

LONG HILL TOWNSHIP BOARD OF EDUCATION  
REGULAR MONTHLY MEETING  
FEBRUARY 27, 2012

The Long Hill Township Board of Education held a Regular Monthly Meeting on Monday, February 27, 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. Carbone, Mr. LoCascio, Mrs. Nyquist, Dr. Rae, Mr. Russo, Mrs. Scanlon.

MEMBERS ABSENT: Mr. Meringolo.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools  
Mr. Esposito, Business Administrator/Board Secretary  
Mr. Blinder, Technology Coordinator  
Mr. Piserchia, Township Committee  
1 township resident

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 May 3, 2011. 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

Finance – Mr. Blocker reported the committee met before this meeting to discuss the proposed tentative 2012-13 budget and they unanimously support the budget as put together by the administration. Mr. Blocker believes it balances the needs of the children and the concerns of the taxpayer. Mr. Blocker also noted that there are no staff reductions planned for next year.

The committee also reviewed the bills and found all in order for payment.

Mr. Blocker thanked Mr. Rideout for putting together the Long Hill's Got Talent Show which raised funds for the school district.

Policy – Mr. Carbone reported the committee will meet on March 5 at 6:15 p.m.

Negotiations – Mr. Russo reported the committee will be meeting with the LHEA soon to initiate the negotiations process.

WHRHS Liaison – Mrs. Nyquist attended the Watchung Hills Board Meeting and said that Mr. Collins is replacing Mr. Pepe who resigned from the Board. They also did a preliminary presentation of the budget for 2012-2013. They expect enrollment to rise and will need to hire staff to handle the increased number of students.

#### SUPERINTENDENT'S UPDATE

Dr. Rovtar stated the district talent show was truly delightful. She also reported that the District Advisory Committee attended a full day workshop on the four approved teacher evaluation models. The committee will review the details and make a recommendation to the Board regarding which model Long Hill Township should implement.

Dr. Rovtar then turned the meeting over to Mr. Esposito to present the tentative 2012-13 budget.

#### BOARD SECRETARY'S UPDATE

Mr. Esposito presented a Power Point on the tentative 2012-13 budget. The PowerPoint will be posted on the main page of the district website. The overall current fund expenditure increase from year to year is 3.49%. This increase reflects that the Board will appropriate \$250,000 from Capital Reserve for roof and energy management projects. Without the Capital Projects, the increase in the operating budget is 2.0%. The district received a net increase in state aid of \$88,197. The projected tax levy change between the 2011-12 and 2012-13 budgets is a decrease of 0.23%. The total assessed valuation in the Township has decreased slightly resulting in a moderate increase in taxes. The proposed budget would increase taxes by \$56.23 annually (\$4.69 per month) for the average assessed home in Long Hill (\$387,822). The budget will be submitted to the County Office for review and approval. A public hearing on the budget has been scheduled for March 26<sup>th</sup>.

Mr. Esposito reported that he was working with the financial advisor on the refunding bond sale today. The results were better than anticipated with the overall savings being approximately \$771,000 or \$45,000 annually. The bonds received a AA- rating from Standard and Poors. Once these numbers are confirmed, we should be able to reduce the Debt Service tax levy in the proposed budget. That could be done at the Public Hearing on March 26.

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 Ms. Barone and seconded by Mr. Carbone 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

February 13, 2012 – Worksession – Public and Private Session

ROLL CALL VOTE on resolution #1:

YES:	Ms. Barone	Mr. LoCascio	Dr. Rae
	Mr. Blocker		
	Mr. Carbone	Mrs. Nyquist	Mrs. Scanlon

NO: None.  
Mr. Russo abstained.  
Resolution #1 carried 7-0-1.

2. It was moved by Mr. Blocker and seconded by Mr. Carbone that the Long Hill Township School District Board of Education in the County of Morris, New Jersey approve the 2012-13 school district budget for submission as follows:

APPROVAL OF 2012-13 BUDGET

General Fund	\$15,123,936.00
Special Revenue Fund	\$ 313,617.00
Debt Service Fund	<u>\$ 1,244,143.00</u>
Total Budget 2012-13	\$16,681,696.00

BE IT FURTHER RESOLVED, that there should be raised for the General Fund \$13,841,574.00 and for Debt Service \$1,244,143.00 for the ensuing School Year 2012-13; and

WHEREAS, the district has a taxing authority which is composed of \$0.00 for health benefits adjustment and \$0.00 for enrollment adjustment and \$0.00 for PERS Deferment available to the district for the school budget for 2012-13.

The 2% cap increase over the prior year, which totals \$277,476.00, results in a maximum district general fund tax levy of \$14,151,297.00. The proposed negative tax levy for 2012-2013 generates an additional \$32,247.00 in unused taxing authority, resulting in a total banked cap amount of \$309,723.00 for the district.

WHEREAS, The Board has approved that there should be raised for the General Fund a tax levy of \$13,841,574.00 for the ensuing School Year (2012-2013).

BE IT RESOLVED, that the Long Hill Township School District Board of Education, in the County of Morris, New Jersey approves that the unused taxing authority of \$309,723.00 be banked for potential use in the subsequent three fiscal years.

BE IT RESOLVED, that the Long Hill Township School District Board of Education, in the County of Morris, New Jersey approves the withdrawal of \$250,000.00 from the Capital Reserve to provide funding for the following Projects:

- District-wide replacement and repair of aging, leaking roofs (including professional fees, bidding costs, etc.): \$150,000

- Development and installation of district-wide energy management system (including professional fees, bidding costs, etc.): \$100,000

BE IT FURTHER RESOLVED, that the Long Hill Township School District Board of Education, in the County of Morris, New Jersey approves the following capital projects for the 2012-2013 school year:

-Assessment on prior referendum projects (State mandatory deduction): \$33,181.

-District-wide replacement and repair of aging, leaking roofs (including professional fees, bidding costs, etc.): \$150,000

-Development and installation of district-wide energy management system (including professional fees, bidding costs, etc.): \$100,000

WHEREAS, school district policy and N.J.A.C. 6A:23A-7.3(a) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2012-2013 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2011-2012 school year was \$30,000.00; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$16,000.00 as of March 1, 2012;

BE IT RESOLVED, that the Long Hill Township School District Board of Education, in the County of Morris, New Jersey hereby establishes the school district travel maximum for the 2012-2013 school year at the sum of \$30,000.00; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

WHEREAS, N.J.A.C. 6A:23A:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

WHEREAS, the tentative budget includes the following appropriations

Legal	\$ 30,000.00
Accounting	\$ 20,000.00
Election	\$ 4,000.00
Other Admin. Svcs	\$ 25,000.00
Repair Svcs	\$104,055.00
Extraordinary Svcs	\$ 98,400.00
Nonpublic Svcs	\$ 79,167.00
Prof. Dev.	\$ 48,830.00
Transportation	\$965,043.00; and

WHEREAS, the Administration needs to notify the board if there arises a need to exceed said maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

BE IT RESOLVED, that the Long Hill Township School District Board of Education, in the County of Morris, New Jersey establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2011-2012 school year.

It is duly noted that this budget represents an increase of 3.49% in general fund appropriations and a 0.23% decrease in the general fund tax levy.

ROLL CALL VOTE on resolution #2:

YES:	Ms. Barone	Mr. LoCascio	Dr. Rae
	Mr. Blocker		Mr. Russo
	Mr. Carbone	Mrs. Nyquist	Mrs. Scanlon

NO: None.

Resolution #2 carried 8-0.

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

It was moved by Mr. Russo and seconded by Mr. Carbone that in resolution #3, the Current Expense-Fund 11 amount on the February 27, 2012 bills list be amended to read \$467,243.66 instead of \$427,243.66. Motion carried 8-0.

3. RESOLVED that the Long Hill Township Board of Education approve the Payrolls for January 13 and 30, 2012 and the List of Bills for February 1, 2, 3 and 27, 2012 (as attached):

APPROVAL OF BILLS LIST

Payroll for January 13, 2012

Fund 10	\$ 23,148.22
Current Expense-Fund 11	\$ 382,083.50
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$ 405,231.72

Payroll for January 30, 2012

Fund 10	\$ 22,873.58
Current Expense-Fund 11	\$ 370,702.61
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-

Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$ 393,576.19

## Bills List for February 1, 2012

Fund 10	\$ -0-
Current Expense-Fund 11	\$ -0-
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ 441,394.00
Total	\$ 441,394.00

## Payroll for February 2, 2012

Fund 10	\$ -0-
Current Expense-Fund 11	\$ 246,203.16
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$ 246,203.16

## Bills List for February 3, 2012

Fund 10	\$ -0-
Current Expense-Fund 11	\$ 524.97
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$ 524.97

## Bills List for February 27, 2012

Fund 10	\$ -0-
Current Expense-Fund 11	\$ 467,243.66
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ 38,770.01
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$ 506,013.67

4. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the Travel/Conference

APPROVAL OF  
TRAVEL

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

ROLL CALL VOTE on resolutions 3 and 4:

YES:	Ms. Barone	Mr. LoCascio	Dr. Rae
	Mr. Blocker		Mr. Russo
	Mr. Carbone	Mrs. Nyquist	Mrs. Scanlon

NO: None.

Resolutions 3 and 4 carried 8-0.

5. It was moved by Mr. Russo and seconded by Mr. Carbone 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 TRIPS

March 21, 2012 – Fourth and Fifth Grade Students – Central School Play, Stirling, NJ – 9:15 a.m. to 11:30 a.m. – 218 students, 13 teachers

April 19, 2012 – Fifth Grade Students – D.A.R.E. trip to Strike and Spare, Greenbrook, NJ – 9:30 a.m. to 2:00 p.m. – 111 students, 7 teachers, D.A.R.E. Officers

May/June 2012 – Fifth Grade Students – Central School Orientation Visit – Stirling, NJ – 9:15 a.m. to 11:00 a.m. – 111 students, 7 teachers

May 2, 2012 – Second Grade Students – The Great Swamp, Harding Township, NJ – 2 groups (1<sup>st</sup> – 9:05 a.m. to 11:30 a.m., 2<sup>nd</sup> – 10:00 a.m. to 1:00 p.m.- 92 students, 5 teachers, 2 teacher assistants, 20 parents - \$5.00 per student – parent paid

May 16, 2012 – Fifth Grade Students – The Newark Museum, Newark, NJ – 10:15 a.m. to 2:45 p.m. – 110 students, 6 teachers, 1 nurse, 2 teacher assistants, 3 or 4 parents – Cost of the trip paid by a FORCE grant



ROLL CALL VOTE on resolution #5:

YES:	Ms. Barone	Mr. LoCascio	Dr. Rae
	Mr. Blocker		Mr. Russo
	Mr. Carbone	Mrs. Nyquist	Mrs. Scanlon

NO: None.  
 Resolution #5 carried 8-0.

---

It was moved by Dr. Rae and seconded by Mr. Carbone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 6,7,8,9,10.

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.

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, appoint Jaye Barre to the following positions in connection with the Central Middle School production of Willy Wonka Jr. The stipends for these positions are set in Schedule C of the LHEA contract.

J. BARRE  
 APPOINTED  
 THEATER ARTS  
 ADVISOR

Theater Arts Construction	\$978.63
Scenery Advisor	\$367.00

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accept the resignation of Kimberly Celeste from the position of Milk Aide at Central School effective February 21, 2012.

K. CELESTE  
 RESIGNATION

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, appoint Christina Clark to the position of Milk Aide at Central School effective February 22, 2012 at the hourly rate of \$9.75.

C. CLARK  
 APPOINTED  
 MILK AIDE

9. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, appoint Elysse Orzepowski to the position of Lunch/Recess Aide at Gillette School effective February 22, 2012 at the hourly rate of \$9.75.

E. ORZEPOWSKI  
APPOINTED  
LUNCH AIDE

10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve maternity leave for Christina Lattoz, teacher at Millington School for the period May 28, 2012 through November 28, 2012 as follows:

C. LATTOZ –  
MATERNITY  
LEAVE

May 28, 2012 through June 22, 2012 – Paid maternity leave utilizing accumulated sick days

September 1, 2012 through Nov. 26, 2012 – NJ Family Leave for childcare (unpaid)

ROLL CALL VOTE on resolutions 6,7,8,9,10:

YES:	Ms. Barone	Mr. LoCascio	Dr. Rae
	Mr. Blocker		Mr. Russo
	Mr. Carbone	Mrs. Nyquist	Mrs. Scanlon

NO: None.

Resolutions 6,7,8,9,10 carried 8-0.



It was moved by Mrs. Nyquist and seconded by Mr. Carbone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 11,12,13.

11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, change the scheduled meeting time for the April 23, 2012 Meeting of the Board of Education to 7:00 p.m. to permit the Board to hold a half hour private session to conduct the annual evaluation of the Superintendent with Joanne Borin, Field Representative from New Jersey School Boards Association.

APPROVAL OF  
MEETING TIME  
CHANGE

12. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the following schedule of meetings until the Board’s Reorganization meeting on January 7, 2013. These additional meeting dates are necessary due to the Board’s action to move the annual school election to November.

APPROVAL OF  
REVISED MEETING

May 14, 2012	Town Hall	Worksession
May 21, 2012	Town Hall	Regular Monthly Meeting
June 11, 2012	Town Hall	Worksession
June 25, 2012	Town Hall	Regular Monthly Meeting
July 16, 2012	Town Hall	Worksession & Reg. Mtg.
August 20, 2012	Town Hall	Worksession & Reg. Mtg.
September 10, 2012	Town Hall	Worksession
September 24, 2012	Town Hall	Regular Monthly Meeting
October 8, 2012	Town Hall	Worksession
October 22, 2012	Town Hall	Regular Monthly Meeting
November 12, 2012	Town Hall	Worksession
November 26, 2012	Town Hall	Regular Monthly Meeting
December 17, 2012	Town Hall	Worksession & Reg. Mtg.
January 7, 2013	Town Hall	Reorganization and Reg. Mtg.

13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, accept the Harassment, Intimidation and Bullying report and affirm the Superintendent’s decision for the period ending February 13, 2012.

ACCEPTANCE OF  
HARASSMENT,  
INTIMIDATION &  
BULLYING  
REPORT

ROLL CALL VOTE on resolutions 11,12,13:

YES: Ms. Barone      Mr. LoCascio      Dr. Rae  
       Mr. Blocker                                     Mr. Russo  
       Mr. Carbone      Mrs. Nyquist      Mrs. Scanlon

NO: None.

Resolutions 11,12,13 carried 8-0.

\_\_\_\_\_

ITEMS FOR DISCUSSION

OLD BUSINESS

Mrs. Scanlon reminded Board Members that they must complete the Superintendent evaluation on-line by March 15.

Mr. Esposito reminded Board Members to complete and return their Financial Disclosure forms to his office as soon as possible.

NEW BUSINESS

Mr. Russo mentioned that the Buildings and Grounds Committee will be reviewing athletic field issues. Temco will be preparing the fields for the spring sports season.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mr. Carbone and seconded by Ms. Barone that the Board enter into private session for the purpose of discussing the upcoming negotiations with the Long Hill Education Association.

PRIVATE  
SESSION

Disclosure of the negotiations discussion will be permitted following formal action by the Board at an open public meeting. It is anticipated that the private session will last no more than one hour. Motion carried 8-0. Into private session at 8:35 p.m.

It was moved by Ms. Barone and seconded by Mr. Carbone that the Board return to public session. Motion carried 8-0. Into public session at 9:32 p.m.

PUBLIC  
SESSION

It was moved by Ms. Barone and seconded by Mr. Russo that the meeting adjourn. Motion carried 8-0. Meeting adjourned at 9:33 p.m.

ADJOURNMENT

FUTURE MEETING DATES

March 12, 2012 – Worksession Meeting – 7:30 p.m. – Township Municipal Building  
March 26, 2012 – Regular Board Meeting including Public Hearing on the 2012-2013  
Budget – 7:30 p.m. – Township Municipal Building

Respectfully submitted,

John Esposito  
Business Administrator/Board Secretary

René Rovtar, Ed.D.  
Superintendent of Schools

JE:mh