



**LONG HILL TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING AND PUBLIC HEARING  
ON THE 2017-2018 ANNUAL BUDGET  
Long Hill Township Municipal Building  
April 24, 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**

**PUBLIC HEARING ON THE 2017-2018 BUDGET**

Presentation of the Budget by Dr. Acevedo and Mr. Esposito

Questions and answers on the proposed budget

Board Member and Public Comment

**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.

**ADOPTION OF THE 2017-2018 BUDGET**

RESOLVED, that the Long Hill Township School District Board of Education, in the County of Morris, New Jersey approves the 2017-18 school district budget as follows:

|                             |                     |
|-----------------------------|---------------------|
| General Funds 10, 11, 12    | \$15,978,758        |
| Special Revenue Fund 20     | \$248,471           |
| Debt Service Fund 40        | \$1,100,638         |
| <b>Total Budget 2017-18</b> | <b>\$17,327,867</b> |

BE IT FURTHER RESOLVED, that there should be raised for the General Fund **\$14,942,669.00** and for Debt Service **\$1,100,638.00** for the ensuing School Year 2017-18; and

The 2.0% cap increase over the prior year, which totals **\$292,993.00**, results in a maximum district general fund tax levy of **\$14,942,669.00**.

WHEREAS, The Board has approved that there should be raised for the General Fund a tax levy of **\$14,942,669.00** for the ensuing School Year (2017-2018).

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 **\$47,746.00** be banked for potential use in the subsequent three fiscal years. The district has a total banked cap of **\$285,963.00** for use in 2017-2018.

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 2017-2018 school year:

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

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 2017-2018 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2016-2017 school year was **\$30,000.00**; and

WHEREAS, travel and expense reimbursement has reached a total amount **\$14,550.00** as of April 1, 2017;

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 2017-2018 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 Services                | \$ 40,000.00       |
| Accounting                    | \$ 25,000.00       |
| Other Administrative Services | \$ 25,000.00       |
| Repair Services               | \$ 306,807.00      |
| Extraordinary Services        | \$ 98,400.00       |
| Nonpublic Services            | \$ 40,441.00       |
| Professional Development      | \$ 39,000.00       |
| Transportation                | \$ 911,539.00; and |

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;

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 2017-2018 school year.

It is duly noted that this budget represents an increase of **1.99%** in general fund current appropriations and a **2.00%** increase in the general fund tax levy.

ACTION OF THE BOARD \_\_\_\_\_

**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. March 27, 2017 Regular Meeting-Public Session
  - b. March 27, 2017 Regular Meeting-Private Session

ACTION OF THE BOARD \_\_\_\_\_

**Financials**

2. RESOLVED that the Long Hill Township Board of Education approve the Payrolls for March 15 and 30, 2017 and the list of Bills for April 3, 5 and 24, 2017:

| <b>Payroll for 3/15/17</b>     | <b>Amount</b>       |
|--------------------------------|---------------------|
| Fund 10                        | \$24,491.77         |
| Current Expense - Fund 11      | \$449,968.34        |
| Capital Outlay - Fund 12       |                     |
| Special Revenue Fund - Fund 20 |                     |
| Capital Projects - Fund 30     |                     |
| Debt Services - Fund 40        |                     |
| <b>TOTAL</b>                   | <b>\$474,460.11</b> |

| <b>Payroll for 3/30/17</b>     | <b>Amount</b>       |
|--------------------------------|---------------------|
| Fund 10                        | \$24,491.77         |
| Current Expense - Fund 11      | \$425,174.52        |
| Capital Outlay - Fund 12       |                     |
| Special Revenue Fund - Fund 20 |                     |
| Capital Projects - Fund 30     |                     |
| Debt Services - Fund 40        |                     |
| <b>TOTAL</b>                   | <b>\$449,666.29</b> |

| <b>Bills for 4/3/17</b>        | <b>Amount</b>      |
|--------------------------------|--------------------|
| Fund 10                        |                    |
| Current Expense - Fund 11      | \$13,874.80        |
| Capital Outlay - Fund 12       |                    |
| Special Revenue Fund - Fund 20 | \$135.00           |
| Capital Projects - Fund 30     |                    |
| Debt Services - Fund 40        |                    |
| <b>TOTAL</b>                   | <b>\$14,009.80</b> |

| <b>Bills for 4/5/17</b>        | <b>Amount</b>       |
|--------------------------------|---------------------|
| Fund 10                        |                     |
| Current Expense - Fund 11      | \$211,935.53        |
| Capital Outlay - Fund 12       |                     |
| Special Revenue Fund - Fund 20 |                     |
| Capital Projects - Fund 30     |                     |
| Debt Services - Fund 40        |                     |
| <b>TOTAL</b>                   | <b>\$211,935.53</b> |

| <b>Bills for 4/24/17</b>       | <b>Amount</b>       |
|--------------------------------|---------------------|
| Fund 10                        |                     |
| Current Expense - Fund 11      | \$291,909.04        |
| Capital Outlay - Fund 12       |                     |
| Special Revenue Fund - Fund 20 | \$12,144.00         |
| Capital Projects - Fund 30     |                     |
| Debt Services - Fund 40        |                     |
| <b>TOTAL</b>                   | <b>\$304,053.04</b> |

ACTION OF THE BOARD \_\_\_\_\_

3. 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 \_\_\_\_\_

4. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for February 28, 2017.

ACTION OF THE BOARD \_\_\_\_\_

5. RESOLVED that the Long Hill Township Board of Education, pursuant to N.J.A.C. 6:20-2.13 (E), certifies that as of February 28, 2017 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 \_\_\_\_\_

6. 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 February 28, 2017.

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 transfers for March 31, 2017.

ACTION OF THE BOARD \_\_\_\_\_

8. RESOLVED that the Long Hill Township Board of Education, pursuant to N.J.A.C. 6:20-2.13 (E), certifies that as of March 31, 2017 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 \_\_\_\_\_

9. 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 March 31, 2017.

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 a Non-public Services agreement with the Educational Services Commission of Morris County to provide administration of the following programs for the 2017-2018 school year; and authorize the Business Administrator to sign and submit the agreement to the ESCMC on behalf of the district:

Chapter 192  
Chapter 193  
Non-Public Security Aid  
Non-Public Nursing  
Non-Public Technology  
Non-Public Textbooks

ACTION OF THE BOARD \_\_\_\_\_

11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, gratefully accept a donation of playground balls, ball carrier and set of jump ropes, from Girl Scout Troop 5050, valued at \$296.58, to the Millington School.

ACTION OF THE BOARD \_\_\_\_\_

**Special Education**

12. 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 \$2,100.00 to Learning Tree for Bilingual Educational, Psychological, and Speech/Language Evaluations for student #2977893419 to assist in determining a special education category.

ACTION OF THE BOARD \_\_\_\_\_

13. 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 home instruction for student #7064619494. Instruction to be provided by Pamela Fitzsimmons, Brianna Franco, Gabriella Luciano and Andrew Nestler up to 10 hours per week combined at a rate of \$40.93 per hour beginning Monday, April 24, 2017.

ACTION OF THE BOARD \_\_\_\_\_

**Personnel**

14. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, accept the resignation of Caitlin Rajan from the position of 21<sup>st</sup> Century Communications Teacher, Central School, effective June 30, 2017. Mrs. Rajan has been on maternity leave for the 2016-2017 school year.

ACTION OF THE BOARD \_\_\_\_\_

15. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, accept the resignation of Kelly Egan from the position of Part Time (.50 FTE) SKIP Teacher, Gillette School, effective June 30, 2017.

ACTION OF THE BOARD \_\_\_\_\_

16. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, accept the resignation of Matthew Laubscher from the position of School Library Media Specialist, Millington and Gillette Schools, effective June 30, 2017.

ACTION OF THE BOARD \_\_\_\_\_

- 17. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, accept with regret the letter of resignation, for the purpose of retirement, from Kathleen Gray, Special Education Teacher at Central School, effective July 1, 2017. The Board of Education expresses its sincere appreciation for Mrs. Gray's 20 years of service to the district.

ACTION OF THE BOARD \_\_\_\_\_

- 18. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, accept with regret the letter of resignation, for the purpose of retirement, from Josephine Lunardoni, Secretary at Central School, effective July 1, 2017. The Board of Education expresses its sincere appreciation for Mrs. Lunardoni's 22 years of service to the district.

ACTION OF THE BOARD \_\_\_\_\_

- 19. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, approve Steve Novak as School Residency Officer, to conduct residency investigations on an as needed basis at the rate of \$40.00 per hour 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, approve the list of Substitute Teachers, Substitute Secretaries, Substitute School Nurses, and Substitute Lunch Aides for the 2017-2018 school year as attached.

ACTION OF THE BOARD \_\_\_\_\_

**Policy**

- 21. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Policy Committee, adopt the following policy on a second reading:

Policy 5118.2 Foster Care And Educational Stability  
 Policy 5118.2R Foster Care And Educational Stability Regulation

ACTION OF THE BOARD \_\_\_\_\_

- 22. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, approve the following job descriptions on a first reading:

Job Description: Assistant to the Business Administrator/Board Secretary\*  
 Facilities Manager  
 School Residency Officer

\*Represents change in title and responsibilities from Secretary to the BA/BS

ACTION OF THE BOARD \_\_\_\_\_



23. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, readopt the following revised job description:

Job Description: 4118.3K Financial Supervisor

ACTION OF THE BOARD \_\_\_\_\_

**Curriculum**

24. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, approve the field trips listed below:

|   |   |   |
|---|---|---|
| April 26, 2017<br>8:30 a.m. to 12:30 p.m.<br>Cost: \$20.00 per student<br>Parent Paid | Math Relay Contest<br>Grade 8 Consortium Students | Newark Academy<br>Livingston, N.J.<br>8 students, 1 teacher |
|---|---|---|

|   |  |  |
|---|--|--|
| June 15, 2017<br>12:15 p.m. to 1:45 p.m.<br>Cost: \$6.00 per student<br>Parent Paid | Pen Pal Visit with 1 <sup>st</sup> Grade<br>7 <sup>th</sup> Grade Horizon Students | Gillette School<br>Gillette, N.J.<br>25 students, 2 teachers |
|---|--|--|

ACTION OF THE BOARD \_\_\_\_\_

**Other**

25. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, recommend that the 2016-2017 school calendar be revised to eliminate two days due to unused snow days. The days eliminated will be June 22 and June 23. The final day of school will now be June 21, 2017 for a total of 180 days of instruction as per the LHEA contract. June 20 & 21 will be four hours sessions. Central Middle School Graduation will be held on the evening of June 21, 2017.

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 non tenured teachers, support staff for 2017-2018 and proposed administrative changes for the 2017-2018 school year. No action is anticipated following private session.

**ADJOURNMENT**

**FUTURE MEETING DATES**

May 8, 2017 - Worksession Meeting - 7:30 p.m. – Township Municipal Building  
May 22, 2017 - Regular Meeting - 7:30 p.m. - Township Municipal Building