

LONG HILL TOWNSHIP BOARD OF EDUCATION
WORKSESSION
MARCH 4, 2013

The Long Hill Township Board of Education held a Worksession on Monday, March 4, 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: Ms. Barone, Mr. Blocker, Mr. Brown, Mr. LoCascio, Mr. Meringolo, Miss Nyquist, 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/ Director of Curriculum
Mr. Blinder, Technology Coordinator
Mrs. Franklin, LHEA President
4 township residents

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: None.

BOARD COMMITTEE REPORTS

Finance – Mr. Russo reported that the committee met earlier this evening and reviewed the budget with Dr. Rovtar and Mr. Esposito. He stated to residents that the tax levy increase will be below the 2.0% cap.

Negotiations – Mr. Russo reported the committee met earlier with the LHEA and he will report on details in closed session.

SPORT Liaison – Mr. LoCascio reported the SPORT meeting was cancelled and rescheduled to March 20.

PTO Liaison – Ms. Barone reported that the PTO had a very successful Bingo Night, raising more than \$16,000.

SUPERINTENDENT'S UPDATE

Dr. Rovtar stated full day kindergarten is on the agenda tonight and she believes it will be a tremendous benefit for students now and in the future. She stated that no new staff has to be hired; our current staff will be able to cover it. Other benefits are we will save \$60,000 on the mid-day bus, it will bring us up to our sister districts, and it will also bring in more State Aid in the future.

Dr. Rovtar thanked Mr. Esposito for putting in long hours in order to finish the budget for this meeting.

PRESENTATION OF THE TENTATIVE 2013-2014 ANNUAL SCHOOL BUDGET

Mr. Esposito gave a Power Point presentation outlining the 2013-2014 budget. Board Members asked questions of Dr. Rovtar and Mr. Esposito regarding tuition students received in Long Hill Township, Administrative limits, math curriculum and roof work this summer.

A lengthy discussion ensued regarding the closing of Gillette School if enrollment continues to decline. It was noted that there is a committee that reviews this subject every year when kindergarten registration is known. Dr. Rovtar noted that a demographic study will be done soon to update the existing analysis.

Mrs. Scanlon opened the floor to questions from the public on the budget. There were no questions from the public.

ADMINISTRATORS AND SUPERVISORS UPDATE

Gillette School/Curriculum

Dr. Jones reported on the following:

- Dr. Jones thanked Mr. & Mrs. Ziegler for bringing the Star Lab into Gillette School.
- She also thanked the PTO for bringing in Bubble Mania.
- Today Gillette School celebrated Dr. Seuss Day.
- Tomorrow Gillette School will have a visiting author Lee Harper in the school.
- Thursday we have the Dino Man assembly from the PTO.
- On Friday the school will be participating in White Out Bullying Day by wearing white to school and having the students sign an AntiBullying Banner the high school students made.
- The Book Fair will be on March 14 and 15.
- March 14 will be the annual Family Reading Night from 6:30 to 8:00 p.m.
- March 15 will be Inside Out Day.
- March 21 is the First grade concert.
- March 22 will be First Grade Career Day.

All of the above is posted on the Gillette Calendar for March.

Dr. Jones reported that she had a math curriculum meeting with the middle school math teachers last week to discuss textbook selection. There will be a meeting again after the NJASK administration.

Dr. Jones provided information regarding the schedule of the current half day Kindergarten program and indicated that there is not sufficient time to fully address the curriculum in the Core Content areas in a two and a half hour instructional day. She indicated that a full day program would provide additional time for instruction and for other developmental activities that are typically part of the Kindergarten experience for students.

Mr. Meringolo asked about curriculum development in World Language. Dr. Jones replied that the focus at the present time is the incorporation of the Common Core State Standards into the curriculum at the middle school level. When that has been completed, the curriculum committee work can shift to working on the World Language curriculum.

Millington School

Mrs. Dawson reported on the following:

- This Friday is "White Out Day" for the Watchung Hills Community. Students will sign a banner which reads: Millington School "Speak Up. Stand up. Stop Hate".
- On March 13 the 4th and 5th grade students will visit Central School to see Alice in Wonderland Jr.
- The PTO Spring Book Fair is scheduled for March 14 and 15.
- The 5th grade trip to Buehler Science Center is scheduled for the week of March 18.
- On April 3 the fourth grade students will travel to Trenton to visit the State House and the Old Barracks. Assemblyman Bramnick will meet with our students to discuss how a bill becomes a law.

Central School

Mr. Villar reported on the following:

- The Artist in Residence experience begins tomorrow and runs through June. The artist, Mr. Leap, will also be teaching a FORCE class.
- The year's school play production is Alice in Wonderland Jr., a family friendly performance.
- Baseball and softball tryouts will be held March 18 to 22. Coach Hockmeyer returns as the softball coach and Mr. Birkhead joins us as the baseball coach.
- The annual Victorian Tea will be held on March 21 for the 7th grade class.
- On March 8 Central School will also participate in the White Out Day against bullying.

Technology Supervisor

Mr. Blinder reported on the work he has completed to upgrade the Accelerated Reader Program. The program is now web-based. It has greater functionality and the books are not digitally updated in the system. In cooperation with 2 librarians, he has presented two Flex Day workshops for the teachers to acquaint them with the new system. Mr. Blinder requested that Board Members access their Long Hill School District email accounts and delete unwanted emails from their accounts to free up space in the system.

BOARD SECRETARY'S UPDATE

Mr. Esposito reported on the following:

- He hopes to have the January financial reports for the next board meeting.
- The application for Extraordinary Aid will also be finalized and submitted this week.
- He has been working on the RFP for custodial and maintenance services.
- He has been working with Mr. Erazo to acquire the equipment and materials to prepare the fields for the Spring sports season.
- Mr. Esposito reminded the Board that at tonight's meeting the Board will be voting to submit the tentative budget. The budget will not be finalized until the public hearing on March 25.

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.

MRS. MEG MAGEE, Kindergarten Teacher at Gillette School, spoke on behalf of herself and Ms. March, the other kindergarten teacher, to indicate that the state curriculum for kindergarten is designed to be provided in a full day program. It is challenging to completely cover all of the material in a half day program. She thanked the Board for their consideration of the implementation of a full day kindergarten program.

MRS. RORI PIPELING, Executive Director of the Work Family Connection, said that if the Board decides to implement a full day kindergarten program, it will eliminate the need for the KWrap Program that is currently provided by Work Family Connection. She indicated that in its place, they would offer to provide a full day preschool program if the Board was interested. If they would be permitted to offer a preschool program, they would like to begin to move forward as soon as possible.

ADMINISTRATIVE RECOMMENDATIONS

1. It was moved by Mr. LoCascio and seconded by Mr. Russo 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

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

NO: None.
Ms. Barone and Mr. Meringolo abstained.
Resolution #1 carried 7-0-2.

TENTATIVE 2013-2014 ANNUAL SCHOOL BUDGET

2. It was moved by Mr. Blocker and seconded by Ms. Barone that the Long Hill Township School District Board of Education, in the County of Morris, New Jersey approves the 2013-14 school district budget for submission as follows:

General Fund	\$15,965,322.00
Special Revenue Fund	\$ 266,553.00
Debt Service	<u>\$ 1,259,900.00</u>
Total Budget 2013-14	\$17,491,775.00

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

WHEREAS, the district has a taxing authority which is composed of \$142,331.00 for health benefits adjustment, \$0.00 for enrollment adjustment and \$0.00 for PERS Deferment are available to the district for the school budget for 2013-14.

The 2% cap increase over the prior year, which totals \$277,476.00, results in a maximum district general fund tax levy of \$14,260,736.00.

WHEREAS, The Board has approved that there should be raised for the General Fund a tax levy of \$14,105,638.00 for the ensuing School Year (2013-2014).

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 \$155,098.00 be banked for potential use in the subsequent three fiscal years. The district has a total banked cap of \$633,759.00 for use in 2014-2015.

BE IT RESOLVED, that the Long Hill Township School District Board of Education, in the County of Morris, New Jersey approves the deposit of \$250,000.00 into the Capital Reserve Account.

BE IT RESOLVED, that the Long Hill Township School District Board of Education, in the County of Morris, New Jersey approves the withdrawal of \$670,187.00 from the Capital Reserve to provide funding for the following Projects:

- District-wide replacement and repair of aging, leaking roofs (including professional fees, bidding costs, etc.):
 - o Central School Roof Replacement \$532,172.00
 - o Central School Metal Roof Replacement \$ 86,852.00

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 2013-2014 school year:

- Assessment on prior referendum projects (State mandatory deduction): \$51,163

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 2013-2014 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2012-2013 school year was \$30,000.00; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$16,000.00 as of March 1, 2013;

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	\$ 30,000.00
Accounting	\$ 20,000.00
Other Admin. Svcs	\$ 25,000.00
Repair Svcs	\$238,076.00
Extraordinary Svcs	\$ 98,400.00

Nonpublic Svcs	\$ 90,715.00
Prof. Dev.	\$ 48,830.00
Transportation	\$839,561.00; 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 established maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2012-2013 school year.

It is duly noted that this budget represents an increase of 1.3% in general fund appropriations and a 1.91% increase in the general fund tax levy.

ROLL CALL VOTE on resolution #2:

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

NO: None.

Resolution #2 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 3,4,5,6,7,8,9.

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.

3. RESOLVED that the Long Hill Township Board of Education, pursuant to N.J.A.C. 6:20-2.13€, certifies that as of December 31, 2012 after review of the Board Secretary's monthly financial report (appropriations section) and upon consultation with appropriate district officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6:20-2.13(B), and sufficient funds are available to meet the district's financial obligations for the remainder of the year.

APPROVAL OF
FINANCIAL
CERTIFICATIONS
DEC. 2012

4. RESOLVED that the Long Hill Township Board of Education accept the financial reports of the Board Secretary and Treasurer of School Funds for the month ending December 31, 2012.

APPROVAL OF
BD. SEC. & TREAS.
REPORT, DEC. 2012

5. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve the transfers for December 31, 2012.

APPROVAL OF
DECEMBER, 2012
TRANSFERS

6. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a contract with The Substitute Service, LLC for the provision of substitute calling services for the 2013-2014 school year at an annual cost of \$4,856.68.

APPROVAL OF
CONTRACT WITH
SUB. SERVICE

7. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent and the Business Administrator, approve a contract with AVS Technology, Inc. for the installation of security cameras and monitoring equipment at all three schools and the Board of Education Offices, including all equipment and installation, at a total cost of \$31,012.

APPROVAL OF
CONTRACT WITH
AVS TECHNOLOGY

8. RESOLVED that the Long Hill Township Board of Education, upon the recommendation of the Superintendent, the Business Administrator, and the Central Middle School Principal, express appreciation to Jean and Dennis Sandow for the donation of supplies and materials to be used in the Artist in Residency Stained Glass Project.

ACCEPTANCE OF
DONATION

9. 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 3,4,5,6,7,8,9:

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

NO: None.

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

ITEMS FOR DISUCSSION

OLD BUSINESS

Mrs. Scanlon reminded Board Members to finish the Superintendent Evaluations on-line and to complete the on-line Financial Disclosure form.

NEW BUSINESS

Mr. LoCascio asked about swipe cards for parents and Dr. Rovtar responded.

Miss Nyquist asked about on-line testing and Dr. Rovtar responded. It will begin in 2014-2015.

COMMENTS FROM THE PUBLIC

Mrs. Pipeling asked to confirm that the Work Family Connection would still be providing the before and after school care programs for the district. Dr. Rovtar indicated that was correct.

It was moved by Ms. Barone and seconded by Mr. Russo that the Board enter into private session for the purpose of discussing the negotiations with the Long Hill Association of School Administrators.

PRIVATE
SESSION

Disclosure of the negotiations discussion will be permitted following formal action by the Board at an open public meeting. It is anticipated that the private session will last no more than one hour. Into private session at 8:50 p.m.

It was moved by Mr. Stevens and seconded by Miss Nyquist that the Board return to public session. Motion carried 9-0. Into public session at 9:42 p.m.

PUBLIC
SESSION

It was moved by Ms. Barone and seconded by Miss Nyquist that the meeting adjourn. Motion carried 9-0. Meeting adjourned at 9:43 p.m.

ADJOURNMENT

FUTURE MEETING DATES

March 25, 2013 – Regular Board Meeting including Public Hearing on the 2013-2014 Budget – 7:30 p.m.
– Township Municipal Building

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