

LONG HILL TOWNSHIP BOARD OF EDUCATION  
WORKSESSION AND REGULAR MEETING  
DECEMBER 15, 2008

The Long Hill Township Board of Education held a Worksession and Regular Monthly Meeting on Monday, December 15, 2008 in the Gillette Board Office. The meeting was called to order by Board President Suzanne Becker at 7:30 p.m.

MEMBERS PRESENT: Mr. Blocker, Mr. Butterworth, Mr. Carbone, Mr. Dreyer,  
Mr. McCarthy, Mr. Meringolo, Mrs. Nyquist, Mrs. Scanlon,  
Ms. Becker.

MEMBERS ABSENT: None.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools  
Mr. Esposito, Business Administrator/Board Secretary  
Dr. Wetherell, Asst. Supt./Gillette School Principal  
Mr. Cimino, Central School Principal  
Mrs. Dawson, Millington School Principal  
Mr. Blinder, Technology Coordinator  
Mrs. Barbara, LHEA Co-President  
Mr. Colantano, District Auditor  
7 township residents

PLEDGE OF ALLEGIANCE: Ms. Becker 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 or the Daily Record on April 28, 2008. 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.

## RECOGNITIONS

Ms. Becker presented Mrs. Ginny Martel with a silver tray for retirement and thanked her for her years of service to the children of Long Hill Township.

Ms. Becker then asked Mr. Sandow to recognize Phoebe Sharp for her service as a liaison to the library. He talked about how helpful Mrs. Sharp was to him as a trustee for the past few years. Mrs. Dellureficio and Mrs. Clemson also thanked Mrs. Sharp for her contributions to the library, and Mr. Sandow gave her a gift. Dr. Rovtar also presented a gift to Mrs. Sharp for her years of service and assistance to superintendents of Long Hill Township schools.

## AUDIT PRESENTATION

Mr. Colantano then gave a presentation on the district's 2007-2008 financial audit. He highlighted the following:

- surplus for the school was low and needed to be increased.
- this was the only recommendation included in the audit.
- it's difficult for schools to budget for uncertain costs such as special education and energy.
- Revenues and Expenditures – Chart J-4 – reflect changes over the past 10 years
- Business Office staffing should be looked at for continuity in case of extended absence.

The Board asked questions on the audit and Mr. Colantano responded.

- Discussion ensued regarding potential ways of building up the district's surplus.
- Mr. Sandow thanked Mr. Blinder for helping out at the Senior Center.

## BOARD COMMITTEE REPORTS

Mr. Carbone stated that the State Legislature is considering moving the school election to November.

Technology – Mr. Butterworth said that the committee met and discussed:

1. Purchasing a new student software system to replace SASI
2. Board Member bio page on the website.
3. Update on technology work being done in the district.
4. Need for increased internet speed; Mr. Blinder is pricing additional bandwidth.
5. Replacing about 220 out-of-date PC's will be costly to implement.
6. Replacing phone system will be necessary in the future.

Policy – Mrs. Nyquist talked about the policies on tonight's agenda. She also said that she and Mrs. Scanlon attended a seminar held by our attorney and shared some of the issues that were discussed.

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

#### SUPERINTENDENT'S UPDATE

Dr. Rovtar talked about the following:

1. Native language report is submitted each fall.
2. She addressed the AM/PM kindergarten classes for next year, and said that until kindergarten registration is completed no decisions will be made on assignments. Class size and efficient transportation will factor in how the classes are determined.
3. Professional Learning Committees are on-going in our schools. They are currently reviewing the criteria for the Gifted and Talented Program in the district. Dr. Rovtar recommends that Long Hill not give the COGAT tests this year until this issue has been addressed.

#### ASSISTANT SUPERINTENDENT'S UPDATE

Dr. Wetherell discussed the following:

1. Interviews were conducted for open positions in Gillette School.
2. She attended an Integrated Pest Management seminar held last week.
3. Bus safety drills were held last week.

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4. Mitten tree is in Gillette School for donations
5. Holiday events are being held this week.
6. Kindergarten registration is January 14 and 15.
7. She is working on curriculum guides in a new format.
8. In-service day is January 19, 2009.

ADMINISTRATORS AND TECHNOLOGY COORDINATOR'S UPDATES

Mrs. Dawson reported on the following:

1. Bus safety drills were held on December 4.
2. PTO conducted a food drive.
3. The Grange donated dictionaries.
4. PTO donated 2 entrance rugs to the school.
5. She met with third and fifth grade teachers regarding ASK scores.
6. Met with second grade teachers on solving math word problems.
7. January 9, 2009 is school spirit day.

Mr. Cimino reported on the following:

1. Bus safety drill held on December 2.
2. Spelling bee was held on December 9.
3. Choral concerts were held last week.
4. Band concerts are scheduled for December 18 and 19.
5. Peace Poster contest was recently held.
6. Awards assembly is scheduled for December 21.
7. PTO holiday party is next week.
8. Basketball and cheerleading start tomorrow.
9. Mrs. Dunn started a mural today.
10. Working to identify a project where the kids can use boxtop money.

Mr. Blinder reported on the following:

1. Accelerated Reader program installed at Millington.
2. Phone representative will come in to look at options for the district.

BOARD SECRETARY'S UPDATE

Mr. Esposito reported he has been working on the 2009-2010 budget with the administrators. He also reported we received the bid documents for custodial and maintenance services from the attorney today. A prebid meeting will be held on January 6<sup>th</sup> and bid submission date will be January 16, 2009. A recommendation will then be made to the Board.

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.

MRS. GRONSKA asked about the use of surplus by the district and Ms. Becker responded. She also stated that FORCE is sponsoring the Harlem Wizards basketball game on February 27<sup>th</sup> with all funds raised designated for technology.

MR. SANDOW commented positively on the e-mail notices being sent home and thanked the Board for providing them.

ADMINISTRATIVE RECOMMENDATIONS

1. It was moved by Mr. McCarthy and seconded by Mr. Meringolo 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

Nov. 24, 2008 – Regular Meeting – Public & Private Sessions

YES: Mr. Blocker	Mr. Dreyer	Mrs. Nyquist
Mr. Butterworth		Mrs. Scanlon
Mr. Carbone	Mr. Meringolo	Ms. Becker

NO: None.

Mr. McCarthy abstained on resolution #1.  
Resolution #1 carried 8-0-1.

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It was moved by Mr. Meringolo and seconded by Mrs. Scanlon that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 2,3,4,5,6,7,8,9,10,11,12.

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.

2. RESOLVED that the Long Hill Township Board of Education approve the Payroll for November 26, 2008 and the List of Bills for November 25 – December 15, 2008 for payment as follows:

APPROVAL OF  
BILLS LIST

Fund 10	\$ 23,099.72
Current Expense-Fund 11	\$769,145.42
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ 34,745.15
Capital Projects-Fund 30	\$ 4,000.00
Debt Services – Fund 40	\$ -0-
Total	\$830,990.29

3. RESOLVED that the Long Hill Township Board of Education, pursuant to NJAC 6:20-2.13(E), certifies that as of September 30, 2008 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 NJAC 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  
SEPTEMBER  
BD.SEC.REPORT

4. RESOLVED that the Long Hill Township Board of Education accept the financial reports of the Board Secretary and the Treasurer of School Funds for the month ending September 30, 2008.

APPROVAL OF  
TREAS. REPORT

5. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for September, 2008.

APPROVAL OF TRANSFERS

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the acceptance of E-Rate funding as follows:

ACCEPTANCE OF FUNDS

Verizon	\$6,516.00
Xtel	\$ 388.54
TMobile	\$ 416.00

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, retroactively approve a payment of \$3,471.30 to Somerset County Educational Services Commission for extended year transportation for the 2007-2008 school year to Rock Brook School for special education student #2012937.

APPROVAL OF TRANSP. PAYMENT

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accept the Comprehensive Annual Financial Report (CAFR), as prepared by William Colantano, School Auditor, for the period ended June 30, 2008.

ACCEPTANCE OF AUDIT

9. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, authorize the Business Administrator to follow the Corrective Action Plan in order to implement the recommendations submitted in the June 30, 2008 Comprehensive Annual Financial Report. (The sole recommendation contained in the audit states that the district must make continuing efforts to increase the district's fund balance to properly meet unanticipated and emergency situations).

CORRECTIVE ACTION PLAN

10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, acknowledge, with gratitude, the receipt of a donation of \$1,751.23 from the Long Hill Township PTO to provide funding for the advisor's stipend for Tiger Talk, the Central School Student Newspaper, for the 2008-2009 school year.

ACCEPTANCE  
OF DONATION

11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, enter into a facilities agreement with the American Red Cross to use district school buildings as shelter sites in the event of a local emergency.

APPROVAL OF  
RED CROSS  
AGREEMENT

12. 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 2,3,4,5,6,7,8,9,10,11,12:

YES: Mr. Blocker      Mr. Dreyer      Mrs. Nyquist  
      Mr. Butterworth    Mr. McCarthy   Mrs. Scanlon  
      Mr. Carbone      Mr. Meringolo   Ms. Becker

NO: None.

Resolutions 2,3,4,5,6,7,8,9,10,11,12 carried 9-0.



It was moved by Mr. Butterworth and seconded by Mrs. Scanlon that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 13,14,15,16.

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, the Director of Special Services and the Business Administrator, approve the provision of bedside instruction for student #5986153941. Bedside instruction will be provided by the Middlesex Regional Educational Services Commission for one (1) hour per day, five (5) hours per week at a rate of \$62.00 per hour, at Children's Specialized Hospital, New Brunswick. Bedside instruction will begin December 1, 2008 and continue until the student is discharged, approximate anticipated duration is 6-8 weeks.

APPROVAL OF  
BEDSIDE  
INSTRUCTION

14. 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 Michelle Lawton, Behavioral Consultant, as a Board of Education contractor to provide services to the Long Hill Township School District for the 2008-2009 school year. The consultant will assess the needs of autistic students in the district with regard to educational programs/placements and home programming. Fee is \$125.00 per hour, not to exceed 12 hours.

APPROVAL OF  
M. LAWTON

15. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Director of Special Services and the Business Administrator, rescind the November 24, 2008 resolution approving a contract with the Above and Beyond Learning Group.

RESOLUTION  
RESCINDED

16. 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 a contract effective December 1, 2008 with the Above and Beyond Learning Group to provide Home Programmer-Teacher services as follows: for student #99903 to receive, as per the student's IEP, 10 one-hour session per week with a home programmer at a cost of \$85.00 per session; 2 one-hour sessions per week with the Program Coordinator at a cost of \$145.00 per hour; and 2 hours per month of team meetings at a cost of \$230.00 per session. The cost of services is not to exceed \$40,000. through June 30, 2009. These services will replace home programming services currently being

APPROVAL OF  
CONTRACT WITH  
ABOVE AND  
BEYOND GROUP

provided by the Morris Union Jointure Commission. Home services for this student have increased from 6 one-hour sessions per week to 10 one-hour per week effective December 1, 2008 as per the student's IEP.

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

YES: Mr. Blocker      Mr. Dreyer      Mrs. Nyquist  
      Mr. Butterworth    Mr. McCarthy    Mrs. Scanlon  
      Mr. Carbone        Mr. Meringolo   Ms. Becker

NO: None.

Resolutions 13,14,15,16 carried 9-0.

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It was moved by Mrs. Scanlon and seconded by Mr. Blocker that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 17,18,19,20,21,22.

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.

17. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approves the retainer agreement between the Board and Schwartz Simon Edelstein Celso and Kessler to serve as negotiations counsel for the Board for the successor to the 2006-2009 Agreement between it and the Long Hill Education Association.

APPROVAL OF  
RETAINER  
AGREEMENT

(Mr. Dreyer abstained on resolution #17.)

18. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the field trip as listed below:

APPROVAL OF  
FIELD TRIP

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May 7, 2009                      Staten Island Zoo              All Kindergarten  
\$4.00 per student              Staten Island, NY              4 teachers,17 parents  
\$7.00 per adult  
Parent paid

19. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and Gillette School Principal, approve a school nurse practicum for Dorothy Bailey to be conducted at Gillette School with School Nurse May Beth Bawarshi for 14 weeks, one day per week, beginning January 20, 2009.

APPROVAL OF  
PRACTICUM

20. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve an adjustment to the salary approved for Susan Verdes, part time Teacher of Spanish at Millington School from .49 of Step 1 MA \$22,243.59 to .55 of Step 1 MA \$24,967.25 for the 2008-2009 school year.

SALARY  
ADJUSTMENT  
S. VERDES

21. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Sarah Peterman as a Kindergarten Teacher Leave Replacement for Rose Mary DiCarlo from March 2 through June 18, 2009 at the Step 1 BA Salary of \$42,595.00 prorated.

S. PETERMAN  
APPOINTED  
LEAVE  
REPLACEMENT

22. 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 people to the Substitute Teacher List for the 2008-2009 school year:

APPOINTMENTS  
TO SUB. LIST

Christine DelSordo  
Claire Romeo  
Eunnee Spaven

ROLL CALL VOTE on resolutions 17,18,19,20,21,22:

YES: Mr. Blocker      Mr. Dreyer      Mrs. Nyquist  
      Mr. Butterworth    Mr. McCarthy    Mrs. Scanlon  
      Mr. Carbone        Mr. Meringolo   Ms. Becker

NO: None.

Mr. Dreyer abstained on resolution #17.

Resolution 17 carried 8-0-1.

Resolutions 18,19,20,21,22 carried 9-0.

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It was moved by Mr. Blocker and seconded by Mrs. Scanlon that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 23,24,25.

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.

23. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Policy Committee, approves the deletion of the following policies:

DELETION  
OF POLICIES

4151.9      Maternity Leave  
4152        Vacation Policy-Full Time Twelve Month Employees  
4151.1      Personal Illness and Injury/Health and Hardship  
4151        Attendance Patterns – Tardiness

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

FIRST READING  
OF POLICIES

2120    Organization Chart

Job Descriptions:  
Substitute Teacher  
Teacher Assistant  
Guidance Counselor-Central School  
District Guidance Counselor

25. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, approve the following members of the New Jersey Quality Single Accountability Continuum Committee:

APPROVAL  
OF NJQSAC  
MEMBERS

Rene Rovtar	Superintendent
John Esposito	School Business Administrator
Karen Wetherell	Asst. Supt./Gillette School Principal
Jennifer Dawson	Millington School Principal
Rick Cimino	Central School Principal
Jane Fragnito	Millington School Teacher
Maureen Furlong	Millington School Teacher
Terry Heidi	Central School Teacher
Bonnie Plotkin	Millington School Teacher
Karen Nyquist	Board Member
Lisa Scanlon	Board Member

ROLL CALL VOTE on resolutions 23,24,25:

YES: Mr. Blocker      Mr. Dreyer      Mrs. Nyquist  
      Mr. Butterworth    Mr. McCarthy    Mrs. Scanlon  
      Mr. Carbone        Mr. Meringolo   Ms. Becker

NO: None.

Resolutions 23,24,25 carried 9-0.

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#### ITEMS FOR DISCUSSION

Proposed Revisions to 2009-2010 School Calendar – Proposal to change the November half days for parent teacher conferences from November 2,3, and 4, 2009 to October 28 and 29 and November 10 and 11, 2009 (addition of one more half day to accommodate large class sizes). Action on the proposed changes will not occur until January, 2009. Discussion ensued regarding the suitability of changing the dates in an effort to ensure continuity of instruction.

OLD BUSINESS: None.

NEW BUSINESS:

Mrs. Nyquist handed out a video she got at a conference on Aspergers Syndrome.

COMMENTS FROM THE PUBLIC

MRS. BARBARA commented on the proposed calendar changes.

It was moved by Mrs. Nyquist and seconded by Mr. Carbone that the Board go into private session for the purpose of discussing negotiations with the LHEA and contract discussion with the Board's architect.

PRIVATE  
SESSION

Disclosure of the above will be permitted following formal action by the Board at an open public meeting. Formal action is anticipated as soon as these matters are no longer of a confidential nature. Motion carried 9-0. Into private session at 8:55 p.m.

It was moved by Mr. Carbone and seconded by Mrs. Scanlon that the Board return to public session. Motion carried 8-0. (Mr. Dreyer left the meeting during private session.) Into public session at 9:50 p.m.

PUBLIC  
SESSION

It was moved by Mr. McCarthy and seconded by Mr. Meringolo that the meeting adjourn. Motion carried 8-0. Meeting adjourned at 9:51 p.m.

ADJOURNMENT

FUTURE MEETING DATES

January 12, 2009 – Worksession – Gillette Board Office – 7:30 p.m.  
January 26, 2009 – Regular Meeting – Gillette Board Office – 7:30 p.m.

Respectfully submitted,

John Esposito  
Business Administrator/Board Secretary

Dr. Rene Rovtar  
Superintendent

JE:mh