

LONG HILL TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING & PUBLIC HEARING ON THE BUDGET  
MARCH 25, 2013

The Long Hill Township Board of Education held a Regular Monthly Meeting and the Public Hearing on the 2013-2014 Budget on Monday, March 25, 2013 in the Long Hill Township Town Hall. The meeting was called to order by Board President Lisa Scanlon at 7:30 p.m.

MEMBERS PRESENT: Mr. LoCascio, Miss Nyquist, Mr. Russo, Mr. Stevens, Mrs. Scanlon.

MEMBERS ABSENT: Ms. Barone, Mr. Blocker, Mr. Brown, Mr. Meringolo.

OTHERS PRESENT: Dr. Rovtar, Superintendent of Schools  
Mr. Esposito, Business Administrator/Board Secretary  
Mr. Blinder, Technology Supervisor  
Mrs. Franklin, LHEA President  
1 township resident

PLEDGE OF ALLEGIANCE: Mrs. Scanlon 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 22, 2013. Notice was posted on the bulletin board in the first floor entrance hall of the School District Administration Building, Gillette, New Jersey. Notices were filed with the Township Clerk; and notices were mailed to all persons who have requested individual notice pursuant to the Open Public Meetings Act.

COMMUNICATIONS

Dr. Rovtar stated she received a letter from a third grade student regarding his desire to observe Rad Across America Day at Millington. School. Dr. Rovtar responded to the student and indicated that Mrs. Dawson would meet with him to discuss his request.

BOARD COMMITTEE REPORTS

Finance – Mr. Russo stated that the Committee reviewed the Bills List and found all in order for payment.

WHRHS Liaison – Mr. Stevens reported that the High School Board of Education had a budget presentation. He also reported the total enrollment next year will be 2,248. As a result of the sequestration, they are expecting to receive \$100,000 less in state aid next year. The Board also discussed the input from the public on the qualities desired in the new Superintendent.

SUPERINTENDENT'S UPDATE

Report on New Jersey Department of Education Quality Single Accountability Continuum District  
Performance Review

Dr. Rovtar reported the district received the following ratings:

Instruction and Program	96%
Fiscal Management	100%
Governance	100%
Operations	95%
Personnel	100%

The district has received the designation of being a high performing school district. Dr. Rovtar thanked the Board Members, the administrators, teachers and all of the staff members, especially the members of the QSAC Committee for all their help in this process.

PUBLIC HEARING ON THE 2013-2014 BUDGET

Mr. Esposito gave a PowerPoint presentation on the budget. The proposed general fund tax levy would increase 1.91%. The presentation is available on the district website.

Mr. Russo commented that while the total assessed valuation of the Township has decreased, the budgetary needs of the Township and the School District have not decreased, so the end result is that everyone ends up paying a bit more.

Mrs. Scanlon opened the Public Hearing on the Budget to public comment.

MRS. MELETA asked why the Board chose to implement full day kindergarten instead of consolidating schools. She also noted that even a 1.9% increase can be difficult on some people.

Dr. Rovtar and Mr. Esposito responded.

ADOPTION OF THE 2013-2014 BUDGET

It was moved by Mr. Russo and seconded by Mr. Stevens that

RESOLVED, upon the recommendation of the Superintendent and the Business Administrator, that the Long Hill Township School District Board of Education, in the County of Morris, New Jersey approves the 2013-2014 school district budget as follows:

General Fund	\$15,965,322.00
Special Revenue Fund	\$ 266,553.00
Debt Service Fund	\$ 1,259,900.00

BE IT FURTHER RESOLVED, that there should be raised for the General Fund \$14,105,638.00 and for the Debt Service Fund \$1,211,892.00 for the ensuing School Year (2013-2014); and

BE IT FURTHER RESOLVED, that the 2013-2014 budget reflects a deposit in the amount of \$250,000 into the district's capital reserve account; and

BE IT FURTHER RESOLVED, that the Board of Education approves the following capital projects for the 2013-2014 school year:

State assessment on prior referendum projects	\$ 51,163
Central School Roof Replacement	\$532,172
Central School Metal Roof Replacement	\$ 86,852

WHEREAS, school district policy and N.J.A.C. 6A:23A-7.1 et seq. 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 2012-2013 school year: and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2012-2013 school year was \$30,000; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$16,000 as of March 1, 2013;

NOW, THEREFORE, 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 2013-2014 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	\$ 15,000.00
Accounting	\$ 10,000.00
Other Admin. Svcs	\$ 25,000.00
Repair Svcs	\$238,076.00
Extraordinary Services	\$ 98,400.00
Nonpublic Services	\$ 90,715.00
Professional Development	\$ 48,830.00
Transportation	\$839,561.00

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;

WHEREAS, the Long Hill Township School District Board of Education 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.

The budget reflects no use of adjustments to the tax levy limit in 2013-2014 even though the district qualified for adjustments totaling \$155,098.00 in unused tax levy below the 2% cap. The Board of Education requests that \$155,098.00 be applied as banked cap for future use, bringing the total banked cap available for use in 2014-2015 to \$633,759.00.

NOW, THEREFORE BE IT RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, adopt the 2013-2014 Annual School District Budget (copy on file in the Board Office) as set forth in the amount of:

General Fund	\$ 15,965,322
Special Revenue Fund	\$ 266,553
Debt Service Fund	<u>\$ 1,259,900</u>
Total Base Budget	\$ 17,491,775

BE IT FURTHER RESOLVED that these figures result in the following amount to be raised by tax levy:

General Fund	\$14,105,638
Debt Service Fund	<u>\$ 1,211,892</u>
Total Tax Levy	\$15,317,530

ROLL CALL VOTE on 2013-2014 Budget:

YES: Mr. LoCascio      Miss Nyquist      Mr. Russo  
      Mr. Stevens        Mrs. Scanlon

NO: None.

Resolution carried 5-0.

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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 #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.

ADMINISTRATIVE RECOMMENDATIONS

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

APPROVAL OF  
MINUTES

March 4, 2013 – Worksession – Public and Private Sessions

ROLL CALL VOTE on Resolution #1:

YES: Mr. LoCascio      Miss Nyquist      Mr. Russo  
      Mr. Stevens      Mrs. Scanlon

NO: None.

Resolution #1 carried 5-0.

It was moved by Mr. Russo and seconded by Stevens that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 2 and 3.

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 February 15 and 28, 2013 and the List of Bills for March 6,7,12,19 and 25, 2013 (attached):

APPROVAL OF  
BILLS LISTS

**Payroll for February 15, 2013**

Fund 10	\$ 24,022.35
Current Expense-Fund 11	\$415,339.12

Capital Outlay-Fund 12	\$ -0-
Special Rev. Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
<b>Total</b>	<b>\$439,361.47</b>

**Payroll for February 28, 2013**

Fund 10	\$ 23,739.11
Current Expense-Fund 11	\$396,703.71
Capital Outlay-Funds 12	\$ -0-
Special Rev. Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
<b>Total</b>	<b>\$420,442.82</b>

**Bills for March 6, 2013**

Fund 10	\$ -0-
Current Expense-Fund 11	\$116,416.36
Capital Outlay-Fund 12	\$ -0-
Special Rev. Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
<b>Total</b>	<b>\$116,416.36</b>

**Bills for March 7, 2013**

Fund 10	\$ -0-
Current Expense-Fund 11	\$ 29,701.00
Capital Outlay-Fund 12	\$ -0-
Special Rev. Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
<b>Total</b>	<b>\$ 29,701.00</b>

**Bills for March 12, 2013**

Fund 10	\$ -0-
Current Expense-Fund 11	\$ 44.21
Capital Outlay-Fund 12	\$ -0-
Special Rev. Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
<b>Total</b>	<b>\$ 44.21</b>

**Bills for March 19, 2013**

Fund 10	\$ -0-
Current Expense-Fund 11	\$153,487.21
Capital Outlay-Fund 12	\$ -0-
Special Rev. Fund-Fund 20	\$ -0-
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
<b>Total</b>	<b>\$153,487.21</b>

**Bills for March 25, 2013**

Fund 10	\$ -0-
Current Expense-Fund 11	\$280,797.02
Capital Outlay-Fund 12	\$ 52,768.00
Special Rev. Fund-Fund 20	\$ 25,314.02
Capital Projects-Fund 30	\$ -0-
Debt Services-Fund 40	\$ -0-
<b>Total</b>	<b>\$358,879.04</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

ROLL CALL VOTE on resolutions 2 and 3:

YES: Mr. LoCascio      Miss Nyquist      Mr. Russo  
      Mr. Stevens      Mrs. Scanlon

NO: None.

Resolutions 2 and 3 carried 5-0.

It was moved by Miss Nyquist and seconded by Mr. Russo that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 4,5 and 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.

4. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the resignation of Rebecca Hoy, Speech Language Specialist at Gillette School (position SS004), effective June 30, 2013.

R. HOY  
RESIGNATION

5. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the appointment of Tatana Pitts, as 7<sup>th</sup> grade mathematics teacher at Central School (position CMS0000011), effective April 1, 2013 at the Step 4 BA annual salary of \$52,635.00 prorated for the period from April 1 to June 30, 2013.

T. PITTS  
APPOINTED

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, Business Administrator and Technology Coordinator, approve the continued appointed of Toni Ortu to serve as Technology Service Provider for the period April 1, 2013 through June 30, 2013 at an hourly rate of \$22.00, not to exceed \$3,300.00.

T. ORTU  
APPOINTED

ROLL CALL VOTE on resolutions 4, 5 and 6:

YES: Mr. LoCascio      Miss Nyquist      Mr. Russo  
      Mr. Stevens      Mrs. Scanlon

NO: None.

Resolutions 4, 5 and 6 carried 5-0.

It was moved by Mr. Stevens and seconded by Miss Nyquist that the Long Hill Township Board of Education approve the following recommendations of the Superintendent numbered 7,8 and 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.

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 payment in the amount of \$650.00 to Dr. Vanna Amorapanth for a Neuro-Developmental Evaluation for student #7455754890 to assist in determining the student's special education category.

PAYMENT TO  
DR. VANNA  
AMORAPANTH

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 payment in the amount of \$37.45 per hour to Professional Education Services for the provision of home instruction for student #3868988131 for the period March 13, 2013 through April 24, 2013 while the student is in a medical facility.

APPROVAL OF  
HOME  
INSTRUCTION  
PAYMENT



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

APPROVAL OF  
FIELD TRIPS

May 30, 2013 STAR Program Somerset Patriots Game  
8:30 a.m. to 2:30 p.m. Bridgewater, NJ  
\$10.00 per person plus bus 4 students, 1 teacher  
2 teacher assistants

ROLL CALL VOTE on resolutions 7, 8 and 9:

YES: Mr. LoCascio Miss Nyquist Mr. Russo  
Mr. Stevens Mrs. Scanlon

NO: None.

Resolutions 7, 8 and 9 carried 5-0.

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#### ITEMS FOR DISCUSSION

The Board discussed the proposed 2014-2015 calendar and Dr. Rovtar responded to questions.

#### OLD BUSINESS

Mrs. Scanlon reminded Board Members to complete their Financial Disclosure forms online. The Superintendent's evaluation is due on Friday. Mrs. Scanlon also asked the Board to complete the Board Secretary's evaluation by April 10<sup>th</sup>.

#### NEW BUSINESS

Mr. Russo stated that the fencing for the on-deck circles at the fields has been installed.

COMMENTS FROM THE PUBLIC: None.

It was moved by Miss Nyquist and seconded by Mr. Russo that the meeting adjourn. Motion carried 5-0. Meeting adjourned at 8:21 p.m.

ADJOURNMENT

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FUTURE MEETING DATES

April 8, 2013 – Worksession Meeting – 7:30 p.m. – Township Municipal Building

April 22, 2013 – Regular Board Meeting – 7:30 p.m. – Township Municipal Building

Respectfully submitted,

John Esposito  
Business Administrator/Board Secretary

René Rovtar, Ed.D.  
Superintendent of Schools

JE:mh