

LONG HILL TOWNSHIP BOARD OF EDUCATION
WORKSESSION
OCTOBER 8, 2012

The Long Hill Township Board of Education held a Worksession on Monday, October 8, 2012 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: Ms. Barone, Mr. Blocker, Mr. LoCascio, Mr. Meringolo, Miss Nyquist, Dr. Rae, Mr. Russo, Mr. Stevens, Mrs. Scanlon.

MEMBERS ABSENT: None.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools
Mr. Villar, Central School Principal
Mrs. Dawson, Millington School Principal
Dr. Jones, Gillette Principal/Dir. of Curriculum
Mrs. Franklin, LHEA President

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 February 28, 2012. 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

Curriculum – Ms. Barone reported the district is up to date with regard to implementing the Common Core State Standards for math K-5 and language arts K-8. All of the remaining curriculum is also updated and aligned with the New Jersey Core Curriculum

Content Standards. The middle school math teachers are engaged in the process of selecting new textbooks for the 2013-2014 school year.

WHRHS Liaison – Miss Nyquist reported that there was nothing discussed at the last WHRHS Board meeting that affects the Long Hill Township District directly.

Morris County Ed. Services Commission – Miss Nyquist stated that at the last MCESC meeting, there was a discussion about the new teacher evaluation system. They will be using the Danielson model. Due to their specialized population, they are working with other educational services commissions and the State on aspects of implementation. The Commission is also developing a pool of retired administrators who can be hired by local districts to assist with the increased number of evaluations required.

SUPERINTENDENT’S UPDATE

Dr. Rovtar reported that FORCE held their 4th annual Tiger Tracks 5K Race on Saturday and it was a very successful event. She thanked all of the businesses that donated to the event and all of the volunteers that helped it run so smoothly.

Dr. Rovtar provided a status report on the District Goals for 2012-2013:

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

Dr. Jones will be addressing the professional development activities that have occurred with regard to math curriculum implementation. New textbooks were ordered for this year that are fully aligned with the Common Core State Standards and provide a wealth of online resources for teachers.

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

The facility monitoring took place on September 27 with the Executive County School Business Administrator visiting all three schools. Dr. Rovtar thanked Mr. Esposito, Mr. Erazo, the Temco staff and the building principals for all of their work in preparing the buildings for the inspection. The inspection went very well. We are awaiting his final report. The district’s QSAC committee has held two of the five planned meetings to address the five separate areas of the District Performance Review. To date the areas of Operations and Fiscal Management have been reviewed. The district appears to be very strong in both areas.

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

The district administrators participated in 10 days of training over the summer and have all passed the proficiency assessment as observers in the Danielson Framework for Teaching System. Professional development on the system for teachers was provided in September and also today. Walkthroughs, which are 5-10 minute class visits, and formal observations will be starting next week.

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

The first step in the process is the receipt of the energy audit. A meeting to review the draft report will be held with Concord Engineering the week of October 22.

ADMINISTRATORS AND SUPERVISORS UPDATES

Millington School

Mrs. Dawson reported on the following:

- Last week Millington School participated in the Week of Respect. Students were asked to wear specific clothes to represent ways we show respect.
- October 10 is Picture Day.
- October 12 is School Spirit Day – Mismatch or Wacky Clothes Day.
- An evacuation drill with the Police is scheduled for October 12. The Police are also conducting bus safety drills this week.
- October 19 is PTO movie night. The movie is The Lorax.
- The PTO is sponsoring a writing workshop for all 5th grade students on October 23.
- The Halloween Parade will begin at 1:45 p.m. on October 31.
- The annual Veterans Day Assembly will take place on November 7 at 9:30 a.m. An invitation will go out to our local Veterans to attend the assembly.
- Parent Conferences will be held November 5 – 7; evening conferences are on November 6.
- Millington School will observe School Violence Awareness Month during the week of October 15. Students will participate in activities promoting a safe school, character education, and anti-bullying.
- Mrs. Dawson participated in the Reflect Live training for the new Teacher Evaluation System last Wednesday with all of the administrators. Formal observations will begin this week.

Central Middle School

Mr. Villar reported on the following:

- Back to School Night was held on September 27.
- Student Council elections were held on September 28.

- The first school dance will be held on October 26.
- Parent Conferences will be held on November 5, 6 and 7. Evening conferences will be held on November 5.
- Mr. Villar addressed the topic of parents dropping off and picking up students as construction will soon begin on Main Street and Central Avenue, making traffic a bit more complicated.

Gillette School

Dr. Jones reported on the following:

- Dr. Jones thanked the first grade class parents who, with the help of students and teachers, created a really nice display of scarecrows in front of the school.
- Gillette School raised \$145 from Dress for Pediatric Cancer Day.
- The PTO Social has been rescheduled to Oct. 12 from 6:00 to 7:30 p.m. in the back of Gillette School.
- Bus safety drills were conducted last week with the Police.
- Picture Day is October 10.
- The candy corn contest will begin tomorrow for the month of October. Whoever guesses the correct amount of corn in the jar wins the jar of candy and a free homework pass.
- The Halloween parades will be held on October 31.
- Mr. Rideout's Disco will be held on October 25.
- The first parent Harassment, Intimidation and Bullying (HIB) meeting will be held on October 18.
- Mrs. Wycko has completed unit one Tree Study of the new Creative Curriculum.
- Mrs. Hoy is working on a Peer Buddy initiative with the help of responsible first graders as a model to our young autistic population at Gillette School.
- Parent/Teacher conferences are November 5-7 with the evening conferences being held on November 5.

Curriculum

- Dr. Jones attended an Anti-Bullying workshop given by the State of NJ on September 21. She and Dr. Rovtar will be attending a follow up workshop on October 30.
- So far the use of the additional Curriculum Mondays has been very effective. Teachers have received training in the new Framework for Effective Teaching model.
- On October 5 the middle school math and ICS teachers participated in a textbook presentation from Glencoe and Prentice Hall in preparation for a new math program to align with the Common Core State Standards for September 2013. Several meetings will be set up this year to discuss the adoption of a program.

- K-5 teachers were also trained in the EnVision Math program last Friday, since it is a new program for grades K-2, and has a new technology component.
- This afternoon Dr. Jones had SmartBoard training for all teachers who have a SmartBoard. The LAL and Math programs have an intense technology component.
- Mrs. Schmitz and Dr. Jones presented a Flex Day workshop on Domain 2 and 3 of the New Teacher Evaluation System.
- Dr. Jones will be attending a Common Core State Standards workshop next week sponsored by Prentice Hall in the areas of math and language arts literacy.
- Dr. Jones met with the Board’s Curriculum Committee this evening to discuss curriculum, recent changes, and provide a briefing for the newest members of the committee.

Technology

Mr. Blinder reported that last week he presented a Flex Day workshop with Mrs. Milito on Power-Point. He reported that the wireless network at Central Middle School is now live.

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 Mr. Russo 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

September 24, 2012 – Regular Meeting – Public Session

ROLL CALL VOTE on resolution #1:

YES:	Ms. Barone	Mr. Meringolo	Mr. Russo
	Mr. Blocker	Miss Nyquist	Mr. Stevens
	Mr. LoCascio	Dr. Rae	Mrs. Scanlon

NO: None.

Resolution #1 carried 9-0.

It was moved by Mr. Blocker and seconded by Miss Nyquist that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 2,3,4,5.

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 2012-2013 joint Transportation Agreement with the Warren Township School District for regular education student transportation for eight Central School Math students attending class at Watchung Hills Regional High School for route W#137 at a total cost of \$4,224.60.

APPROVAL OF
TRANSPORTATION

3. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, renew its agreement with the American Red Cross to use district school buildings as shelter sites in the event of a local emergency; and authorize the Business Administrator to sign and submit the agreement to the Red Cross.

APPROVAL OF
RED CROSS
AGREEMENT

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

APPROVAL OF
CANCELLATION
OF CHECKS

Whereas, there are outstanding checks which were drawn upon the General Account and Payroll Account; and

Whereas, said checks have been outstanding for more than twelve (12) months, and;

Whereas, the School Business Administrator is desirous of voiding said checks;

Now Therefore, Be it Resolved, by the Long Hill Township Board of Education that the following outstanding checks be cancelled and the School Business Administrator is authorized and directed to void said checks:

General Account

Check #29632	\$ 17.22
Check #30189	\$118.25
Check #30297	\$ 24.95
Check #30682	\$ 11.34
Check #31093	\$ 17.39
Check #31298	\$300.88

Payroll Account

Check #19441	\$136.22
Check #19999	\$ 13.54
Check #20066	\$ 27.09
Check #20151	\$ 40.63
Check #90130	\$ 88.45
Check #20699	\$ 23.09

5. 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 2,3,4,5:

YES: Ms. Barone	Mr. Meringolo	Mr. Russo
Mr. Blocker	Miss Nyquist	Mr. Stevens
Mr. LoCascio	Dr. Rae	Mrs. Scanlon

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

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 6,7,8,9,10,11,12.

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.

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accept the resignation of Ann Kisch, Special Services Secretary, with regret, effective November 1, 2012 after 26 years of service to the Long Hill Township School District.

A. KISCH
RESIGNATION

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, transfer Debra J. Tremarco from the position of part time (.75) Special Services Secretary to the position of full time Special Services Secretary at the Step 12 annual salary of \$53,132.00 effective November 1, 2012.

D.J. TREMARCO
TRANSFER

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the following staff transfers effective November 1, 2012:

C. PEPE,
L. RALSTON
TRANSFER

Colleen Pepe from full time Millington School Secretary to part time (.50) Millington School Secretary, part time (.50) Special Services Secretary
Lillian Ralston-from part time (.50) Millington School Secretary part time (.50) Central School Secretary to full time Millington School Secretary.

9. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, appoint Kristen Mastrogiovanni to the position of full time maternity leave Teacher Assistant at Gillette School at the annual Step 1 salary of \$31,343.00 prorated for the period November 12, 2012 through March 27, 2013.

K. MASTROGIOVANNI
APPOINTED
MAT. LEAVE
REPLACEMENT

ROLL CALL VOTE on resolution #9:

YES: Ms. Barone Mr. Meringolo Mr. Russo
Mr. Blocker Mr. Stevens
Mr. LoCascio Dr. Rae Mrs. Scanlon

NO: None.
Miss Nyquist abstained on resolution #9.
Resolution #9 carried 8-0-1.

10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, Business Administrator and the Technology Coordinator, approve Toni Ortu to serve as Technology Service Provider at the rate of \$22.00 per hour effective from 10/9/12 to 12/31/12. Total not to exceed 325 hours. Start date is contingent upon successful completion of criminal background check.

T. ORTU
APPOINTED TO
TECHNOLOGY
STAFF

11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, Business Administrator and Middle School Principal approve the following appointment for the 2012-2013 school year:

E. PALLA
APPOINTED
BB. COACH

<u>Sport/Activity</u>	<u>Advisor</u>	<u>Stipend</u>
Girls Basketball Coach	Emily Palla	\$2,994.00*

*Stipend to be paid from pay to play/participate fees paid.

ROLL CALL VOTE on resolution #11:

YES: Ms. Barone	Mr. Meringolo	Mr. Russo
Mr. Blocker		Mr. Stevens
Mr. LoCascio	Dr. Rae	Mrs. Scanlon

NO: None.
Miss Nyquist abstained on resolution #11.
Resolution #11 carried 8-0-1.

12. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of the following persons to the Substitute list for the 2012-2013 school year:

APPROVAL OF
SUBSTITUTES

Christine Del Sordo Dominick Mastroianni

ROLL CALL VOTE on resolutions 6,7,8,10,12:

YES: Ms. Barone	Mr. Meringolo	Mr. Russo
Mr. Blocker	Miss Nyquist	Mr. Stevens
Mr. LoCascio	Dr. Rae	Mrs. Scanlon

NO: None.
Resolutions 6,7,8,10,12 carried 9-0.

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 13,14,15.

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, Business Administrator and the Building Principal, approve the field trip listed below:

APPROVAL OF
FIELD TRIP

May 21, 2013 7th grade students Morris Museum
10:00 a.m. to 12:30 p.m. Morristown, NJ
\$13.65 per person parent/guardian paid all 7th grade students
10 teachers

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

ADOPTION OF
POLICIES

Policy 6164.2 Guidance Program and Services
Policy 6164.2R Guidance Program and Services
Administrative Regulations

15. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the 2012-2013 Nursing Services Plan for the Long Hill Township School District.

APPROVAL OF
NURSING
SERVICES PLAN

ROLL CALL VOTE for resolutions 13,14,15:

YES: Ms. Barone Mr. Meringolo Mr. Russo
 Mr. Blocker Miss Nyquist Mr. Stevens
 Mr. LoCascio Dr. Rae Mrs. Scanlon

NO: None.
Resolutions 13,14,15 carried 9-0.

ITEMS FOR DISCUSSION

OLD BUSINESS

Miss Nyquist asked if a schedule for the new teacher observation system had been developed. Dr. Rovtar explained that the observations for the entire school year have been charted out in a spreadsheet that has been shared with all of the teachers.

Mr. Meringolo asked about the status of the Central Gym Lighting Project. Dr. Rovtar stated that the district is checking with the attorney regarding the possibility of negotiating a contract since the project was bid twice with no responses.

NEW BUSINESS

There was no new business to come before the Board.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mr. Russo and seconded by Miss Nyquist that the meeting adjourn. Motion carried 9-0. Meeting adjourned at 8:00 p.m.

ADJOURNMENT

FUTURE MEETING DATES

- October 22, 2012 – Regular Meeting – 7:30 p.m. Township Municipal Building – 7:30 p.m.
- November 12, 2012 – Worksession – Township Municipal Building – 7:30 p.m.
- November 26, 2012 – Regular Meeting – Township Municipal Building – 7:30 p.m.

Respectfully submitted,

René Rovtar, Ed.D.
Superintendent of Schools

RR:mh