

**LONG HILL TOWNSHIP BOARD OF EDUCATION  
WORKSESSION MEETING**

**Long Hill Township Municipal Building**

**March 3, 2014**

**7:30 P.M.**

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**Ms. Barone**

**Mr. Blocker**

**Mr. Brown**

**Mr. Carn**

**Mr. DiGiorgio**

**Mr. LoCascio**

**Ms. Moakley**

**Ms. Nyquist**

**Mr. Stevens**

**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 January 7, 2014. 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**

Remarks by Dr. Karen Cortellino, President of the Morris County School Boards Association

**BUSINESS ADMINISTRATOR UPDATE**

Presentation of the Tentative Annual School District Budget for 2014-2015

**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:

February 24, 2014 Regular Meeting – Public Session

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

### Financials

2. RESOLVED, that the Long Hill Township School District Board of Education, in the County of Morris, New Jersey approves the 2014-15 school district budget for submission as follows:

General Fund	\$15,301,338.00
Special Revenue Fund	\$ 290,107.00
Debt Service Fund	<u>\$ 921,150.00</u>
Total Budget 2014-15	\$16,512,595.00

BE IT FURTHER RESOLVED, that there should be raised for the General Fund \$14,206,695.00 and for Debt Service \$921,150.00 for the ensuing School Year 2014-2015; and

The 2% cap increase over the prior year, which totals \$282,113.00, results in a maximum district general fund tax levy of \$14,651,403.00.

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 \$444,708.00 be banked for potential use in the subsequent three fiscal years. The district has a total banked cap of \$1,010,578.00 for use in 2015-2016.

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 2014-2015 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 2014-2015 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2013-2014 school year was \$30,000.00; and

WHEREAS, travel and expense reimbursement has reached a total amount \$10,900.00 as of March 1, 2014;

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 2014-2015 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
Other Admin Svcs	\$ 25,000.00
Repair Svcs	\$ 280,076.00
Extraordinary Svcs	\$ 98,400.00
Nonpublic Svcs	\$ 86,343.00
Prof Dev	\$ 48,830.00
Transportation	\$ 848,432.00; 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 2013-2014 school year.

It is duly noted that this budget represents an increase of 1.26% in general fund current appropriations and a 0.72% increase in the general fund tax levy.

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

- 3. 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, 2013 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 \_\_\_\_\_

- 4. RESOLVED that the Long Hill Township Board of Education accept the financial reports of the Board Secretary and Treasurer of School Funds for the month ending December 31, 2013.

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

5. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers December 31, 2013.

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

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the following resolution requiring all district employees to be compensated through direct deposit:

WHEREAS, on March 12, 2013, Governor Chris Christie approved P.L. 2013, c.28 which requires direct deposit for all State employee compensation on and after July 1, 2014 and which further allows County, County College, Municipal and Local School Districts to opt for mandatory direct deposit for all employee compensation on or after July 1, 2014; and

WHEREAS, P.L. 2013, c.28 provides that in order for a school district to utilize this procedure, a resolution must be approved by the Board of Education; and

WHEREAS, the procedure will allow the district to conveniently deposit net pay funds into a specific banking institution checking, savings or shared account based on the information provided by each employee; and

WHEREAS, this procedure would apply to compensation for all District employees.

NOW, THEREFORE, BE IT RESOLVED by the Long Hill Township Board of Education, in accordance with P.L. 2013, c.28 commencing July 1, 2014, ALL District employees will be compensated by direct deposit only.

BE IT FURTHER RESOLVED that upon written request to the Superintendent of Schools, the Long Hill Township School District at its sole direction may grant a temporary exemption to the direct deposit requirement only for extraordinary circumstances.

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

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

**Buildings and Grounds**

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve an agreement with Parette

Somjen Architects (PSA) to provide professional services for the Central Middle School Library and Nurse's Office Suite Improvements. Under the agreement, PSA will:

- Prepare and submit all required forms to the New Jersey Department of Education; and coordinate all paperwork with the district's Long-Range Facility Plan
- Create construction and engineering documents based on the approved design
- Assist the Board with the bidding process, procuring contractors and pre-qualifying bidders
- Perform up to eight on-site observations during construction to monitor the progress of the work and report back to the Board

The cost of all services for this project is \$14,500. Reimbursable expenses (e.g. printing, deliveries, etc.) are excluded and will be billed separately at a flat fee of \$3,000.

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

**Special Education**

9. 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 \$750.00 to Dr. Vanna Amorapanth for a Neuro-Developmental Evaluation for student #3897314596 on April 4<sup>th</sup> @ 9:30 AM, to assist in determining special education category.

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

**Personnel**

10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve an extension to the medical leave for Rosa Aguiar from March 18 through April 1, 2014.

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

11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, extend the appointment of Shari Weiss-Bauman as a leave replacement Speech Language Specialist to replace Rose Aguiar [PCRSS0000004] at Millington School for the period from March 18 through April 1, 2014 at an hourly rate of \$125.00.

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

**ITEMS FOR DISCUSSION**

**OLD BUSINESS**

**NEW BUSINESS**

**COMMENTS FROM THE PUBLIC**

**ADJOURNMENT**

**FUTURE MEETING DATES**

March 24, 2014 – Regular Meeting – Township Municipal Building – 7:30 p.m.

April 7, 2014 – Worksession Meeting – Township Municipal Building – 7:30 p.m.

April 28, 2014 – Regular Meeting/Public Hearing on the 2014-2015 Budget – Township Municipal Building – 7:30 p.m.