

MINUTES OF THE MEETING

DENVILLE TOWNSHIP BOARD OF EDUCATION

October 14, 2019

Work/Regular Session - 7:00 p.m.

(Public Portion of the 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 - P, Mr. Casse - P, Mr. Luer - P, Mr. Kim - P, Mrs. Wagner - A, Mrs. Gould - P, Mr. Andersen - P.

C. EXECUTIVE SESSION

Mr. Kim 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 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 6 Nays 0 Abstentions 0 Time: 7:01 p.m.

The Board returned to regular session at 7:47 p.m.

D. PLEDGE OF ALLEGIANCE

E. SPECIAL PRESENTATIONS

- NJSLA 2018-19 test results presented by Dr. Cullis – Ref 1-3
- 2019-19 HIB Self-Assessment presented by Mr. Forte – Ref 1-3
- 2018-19 Audit Presentation – October 28, 2019
- Riverview Elementary School Staff Presentation – October 28, 2019
- Lakeview Elementary School Staff Presentation – November 25, 2019
- Valleyview Middle School Staff Presentation – December 9, 2019

Presentation: Mr. Forte, Superintendent of Schools, presented the Denville 2018-2019 HIB Self-Assessment scores as follows:

Lakeview 75/78 or 96%
Riverview 76/78 or 97%
Valleyview 76/78 or 97%

The elements process for the self-assessment are as follows:

HIB programs
Training in BOE approved policy
Staff instruction and training
Curriculum and Instructions on HIB prevention, Character Ed, SEL
HIB Personnel
School level incident reporting
Investigation procedures
HIB Reporting

The process in obtaining these results are as follows:

Review by district staff
Self-Score
Presentation and Approval by BOE
Review and Approval by NJDOE
Post on District website

Presentation: Dr. Cullis, Assistant Superintendent, presented the NJSLA 2018-19 test results, measuring College and Career Readiness.

Dr. Cullis explained the 2018-2019 comparison PARCC/NJSLA for English Language Arts/Literacy and Mathematics for grades 3-5.

She also reviewed the data comparison for Mathematics 8, Algebra, Geometry, PARCC Outcomes for ELA-Students with Disabilities Subgroup, and outcomes for Math-Students with Disabilities Subgroup grades 3-8.

Dr. Cullis highlighted areas for growth and improvements among the grades and discussed the different strategies to address deficiencies.

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

- Riverview: east-west campus presentation scheduled for October 16 th – 6:00 pm (RV during PTA meeting) and October 23rd at 1:00 pm at Town Hall.
- Foundation of Denville Golf Outing – September 23, 2019 was a great success – 30K donated to the schools.

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

- Congratulated the schools in obtaining the Bronze Certification. The award will be presented during the October, 2019 Atlantic City Conference.

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

Reminded the Board that the 18/19 Audit presentation will be on October 28th. The Division of Pension has not released the pension information and therefore the approval of the CAFR may need to be postponed until a further date.

II. OPEN TO PUBLIC DISCUSSION (Agenda Items Only)

Opened: 8:10 p.m. **Closed:** 8:36 p.m.

Public Comments:

One member of the public commented and asked on the following:

- The St. Mary's Prep lease information
- Financing for new building
- Possible building another school
- Expanding Riverview
- Referendum

Mr. Forte explained that the administration considered different options and agreed that leasing the St. Mary's facility is the best solution/option for the immediate time. This option will allow the District to bridge the gap until the district figures out how to house the dramatic increase in enrollment without utilizing substandard space.

The Riverview staff was also present to answer questions and address concerns from the public and the Board.

Mrs. Theodoropoulos and Mrs. Johnson stated that the Riverview committee team is excited about the additional space. The additional space will provide more options and breathing space for staff and students. They stated that the 5th grade students will continue to help with the younger students at the main Riverview location.

Mrs. Theodoropoulos stated that "Culture is created by people not by a building" and the goal is to continue to be Riverview and improve the experience.

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 **October 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 October 28th.

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

1. Treasurer of School Monies
2. Board Secretary

B. EDUCATION REPORTS

1. Report of Student Enrollment – **September 2019**
2. Report of Health Office – **September 2019**
3. 2018-19 HIB Self-Assessment - Ref 3

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

1. Work/Regular Session Meeting & Executive Sessions 1 & 2 – September 16, 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 Mr. Kim, 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 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 approves 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.	Nigro, Marc	Instructional Aide		New Hire, 19/20 SY FTE 0.69 Replaced employee #1270		\$17,485.29 Step-10 Cert Prorated
b.	Sibblies, Kristen	Psychologist	RV/VV	New Hire, 19/20 SY Replacing employee #834		\$59,507.00 Step-3 (MA30) Prorated
c.	Odell, Kristine	Instructional Aide	LV	New Hire, 19/20 SY Replacing employee #1032		\$27,771.00 Step-13 ABA Prorated
d.	Ferree, Theresa	Teacher	Dist	New Hire, ESL, FTE 0.69 19/20 SY		\$300/day
e.	Smith, Laurie	Teacher	RV	Reading instruction and prep time 19/20 SY Not to exceed 36 hrs (\$1,483.56)	2A/B	\$41.21/hr
f.	Cerce, Tara	Teacher	RV	<i>Retroactively Approve</i> Kindergarten Orientation - 8/27/19 Not to exceed 2 hrs (\$82.42)	1C	\$41.21/hr

g.	Kasmin, Martine	Teacher	LV	<i>Retroactively Approve</i> In-Service Days 8/27/19 – 8/28/19 Not to exceed 5 hrs (\$219.80)		\$43.96/hr
h.	Kasmin, Martine	Teacher	LV	<i>Retroactively Approve</i> Back to School Night - 9/12/19 Not to exceed 2.5 hrs (\$109.90)	1C	\$43.96/hr
i.	Andrew, Donna	Lunch Aide	LV	Resignation effective 10/4/19		
j.	Kelly, Janet	Clerical Asst	LV	Resignation effective 10/30/19		
k.	Mongiello, Theresa Sapienza, Nina Kasmin, Martine	Teachers	LV	Fall Conferences 10/23/19 – 10/25/19 Not to exceed 6 hrs each (TM=\$322.80; NS=\$216.48; KM=\$263.76)		\$53.80/hr \$36.08/hr \$43.96/hr
l.	Comer, Catherine — Kane, Morgan	Teachers	VV	Peer Buddies Coordinator 19/20 SY to replaces employee #834 Comer = 11/2019 – 12/2019 pro-rated Kane = 1/2020 – 6/2020 pro-rated		\$355.40 Step-A1 — \$1,066.20 Step-A1
m.	Steimke, Kim	Teacher	LV	Provide Dyslexia Training to staff, 10/14/19 Not to exceed 6 hrs (\$380.16)	2D	\$63.36/hr
n.	Sudol, Renee	Teacher	RV	Provide workshop "Tech Tools for Student Engagement" 10/14/19 Not to exceed 6 hrs (\$380.16)	2D	\$63.36/hr

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

	Name	Position	Effective Date	Per Diem Rate
a.	Engelhardt, Madison	Bus Aide Lunch Aide	10/15/2019	\$12.84/hr
b.	Barrow, Rachel	Teacher	10/15/2019	\$90.00/day
c.	Erlichman, Michelle	Teacher	10/15/2019	\$110.00/day
d.	Ferree, Theresa	Teacher	10/15/19	\$110.00/day

3. BE IT RESOLVED, that the Board approves 18/19 SY (pending approval of the Morris County Executive Superintendent of Schools) Merit Goal #4 "Obtain Future Ready Status" and payment for Dr. Sandra Cullis, Assistant Superintendent of Schools as per contract, 2.5% = \$3,916.33. Ref 1A

4. BE IT RESOLVED, that the Board retroactively approve employee #1025 for the Federal Family Medical Leave Act (FMLA), commencing September 10, 2019 while utilizing available sick days.

ROLL CALL (Motions 1-4)

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

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

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

1. BE IT RESOLVED, that the Board approves Dr. Rebecca Schulman from Behavioral Therapy Associates to provide workshop "Best Practices to Support Students" on October 14, 2019 at a cost of \$1,400. Ref 2D

ROLL CALL (Motion 1)

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

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

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

1. **BE IT RESOLVED**, that the Board approves Walgreens Pharmacy to provide a flu shot clinic for staff members during 19/20 SY at no cost to the district. Location TBD. Ref 3

ROLL CALL (Motion 1)

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

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

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

1. TRANSPORTATION

2. BUILDING AND GROUNDS

- a. **BE IT RESOLVED**, that the Board approves the submission of the Valleyview Middle School Athletic Field Improvements Project #1090-080-20-1000 to the New Jersey Department of Education for approval.

ROLL CALL (Motion 2a)

Mr. Cappello-Y, Mr. Casse-Y, Mr. Luer-Y, Mr. Kim-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 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 approves 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.	Obrien, Michael	Driver	BUS	Rescind motion from 9/16/19 Meeting: Personnel #1, h, AM/PM Run — AM Run 19/20 SY	—	\$19,390.00 Step-4 Prorated \$9,695.00 Step- 4 Prorated
b.	Minieri, Debbie	Counselor	LV	Prep & training for district CPI training certification for 19/20 SY Not to exceed 29 hrs (\$1,837.44)	2D	\$63.36/hr
c.	Vance, Robin Worrall, Jim Andes, Sharon Standish, Amelia	Instructional Aides	RV/VV	Student support, as needed, for after school clubs/activities 19/20 SY	3C	\$18.01/hr \$18.01/hr \$19.08/hr \$17.15/hr
d.	Arnao, Liz Standish, Amelia	Instructional Aides	RV/VV	Student support, as needed, on CBI trips	2A	\$17.55/hr \$17.15/hr
e.	Johnston, Gina Scott, Charlene	Teacher Instr. Aide	VV VV	ABA program collaboration at VV for 19/20 SY. Not to exceed 7.5 hrs (GJ-\$309.08; CS=\$124.58; TD=\$123.53)	2A/D	\$41.21/hr \$16.61/hr

	Dykes, Tamika	Instr. Aide	LV			\$16.47/hr
f.	Miller, Melissa	Teacher	VV	Homework Help tutor 19/20 SY	1C	\$41/21/hr

2. **BE IT RESOLVED**, that the Board approves the following students to observe in Denville Schools:

	Student	School/College/University	Experience	Dates	School	Ref
a.	Deloreto, Morgan Sanfilippo, Steven	Fairleigh Dickinson University	Observe	19/20 SY	VV	2D
b.	Stone, Emily	Montclair State University	Observe	19/20 SY	LV	2D
c.	Luyden, Sarah Haldy, Ashley Schlemmer, Kristen Robinson, Lexi Corillo, Karly Roberts, Amy	Morris County School of Technology	Observe	19/20 SY	RV RV RV LV LV LV	1C
d.	Dimaio, Anthony	County College of Morris	Observe	19/20 SY	LV	1C

3. **BE IT RESOLVED**, that the Board hereby approves employee #1244 for a leave of absence, having received doctor's certification, commencing January 2, 2020 under the Federal Family Medical Leave Act (FMLA), ending on March 27, 2020, while utilizing fourteen (14) sick days.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave under the NJ Family Leave Act (FLA) for employee #1244, commencing on February 3, 2020 through April 7, 2020.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave for employee #1244 and anticipate a return to work on April 8, 2020.

4. **BE IT RESOLVED**, that the Board hereby approves employee #199 for a leave of absence, having received doctor's certification, commencing January 31, 2020 under the Federal Family Medical Leave Act (FMLA), ending on April 30, 2020, while utilizing twenty-nine (29) sick days.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave under the NJ Family Leave Act (FLA) for employee #199, commencing on March 9, 2020 through May 29, 2020.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave for employee #199 and anticipate a return to work on September 1, 2020.

5. **BE IT RESOLVED**, that the Board hereby approves employee #874 for an unpaid leave of absence, under the NJ Family Leave Act (FLA), commencing on January 1, 2020 through January 31, 2020.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave for employee #874 and anticipate a return to work on February 3, 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 approves the attached list of field trip requests.
2. **BE IT RESOLVED – WORKSHOPS with EXPENSES** – that the Board approves 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 \$0.35 per mile.

	Name	Position	School	Cost	Event/Location	Ref	Date(s)
a.	Forkins, Jessica	Speech Therapist	LV	\$700 + travel	PROMPT Introduction Parsippany, NJ	2D	1/10/20 – 1/12/20
b.	Rothrock, Stacia	Teacher	LV	\$199.95	LittleBits STEM	2C	

					6 hr online course		
c.	Newchok, Amanda	OT	LV	\$399	Star Institute 3S Symposium Online livestream	2D	11/15/19

C. POLICY REVISIONS

To approve the following Resolutions under Policy Revisions:

- 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 st Reading	2 nd Reading/ Adoption
3212	Attendance - Teaching Staff		X
4212	Attendance - Support Staff		X
P & R 1642	Earned Sick Leave Law – NEW	X	
3159	Teaching Staff Member School District Reporting Responsibilities (M)	X	
P & R 3218	Use, Possession, or Distribution of Substances (M)	X	
P & R 4218	Use, Possession, or Distribution of Substances (M)	X	
4219	Commercial Driver Controlled Substances and Alcohol Use Testing (M)	X	
P & R 6112	Reimbursement of Federal and Other Grant Expenditures (M)	X	
P & R 8600	Student Transportation (M)	X	
8630	Bus Driver/Bus Aide Responsibility (M)	X	
R 8630	Emergency School Bus Procedures (M)	X	
8670	Transportation of Special Needs Students (M)	X	
9210	Parent Organizations	X	
9400	Media Relations	X	

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

To approve the following Resolutions under Finance:

- BE IT RESOLVED**, that the Board approves the enclosed check list(s) in the following amounts:

Amount	Description	Check Register
\$3,503.18	Ck #1182	Milk Fund - August/September
		Current Expense
		General Organization
		Elementary Enrichment

- BE IT RESOLVED**, that the Board approves the discard of the following books:

Name of Book	ISBN	Copyright	Qty
Houghton Mifflin Social Studies From Sea to Shining Sea	0-395-54890-X	1994	23
Silver Burdett and Sons Science Horizons	0-382-17256-6	1991	31
Harcourt Collections Hidden Surprises	0-15-312046-0	2001	29
Harcourt Collections Journeys of Wonder	0-15-312047-9	2001	22

- BE IT RESOLVED**, that the Board of Education accept the 2018 – 2019 Comprehensive Annual Financial Audit Report which had no recommendations and Auditor’s Management Report on Administrative Findings for the year ending June 30, 2019.
- BE IT RESOLVED**, that the Denville Township Board of Education approves the attached Budget Calendar for fiscal year 2020-2021.

5. **BE IT RESOLVED**, that the Denville Township Board of Education approves Gray Law Group to complete Pass the Trash Employment Verification background checks for new hires at a cost of \$35 per application.

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

To approve the following Resolutions under Operations:

1. TRANSPORTATION

- a. **BE IT RESOLVED**, that the Board approved to sell the following retired school buses to Roxbury Auto Wreckers for \$900 each.
- i. International 2004 School Bus, 54 Passenger, Approximate Mileage 98,489 Bus #173
 - ii. International 2004 School Bus, 54 Passenger, Approximate Mileage 126,328 Bus #174
- b. **BE IT RESOLVED**, that the Denville Township Board of Education approves to publish an advertisement for bid solicitation for the sale of the following:
- i. 2005 Ford F-350XL 5.4L 2-door pickup truck with Western V-Plow and aluminum dump 8-foot flatbed, white, air conditioning, 115,000 miles
 - ii. One (1) Toro Z-Master Zero Turn Ride-On Lawn Mower
 - iii. One (1) 2003 Danzer Morrison Enclosed Trailer

2. BUILDING AND GROUNDS

- a. **BE IT RESOLVED**, that the Board approves the MOA with the Denville Police Department for 2019-20 SY. Ref 4A
- b. **BE IT RESOLVED**, that the Board approves the Denville BOE and the Denville Township Police Department Memorandum of Understanding- Live Stream Videos Sharing for the 2019-20 school year. Ref 4A
- c. **BE IT RESOLVED**, that the Board approves Cashman Landscape, to provide snow removal services for the Lakeview parking lot at the per inch rate schedule per the attached quote for FY 2019-2020.

VI. GOOD OF THE CAUSE

A. COMMITTEE REPORTS

B. CORRESPONDENCE – No Correspondence

C. DISCUSSION ITEMS

- Enrollment and Space, Ref 1-4
- BOE Highlights
- Ad- HOC Committee – Culture and Climate

The Board commented on the following items:

- Thank you to the Committee for emailing the reports
- Policy on homework: The District has homework procedures that apply to all three schools. (Homework issues/concerns): Too much homework; tests, and projects due at the same time vs not enough homework.
- Green Team Committee: Certification renewal; volunteer needed
- BOE highlights:
 - NJSLA – Link to the presentation
 - St. Mary's Discussion
 - Future Ready Announcement
- Ad-HOC Committee - Culture and Climate: 1st Meeting scheduled for Thursday, October 17, 2019. Staff, Board

members & parents, will be present to brainstorm on new ideas and perspective.

- Women in Unity: Free workshop, November 2 from 1-4pm at the Parsippany Library. The speaker will feature keynotes on breaking stereotypes and snap judgements of people who may be different from ourselves.
- Mr. Kim stated that if the District doesn't act quickly with the St. Mary's facility we might lose the opportunity due to other organizations interested in renting the property. This is an opportunity that will add space with recurring cost, however, without a referendum and no debt to the taxpayers.
- NJSBA October 23rd meeting – looking for a volunteer to attend this meeting.

D. OTHER

VII. OPEN TO COMMENTS

Time: 9:29 p.m. **Closed:** 9:29 p.m.

No comments were made.

VIII. EXECUTIVE SESSION - Action May Be Taken

Mr. Cappello 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 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 6 Nays 0 Abstentions 0 Time: 9:30 p.m.

IX. ADJOURNMENT

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

ACTION ON MOTION:

Yeas 6 Nays 0 Abstentions 0 Time: 11:00 p.m.

Respectfully submitted,

Damaris Gurowsky
Business Administrator/Board Secretary