

LONG HILL TOWNSHIP BOARD OF EDUCATION
WORKSESSION MEETING
March 3, 2014

The Long Hill Township Board of Education held a Workession Meeting on Monday, March 3, 2014 in the Long Hill Township Town Hall. The meeting was called to order by Board Vice President Nicholas Stevens at 7:30 p.m.

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

MEMBERS ABSENT: Ms. Barone.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools
Mr. Esposito, Business Administrator/Board Secretary
Mr. Blinder, Technology Coordinator
Dr. Jones, Gillette Principal/Curriculum Director
Mr. Villar, Central School Principal
Mrs. Franklin, LHEA President
1 Township Resident

PLEDGE OF ALLEGIANCE: Mr. Stevens 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 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: None.

BOARD COMMITTEE REPORTS

Finance – Mr. LoCascio stated that the Finance Committee met this evening to review the tentative 2014-2015 budget. Mr. Esposito will be making a PowerPoint Presentation. He also stated that items #2 through 7 are recommended for approval this evening.

New Jersey School Boards Association – Mr. Stevens reported that he attended the Governance II training and found it to be very informative. The training was focused on labor and finance issues.

SUPERINTENDENT'S UPDATE

Dr. Rovtar introduced Dr. Karen Cortellino, member of the Montville Township Board of Education and president of the Morris County School Boards Association. Dr. Cortellino is attending meetings of all of the boards of education in Morris County to try and increase participation at meetings. She encouraged the Board members to attend one of the two remaining meetings this year. The meetings provide an opportunity to learn about issues and network with other Board members.

Dr. Rovtar reported on the following:

- The referendum vote will take place on Tuesday, March 11, 2014. The referendum will provide the local share of funding for the Millington roof project and HVAC improvements.
- She had the pleasure to attend Governor Christie's Town Hall meeting last Wednesday. The Governor spoke about increased state aid to education and she noted that the district's state aid was up slightly for 2014-2015.

ADMINISTRATORS AND SUPERVISORS UPDATES

Central Middle School

Mr. Villar reported:

- Victorian Day was held this past Friday. He thanked Mrs. Celeste, Mrs. Rossi, Mrs. DeGeorges and the parents who helped with the event.
- The Book Fair began today. All students participated in an author visit with Wendy Mass on February 26th, attending one of the three talks she held. Selected students enjoyed a lunch with her in the library. He thanked Mrs. Azarian, Mrs. Rook and Ms. Lommel for their efforts in organizing this event.
- Central School will present the play Little Mermaid Junior on March 14th and 15th. There will be an all school presentation of the show on March 12th.
- Mrs. Rajan, the 21st Century Literacy Teacher, had a baby boy and is returning from her maternity Leave. He thanked Ms. Scolaro, who served as the maternity leave replacement teacher, and noted that she has been a great addition to Central School.

Millington School

In Mrs. Dawson's absence, Dr. Rovtar reported:

- Millington School is kicking off the "All School Read" this week in each grade level in honor of Dr. Seuss' birthday.
- The PTO Spring Book Fair is scheduled for March 4th and 5th.
- The PTO has set up grade level science assemblies this month in grades 2-4.
- Assemblyman Bramnick is coming on March 7th to meet with the 4th grade students.
- This Friday is "White Out Day" for the Watchung Hills Community. Students and staff are encouraged to wear white to unite against bullying.
- On March 12th, the 4th and 5th grade students will visit Central School to see the play Little Mermaid Junior.
- March 20th is the Author Day for 2nd and 3rd grade, when author David Adler will visit.
- Millington School is currently prepping for the PARCC Field Testing, which will involve two classes in 3rd grade and two classes in 5th grade.

Gillette School/Curriculum Report

Dr. Jones reported:

- Gillette School's calendar has been updated with monthly events.
- Today Gillette School celebrated Read Across America with a visit from the Cat in the Hat. She thanked Mrs. DiSarno, Ms. Bennett, and Mr. Herring for organizing the visit.
- Tomorrow at 9:30 the All School Read will take place.
- The student service project will be posted online tomorrow.
- The Book Fair will be held this week on Thursday and Friday and the Annual Family Reading Night is Thursday evening.
- March 7th is White Out Bullying day. Students are asked to wear white to school.
- March 11th is the Author Visit from Mr. Matthew Phelan.
- The first grade concert performances will take place on March 20th.
- On March 25th there will be a character education assembly and on March 26th the students will enjoy the Tanglewood Marionette PTO assembly.

March 10th is the next curriculum Monday. The focus continues to be on linking PARCC and the common core and reviewing the Ultimate Typing keyboarding program.

Technology

Mr. Blinder reported that he has been updating and configuring computers at Millington and Central for the PARCC testing. He is also conducting the infrastructure testing required prior to the administration of the test.

BUSINESS ADMINISTRATOR/BOARD SECRETARY'S UPDATE

Mr. Esposito provided a PowerPoint presentation of the tentative 2014-2015 budget. The presentation has been posted on the district website. The increase in the tax levy is .72%, which is well below the 2 percent cap.

Dr. Rovtar thanked Mr. Esposito for his quick turnaround in finalizing the budget after receiving the state aid figures on Thursday afternoon. The state budget software is challenging and has quite a few edits that need to be satisfied. Mr. Esposito was able to finalize the budget and get it out to the Board members in less than 24 hours.

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.

ADMINISTRATIVE RECOMMENDATIONS

1. It was moved by Mr. Carn and seconded by Mrs. Moakley that the following minutes of the Long Hill Township Board of Education be accepted as presented and made part of the public record:

APPROVAL OF MINUTES

February 24, 2014 Regular Meeting – Public Session

ROLL CALL VOTE on resolution #1:

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

NO: None.
Resolution #1 carried 8-0.



It was moved by Mrs. Moakley and seconded by Mr. Blocker that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 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.

TENTATIVE 2014-2015 ANNUAL SCHOOL BUDGET

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.

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.

APPROVAL OF FINANCIAL CERTIFICATIONS DECEMBER, 2013

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

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

5. 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, 2013.

APPROVAL OF DECEMBER, 2013 TRANSFERS

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:

APPROVAL OF MANDATORY 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.

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.

APPROVAL OF TRAVEL

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

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

NO: None.
Resolutions #2,3,4,5,6,7 carried 8-0.

It was moved by Mr. Blocker and seconded by Mr. Carn that the Long Hill Township Board of Education approve the following recommendation of the Superintendent numbered 8.

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, 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:

APPROVAL OF AGREEMENT WITH PARETTE SOMJEN ARCHITECTS

- 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.

ROLL CALL VOTE on resolution #8:

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

NO: None.

Resolution #8 carried 8-0.

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 9.

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.

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 4th @ 9:30 AM, to assist in determining special education category.

PAYMENT TO
DR. AMORAPANTH

ROLL CALL VOTE on resolution #9:

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

NO: None.

Resolution #9 carried 8-0.

It was moved by Mr. DiGiorgio and seconded by Mr. LoCascio that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 10,11.

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.

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.

APPROVAL OF MEDICAL LEAVE EXTENSION FOR R. AGUIAR

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.

EXTEND APPOINTMENT OF S. WEISS-BAUMAN AS MEDICAL LEAVE REPLACEMENT

ROLL CALL VOTE on resolutions #10,11:

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

NO: None.

Resolutions #10,11 carried 8-0.

ITEMS FOR DISCUSSION

None.

OLD BUSINESS: None.

NEW BUSINESS: Mrs. Moakley noted that the White House recently hosted the first film festival for students. This competition would be a great opportunity for our students and teachers.

Mr. Stevens commented that the referendum vote is March 11th and he reminded the Board members to complete the Superintendent's evaluation online.

COMMENTS FROM THE PUBLIC: Mr. Dennis Sandow stated that the deadline for mailing an application to vote by mail in the referendum has passed, but residents can still deliver their application to the Morris County Clerk's Office. He noted that Governor Christie talked about education during the Governor's Town Hall meeting and the Township will rebroadcast the footage of the Town Hall meeting immediately after the adjournment of the Board meeting.

It was moved by Mr. DiGiorgio and seconded by Mr. Carn that the meeting adjourn. Motion carried 8-0. Meeting adjourned at 8:27 p.m.

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.

Respectfully submitted,

John Esposito
Business Administrator/Board Secretary

René Rovtar, Ed.D.
Superintendent of Schools