

BOARD BRIEF

Board Retreat and Worksession/Regular Meeting July 13, 2009

AT THE July 13, 2009 MEETING OF THE BOARD OF EDUCATION, THE BOARD TOOK ACTION ON THE FOLLOWING ITEMS...

The Board Retreat was facilitated by Joanne Borin from the New Jersey School Boards Association – The Board reviewed the summary of the Board Self-Evaluation that had been conducted. The Board then discussed the district accomplishments and challenges for the 2008-2009 school year. The Board established the following district goals for the 2009-2010 school year:

1. Raise NJASK scores, particularly in mathematics (this will be a two-year goal as NJASK scores will not be known until August 2010).
2. Pass the Quality Single Accountability Continuum (QSAC) state monitoring
3. Improve Community Relations
 - monitor effectiveness of custodian/maintenance outsourcing
 - televising of board of education meetings
 - educating the public regarding issues associated with regionalization/consolidation
 - technology
4. Explore controlling costs with regard to special education, transportation and health insurance

The following Board goals were developed:

1. Complete any mandated Board member training.
2. Ensure all QSAC-required policies are up to date and in compliance.
3. Improving community relations
4. Prepare and pass a fiscally responsible budget.

Ms. Borin then shared the results of the Board's self-evaluation. The Board has an acceptable to excellent rating in all dimensions: planning, policy, student achievement, finance, operations, performance, board/superintendent relationship, board/staff relationship and board/community relationship. Ms. Borin highlighted a number of the individual comments that were supplied by board members on the evaluation forms.

The Board reviewed the Code of Ethics and discussed the appropriate role of the board member.

Worksession/Regular Meeting

COMMUNICATIONS – Mrs. Scanlon stated that she had received some communications from parents with regard to the achievement of 8th grade students on the final examinations.

BOARD COMMITTEE REPORTS

SPORT – Mr. Dreyer reported that this group, who conducted fundraising activities to support the athletic program at Central School, ended the year with a balance of \$17,419.95, raised through food days and apparel sales. Unfortunately the Patriots Game fundraiser was not as successful as planned due to the thunderstorms that were forecast for that evening. The group purchased a new score board controller, uniforms for basketball and cheerleading and provided a \$5,000.00 contribution to the district to offset the pay to play costs. We are very thankful to the group for their financial support.

Buildings and Grounds – Mr. Dreyer stated that the PTO has authorized funding to re-landscape the front of Millington School. This will be a wonderful improvement and he thanks the PTO for their generosity.

Policy Committee – Mr. Carbone stated that there is one policy on the agenda for a first reading tonight. The Mission Statement is required for QSAC. The committee is still working on the Missing Children policy.

Curriculum Committee – Mr. Carbone indicated the committee will be reviewing a number of the revised curriculum documents with Dr. Wetherell this month.

Finance Committee – Mr. McCarthy stated that the Finance Committee met this evening to review the Bills List. The four figures included in resolution 2 agree with the Bill List figures and are recommended for approval. The Board Secretaries and Treasurer's Reports were just received this evening. There is a small discrepancy in the figures, so the approval of the reports will be tabled until the August meeting.

Board President – Mrs. Scanlon stated that beginning with the Board's next meeting on August 17th, the Board meetings will now take place at Town Hall and will be broadcast on LHTV.

SUPERINTENDENT'S UPDATE

Dr. Rovtar made comments with regard to the overall poor performance of the 8th grade students on the final examinations in math this year.

Dr. Rovtar stated that she personally feels badly about the performance of our 8th grade students on the final exams this year. She stated that she was extremely disappointed with the results, especially in light of the fact that this is the second year that the district finds itself in this position. There were concerns last year (2008) with regard to the performance of our 8th grade students on the final exam. The explanation given for the situation last year was that the students did not complete the curriculum. With that in mind, early on in the year, Mr. Schwartz, Rick Cimino and I met with Michael D'Alessio, the math department chair at the high school to review the curriculum maps to make sure that all of the content would be covered. I requested that the high school provide us with their mid-term exams which we administered to our students, in abbreviated form, in January. The exam results at that point were on target. The teacher was not recommended for reappointment in April. This is not the proper form for us to conduct an evaluation of his performance. After Mr. Schwartz was informed of his nonrenewal on April 29th, he chose to take 6 sick and personal days during May and June. His absence, in my opinion, had a significant effect on the students not being thoroughly prepared to perform well on the final examination. The students, on the whole, did not perform well on the exam. There were a number of students who attained good scores on the test – not all students failed.

When we had the final exam results and saw the poor performance of many students, we contacted Mr. D'Alessio and explained the situation to him. The high school's determination was that the results on the final examination would not impact the student's math course placement for this fall. This evening, I am recommending that the Board approve funding to allow us to provide a series of 6 review sessions which students may attend on a voluntary basis this summer. Six sessions will be provided for algebra and six for pre-algebra. The sessions are being provided to fill any gaps that may exist and to give students and parents a greater comfort level as the students take their first high school math class. In speaking with Mr. D'Alessio last week he also indicated that when the students begin Algebra II as sophomores, the first part of the course involves a review of Algebra I concepts.

Dr. Rovtar stated that we have hired a new teacher, Mrs. Linda Sepe, who comes to us highly recommended from Chatham Middle School. She has been teaching 8th grade there.

We will also be posting copies of the Review Sheets which Mr. D'Alessio created last year on the district website for those students who are unable to attend the review sessions.

Mr. Cimino added that he has been meeting with a number of students and parents on this issue. Through these meetings, he has become aware of a certain "freeze factor" on this test. One of the students, who is very high performing in math, admitted that she knew the material, but just did not answer the questions correctly. Mr. Cimino stated that with regard to this issue, the buck stops with him. He said that ultimately he is responsible. He also stated that in years past, it was normal for as many as 35 students to have their math level placement changed as a result of their performance on the math final exam. Mr. Cimino said he has already met extensively with Mrs. Sepe in preparation for her beginning in September. The Board will also be installing a Smart Board in her classroom, just as we have in the other two Central math classrooms.

Mr. Cimino also discussed the unique situation that occurred this year on the day the students were scheduled to take the exam. On that morning there was no power in the building when the students arrived. Initially, Mr. Cimino had told the students that the exam would be postponed. The power was restored by 8:30 and the

students did end up taking the test that day. Mr. Cimino stated that next year the 7th graders will also be given a final exam to help lessen their test anxiety on this type of test when they reach 8th grade.

Mrs. Scanlon then opened the meeting up to public comment on this issue. There was a very lengthy public comment period and discussion with numerous parents expressing their concerns about how this situation could have occurred for the second year in a row. Parents shared their own experiences with their children at the 7th and 8th grade levels. Parents indicated that they felt they had been misled. They felt they should have been notified about the nonrenewal of the teacher and of a potential problem with student achievement. Parents asked what would be done differently in 2009-2010 to address the problem. A question was asked if the math achievement problem is isolated at 8th grade or does it involve other grades.

Dr. Rovtar will provide information on the action plan to be implemented at the August 17th Board meeting. She indicated that a strong curriculum is not sufficient. You must have an excellent teacher to deliver the curriculum. We believe strongly that we have hired a new teacher who will provide excellent instruction to our 8th grade students. She stated that while we are interested in improving our math scores at all grade levels, no other grade level has experienced the type of issues that we have had at the 8th grade level the past couple of years.

Mr. Cimino said the first steps of the action plan have already been accomplished and the detail will continue to be worked out for September.

ASSISTANT SUPERINTENDENT'S UPDATE

Dr. Wetherell is also attending a professional development conference this week. In her absence, Dr. Rovtar presented the following report.

Curriculum – Inservice programs were held on June 22 and 23. Each Kindergarten through fifth grade teacher received a binder with a copy of the grade level curriculum. Time was dedicated to reviewing each area. A presentation was given by a Houghton Mifflin representative on the new science texts that have been purchased for 2009-2010. The physical education teachers met with Dr. Wetherell to finish the revisions to the curriculum. The first and second grade teachers met to develop an understanding of how to interpret the MAT results for each class and each grade level. Time was also spent reviewing the NJ PASS test for grade 1 and 2. NJ PASS is being considered as a possible replacement for the MAT as it is more closely aligned with the NJASK testing. This summer Dr. Wetherell will be finishing the physical education, synergistics and music curriculums. Math and Language Arts Literacy still need some additional input from a few teachers and will be ready for approval in September. The draft curriculum documents were reviewed with teacher in June.

Gillette School – The Extended School Year Program is running smoothly. The current enrollment is 87 in Kindergarten (43 in AM, 44 in PM) with two registration packets still out. First grade has a current enrollment of 89 students.

Dr. Rovtar stated that the Board will have to make a decision if the Kindergarten enrollment rises about 88. The Board would have several options to consider: amend or waive the current class size policy that sets 22 as the upper limit for class size in Kindergarten and first grade at 22, hire a teacher assistant for the class above 22, hire a part time Kindergarten teacher and create a 5th section. We will wait until early August to see where the enrollment is at that point.

ADMINISTRATORS AND TECHNOLOGY COORDINATOR'S UPDATES

Mrs. Dawson stated that the end of the year went smoothly. She thanked the parents for their support and assistance with the fifth grade picnic and field day. Last week she attended the 21st Century Schools Program on changes in professional development. The presenter was Alan November. He discussed some innovative uses of technology that we may try to implement. Mrs. Dawson also thanked the PTO for the landscaping work. In addition to beautifying the school, it will also improve security. She stated that the Board had received her recommendation with regard to the second grade specials. She offered to answer questions, but there were none. Second graders will have one gym class and a second rotating special class each week, in addition to the regular specials. Mrs. Dawson gave the Millington enrollment numbers – there have been 11 new enrollments since June, many from the parochial schools: second grade – 100 students (5 sections of 20), 3rd grade – 113 (3 sections of 23, 2 of 22), 4th grade – 119 (4 sections at 24, 1 at 23), 5th grade – 111 (5 sections of 22)

Mr. Cimino reported that the end of the year was also good at Central School. He thanked the PTO for the end of the year picnic. Graduation went very well with only one student missing the ceremony due to the H1N1 flu virus. He has been working on the master schedule, which has been very challenging as he is also learning the new student information system software. Temco has been busy cleaning the upstairs rooms. The old gym floor surface has been dried out after the water damage that occurred in January and will now be resurfaced.

Mr. Blinder reported on the National Educational Technology Conference he attended in Washington, D.C. There were many exciting presentations. There are new trends in web-based software. This means that students can work on programs both in school and at home. He has been preparing purchase orders for the new year for supplies and software. On August 1st, he will be working on the installation of the demo equipment to allow us to test the use of the free Verizon Internet access.

BOARD SECRETARY’S UPDATE

Mr. Esposito stated that on July 1st we had the transition to Temco for custodial and maintenance services. There have been a few minor glitches, but it is working well. They are busy catching up on cleaning and landscaping issues that were not addressed in the final months of the school year due to manpower shortages. Mr. Esposito had his first training session on the VersaTrans transportation program today and it went very well.

COMMENTS FROM THE PUBLIC

Mr. Gianakis asked about the parent contract for transportation. Dr. Rovtar stated that the per diem cost is a savings over what the cost would be to have a bus company provide the transportation, which was more than \$200.00 per diem

Mr. Gianakis asked if our current bandwidth would support web-based software. Mr. Blinder replied that we would need more capacity in order to be able to consider the web-based software applications.

Mrs. Daley asked about the number of out of district special education placements. Dr. Rovtar explained that the board has set a goal of trying to reduce our special education costs. We will be working on program recommendations that might allow us to accomplish this.

RESOLUTIONS

Minutes

- Accepted the minutes of the June 22, 2009 – Regular Meeting – Public & Private Sessions as presented and made them part of the public record

Financials

- Approved the Payrolls for June 15, 23 and 30, 2009 and the List of Bills for June 29, 2009 for payment as follows:

Payroll for June 15, 2009	
Fund 10	\$ 23,586.61
Current Expense-Fund 11	\$ 414,160.38
Capital Outlay-Fund 12	\$ -
Special Revenue Fund-Fund 20	\$ -
Capital Projects-Fund 30	\$ -
Debt Services – Fund 40	\$ -
Total	\$ 437,746.99

Payroll for June 23, 2009	
Fund 10	\$ 16,654.80
Current Expense-Fund 11	\$ 264,092.45
Capital Outlay-Fund 12	\$ -
Special Revenue Fund-Fund 20	\$ -

Capital Projects-Fund 30	\$	-
Debt Services – Fund 40	\$	-
Total	\$	280,747.25

Payroll for June 15, 2009		
Fund 10	\$	6,931.81
Current Expense-Fund 11	\$	169,742.97
Capital Outlay-Fund 12	\$	-
Special Revenue Fund-Fund 20	\$	-
Capital Projects-Fund 30	\$	-
Debt Services – Fund 40	\$	-
Total	\$	176,674.78

Bill List for June 29, 2009		
Fund 10	\$	-
Current Expense-Fund 11	\$	222,541.16
Capital Outlay-Fund 12	\$	-
Special Revenue Fund-Fund 20	\$	11,998.74
Capital Projects-Fund 30	\$	-
Debt Services – Fund 40	\$	-
Total	\$	234,539.90

- Certified that as of May 31, 2009 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. accept the financial reports of the Board Secretary and Treasurer of School Funds for the month ending May 31, 2009. (to be provided at the meeting)
- Approved the transfers for May 2009.
- Approved the following quotes received for repair and maintenance work for the 2009-2010 school year as per bids received on June 4, 2009 by Energy for America, Roseland, NJ on behalf of the Long Hill Township School District.

SERVICE: Boiler Cleaning and Repair							
<i>TRADE/ITEM</i>					Material Estimate	Material Charges	Contract Estimated Total
<i>TRADE LEVEL</i>	Mechanic	Helper			\$5,128		
<i>EST. QUANTITY</i>	100	100			%		
<i>BID UNITS</i>	\$/HR	\$/HR			MARKUP		Charges
KCG	\$70.00	\$18.00			15%	\$5,897.20	\$14,697.20

SERVICE: Burner Service							
<i>TRADE/ITEM</i>					Material Estimate	Material Charges	Contract Estimated Total
<i>TRADE LEVEL</i>	Mechanic	Helper			\$1,433		
<i>EST. QUANTITY</i>	52	10			%		
<i>BID UNITS</i>	\$/HR	\$/HR			MARKUP		Charges
KCG	\$70.00	\$18.00			15%	\$1,647.95	\$5,467.95

SERVICE: Electrical Repairs							
<i>TRADE/ITEM</i>					Material Estimate	Material Charges	Contract Estimated
<i>TRADE LEVEL</i>	Foreman	Journeyman	Helper				

<i>EST. QUANTITY</i>	40	66	44		\$2,719 %		Total
<i>BID UNITS</i>	\$/HR	\$/HR	\$/HR		MARKUP		Charges
Sal Electric	\$80.41	\$71.43	\$26.23		2%	\$2,773.38	\$11,858.28

SERVICE: General Building Construction Repairs							
<i>TRADE/ITEM</i>	Carpenter	Mason	Painter	Helper	Material Estimate	Material Charges	Contract Estimated Total
<i>TRADE LEVEL</i>							
<i>EST. QUANTITY</i>	21	21	21	32	\$3,297 %		
<i>BID UNITS</i>	\$/HR	\$/HR	\$/HR	\$/HR	MARKUP		Charges
GPC, Inc.	\$70.50	\$69.50	\$62.50	\$30.00	10%	\$3,626.70	\$8,839.20

SERVICE: HVAC Equipment Repairs							
<i>TRADE/ITEM</i>	Mechanic	Helper			Material Estimate	Material Charges	Contract Estimated Total
<i>TRADE LEVEL</i>							
<i>EST. QUANTITY</i>	106	53			\$4,431 %		
<i>BID UNITS</i>	\$/HR	\$/HR			MARKUP		Charges
KCG	\$70.00	\$18.00			15%	\$5,095.65	\$13,469.65

SERVICE: Plumbing Repairs							
<i>TRADE/ITEM</i>	Plumber	Welder	Helper		Material Estimate	Material Charges	Contract Estimated Total
<i>TRADE LEVEL</i>							
<i>EST. QUANTITY</i>	64	16	21		\$2,418 %		
<i>BID UNITS</i>	\$/HR	\$/HR	\$/HR		MARKUP		Charges
United Welding & Plumbing	\$90.00	\$85.00	\$60.00		12%	\$2,708.16	\$11,088.16

SERVICE: Protection System Services							
<i>TRADE/ITEM</i>	Technician	Helper			Material Estimate	Material Charges	Contract Estimated Total
<i>TRADE LEVEL</i>							
<i>EST. QUANTITY</i>	70	14			\$2,772 %		
<i>BID UNITS</i>	\$/HR	\$/HR			MARKUP		Charges
Haig's Service Corp.	\$75.00	\$25.00			25%	\$3,465.00	\$9,065.00

SERVICE: Time Clock and PA System Repairs							
<i>TRADE/ITEM</i>	Technician	Helper			Material Estimate	Material Charges	Contract Estimated Total
<i>TRADE LEVEL</i>							
<i>EST. QUANTITY</i>	43	6			\$1,364 %		
<i>BID UNITS</i>	\$/HR	\$/HR			MARKUP		Charges
Sal Electric	\$82.50	\$28.80			10%	\$1,500.40	\$5,220.70

SERVICE: Roofing Repairs							
<i>TRADE/ITEM</i>	Roofer	Helper			Material Estimate	Material Charges	Contract Estimated Total
<i>TRADE LEVEL</i>							
<i>EST. QUANTITY</i>	39	39			\$3,120		

<i>BID UNITS</i>	\$/HR	\$/HR			% MARKUP		Charges
Integrity Roofing	\$84.00	\$50.00			15%	\$3,588.00	\$8,814.00

Special Education

- Approved the provision of home instruction for student #2210260939. Home instruction, up to ten hours per week, will be provided in the student's home. Home instruction will begin July 1, 2009 and continue through August 12, 2009. This instruction is being provided in lieu of an extended school year program for this student.
- Approved the payment of \$125.00 a day to the parents of Student #5986153941 for transportation of the student to and from the Lakeview School, as per the student's IEP. The student will attend the Extended School Year Program beginning July 1, 2009 and continue through August 12, 2009.
- Approved the placement, and payment of tuition, as per the student's IEP for the following out-of-district placements for the 2009-2010 school year:

Student #	Placement	Tuition
3946115768	Rock Brook School	\$43,778.00 + \$26,820.00 1:1 aide
2839236123	Midland School	\$40,518.00
2210260939	Midland School	\$40,518.00
9581966316	Early Childhood Learning Center	\$36,076.00 + \$16,200.00 1:1 aide
3406636382	P.G. Chambers	\$64,375.00
6241890732	Center for Lifelong Learning	\$37,080.00
1983896768	Cedar Hills School	\$57,281.00 includes 1:1 aide
9438898703	Crossroads	\$59,800.00 + \$30,868.00 1:1 aide
1186412480	Newmark School	\$44,995.00
5986153941	Lakeview School	\$66,000.00
999903	Developmental Learning Center	\$76,220.00

- Approved the contracts with the Summit Speech School for the following students:

#8359943629	4 sessions per week @\$145.00 per session
#8410365288	4 sessions per week @\$145.00 per session
#2473524162	3 sessions per week @\$145.00 per session

- Approved the contract and payment to Pediatric Workshop for physical therapy services for student #2210260939. In accordance with the student's IEP, the student is to receive 2 physical therapy sessions per week for 40 minutes each session, at a cost of \$80.00 per session for the 2009-2010 school year. Services will be provided at the student's out-of-district placement, as per the IEP. The cost for services is not to exceed \$6,400.00.

Personnel

- Accepted the resignation of Maria Frucci from the position of Teacher Assistant effective June 29, 2009.
- Approved the appointment of the following people to the Substitute Teacher List for the 2009-2010 school year:

Glenn Pecoraro	Peter McCoy
Jennie DeMizio	
- Approved an additional three hours of employment for Anne Elmowitz, Wilson Reading Coach for the Long Hill Township Extended School Year Program, at a total cost of \$210.00
- Approved a revision to the number of hours for Jessica Coletta, occupational therapist, for the Long Hill School District's Extended School Year Program. Ms. Coletta's hours are hereby revised from 15 to 41.25.
- Approved a revision to the appointment of Jacky Grossberg for the Extended School Year Program. Ms. Grossberg will be compensated at a rate of \$32.23 per hour (Step 1, MA) for the hours that she serves as a

Teacher in the program (due to extended staff absence) rather than her original appointment as a Teacher Assistant.

- Approved the appointment of the following staff members to prepare and conduct mathematics review sessions during the months of July and August, 2009 at a cost not to exceed \$900.00.

	<u>hourly rate</u>
Kristi Flint	\$36.90
Linda Sepe	\$34.30

- Approved the practicum and student teacher experience assignment for Stefanie Perez at Millington School as listed below for the 2009-2010 school year:

Practicum experience – 1 day per week – September 21 – November 25, 2009

Student Teaching:

January 1 – March 12, 2010 – Grade 4 – Jennifer Tremarco - Cooperating Teacher

March 15 – May 7, 2010 – Grade 2 – Kimberly Horincewich - Cooperating Teacher

Policy

- Approved the first reading of the following policy:

9000.1 Mission Statement

Other

- Approved the continuation of Memorandum of Agreement Between Education and Law Enforcement Officials and agree to abide by the provisions therein for the 2009-2010 school year.

ITEMS FOR DISCUSSION

OLD BUSINESS – there were no items.

NEW BUSINESS

Mrs. Scanlon indicated that the next meeting will be broadcast live via LHTV from Town Hall. Mr. McCarthy requested that the Finance Committee schedule its meetings for 6:30 p.m. to allow for the committee to complete its work and travel to Town Hall for the meetings.

Dr. Rae stated that the Board was admonished this evening for the failure to prevent a reoccurrence of the math final exam problems we experienced last year. He said that we owe it to the parents to spell out a plan to make sure this never happens again. Dr. Rovtar stated that due to the severity of this problem, her intention is to become directly involved in monitoring it. Dr. Wetherell, as Assistant Superintendent of Curriculum, will also be involved. The action plan will be shared with the Board in August.

COMMENTS FROM THE PUBLIC

Mrs. Kehoe stated that the focus should be on checking to make sure students are mastering the concepts in math as the year progresses.

PRIVATE SESSION

There was no private session.

ADJOURNMENT

FUTURE MEETING DATES

August 17, 2009 – Worksession and Regular Meeting – Township Administration Building – 7:30 p.m.

**PUBLIC PARTICIPATION IS ENCOURAGED AT ALL BOARD MEETINGS
THE BOARD BRIEF DOES NOT REPRESENT OFFICIAL MINUTES OF THE BOARD OF
EDUCATION.**