

MINUTES OF THE MEETING

DENVILLE TOWNSHIP BOARD OF EDUCATION

March 11, 2019

Work Session - 7:00 p.m.

(Public Portion of Meeting will begin at 7:30 p.m.)

Township of Denville - Council Chambers

I. CALLED TO ORDER BY MR. ANDERSEN AT 7:00 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 - *, Mr. Casse - P, Mr. Luer - P, Mr. Kim - P, Mrs. Wagner - P, Mrs. Gould - A, Mr. Andersen - P.

*Arrived at 7:23 p.m.

C. EXECUTIVE SESSION

Mrs. Wagner moved, seconded by Mr. Kim, 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 legal 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 5 Nays 0 Abstentions 0 Time: 7:01 p.m.

The Board returned to open session at 7:30 p.m.

D. PLEDGE OF ALLEGIANCE

E. SPECIAL PRESENTATIONS

F. SUPERINTENDENT’S COMMENTS - Mr. Forte discussed the following:

- Construction Update:
 - a. Vestibules- wrapping up final touches and should be operational very soon
 - i. Valleyview and Riverview are operational
 - ii. Lakeview some work still needed - Class III officers or other personnel stationed at entrance.
- Spring sports – practice indoor as needed.

G. ASSISTANT SUPERINTENDENT’S COMMENTS - Dr. Cullis discussed the following:

- Kindergarten pre-registration opened on January 14th. Flex zone residents will not receive assignment until later in the year.
- Future Ready - February 28th. We have three school teams attending.

H. BUSINESS ADMINISTRATOR’S COMMENTS - No Comments

II. OPEN TO PUBLIC DISCUSSION (Agenda Items Only)

Opened: 7:32 p.m.

Closed: 7:33 p.m.

No comments were made.

III. OLD BUSINESS (ACTION TO BE TAKEN)

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 March 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.

Mrs. Wagner moved, seconded by Mr. Luer, to approve the following Resolutions under Old Business:

A. EDUCATION REPORTS

1. **BE IT RESOLVED**, that the Board approve the attached amended 2019 Calendar of Meetings, changing the meeting from July 15th to July 22nd, 2019.

ROLL CALL (Motion 1)

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

IV. OLD BUSINESS (NO ACTION TO BE TAKEN)

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 March 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 March 25th.

To approve the following Resolutions under Old Business:

A. RESOLVED that the Board of Education approves the following REPORTS from **February 2019**:

B. EDUCATION REPORTS

1. Report of Student Enrollment - **February 2019**
2. Report of Medical Office - **February 2019**
3. HIB Reports
 - a. HIB Case VV-06

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

1. Work Session Meeting & Executive Session - February 11, 2019
2. Regular Session Meeting - February 25, 2019

V. **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, Dave Luer

Mr. Luer 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. | Hoeferer, Anna | Teacher | LV | New Hire Leave Replacement Teacher, effective 3/20/19 3/15/19-6/30/19 | | \$258/day |
| b. | Uppal, Alicia | Instructional Aide | RV | New Hire, FTE 0.69 | | \$17,233 Step-10C Pro-rated |
| c. | Obrien, Michael | Bus Driver | BIS | New Hire, AM/PM Start Date TBD | | \$18,934 Step-4 Pro-rated |
| d. | Fidurska, Margo Gomer, Alison Bershefski, Heather Spellman, Melissa | Teachers | RV | Attend evening conferences on 3/21/19 Not to exceed 2.5 hrs (MF \$97.98 , AG \$92.63 , HB \$101.45 , MS \$95.63) | | \$39.19/hr \$37.05/hr \$40.58/hr \$38.25/hr |
| e. | Jamison, Rachel Sudol, Renee McCabe, Todd | Teacher Teacher Counselor | RV | Host Digital Citizenship Night on 3/12/19 Not to exceed 2hrs each. (\$82.42/ea) | | \$41.21/hr each |

2. **BE IT RESOLVED – SUBSTITUTES** - that the Board approve the following new hire substitute(s) for the district:

| | Name | Position | Effective Date | Per Diem Rate |
|----|-------------------|----------|----------------|---------------|
| a. | Alblas, Stephanie | Teacher | 3/12/19 | \$85.00/day |

3. **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. | Chmielewski, Mike | Fac.Mgr | Dist | \$200 + travel | NJSBGA Conf. Atlantic City, NJ | | 3/13/19 - 3/15/19 |

ROLL CALL (Motions 1-3)

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

B. FINANCE (Includes Technology) – Chair, Don Casse

Mr. Casse moved, seconded by Mr. Kim, to approve the following Resolutions under Finance:

Friendly amendment by Mr. Casse, seconded by Mr. Kim, to revise the appropriation amounts and to strike the adjustment for health benefits:

1. **BE IT RESOLVED**, that the Board approve the preliminary district budget for 2019-2020. Ref 1-4
2. **BE IT RESOLVED**, that the Board of Education of the Township of Denville approve the following resolution regarding the 2019-2020 school district budget:

RESOLVED, upon the recommendation of the Superintendent, that the Denville Board of Education, in the County of Morris, New Jersey approves the following resolution:

BE IT RESOLVED, that the 2019-2020 tentative budget of the Denville Board of Education be approved by the Board of Education and submit to the Executive County Superintendent for approval to advertise. This budget meets the requirements for providing the Core Curriculum Content Standards and consists of appropriations as follows:

| | | |
|----------------------|--------------------------|---------------|
| General Fund | \$33,308,017. | \$33,166,248. |
| Special Revenue Fund | <u>\$ 386,284.</u> | |
| | \$33,694,301. | \$33,552,532 |

BE IT FURTHER RESOLVED, that there should be raised for taxes for the General Funds ~~\$31,310,354~~ \$31,168,585 for the ensuing School Year (2019-2020).

~~**BE IT FURTHER RESOLVED**, that the budget includes the adjustment for health benefits in the amount of \$141,769 to offset the increase in health benefits premium.~~

WHEREAS, the Denville Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per event where prior Board approval shall not be required unless this event threshold for a staff member is exceeded during July 1 through June 30; and

WHEREAS, travel and related expenses not in compliance with N.J.A. C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED the Board of Education approves travel and related expense reimbursements

in accordance with N.J.A.C. 6A:23A-7.3 (a), a maximum of expenditure of \$57,000 for all staff and board members.

BE IT FURTHER RESOLVED the Board of Education approve a maximum annual expenditure for professional services in accordance with N.J.A.C. 6A:23A-5.2(1):

| | |
|-----------|----------|
| Auditor | \$31,000 |
| Attorney | \$85,000 |
| Architect | \$ 5,000 |

Budget discussion:

Mr. Forte stated that he will schedule a presentation of the 19-20 budget with the Town Council.

The Board consensus was to omit from the 2019-2020 school budget the health insurance waiver in the amount of \$141,769 maintaining a 2% tax levy.

The Board president stated that capital and maintenance reserve funds have been used strategically for many years. The District have completed multi-million projects without the need of a referendum while providing a sound and an adequate public education.

The Board unaminally agreed to reduce the burden to the tax payers by not taking the health benefit waiver which reduces tax levy by about nine dollars. Some projects will be taken out of the 19/20 budget, however, if needed, capital/maintenance reserve funds will be utilized.

The Board commended the administration for continuing to be fiscally prudent with the budget and finding ways to funds projects and other miscellaneous expenditures within the 2% cap.

ROLL CALL (Motions 1-2)

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

VI. 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, Dave Luer

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. | Simonis, Linda | Secretary | VV | Cash-in 5 Vacation Days | | \$1,311.45 |

| | | | | | | |
|-----------|-------------|-----------|----|-------------------------|--|------------|
| b. | Stark, Ann | Secretary | RV | Cash-in 5 Vacation Days | | \$1,311.45 |
| c. | Bias, Susan | Secretary | RV | Cash-in 5 Vacation Days | | \$1,311.45 |

- 2. BE IT RESOLVED**, that the Board hereby approves employee #440 for a leave of absence, having received doctor’s certification, commencing April 15, 2019 under the Federal Family Medical Leave Act (FMLA), ending on September 13, 2019, while utilizing thirty two (32) sick days.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave under the NJ Family Leave Act (FLA) for employee #440, commencing on June 10, 2019 through November 1, 2019.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave for employee #440 and anticipate a return to work on November 4, 2019.

- 3. BE IT RESOLVED**, that the Board hereby approves employee #799, for a leave of absence, having received doctor’s certification, commencing June 6, 2019 under the Federal Family Medical Leave Act (FMLA), ending on November 1, 2019, while utilizing twelve (12) sick days.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave under the NJ Family Leave Act (FLA) for employee #799, commencing on September 3, 2019 through November 30, 2019.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave for employee #799 and anticipated return to work on December 16, 2019.

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

To approve the following Resolutions under Instruction and Programming:

- 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. | Gurowsky, Damaris | BA | BOE | \$300 + travel | NJASBO Conf. Atlantic City, NJ | | 6/5/19 - 6/7/19 |

C. POLICY REVISIONS

To approve the following Resolutions under Policy Revisions:

- 1. BE IT RESOLVED**, that the Board adopt the following policies and/or regulations as first reading or second reading/adoption as indicated: Ref 1-4

| Policy/ Reg # | Policy/Regulation Name | 1st Reading | 2nd Reading/ Adoption |
|----------------------|--|-------------------------------|---|
| 2415.06 | Unsafe School Choice Option (M) | | X |
| 2422 | Health and Physical Education (M) | | X |
| 2610 | Educational Program Evaluation (M) | | X |
| 4219 | Commercial Driver Controlled Substances and Alcohol Use Testing (M) | | X |
| 5120 | Assignment of Students | | X |
| 5756 | Transgender Students | | X |
| R 2460.8 | Special Education – Free and Appropriate Public Education (M) | | X |
| R 5530 | Substance Abuse (M) | | X |
| P & R 5111 | Eligibility of Resident/Non-Resident Students (M) | | X |
| P & R 5600 | Students Discipline/Code of Conduct (M) | | X |
| P & R 5611 | Removal of Students for Firearms Offenses (M) | | X |
| P & R 5612 | Assaults on District Board of Education Members or Employees (M) | | X |
| P & R 5613 | Removal of Students for Assaults with Weapons Offenses (M) | | X |
| P & R 8461 | Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Abuse (M) | | X |

D. FINANCE (Includes Technology) – Chair, Don Casse

To approve the following Resolutions under Finance:

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

| Amount | Description | Check Register |
|---------------|--------------------|------------------------------|
| \$2,703.92 | Ck # 1177 | Milk Fund |
| | | Current Expenses |
| | | General Organization |
| | | Elementary Enrichment |

E. OPERATIONS (Includes Technology) – Chair, Laura Wagner_____

To approve the following Resolutions under Operations:

E1. TRANSPORTATION

- a) **BE IT RESOLVED**, that the Board approve the Joint Transportation Agreement with the Educational Services Commission of Morris County for the 2019-2020 school year.

VII. GOOD OF THE CAUSE

A. COMMITTEE REPORTS

B. CORRESPONDENCE – No Correspondence

C. DISCUSSION ITEMS

The Board commented on the following Items:

- Liaison for Mac Committee – meeting on May 2019
 - Discussion for Finance Committee: Donations from Municipal Alliance Committee (MAC)
- St. Clare’s Program – pilot program; the program is still being developed and adjustments have been implemented; suggestions/feedback to make modifications as needed.
- Legislative committee meeting
 - Abolish of superintendent salary cap – on-hold
 - Assembly Bill: Concerns subcontracting agreements entered into by school districts
 - Senate Bill: Extends statute of limitations in civil actions for sexual abuse claims.
 - Assembly Bill: Concerns arbitration for certain non-teaching school staff
 - Sample resolution from New Jersey School Board
- Lakeview Lead Graduation-Friday, March 15, 2019
- Medical Cannabis Facility in nearby town
- LV-PTA liaison – Family fun night and tricky tray
- Lakeview – 2nd grade show
- RV-PTA liaison: Tricky Tray: March 23, 2019; 10:00 am – 3:00 pm

D. OTHER

VIII. OPEN TO COMMENTS

Time: 8:31 p.m.

Closed: 8:32 p.m.

No comments were made.

IX. ADJOURNMENT

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

ACTION ON MOTION:

Yeas 6

Nays 0

Abstentions 0

Time: 8:33 p.m.

Respectfully submitted,

Damaris Gurowsky
Business Administrator/Board Secretary