

LONG HILL TOWNSHIP BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MARCH 26, 2012

The Long Hill Township Board of Education held a Regular Monthly Meeting on Monday, March 26, 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 Liaison
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

Mr. Russo thanked Mr. Erazo and the Temco staff for preparing the athletic fields and said that Little League representatives told him they were happy with the condition of the fields at all 3 schools.

BOARD COMMITTEE REPORTS

Finance – Mr. Blocker reported the committee met and discussed the budget prior to this meeting. The only difference between the budget being voted on tonight and the tentative budget approved last month is that \$100,000 more will be taken from capital

reserve to fund the roof repairs and replacement.

Policy – Mr. Carbone reported there are two policies on the agenda for adoption tonight.

Negotiations – Mr. Russo will report on the negotiations meeting with the LHEA in private session.

Technology – Dr. Rae reported the committee met, primarily to discuss installing wireless access throughout the district. The committee is generally in favor but asked Mr. Blinder to see if the cost could be reduced.

Community Relations – Mrs. Nyquist commented on Senior Citizens having access to tickets to our student shows/plays. She also thanked the STAR students for their gifts last week.

SUPERINTENDENT’S UPDATE

Dr. Rovtar reported on the following:

- Thanked Mr. Esposito for his hard work on putting the budget together and for the debt refinancing.
- We are accepting two resignations tonight and Dr. Rovtar wished them well in retirement.
- Faculty meeting was held today at which employees were recognized for years of service with a pin. Dr. Rovtar congratulated the employees on their longevity in the district.
- The children did a great job on the FORCE musical and the Willy Wonka Jr. play. Dr. Rovtar thanked Mr. Rideout and Mr. Birkhead for preparing the students.

BOARD SECRETARY’S UPDATE

Mr. Esposito reported on the upcoming Flexible Spending accounts that the district will be instituting on July 1. He had given a brief presentation to the staff at a meeting earlier in the day. He also reminded Board Members to turn in their Financial Disclosure Forms if they haven’t already.

PUBLIC HEARING ON THE 2012-2013 BUDGET

Mr. Esposito and Dr. Rovtar gave an overview of the proposed 2012-2013 budget. The PowerPoint presentation has been posted on the district webpage. Board Members discussed the proposed budget and Mrs. Scanlon opened the meeting to comments from residents in attendance. There were no comments from the public.

ADOPTION OF THE 2012-2013 BUDGET

It was moved by Mrs. Nyquist and seconded by Mr. Carbone:

RESOLVED, upon the recommendation of the Superintendent and the Business Administrator, that the Long Hill Township School District Board of Education, in the County of Morris, New Jersey approves the 2012-2013 school district budget as follows:

General Fund	\$15,323,936.00
Special Revenue Fund	\$ 313,617.00
Debt Service Fund	\$ 1,244,143.00

BE IT FURTHER RESOLVED, that there should be raised for the General Fund \$13,841,574 and for the Debt Service Fund \$1,244,143 for the ensuing School Year (2012-2013); and

BE IT FURTHER RESOLVED, that the 2012-2013 budget reflects a deposit in the amount of \$68,000 into the district’s capital reserve account; and

BE IT FURTHER RESOLVED, that the Board of Education approves the following capital projects for the 2012-2013 school year:

State assessment on prior referendum projects	\$ 33,181
Roof Project	\$300,000
Energy Management Project	\$100,000
Central Lighting Project	\$ 50,000

WHEREAS, school district policy and N.J.A.C. 6A:23B-1.2(b) 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; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$13,909 as of March 1, 2012;

NOW, THEREFORE, 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 Services	\$ 98,400.00
Professional Development	\$ 48,830.00
Transportation	\$965,043.00

WHEREAS, the Administration needs to notify the board if there arises a need to exceed said maximums. Upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

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

WHEREAS, the Long Hill Township School District Board of Education establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2012-2013 school year.

The budget reflects no use of adjustments to the tax levy limit in 2012-2013 even though the district qualified for adjustments totaling \$309,723 in unused tax levy below the 2% cap. The Board of Education requests that \$309,723 be applied as banked cap for future use.

NOW, THEREFORE BE IT RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, adopt the 2012-2013 Annual School District Budget (copy on file in the Board Office) as set forth in the amount of:

General Fund	\$15,323,936
Special Revenue Fund	\$ 313,617
Debt Service Fund	<u>\$ 1,244,153</u>
Total Base Budget	\$16,881,696

BE IT FURTHER RESOLVED that these figures result in the following amount to be raised by tax levy:

General Fund	\$13,841,574
Debt Service Fund	<u>\$ 1,244,143</u>
Total Tax Levy	\$15,085,717

ROLL CALL VOTE on adoption of budget:

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

NO: None.

Resolution on adoption of 2012-13 budget carried 8-0.

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 Police #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 re 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 Dr. Rae 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

March 12, 2012 – Worksession – Public and Private Sessions

ROLL CALL VOTE on resolution #1:

YES: Ms. Barone Mr. LoCascio Mr. Russo
 Mr. Carbone Mrs. Scanlon

NO: None.

Mr. Blocker, Mrs. Nyquist and Dr. Rae abstained.

Resolution #1 carried 5-0-3.

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

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 February 15 and 28, 2012 and the List of Bills for March 7, 8 and 26, 2012 (as attached):

APPROVAL OF
BILLS LISTS

Payroll for February 15, 2012

Fund 10	\$ 23,428.16
Current Expense-Fund 11	\$385,145.23
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$408,573.39

Payroll for February 28,2012

Fund 10	\$ 23,508.84
Current Expense-Fund 11	\$378,630.92
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$402,139.76

Bills for March 7, 2012

Fund 10	\$ -0-
Current Expense-Fund 11	\$ 8,392.90
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$ 8,392.90

Bills for March 8, 2012

Fund 10	\$ -0-
Current Expense-Fund 11	\$234,938.31
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$234,938.31

Bills for March 26, 2012

Fund 10	\$ 9,667.50
Current Expense-Fund 11	\$421,922.83
Capital Outlay-Fund 12	\$ -0-
Special Revenue Fund-Fund 20	\$ 26,520.59
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
Total	\$458,110.92

3. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator and the Supervisor of Special Services, approve a contract in the amount of \$15,408.76 with IEP Direct of Rockville Center, New York for the provision of IEP software to comply with federal and state mandated records and reporting requirements including data conversion, staff training and annual support/maintenance to allow for implementation of the product effective July 1, 2012.

APPROVAL OF
CONTRACT WITH
IEP DIRECT

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 VOTE on resolutions 2,3,4:

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

NO: None.
Resolutions 2,3,4 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 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 and the Business Administrator, hereby approve the following resolution regarding the roofing project at Gillette School.

APPROVAL OF
ROOFING PROJECT
AT GILLETTE
SCHOOL

WHEREAS, the Local Public Contract Law (N.J.S.A. 18A:18A-1 et seq.) permits award of contracts for Professional Services” without competitive bids,

WHEREAS, the Board is in need of architectural services as it pertains to the replacement and repairs of the Gillette ES School roof which requires submissions and drawings to the Department of Education,

BE IT RESOLVED, the Board President and/or Board Secretary are hereby authorized to execute an agreement between Parette Somjen Architects, 439 Route 46 East, Rockaway, NJ 07866 and the Long Hill Township BOE, for such services in the amount of \$20,000.00 plus reimbursable expenses, and

BE IT FURTHER RESOLVED, that the Long Hill Township Board of Education authorize and approve Parette Somjen Architects and the Business Administrator to submit all necessary plans and paperwork for these projects as “Other Capital Projects” to the Department of Education for approval, and

BE IT FURTHER RESOLVED, these projects will be an amendment to the Long Range Facilities Plan with no state funding being requested as these projects will be funded through capital reserve monies.

A copy of this resolution will be printed in the official newspaper pursuant to N.J.S.A. 18A:18A-5. The contract is available for public inspection in the office of the Board of Education.

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, hereby approve the following resolution regarding the upgrade of lighting in the Central Middle School new gymnasium project at Central Middle School.

APPROVAL OF
LIGHTING
PROJECT AT
CENTRAL
SCHOOL

WHEREAS, the Local Public Contract Law (N.J.S.A. 18A:18A-1 et seq.) permits award of contracts for "Professional Services" without competitive bids,

WHEREAS, the Board is in need of architectural services as it pertains to the upgrade of lighting in the Central School new gymnasium, which requires submissions and drawings to the Department of Education.

BE IT RESOLVED, the Board President and/or Board Secretary are hereby authorized to execute an agreement between Parette Somjen Architects, 439 Route 46 East, Rockaway, NJ 07866 and the Long Hill Township BOE, for such services in the amount of \$6,700.00 plus reimbursable expenses, and

BE IT FURTHER RESOLVED, that the Long Hill Township Board of Education authorize and approve Parette Somjen Architects and the Business Administrator to submit all necessary plans and paperwork for these projects as "Other Capital Projects" to the Department of Education for approval, and

BE IT FURTHER RESOLVED, these projects will be an amendment to the Long Range Facilities Plan with no state funding being requested as these projects will be funded through capital reserve monies.

A copy of this resolution will be printed in the official newspaper pursuant to N.J.S.A. 18A:18A-5. The contract is available for public inspection in the office of the Board of Education.

ROLL CALL VOTE on resolutions 5 and 6:

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

NO: None.

Resolutions 5 and 6 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 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.

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator accept the resignation of Marion Kales, with regret, effective July 1, 2012 after 42 years of service to the Long Hill Township Board of Education.

M. KALES
RESIGNATION

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator accept the resignation of Priscilla Kehoe, with regret, effective July 1, 2012 after 17 years of service to the Long Hill Township School District.

P. KEHOE
RESIGNATION

9. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator approve an extension of the appointment of Jeffrey Sutherland as a leave replacement Physical Education and Health Teacher through May 10, 2012 at the Step 1 BA salary of \$47,405.00 prorated.

J. SUTHERLAND
APPOINTED

10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator approve the appointment of Sharon Buckle as a part time teacher assistant (.43) effective April 14, 2012 through June 30, 2012 at the Step 1 salary of \$30,868.00 prorated.

S. BUCKLE
APPOINTED
PART TIME
TEACHER
ASSISTANT

11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, Business Administrator and Technology Coordinator, approve the continued appointment of Julianne Everswick to serve as Technology Contract Service Provider for the period April 2 through June 30, 2012 at an hourly rate of \$22.00, not to exceed \$4,800.00.

J. EVERSWICK
APPOINTED

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 2011-2012 school year:

C. MYTROWITZ
APPOINTED TO
SUB. LIST

Christine Mytrowitz

ROLL CALL VOTE on resolutions 7,8,9,10,11,12:

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

NO: None.
Resolutions 7,8,9,10,11,12 carried 8-0.

ADOPTION
OF POLICIES

13. It was moved by Mr. Carbone and seconded by Mrs. Barone 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:

5142R	Regulation: Pupil Safety
6142.4	Physical Education and Health

ROLL CALL VOTE on resolution #13:

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

NO: None.
Resolution #13 carried 8-0.

ITEMS FOR DISCUSSION

OLD BUSINESS: None.

NEW BUSINESS

Mr. Carbone said the next policy meeting will be on April 2.

Dr. Rae commented on the drop-off procedure at Central School.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mrs. Nyquist and seconded by Mr. Carbone that the Long Hill Township Board of Education 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. Motion carried 8-0. Into private session at 8:50 p.m.

It was moved by Mr. Carbone and seconded by Ms. Barone that the Board return to public session. Motion carried 8-0. Into public session at 9:17 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 9:18 p.m.

ADJOURNMENT

FUTURE MEETING DATES

April 9, 2012 – Worksession – **7:00 p.m.** for Private Session discussion on Superintendent’s evaluation. 7:30 p.m. start for public portion of the meeting – Township Administration Building.

April 23, 2012 – Regular Board Meeting – 7:30 p.m. – Township Administration Building.

Respectfully submitted,

John Esposito
Business Administrator/Board Secretary

René Rovtar, Ed.D.
Superintendent of Schools

