

LONG HILL TOWNSHIP BOARD OF EDUCATION  
WORKSESSION  
SEPTEMBER 24, 2012

The Long Hill Township Board of Education held a Regular Monthly Meeting on Monday, September 24, 2012 in the Long Hill Township Town Hall. The meeting was called to order at 7:30 p.m. by Board President Lisa Scanlon.

MEMBERS PRESENT: Ms. Barone, Mr. Blocker, Mr. LoCascio, Mr. Meringolo, Miss Nyquist, Mr. Russo, Mr. Stevens, Mrs. Scanlon.

MEMBERS ABSENT: Dr. Rae.

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

Policy – Ms. Barone reported the committee met and there are two policies on the agenda tonight for a first reading.

Finance – Mr. Blocker reported the committee met and reviewed the bills list and found all in order for payment.

WHRHS Liaison – Miss Nyquist attended the meeting of the WHRHS Board of Education and reported the following:

- The Board is considering a consent agenda for meetings.
- Their Policy Committee is considering several critical policy revisions.

SUPERINTENDENT’S UPDATE

Dr. Rovtar reported on the following:

- Back to School Nights were held at Gillette and Millington Schools and were very well attended.
- There is a resolution on the agenda regarding the selection of a principal evaluation model. The teachers will be utilizing the Teachscape model.
- The FORCE Tiger Tracks 5K Race will be held on October 6 at 8:30 a.m.

BOARD SECRETARY’S UPDATE

Mr. Esposito reported on the following:

- Any Board Members who are planning to attend the NJ School Boards Convention in Atlantic City must make their own hotel reservations.
- State regulations limit the daily rate that can be reimbursed for hotel stays at the convention.
- Mr. Esposito can provide a listing of hotels with special convention rates.
- Governance I training, which is required for new Board Members will not be offered at the Workshop, but will be offered online.

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

APPROVAL OF  
MINUTES

and made part of the public record:

September 10, 2012 – Worksession – Public Session

ROLL CALL VOTE on resolution #1:

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

NO: None.

Resolution #1 carried 8-0.

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 and 4.

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 August 15 and 30, 2012 and the List of Bills for September 12, 18, 19 and 24, 2012 for payment as follows: (attached)

APPROVAL OF  
BILLS LIST

**Payroll for August 15, 2012**

Fund 10	\$ 9,710.88
Current Expense-Fund 11	\$213,860.82
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>\$223,571.70</b>

**Payroll for August 30, 2012**

Fund 10	\$ 9,386.00
Current Expense-Fund 11	\$150,655.96
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>\$160,041.96</b>

**Bills for September 12, 2012**

Fund 10	\$ -0-
Current Expense-Fund 11	\$ -0-
Capital Outlay-Fund 12	\$286,365.43
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
<b>Total</b>	<b>\$286,365.43</b>

**Bills for September 18, 2012**

Fund 10	\$ -0-
Current Expense-Fund 11	\$130,722.72
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>\$130,722.72</b>

**Bills for September 19, 2012**

Fund 10	\$ -0-
Current Expense-Fund 11	\$ 527.98
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>\$ 527.98</b>

**Bills for September 24, 2012**

Fund 10	\$ 5,148.04
Current Expense-Fund 11	\$432,782.15
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ 32,327.24
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
<b>Total</b>	<b>\$470,257.43</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 to confirm the transfer of surplus funds to district reserve accounts made on June 30, 2012:

AUTHORIZATION  
OF TRANSFER TO  
CAPITAL RESERVE

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

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 the Capital Reserve account (\$325,000) at year end, and

WHEREAS, the Long Hill Township Board of Education has determined that up to \$325,000 is available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Long Hill Township Board of Education that the action by the district's School Business Administrator transfer to Capital Reserve of \$325,000 as of June 30, 2012 is hereby authorized 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 Travel/Conference registration for the staff indicated for professional improvement or development as per the attached listing.

APPROVAL OF TRAVEL

ROLL CALL VOTES on resolutions 2, 3 and 4:

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

NO: None.  
Resolutions 2, 3 and 4 carried 8-0.

It was moved by Ms. Barone and seconded by Miss Nyquist that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 5 and 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 Director of Special Services and the Business Administrator, approve the payment of tuition in the amount of \$5,500 per month to University Behavioral Healthcare, UMDNJ (tuition will be prorated in consideration of admission and discharge date) for Student #2766283326, as per the student’s IEP, beginning September 18, 2012.

APPROVAL OF TUITION

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Director of Special Services and the Business Administrator, approve the payment of \$1,300.00 to Dr. Vanna Amorapanth for Neuro-Developmental Evaluations for students #2012005 and #2012006 in connection with the Child Study Team evaluation of these two students.

APPROVAL OF EVALUATION

ROLL CALL VOTE on resolutions 5 and 6:

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

NO: None.

Resolutions 5 and 6 carried 8-0.

It was moved by Mr. Meringolo and seconded by Ms. Barone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 7 and 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.

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve maternity leave for

MATERNITY LEAVE FOR S. HOLZINGER

Stacie Holzinger, second grade teacher at Millington School for the period January 17, 2013 through June 30, 2013 as follows:

- January 17, 2013 – March 17, 2013 Paid maternity leave utilizing accumulated sick days
- March 18, 2013 – June 8, 2013 NJ Family Leave for childcare (unpaid)
- June 8, 2013 – June 30, 2013 Unpaid childcare leave

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve maternity leave for Kerri Altebrando, eighth grade science teacher at Central School for the period December 5, 2012 through June 30, 2013 as follows:

MATERNITY  
LEAVE FOR  
K. ALTEBRANDO

- December 5, 2012 – February 11, 2013 Paid maternity leave utilizing accumulated sick days
- February 12, 2013 – May 7, 2013 NJ Family Leave for childcare (unpaid)
- May 7, 2013 – June 30, 2013 Unpaid childcare leave

ROLL CALL VOTE on resolutions 7 and 8:

YES:	Ms. Barone	Mr. Meringolo	Mr. Russo
	Mr. Blocker	Miss Nyquist	Mr. Stevens
	Mr. LoCasio		Mrs. Scanlon

NO: None.

Resolutions 7 and 8 carried 8-0.

It was moved by Mr. Russo and seconded by Ms. Barone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 9 and 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.

9. 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 TRIP

September 25, 2012 – STAR Program – Alstede Farms  
8:30 a.m. to 2:15 p.m. Chester, NJ  
Board paid 4 students, 1 teacher & 2 teacher assistants

September 27, 2012 – STAR Program - Shop Rite  
9:00 a.m. to 12:30 p.m. Stirling, NJ  
Board paid 4 students, 1 teacher & 2 teacher assistants

10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Policy Committee, approve the following policies on a first reading:

FIRST READING OF POLICIES

Policy 6164.2 Guidance Program and Services  
Policy 6164R Guidance Program and Services  
Administrative Regulations

ROLL CALL VOTE on resolutions 9 and 10:

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

NO: None.  
Resolutions 9 and 10 carried 8-0.

It was moved by Miss Nyquist and seconded by Mr. Meringolo that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 11 and 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.



11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the administrative team, adopt the Multidimensional Principal Performance Rubric/Teachscape framework as the rubric and method of conducting principal observations and evaluations for the 2012-2013 school year.

ADOPTION OF PRINCIPAL EVALUATION PROGRAM

12. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, readopt the Long Hill Township School Safety and Security Plan for submission to the Morris County Executive Superintendent of Schools.

READOPTION OF SAFETY AND SECURITY PLAN

ROLL CALL VOTE on resolutions 11 and 12:

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

NO: None.

Resolutions 11 and 12 carried 8-0.

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ITEMS FOR DISCUSSION

OLD BUSINESS:

The Board discussed the light installation at Central School and Mr. Esposito and Dr. Rovtar answered questions.

Miss Nyquist asked Dr. Rovtar to comment on the QSAC meeting held last week.

NEW BUSINESS: None.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mr. Meringolo and seconded by Mr. Russo that the meeting adjourn. Motion carried 8-0. Meeting adjourned at 7:57 p.m.

ADJOURNMENT

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FUTURE MEETING DATES

October 8, 2012 – Worksession – 7:30 p.m. Township Municipal Building

October 22, 2012 – Regular Meeting – 7:30 p.m. Township Municipal Building

November 12, 2012 – Regular Meeting – Township Municipal Building – 7:30 p.m.

Respectfully submitted,

John Esposito  
Business Administrator/Board Secretary

René Rovtar, Ed.D.  
Superintendent of Schools

JE:mh