

LONG HILL TOWNSHIP BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
JUNE 24, 2013

The Long Hill Township Board of Education held a Board Self-Evaluation and Goal Setting and Regular Monthly Meeting on Monday, June 24, 2013. The meeting was called to order by Board President Lisa Scanlon at 6:00 p.m.

MEMBERS PRESENT: Ms. Barone, Mr. Blocker, Mr. Brown, Mr. LoCascio, Mr. Meringolo, Miss Nyquist, Mr. Stevens (arrived at 6:45 p.m.), Mrs. Scanlon.

MEMBERS ABSENT: Mr. Russo.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools  
Mr. Esposito, Business Administrator/Board Secretary  
Mr. Villar, Central School Principal  
Mrs. Dawson, Millington School Principal  
Dr. DiGanci, Gillette School Interim Principal, (arrived at 7:15 p.m.)  
Mrs. Franklin, LHEA President (arrived at 7:30 p.m.)

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 June 13, 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: None.

BOARD SELF-EVALUATION AND GOAL SETTING

The Board participated in the self-evaluation and goal setting session facilitated by Gwen Thornton of the New Jersey School Boards Association. The following district goals were developed for the 2013-14 school year:

1. Evaluate and structure a plan to finance and implement HVAC and roofing projects to maximize energy savings.
2. Complete preparations for implementation of PARCC testing.
3. Develop a framework and formalize the information into a report on facilities utilization that is easy for the public to access and understand.
4. Fully implement Achieve NJ and the principal evaluation model during the 2013-2014 school year.

The Board developed the following Board of Education goals for 2013-2014:

1. Manage the transition with new Board of Education members – mentor and provide support to the new members.
2. Continue to improve and expand effective 2-way communication and expand public engagement.
3. Provide training to board members in the area of school finance.

#### BOARD COMMITTEE REPORTS

Finance Committee – Mr. Blocker stated that the Finance Committee reviewed the bills this evening and found all in order for payment.

#### SUPERINTENDENT'S UPDATE

Dr. Rovtar congratulated FORCE on a wonderful FORCE Fest yesterday afternoon. She indicated that the music, including Mr. Stevens' band, was phenomenal.

Graduation will be held on Wednesday evening. Dr. Rovtar hopes that students will take advantage of the summer reading programs offered by the PTO and the Township Library this summer.

Dr. Rovtar provided a final update on the District Goals for 2012-2013:

1. Implementation of Common Core State Standards in grades K-5 in 2012-2013 and development of math curriculum in grades 6-8 for implementation in 2013-2014.

The new EnVision math textbooks aligned to the Common Core State Standards in math were implemented this year in grades kindergarten through 5. The Middle School Math Teachers have selected new textbooks, which were approved by the Board of Education at the last meeting. All grades will have full implementation of the Common Core in math beginning in September 2013.

2. Pass the New Jersey Department of Education QSAC monitoring in 2012-2013.

The district was rated as high performing based on the site visit conducted by the Executive County Superintendent and her team.

3. Develop and implement a new teacher evaluation system in accordance with state regulations.

The full pilot implementation of the new teacher observation system, based on the Charlotte Danielson Framework for Teaching and the Teachscape software, was implemented during the 2012-2013 school year. A survey to gather feedback from the staff will be sent out this week.

4. Develop 5 year facility plan to specifically address HVAC issues.

The HVAC Analysis was received by the Board. The Board is initiating the process of applying for ROD grant funding through the New Jersey Department of Education to help finance this project. The district will have a year to finalize the scope of the project and to obtain a revenue source to fund the local contribution of 60% of the cost of the project.

Dr. Rovtar indicated that the resolution on the agenda for the approval of the submission of the ROD grant for the HVAC project will be held until the July 15<sup>th</sup> meeting. The architect and the Bond Counsel are still working on the precise wording for the resolution. Since the grant application deadline is not until September 4<sup>th</sup>, there is ample time to take action on this resolution in July.

#### BOARD SECRETARY'S UPDATE

Mr. Esposito reported that there is a resolution on the agenda regarding the renewal of the dental coverage at a 4.4% decrease over the current year premiums. The disability program for administrators is being renewed at no increase.

The Board discussed the significant increase in the premiums for the State Health Benefits Program over the past four years. Mr. Esposito indicated that legislation has been enacted to make it extremely difficult to withdraw from the State Health Benefits Program.

The deadline for parents to submit their applications for subscription busing was June 15<sup>th</sup>. There are about 300 students in the district who are eligible to participate in subscription busing. To date, about 80 students have been subscribed for September. This is about 27% of those eligible. The number of participants has been declining over the past few years. Mr. Esposito will review the numbers to see if any consolidation of routes is possible.

Mr. Esposito will prepare the list of Board Members who need to complete any of the required Board Member training.

#### 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.

There were no comments from the public.

#### ADMINISTRATIVE RECOMMENDATIONS

1. It was moved by Miss Nyquist 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:

APPROVAL OF  
MINUTES

June 10, 2013 Worksession Meeting – Public Session

ROLL CALL VOTE on resolution #1:

YES: Ms. Barone      Mr. LoCascio  
       Mr. Blocker      Mr. Meringolo      Mr. Stevens  
       Mr. Brown        Miss Nyquist        Mrs. Scanlon

NO: None.

Resolution #1 carried 8-0.

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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 2,3,4,5,6,7,7A,8,9.

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 payroll for June 14, 2013 and the List of Bills for June 11, 15 and 20, 2013 for payment as follows (as attached):

APPROVAL OF  
BILLS LISTS

<b>Payroll June 14, 2013</b>	<b>Amount</b>
Fund 10	\$ 23,237.38
Current Expense-Fund 11	\$491,421.24
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
<b>Total</b>	<b>\$514,658.62</b>

<b>Bills List of June 11, 2013</b>	<b>Amount</b>
Fund 10	\$ -0-
Current Expense-Fund 11	\$ 2,100.00
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
<b>Total</b>	<b>\$ 2,100.00</b>

<b>Bills List of June 15, 2013</b>	<b>Amount</b>
Fund 10	\$ -0-
Current Expense-Fund 11	\$ 157,434.93
Capital Outlay-Fund 12	\$ -0-

Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
<b>Total</b>	<b>\$ 157,434.93</b>

<b>Bills List of June 20, 2013</b>	<b>Amount</b>
Fund 10	\$ -0-
Current Expense-Fund 11	\$ 4,675.00
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
<b>Total</b>	<b>\$ 4,675.00</b>

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.)

APPROVAL OF  
BOLLINGER  
CONTRACT

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

DEPOSIT OF  
SURPLUS INTO  
CAPITAL RESERVE  
ACCOUNT

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.

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.

APPROVAL OF  
DUAL USE  
APPLICATION

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 2013-2014 school year:

APPROVAL OF  
PITTS GROVE  
PAPER CONTRACT

- 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.

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:

APPROVAL OF  
TRANSP. CONTRACT

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

7A. 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.

APPROVAL OF  
FEB. TRANSFERS

8. RESOLVED that the Long Hill Township Board of Education, pursuant to N.J.A.C. 6:20-2.13 €, 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.

APPROVAL OF FINANCIAL CERTIFICATIONS FEBRUARY, 2013

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.

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

ROLL CALL VOTE on resolutions 2,3,4,5,6,7,7A, 8,9:

YES: Ms. Barone Mr. LoCascio  
Mr. Blocker Mr. Meringolo Mr. Stevens  
Mr. Brown Miss Nyquist Mrs. Scanlon

NO: None.  
Resolutions 2,3,4,5,6,7,8,9 carried 8-0.

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

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.

CONTRACT RENEWAL WITH UNUM INS. CO.

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

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 (-4.4%) in the premium cost of the coverage.

CONTRACT RENEWAL WITH DELTA DENTAL

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

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.

APPROVAL OF  
NCLB APPLICATION

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.

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 amount as provided by the New Jersey Department of Education.

APPROVAL OF  
IDEA APPLICATION

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

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.

APPROVAL OF  
TRAVEL



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

YES: Ms. Barone      Mr. LoCascio  
       Mr. Blocker      Mr. Meringolo      Mr. Stevens  
       Mr. Brown        Miss Nyquist        Mrs. Scanlon

NO: None.

Resolutions 10,11,12,13,14 carried 8-0.

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(Resolution #15 will be voted on at the July 15, 2013 meeting.)

It was moved by Mr. Meringolo and seconded by Mr. Blocker that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 16,17,18,19,20,21,22,23.

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.

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 7<sup>th</sup> Grade Language Arts Teacher effective June 30, 2013.

K. TUCKER  
RESIGNATION

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 County Executive Superintendent of Schools.

SUBMISSION OF  
MERIT GOAL #1  
FOR R. ROVTAR  
TO COUNTY SUPT.

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 forth 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.

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.

S. PARKER  
APPOINTED  
FULL TIME  
SP.ED. TEACHER

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.

T. STEPANIAN  
APPOINTED  
PART TIME SP.ED.  
TEACHER

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.

D. CELMER  
APPOINTED  
READING TEACHER

21. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Helena Andersen, Maternity Leave Replacement ESL Teacher, (PCR CMS0000021) for the 2013-2014 School Year at the Step 1 BA salary of \$49,000.00.

H. ANDERSEN  
APPOINTED  
MATERNITY  
LEAVE  
REPLACEMENT

22. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Jessica Bariso, Part Time (.52) Spanish Teacher at Millington School, (PCR MES0000019) for the 2013-2014 School Year at the Step 12 BA salary of \$71,678.00, prorated to \$37,272.56.

J. BARISO  
APPOINTED P.T.  
SPANISH TEACHER

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.

APPROVAL OF  
ADVANCEMENT ON  
SALARY GUIDE FOR  
J. COLETTA

ROLL CALL VOTE on resolutions 16,17,18,19,20,21,22,23:

YES: Ms. Barone      Mr. LoCascio  
      Mr. Blocker      Mr. Meringolo      Mr. Stevens  
      Mr. Brown        Miss Nyquist        Mrs. Scanlon

NO: None.

Resolutions 16,17,18,19,20,21,22,23 carried 8-0.

It was moved by Ms. Barone and seconded by Mr. Blocker that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 24,25,26,27.

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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.

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

M. TAYLOR  
APPOINTED  
RECESS AIDE

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

N. HENRY  
APPOINTED  
TREASURER

ROLL CALL VOTE on resolution #25:

YES: Ms. Barone      Mr. LoCascio  
      Mr. Blocker      Mr. Meringolo      Mr. Stevens  
      Mr. Brown        Miss Nyquist

NO: None.  
Mrs. Scanlon abstained on resolution #25.  
Resolution #25 carried 7-0-1.

26. 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 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.

T. ORTU  
APPOINTED

27. 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 trips listed below:

APPROVAL OF  
FIELD TRIPS

June 24, 2013  
6<sup>th</sup> Grade Music Students  
6:30 p.m. to 7:30 p.m.  
No cost

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

ROLL CALL VOTE on resolutions 24,26,27:

YES: Ms. Barone	Mr. LoCascio	
Mr. Blocker	Mr. Meringolo	Mr. Stevens
Mr. Brown	Miss Nyquist	Mrs. Scanlon

NO: None.  
Resolutions 24,26 and 27 carried 8-0.

ITEMS FOR DISCUSSION

OLD BUSINESS: None.

NEW BUSINESS: None.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mr. Meringolo and seconded by Mr. Blocker that the Board enter into private session for the purpose of a report from the Superintendent on one incident of harassment, intimidation and bullying. Motion carried 8-0.

PRIVATE  
SESSION

The Board entered into private session at 7:54 p.m.

It was moved by Mr. Meringolo and seconded by Ms. Barone that the Board return to public session. Motion carried 8-0. Into public session at 8:02 p.m.

PUBLIC  
SESSION

It was moved by Mr. Meringolo and seconded by Ms. Barone that the meeting adjourn. Motion carried 8-0. Meeting adjourned at 8:03 p.m.

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

Respectfully submitted,

John Esposito  
Business Administrator/Board Secretary

René Rovtar, Ed.D.  
Superintendent of Schools

