

LONG HILL TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING
November 25, 2013

The Long Hill Township Board of Education held a Regular Meeting on Monday, November 25, 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: Mr. Blocker, Mr. Brown, Mr. Carn, Mr. LoCascio, Ms. Nyquist, Mr. Russo, Mr. Stevens, Mrs. Scanlon.

MEMBERS ABSENT: Ms. Barone.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools
Mr. Esposito, Business Administrator/Board Secretary
Mr. Villar, Central School Principal
Mrs. Franklin, LHEA President
Ms. Moakley, New Board Member effective January 2014
One Reporter for the Echoes-Sentinel

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.

PRIVATE SESSION

It was moved by Ms. Nyquist and seconded by Mr. Stevens that the Board enter into private session for the purpose of discussing a personnel matter. It is expected that the duration of the Private Session will be no longer than 30 minutes. Action on the personnel matter is expected during the regular meeting agenda this evening. Into private session at 7:32 p.m.

PRIVATE SESSION

It was moved by Mr. Russo and seconded by Mr. Blocker that the Board return to public session. Motion carried 8-0. Into public session at 7:55 p.m.

PUBLIC SESSION

COMMUNICATIONS: None.

BOARD COMMITTEE REPORTS

Finance – Mr. Blocker stated that number 2 on the Finance agenda has been reviewed and is recommended for approval. He also stated the budget process will be starting and that Mr. Esposito shared a preliminary budget development schedule.

SPORT – Mr. LoCascio stated that the meeting last week was cancelled.

WHRHS Liaison – Mr. Stevens stated that he attended the WHRHS Board meeting on November 18th. The most relevant topic was a proposed revision to the sequence of the History curriculum.

SUPERINTENDENT'S UPDATE

Dr. Rovtar stated that she wanted to thank the Long Hill Township PTO for their continued generosity. At their November 13th meeting, the PTO approved two very large grant requests: one in the amount of \$2,067 for three ELMO document cameras (this will allow all of the instructional classrooms at Millington School to now have one for the teacher to use) and a second grant in the amount of \$8,424 to purchase Smart Boards for Mr. Golub's and Mrs. Vachon's classes.

Dr. Rovtar provided an update on the 2013-2014 District Goals:

1. Evaluate and structure a plan to finance and implement HVAC and roofing projects to maximize energy savings.
-The district is awaiting determination on its ROD grant applications for 40% funding of these projects. A determination from the New Jersey Department of Education is expected by December 4th. On the December agenda, there will be some resolutions to authorize the Bond Counsel to move ahead with preparations for the March 13, 2014 referendum election.
2. Complete preparations for implementation of PARCC testing.
-The district has completed the installation of labs in Central and Millington School. Administrators and teachers have attended workshops on Common Core and PARCC. Both Millington and Central School will be participating in the pilot testing in the spring of 2014. The technology curriculum committee has developed recommendations to ensure that students have proficient keyboarding skills to enable them to type the written portions of the PARCC test.
3. Develop a framework and formalize the information into a report of facilities utilization that is easy for the public to access and understand.

-The final analysis of facility utilization for 2014-2015 has been completed by the administrative team; consolidation of school enrollment is not possible for the 2014-2015 school year. The report presented to the Board this evening will be posted on the district website.

4. Fully implement AchieveNJ and the Principal evaluation model during the 2013-2014 school year. -The district is fully implementing the requirements of AchieveNJ. Our implementation goes beyond the requirements for tenured teachers. The principals have completed all of their meetings with teachers to develop and finalize the Student Growth Objectives (SGOs) that will also be part of the final teacher evaluation process in 2013-2014.

BUSINESS ADMINISTRATOR/BOARD SECRETARY’S UPDATE

Mr. Esposito stated that the auditor will be making a presentation of the June 30, 2013 audit report at the December meeting. Mr. Colantano, the auditor, will also meet with the Finance Committee prior to the meeting to give an overview of the audit. The budget development schedule has been shared with all the school administrators and will be emailed by Mr. Esposito to all the Board members.

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

November 11, 2013 Regular Meeting – Public Session

APPROVAL OF MINUTES

ROLL CALL VOTE on resolution #1:

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

NO: None.

Resolution #1 carried 8-0.

It was moved by Mr. Blocker and seconded by Ms. Nyquist that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 2,3.

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 approve the Payrolls for September 13 and 30 and October 15 and 30, 2013 and the List of Bills for October 16 and 29 and November 5, 12 and 25, 2013 (as attached):

APPROVAL OF
BILLS

Payroll 09/13/13	Amount
Fund 10	\$22,880.75
Current Expense - Fund 11	\$399,960.43
Capital Outlay - Fund 12 \$	\$ -
Special Revenue Fund - Fund 20 \$	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
TOTAL	\$422,841.18

Payroll 09/30/2013	Amount
Fund 10	\$23,207.19
Current Expense - Fund 11	\$410,224.68
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20 \$	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
TOTAL	\$433,431.87

Payroll 10/15/2013	Amount
Fund 10	\$22,960.16
Current Expense - Fund 11	\$431,897.32
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20 \$	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
TOTAL	\$454,857.48

Payroll 10/30/2013	Amount
Fund 10	\$22,638.51
Current Expense - Fund 11	\$401,842.48
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20 \$	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -

TOTAL **\$424,480.99**

Bills 10/16/2013	Amount
Fund 10	\$ -
Current Expense - Fund 11	\$3,813.25
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
TOTAL	\$3,813.25

Bills 10/29/2013	Amount
Fund 10	\$ -
Current Expense - Fund 11	\$5,650.00
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
TOTAL	\$5,650.00

Bills 11/05/2013	Amount
Fund 10	\$ -
Current Expense - Fund 11	\$12,873.19
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
TOTAL	\$12,873.19

Bills 11/12/2013	Amount
Fund 10	\$ -
Current Expense - Fund 11	\$161,674.89
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
TOTAL	\$161,674.89

Bills 11/25/2013	Amount
Fund 10	\$1,127.53
Current Expense - Fund 11	\$426,930.64
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$30,300.44
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
TOTAL	\$458,358.61

3. 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:

YES:

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

NO: None.

Resolution #2 carried 7-0-1. Ms. Nyquist abstained.

Resolution #3 carried 8-0.

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

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.

4. 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 \$700.00 to Dr. Haley Cohen for a Psychiatric Evaluation for student #6969549871 to assist in determining special education category.

PAYMENT TO DR. HALEY COHEN

5. 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 \$700.00 to Dr. Haley Cohen for a Psychiatric Evaluation for student #8034488933 to assist in determining special education category.

PAYMENT TO DR. HALEY COHEN

6. 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 \$1,950.00, to Learning Tree for a bilingual

PAYMENT TO LEARNING TREE

Psychological, Educational and Speech/Language Evaluation for student #9959086986 to assist in determining a special education category.

7. 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 Home Instruction to be provided by Stepping Forward Counseling Center, LLC for student #3876773251. Instruction will begin on November 19, 2013 at a rate of \$75.00 per hour for 10 hours per week.

APPROVAL OF STEPPING FORWARD COUNSELING CENTER, LLC. TO PROVIDE HOME INSTRUCTION

ROLL CALL VOTE on resolutions #4,5,6,7:

YES:

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

NO: None.

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

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 8,9,10.

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.

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a medical leave of absence for Rosa Aguiar, part time speech/language teacher at Millington School. The leave will commence on January 31, 2014 and continue through March 14, 2014. Mrs. Aguiar will use three accumulated personal illness days with the rest of the period being approved as an unpaid medical leave of absence.

MEDICAL LEAVE FOR R. AGUIAR

9. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, Business Administrator and Technology Coordinator, approve the appointment of Julianne Everswick to serve as Technology Service Provider from December 16, 2013 through

J. EVERSWICK APPOINTED TO TECHNOLOGY STAFF

January 06, 2014 at an hourly rate of \$22.00, not to exceed \$1,320.00.

10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, the Employment Contract of Tatana Pitts is hereby terminated, effectively immediately, in accordance with the terms and conditions set forth therein.

TERMINATION OF
TATANA PITTS'
EMPLOYMENT
CONTRACT

ROLL CALL VOTE on resolutions #8,9,10:

YES:

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

NO: None.

Resolutions #8,9,10 carried 8-0.



It was moved by Ms. Nyquist and seconded by Mr. LoCascio that the Long Hill Township Board of Education approve the following recommendation of the Superintendent numbered 11.

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 Policy Committee, readopt the following policies which have been reviewed by the Policy Committee:

READOPTION OF
POLICIES

- 3220/3230 State Funds/Federal Funds
- 3514 Equipment
- 4138 Nonschool Employment
- 5118 Nonresident Students
- 5141.3 Health Examination and Immunizations
- 5141.3R Administrative Regulation: Health Examinations and Immunizations
- 5141.5 Automated External Defibrillator
- 6151 Elementary Class Size
- 6172 Alternative Education Programs
- 9123JD Job Description: School Business Administrator and Board Secretary

9126 Board Attorney

ROLL CALL VOTE on resolution #11:

YES:

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

NO: None.

Resolution #11 carried 7-0-1. Mr. LoCascio abstained.

ITEMS FOR DISCUSSION

None.

OLD BUSINESS: Mr. Blocker talked about the Utilization Study and how it relates to the March referendum. He also stated that maybe the Gillette School could be utilized more effectively or used as a revenue center. Dr. Rovtar said that it is possible but the demographic study indicated stable enrollment at Gillette School.

NEW BUSINESS: None.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mr. Stevens and seconded by Mr. Russo that the meeting adjourn. Motion carried 8-0. Meeting adjourned at 8:20 p.m.

ADJOURNMENT

FUTURE MEETING DATES

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

January 6, 2014 – Regular Meeting– 7:30 p.m. – Township Municipal Building

Respectfully submitted,

John Esposito
Business Administrator/Board Secretary

René Rovtar, Ed.D.
Superintendent of Schools