

LONG HILL TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING
June 27, 2016

The Long Hill Township Board of Education held a Regular Meeting on Monday, June 27, 2016 in the Long Hill Township Town Hall. The meeting was called to order by Board Vice President Marta Moakley at 7:30 p.m.

MEMBERS PRESENT: Ms. Barone, Mrs. Butler, Mr. Carn, Mr. DiGiorgio, Mrs. Moakley, Miss Nyquist, Ms. Raban.

MEMBERS ABSENT: Mr. Stevens.

OTHERS PRESENT: Dr. Acevedo, Superintendent of Schools
Mr. Esposito, Business Administrator/Board Secretary
Mrs. Franklin, LHEA President
One District Teacher
One Reporter for the Echoes-Sentinel

PLEDGE OF ALLEGIANCE: Mrs. Moakley 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 12, 2015. 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 Committee – Mr. Carn noted that the Bills were reviewed and are recommended for approval.

PTO Liaison – Mr. Carn stated that the 50/50 raffle made \$3,200 for the district. The PTO 2016-17 information will be out soon.

Negotiations Committee – Mrs. Moakley stated the negotiations are ongoing and another meeting will occur in July.

Policy Committee – Mrs. Moakley stated the Committee will be meeting soon.

SUPERINTENDENT’S UPDATE

Dr. Acevedo reported on the following:

- He attended the Graduation at Central School on 6/22. 111 students graduated. He thanked the PTO for sponsoring the refreshments and Mr. Villar and the entire Central School team for their hard work.
- The school website is being updated with information about voluntary summer work for K-5 students. The required summer work for Central School students is on the website.
- The phone and wireless upgrades are underway. Please be patient with any potential interruptions resulting from this important work.
- He discussed that the Governor has proposed a major change to the way in which the state distributes school funding.
- On 7/20, the Board will hold its annual retreat where it will work on goal development.
- He and the administrators are meeting in July with the NJ Dept. of Education to discuss the new requirements for Student Growth Objectives and proposed changes to the AchieveNJ law.

BUSINESS ADMINISTRATOR UPDATE

Mr. Esposito reported on the following:

- He completed, certified, and submitted the annual Debt Service report to the NJ Dept. of Education.
- He stated that those interested in running for a Board seat in November must send in their petition to the County Clerk by the last Monday in July.
- The auditor is in district doing pre-financial research.
- He is working closely with Temco Management on a renewal contract. He and the Superintendent met with them and aired the district’s concerns.
- The Board decided to pull Resolution #16 from the agenda.

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.

None.

ADMINISTRATIVE RECOMMENDATIONS

1. It was moved by Mrs. Butler and seconded by Ms. Raban 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. June 1, 2016 Special Meeting-Private Session
- b. June 13, 2016 Worksession Meeting-Public Session
- c. June 13, 2016 Worksession Meeting-Private Session

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

YES: Ms. Barone
 Mrs. Butler Mrs. Moakley
 Mr. Carn Miss Nyquist
 Mr. DiGiorgio Ms. Raban

NO: None.
 Resolution #1a carried 6-0-1. Ms. Raban abstained.
 Resolutions #1b,1c carried 7-0.

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 2,3,4,5,6.

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 May 13 and 26, 2016 and June 15 and 22, 2016 and the list of Bills for May 24 and 25, 2016 and June 13 and 27, 2016:

APPROVAL OF BILLS LIST

Payroll for 05/13/2016	Amount
Fund 10	\$23,285.11
Current Expense - Fund 11	\$439,184.65
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$462,469.76

Payroll 05/26/2016	Amount
Fund 10	\$23,285.11
Current Expense - Fund 11	\$413,540.92
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$436,826.03

Payroll 06/15/2016	Amount
Fund 10	\$23,054.25
Current Expense - Fund 11	\$433,887.50
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$456,941.75

Payroll 06/22/2016	Amount
Fund 10	\$23,101.56
Current Expense - Fund 11	\$439,723.98
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$462,825.54

Bills 05/24/2016	Amount
Fund 10	
Current Expense - Fund 11	\$18,447.48
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$18,447.48

Bills 05/25/2016	Amount
Fund 10	
Current Expense - Fund 11	\$6,023.54
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$6,023.54

Bills 06/13/2016	Amount
Fund 10	
Current Expense - Fund 11	\$199,901.85
Capital Outlay - Fund 12	
Special Revenue Fund - Fund 20	
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$199,901.85

Bills 06/27/2016	Amount
Fund 10	\$523.14
Current Expense - Fund 11	\$261,124.20
Capital Outlay - Fund 12	\$8,660.32
Special Revenue Fund - Fund 20	\$5,294.03
Capital Projects - Fund 30	
Debt Services - Fund 40	
TOTAL	\$275,601.69

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 following resolution:

PL 2015, CHAPTER 47
LISTING OF CONTRACTS

Pursuant to PL 2015, Chapter 47 the Long Hill Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200 (as attached).

5. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the following resolution:

DEPOSIT OF SURPLUS
INTO CAPITAL RESERVE
ACCOUNT

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13, and NJSA 18A:7F-41 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 unanticipated 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 transfer unanticipated excess current year revenue or unexpended appropriations from the General Fund into its Capital Reserve Account at year end for Capital and Facility projects, and;
WHEREAS, the Long Hill Township Board of Education has determined that an amount not to exceed \$250,000.00 is available for such purpose 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.

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, gratefully accept a donation from FORCE of 2 iPads with an approximate value of \$250.00 each for use in the District’s Occupational Therapy Services.

ACCEPTANCE OF DONATION

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

YES: Ms. Barone
Mrs. Butler Mrs. Moakley
Mr. Carn Miss Nyquist
Mr. DiGiorgio Ms. Raban

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

It was moved by Ms. Raban and seconded by Ms. Barone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 7,8.

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.

7.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 an additional contract for Itinerant Teacher Services with Summit Speech School, February 2016 – June 2016, for students #3992347489 and #6914505741. Each student will receive two sessions per year at a rate of \$150.00 per session.

APPROVAL OF CONTRACT WITH SUMMIT SPEECH SCHOOL

8.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 payment of tuition for educational services to The Center School, Somerset, NJ, in the amount of \$60,334.20 for student #9278253880 for the 2016-2017 school year.

APPROVAL OF SP.ED. PLACEMENT AND TUITION

ROLL CALL VOTE on resolutions #7,8:

YES: Ms. Barone
 Mrs. Butler Mrs. Moakley
 Mr. Carn Miss Nyquist
 Mr. DiGiorgio Ms. Raban

NO: None.
 Resolutions #7,8 carried 7-0.

It was moved by Miss Nyquist and seconded by Ms. Raban that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 9,10,11,12,13,14,15.

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 and the Business Administrator, appoint Melissa Backer to the position of Dean of Students which is an 11 month position, for the 2016-2017 school year at the annual salary of \$82,000.00. M. BACKER APPOINTED DEAN OF STUDENTS

10. RESOLVED that the Long Hill Township Board of Education, approve the salaries of the Board Office support staff for the 2016-2017 school year (as attached). APPROVAL OF SALARIES

11. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve an unpaid medical leave consisting of half days, for Maura Millman, Physical Education Teacher at Central School for the period of May 3, 2016 through June 10, 2016. M. MILLMAN UNPAID MEDICAL LEAVE

12. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, Business Administrator and Middle School Principal approve the following appointments for the 2016-2017 school year. APPROVAL OF STIPEND POSITIONS

Sport/Activity	Advisor	Stipend
Environmental Club Advisor	Maura Aimette	\$750.00
Student Council Advisor	Dan Salzer	\$2,196.00
Yearbook Advisor-Millington	Christina Lattoz	\$824.00
Pens and Dreams Advisor	Maura Aimette	\$750.00
Booster Club	Keri Altebrando	\$1,098.00
	Erin Davidove	\$1,098.00
Stipends to be paid from existing activity account balances and/or pay to play/participation fees for the following:		

Athletic Director	Keri Altebrando	\$4806.00
Games Club Advisor	Angela Barth	\$750.00
Boys' Soccer Coach	Mike Lisbona	\$3,273.00
Girls' Soccer Coach	Peter Hockmeyer	\$3,273.00
Boys' Basketball Coach	Peter Hockmeyer	\$3,273.00
Girls' Basketball Coach	Emily Palla	\$3,273.00
Girls' Softball Coach	Peter Hockmeyer	\$3,273.00
Cross Country Coach	Jim Barnum	\$1,636.50
	Charles Mott	\$1,636.50
Spring Track	Jim Barnum	\$1,636.50
	Karissa Felix	\$1,636.50
Cheerleading Advisor	Erin Davidove	\$2,445.00
Orchestra/Band Advisor	John Birckhead	\$1,974.50
	Eileen Shanagher	\$1,974.50
Yearbook Advisors-Central	Kathryn Ralston	\$1,098.00
	Dan Salzer	\$1,098.00
Theater Arts Scenery Advisor	Theresa Dunn	\$409.00
Stipend to be paid through PTO contribution for the following:		
Newspaper Advisor	Andrew Gillespie	\$2,196.00
Consortium Advisor (per activity)	Andrew Gillespie	\$126.00

13. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a lateral advancement on the salary guide for Tara Stepanian from Step 9 BA+30/MA at \$64,978.00 to Step 9 MA+30 at \$67,778.00 based on submission of transcribed graduate credit effective September 1, 2016.

T. STEPANIAN LATERAL
ADVANCEMENT ON
SALARY GUIDE

14. RESOLVED that the Long Hill Township Board of Education, upon recommendation of the Superintendent and the Business Administrator, approve the appointment of Jennifer Sinnott as Leave Replacement teacher for the period of September 1, 2016 through March 17, 2017 at the Step 1 BA salary of \$49,750.00 prorated.

J. SINNOTT APPOINTED
LEAVE REPLACEMENT
TEACHER

15. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Noah Scanlon to serve as Technology Assistant on an as needed basis as indicated below:

APPOINTMENT OF
TECHNOLOGY
ASSISTANT

\$18.00 per hour effective from 7/5/16 to 8/31/16

Start date is contingent upon successful completion of the Criminal History Review process.

Total payment shall not exceed \$2,500.00.

16. Resolution #16 was tabled.

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

YES: Ms. Barone
 Mrs. Butler Mrs. Moakley
 Mr. Carn Miss Nyquist
 Mr. DiGiorgio Ms. Raban

NO: None.
 Resolutions #10,11,12,13,14 carried 7-0.
 Resolution #9 carried 6-0-1. Miss Nyquist abstained.
 Resolution #15 carried 6-0-1. Miss Nyquist abstained.

It was moved by Mr. DiGiorgio and seconded by Ms. Barone that the Long Hill Township Board of Education approve the following recommendation of the Superintendent numbered 17.

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, upon the recommendation of the Superintendent, readopt the following revised job description (as attached).

READOPTION OF
REVISED JOB
DESCRIPTION

2134JD Coordinator of Instructional Technology

ROLL CALL VOTE on resolution #17:

YES: Ms. Barone
 Mrs. Butler Mrs. Moakley
 Mr. Carn Miss Nyquist
 Mr. DiGiorgio Ms. Raban

NO: None.
 Resolution #17 carried 7-0.

ITEMS FOR DISCUSSION: None.

OLD BUSINESS: None.

NEW BUSINESS: Miss Nyquist raised the issue of revising job descriptions. She wants to review these to determine exactly what is needed compared to the current alignment.

COMMENTS FROM THE PUBLIC: None.

It was moved by Ms. Barone and seconded by Miss Nyquist that the Board enter into private session for the purpose of discussing the compensation and contracts for non-unit

PRIVATE SESSION

employees for the 2016-2017 school year, a non-tenure teacher, and reviewing resumes of applicants for the open board position. Motion carried 7-0. Into private session at 8:05 p.m.

The Board returned to public session at 8:33 p.m.

PUBLIC SESSION

A-1. Resolved, upon the recommendation of the Superintendent, that the unpaid leave of absence of employee # L0001055 shall terminate, effective June 17, 2016, at which time the employee shall be returned to active duty. Be it further resolved, that in accordance with N.J.S.A. 18A: 30-6, the Board hereby authorizes an extension of three (3) paid sick leave days to the employee, less the cost of any substitute, in view of the specific circumstances surrounding this matter which the Board has carefully considered.

EMPLOYEE #10001055

ROLL CALL VOTE on resolution #A-1:

YES: Ms. Barone

Mrs. Butler	Mrs. Moakley
Mr. Carn	Miss Nyquist
Mr. DiGiorgio	Ms. Raban

NO: None.

Resolution #A-1 carried 7-0.

It was moved by Ms. Barone and seconded by Miss Nyquist that the Board return to private session for the purpose of discussing the compensation and contracts for non-unit employees for the 2016-2017 school year, a non-tenure teacher personnel matter, and review resumes of applicants for the open board position. Motion carried 7-0. Into private session at 8:34 p.m.

PRIVATE SESSION

The Board returned to public session at 9:17 p.m.

PUBLIC SESSION

It was moved by Ms. Barone and seconded by Mr. DiGiorgio that the meeting adjourn. Motion carried 7-0. Meeting adjourned at 9:18 p.m.

ADJOURNMENT

FUTURE MEETING DATES

- July 18, 2016 – Worksession & Regular Meeting –7:30 p.m. – Township Municipal Building
- July 20, 2016 – Special Meeting – 6:30 p.m. Long Hill Township Board of Education Administrative Offices for the purpose of an Annual Board Retreat
- August 22, 2016 – Worksession & Regular Meeting – 7:30 p.m. – Township Municipal Building

Respectfully submitted,

John Esposito
Business Administrator/Board Secretary

Edwin Acevedo, Ed. D.
Superintendent of Schools