

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

**Long Hill Township Municipal Building**

**June 23, 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 February 12, 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**

Presentation by Work Family Connection on the occasion of their 25<sup>th</sup> anniversary

**BUSINESS ADMINISTRATOR 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:

June 9, 2014 Board of Education Retreat and Worksession Meeting – Public Session

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

**Financials**

- 2. RESOLVED that the Long Hill Township Board of Education approve the Payrolls for May 15 and 30, 2014 and the list of bills for May 20 and June 9 and 23, 2014.

<b>Payroll 05/15/2014</b>	<b>Amount</b>	<b>Payroll 05/30/2014</b>	<b>Amount</b>
Fund 10	\$ 24,015.85	Fund 10	\$ 24,012.95
Current Expense - Fund 11	\$ 416,495.00	Current Expense - Fund 11	\$ 403,793.86
Capital Outlay - Fund 12	\$ -	Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -	Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -	Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -	Debt Services - Fund 40	\$ -
<b>TOTAL</b>	<b>\$ 440,510.85</b>	<b>TOTAL</b>	<b>\$ 427,806.81</b>

<b>Bills List 05/20/14</b>	<b>Amount</b>	<b>Bills List 06/09/2014</b>	<b>Amount</b>
Fund 10	\$ -	Fund 10	\$ -
Current Expense - Fund 11	\$ 13,246.51	Current Expense - Fund 11	\$ 170,934.93
Capital Outlay - Fund 12	\$ -	Capital Outlay - Fund 12	\$ -
Special Revenue Fund - Fund 20	\$ -	Special Revenue Fund - Fund 20	\$ -
Capital Projects - Fund 30	\$ -	Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -	Debt Services - Fund 40	\$ -
<b>TOTAL</b>	<b>\$ 13,246.51</b>	<b>TOTAL</b>	<b>\$ 170,934.93</b>

<b>Bills List 06/23/2014/2014</b>	<b>Amount</b>
Fund 10	\$ -
Current Expense - Fund 11	\$ 331,445.86
Capital Outlay - Fund 12	\$ 58,709.10
Special Revenue Fund - Fund 20	\$ 32,377.90
Capital Projects - Fund 30	\$ -
Debt Services - Fund 40	\$ -
<b>TOTAL</b>	<b>\$ 422,532.86</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 following resolution:

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Long Hill Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Long Hill Township Board of Education has determined that up to \$750,000 is available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Long Hill Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

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 following resolution:

WHEREAS, the Long Hill Board of Education (hereinafter referred to as the "Board") appointed Neil Henry as Treasurer of School Moneys for the Board for the 2013-14 school year; and

And WHEREAS, as a result of the passage of P.L. 2010, c. 39 July 2, 2010, which amended, among other things, N.J.S.A. 18A:17-31 and N.J.S.A. 18A:19-10, the position of a Treasurer of School Moneys is optional and no longer required to be filled by the Board; and

WHEREAS, the Board has determined at the present time to discontinue the position of Treasurer of School Moneys and delegate the powers, duties and responsibilities of the Treasurer of School Moneys to the Business Administrator/Board Secretary; and

WHEREAS, John Esposito, as Business Administrator/Board Secretary, has agreed to assume the duties and responsibilities of the Treasurer of School Moneys in addition to his responsibilities and duties as Business Administrator/Board Secretary and without any additional compensation; and

WHEREAS, the adoption of P.L. 2010, c. 39 also resulted in the amendment of N.J.S.A. 18A:17-9, which now requires the Chief School Administrator or Board designee other than the Business Administrator/Board Secretary to prepare the monthly reconciliation of bank account statements and in conjunction with the Board Secretary, take any steps necessary to bring the cash record balance and reconciled bank balance into agreement prior to completion of the Board Secretary's monthly reports; and

WHEREAS, the Board has determined to designate Paula Hatch as the Board designee to prepare the monthly reconciliation of bank account statements and in conjunction with the Board Secretary take any steps necessary to bring the cash record balance and reconciled bank balance into agreement prior to completion of the Board Secretary's monthly reports.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby discontinues the position of the Treasurer of School Moneys, effective July 1, 2014 and delegates the powers, duties and responsibilities of the Treasurer of School Moneys to the Business Administrator/Board Secretary; and

BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary shall assume the duties and responsibilities of the Treasurer of School Moneys, effective July 1, 2014 in addition to his responsibilities and duties as Business Administrator/Board Secretary and without additional compensation; and

BE IT FURTHER RESOLVED that the Board hereby designates Paula Hatch as the Board designee to prepare the monthly reconciliation of bank account statements and in conjunction with the Board Secretary, take any steps necessary to bring the cash record balance and reconciled bank balance into agreement prior to completion of the Board Secretary's monthly reports, effective immediately. Annual compensation for preparing monthly financial reconciliations in 2014-15 will be \$3,600.

BE IT FURTHER RESOLVED that by way of this resolution, any and all previous resolutions pertaining to the signing of warrants that reference the Treasurer of School Moneys shall amended to replace "Treasurer of School Moneys" with "Chief School Administrator" in accordance with the revisions to N.J.S.A. 18A:19-1 et seq. and

BE IT FURTHER RESOLVED that the Policy Committee shall ensure that any and all necessary changes to the Board's policies be made accordingly.

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

- 5. RESOLVED that the Long Hill Township Board of Education authorize the following officials to sign all checks on the General Account: President or Vice President, Board Secretary/Business Administrator and the Superintendent.

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 transfers for April 30, 2014.

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

- 7. RESOLVED that the Long Hill Township Board of Education, pursuant to N.J.A.C. 6:20-2.13 (E), certifies that as of April 30, 2014 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 \_\_\_\_\_

- 8. 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 April 30, 2014.

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 \$200.00 to the parent of student #3986223186, for their out of pocket payment to Dr. DeSouza for a neurological evaluation. Total cost of this evaluation was submitted to the parent’s personal health insurance.

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

**Personnel**

- 10. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator, and the Technology Coordinator approve the continued appointment of the following personnel to serve as technology assistants on an as needed basis as listed below. Total compensation not to exceed \$6,000.00

Michael Yates	\$22.00 per hour effective from 07/1/2014 to 08/31/2014
Michael Cortese	\$20.00 per hour effective from 07/01/2014 to 08/31/2014

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

11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, certifies completion and authorizes submission of the 2013-2014 Merit Goals #1 and #2 for René Rovtar, as listed below, to the Morris Executive County Superintendent of Schools.

Merit Goal #1

Full implementation of the new www.longhill.org district website through Schoolwires, including all of the necessary training for administrators and teaching staff members. Implementation will include information to be shared with parents and the public on how to utilize the advanced features of the site.

Merit Goal #2

At the conclusion of the first year of the implementation of the new teacher observation and evaluation plan, a minimum of eighty percent (80%) of the teachers in the district will attain successful completion (defined as an effective or highly effective rating) of at least one of their Student Growth Objectives (SGOs) for the 2013-2014 school year.

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 following Merit Goals for René Rovtar for submission to the Morris Executive County Superintendent for review and approval for implementation in the 2014-2015 school year.

Merit Goal #1 – Qualitative Goal - \$3,625.00

Completion of the development of a Strategic Plan for the Long Hill Township School District for the period 2015-2020

Merit Goal #2 – Qualitative Goal - \$3,625.00

Implementation of a Community Literature Circle Program to engage students and community residents in discussion of a novel. This goal will support implementation of the Common Core State Standards in English Language Arts with a focus on critical reading and analysis.

Merit Goal #3 – Quantitative Goal - \$4,785.00

Preparation of ten press release articles during the course of the 2014-2015 school year highlighting a student or staff accomplishment, school or district program or educational initiative.

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

13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accept the resignation from Madeline Taylor from the position of lunch/recess aide at Gillette School for the 2014-2015 school year.

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

14. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, appoint Nancy Mink to the position of lunch/recess aide at Gillette School for the 2014-2015 school year at the rate of \$10.00 per hour.

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

**Curriculum**

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

June 16, 2014	Central Band Students	Berkeley Heights
6:30 – 7:30 p.m.		Convalescent Center
No cost		30-40 students, 10 parents, 1 teacher

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

**Other**

- 16. RESOLVED that the Long Hill Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve entering into an agreement with the New Jersey School Boards Association for the 3D Strategic Plan Development process during the 2014-2015 school year at a cost of \$3,500.00.

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

**ITEMS FOR DISCUSSION**

**OLD BUSINESS**

**NEW BUSINESS**

**COMMENTS FROM THE PUBLIC**

**ADJOURNMENT**

**FUTURE MEETING DATES**

July 21, 2014 – Worksession/Regular Meeting– 7:30 p.m. – Township Municipal Building  
 August 18, 2014 – Worksession/Regular Meeting– 7:30 p.m. – Township Municipal Building