

LONG HILL TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING  
June 23, 2014

The Long Hill Township Board of Education held a Regular Meeting on Monday, June 23, 2014 in the Long Hill Township Town Hall. The meeting was called to order by Board President Rita Barone at 7:30 p.m.

MEMBERS PRESENT: Mr. Blocker, Mr. Carn, Mr. DiGiorgio, Mrs. Moakley,  
Miss Nyquist, Mr. Stevens, Ms. Barone.

MEMBERS ABSENT: Mr. Brown, Mr. LoCascio.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools  
Mr. Esposito, Business Administrator/Board Secretary  
2 Work Family Connection Employees  
Mrs. Franklin, LHEA President  
2 Current Students  
20 Parents  
One Reporter for the Echoes-Sentinel

PLEDGE OF ALLEGIANCE: Ms. Barone 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 7, 2014. 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: Dr. Rovtar noted that Board members had been provided a copy of a letter received from Mr. Douglas Wicks of Basking Ridge regarding the Millington School Roof Project. She indicated that she and Mr. Esposito discussed the letter with the Board Architect, who will be providing a response for the Board.

BOARD COMMITTEE REPORTS

Finance Committee – Mr. Carn reported that the Finance Committee has met this evening. The Committee recommends approval of items 2 through 8 on the agenda.

Legislative Liaison – Mr. Carn reported that the Senate Education Committee approved the bill to

eliminate the superintendent salary cap. They also approved a bill that would require the installation of a panic alarm in all school buildings and provide funding for them. A bill that requires dyslexia screening will go into effect in September.

PTO Liaison – Mr. Carn noted that the PTO held their end of the year dinner last week. Approximately 50 people attended. Sandy Magaldo received the Virginia Doran Volunteer of the Year Award. Florencia Squizziato received the Rookie of the Year Award.

Mr. DiGiorgio stated that the Gillette School end of year social was held last Friday evening. It was a nice event with activities for the students. The PTO was thanked for supporting and coordinating this event.

Policy Committee – Miss Nyquist reported that the Policy Committee met this evening. A new policy on electronic communications between staff and students will be on the agenda for a first reading in July.

WHRHS Liaison – Mr. DiGiorgio stated that he had attended the last WHRHS Board meeting. The agenda included student recognition, a presentation on the curriculum for next year, and honored retirees. There were public comments on the high school summer reading program.

FORCE Liaison- Mr. DiGiorgio thanked Mrs. Cohen for the submissions from Millington School students to the FORCE Tiger Tracks 5K Race T-shirt design contest.

#### SUPERINTENDENT'S UPDATE

Dr. Rovtar congratulated Work Family Connection on their 25<sup>th</sup> anniversary and introduced Miss Venescar and Mr. Nevarez, who spoke about their various programs and activities and thanked the Board and school staff for their support. The students made flowers out of duct tape as a gift to the Board members.

Dr. Rovtar reported on the following:

- She was honored to have attended the WHRHS graduation earlier today.
- The Township had the Central School property that had been under consideration for the field project appraised and the value is too low to secure Open Space funding for construction of the fields.
- The district will not be pursuing a field project at Central School for the foreseeable future.
- She has been finalizing numerous state reports that need to be submitted, including a new required submission of the evaluation data for each teacher and principal.

#### BUSINESS ADMINISTRATOR UPDATE

Mr. Esposito reported on the following:

- Willis, the district's health benefits broker, will be obtaining the district's medical insurance experience information, which can be used to obtain competitive quotes from other vendors.
- A candidate petition and information is included in the board packet for those board members whose terms will be expiring at the end of 2014.
- The district had a very successful bond auction on June 10th. There were two bidders. The district obtained a rate of 2.22 percent.
- There was only an \$8,000 difference between the budgeted and actual costs for health benefits in 2013-2014.

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.

Megan Ekert and Felicia Laviola, current 8<sup>th</sup> grade students at Central Middle School, spoke about their concerns with regard to their 9<sup>th</sup> grade math placement based on their final exam scores. District parents voiced their concerns about student performance on the 8<sup>th</sup> grade math final exam, the number of students in the class, the need for more instructional support, and their desire that their younger children don't have the same experience.

Dr. Rovtar clarified several points:

- The WHRHS district sets the parameters for placement into the various math levels at the high school.
- The practices used to determine class size in the accelerated level math classes will be reviewed.
- Extra help was made available to the students by Mrs. Sepe in the guide period and before school.
- The District's math performance is comparable to the other sending districts.

Dr. Rovtar will gather all of the pertinent factual information and make a report to the Board. Ms. Barone said that an issue that appears to be of concern is whether the curriculum is aligned to what is being tested on the final exam. She recommended investigating whether it might be possible to offer a "math lab" to allow math students to drop in for extra help.

ADMINISTRATIVE RECOMMENDATIONS

1. It was moved by Mr. Carn and seconded by Mr. Stevens that the following minutes of the Long Hill Township Board of Education be accepted as presented and made part of the public record:

APPROVAL OF MINUTES

June 9, 2014 Board of Education Retreat and Worksession Meeting – Public Session

ROLL CALL VOTE on resolution #1:

YES: Mr. Blocker	Miss Nyquist
Mr. Carn Mrs. Moakley	Mr. Stevens
Mr. DiGiorgio	Ms. Barone

NO: None.  
Resolution #1 carried 7-0.

It was moved by Mr. DiGiorgio and seconded by Mrs. Moakley 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 approve the Payrolls for May 15 and 30, 2014 and the list of bills for May 20 and June 9 and 23, 2014.

## APPROVAL OF BILLS

<b>Payroll 05/15/2014</b>	<b>Amount</b>
Fund 10	\$ 24,015.85
Current Expense - Fund 11	\$ 416,495.00
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
<b>TOTAL</b>	<b>\$ 440,510.85</b>

<b>Payroll 05/30/2014</b>	<b>Amount</b>
Fund 10	\$ 24,012.95
Current Expense - Fund 11	\$ 403,793.86
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
<b>TOTAL</b>	<b>\$ 427,806.81</b>

<b>Bills List 05/20/2014</b>	<b>Amount</b>
Fund 10	\$ -
Current Expense - Fund 11	\$ 13,246.51
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
<b>TOTAL</b>	<b>\$ 13,246.51</b>

<b>Bills List 06/09/2014</b>	<b>Amount</b>
Fund 10	\$ -
Current Expense - Fund 11	\$ 170,934.93
Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
<b>TOTAL</b>	<b>\$ 170,934.93</b>

<b>Bills List 06/23/2014</b>	<b>Amount</b>
Fund 10	\$ -
Current Expense - Fund 11	\$ 331,445.86
Capital Outlay - Fund 12	\$ 58,709.10
Special Revenue Fund - Fund 20	\$ 32,377.90
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
<b>TOTAL</b>	<b>\$ 422,532.86</b>

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

DEPOSIT OF SURPLUS  
INTO CAPITAL RESERVE  
ACCOUNT

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 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 \$750,000 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.

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

TREASURER OF SCHOOL  
MONIES POSITION  
DISCONTINUED

WHEREAS, the Long Hill Board of Education (hereinafter referred to as the "Board") appointed Neil Henry as Treasurer of School Moneys for the Board for the 2013-14 school year; and

And WHEREAS, as a result of the passage of P.L. 2010, c. 39 July 2, 2010, which amended, among other things, N.J.S.A. 18A:17-31 and N.J.S.A. 18A:19-10, the position of a Treasurer of School Moneys is optional and no longer required to be filled by the Board; and

WHEREAS, the Board has determined at the present time to discontinue the position of Treasurer of School Moneys and delegate the powers, duties and responsibilities of the Treasurer of School Moneys to the Business Administrator/Board Secretary; and

WHEREAS, John Esposito, as Business Administrator/Board Secretary, has agreed to assume the duties and responsibilities of the Treasurer of School Moneys in addition to his responsibilities and duties as Business Administrator/Board Secretary and without any additional compensation; and

WHEREAS, the adoption of P.L. 2010, c. 39 also resulted in the amendment of N.J.S.A. 18A:17-9, which now requires the Chief School Administrator or Board designee other than the Business Administrator/Board Secretary to prepare the monthly reconciliation of bank account statements and in conjunction with the Board Secretary, take any steps necessary to bring the cash record balance and reconciled bank balance into agreement prior to completion of the Board Secretary's monthly reports; and

WHEREAS, the Board has determined to designate Paula Hatch as the Board designee to prepare the monthly reconciliation of bank account statements and in conjunction with the Board Secretary take any steps necessary to bring the cash record balance and reconciled bank balance into agreement prior to completion of the Board Secretary's monthly reports.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby discontinues the position of the Treasurer of School Moneys, effective July 1, 2014 and delegates the powers, duties and responsibilities of the Treasurer of School Moneys to the Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary shall assume the duties and responsibilities of the Treasurer of School Moneys, effective July 1, 2014 in addition to his responsibilities and duties as Business Administrator/Board Secretary and without additional compensation; and

BE IT FURTHER RESOLVED that the Board hereby designates Paula Hatch as the Board designee to prepare the monthly reconciliation of bank account statements and in conjunction with the Board Secretary, take any steps necessary to bring the cash record balance and reconciled bank balance into agreement prior to completion of the Board Secretary's monthly reports, effective immediately. Annual compensation for preparing monthly financial reconciliations in 2014-15 will be \$3,600.

BE IT FURTHER RESOLVED that by way of this resolution, any and all previous resolutions pertaining to the signing of warrants that reference the Treasurer of School Moneys shall amended to replace "Treasurer of School Moneys" with "Chief School Administrator" in accordance with the revisions to N.J.S.A. 18A:19-1 et seq. and

BE IT FURTHER RESOLVED that the Policy Committee shall ensure that any and all necessary changes to the Board's policies be made accordingly.

5. RESOLVED that the Long Hill Township Board of Education authorize the following officials to sign all checks on the General Account: President or Vice President, Board Secretary/Business Administrator and the Superintendent.

OFFICIALS AUTHORIZED TO SIGN GENERAL ACCOUNT CHECKS

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for April 30, 2014.

APPROVAL OF APRIL, 2014 TRANSFERS

7. RESOLVED that the Long Hill Township Board of Education, pursuant to N.J.A.C. 6:20-2.13 (E), certifies that as of April 30, 2014 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.

APPROVAL OF FINANCIAL CERTIFICATIONS APRIL, 2014

8. 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 April 30, 2014.

APPROVAL OF BD. SEC. & TREAS. REPORT APRIL, 2014

ROLL CALL VOTE on resolutions #2,3,4,5,6,7,8:

YES: Mr. Blocker Miss Nyquist  
Mr. Carn Mrs. Moakley Mr. Stevens  
Mr. DiGiorgio Ms. Barone

NO: None.  
Resolutions #2,3,4,5,6,7,8 carried 7-0.

It was moved by Mr. Blocker and seconded by Mr. Stevens that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 9,10,11,12,13,14.

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 \$200.00 to the parent of student #3986223186, for their out of pocket payment to Dr. DeSouza for a neurological evaluation. Total cost of this evaluation was submitted to the parent’s personal health insurance.

REIMBURSEMENT TO PARENT

10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator, and the Technology Coordinator approve the continued appointment of the following personnel to serve as technology assistants on an as needed basis as listed below. Total compensation not to exceed \$6,000.00

CONTINUED APPOINTMENT OF TECHNOLOGY ASSISTANTS

Michael Yates \$22.00 per hour effective from 07/1/2014 to 08/31/2014  
Michael Cortese \$20.00 per hour effective from 07/01/2014 to 08/31/2014

11. 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 the 2013-2014 Merit Goals #1 and #2 for René Rovtar, as listed below, to the Morris Executive County Superintendent of Schools.

SUBMISSION OF  
MERIT GOALS # 1 & 2  
FOR R. ROVTAR TO  
COUNTY SUPT.

Merit Goal #1

Full implementation of the new www.longhill.org district website through Schoolwires, including all of the necessary training for administrators and teaching staff members. Implementation will include information to be shared with parents and the public on how to utilize the advanced features of the site.

Merit Goal #2

At the conclusion of the first year of the implementation of the new teacher observation and evaluation plan, a minimum of eighty percent (80%) of the teachers in the district will attain successful completion (defined as an effective or highly effective rating) of at least one of their Student Growth Objectives (SGOs) for the 2013-2014 school year.

12. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the following Merit Goals for René Rovtar for submission to the Morris Executive County Superintendent for review and approval for implementation in the 2014-2015 school year.

SUBMISSION OF  
MERIT GOALS # 1,2 & 3  
FOR R. ROVTAR TO  
COUNTY SUPT. FOR  
14-15 SCHOOL YEAR

Merit Goal #1 – Qualitative Goal - \$3,625.00

Completion of the development of a Strategic Plan for the Long Hill Township School District for the period 2015-2020

Merit Goal #2 – Qualitative Goal - \$3,625.00

Implementation of a Community Literature Circle Program to engage students and community residents in discussion of a novel. This goal will support implementation of the Common Core State Standards in English Language Arts with a focus on critical reading and analysis.

Merit Goal #3 – Quantitative Goal - \$4,785.00

Preparation of ten press release articles during the course of the 2014-2015 school year highlighting a student or staff accomplishment, school or district program or educational initiative.

13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accept the resignation from Madeline Taylor from the position of lunch/recess aide at Gillette School for the 2014-2015 school year.

RESIGNATION OF  
M. TAYLOR FROM  
LUNCH/RECESS AIDE  
POSITION

14. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, appoint Nancy Mink to the position of lunch/recess aide at Gillette School for the 2014-2015 school year at the rate of \$10.00 per hour.

N. MINK APPOINTED  
LUNCH/RECESS AIDE AT  
GILLETTE SCHOOL



ROLL CALL VOTE on resolutions #9,10,11,12,13,14:

YES: Mr. Blocker		Miss Nyquist
Mr. Carn	Mrs. Moakley	Mr. Stevens
Mr. DiGiorgio		Ms. Barone

NO: None.

Resolutions #9,10,11,12,13,14 carried 7-0.

It was moved by Mrs. Moakley and seconded by Mr. Carn that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 15,16.

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.

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

APPROVAL OF  
FIELD TRIP

June 16, 2014	Central Band Students	Berkeley Heights
6:30 – 7:30 p.m.	30-40 students,	Convalescent Center
No cost	10 parents, 1 teacher	

16. RESOLVED that the Long Hill Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve entering into an agreement with the New Jersey School Boards Association for the 3D Strategic Plan Development process during the 2014-2015 school year at a cost of \$3,500.00.

AGREEMENT WITH  
NJSBA FOR 3D  
STRATEGIC PLAN  
DEVELOPMENT  
PROCESS

ROLL CALL VOTE on resolutions #15,16:

YES: Mr. Blocker		Miss Nyquist
Mr. Carn	Mrs. Moakley	Mr. Stevens
Mr. DiGiorgio		Ms. Barone

NO: None.

Resolutions #15,16 carried 7-0.

ITEMS FOR DISCUSSION: None.

OLD BUSINESS: None.

NEW BUSINESS: Mr. Blocker raised the possibility of implementing spring Track and Field for Central School. The Board discussed the issue and Dr. Rovtar explained the process.

COMMENTS FROM THE PUBLIC: Mrs. Franklin, President of the LHEA, about asked placement of the 8th grade students in math class and if it was changed from the prior year recommendation. Dr. Rovtar said that would be reviewed.

It was moved by Mrs. Moakley and seconded by Mr. Stevens that the meeting adjourn. Motion carried 7-0. Meeting adjourned at 8:58 p.m.

ADJOURNMENT

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FUTURE MEETING DATES

July 21, 2014 – Worksession/Regular Meeting – Township Municipal Building – 7:30 p.m.

August 18, 2014 – Worksession/Regular Meeting – Township Municipal Building – 7:30 p.m.

Respectfully submitted,

John Esposito  
Business Administrator/Board Secretary

René Rovtar, Ed.D.  
Superintendent of Schools