

**MINUTES OF THE MEETING**

**DENVILLE TOWNSHIP BOARD OF EDUCATION  
REORGANIZATION MEETING  
MONDAY, JANUARY 7, 2019  
7:00 P.M.  
Township of Denville - Council Chambers**

**I. SWEARING IN OF NEW MEMBERS**

Kathleen Gould, newly elected Board member, and Mr. David Luer, re-elected Board member, to be sworn in before the meeting is called to order.

**II. CALLED TO ORDER BY MRS. GUROWSKY AT 7:03 P.M.**

**A. Opening Statement**

"This meeting of the Denville Township Board of Education is being held in accordance with the Open Public Meetings Act.

"Notice of this meeting was provided to the Daily Record and/or The Star Ledger of Morris County; has been delivered to the Township Clerk and has been posted on the bulletin board of the Board of Education Office and at each of the school buildings in the district."

**B. Pledge of Allegiance**

**C. ROLL CALL:**

Mr. Cappello - P, Mr. Casse - P, Mr. Luer - P, Mr. Kim - P, Mrs. Wagner - P, Mrs. Gould - P, Mr. Andersen - P.

**Administrators present:** Superintendent (Steven Forte), Assistant Superintendent (Sandra Cullis), Board Secretary (Damaris Gurowsky)

**D. Report of the Results of the Annual School Election held November 6, 2018 by Board Secretary**

**VOTES COUNTED FOR CANDIDATES – Three-Year Terms:**

<u>Candidate</u>	<u>At Polls</u>	<u>Absentee</u>	<u>Total</u>
David Luer	3,676	707	4,383
Kathleen Gould	3,920	711	4,631
<b>Total:</b>	<b>7,596</b>	<b>1,418</b>	<b>9,014</b>

**III. REORGANIZATION**

**A. Nominations for President**

Mr. Casse moved, seconded by Mrs. Wagner, that the name of Mr. Andersen be placed in nomination for President.

Mr. Luer moved to close Nominations for President, seconded by Mrs. Wagner.

**ROLL CALL VOTE:**

Mr. Cappello- Mr. Andersen, Mr. Casse- Mr. Andersen, Mr. Luer- Mr. Andersen, Mr. Kim- Mr. Andersen, Mrs. Wagner- Mr. Andersen, Mrs. Gould- Mr. Andersen, Mr. Andersen-Mr. Andersen.

Mr. Andersen, President of the Board of Education, assumes leadership for the meeting.

**B. Nominations for Vice President**

Mr. Cappello moved, seconded by Mr. Kim, that the name of Mrs. Wagner be placed in nomination for Vice President.

Mr. Luer moved to close Nominations for Vice President, seconded by Mr. Cappello.

**ROLL CALL VOTE:**

Mr. Cappello- Mrs. Wagner, Mr. Casse- Mrs. Wagner, Mr. Luer- Mrs. Wagner, Mr. Kim- Mrs. Wagner, Mrs. Wagner- Mrs. Wagner, Mrs. Gould- Mrs. Wagner, Mr. Andersen- Mrs. Wagner.

**C. President's Comments**

Mr. Andersen thanked Mr. Casse and the Board for the nomination, he stated that he is looking forward to another great school year.

**D. Committees**

Mr. Andersen reviewed the committees and asked the Board members to email him with requests.

Committee/Subcommittee	Chairperson	Member(s)
Operations/B & G		
Operations/Transportation		
Instruction and Program		
Finance		
Personnel		
Technology		

Representative and Alternate for the following organizations:

Organization	Representative	Alternate
Morris County School Boards Association and NJSBA		
Morris County Educational Services Commission		

Contacts/ Liaisons:

Organization	Representative(s)
Board to Board (MHRD)	
DEA/DSSA Negotiations	
DAA Negotiations	
Delegate Assembly	
Denville Township Council Liaison	
Foundation of Denville	
Municipal Alliance Committee	
NJSBA Legislative Representative	
PRIDE Council Representative	
Recreation Committee	

Special Education Parent Advisory Committee (SEPAC)	
Technology Committee	
Lakeview PTA	
Riverview PTA	
Valleyview PTA	

**E. Appointments**

Mrs. Wagner moved, seconded by Mr. Casse to adopt the following Resolutions:

1. **BE IT RESOLVED** that the Board appoints the firm of Nisivoccia and Company, LLP and Mr. William Schroeder as Auditor for 2019. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A: 18A-3).
2. **BE IT RESOLVED** that the Board appoints the firm of Richards and Summers Agency as Insurance Agent of Record for 2019 for Board liability, property, workers’ compensation, bonds, and automobile/school vehicles insurance. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A: 18A-3).
3. **BE IT RESOLVED** that the Board appoints Cleary, Giacobbe, Alfieri, Jacobs, LLC as Board Attorney for 2019. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).
4. **BE IT RESOLVED** that the Board appoints Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC Board Attorney for 2019. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).
5. **BE IT RESOLVED** that the Board appoints the firm of Brown & Brown, Inc. as Insurance Agent of Record for 2019 for the district’s health benefit insurance. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).
6. **BE IT RESOLVED** that the Board appoints Phoenix Advisors, LLC as Continuing Disclosure Agent and Independent Registered Municipal Advisor (IRMA) of record for 2019. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).
7. **BE IT RESOLVED** that the Board appoints the firm System 3000 as the Accounting, Personnel, and Payroll Software Vendor for 2019. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).
8. **BE IT RESOLVED**, that the Board appoints E-Rate Consulting, Inc., as the consultant in connection with the E-Rate Program for 2019. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).
9. **BE IT RESOLVED**, that the Board appoints EI Associates, as the Architect of Record for 2019. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).
10. **BE IT RESOLVED** that the following statutory appointments and designations necessary for reorganization of the Board of Education be adopted:
  - a. Bylaws, Regulations and Policies of the Board of Education
  - b. Existing curricula, textbooks, programs, and services
  - c. Existing Chart of Accounts
  - d. Existing Parliamentary Procedures
  - e. Existing Code of Ethics – To Be Discussed

- f. Existing contracts between the Board of Education and
  - Denville Education Association/Support Staff
  - Denville Administrator's Association
- g. The following appointments:
  1. Business Administrator/Board Secretary – Damaris Gurowsky
  2. Treasurer of School Monies – Paula Hatch
  3. Affirmative Action Officer – Elizabeth Baisley
  4. School Physician/Medical Inspector – Efrem Greenfield, M.D.
  5. Asbestos Management Officer – New Wave Engineering, LLC
  6. AHERA Coordinator – New Wave Engineering, LLC
  7. Right-To-Know Consultant – New Wave Engineering, LLC
  8. Custodian of Petty Cash Fund – Damaris Gurowsky
  9. Purchasing Agent – Damaris Gurowsky
  10. Indoor Air Quality Designee – Michael Chmielewski
  11. Integrated Pest Management Coordinator – Michael Chmielewski
  12. Custodian of Records – Damaris Gurowsky
  13. Public Agency Compliance Officer – Damaris Gurowsky
  14. 504 Committee Coordinator – Christina Theodoropoulos
  15. Safety and Health Designee –Risa Kallas, Head Nurse
  16. Chemical Hygiene Officer – Michael Chmielewski
  17. Psychological Examiner Coordinator – Amy Farley
  18. Homeless/ McKinney-Vento Liaison – Amy Farley
  19. Anti-Bullying Coordinator – Grace Johnson
  20. HIB Specialists - Debra Warner, Maribeth Hall, Morgan Kane, Jody MacDonald, Todd McCabe
  21. Educational Stability Liaison – Grace Johnson
  22. Attendance Officer – Ann Stark
  23. LEA PARCC IT Contact – Cynthia Costanza
  24. State Testing Coordinator/PARCC Coordinator – Sandra Cullis
  25. District NCLB Coordinator – Sandra Cullis
  26. District IDEA Coordinator – Grace Johnson
  27. District Residency Officer – Jeff Oster
  28. School Safety and Security Specialists- Evan Scala and Damaris Gurowsky
  29. Liaison to Denville Police Department- Steven Forte
- h. The following newspapers as the official newspapers to publish legal notices of the Board of Education:
  - Daily Record
  - Star Ledger
- i. The following institution for investments and depositories of Board Funds:
  - The Provident Bank
- j. The following institution for Health Benefits:
  - NJ State Health Benefit Program – TEPS System
  - Benecard
  - Delta Dental

**11. BE IT RESOLVED** that the Board approve the following companies as Tax Shelter Annuity Companies for the Denville School District:

- MetLife Investors
- AXA Equitable
- Lincoln Investment Planning Inc.

**12. BE IT RESOLVED** that the Board approve the following Vendor(s) to be authorized only to receive Exchanges or Transfers under the District’s Tax Shelter Annuity Plan:

- Great American Life Insurance Co.
- Lincoln National Financial Co.
- United of Omaha
- VALIC – Variable Annuity Life Insurance Company
- Van Kampen Investments

13. **BE IT RESOLVED** that the Board approve to provide Chapter 256 Health Benefits for Domestic Partnership under Chapter 256, P.L. 2003.

14. **BE IT RESOLVED** that the Board approve the following Resolution for bid threshold and appointing a qualified purchasing agent for the Denville Township Schools subject to the provisions of N.J.S.A. 18A:18A-1:

**BE IT RESOLVED**, the Board authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on file in Purchasing office pursuant to all conditions of the individual State contracts; and

**WHEREAS**, 18A:18A-3 permits a board of education to authorize its purchasing agent to award contracts that do not exceed in a contract year the annual limit as established by the Governor, and

**WHEREAS**, local boards of education have been advised by the Local Finance Board through (LFN 2010-13) that the Governor has authorized the following bid and quotation thresholds effective July 1, 2015:

	<b>Bid Threshold</b>	<b>Quotation Threshold</b>
Base Amount	\$29,000	\$4,350
With Qualified Purchasing Agent	\$40,000	\$6,000

**WHEREAS**, Damaris Gurowsky holds a certificate for the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

**WHEREAS**, the Denville Board of Education desires to increase its bid and quotation thresholds, as provided in N.J.S.A. 18A:18A-3;

**NOW THEREFORE BE IT RESOLVED**, that the governing body of the Denville Board of Education, in the County of Morris, in the State of New Jersey hereby increases its bid threshold to \$40,000 and its quotation threshold \$6,000.

15. **BE IT RESOLVED**, that the governing body hereby appoints Damaris Gurowsky as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

**WHEREAS**, Mr. Andersen has been elected President of the Board of Education;

**WHEREAS**, Steven Forte has been approved Superintendent of Schools; and

**WHEREAS**, Damaris Gurowsky has been appointed School Business Administrator/Board Secretary; and

**WHEREAS**, Paula Hatch has been appointed Treasurer of School Monies;

**NOW, THEREFORE, BE IT RESOLVED** that the Board establish the following bank accounts at The Provident Bank, Denville, NJ, and that Provident Bank is hereby requested, authorized and directed to honor all checks, drafts and other orders for the payment of money drawn in the name of the Board of Education in the following accounts when bearing the true or approved facsimile signature indicated:

Payroll Account	Two signatures required: Treasurer of School Monies and Business Administrator
Payroll Agency Account	Two signatures required: Treasurer of School Monies and Business Administrator
Unemployment Account	Two signatures required: Treasurer of School Monies and Business Administrator
Capital Reserve Account	Three signatures required: Board President, Treasurer of School Monies and Business Administrator
Budget Account	Three signatures required: Board President, Treasurer of School Monies and Business Administrator
Milk Fund Account	Two signatures required: Treasurer of School Monies and Business Administrator
General Organization Account	One signature required: Business Administrator

**16. BE IT RESOLVED** that the Board approve the following vendors and services for the purposes of evaluations and intervention services:

1. Mark Faber, MD – Child & Adolescent Psychiatrist
2. Bryan Fennelly, MD – Child & Adolescent Psychiatrist
3. North Jersey Center for Comprehensive Mental Health
4. St. Joseph's Regional Medical Center
5. Morristown Memorial Hospital
6. Pediatric Neurology - Denville
7. Pediatric Neurology Associates – Morristown
8. Morris Psychological Group
9. Speech & Hearing Associates
10. Lucy Chen, MD – Pediatric Ophthalmologists
11. Prime Saint Clare's Behavioral Health
12. Educational Services Commission of Morris County
13. Hackensack University Medical Center
14. Hunterdon Medical Center
15. Andre Francois, Ph.D. – Bilingual Child Study Team
16. PG Chambers
17. Ardor Health Solutions
18. Summit Speech School
19. Data Group
20. Progressive Therapy
21. Brett DiNovi & Associates, LLC
22. Sunbelt Staffing
23. The Uncommon Thread
24. Amy Cohen, LLC, Speech-Language Specialist
25. American Tutor
26. Assistivetek, LLC
27. D.C. Fagan Psychological Services

**17. BE IT RESOLVED**, that the Board approve the following instruments for the purposes of staff evaluations:

- The Danielson and reflective practice evaluation instrument for all teaching staff
- In-house instrument for non-certificated and central office staff
- Marshall instrument for principals and vice principals
- The NJSBA instrument for superintendent

**18. BE IT RESOLVED**, that the Board approve the following vendors to provide temporary personnel as needed:

- Educational Services Commission of Morris County
- Hunterdon County Educational Services Commission
- Delta T Group
- Bayada Nurses

**19. BE IT RESOLVED**, that the Board approve the Denville Township School Employees' Health Benefits Waiver Payments.

**WHEREAS**, N.J.S.A. 52:14-17.31a, in conjunction with N.J.S.A. 52:14-17.46.11, permits employers participating in the School Employees Health Benefits Program ("SEHBP") to unilaterally establish an amount to be paid to employees who agree to waive their health benefits coverage in exchange for a cash payment; and

**WHEREAS**, the employer has sole discretion as to whether or not to offer employees health benefits waiver payments which are not subject to the collective bargaining process in accordance with N.J.S.A. 52:14-17.31a(c); and

**WHEREAS**, the Board of Education previously offered an incentive for eligible employees who waive medical insurance in the amount of 25%, or \$5,000, whichever is less, of the amount saved by the employer because of the employee's waiver of coverage pursuant to the applicable Collective Negotiations Agreement between the Board of Education and the Denville Township Education Association; and

**WHEREAS**, the Board of Education is exercising its discretion in accordance with N.J.S.A. 52:14-17.31a(c) to offer an incentive for eligible employees who waive medical insurance;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of the Township of Denville, County of Morris, State of New Jersey, that it will offer an incentive for eligible employees who waive medical insurance in the amount of 25%, or \$5,000, whichever is less, of the amount saved by the employer because of the employee's waiver of coverage; and

**BE IT RESOLVED FURTHER RESOLVED**, that an employee who has health benefit coverage through a spouse or from another source, other than the State Health Benefits Plan or the SEHBP, and who can demonstrate same to the Business Administrator, may elect to forego all or a portion of his/her medical, dental and/or prescription coverage for a full year and receive a cash payment of twenty-five percent (25%) of the premium savings to the Board of Education, or \$5,000, whichever is less, of the amount saved by the employer. Said payment will not be considered salary, nor will it be considered pensionable. The Business Office shall provide the forms by which an employee shall waive coverage and apply for payment; and

**BE IT RESOLVED FURTHER RESOLVED**, that an employee who has waived all or a portion of his/her medical benefit coverage will be allowed to restore such coverage on an immediate basis, without the necessity of a health questionnaire for the employee or his/her family members, in the event of a hardship or change of life event. Reentry to all health benefit coverage for reason of hardship or change of life applies only in the following situations, which result in the loss of health benefits coverage through the employee's spouse or other source:

- Termination of employment (proof of termination of benefits required);
- Legal Separation (a copy of decree is required);
- Group contract/policy terminated (proof of termination of benefits required);
- Disability of spouse which eliminates benefits (proof of termination of benefits required);
- Divorce (a copy of the decree is required);
- Death of Spouse (a copy of death certificate is required);
- Military Discharge (a copy of DD214 is required);
- Application under these circumstances must be made within sixty (60) days of the life event to the Board of Education's Payroll/Benefit Office;
- In addition, any employee who has waived all his/her health benefit coverage may automatically restore his/her coverage by applying during the open enrollment period during any year. The reinstatement date under

such conditions will be January 1. It will not be necessary for any employee or his/her family members to complete a Statement of Health (proof of insurability) to restore coverage during the open enrollment period.

**20. BE IT RESOLVED**, that the Board approve the 2019 Anticipated contracts to be renewed, awarded, or to expire during the school year – PL 2015 – Chapter 47

Pursuant to PL 2015, Chapter 47 the Denville 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 Procurement Regulations 2CFR Part 200.317 et. Seq.

**ROLL CALL (Motions 1-20):**

Mr. Cappello-Y, Mr. Casse-Y, Mr. Luer-Y, Mr. Kim-Y, Mrs. Wagner-Y, Mrs. Gould-Y, Mr. Andersen-Y.

**F. Adoption of Public Meeting Calendar**

Mr. Kim moved, seconded by Mr. Luer, to adopt the following resolution:

**1. BE IT RESOLVED** that the Board adopt the attached 2019 Board of Education Public Meeting Calendar.

**ROLL CALL (Motion 1):**

Mr. Cappello-Y, Mr. Casse-Y, Mr. Luer-Y, Mr. Kim-Y, Mrs. Wagner-Y, Mrs. Gould-Y, Mr. Andersen-Y.

**IV. OPEN FOR PUBLIC DISCUSSION (Action Items Only)**

**Opened: 7:14 p.m.          Closed: 7:15 p.m.**

No comments were made.

**V. GOOD OF THE CAUSE**

**A. CORRESPONDENCE**

**B. DISCUSSION ITEMS**

- **School Board Member Code of Ethics**
- Mr. Cappello read the School Board Member Code of Ethics on behalf of the entire Board.

**C. OTHER**

**VI. OPEN TO COMMENTS**

**Opened: 7:17 p.m.          Closed: 7:18 p.m.**

**A. Public Comments**

No comments were made.

**B. Board Comments**

No comments were made.



**VIII. ADJOURNMENT**

Mr. Luer moved, seconded by Mr. Kim, to adjourn the meeting.

**ACTION ON MOTION:**

Yeas 7      Nays 0      Abstentions 0      Time: 7:18 p.m.

Respectfully submitted,

Damaris Gurowsky  
Business Administrator/Board Secretary