

# MINUTES OF THE MEETING

## DENVILLE TOWNSHIP BOARD OF EDUCATION

April 8, 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 @ 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 - 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. Luer, 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 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: 7:01 p.m.

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

#### D. PLEDGE OF ALLEGIANCE

**The Board observed a moment of silence to honor KM, Bus Driver for over 20 years.**

#### E. SPECIAL PRESENTATIONS

- Reflective Practice Protocol, Ref 2D

Special Presentation: Reflective Practice Protocol (RPP)

Dr. Cullis introduced the Reflective Practice Team. She stated that 41 staff participated in this pilot evaluation program. The program has proven to provide teachers the opportunity to improve instruction through the four main components of the program:

1. Video Reflection
2. Observation Reflection
3. Student Voice Reflection
4. Assessment Reflection

Ms. Summer and Ms. Corforte explained the process and steps taken to implement the program. They stated that the RPP helped them improve the way they teach by observing themselves through videos and reflecting about the way in which they can improve their teaching skills and pass the training to their fellow colleagues. They credited Dr. Cullis, Administrators, and the Board for providing them with this opportunity and supporting them. They had regular meetings with RPP administrators throughout the pilot program and they are excited to share this program with their colleagues which will help them learn and improve significantly.

Dr. Cullis acknowledged the staff/team for participating in the RPP and expressed her gratitude for their collaboration.

- Final 2019-2020 District Budget Presentation, Ref 1-4 - April 29, 2019

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

- Steve Forte Goals update and comparative 2017-2018 data presentation:
  - Math Scores
  - ELA Scores
  - ELA Scores and % of College Graduates
- 2019-2020 School Budget presentation at Town Hall – April 9<sup>th</sup>, 2019 @8:00P.M.
- 2018-2019 Calendar – possible school to be closed on June 20-21
- Persons of the year award:
  - a) Survey open on web
  - b) Need BOE member for committee
- Committee meeting – April 9, 2019 Fin/Ops at 5:00 P.M.; I and P at 5:30 P.M.

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

- Riverview School selected to present at the NJDOE SEL conference on May 23 at Rutgers.
- Meetings Valleyview:
  - April 30 - 5th grade parent placement meeting
  - May 29 - 5th Grade students from RV and LV will visit Valleyview 9:15 - 11:30 am
  - May 29 – 8<sup>th</sup> Grade Parent info meeting for Washington - 6:00 pm - Valleyview Gym
  - May 29 - 5th Grade Parent info night for parents from RV and LV - 7:30 pm - VV Gym
- Motivational Speaker, Russell Lehmann will present “Triumph: Overcoming the Odds” on April 16th, at Riverview - 7:00 PM
- DATE CHANGE- Course Placement Informational Parent Meeting for Middle School Transition, date changed to Tuesday, April 30th- 6:30 PM at VV.
- Kindergarten update:
  - Flex zone will be announced later than anticipated (21 flex unassigned)
  - 171 Kindergarten registered (84 LV; 66RV; 21 Flex-Zone)
- Merit Goal: Reflective Practice Protocol (RPP): 41 out of 87 eligible teachers participated (47%). Goal was 25%

**H. BUSINESS ADMINISTRATOR'S COMMENTS** – No Comments

**II. OPEN TO PUBLIC DISCUSSION (Agenda Items Only)**

Opened: 8:23 p.m.

Closed: 8:23 p.m.

No comments were made.

### III. 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 April 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 April 29<sup>th</sup>.

To approve the following Resolutions under Old Business:

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

#### **B. EDUCATION REPORTS**

1. Report of Student Enrollment - **March 2019**
2. Report of Medical Office - **March 2019**
3. HIB Reports
  - a. HIB Case VV-07
  - b. HIB Case VV-08
  - c. HIB Case RV-03
  - d. HIB Case LV-04
  - e. HIB Case LV-05
4. Comprehensive Equity Plan for the years 2019/20, 2020/21 and 2021/22. Ref 1-4

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

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

### 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, Dave Luer**

Mr. Luer moved, seconded by Mrs. Wagner, 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.	Zois, Silvia	Teacher	VV	Retirement, effective 6/30/2019		
b.	Bukosky, Deborah	Lunch Aide	LV	Resignation, effective 4/12/19		
c.	Kenah, Paula	Instr. Aide	VV	AM Bus Aide retroactive to 3/28/19		\$15.79/hr Step-6
d.	Sapienza, Nina	Teacher	LV	Proctor for NJSLA testing. Not to exceed 20 hrs. (\$712.60)	1C	\$35.63/hr
e.	Del Plato, Lauren	Teacher	LV	Proctor for NJSLA testing. Not to exceed 12 hrs. (\$427.56)	1C	\$35.63/hr
f.	Teschemacher, Kim Zeleny, Tia Scrape, Jordan Sawka, Alison	Teachers	RV	Success Academy Tutors Not to exceed 10 hrs each (\$412.10/each)	2A	\$41.21/hr each
g.	Jacobus, Deborah	Teacher	RV	Substitute Success Academy Tutor as needed.	2A	\$41.21/hr
h.	Jean, Solange	Custodian	VV	Retirement, effective 7/1/2019		
i.	Klinck, Laurie	Teacher	VV	Retirement, effective 7/1/2019		

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.	Kober, Marilyn	Teacher	4/9/2019	\$110/day
b.	Davis, Kiana	Teacher	4/9/2019	\$110/day

3. **BE IT RESOLVED** that the Board retroactively approves employee #438, for the Federal Family Medical Leave Act (FMLA), commencing March 14, 2019 through April 5, 2019 while utilizing available personal and sick days.
4. **BE IT RESOLVED**, that the Board hereby approves employee #358, for an extended leave of absence, under the Federal Family Medical Leave Act (FMLA) utilizing sick days.
- BE IT FURTHER RESOLVED**, that the Board hereby approves to extend the leave of absence for employee #358 through June 30, 2019.
5. **BE IT RESOLVED**, that the Board hereby approves employee #221, for the Federal Family Medical Leave Act (FMLA), commencing April 8, 2019 through April 26, 2019 while utilizing available sick days.

**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, Dino Cappello**

Mr. Cappello moved, seconded by Mr. Kim, 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.	Mendoza, Maria	Teacher	Morris Catholic	\$490 + travel Title II funds	National Assoc. Of Social Workers Conf. Atlantic City, NJ	2D	4/28/19 - 4/30/19

**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, 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.	Baisley, Beth	Principal	LV	Cash-in 9 vacation days for 18/19 SY		\$5,697.81
b.	Muller, Aida	Instr. Aide	RV	Move across the guide to ABA Cert for 2019/20 SY		\$16,684.89 Step-6

- 2. BE IT RESOLVED**, that the Board hereby approves employee #773 for an extended leave of absence until December 31, 2019, per Article 29 of the DEA Agreement.

**BE IT FURTHER RESOLVED** that the Board hereby approves the leave for employee #773 and anticipate a return to work on January 2, 2020.

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

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
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3. **BE IT RESOLVED**, that the Board approve the attached climate survey. Ref. 3

**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	1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading/ Adoption

**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
\$3,630.56	Ck #1178	<b>Milk Fund</b>
		<b>Current Expenses</b>
		<b>General Organization</b>
		<b>Elementary Enrichment</b>

2. **BE IT RESOLVED**, that the Board approve the discard of the attached list of items.

3. **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 budget of the Denville Board of Education be approved by the Board of Education. This budget meets the requirements for providing the New Jersey Student Learning Standards and consists of appropriations as follows:

General Fund	\$33,166,248.
Special Revenue Fund	<u>\$ 386,284.</u>
	\$33,552,532.

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

**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**, pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Township of Denville approves establishing a maximum travel expenditure amount of \$ 57,000 for the 2019-2020 school year. The maximum travel expenditure amount for the 2018-2019 school year is \$57,000, of which, \$ 36,193 has been spent and \$20,807 is encumbered to date.

**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

**E. OPERATIONS (Includes Technology) – Chair, Laura Wagner\_\_\_\_\_**

**1. TRANSPORTATION**

**VI. GOOD OF THE CAUSE**

**A. COMMITTEE REPORTS**

**B. CORRESPONDENCE - No Correspondence**

**C. DISCUSSION ITEMS**

The Board commented on the following:

- Pride meeting:
  - Annual Award Dinner
  - Rid Litter Day
  - Scholarship
- Article on Family Leave Act – Sick leave to assist neighbors who the employee have looked for years and now needs extra support.
- Sweet Peace Baking Contest (Bakers and Tasters wanted).
- International Night at Valleyview – great turnout.

**D. OTHER**

**VII. OPEN TO COMMENTS**

**Opened:** 8:45 p.m.

**Closed:** 8:45 p.m.

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: 8:45 p.m.

Respectfully submitted,

Damaris Gurowsky  
Business Administrator/Board Secretary