

LONG HILL TOWNSHIP BOARD OF EDUCATION
 WORKESSION/REGULAR MEETING
 January 6, 2014

The Long Hill Township Board of Education held a Regular Meeting on Monday, January 6, 2014 in the Long Hill Township Town Hall. The meeting was called to order by Board Secretary/Business Administrator John Esposito at 7:30 p.m.

PLEDGE OF ALLEGIANCE: Mr. Esposito led the Pledge of Allegiance.

ADEQUATE NOTICE OF MEETING:

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 3, 2013. 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.

ELECTION RESULTS

There were a total of 1,532 ballots cast in the annual election held on November 5, 2013.

<u>Candidate</u>	<u>Total</u>
Karen Ann Nyquist	1302
Write In - Matthew DiGiorgio	60
Write In - Marta Moakley	69

SWEARING IN OF NEW BOARD MEMBERS

Mr. Esposito administered the Oath of Office to Mr. DiGiorgio, Mrs. Moakley and Miss Nyquist.

MEMBERS PRESENT: Mr. Blocker, Mr. Brown, Mr. Carn, Mr. DiGiorgio, Mr. LoCascio, Mrs. Moakley, Miss Nyquist, Mr. Stevens, Ms. Barone.

MEMBERS ABSENT: None.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools
 Mr. Esposito, Business Administrator/Board Secretary
 Mr. Villar, Central School Principal
 Dr. Jones, Gillette Principal/Curriculum Director
 Mrs. Dawson, Millington School Principal

Mr. Blinder, Technology Coordinator
Mrs. Yavelberg, Consultant/Director of Special Services
Mrs. Franklin, LHEA President
One Reporter for the Echoes-Sentinel

Mr. Esposito conducted the election of the Board President:

Miss Nyquist nominated Mr. Stevens for President. Mr. Stevens declined the nomination.

Mr. Blocker nominated Ms. Barone for President. Mr. Stevens seconded the nomination.

It was moved by Mr. Brown and seconded by Mr. Stevens to close nominations.

VOICE ROLL CALL VOTE on election of Ms. Barone for President:

YES:

Mr. Blocker	Mr. LoCascio
Mr. Brown	Mrs. Moakley
Mr. Carn	Mr. Stevens
Mr. DiGiorgio	Ms. Barone

NO: None.

Miss Nyquist abstained.

Ms. Barone elected President by a vote of 8-0-1.

Mr. Esposito passed the gavel to Ms. Barone.

Ms. Barone called for nominations for Vice President.

Mr. Blocker was nominated but he declined the nomination.

Mr. Blocker nominated Mr. Stevens for Vice President. Ms. Barone seconded the nomination.

It was moved by Mr. Brown and seconded by Mr. LoCascio to close nominations.

VOICE ROLL CALL VOTE on election of Mr. Stevens for Vice-President:

YES:

Mr. Blocker	Mr. LoCascio
Mr. Brown	Mrs. Moakley
Mr. Carn	Mr. Stevens
Mr. DiGiorgio	Ms. Barone

NO: None.

Miss Nyquist abstained.

Mr. Stevens elected Vice-President by a vote of 8-0-1.

COMMUNICATIONS: None.

BOARD COMMITTEE REPORTS

Finance – Mr. Blocker stated Numbers 30 through 35 on the Finance agenda have been reviewed and are recommended for approval. He explained the referendum will be financed by grants, capital reserve funds and the public vote.

Curriculum- Mr. LoCascio noted there was no meeting held, but the agenda items have been reviewed and are recommended for approval.

SUPERINTENDENT'S UPDATE

Dr. Rovtar welcomed the new Board members and congratulated the new officers. She stated that resolution #29 establishes the parameters for the referendum election. Dr. Rovtar indicated that beginning with the third marking period the parents of Central Middle School students will have access to teacher gradebook information through the Genesis Parent Portal, which will allow parents to monitor student progress over the course of the marking period.

ADMINISTRATORS AND SUPERVISORS UPDATES

Millington School

Mrs. Dawson reported on the following:

- The PTO 4th grade Author visit is scheduled for January 10th, when Mr. Chris Grabenstein will meet with all classes to review the creative writing process.
- The Millington School Chorus is January 14th.
- The PTO will be sponsoring Family Bingo Night on January 17th.
- The third grade International Day is scheduled for the January 24th.
- The PTO Assembly entitled "Finding North" about the Underground Railroad is January 28th.
- The end of the second marking period is Jan. 31st.

Mrs. Dawson indicated that she has been working on the budget and will submit that to Mr. Esposito next week.

Gillette School/Curriculum Report

Dr. Jones reported on the following:

- Kindergarten Registration for the 2014-2015 school year will be held on January 13 and 14 from 9:30-11 a.m. in the gymnasium.
- The PTO spirit day has been rescheduled to January 10th.

- Mrs. Wycko and Dr. Jones will be attending a workshop from the Department of Education on January 16th in Trenton entitled Powerful Interactions: Using Intentional Teaching in the Inclusive Preschool Classroom.
- The week of January 20th Dr. Jones will be meeting with the Gillette School faculty to review the midyear checkpoints for their Student Growth Objectives.
- On January 30th, Dr. Jones will be attending the Morris County Anti Bullying Meeting in East Hanover.
- The district has purchased "Ultimate Typing" for the keyboarding program in grades 2-8, which was chosen by the Technology Curriculum Committee in preparation for the PARCC assessments. K-1

students will be using the “Read, Write, Type” program.

Central Middle School

Mr. Villar reported on the following:

- All school staff and students participated in the holiday lunch provided by the PTO on Friday, December 20th.
- Thanks to Mrs. Magaldo and the PTO volunteers, Mrs. Barth for organizing the entertainment, and Mrs. Lunardonni for her assistance.
- Parents of 8th grade students are invited to attend a student orientation at WHRHS on January 7th.
- The school-wide Geography Bee concludes on January 10th.
- 8th grade math students will take a mid-term on January 30th.
- The second marking period ends on January 31st.

Director of Special Services

Mrs. Yavelberg provided an update of the Special Services Department:

- Long Hill has 129 classified students and 17 additional students are being evaluated.
- She summarized the conferences and workshops that Child Study Team members have attended.
- All regional sending districts have a special education population that is 14-15% of total enrollment
- Only 1% of Long Hill’s population is placed out-of-district.
- The STAR class has been on several productive, community-based field trips.
- She thanked Mr. Blinder for updating the sublimation machine so that the STAR students can produce many products, which she showed at the meeting.

Technology

Mr. Blinder stated that he will be offering three upcoming Flex Workshops for teachers on topics including the use of student response systems in the classroom and ELMO document cameras. Mr. Blinder will be attending the statewide TECHSPO conference later this month, which provides a great deal of updated information for technology coordinators.

BUSINESS ADMINISTRATOR/BOARD SECRETARY’S UPDATE

Mr. Esposito welcomed the new Board members. He stated that he provided a copy of the New Jersey School Boards Association Code of Ethics to all Board members. He noted that Board member will receive an email from the New Jersey School Ethics Commission containing a Financial Disclosure Form that needs to be completed. The New Jersey School Boards Association will send an email with the training requirements for each Board member. Registration for the training must be done through Mr. Esposito’s office.

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 #1130, 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.

There were no comments from the public.

REORGANIZATION RESOLUTIONS

It was moved by Ms. Barone and seconded by Mr. Blocker that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 1,2,3,4,5,6,7.

Any Board Member who takes exception to any of the following actions may reserve the right to object now, and a separate motion for each of the excepted actions will be entertained.

1. RESOLVED that the Long Hill Township Board of Education, pursuant to Chapter 231, PA: (Open Public Meetings Act) does hereby proclaim meetings of the Board of Education will be held at the Township Municipal Building at 7:30 p.m. as set forth below unless indicated otherwise: OPEN PUBLIC MEETINGS ACT

<u>DATE</u>	<u>LOCATION</u>	<u>TYPE/PURPOSE</u>
January 6, 2014	Town Hall	Reorganization and Regular Meeting
January 20, 2014	Town Hall	Regular Monthly Meeting
February 10, 2014	Town Hall	Worksession
February 24, 2014	Town Hall	Regular Monthly Meeting
March 3, 2014	Town Hall	Worksession
March 24, 2014	Town Hall	Regular Monthly Meeting
April 7, 2014	Town Hall	Worksession
April 21, 2014	Town Hall	Regular Monthly Meeting
May 19, 2014	Town Hall	Regular Monthly Meeting
June 9, 2014	Town Hall	Worksession
June 23, 2014	Town Hall	Regular Monthly Meeting
July 14, 2014	Town Hall	Worksession & Reg. Meeting
August 18, 2014	Town Hall	Worksession & Reg. Meeting
September 8, 2014	Town Hall	Worksession
September 22, 2014	Town Hall	Regular Monthly Meeting
October 13, 2014	Town Hall	Worksession
October 27, 2014	Town Hall	Regular Monthly Meeting

November 10, 2014	Town Hall	Worksession
November 24, 2014	Town Hall	Regular Monthly Meeting
December 15, 2014	Town Hall	Worksession & Reg. Meeting
January 5, 2015	Town Hall	Reorganization and Regular Meeting

BE IT FURTHER RESOLVED that the purpose of these meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board’s attention by the Board Members, Board Attorney, Superintendent, and Business Administrator/Board Secretary.

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Courier News, Daily Record, Echoes Sentinel and Star Ledger as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that the Board of Education reserved the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that in order to conduct its meetings properly and efficiently the Board shall require the following procedures pertaining to public participation at Board meeting;

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that individuals or organizations desiring notification of Board Meetings shall avail themselves of the automatic notification and receipt of Board Agendas through the district website email subscription for transmission of this information.

2. RESOLVED that the Long Hill Township Board of Education designate the Courier News, the Star Ledger, the Daily Record and the Echoes Sentinel as the official newspapers of the Board.	ADOPTION OF OFFICIAL NEWSPAPERS
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3. RESOLVED that the Long Hill Township Board of Education will operate in accordance with Robert’s Rules of Order, newly revised 1981, and shall govern all official deliberations of the Board, except when they conflict with any of the established rules under N.J.S.A. 18A and N.J.A.C. Title 6 and Title 6A.	ADOPTION OF ROBERT’S RULES OF ORDER
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4. RESOLVED that the Long Hill Township Board of Education approve depositories for checking accounts for payroll, agency, general, improvement authorization, trust funds	APPROVAL OF DEPOSITORIES
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and milk accounts, and for investment in Certificates of Deposit and Cash Management programs at the following banks or their successors:

- Bank of America
- Bank of New York
- Investors Savings Bank
- MBIA Municipal Investors Service Corporation
- Millington Savings Bank
- PNC Bank

AND BE IT FURTHER RESOLVED that the Board Secretary and/or the Superintendent be authorized to enter into agreement(s) with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposits(s) when appropriate.

AND BE IT FURTHER RESOLVED that any and all endorsements for or on behalf of this Corporation upon checks, drafts, notes or instruments for deposit or collection made may be written or stamped endorsements of the Corporation without any designation of the person making such endorsements.

AND BE IT FURTHER RESOLVED that the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special Checking and/or Money Marketing Investments Accounts in any one or all of the above depositories when in the best interest of the Board of Education.

AND BE IT FURTHER RESOLVED that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, binds, bind coupons or other instruments or orders for the payment of money when signed, live or facsimile.

AND BE IT FURTHER RESOLVED that the Board of Education Secretary is hereby authorized to deliver, upon demand, specimen signatures of required authorities to the above approved depositories.

AND BE IT FURTHER RESOLVED that the Board Secretary be hereby authorized on behalf of the Board of Education to:

- (a) Withdraw from depositories and give receipt for, or authorize depositories to deliver to bearer or to any person designated by the Board Secretary, all or any documents and securities or other property held by the depositories for any purpose, and
- (b) Authorize the depositories to purchase or sell C.D.'s, Repurchase Agreements and other securities, and
- (c) Execute and deliver all instruments required by the depositories in connection with any of the foregoing resolutions and affix thereto the seal of the Corporation.

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 Treasurer of School Monies.

AUTHORIZATION TO
SIGN CHECKS

6. RESOLVED that the Superintendent of Schools and the Business Administrator/Board Secretary for the Long Hill Township Board of Education, or their designees, be designated as the Board’s agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Reorganization meeting to the Reorganization meeting in the next calendar year.

APPOINTMENT OF REPRESENTATIVES REQUESTING FEDERAL AND STATE FUNDS

7. RESOLVED that the Long Hill Township Board of Education approve all existing Board Policies, By-Laws and Administrative Guidelines of the Long Hill Township Board of Education.

APPROVAL OF BOARD POLICIES, BY-LAWS AND ADMIN. GUIDELINES

ROLL CALL VOTE on resolutions #1,2,3,4,5,6,7:

YES: Mr. Blocker Mrs. Moakley
Mr. Brown Miss Nyquist
Mr. Carn Mr. Stevens
Mr. DiGiorgio Ms. Barone
Mr. LoCascio

NO: None.
Resolutions #1,2,3,4,5,6,7 carried 9-0.

It was moved by Mr. Stevens and seconded by Mr. Blocker that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 8,9,10,11,12,13,14,15,16.

Any Board Member who takes exception to any of the following actions may reserve the right to object now, and a separate motion for each of the excepted actions will be entertained.

8. RESOLVED that the Long Hill Township Board of Education approve the following appointments:

APPROVAL OF APPOINTMENTS

- | | | |
|----|---|------------------|
| a. | Board Secretary | John Esposito |
| b. | School Physician | Dr. Robert Panza |
| c. | Affirmative Action Officer | John Esposito |
| d. | Gender Equity Officer | John Esposito |
| e. | 504 Officer | Fraida Yavelberg |
| f. | Right-to-Know Contact Person | John Esposito |
| g. | Public Agency Compliance Officer | John Esposito |
| h. | Homeless Liaison | René Rovtar |
| i. | Americans with Disabilities Act Officer | John Esposito |
| j. | Title 9 Officer | René Rovtar |
| k. | English as a Second Language Coor. | René Rovtar |

- l. Indoor Air Quality Designated Person John Esposito
- m. Chemical Hygiene Designated Person John Esposito
- n. Asbestos Officer John Esposito
- o. Safety Officer John Esposito
- p. Attendance Officer René Rovtar
- q. Integrated Pest Management Coordinator John Esposito
- r. Custodian of School Records John Esposito

9. RESOLVED that the Long Hill Township Board of Education appoint Willis of New Jersey as property/liability insurance agent of record for the 2014-2015 school year.

APPOINTMENT OF INSURANCE AGENT OF RECORD: PROPERTY/ LIABILITY

10. RESOLVED that the Long Hill Township Board of Education re-appoint Willis of New Jersey, Inc. as Health Benefits Consultant for the 2014-15 school year at a fee of \$15,000, representing no increase from the previous year.

APPOINTMENT OF HEALTH BENEFITS CONSULTANT

11. RESOLVED that the Long Hill Township Board of Education appoint Parette Somjen Architects as the district architect of record for the 2014-2015 school year.

APPOINTMENT OF ARCHITECT OF RECORD

12. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve an interlocal transportation services agreement with the Somerset County Educational Services Commission to participate in coordinated student transportation on an as-needed basis for the 2014-15 school year.

APPROVAL OF INTERLOCAL AGREEMENT WITH SOMERSET COUNTY ED. SVCS. COMMISSION

WHEREAS, Long Hill Township School District desires to transport special education, non-public, public and vocational school students to specific destinations; and

WHEREAS, the Somerset County Educational Services Commission, hereinafter referred to as the SCESC, offers coordinated transportation services; and

WHEREAS, the SCESC will organize, provide and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of pro-rated contract costs, plus an administration fee of 6%, as presented to the Long Hill Township School District as calculated by the billing formula adopted by the SCESC’s Board of Education. Said formula shall be based on a route cost divided by home to school mileage of students allocated to each participating district. The total amount to be charged to district will be adjusted based on actual costs. Payments will be due within 30 days of receipt by the district and deemed late after 60 days with an additional 1% fee for late payments. At the discretion of the Commission superintendent, late fee charges may be waived for extenuating circumstances.

- I. The SCESC will provide the following services:

- a. routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
- b. monthly billing and invoices;
- c. computer print-outs of student lists for all routes coordinated by SCESC;
- d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- e. constant review and revision of routes;
- f. It is further agreed that the Long Hill Township School District will provide the SCESC with the following:

- 1. requests for any additional transportation on approved forms to be provided by the SCESC, completed in full and signed by previously authorized district personnel;
- 2. withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received;

II. Additional Cost – all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district. All such costs must first be approved by the Long Hill Township School District.

III. Whereas, the SCESC also provides coordinated regional bus maintenance services, safety training, coordinated purchasing, professional development and other related transportation services for an additional fee as a shared services program, the Long Hill Township School District may participate at any time.

IV. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2014 and June 30, 2015.

V. Entire Agreement – this agreement constitutes the entire and only agreement between the parties and may be amended by an Instrument in writing over authorized signature.

13. RESOLVED that the Long Hill Township Board of Education, acknowledges the following official tax shelter annuity companies: AXA/Equitable Prudential Valic Lincoln Investment	DESIGNATION OF TAX SHELTERED ANNUITY PROVIDERS
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14. RESOLVED that the Long Hill Township Board of Education appoint Dr. René Rovtar as Acting Board Secretary for emergency purposes or in the absence of the Business Administrator/Board Secretary.	APPOINTMENT OF ACTING BOARD SECRETARY FOR EMERGENCY PURPOSES
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15. RESOLVED that the Long Hill Township Board of Education appoint John Esposito, Business Administrator/Board Secretary, as Investment Officer.	APPOINTMENT OF INVESTMENT OFFICER
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16. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and Business Administrator, approve the list of companies and agencies	APPROVAL OF CONTRACTORS OF RECORD AND SERVICE
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(as attached) as Board of Education contractors of record and service providers.

PROVIDERS

ROLL CALL VOTE on resolutions #8,9,10,11,12,13,14,15,16:

YES:

- Mr. Brown Miss Nyquist
- Mr. Carn Mr. Stevens
- Mr. DiGiorgio Mr. Blocker
- Mr. LoCascio Ms. Barone
- Mrs. Moakley

NO: None.

Resolutions #8,9,10,11,12,13,14,15,16 carried 9-0.

It was moved by Mr. LoCascio and seconded by Miss Nyquist that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 17,18,19,20,21,22,23,24.

Any Board Member who takes exception to any of the following actions may reserve the right to object now, and a separate motion for each of the excepted actions will be entertained.

17. RESOLVED that the Long Hill Township Board of Education approve the following Petty Cash Accounts and their custodians as listed below:

APPROVAL OF PETTY CASH ACCOUNTS

Superintendent's Office	Rene Rovtar	\$100.00
Central School	George Villar	\$100.00
Millington School	Jennifer Dawson	\$100.00
Gillette School	Lori Jones	\$100.00
Special Services	Fraida Yavelberg	\$200.00
Board Office	John Esposito	\$100.00
Business Office	John Esposito	\$1,000.00
Technology	Alex Blinder	\$100.00

18. RESOLVED that the Business Administrator/Board Secretary be designated as the Board of Education's Claims Auditor with authority as provided by 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

CLAIMS AUDITOR PRE-PAYMENT AUTHORITY

19. RESOLVED that the Board of Education approve the District Organization Chart (as attached).

APPROVAL OF ORGANIZATION CHART

20. RESOLVED that as provided by N.J.S.A. 18A:22-8.1 amended, the Business Administrator be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and

DESIGNATION OF BUSINESS ADMINISTRATOR TRANSFER AUTHORITY

BE IT FURTHER RESOLVED that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of such meeting not less than monthly.

21. RESOLVED that the Long Hill Township Board of Education adopt the current Curriculum Guides for the 2014-2015 school year as per the attached list.

ADOPTION OF CURRICULUM

22. RESOLVED that the Long Hill Township Board of Education adopt the Five-Year Schedule for Program Evaluation and Applicable Curriculum Development as attached.

ADOPTION OF 5-YEAR SCHEDULE

23. RESOLVED that the Long Hill Township Board of Education adopt the Textbooks in Use List as attached.

ADOPTION OF TEXTBOOKS

24. WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contract as permitted by the chapter, and

APPOINTMENT OF DISTRICT CERTIFIED PURCHASING AGENT

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold, currently \$36,000, may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and the individual is certified as a Qualified Purchasing Agent, and

WHEREAS 18A:18A-37(c) provides that all contracts that are in the aggregate less than 15% of the bid threshold, currently \$5,400.00, may be awarded by the purchasing agent without soliciting competitive quotations of so authorized by Board resolution and the individual is certified as a Qualified Purchasing Agent.

NOW, THEREFORE BE IT RESOLVED, that the Long Hill Township Board of Education, pursuant to the statutes cited above, hereby appoints John Esposito, who holds the Qualified Purchasing Agent designation, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Long Hill Township Board of Education, and

BE IT FUTHER RESOLVED that John Esposito is hereby authorized to award contract on behalf of the Long Hill Township Board of Education that are in the aggregate less than 15% of the bid threshold, currently \$5,400.00, without soliciting competitive quotations, and

BE IT FURTHER RESOLVED that John Esposito is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Long Hill Township Board of Education

when contracts in the aggregate exceed 15% of the bid threshold, currently \$5,400.00, but are less than the bid threshold of \$36,000.

ROLL CALL VOTE on resolutions #17,18,19,20,21,22,23,24:

YES:

- Mr. Carn Mr. Stevens
- Mr. DiGiorgio Mr. Blocker
- Mr. LoCascio Mr. Brown
- Mrs. Moakley Ms. Barone
- Miss Nyquist

NO: None.

Resolutions #17,18,19,20,21,22,23,24 carried 9-0.

It was moved by Mr. Carn and seconded by Mr. Blocker that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 25,26,27.

Any Board Member who takes exception to any of the following actions may reserve the right to object now, and a separate motion for each of the excepted actions will be entertained.

25. WHEREAS, 18A:18A-10 provides that "A board of education, without advertising for bids, or having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

STATE CONTRACT
PURCHASING

WHEREAS, the Long Hill Township Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS the Long Hill Township Board of Education desires to authorize its purchasing agent to make any and all purchase necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Long Hill Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make know to the Board the Commodity/Service, Vendor and State Contract Number Utilized.

26. RESOLVED that the Long Hill Township Board of Education adopt and agree to abide by the New Jersey School Boards Association Board Member Code of Ethics as set forth below:

ADOPTION OF NJSBA
BOARD MEMBER CODE
OF ETHICS

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

27. The following committee assignments will be determined by the Board President:

COMMITTEE
ASSIGNMENTS

<u>Standing Committees</u>	<u>Liaisons</u>
Buildings and Grounds	Educational Services Commission of Morris County
Community Relations	All Schools Council
Curriculum	PTO
Finance	NJSBA and MCSBA
Negotiations	Liaison to Watchung Hills Regional High School
Policy	Liaison to Long Hill Parents and Professionals for
Technology	Exceptional Children (LHPPEC)
	Liaison to SPORT
	Liaison to FORCE

ROLL CALL VOTE on resolutions #25,26,27:

YES:

Mr. DiGiorgio	Mr. Blocker
Mr. LoCascio	Mr. Brown
Mrs. Moakley	Mr. Carn
Miss Nyquist	Ms. Barone
Mr. Stevens	

NO: None.

Resolutions #25,26,27 carried 9-0.

WORKSESSION MEETING

ADMINISTRATIVE RECOMMENDATIONS

28. It was moved by Mr. Brown and seconded by Miss Nyquist that the following minutes of the Long Hill Township Board of Education be accepted as presented and made part of the public record:
December 16, 2013 – Worksession/Regular Meeting – Public Session

APPROVAL OF
MINUTES

ROLL CALL VOTE on resolution #28:

YES: Mr. LoCascio Mr. Blocker
 Mrs. Moakley Mr. Brown
 Miss Nyquist Mr. DiGiorgio
 Mr. Stevens Ms. Barone

NO: None.
Mr. Carn abstained.
Resolution #28 carried 8-0-1.

It was moved by Mr. Blocker and seconded by Mr. Stevens that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 29,30,31,32,33,34,35,36.

Any Board Member who takes exception to any of the following actions may reserve the right to object now, and a separate motion for each of the excepted actions will be entertained.

29. RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF LONG HILL IN THE COUNTY OF MORRIS, NEW JERSEY PROVIDING FOR THE SUBMISSION OF A SPECIAL BALLOT QUESTION TO THE SCHOOL DISTRICT VOTERS AT A SPECIAL SCHOOL DISTRICT ELECTION TO BE HELD ON TUESDAY, MARCH 11, 2014

APPROVAL OF
SPECIAL BALLOT
QUESTION

WHEREAS, The Board of Education (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed by the Board) of the Township of Long Hill in the County of Morris, New Jersey (the "State") desires to undertake a school facilities upgrade and renovation project including partial roof replacement at Millington Elementary School and HVAC upgrades at Gillette Elementary School, Millington Elementary School and Central Middle School (the "Project");

WHEREAS, to accomplish the Project, the Board seeks to authorize the submission of a ballot question and an explanatory question at a special School District election to be held on Tuesday, March 11, 2014 (the "Election") and to authorize certain actions required to be taken in connection with the conduct of the Election and the undertaking of the Project.

NOW THEREFORE, BE IT RESOLVED by The Board of Education of the Township of Long Hill in the County of Morris, New Jersey (not less than a majority of the full membership of the Board concurring) as follows:

1. The following Explanatory Statement and Proposal (the "Proposal") shall be submitted to the legal voters of the School District at a special School District election (the "Election") to be held on Tuesday, March 11, 2014, commencing at 7:00 a.m. in the School District. The polls shall remain open until 9:00 p.m. and as much longer as may be necessary to permit all the legal voters then present to vote and cast their ballot.

EXPLANATORY STATEMENT

As set forth in the Proposal below, the Board is seeking authorization to undertake:

- partial roof replacement at Millington Elementary School;
- HVAC upgrades at Gillette Elementary School;
- HVAC upgrades at Millington Elementary School; and
- HVAC upgrades at Central Middle School.

If the Proposal is approved, the School District anticipates receiving a State grant in the amount of \$1,309,812 (40% of project costs) for the project reducing the amount of the local share of the project to \$1,964,718 (60% of project costs). Furthermore, the School District will apply \$500,000 of on hand capital reserve monies to the local share reducing the amount of bonds to be issued to \$1,464,718 as summarized below.

Total Cost	\$3,274,530
Less: State Grant	1,309,812
Less: Capital Reserve	500,000
Amount of Bonds to be Issued	\$1,464,718

PROPOSAL

The Board of Education of the Township of Long Hill in the County of Morris, New Jersey is authorized to undertake a school facilities upgrade/renovation program consisting of partial roof replacement at Millington Elementary School and HVAC upgrades at Gillette Elementary School, Millington Elementary School and Central Middle School. The Board is authorized to expend on such project an amount not to exceed \$3,274,530 (representing the final eligible cost) which expenditure shall be funded, in part, with a State grant in the amount of \$1,309,812, application of on-hand, Capital Reserve monies in the amount of \$500,000 and bonds of the School District in the amount not to exceed \$1,464,718 (representing the local share). The Board is also authorized to issue additional bonds in an amount not exceeding the State grant amount to temporarily finance the State grant for cash flow purposes, as necessary, pending receipt of the State grant. The local shares of each of the projects may be transferred among projects.

2. The Board hereby approves and adopts the Proposal and, subject to the approval of the legal voters of the School District, hereby determines to carry out the same.

3. The Business Administrator/Board Secretary is hereby authorized and directed, in conjunction with Bond Counsel, to deliver a certified copy of this resolution and such other information as shall be necessary to comply with applicable provisions of the Education Law and Election Law, to the Morris County Superintendent of Schools, Morris County Clerk, Morris County Board of Elections, and to the Clerk of the Township of Long Hill, and to request such persons to undertake their respective functions under the Education Law and the Election Law, as applicable, in connection with the Election. The Business Administrator/Board Secretary is hereby authorized to amend the Proposal and the Explanatory Statement to conform same to statutory requirements.

4. The Board hereby acknowledges and confirms that, in accordance with the requirements of Sections 24-16 and 24-17 of the Education Law, a Supplemental Debt Statement has been prepared as of the date of this resolution by the Chief Financial Officer of the Township of Long Hill, giving effect to the proposed total authorization of School Bonds of the School District in the maximum amount provided for in the Proposal, and that such Supplemental Debt Statement has been filed in the office of the Clerk of the Township of Long Hill, and in the office of the Business Administrator/Board Secretary prior to the adoption of this resolution. The Board hereby directs the Business Administrator/Board Secretary to cause such Supplemental Debt Statement to be filed in the office of the Director of the Division of Local Government Services, New Jersey Department of Community Affairs prior to the date of the Election.

5. The School Administration and such other officers, professionals and agents of the Board as are necessary, including Wilentz, Goldman & Spitzer, P.A., Bond Counsel and the Parette Somjen Architects, architect for the Project, are each hereby authorized and directed to perform such acts, execute such documents and do such things as are necessary and proper for the submission of the Proposal to the voters of the School District at the Election, including preparation and submission of all required applications for receipt of the State grant.

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

APPROVAL OF
OCTOBER, 2013
TRANSFERS

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

APPROVAL OF
FINANCIAL
CERTIFICATIONS
OCTOBER, 2013

32. 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 October 31, 2013.

APPROVAL OF BD. SEC.
& TREAS. REPORT,
OCTOBER, 2013

33. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for November 30, 2013.

APPROVAL OF
NOVEMBER, 2013
TRANSFERS

34. RESOLVED that the Long Hill Township Board of Education,

APPROVAL OF

pursuant to N.J.A.C. 6:20-2.13 (E), certifies that as of November 30, 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.

FINANCIAL
CERTIFICATIONS
NOVEMBER, 2013

35. 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 November 30, 2013.

APPROVAL OF BD. SEC.
& TREAS. REPORT,
NOVEMBER, 2013

36. 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.

APPROVAL OF
TRAVEL

ROLL CALL VOTE on resolutions #29,30,31,32,33,34,35,36:

YES:

- | | |
|--------------|---------------|
| Mrs. Moakley | Mr. Carn |
| Miss Nyquist | Mr. DiGiorgio |
| Mr. Stevens | Mr. LoCascio |
| Mr. Blocker | Ms. Barone |
| Mr. Brown | |

NO: None.

Resolutions #29,30,31,32,33,34,35,36 carried 9-0.

It was moved by Miss Nyquist and seconded by Mr. Blocker that the Long Hill Township Board of Education approve the following recommendation of the Superintendent numbered 37.

Any Board Member who takes exception to any of the following actions may reserve the right to object now, and a separate motion for each of the excepted actions will be entertained.

37. 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 the following resolution regarding special education allowable expenses for private evaluations:

APPROVAL OF
ALLOWABLE EXPENSES
FOR SPECIAL EDUCATION
PRIVATE EVALUATIONS

Whereas, the special education statutes and administrative code, particularly N.J.A.C. 6A:14-2.59 (C), permits a parent to request an independent educational evaluation (IEE) if there is a disagreement with

any assessment conducted as part of a special education evaluation or reevaluation provided by the Board of Education; and

Whereas, any IEE purchased at public expense shall be conducted according to N.J.A.C. 6A:14-3.4 and be obtained from another public school district, educational services commission, jointure commission, clinic or agency approved under N.J.A.C. 6A:14-5, or private practitioner, who is appropriately certified and/or licensed where license is required; and

Whereas, the maximum allowable cost for any IEE will be limited to reasonable and customary rates which shall be in the range of what the IEE would cost the Board to provide the same type of assessment through either another public school district, educational services commission, jointure commission, clinic or agency approved under N.J.A.C. 6A:14-5, or private practitioner, who is appropriately certified and/or licensed, where a license is required; and

Whereas, the school district administration has recommended to the Board a maximum allowable cost for the IEE's based on a reasonable and customary rate for each assessment; now, therefore

BE IT RESOLVED, that the Long Hill Township Board of Education establishes the following maximum allowable costs which the Board will pay for an IEE for each assessment listed below:

<u>Assessment</u>	<u>Maximum Allowable Cost</u>
Educational Evaluation	\$550.00
Psychological Evaluation	\$550.00
Neuropsychological Evaluation	\$750.00
Neurodevelopmental Evaluation	\$750.00
Neurological Evaluation	\$700.00
Psychiatric Evaluation	\$700.00
Bilingual Evaluations/Psychological	\$650.00
Bilingual Evaluations/Social	\$650.00
Bilingual Evaluations/Educational	\$650.00
Bilingual Evaluations/Speech-Language	\$650.00

ROLL CALL VOTE on resolution #37:

YES:

Miss Nyquist	Mr. DiGiorgio
Mr. Stevens	Mr. LoCascio
Mr. Blocker	Mrs. Moakley
Mr. Brown	Ms. Barone
Mr. Carn	

NO: None.

Resolution #37 carried 9-0.

It was moved by Mr. Stevens and seconded by Mr. Brown that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 38,39,40,41.

38. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator, and the Principals, approve the following professional internship (student teaching) placements for the 2013-2014 school year:

APPROVAL OF INTERNSHIP

Amanda Droussiotis
Art – Student Teaching – Millington School
January 21-March 14, 2014

39. 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 2013-2014 school year:

APPOINTMENT OF SUBSTITUTE

Nanying Jia

40. 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:

APPROVAL OF FIELD TRIP

February 27, 2014 5th Grade Class The Newark Museum
10:15 a.m. to 2:45 p.m. Newark, NJ
Trip funded by FORCE
92 students, 11 teachers, 1 nurse, 5 parents

41. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, adopt the revised school calendar for the 2014-2015 school year to reflect the inclusion of January 2, 2015 as an inservice day for teachers. The final day of school for students would be June 23, 2015.

ADOPTION OF REVISED SCHOOL CALENDAR

ROLL CALL VOTE on resolutions #38,39,40,41:

YES:

- | | |
|---------------|--------------|
| Mr. Stevens | Mr. LoCascio |
| Mr. Blocker | Mrs. Moakley |
| Mr. Brown | Miss Nyquist |
| Mr. Carn | Ms. Barone |
| Mr. DiGiorgio | |

NO: None.
Resolutions #38,39,40,41 carried 9-0.

ITEMS FOR DISCUSSION
None.

OLD BUSINESS: Mr. Stevens discussed a Benefit for Central School that will take place on February 8, 2014.

NEW BUSINESS: None.

COMMENTS FROM THE PUBLIC: None.

It was moved by Miss Nyquist and seconded by Mr. Carn that the meeting adjourn. Motion carried 9-0. Meeting adjourned at 8:37 p.m.

ADJOURNMENT

FUTURE MEETING DATES

January 20, 2014 – Regular Meeting – Township Municipal Building – 7:30 p.m.
February 10, 2014 – Worksession Meeting – Township Municipal Building – 7:30 p.m.
February 24, 2014 – Regular Meeting – Township Municipal Building – 7:30 p.m. – Approval of Budget for Submission to the Executive County Superintendent.

Respectfully submitted,

John Esposito
Business Administrator/Board Secretary

René Rovtar, Ed.D.
Superintendent of Schools