



**LONG HILL TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING
Long Hill Township Municipal Building
January 23, 2017
7:30 P.M.**

AGENDA

MISSION STATEMENT

We believe that it is the responsibility of the Long Hill Township Board of Education (BOE) to provide an educational climate that stresses high academic achievement and will permit students to grow socially, physically, intellectually, morally and emotionally. The district's mission is to support the development of our students so that they may become happy, useful and self-supporting citizens, within the limits of their individual abilities and interests. We believe in each individual's worth and dignity as a person.

We believe that:

1. Education is a growth process by which people learn to think and act more effectively.
2. We must provide a safe, pleasant environment for learning.
3. Respect for the policies of a democratic government is desirable.
4. Students should acquire an understanding of and a respect for the traditions, customs and heritage of the country.
5. Students should be encouraged to use leisure time wisely.
6. Students should be taught that education, in its broadest sense, can become a lifelong pursuit for everyone.

Our responsibility extends to encouraging a close relationship among students, teachers, administrators and the community. We seek to prepare our students to function in a rapidly changing world with an awareness of the past, an understanding of the present and an optimistic preparation for the future.

DISTRICT GOALS 2016-2017

1. Review the action plans that support the district's strategic plan, make revisions/updates where needed, and communicate the status of the accomplishment of the plan.
2. Implement strategies to narrow the achievement gap that exists within the district. (PLCs, district benchmarks, and data analysis)
3. Develop communication tools to increase parental engagement and strengthen parent/district partnerships.

CALL TO ORDER

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 October 27, 2016. 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.

Roll Call

**Mr. Bundonis
Mrs. Butler
Mr. Carn**

**Mr. DiGiorgio
Mrs. Moakley
Miss Nyquist**

**Mr. O' Leary
Ms. Raban
Mr. Stevens**

COMMUNICATIONS

BOARD COMMITTEE REPORTS

SUPERINTENDENT'S REPORT

BUSINESS ADMINISTRATOR'S UPDATE

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:
 - a. January 9, 2017 Reorganization/Regular Meeting-Public Session
 - b. January 9, 2017 Reorganization/Regular Meeting-Private Session

ACTION OF THE BOARD _____

Financials

2. RESOLVED that the Long Hill Township Board of Education approve the Payrolls for December 15 and 22, 2016 and the list of Bills for December 13 and 20, 2016 and January 9, 11, 18, 19 & 23, 2017:

Payroll for 12/15/16	Amount
Fund 10	\$23,562.30
Current Expense - Fund 11	\$454,845.52
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$478,407.82

Payroll 12/22/16	Amount
Fund 10	\$22,983.01
Current Expense - Fund 11	\$424,387.09
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$447,370.10

Bills 12/13/16	Amount
Fund 10	
Current Expense - Fund 11	\$206,585.94
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$206,585.94

Bills 12/20/16	Amount
Fund 10	
Current Expense - Fund 11	\$26,045.21
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$26,045.21

Bills 1/09/17	Amount
Fund 10	
Current Expense - Fund 11	\$68,861.22
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$68,861.22

Bills 1/11/17	Amount
Fund 10	
Current Expense - Fund 11	\$207,993.06
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$207,993.06

Bills for 1/18/17	Amount
Fund 10	\$30,000.00
Current Expense - Fund 11	
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$30,000.00

Bills 1/19/17	Amount
Fund 10	
Current Expense - Fund 11	
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	\$907,793.75
TOTAL	\$907,793.75

Bills 1/23/17	Amount
Fund 10	
Current Expense - Fund 11	\$207,555.59
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	\$28,138.00
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$235,693.59

ACTION OF THE BOARD _____

- RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for December 31, 2016.

ACTION OF THE BOARD _____

- RESOLVED that the Long Hill Township Board of Education, pursuant to N.J.A.C. 6:20-2.13 (E), certifies that as of December 31, 2016 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.

ACTION OF THE BOARD _____

- RESOLVED that the Long Hill Township Board of Education accept the financial reports of the Board Secretary and the Reconciliation of School Funds for the month ending December 31, 2016.

ACTION OF THE BOARD _____

- RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a change in the transportation contract with Somerset County Educational Services Commission for the following Special Education out-of-district bus route in 2016-17:

Destination: William Annin Middle School
 Start Date: April 17, 2017
 Bus Contractor: K&H Transportation
 Route per Diem: \$140.00
 Aide per Diem: \$40.00
Total Cost per Diem: \$180.00

ACTION OF THE BOARD _____

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the 'Memorandum of Understanding By and Between the State of New Jersey Office of Emergency Management and the Long Hill Township Board of Education.' This agreement allows the district to apply for and receive grants under the Federal Emergency Management Agency (FEMA) Public Assistance and/or Hazard Mitigation programs for presidentially-declared major disasters.

ACTION OF THE BOARD _____

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, and as per N.J.A.C Title 6A:23A-14.1(d), approve the appropriation of the following 2015-16 state revenues which are excluded from the excess surplus calculation. The district plans to use the funds for expenses related to the cleaning and air testing of several classrooms at Millington School earlier this year.

Extraordinary Aid:	\$ 97,553
Non-public Transportation Aid:	<u>\$ 9,744</u>
	\$107,297

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

ACTION OF THE BOARD _____

Special Education

10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator, and the Director of Special Services approve a contract for Itinerant Teacher of the Deaf with Summit Speech School for student #20311091. Services include two consultations and 19 sessions at a rate of \$150.00 per session/consultation for the 2016-2017 school year.

ACTION OF THE BOARD _____

- 11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator, and the Director of Special Services approve payment of \$1,198.00 for Level 1 services for student #3503375341 to the Commission for the Blind for services provided for the 2016-2017 school year beginning 12/22/16 and ending 6/30/17.

ACTION OF THE BOARD _____

Personnel

- 12. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Jessica Nirdlinger to the position of Part Time (.50 FTE) SKIP Teacher at Gillette School at the prorated Step 1 BA salary of \$ 24,875.00 for the period of January 30, 2017 to June 30, 2017.

ACTION OF THE BOARD _____

- 13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve Stephanie Alber, part-time Secretary at Central School, to work in the Business Office up to 15 hours per week for a maximum of twelve weeks while the district's Financial Supervisor is out on extended sick leave. Ms. Alber's work dates will be from February 6, 2017 through April 30, 2017 (if needed.) She will be paid at her hourly rate as per the LHEA contract.

ACTION OF THE BOARD _____

- 14. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a stipend of \$3,000 for Jamie Rewick, Assistant to the Business Administrator, for assuming additional responsibilities while the district's Financial Supervisor is out on extended sick leave for up to twelve weeks. The extra work and associated training started January 9, 2017, and will continue through April 30, 2017 (if needed.)

ACTION OF THE BOARD _____

- 15. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve maternity leave for Jessica Alaan, District Occupational Therapist, for the period May 15, 2017 through November 14, 2017 as follows:

May 15, 2017 through June 23, 2017	Paid Maternity Leave utilizing available sick days
September 1, 2017 through November 14, 2017	NJ Family Leave for childcare (unpaid)

ACTION OF THE BOARD _____

16. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a lateral advancement on the salary guide for Gabriella Luciano from Step 4 BA at \$52,313.00 to Step 4 BA+30 at \$55,113.00 based on submission of transcribed graduate credit effective January 1, 2017.

ACTION OF THE BOARD _____

17. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, Business Administrator and Middle School Principal, approve the following extra service position appointments for the 2016-2017 school year:

<u>Activity</u>	<u>Advisor</u>	<u>Stipend</u>
Central School Lights/Sound Coordinator (not to exceed 2 evening events-\$100.00 per additional evening event)	Angela Barth Joelle Varner	\$307.50* \$307.50*

* Stipend to be paid from existing activity account balances and/or pay to play/participation fees paid.

ACTION OF THE BOARD _____

18. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, Business Administrator and Middle School Principal, revise the December 19, 2016, extra service position appointment of Theresa Dunn for the 2016-2017 school year as follows:

<u>Activity</u>	<u>Advisor</u>	<u>Stipend</u>
Theater Arts Construction Advisor	Angela Barth Theresa Dunn	\$545.50* \$545.50*

* Stipend to be paid from existing activity account balances and/or pay to play/participation fees paid.

ACTION OF THE BOARD _____

19. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, Business Administrator and Middle School Principal, approve Jake Barth as a volunteer to assist the Theater Arts/Vocal Coach and Theater Arts Construction for the 2016-2017 school year pending completion of successful criminal history review.

ACTION OF THE BOARD _____

20. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the addition of the following person to the Substitute List for the 2016-2017 school year pending successful criminal history review:

NAME	POSITION
Karen de la Maza	Substitute Teacher

ACTION OF THE BOARD _____

Curriculum

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

February 7, 2017 8:40 a.m. to 2:15 p.m. Cost: \$20.00 per student Parent Paid	General Knowledge Consortium Grades 7 & 8 Students	Newark Academy Livingston, N.J. 8 students, 1 teacher
April 21, 2017 8:00 a.m. to 4:30 p.m. Cost: \$52.00 per student	Physics & Math Day Grade 7 Students	Great Adventure Jackson, N.J. 43 students, 4 teachers
May 18, 2017 9:15 a.m. to 2:15 p.m. Cost: \$29.00 Parent Paid	1 st Grade Trip	Turtle Back Zoo West Orange, N.J. 96 students, 4 teachers 4 teaching assistants 1 nurse, 12 parents

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 reviewing Harassment, Intimidation, and Bullying Reports. Action is anticipated following private session.

ADJOURNMENT**FUTURE MEETING DATES**

February 13, 2017 – Worksession Meeting -7:30 p.m. – Township Municipal Building

February 27, 2017 – Regular Meeting – 7:30 p.m. - Township Municipal Building