

**LONG HILL TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING AND PUBLIC HEARING ON THE 2012-2013 ANNUAL BUDGET
Long Hill Township Municipal Building
March 26, 2012
7:30 p.m.**

AGENDA

CALL TO ORDER

ROLL CALL

**Ms. Barone
Mr. Blocker
Mr. Carbone, Sr.**

**Mr. LoCascio
Mr. Meringolo
Mrs. Nyquist**

**Dr. Rae
Mr. Russo
Mrs. Scanlon**

PLEDGE OF ALLEGIANCE

MEETING NOTICE

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

BOARD COMMITTEE REPORTS

SUPERINTENDENT'S UPDATE

BOARD SECRETARY'S UPDATE

PUBLIC HEARING ON THE 2012-2013 BUDGET

Presentation of the Budget by Dr. Rovtar and Mr. Esposito
Questions and answers on the proposed budget
Board Member and Public Comment

ADOPTION OF THE 2012-2013 BUDGET

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 \$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 ensuring 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

ACTION OF 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.

RESOLUTIONS

Minutes

1. RESOLVED that the following minutes of the Long Hill Township Board of Education be accepted as presented and made part of the public record:

March 12, 2012 – Worksession – Public and Private Sessions

ACTION OF THE BOARD _____

Financials

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):

Payroll for 02/15/2012	Amount
Fund 10	\$23,428.16
Current Expense - Fund 11	\$385,145.23
Capital Outlay - Fund 12	\$0.00
Special Rev. Fund - Fund 20	\$0.00
Capital Projects - Fund 30	\$0.00
Debt Services - Fund 40	\$0.00
TOTAL	\$408,573.39

Payroll for 02/28/2012	Amount
Fund 10	\$23,508.84
Current Expense - Fund 11	\$378,630.92
Capital Outlay - Fund 12	\$0.00
Special Rev. Fund - Fund 20	\$0.00
Capital Projects - Fund 30	\$0.00
Debt Services - Fund 40	\$0.00
TOTAL	\$402,139.76

Bills for 03/07/2012	Amount
Fund 10	\$0.00
Current Expense - Fund 11	\$8,392.90
Capital Outlay - Fund 12	\$0.00
Special Rev. Fund - Fund 20	\$0.00
Capital Projects - Fund 30	\$0.00
Debt Services - Fund 40	\$0.00
TOTAL	\$8,392.90

Bills for 03/08/2012	Amount
Fund 10	\$0.00
Current Expense - Fund 11	\$234,938.31
Capital Outlay - Fund 12	\$0.00
Special Rev. Fund - Fund 20	\$0.00
Capital Projects - Fund 30	\$0.00
Debt Services - Fund 40	\$0.00
TOTAL	\$234,938.31

Bills for 03/26/2012	Amount
Fund 10	\$9,667.50
Current Expense - Fund 11	\$421,922.83
Capital Outlay - Fund 12	\$0.00
Special Rev. Fund - Fund 20	\$26,520.59
Capital Projects - Fund 30	\$0.00
Debt Services - Fund 40	\$0.00
TOTAL	\$458,110.92

ACTION OF THE BOARD _____

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.

ACTION OF THE BOARD _____

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.

ACTION OF THE BOARD _____

Buildings and Grounds

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.

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 thru 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.

ACTION OF THE BOARD _____

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.

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 require 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 thru 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.

ACTION OF THE BOARD _____

Personnel

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 School District.

ACTION OF THE BOARD _____

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.

ACTION OF THE BOARD _____

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.

ACTION OF THE BOARD _____

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.

ACTION OF THE BOARD _____

11. RESOLVED that the Long Hill 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

ACTION OF THE BOARD _____

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.

Christine Mytrowitz

ACTION OF THE BOARD _____

Policy

13. RESOLVED 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

ACTION OF THE BOARD _____

ITEMS FOR DISCUSSION

OLD BUSINESS

NEW BUSINESS

COMMENTS FROM THE PUBLIC

PRIVATE SESSION

The Board shall enter into Private Session for the purpose of discussing the upcoming negotiations with the Long Hill Education Association. Disclosure of the negotiations discussion will be permitted following formal action by the Board at an open public meeting. No action is anticipated this evening.

ADJOURNMENT

FUTURE MEETING DATES

April 9, 2012 – Worksession Meeting – 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