

LONG HILL TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING & PUBLIC HEARING ON THE BUDGET  
April 24, 2017

The Long Hill Township Board of Education held a Regular Meeting and the Public Hearing on the 2017-2018 Annual Budget on Monday, April 24, 2017 in the Long Hill Township Town Hall. The meeting was called to order by Board President Nicholas Stevens at 7:30 p.m.

MEMBERS PRESENT: Mr. Bundonis, Mrs. Butler, Mr. Carn, Mr. DiGiorgio, Mrs. Moakley, Miss Nyquist, Mr. O'Leary, Ms. Raban, Mr. Stevens.

MEMBERS ABSENT: None.

OTHERS PRESENT: Dr. Acevedo, Superintendent of Schools  
Mr. Esposito, Business Administrator/Board Secretary  
Mrs. Dawson, Millington School Principal  
Dr. Jones, Gillette School Principal/Curriculum Director  
Ms. Backer, Dean of Students  
Mr. Blinder, Coordinator of Technology Services  
Mrs. Connelly, Coordinator of Instructional Technology  
Mrs. Franklin, LHEA President  
Five District Teachers  
Twenty Township Residents  
One Reporter for the Echoes-Sentinel

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 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.

COMMUNICATIONS: Dr. Acevedo congratulated Mrs. Lunardoni and Mrs. Gray on their retirements.

BOARD COMMITTEE REPORTS

Finance Committee – Mr. Bundonis noted that the Bills were reviewed and all Financial resolutions are recommended for approval.

Policy Committee– Mrs. Moakley noted that several policy and job description items are on tonight's agenda.

Educational Services Commission of Morris County – Miss Nyquist provided an update on the events of its recent meeting and noted that the Commission has picked up three schools from other counties.

Curriculum Committee– Mrs. Butler stated that the Committee met and she mentioned the topics covered at the meeting.

Buildings and Grounds Committee– Mr. DiGiorgio stated that the Committee met and reviewed the two RFP submissions. On Wednesday, a meeting is scheduled with the two firms to interview their proposed on-site managers and get answers to questions related to their RFP responses.

FORCE– Mr. DiGiorgio stated that the Robotics team placed in fourth at the competition in Nebraska. He congratulated the students and Coach Hadzic.

#### SUPERINTENDENT’S UPDATE

Dr. Acevedo reported on the following:

-The District will be updating its STEM program. Input from teachers was wonderful. The program will be expanded to cover grades 2 through 8.

-He reported on the number of students currently enrolled in each grade including the 91 students already enrolled for September’s kindergarten class. He stated that the district is looking at adding another class due to the enrollment figures.

-He introduced three Long Hill students who talked about the STEM block program.

#### BUSINESS ADMINISTRATOR UPDATE

Mr. Esposito reported on the following:

-He indicated that he had been working on the budget, which would constitute his report for this evening. He and Dr. Acevedo then presented an overview of the proposed Budget to the Board.

-Mr. Esposito thanked the Finance Committee members for their work in the budget development and review process.

Mr. Stevens opened the floor to comments from the public on the 2017-2018 budget. There were no comments from the public.

#### **ADOPTION OF THE 2017-2018 BUDGET**

It was moved by Ms. Raban and seconded by Mrs. Moakley that

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.

ROLL CALL VOTE on the 2017-2018 Budget:

YES: Mr. Bundonis	Mrs. Moakley
Mrs. Butler	Miss Nyquist
Mr. Carn	Mr. O' Leary
Mr. DiGiorgio	Ms. Raban
	Mr. Stevens

NO: None.

Resolution carried 9-0.

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#### 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.

Mrs. Franklin stated that the student art display at Rockaway Mall will be set up until Sunday.  
Dr. Acevedo noted that the art will then be displayed in the Board Office.

Mrs. Falvey spoke for all parents regarding kindergarten and Grade 2 class size for 2017-18. She gave examples of other local schools and their class sizes.

Mrs. Schatz also spoke in agreement with Mrs. Falvey and she talked about her personal experiences related to class size in Long Hill.

#### ADMINISTRATIVE RECOMMENDATIONS

1. It was moved by Ms. Raban and seconded by Mr. Carn 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

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

ROLL CALL VOTE on resolutions #1a,1b:

YES: Mr. Bundonis      Mrs. Moakley  
       Mrs. Butler        Miss Nyquist  
       Mr. Carn            Mr. O' Leary  
       Mr. DiGiorgio      Ms. Raban  
                                  Mr. Stevens

NO: None.  
 Resolutions #1a,1b carried 9-0.

It was moved by Miss Nyquist and seconded by Mr. DiGiorgio that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 2,3,4,5,6,7,8,9,10,11.

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.

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:

APPROVAL OF  
BILLS

<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>

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.

APPROVAL OF TRAVEL

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.

APPROVAL OF  
FEBRUARY, 2017  
TRANSFERS

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.

APPROVAL OF  
FINANCIAL  
CERTIFICIATIONS  
FEBRUARY, 2017

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.

APPROVAL OF BD. SEC.  
REPORT & RECON.  
FEBRUARY, 2017

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.

APPROVAL OF  
MARCH, 2017  
TRANSFERS

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.

APPROVAL OF  
FINANCIAL  
CERTIFICIATIONS  
MARCH, 2017

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.

APPROVAL OF BD. SEC.  
REPORT & RECON.  
MARCH, 2017

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:

APPROVAL OF  
NON-PUBLIC  
AGREEMENT

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

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.

ACCEPTANCE OF  
DONATION

ROLL CALL VOTE on resolutions #2,3,4,5,6,7,8,9,10,11:

YES: Mr. Bundonis	Mrs. Moakley
Mrs. Butler	Miss Nyquist
Mr. Carn	Mr. O' Leary
Mr. DiGiorgio	Ms. Raban
	Mr. Stevens

NO: None.  
Resolutions #2,3,4,5,6,7,8,9,10,11 carried 9-0.

It was moved by Mr. Carn and seconded by Mr. DiGiorgio that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 12,13.

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.

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.

APPROVAL OF  
PAYMENT TO  
LEARNING TREE

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.

APPROVAL OF  
HOME INSTRUCTION

ROLL CALL VOTE on resolutions #12,13:

YES: Mr. Bundonis      Mrs. Moakley  
     Mrs. Butler        Miss Nyquist  
     Mr. Carn            Mr. O' Leary  
     Mr. DiGiorgio      Ms. Raban  
                                 Mr. Stevens

NO: None.

Resolutions #12,13 carried 9-0.

It was moved by Mr. DiGiorgio and seconded by Mrs. Moakley that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 14,15,16,17,18,19,20.

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.

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 21st Century Communications Teacher, Central School, effective June 30, 2017. Mrs. Rajan has been on maternity leave for the 2016-2017 school year.

C. RAJAN  
RESIGNATION

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.

K. EGAN  
RESIGNATION

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.

M. LAUBSCHER  
RESIGNATION

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

K. GRAY



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.

RESIGNATION

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.

J. LUNARDONI  
RESIGNATION

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.

APPROVAL OF  
S. NOVAK TO  
CONDUCT RESIDENCY  
INVESTIGATIONS

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.

APPROVAL OF  
SUBSTITUTES FOR  
17-18 SCHOOL YEAR

ROLL CALL VOTE on resolutions #14,15,16,17,18,19,20:

YES: Mr. Bundonis	Mrs. Moakley
Mrs. Butler	Miss Nyquist
Mr. Carn	Mr. O' Leary
Mr. DiGiorgio	Ms. Raban
	Mr. Stevens

NO: None.

Resolutions #12,13,14,15,16,17,18,20 carried 9-0.

Resolution #19 carried 8-0-1. Miss Nyquist abstained.

It was moved by Mr. Bundonis and seconded by Mr. DiGiorgio that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 21,22,23.

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.

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

ADOPTION OF

upon the recommendation of the Superintendent and the Policy Committee, adopt the following policy on a second reading:

POLICY

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

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:

FIRST READING  
OF JOB DESCRIPTIONS

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

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

READOPTION OF  
JOB DESCRIPTION

Job Description: 4118.3K Financial Supervisor

ROLL CALL VOTE on resolutions #21,22,23:

YES: Mr. Bundonis Mrs. Moakley  
Mrs. Butler Miss Nyquist  
Mr. Carn Mr. O' Leary  
Mr. DiGiorgio Ms. Raban  
Mr. Stevens

NO: None.

Resolutions #21,22,23 carried 9-0.

It was moved by Mr. O'Leary and seconded by Mr. DiGiorgio that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 24,25.

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.

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

APPROVAL OF  
FIELD TRIPS

April 26, 2017

Math Relay Contest

Newark Academy

REGULAR MEETING  
PUBLIC HEARING ON THE BUDGET

APRIL 24, 2017

8:30 a.m. to 12:30 p.m. Grade 8 Consortium Students Livingston, N.J.  
Cost: \$20.00 per student 8 students, 1 teacher  
Parent Paid

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

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.

APPROVAL OF  
REVISION TO THE  
2016-17 SCHOOL  
CALENDAR

ROLL CALL VOTE on resolutions #24,25:

YES: Mr. Bundonis Mrs. Moakley  
Mrs. Butler Miss Nyquist  
Mr. Carn Mr. O' Leary  
Mr. DiGiorgio Ms. Raban  
Mr. Stevens

NO: None.  
Resolutions #24,25 carried 9-0.

ITEMS FOR DISCUSSION: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

COMMENTS FROM THE PUBLIC: None.

It was moved by Mrs. Moakley and seconded by Mr. DiGiorgio that the Board 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. Motion carried 9-0. Into private session at 9:14 p.m.

PRIVATE SESSION

The Board returned to public session at 10:10 p.m.

PUBLIC SESSION

It was moved by Mr. DiGiorgio and seconded by

ADJOURNMENT

REGULAR MEETING  
PUBLIC HEARING ON THE BUDGET

APRIL 24, 2017

Miss Nyquist that the meeting adjourn. Motion  
carried 9-0. Meeting adjourned at 10:10 p.m.

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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

Respectfully submitted,

John Esposito  
Business Administrator/Board Secretary

Edwin Acevedo, Ed. D.  
Superintendent of Schools