

MINUTES OF THE MEETING

DENVILLE TOWNSHIP BOARD OF EDUCATION January 7, 2019 Work Session - Immediately after Reorganization Meeting Township of Denville - Council Chambers

I. CALLED TO ORDER BY MR. ANDERSEN AT 7:19 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. ROLL CALL

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

C. EXECUTIVE SESSION

Mr. Casse moved, seconded by Mr. Cappello, to convene in executive session in accordance with Section 8 of the Open Public Meetings Act. The purpose of this closed session will be to discuss negotiations, legal, security, and personnel issues. Minutes of this session will be made available to the public when the need for confidentiality no longer exists.

ACTION ON MOTION:

Yeas 7 Nays 0 Abstentions 0 Time: 7:20 p.m.

The Board returned to open session at 8:29 p.m.

D. PLEDGE OF ALLEGIANCE

E. SPECIAL PRESENTATIONS

- Update on district and merit goals (Ref. 1-4)

Mr. Forte, Dr. Cullis, and Mrs. Gurowsky reviewed the district and merit goals as follows:

Mr. Forte:

1. Achieve Teachscape /Danielson certified
2. Take part in professional development on leadership coaching and turnkey to the other members of the administrative team.
3. Conduct at least 250 Walkthrough Evaluations
4. Revise, update and present new comparison group data. Including a review of the comparison group to ensure similar demographics and at least five new comparison categories for a total of 25 categories which compare achievement to demographics within the group.
5. Take part in professional development on grant writing and write at least \$30,000 in grant applications (bring in at least \$10,000 in revenue from grants or other sources).

Dr. Cullis:

1. Cultivate an environment of staff self-reflection by developing Reflective Practice Protocols with 25% of the eligible staff members participating in lieu of 1 formal observation.
2. Increase Math achievement for special education students from 26% proficient to 40% proficient.
3. Teachers will monitor student performance utilizing new avenues for data analysis. This will result in at least a 75 Lexile point increase between pre and post reading assessment scores for 80% of the students in grades 6-8.

4. Obtain "Future Ready" Status for Denville Township Schools.
5. Provide ongoing training and progress monitor Special Education and Intervention Staff in Multisensory Math.

Mrs. Gurowsky:

1. Increase interest revenue from 17/18 audited amount to the 18/19 audited amount.
2. Provide training and information on best school security practices to school bus drivers and school secretaries.
3. Work collaboratively with the Facility Director to find green, sustainable cleaning products to replace current products.
4. Negotiate new parent contract vs outsourcing route to Educational Services Commission.

F. SUPERINTENDENT'S COMMENTS – Mr. Forte discussed the following:

- Project Updates:
 - i. Vestibule - Doors scheduled to be delivered in January-2019.
 - ii. Valleyview Transformer/Electrical Service Update
- QSAC update:
 - i. State Monitoring on site on January 7, 2019

G. ASSISTANT SUPERINTENDENT'S COMMENTS – Dr. Cullis discussed the following:

- Commended the QSAC team for the team effort and collaboration.
- Kindergarten pre-registration will open on January 14th. Flex zone residents will not receive assignment until April 1, 2019
- CogAT (Cognitive Abilities Test), 2nd grade February 20-22, 5th grade February 27, 2019
- NJSLA (formally PARCC) will be reduced by 2 testing sections for each grade level, which equates to 1 day of testing. Parents will receive information regarding these changes the last week of January 2019.

H. BUSINESS ADMINISTRATOR'S COMMENTS – Mrs. Gurowsky discussed the following:

The NJ Division of Pension and Benefits has delayed the completion of the CAFR (Audit). No estimated release date for this information is available. The auditors are offering two choices:

1. Issue the completion of the CAFR by 1/31/19 with a qualified opinion or
2. Delay the issuance of the CAFR until the GASB 75 information is available

Since we did not have any recommendations there is no harm in waiting until the GASB 75 information is released.

II. OPEN TO PUBLIC DISCUSSION (Agenda Items Only)

Opened: 8:53 p.m.

Closed: 8:54 p.m.

No comments were made.

III. OLD BUSINESS (NO ACTION TO BE TAKEN) – The following resolutions have been recommended by the Superintendent of Schools to the Board of Education for approval.

Pursuant to **N.J.A.C. 6:20-2.13**, we certify that as of **January 2019** after review of the secretary's monthly financial report (appropriations section) and upon consultation with the 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 that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

The Board discussed the following Resolutions, action will be taken on January 28th.

To approve the following Resolutions under Old Business:

A. RESOLVED that the Board approves that following REPORTS from **November & December 2018**:

1. Treasurer of School Monies
2. Board Secretary

B. EDUCATION REPORTS

1. Report of Student Enrollment – **December 2018**
2. Report of Medical Office – **December 2018**
3. HIB Reports
 - a. HIB Case VV-05
4. Approve 2020-2021 District Calendar

C. MINUTES – RESOLVED that the Board approve the following Minutes:

1. Work/Regular Session Meeting & Executive Session - December 10, 2018

IV. NEW BUSINESS (ACTION TO BE TAKEN) – The following resolutions have been recommended by the Superintendent of Schools to the Board of Education for approval.

A. PERSONNEL (Includes Technology) – Chair,_____

Mr. Cappello moved, seconded by Mr. Casse, to approve the following Resolutions under Personnel:

Upon the recommendation of the Superintendent of Schools, to approve the following resignations, retirements, salary adjustments, reassignments, appointments, etc. (pending approval from the State Department of Education and subject to the New Jersey Criminal Background Check and the Pre-Employment Drug Testing); **any staff member approved for leave will pay their portion of their health benefits while on leave and upon their return the Superintendent will assign them to a position:**

1. **BE IT RESOLVED – NEW HIRES / RESIGNATIONS / RETIREMENTS / EXTRA PAY / SALARY ADJUSTMENT** – that the Board approve the following staff members for new hire, resignation, retirement, extra pay for extra duty, sick, and/or vacation pay, and/or a deduction in pay:

	Name	Position	School	Reason/Time	Ref.	Amount
a.	Dykes, Tamika	Instr. Aide	LV	New Hire, effective on or before 1/16/19		\$23,311 Step-5 Pro-rated
b.	Grasso, Jamie	Speech Therapist	RV	Leave Replacement, effective on or before 3/7/19 - 6/21/19		\$400/day

2. **BE IT RESOLVED**, that the Board hereby retroactively approves employee #835, for a leave of absence, commencing December 10, 2018 under the Federal Family Medical Leave Act (FMLA), with an anticipated return date of January 2, 2019, while utilizing available sick days.
3. **BE IT RESOLVED**, that the Board hereby retroactively approves employee #167, for a leave of absence, under the Federal Family Medical Leave Act (FMLA), commencing December 11, 2018 ending on January 2, 2019, while utilizing available sick days.
4. **BE IT RESOLVED**, that the Board hereby retroactively approves employee #10, for a leave of absence, under the Federal Family Medical Leave Act (FMLA), commencing December 11, 2018 while utilizing available sick days, anticipated return to work is undetermined.

5. **BE IT RESOLVED**, that the Board hereby approves the termination of Employee # 1247 effective immediately.

ROLL CALL (Motions 1-5)

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

B. INSTRUCTION AND PROGRAM (Includes Technology) – Chair, _____

Mr. Kim moved, seconded by Mr. Cappello, to approve the following Resolutions under Instruction and Program:

1. **BE IT RESOLVED – WORKSHOPS with EXPENSES** – that the Board approve the following professional development workshops with expenses for staff members and/or Board members’ payable through the professional development account. Travel may include mileage reimbursement specified below per Chapter 53, Public Law 2007, NJSA 18A:11-12, NJAC 6A:23A-1 that all mileage will be reimbursed at the maximum NJ Circular 08-19-OMB rate currently at \$0.31 per mile.

	Name	Position	School	Cost	Event/Location	Ref	Date
a.	Jamison, Rachel Lezgos, Marian	Librarians	RV VV	\$239 + travel each	Innovative Cutting Edge Strategies for Increasing Impact & Effectiveness for SLP, Newark NJ	2D	1/11/2019

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.

- V. **NEW BUSINESS (NO ACTION TO BE TAKEN)** – The following resolutions have been recommended by the Superintendent of Schools to the Board of Education for approval.

A. PERSONNEL (Includes Technology) – Chair, _____

To approve the following Resolutions under Personnel:

Upon the recommendation of the Superintendent of Schools, to approve the following resignations, retirements, salary adjustments, reassignments, appointments, etc. (pending approval from the State Department of Education and subject to the New Jersey Criminal Background Check and the Pre-Employment Drug Testing); **any staff member approved for leave will pay their portion of their health benefits while on leave and upon their return the Superintendent will assign them to a position:**

1. **BE IT RESOLVED – NEW HIRES / RESIGNATIONS / RETIREMENTS / EXTRA PAY / SALARY ADJUSTMENT** – that the Board approve the following staff members for new hire, resignation, retirement, extra pay for extra duty, sick, and/or vacation pay, and/or a deduction in pay:

	Name	Position	School	Reason/Time	Ref.	Amount
a.	Scheer, Lucille	Accts Payable	BOE	Merit pay per Work Rules Agreement		\$1,200
b.	Troast, Debbie	Payroll	BOE			\$1,200
c.	Fiorella, Holly	Asst to BA	BOE			\$1,200
d.	Newchok, Amanda	OT	Dist	6 hrs for presentation for in-service on	2B	\$63.36/hr

	Bunkers, Jennifer			2/15/19. Not to exceed \$380.16 each		each
e.	Colvin, Patrick	Network Tech	Dist	Cash-out 5 Vacation Days for 18/19 SY		\$1,701.50
f.	Bershefski, Heather Malkinski, Christine	Teachers	RV	After School Enrichment Classes Paid by registration fees		
g.	Kallas, Risa Bias, Sue	Head Nurse Secretary	RV	Kindergarten Registration, 2/28/19 Not to exceed 3 hrs (RK \$123.63; SB \$147.57)		\$41.21/hr \$49.19/hr
h.	Spinola, Judith	Volunteer	RV	3 days per week, 4 hrs per day	1C	

2. **BE IT RESOLVED**, that the Board approve the revised job description for Reading Specialist.

B. INSTRUCTION AND PROGRAM (Includes Technology) – Chair, _____

To approve the following Resolutions under Instruction and Program:

1. **BE IT RESOLVED**, that the Board approve the attached list of field trip requests.

2. **BE IT RESOLVED – WORKSHOPS with EXPENSES** – that the Board approve the following professional development workshops with expenses for staff members and/or Board members’ payable through the professional development account. Travel may include mileage reimbursement specified below per Chapter 53, Public Law 2007, NJSA 18A:11-12, NJAC 6A:23A-1 that all mileage will be reimbursed at the maximum NJ Circular 08-19-OMB rate currently at \$0.31 per mile.

	Name	Position	School	Cost	Event/Location	Ref	Date
a.	Tokle, Sarah Cusack, Jennifer	Teachers	LV	\$259 + travel each	Help Your Students Develop Self-Regulation Skills to Improve Behavior and Increase Learning, West Orange, NJ	2D	2/27/2019
b.	Daniels, Daari	Teacher	LV	\$269 + travel	Guided Math: Differentiate Math Instruction, West Orange, NJ	2D	2/25/2019

3. **BE IT RESOLVED**, that the Board approve the following Morris Catholic High School teachers to attend “Strengthen Your Writing Instruction” in West Orange, NJ on 2/1/2019, while utilizing Morris Catholic Title II funds, \$249 each.

- Grau, Carolina
- Ginsberg, Kelly
- Christian, Mary
- Gibbons, Teresa

C. FINANCE (Includes Technology) – Chair, _____

To approve the following Resolutions under Finance:

1. **BE IT RESOLVED**, that the Board approve the enclosed check list(s) in the following amounts:

<u>Amount</u>	<u>Description</u>	<u>Check Register</u>
\$2,644.44	Ck #1174	Milk Fund

VI. GOOD OF THE CAUSE

A. CORRESPONDENCE – No Correspondence

B. DISCUSSION ITEMS

The Board commented on the following Items:

- December-2018 2nd Bills List – email to the Board before the next Board Meeting.
- PARCC testing repercussions for graduation – substitute test in order for seniors to meet graduation requirements.
- Morris County meeting on January 17, 2019 – voting for new officers
- Mr. Kim commended the QSAC team for their efforts and the time spent on the QSAC requirement.
- Security Perspective – Board members are invited to participate in the security active drills at the schools.
- Congratulations to Chief Wagner on his retirement at the end of January, 2019.

C. OTHER

VII. OPEN TO COMMENTS

Opened: 9:19 p.m. **Closed:** 9:20 p.m.

No comments were made.

VIII. ADJOURNMENT

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

ACTION ON MOTION:

Yeas 7 Nays 0 Abstentions 0 Time: 9:20 p.m.

Respectfully submitted,

Damaris Gurowsky
Business Administrator/Board Secretary