

LONG HILL TOWNSHIP BOARD OF EDUCATION
WORKSESSION MEETING
September 23, 2013

The Long Hill Township Board of Education held a Worksession Meeting on Monday, September 23, 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. LoCascio, Miss Nyquist, Mr. Stevens, Mrs. Scanlon.

MEMBERS ABSENT: Ms. Barone, Mr. Meringolo, Mr. Russo.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools
Mr. Esposito, Business Administrator/Board Secretary

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 stated that she had received correspondence from the Executive County Superintendent regarding the merit goals for Dr. Rovtar.

BOARD COMMITTEE REPORTS

Finance – Mr. Blocker stated that the Finance Committee met this evening and reviewed the Bills List and Financial Reports. They are in order and recommended for approval this evening.

Morris County Educational Services Commission – Miss Nyquist reported that she was unable to attend the last meeting but spoke to Dr. Vilardi. The program enrollment is at the same level as last year. A private company is looking to gather student test data from schools. Dr. Rovtar was also approached by this private firm and she is not interested in using their services.

WHRHS Liaison – Miss Nyquist attended the last WHRHS Board meeting, where the main topic discussed was the upcoming referendum. She reported that the high school would have to

implement split sessions if the referendum failed. The Board discussed issues with the high school’s facilities. Miss Nyquist noted that there were 55 building projects this summer.

SUPERINTENDENT’S UPDATE

Dr. Rovtar reported that Millington School held its Back to School Night last Thursday evening, Gillette School’s would be tomorrow evening, and Central School’s would be on September 26th. She encouraged parents to attend, so they can learn important information about the curriculum and meet their children’s teachers.

Dr. Rovtar brought up an article that appears in the September 30th edition of Time Magazine, which discusses the implementation of the Common Core State Standards in Language Arts and Math. It calls attention to the shift that has occurred in the curriculum in these two core subject areas.

The Superintendent reported the district is preparing for the 2014-2015 PARCC assessments. She explained details of the assessment’s format and directed parents to websites for additional resources to aid in preparation for the PARCC.

Mr. Blocker asked about keyboarding skills. Dr. Rovtar indicated that the faculty technology committee will be discussing this and making recommendations in terms of skills and programs for the different grade levels.

BUSINESS ADMINISTRATOR/BOARD SECRETARY’S UPDATE

Mr. Esposito reported that the auditors were in the district last week. Preliminary results show the district is in a good financial position and was able to rebuild its capital reserve fund.

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. Brown and seconded by Ms. Stevens that the following minutes of the Long Hill Township Board of Education be accepted as presented and made part of the public record:
September 9, 2013 – Worksession/Regular Meeting – Public Session

APPROVAL OF MINUTES

ROLL CALL VOTE on resolution #1:

YES: Mr. Blocker Ms. Nyquist

Mr. Brown Mr. Stevens
 Mr. LoCascio Mrs. Scanlon

NO: None.

Resolution #1 carried 6-0.

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 2,3,4,5,6,7,8,9,10.

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.

2. RESOLVED that the Long Hill Township Board of Education approve the List of Bills for August 21, September 17 and September 23, 2013 (as attached):

APPROVAL OF
 BILLS

Bills for August 21, 2013	Amount
Fund 10	\$ -0-
Current Expense-Fund 11	\$ 435.12
Capital Outlay-Fund 12	\$ -0-
Special Rev. Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$ 435.12

Bills for Sept. 17, 2013	Amount
Fund 10	\$ -0-
Current Expense-Fund 11	\$ 304,872.28
Capital Outlay-Fund 12	\$ -0-
Special Rev. Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$ 304,872.28

Bills for Sept. 23, 2013	Amount
Fund 10	\$ 23,784.49
Current Expense-Fund 11	\$ 267,824.37
Capital Outlay-Fund 12	\$ 17,700.00
Special Rev. Fund-Fund 20	\$ 61,618.50
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$ 370,927.36

3. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for May 31, 2013.

APPROVAL OF
MAY, 2013
TRANSFERS

4. RESOLVED that the Long Hill Township Board of Education, pursuant to N.J.A.C. 6:20-2.13 (E), certifies that as of May 31, 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
MAY, 2013

5. 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 May 31, 2013.

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

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for June 30, 2013.

APPROVAL OF
JUNE, 2013
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 June 30, 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
JUNE, 2013

8. 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 June 30, 2013.

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

9. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the cancellation of the following old checks from the operating account:

APPROVAL OF
CANCELLATION
OF CHECKS

#32097	\$ 20.09
#32166	\$ 89.95
#32227	\$567.00

10. 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 resolution #2,3,4,5,6,7,8,9,10:

YES:

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

NO: None.

Resolution #2,3,4,5,6,7,8,9,10 carried 6-0.

It was moved by Ms. Nyquist and seconded by Mr. Blocker that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 11,12,13,14,15,16,17.

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, approve the resignation of Anne Marie Heithmar from the position of Part Time Milk Aide at Central Middle School effective September 1, 2013.

A. HEITHMAR RESIGNATION

12. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Cynthia Carpenter to the position of Part Time Milk Aide at Central Middle School effective September 18, 2013.

C. CARPENTER APPOINTMENT

13. 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 Ms. Anne Elmowitz, a Wilson Language and Reading Consultant, to provide reading instruction during the 2013-2014 school year, at a rate of \$75.00 per hour. Cost not to exceed \$20,000.00

APPROVAL OF A. ELMOWITZ TO PROVIDE READING INSTRUCTION

14. 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 Michele Lawton, BCBA (Board Certified Behavioral Consultant), to provide Behavioral Consulting Services during the 2013-2014 school year, at a rate of \$125.00 per hour. Cost not to exceed \$25,000.

APPROVAL OF
M. LAWTON
TO PROVIDE
BEHAVIORAL
CONSULTING
SERVICES

15. RESOLVED that the Long Hill Township Board of Education, approve the lateral advancement on the salary guide for Suzanne Parker from Step 2 BA+30/MA \$52,478.00 to Step 2 MA + 30 \$55,278.00 based on submission of transcribed graduate credit effective October 1, 2013.

APPROVAL OF
ADVANCEMENT ON
SALARY GUIDE FOR
S. PARKER

16. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a revision to the appointment of Kerri Altebrando as Booster Club Advisor at Central Middle School for the 2013-2014 school year. This position shall now be shared between two teachers as listed below:

APPROVAL OF
STIPEND
POSITION

Kerri Altebrando	Co-Booster Club Advisor	\$1,024.50*
Deborah Celmer	Co-Booster Club Advisor	\$1,024.50*

*Stipends to be paid from existing activity account balances and/or pay to play/participate fees paid.

17. 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

Jeyanthi Ponnusamy	Barbara Lombardi
Sally Lauderdale (also substitute secretary)	Christine Mahoney
Stephanie Herkert (also substitute secretary)	

ROLL CALL VOTE on resolution #11,12,13,14,15,16,17:

YES:

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

NO: None.

Resolution #11,12,13,14,15,16,17 carried 6-0.

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 18,20,21,22. (Number 19 was pulled from the agenda).

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.

18. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator and the Director of Curriculum, approve the following revised curriculum documents for implementation effective September 1, 2013:

APPROVAL OF REVISION TO MATHEMATICS CURRICULUM

- Grade 6 Mathematics
- Grade 7 Mathematics
- Grade 8 Mathematics

20. 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 TRIP

January 30, 2014 6th- 8th Grade Music Students
 Avery Fisher Hall at Lincoln Center
 New York, New York
 8:00 a.m. to 1:30 p.m.
 \$18.00 per person, parent paid
 80 students, 2 teachers,
 School nurse, and 8 parents

21. 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

- 6141 Curriculum Design and Development
- 6142.2 English as a Second Language and Bilingual Programs
- 6142.6 Basic Skills
- 6142.13 HIV Prevention Education
- 6147.1 Evaluation of Individual Student Performance
- 6164.1 Intervention and Referral Services of General Education Students

22. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Policy Committee, adopt the following policy on a second reading:

ADOPTION OF POLICY

Policy 6142.10 Internet Safety and Technology Use

ROLL CALL VOTE on resolution #18,20,21,22:
Resolution # 19 was pulled from the agenda.
Resolution #21 as amended Policy 6142.2.

YES:

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

NO: None.

Resolution #18,20,21,22 carried 6-0.

It was moved by Ms. Nyquist and seconded by Mr. Blocker that the Long Hill Township Board of Education approve the following recommendation of the Superintendent numbered A-1.

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.

A-1. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Lauren Scolaro to the position of part-time (0.50) maternity leave replacement 21st Century Communications Teacher at Central Middle School [PCS Number: CMS0000044] at the BA Step 1 salary of \$49,000.00 prorated for the period September 23, 2013 through February 28, 2014.

L. SCOLARO
APPOINTED
MAT. LEAVE
REPLACEMENT
(PART-TIME 0.50)

ROLL CALL VOTE on resolution #A-1:

YES:

Mr. Stevens Mr. LoCascio
Mr. Blocker Mrs. Scanlon
Mr. Brown

NO: None.

Ms. Nyquist abstained.

Resolution #A-1 carried 5-0-1.

ITEMS FOR DISCUSSION

OLD BUSINESS: None.

NEW BUSINESS

Mrs. Scanlon stated that the kickoff meeting for the Morris County School Boards Association will be held on Thursday evening.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mr. Stevens and seconded by Mr. Blocker that the meeting adjourn. Motion carried 6-0. Meeting adjourned at 8:10 p.m.

ADJOURNMENT

FUTURE MEETING DATES

October 14, 2013 – Worksession Meeting – 7:30 p.m. – Township Municipal Building

October 28, 2013 – Regular Meeting – 7:30 p.m. – Township Municipal Building

Respectfully submitted,

John Esposito
Business Administrator/Board Secretary

René Rovtar, Ed.D.
Superintendent of Schools