the amount of \$59,000.00. These fees exclude reimbursable expenses (i.e. printing, deliveries, etc.) which will be billed at a flat rate of \$3,000.00 to cover the cost of preparing and submitting the necessary reports and applications to the New Jersey Department of Education,

and BE IT FURTHER RESOLVED, that the Long Hill Township Board of Education authorize and approve Parette Somjen Architects and the Business Administrator to submit all necessary plans and paperwork for these projects as "Other Capital Projects" to the Department of Education for approval,

and BE IT FURTHER RESOLVED, this project is included in the Long Range Facilities Plan.

A Regular Operating District Grant has been submitted to the New Jersey Department of Education for partial funding of this project. A copy of this resolution will be printed in the official newspaper pursuant to N.J.S.A. 18A:18A-5. The contract is available for public inspection in the office of the Board of Education.

8. 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 #2,3,4,5,6,7,8:

YES:

- Mr. Blocker Ms. Nyquist
- Mr. Brown Mr. Russo
- Mr. Carn Mr. Stevens
- Mr. LoCascio Ms. Barone
- Mrs. Scanlon

NO: None.

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

It was moved by Ms. Barone and seconded by Mr. Russo that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 9, 10.

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.

9. 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 payment of \$750.00, to Dr. Vanna Amorapanth for a Neuro-Developmental Evaluation for student # 9278253880, on December 27, 2013 at 9:30 AM, to assist in determining a special education category.

PAYMENT TO
DR. VANNA
AMORAPANTH

10. 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 the payment of tuition for educational services in the amount of \$165.00 per school day for student # 4316075761, beginning November 8, 2013. The student will no longer be attending the MUJC Developmental Learning Center in Warren, NJ. The student has been accepted as a residential student at Bancroft in the Lindens program located at 425 Kings Highway East, Haddonfield, NJ 08033.

APPROVAL OF
SP. ED. TUITION

ROLL CALL VOTE on resolutions #9,10:

YES:

Mr. Brown	Mr. Stevens
Mr. Carn	
Mr. LoCascio	Ms. Barone
Ms. Nyquist	Mr. Blocker
Mr. Russo	Mrs. Scanlon

NO: None.

Resolutions #9,10 carried 9-0.

It was moved by Mr. Russo and seconded by Ms. Nyquist that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 11,12,13.

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.

11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accept the resignation of Jeff Sutherland from the position of part time physical education teacher at Central School effective November 1, 2013.

RESIGNATION OF
JEFF SUTHERLAND
AS MED. LEAVE
REPLACEMENT
(PART-TIME 0.20)

12. 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 instructors for the supplemental NJASK preparation program to be offered after school at Millington School between December 2, 2013 and April 21, 2014. Up to 17 weeks of one-hour sessions in language arts and mathematics will be offered at each grade level. Depending on the number of students identified for the program, there may be more than one class at each grade level. Instructors will be compensated at an hourly rate based on their step on guide:

APPOINTMENT OF
INSTRUCTORS FOR
NJASK PREP PROGRAM

- 3rd Grade Mary Jean Snow and Maureen Furlong
- 4th Grade Jane Fragnito, Maureen Furlong, and Lisa Mastrogiovanni
- 5th Grade Cynthia Coster, Maureen Furlong, and Lisa Mastrogiovanni

13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the addition of the following persons to the Substitute List for the 2013-2014 school year:

APPOINTMENT OF
SUBSTITUTES

- Joanna Thornton
- Cary Stanek

ROLL CALL VOTE on resolutions #11,12,13:

YES:

- Mr. Carn
- Mr. LoCascio Ms. Barone
- Ms. Nyquist Mr. Blocker
- Mr. Russo Mr. Brown
- Mr. Stevens Mrs. Scanlon

NO: None.

Resolutions #11,12,13 carried 9-0.



It was moved by Mr. Stevens and seconded by Mr. Blocker that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 14,15.

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.

14. 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:

APPROVAL OF
FIELD TRIPS

November 22, 2013 STAR Program The Short Hills Mall
8:30 a.m. to 1:30 p.m. (Apple Store, Legal Seafood,
\$10.00 fee per person Nordstroms)
District paid Short Hills, NJ
4 students, 1 teacher, 1 teacher assistant

December 9, 2013 STAR Program Stirling House Diner
8:30 a.m. to 10:00 a.m. Stirling, NJ
\$10.00 fee per person District paid
4 students, 1 teacher, 1 teacher assistant

December 11, 2013 MUJC Spelling Bee Delbarton School
8:30 a.m. to 11:45 a.m. Morristown, NJ
\$10.00 fee per person 6 students, 1 teacher
Parent paid

15. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Policy Committee, readopt the following policies which have been reviewed by the Policy Committee:

READOPTION OF
POLICIES

- 3542.1 Local Wellness/Nutrition
- 3570 District Records and Reports
- 4111 Recruitments Selection and Hiring
- 5141 Health
- 5141.4 Child Abuse and Neglect
- 6143 Curriculum Guides
- 6173 Home Instruction

ROLL CALL VOTE on resolutions #14,15:

YES:

- Mr. LoCascio Ms. Barone
- Ms. Nyquist Mr. Blocker
- Mr. Russo Mr. Brown
- Mr. Stevens Mr. Carn
- Mrs. Scanlon

NO: None.

Resolutions #14,15 carried 9-0.

ITEMS FOR DISCUSSION

Mr. Blocker commented on the demographic study presentation and noted that declining enrollment is not necessarily a negative for the district. Discussion ensued regarding the study and its effect on the district.

OLD BUSINESS: None.

NEW BUSINESS: Mrs. Scanlon congratulated Marta Moakley and Matt DiGiorgio, the two new Board members who were elected and will be joining the Board in January.

COMMENTS FROM THE PUBLIC: Mrs. Lauren Franklin, president of the LHEA, welcomed Mr. Carn to the Board. She asked if the specialized use of some of the rooms in the schools, for purposes such as speech, OT/PT, music. etc. has been reflected in the calculation of the building capacity. Dr. Rovtar indicated that those uses had been accounted for.

It was moved by Mr. Russo and seconded by Ms. Barone that the meeting adjourn. Motion carried 9-0. Meeting adjourned at 8:47 p.m.

ADJOURNMENT

FUTURE MEETING DATES

November 25, 2013 – Regular Meeting– 7:30 p.m. – Township Municipal Building

December 16, 2013 – Worksession/Regular Meeting– 7:30 p.m. – Township Municipal Building

Respectfully submitted,

John Esposito
Business Administrator/Board Secretary

René Rovtar, Ed.D.
Superintendent of Schools