

LONG HILL TOWNSHIP BOARD OF EDUCATION
REORGANIZATION and WORKSESSION MEETING
JANUARY 2, 2013

The Long Hill Township Board of Education held the annual Reorganization Meeting and Worksession on Tuesday, January 2, 2013 at the Long Hill Township Town Hall. The meeting was called to order by Board Secretary 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 December 6, 2012. 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 2,031 ballots cast in the annual election held on November 6, 2012.

<u>Candidate</u>	<u>Total</u>
Rita Barone	2255
Steven LoCascio	2174
Nicholas Stevens	2185
Write-in - Steven Brown	22

SWEARING IN OF NEW BOARD MEMBERS:

Mr. Esposito administered the Oath of Office to Ms. Barone, Mr. LoCascio, Mr. Stevens, Mr. Brown.

MEMBERS PRESENT: Ms. Barone, Mr. Blocker, Mr. Brown, Mr. LoCascio, Mr. Meringolo, Miss Nyquist (arrived at 8:45 p.m.), Mr. Russo, Mr. Stevens, Mrs. Scanlon.

MEMBERS ABSENT: None.

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

Mr. Piserchia, Mayor of Long Hill Township
Mr. Kelly, Township Reporter
1 township resident

Mr. Esposito conducted the election of the Board President:

Mr. Russo nominated Mrs. Scanlon for President. Mr. Meringolo seconded the nomination.

It was moved by Mr. Meringolo and seconded by Mr. Blocker to close nominations.

ROLL CALL VOTE on election of Mrs. Scanlon for President:

YES:	Ms. Barone	Mr. LoCascio	Mr. Russo
	Mr. Blocker	Mr. Meringolo	Mr. Stevens
	Mr. Brown		Mrs. Scanlon

NO: None.

Mrs. Scanlon elected President by a vote of 8-0.

Mr. Esposito passed the gavel to Mrs. Scanlon.

Mrs. Scanlon called for nominations for Vice President.

Mr. Meringolo nominated Ms. Barone for Vice President. Mr. Russo seconded the nomination.

It was moved by Mr. Meringolo and seconded by Mr. Russo to close nominations.

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

Mrs. Nyquist arrived at 8:45 p.m.

PRESENTATION OF DISTRICT AUDIT

Mrs. Scanlon introduced Mr. William Colantano, district auditor, who provided an overview of the CAFR audit for the year ending June 30, 2012. He reviewed the B-2 audit exhibit, which provides a comparison of revenues and expenses to the prior year's budget. Last year the budget resulted in no tax increase for the residents of Long Hill Township. The exhibit reflects an increase in state aid of \$178,436. This amount was a one-time additional payment of state aid. There also was a one-time federal payment of \$31,498, which represents Jobs Fund aid.

Mr. Colantano talked about the schedule of Debt Service and commended the Board on the \$770,000 savings in debt service tax levy that will be realized over the remaining life of the bond issue due to the refunding that was issued last year.

The district surplus has increased over the last few years. A few years ago, the surplus was a negative number. The surplus is now at the allowable 2% maximum. The district has been able to appropriate surplus to offset the tax impact on the residents of Long Hill Township.

COMMUNICATIONS:

There were no communications.

BOARD COMMITTEE REPORTS

Finance – Mr. Blocker talked about the Finance Committee meeting held earlier this evening. Mr. Colantano had given the committee a summary of the CAFR and answered questions.

Buildings & Grounds – Mr. Meringolo stated the Central School lighting is a dramatic improvement since the new fixtures were installed over the holiday break.

SUPERINTENDENT'S UPDATE

Dr. Rovtar reported on the following:

- She submitted the Harassment, Intimidation and Bullying Report to the NJ Department of Education for the period July 1 through December 31, 2012. There were 2 reports of bullying at Central School. The Board affirmed both reports.
- Dr. Rovtar commended Mr. Esposito for his outstanding fiscal management. The audit again contains no recommendations which is a strong testament to the quality of work performed on a daily basis by Mr. Esposito and the Business Office staff. The district is in good fiscal position and well prepared for the financial aspects of the QSAC review that will take place in May.

Millington School

Mrs. Dawson reported on the following:

- Mrs. Dawson congratulated the re-elected Board Members and welcomed Mr. Brown to the Board.
- On January 10 author Chris Grabenstein will visit the 4th grade.
- Third grade International Day will be held on January 25.
- The end of the second marking period is February 1.
- Mrs. Dawson provided an update on the implementation of the new Danielson Framework for Effective Teaching. She stated that she will be conducting approximately 65 observations, many more than in past years.

Gillette School/Curriculum

Dr. Jones reported on the following:

- The students enjoyed their holiday parties last month.
- Mr. Rideout, music teacher, is a member of the Visual and Color Guard Staff for the Boston Crusaders and Bugle Corps. They will be featured in the 57th Presidential Inaugural Parade on January 21. Congratulations to him!
- Our book of the month is The Crown on your Head by Nancy Tillman.

- Kindergarten registration will be held on January 10 and 11 from 9:30 a.m. to 11:00 a.m.
- Dr. Jones provided an update on the implementation of the new teacher observation system.

Central School

Mr. Villar reported on the following:

- The Winter Concert was held on December 18.
- The lighting project that was completed on the Central School Stage was paid for through the fundraising efforts of the music department.
- The CMS Holiday Luncheon was held on December 21.
- On January 10 the CoGAT testing for all 6th grade students and new students will take place.
- Eighth grade orientation at WHRHS will take place on January 15 at 7:00 p.m. Students and parents are encouraged to attend.

Technology

Mr. Blinder reported that he met with the Superintendent last week to discuss the 2013-2016 Technology Plan which must be prepared. He has also been working on the development of the 2013-2014 technology budget. He has also been gathering the necessary information for the next PARCC survey. It was explained that the PARCC survey is gathering information with regard to the technology available in each district as part of the preparation for the transition to the PARCC assessments which will replace the NJASK beginning in the 2014-2015 school year. These assessments are expected to be administered online.

BOARD SECRETARY'S UPDATE

Mr. Esposito stated that he had provided information to each of the Board Members regarding their NJSBA training requirements. All training is available online but Board Members must be registered by Mr. Esposito.

Mr. Esposito also distributed a summary of transportation data, providing information about the average cost of the bus routes and the average per pupil cost as well as the subscription bus fee, the number of subscription riders and the total revenue received in each of the years since the subscription bus program was implemented during the 2008-2009 school year. It is recommended that the fee be increased to \$400; the family maximum would rise from \$800 to \$900.

COMMENTS FROM THE PUBLIC

At this point, the Board of Education welcomes comments from any member of the public. Please note that as per Board Policy #1120, a total of fifteen (15) minutes is allocated for public comments at any single Board meeting. In order to provide residents the opportunity to comment, individual speakers are limited to three minutes each at any particular Board meeting. The Board may extend these time limits at its discretion.

There were no comments from the public.

REORGANIZATION RESOLUTIONS

It was moved by Mr. Russo and seconded by Ms. Barone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 1,2,3,4,5,6,7,8.

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.

1. Open Public Meetings Act

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:

<u>DATE</u>	<u>LOCATION</u>	<u>TYPE/PURPOSE</u>
January 21, 2013	Town Hall	Regular Monthly Meeting
February 11, 2013	Town Hall	Worksession
February 25, 2013	Town Hall	Regular Monthly Meeting
March 11, 2013	Town Hall	Worksession
March 25, 2013	Town Hall	Regular Monthly Meeting
April 8, 2013	Town Hall	Worksession
April 22, 2013	Town Hall	Regular Monthly Meeting
May 13, 2013	Town Hall	Worksession
May 20, 2013	Town Hall	Regular Monthly Meeting
June 10, 2013	Town Hall	Worksession
June 24, 2013	Town Hall	Regular Monthly Meeting
July 15, 2013	Town Hall	Worksession & Regular Meeting
August 19, 2013	Town Hall	Worksession & Regular Meeting
September 9, 2013	Town Hall	Worksession
September 23, 2013	Town Hall	Regular Monthly Meeting

October 14, 2013	Town Hall	Worksession
October 28, 2013	Town Hall	Regular Monthly Meeting
November 11, 2013	Town Hall	Worksession
November 25, 2013	Town Hall	Regular Monthly Meeting
December 16, 2013	Town Hall	Worksession & Regular Meeting
January 6, 2014	Town Hall	Reorganization & Reg. 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 reserves 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 meetings:

- 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. Adoption of Official Newspapers

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.

3. Adoption of Robert's Rules of Order

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.

4. Approval of Depositories

RESOLVED that the Long Hill Township Board of Education approve depositories for checking accounts for payroll, agency, general, trust funds 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 deposit(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, bonds, 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. Authorization to sign checks

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.

6. Appointment of Representatives Requesting Federal and State Funds

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.

7. Approval of Board Policies, By-Laws and Administrative Guidelines

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.

8. Approval of Appointments

RESOLVED that the Long Hill Township Board of Education approve the following 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 Coord.	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

ROLL CALL VOTE on resolutions 1,2,3,4,5,6,7,8:

YES: Ms. Barone Mr. LoCascio Mr. Russo
 Mr. Blocker Mr. Meringolo Mr. Stevens
 Mr. Brown Miss Nyquist Mrs. Scanlon

NO: None.

Resolutions 1,2,3,4,5,6,7,8 carried 9-0.

It was moved by Mr. Meringolo and seconded by Mr. Blocker that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 9,10,11,12,13,14,15,16,17.

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.

9. Appointment of Insurance Agent of Record: Property/Liability

RESOLVED that the Long Hill Township Board of Education appoint Willis of New Jersey as property/liability insurance agent of record for the 2013-2014 school year.

10. Appointment of Health Benefits Consultant

RESOLVED that the Long Hill Township Board of Education re-appoint Willis of New Jersey, Inc. as Health Benefits Consultant for the 2013-2014 school year at a fee of \$15,000, representing no increase from the previous two years.

11. Approval of Architect of Record

RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator appoint Parette Somjen Architects as the Long Hill Township Board of Education's Architect of Record for the period January 2, 2013 through June 30, 2013.

12. Approval of Interlocal Agreement with Somerset County Educational Services Commission

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 2013-2014 school year.

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, 2013 and June 30, 2014.

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. Designation of Tax Sheltered Annuity Providers

RESOLVED that the Long Hill Township Board of Education acknowledges the following official tax shelter annuity companies:

AXA/Equitable Prudential Valic Lincoln Investment

14. Appointment of Acting Board Secretary for Emergency Purposes

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.

15. Appointment of Investment Officer

RESOLVED that the Long Hill Township Board of Education appoint John Esposito, Business Administrator/Board Secretary, as Investment Officer.

16. Approval of Contractors of Record and Service Providers

RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the list of companies and agencies (as attached) as Board of Education contractors of record and service providers.

17. Approval of Petty Cash Accounts

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

Superintendent's Office	René 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

ROLL CALL VOTE on resolutions 9,10,11,12,13,14,15,16,17:

YES: Ms. Barone Mr. LoCascio Mr. Russo
 Mr. Blocker Mr. Meringolo Mr. Stevens
 Mr. Brown Miss Nyquist Mrs. Scanlon

NO: None.

Resolutions 9,10,11,12,13,14,15,16,17 carried 9-0.

It was moved by Mr. Blocker and seconded by Ms. Barone that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 18,19,20,21,22,23,24,25,26,27.

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

18. Claims Auditor Pre-Payment Authority

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.

19. Approval of Organization Chart

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

20. Designation of Business Administrator Transfer Authority

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

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. Adoption of Curriculum

RESOLVED that the Long Hill Township Board of Education adopt the current Curriculum Guides as per the attached list.

22. Adoption of Five-Year Schedule for Program Evaluation and Applicable Curriculum Development

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

23. Adoption of Textbooks

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

24. Appointment of District Certified Purchasing Agent

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

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

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 if so authorized by Board resolutions.

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

BE IT FURTHER RESOLVED that John Esposito is hereby authorized to award contracts 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.

25. State Contract Purchasing

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

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 purchases 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 known to the Board the Commodity/Service, Vendor and State Contract Number Utilized.

26. Adoption of New Jersey School Boards Association Board Member Code of Ethics

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:

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. Committee Assignments

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

Standing Committees

Liaisons

Buildings and Grounds
Community Relations
Curriculum
Finance
Negotiations
Policy
Technology

Educational Services Commission of Morris County
All Schools Council
PTO
NJSBA and MCSBA
Liaison to Watchung Hills Regional High School
Liaison to Long Hill Parents and Professionals for
Exceptional Children (LHPPEC)
Liaison to SPORT
Liaison to FORCE

ROLL CALL VOTE on resolutions 18,19,20,21,22,23,24,25,26,27:

YES: Ms. Barone Mr. LoCascio Mr. Russo
 Mr. Blocker Mr. Meringolo Mr. Stevens
 Mr. Brown Miss Nyquist Mrs. Scanlon

NO: None.

Resolutions 18,19,20,21,22,23,24,25,26,27 carried 9-0.

WORKSESSION MEETING

ADMINISTRATIVE RECOMMENDATIONS

28. It was moved by Ms. Barone and seconded by Mr. Meringolo 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

December 17, 2012 – Worksession/Regular Meeting – Public Session

ROLL CALL VOTE on resolution #28:

YES: Ms. Barone Mr. LoCascio
 Mr. Blocker Mr. Meringolo Mr. Stevens
 Miss Nyquist Mrs. Scanlon

NO: None.

Mr. Brown and Mr. Russo abstained on resolution #28.
Resolution #28 carried 7-0-2.

It was moved by Miss Nyquist and seconded by Mr. Meringolo that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 29,30,31.

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. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, accept the Comprehensive Annual Financial Report (CAFR), as prepared by William Colantano, School Auditor, for the period ended June 30, 2012.

ACCEPTANCE OF
AUDIT

30. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, authorize the Business Administrator to follow the Corrective Action Plan in order to implement the recommendations submitted in the June 30, 2012 Comprehensive Annual Financial Report (attached).
Note: there were no audit recommendations for 2011-12.

APPROVAL OF
CORRECTIVE
ACTION PLAN

31. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, increase the subscription bus fee for the 2013-2014 school year to \$400.00 per student with a family maximum of \$900.00.

INCREASE IN
BUS FEE

ROLL CALL VOTE on resolutions 29,30,31:

YES: Ms. Barone Mr. LoCascio Mr. Russo
 Mr. Blocker Mr. Meringolo Mr. Stevens
 Mr. Brown Miss Nyquist Mrs. Scanlon

NO: None.

Resolutions 29,30,31 carried 9-0.



It was moved by Mr. Russo and seconded by Mr. Meringolo that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 32,33,34.

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.

32. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, increase the facility use fee for the Work Family Connection for the 2013-2014 school year to \$125.00 per student.

INCREASE IN
WORK FAMILY FEE

33. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the following resolution to continue membership in the Morris Essex Insurance Group.

APPROVAL OF
MEIG MEMBERSHIP

WHEREAS, a number of Board of Education in Morris County have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A-18B and;

WHEREAS, said Pool was approved effective February 10, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Pool contains elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

NOW THEREFORE, be it resolved that the Board of Education of Long Hill Township does hereby agree to renew membership in the MORRIS ESSEX INSURANCE GROUP and hereby accept the Bylaws as approved and adopted.

WHEREAS, the Board of Education of Long Hill Township has determined that membership in the MORRIS ESSEX INSURANCE GROUP is in the best interest of the District;

NOW THEREFORE, be it resolved that the Board of Education of Long Hill Township does hereby agree to renew membership in the MORRIS ESSEX INSURANCE GROUP and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2013 to June 30, 2016.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.

34. 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 32,33,34:

YES:	Ms. Barone	Mr. LoCascio	Mr. Russo
	Mr. Blocker	Mr. Meringolo	Mr. Stevens
	Mr. Brown	Mrs. Nyquist	Mrs. Scanlon

NO: None.
Resolutions 32,33,34 carried 9-0.

It was moved by Mr. Meringolo and seconded by Miss Nyquist that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 35 and 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.

35. 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 \$550.00 to Dr. Dale Jacobs for a Psychiatric Evaluation for student #6395599692 to assist in determining special education classification.

APPROVAL OF PAYMENT FOR EVALUATION

ROLL CALL VOTE on resolution #35:

YES:	Ms. Barone	Mr. LoCascio	Mr. Russo
	Mr. Blocker	Mr. Meringolo	Mr. Stevens
	Mr. Brown		Mrs. Scanlon

No: None.
Miss Nyquist abstained on resolution #35.
Resolution #35 carried 8-0-1.

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

APPROVAL OF FIELD TRIPS

January 16, 2013	Consortium Forensics Competition
8:30 a.m. to 2:30 p.m.	College of St. Elizabeth
\$10.00 parent paid	8 students, 1 teacher

January 30, 2013	Consortium Problem Solving Competition
8:30 a.m. to 1:15 p.m.	College of St. Elizabeth
\$10.00 parent paid	10 students, 1 teacher

ROLL CALL VOTE on resolution #36:

YES:	Ms. Barone	Mr. LoCascio	Mr. Russo
	Mr. Blocker	Mr. Meringolo	Mr. Stevens
	Mr. Brown	Miss Nyquist	Mrs. Scanlon

NO: None.
 Resolution #36 carried 9-0.

ITEMS FOR DISCUSSION

OLD BUSINESS

Mr. Meringolo asked about the insurance claim for storm damage and Mr. Esposito and Dr. Rovtar responded.

NEW BUSINESS

Mr. Blocker requested that Mr. Esposito do a yearly bus summary as he handed out at this meeting.

Mr. Russo noted that the Negotiations Committee will be starting negotiations with the Administrators in the near future.

COMMENTS FROM THE PUBLIC:

There were no comments from the public.

It was moved by Mr. Russo and seconded by Mr. Blocker that the meeting adjourn. Motion carried 9-0. Meeting adjourned at 9:15 p.m.

ADJOURNMENT

FUTURE MEETING DATES

January 21, 2013 – Regular Meeting – Township Municipal Building – 7:30 p.m.

February 11, 2013 – Worksession – Township Municipal Building – 7:30 p.m.

February 25, 2013 – 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

JE;mh