

LONG HILL TOWNSHIP BOARD OF EDUCATION
WORKSESSION MEETING
May 8, 2017

The Long Hill Township Board of Education held a Worksession Meeting on Monday, May 8, 2017 in the Long Hill Township Town Hall. The meeting was called to order by Board President Nicholas Stevens at 7:30 p.m.

MEMBERS PRESENT: Mr. Bundonis, Mrs. Butler, Mr. Carn, Mr. DiGiorgio, Mrs. Moakley, Miss Nyquist, Mr. O’Leary, Mr. Stevens.

MEMBERS ABSENT: Ms. Raban.

OTHERS PRESENT: Dr. Acevedo, Superintendent of Schools
Mr. Esposito, Business Administrator/Board Secretary
Mrs. Dawson, Millington School Principal
Dr. Jones, Gillette School Principal/Curriculum Director
Ms. Backer, Dean of Students
Mr. Blinder, Coordinator of Technology Services
Mrs. Connelly, Coordinator of Instructional Technology
Mrs. Franklin, LHEA President
Twelve Township Residents
One Reporter for the Echoes-Sentinel

PLEDGE OF ALLEGIANCE: Mr. Stevens 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 October 27, 2016. 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 COMMITTEE REPORTS

PTO– Mr. Carn reported on a number of upcoming events, including Victorian Day, Medieval Day, Environmental Day, Colonial Day, and the Teacher Appreciation lunches.

FORCE– Mrs. Butler reported that Mr. Hazdic won an award for his role with the Robotics team. FORCE is presenting the play, “Annie”, on 6/9. Volunteers are needed for FORCE.

WHRHS Liaison–Mr. Stevens attended the April meeting and he reported on the topics of interest.

SUPERINTENDENT'S UPDATE

Dr. Acevedo reported on the following:

- He noted that resolution #3 will be tabled. He asked to have a private session relating to a confidential student issue.
- He thanked the district teachers in honor of Teacher Appreciation Day.
- He congratulated the Board on achieving recertification which occurs when the Board meets multiple standards. Mr. Stevens read the plaque and thanked everyone for their service to the community.
- He thanked Mr. Blinder, Mrs. Connelly, and the teachers for successful PARCC testing. He thanked all music teachers for participating in the 4/30 music festival in New Providence.
- He and Mr. Villar went to a dinner for Central School student Meghan Hobbs who won the award for all of her work and volunteer efforts in the community.
- He called up student Kevin Feinstein who won an award for writing and congratulated him. He presented a certificate. Kevin talked about his experience and Dr. Acevedo asked him questions.

ADMINISTRATORS AND SUPERVISORS UPDATE

The reports of the administrators are aligned with the District's Action Plan.

Central Middle School

In Mr. Villar's absence, Dr. Jones provided his report.

Student Achievement-

- All non-tenured staff have finalized Domain 4 and Summative Evaluations for the school year. Teacher Student Growth Objectives and reports on Professional Development Plans are 5/30.
- He thanked Ms. Backer, Ms. Lazirko and Mr. Blinder for their work facilitating the PARCC testing.
- The CMS scheduling committee has finalized a new bell schedule for the 2017-2018 school year which they will submit for approval at the 5/22 meeting.

Culture and Climate/Communication

- Victorian Day is 5/11. On 6/1, he will hold a meeting for the parents of 8th grade students attending the Washington DC trip. On 6/5, he will host a 5th Grade Parent Orientation.

Millington School

Mrs. Dawson reported on the following:

Student Achievement:

- The Strategies for Struggling Students PLC met and discussed a variety of topics including lesson plan development and a review of formative assessment practices.
- The Best Practices in Literacy PLC shared the thought bubble activity which provides students a thought bubble to encourage critical thinking when reading.
- The Special Education PLC reviewed how to record reading levels and the various assessments used to determine levels.
- The Drilling Down on Data PLC discussed the master schedule to allow for more common planning time at the 5th grade level.
- Teachers are finalizing their Student Growth Objectives. PARCC testing is still taking place with regular testing ending this week and make-ups ending next week.

Culture and Climate:

-She and Mr. Villar will host a principal's coffee at Millington School on 5/31 at 1:30. Many of the spring events will begin the week of 5/15. Both the May and June printable calendars are on the website with dates.

Security Drills/Fire Drills:

-Fire drills were held on 3/29 and 4/17. At the security drill on 3/30, the procedures regarding lockdown during recess and lunch were reviewed with students. On 4/26, she and essential staff members met with the police to review Bomb Threats and Active Shooter Drills. She met with the faculty and staff on 4/27 to turnkey the information.

Gillette/Curriculum

Dr. Jones reported on the following:

Goal 1 Student Achievement:

- Curriculum Mondays have been spent reviewing Rubicon, updating course descriptions and curriculum maps for the year and inputting data for SGO's.
- Teachers are giving their benchmark assessment in Linkit this month to students in grades 4-8 in ELA and Math. The data will be reviewed next month.
- She hosted a sending district curriculum meeting last week.
- She completed her observations and summatives for the year and will meet with teachers to review their scores.
- This week kindergarteners will participate in DARE for the first time.
- She is arranging a visit with the district's two STEM teachers to the high school to view their STEM program in early June.

Goal 3 – Finance and Facilities:

-She thanked Mrs. O'Leary, Mrs. O'Hara and the PTO for initiating the purchase and installation of a new playground piece for Gillette students.

Goal 4 – Culture, Climate/Communication:

- A fire drill and school security drill were held this month.
- The kindergarten screening will be held at the end of the month for all incoming kindergartners.
- Mrs. Sanfilippo is working with art teachers Mrs. Dunn and Mrs. Cohen on the Character Rock program for first graders.
- She will set up the last DEAC and Horizon/G&T meeting for the year in the next few weeks.
- The Gillette Calendar for May has been updated with important events.

Dean of Students

Ms. Backer reported on the following:

Goal 1: Student Achievement

- ACCESS Testing for ELL's was completed on 3/24. PARCC testing began on 4/3 and will end on 5/8 with makeups going until 5/19.
- She attended online NJASK Training. The NJASK Science test will be administered to 4th and 8th grade students on 5/31. A parent manual and letter will be going home next week with NJASK Science details.

Goal 3: Technology

-She met with Mrs. Connelly and Dr. Acevedo to go over the new website development.

Goal 4: Culture and Climate/Communication

-SST meetings were held at Millington on 3/13 and Gillette and Central on 3/22.

-I&RS Meetings were held at Millington on 3/29 and 3/30 and Gillette on 3/31 and 4/6.

-Screenagers will be shown to CMS students and 5th graders on 5/16. The parent screening will occur on 5/17 at 7 pm. Melissa Straub from Youth Training Solutions will attend to assist with post-screening discussion.

Coordinator of Instructional Technology

Mrs. Connelly reported:

-She has been supporting PARCC testing at Millington School. The 5th graders were able to use their Chromebooks. Grades 3 and 4 tested in the Computer Labs.

-She participated in a STEAM meeting with the STEM teachers, principals and Dr. Acevedo.

-She participated in a meeting with Dr. Jones in Marlboro to discuss how LinkIt! is used. LinkIt! will provide actionable data to teachers from PARCC and benchmark assessments.

-She has been working on the rollout of the new Applitrack human resources system with Mrs. Mickles. The system should be operational later this month.

-She has been working on the new website rollout which should be operational by June. A meeting was held in early April to choose the new design template and it included the Superintendent, Ms. Backer and two teacher representatives.

-She attended the Future Ready NJ Certification Summit in Newark today to discuss Future Ready certification with other districts in New Jersey.

Coordinator of Technology Services

Mr. Blinder reported:

-WIDA-ACCESS testing of ELL students at all 3 schools and DLM testing at Central School have been completed.

-He has spent the last eight weeks devoting a great deal of effort to getting technology ready for PARCC.

-He thanked Dr. Acevedo for helping with PARCC for the district's Spanish speaking students.

BUSINESS ADMINISTRATOR UPDATE

Mr. Esposito reported on the following:

-He noted that he should receive the results of the lead re-testing this week.

-The US House passed the AHCA to repeal and replace ACA. The Senate will next vote on it.

-He hopes to give a brief overview of the BOE insurance policies and consortiums at the next meeting.

-He sent all current regular education bus routes to the transportation department at the high school in hopes of tiering additional shared routes in 2017-18 and achieving cost savings.

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.

None.

ADMINISTRATIVE RECOMMENDATIONS

1. It was moved by Miss Nyquist and seconded by Mrs. Butler 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

- a. April 24, 2017 Regular Meeting-Public Session
- b. April 24, 2017 Regular Meeting-Private Session

ROLL CALL VOTE on resolutions #1a,1b:

YES: Mr. Bundonis	Mrs. Moakley
Mrs. Butler	Miss Nyquist
Mr. Carn	Mr. O' Leary
Mr. DiGiorgio	Mr. Stevens

NO: None.
Resolutions #1a,1b carried 8-0.

It was moved by Mrs. Butler and seconded by Mr. DiGiorgio that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 2,4. Resolution #3 was tabled.

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 Travel/Conference registration for the staff indicated for professional improvement or development as per the attached listing.

APPROVAL OF TRAVEL

3. Resolution was tabled.

4. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, gratefully accept a donation of \$1,400.00 from the PTO to be used for books in the Central School Library.

ACCEPTANCE OF DONATION

ROLL CALL VOTE on resolutions #2,4:

YES: Mr. Bundonis	Mrs. Moakley
Mrs. Butler	Miss Nyquist
Mr. Carn	Mr. O' Leary
Mr. DiGiorgio	Mr. Stevens

NO: None.

Resolutions #2,4 carried 8-0.

It was moved by Mr. Carn and seconded by Mrs. Moakley that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 5,6. 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.

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 Dr. Janet Konat-Oberman, of Morristown Medical Center, as a provider of Autism Spectrum Disorder Evaluations.

APPROVAL OF
DR. KONAT-OBERMAN
AS VENDOR

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 the payment of \$250.00 to Dr. Janet Konat-Oberman, of Morristown Medical Center, for an Autism Spectrum Disorder Evaluation for student #3986223186 to assist in determining special education category and placement.

APPROVAL OF
PAYMENT TO
DR. KONAT-OBERMAN

ROLL CALL VOTE on resolutions #5,6:

YES: Mr. Bundonis	Mrs. Moakley
Mrs. Butler	Miss Nyquist
Mr. Carn	Mr. O' Leary
Mr. DiGiorgio	Mr. Stevens

NO: None.

Resolutions #5,6 carried 8-0.

It was moved by Mr. DiGiorgio and seconded by Mr. Bundonis that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 7,8,9,10,11,12.

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.

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, accept the letter of resignation, for the purpose of retirement, from Laurraine Lemond, Teacher Assistant at Gillette School, effective July 1, 2017. The Board of Education expresses its sincere appreciation for Mrs. Lemond's 15 years of service to the district.

L. LEMOND
RESIGNATION

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, accept the resignation of Jody Britten from the position of Teacher Assistant (.50 FTE), Gillette School, effective June 30, 2017.

J. BRITTEN
RESIGNATION

9. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, accept the resignation of Kelsey Valentino from the position of Teacher Assistant (.50 FTE), Gillette School, effective June 30, 2017.

K. VALENTINO
RESIGNATION

10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, accept the resignation of Alexis Herring from the position of Teacher Assistant (.50 FTE), Gillette School, effective June 30, 2017.

A. HERRING
RESIGNATION

11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, appoint Alexis Herring as Gillette School lunch aide for the 2017-2018 school year at the rate of \$10.00 per hour.

A. HERRING
APPOINTED AS LUNCH
AIDE

12. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, approve the appointment of tenured and non-tenured teachers for the 2017-2018 school year. The following teaching staff members shall be granted tenure during the 2017-2018 school year (as attached).

APPOINTMENT OF
TEACHERS

Rosa Aguiar
Jessica Bariso
Lisa Sanfilippo
Tara Stepanian

ROLL CALL VOTE on resolutions #7,8,9,10,11,12:

YES: Mr. Bundonis Mrs. Moakley
 Mrs. Butler Miss Nyquist
 Mr. Carn Mr. O' Leary
 Mr. DiGiorgio Mr. Stevens

NO: None.
Resolutions #7,8,9,10,11,12 carried 8-0.

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

13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, approve the appointment of tenured and non-tenured support staff and Teacher Assistants for the 2017-2018 school year (as attached).

APPROVAL OF SUPPORT STAFF

14. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, approve the appointment of tenured and non-tenured administrators for the 2017-2018 school year (as attached). The salary for the Business Administrator is to be determined.

APPROVAL OF ADMINISTRATORS

15. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, approve the Coordinator of Instructional Technology and Coordinator of Technology Services for the 2017-2018 school year (as attached – salaries to be determined).

APPROVAL OF COORDINATORS

16. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, approve the Board Office Support Staff for the 2017-2018 school year (as attached).

APPROVAL OF BOARD OFFICE STAFF

17. RESOLVED that the Board hereby appointed Paula Hatch as the Board designee to prepare the monthly reconciliation of bank account statements and in conjunction with the Board Secretary take any step necessary to bring the cash record balance and reconciled bank balance into agreement prior to the completion of the Board Secretary’s monthly reports. Annual compensation for preparing monthly financial reconciliations in 2017-18 will be \$3,950.

PAULA HATCH APPOINTED

ROLL CALL VOTE on resolutions #13,14,15,16,17:

YES: Mr. Bundonis	Mrs. Moakley
Mrs. Butler	Miss Nyquist
Mr. Carn	Mr. O’ Leary
Mr. DiGiorgio	Mr. Stevens

NO: None.

Resolutions #13,14,15,16,17 carried 8-0.

It was moved by Mr. O’Leary and seconded by Mr. DiGiorgio that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 18,19,20.

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, approve the following job descriptions on a second reading:

ADOPTION OF
JOB DESCRIPTIONS

Job Description: Assistant to the Business Administrator/Board Secretary*
Facilities Manager
School Residency Officer

*Represents change in title and responsibilities from Secretary to the BA/BS

19. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent , approve the following dates for the 2016-2017 Extended School Year Program:

APPROVAL OF
ESY DATES

Thursday, June 21, 2017 Teacher/Staff Prep Day
Friday, June 22 – July 21, 2017 Student Program Dates
*Holiday Closing on Tuesday, July 4, 2017

20. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, approve the field trip listed below:

APPROVAL OF
FIELD TRIP

June 1, 2017 5th Grade Dare Trip Bowlmor Green Brook
9:15 a.m. to 12:30 p.m. Green Brook, N.J.
No Cost 105 students, 5 teachers
Paid by PTO/DARE

ROLL CALL VOTE on resolutions #18,19,20:

YES: Mr. Bundonis Mrs. Moakley
Mrs. Butler Miss Nyquist
Mr. Carn Mr. O' Leary
Mr. DiGiorgio Mr. Stevens

NO: None.
Resolutions #18,19,20 carried 8-0.

ITEMS FOR DISCUSSION: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mrs. Moakley and seconded by Mr. DiGiorgio that the Board enter into private session for the purpose of discussing a confidential student issue.
No action is anticipated following private session.
Motion carried 8-0. Into private session at 8:11 p.m.

PRIVATE SESSION

The Board returned to public session at 8:30 p.m.

PUBLIC SESSION

It was moved by Mr. Stevens and seconded by Mr. DiGiorgio that the Board enter into private session for the purpose of discussing a contractual issue with the LHEA.

PRIVATE SESSION

No action is anticipated following private session.

Motion carried 8-0. Into private session at 8:31 p.m.

The Board returned to public session at 8:35 p.m.

PUBLIC SESSION

It was moved by Mrs. Moakley and seconded by Mr. DiGiorgio that the meeting adjourn. Motion carried 8-0. Meeting adjourned at 8:35 p.m.

ADJOURNMENT

FUTURE MEETING DATES

May 22, 2017 – Regular Meeting - 7:30 p.m. – Township Municipal Building

June 12, 2017 – Worksession Meeting - 7:30 p.m. - Township Municipal Building

Respectfully submitted,

John Esposito
Business Administrator/Board Secretary

Edwin Acevedo, Ed. D.
Superintendent of Schools