

MINUTES OF THE MEETING

DENVILLE TOWNSHIP BOARD OF EDUCATION
REORGANIZATION MEETING
MONDAY, JANUARY 6, 2020
7:00 P.M.
Township of Denville - **Council Chambers**

I. SWEARING IN OF NEW MEMBERS

Mrs. Laura Wagner, re-elected Board member, and Mr. Don Casse, re-elected Board member, to be sworn in before the meeting is called to order.

II. CALLED TO ORDER BY MRS. GUROWSKY 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. 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 5, 2019 by Board Secretary

VOTES COUNTED FOR CANDIDATES – Three-Year Terms:

<u>Candidate</u>	<u>At Polls</u>	<u>Absentee</u>	<u>Total</u>
Don Casse	2,847	0	2,847
Laura Wagner	215	0	215
Total:	3,062	0	3,062

III. REORGANIZATION

A. Nominations for President

Mr. Cappello moved, that the name of Mrs. Wagner be placed in nomination for President.
Mr. Luer moved to nominate himself for President.

ROLL CALL VOTE:

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

Mrs. Wagner, President of the Board of Education, assumes leadership for the meeting.

B. Nominations for Vice President

Mrs. Wagner moved, that the name of Mr. Kim be placed in nomination for Vice President.
Mr. Luer moved to nominate himself for Vice President.

ROLL CALL VOTE:

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

C. President's Comments

Mrs. Wagner, elected President, thanked Mr. Andersen for his services as Board President for the last two years.

Mrs. Wagner requested that the Board Members email her with Committee requests before the next Board Meeting.

Mr. Kim, elected Vice-President, stated that it is an honor to be elected and thanked everyone for the support.

D. Committees- attached

IV. OPEN FOR PUBLIC DISCUSSION (Agenda Items Only)

Opened: 7:11 p.m.

Closed: 7:11 p.m.

No comments were made.

V. APPOINTMENTS

A. Appointments

Mr. Andersen moved, seconded by Mr. Luer to adopt the following Resolutions:

1. **BE IT RESOLVED** that the Board appoints the firm of Nisivoccia and Company, LLP as Auditor for 2020. 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 2020 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 2020. 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 Sciarriello, Cornell, Merlino, McKeever & Osborne, LLC Board Attorney for 2020. 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 2020 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 2020. 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 2020. 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 2020. 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 2020. 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 – Efreem 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 – Jessica Seidel, 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 Minieri, Maribeth Hall, Morgan Kane, Jody MacDonald, Todd McCabe
 21. Educational Stability Liaison – Grace Johnson
 22. Attendance Officer – Bonny Engelhardt
 23. LEA PARCC IT Contact – Cynthia Costanza
 24. State Testing Coordinator/PARCC Coordinator – Sandra Cullis
 25. District ESSA 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
 30. Pass the Trash Law Consultants- Gray Law Group
 - 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 and to receive exchanges or transfers under the District's Tax Shelter Annuity Plan for the Denville School District:
- MetLife Investors
 - AXA Equitable
 - Lincoln Investment Planning Inc.

- 12. BE IT RESOLVED** that the Board approve to provide Chapter 256 Health Benefits for Domestic Partnership

under Chapter 256, P.L. 2003.

- 13. 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:

	Bid Threshold	Quotation Threshold
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.

- 14. 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, Mrs. Wagner has been elected President of the Board of Education;

WHEREAS, Steven Forte has been appointed 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	1) Treasurer of School Monies 2) Business Administrator
Payroll Agency Account	Two Signatures Required	1) Treasurer of School Monies 2) Business Administrator
Unemployment Account	Two Signatures Required	1) Treasurer of School Monies 2) Business Administrator
Capital Reserve Account	Three Signatures Required	1) Board President 2) Treasurer of School Monies 3) Business Administrator

Budget Account	Three Signatures Required	1) Board President 2) Treasurer of School Monies 3) Business Administrator
Milk Fund Account	Two Signatures Required	1) Treasurer of School Monies 2) Business Administrator
General Organization Account	One Signature Required	Business Administrator

15. 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. Dr. L. Hanes & Associates
18. Summit Speech School
19. Dr. Tolga Taneli, MD Child & Adolescent Psychiatrist
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

16. 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

17. 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
- SWING Education

18. 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 the 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.

19. BE IT RESOLVED, that the Board approve the 2020 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.

20. BE IT RESOLVED, that the Board approve to set the non-resident tuition rate for 2020-21 at the following rates:

- Kindergarten: \$ 8,000

- Grades 1-5: \$10,000
- Grades 6-8: \$12,000

ROLL CALL VOTE (Motions 1-20):

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

B. Adoption of Public Meeting Calendar

Mr. Cappello moved, seconded by Mr. Casse to adopt the following resolution:

1. **BE IT RESOLVED** that the Board adopt the attached 2020 Board of Education Public Meeting Calendar.

ROLL CALL VOTE (Motion 1):

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

VI. GOOD OF THE CAUSE

A. CORRESPONDENCE

B. DISCUSSION ITEMS

- **School Board Member Code of Ethics**

- The Board read the School Board Member Code of Ethics.
- The Board congratulated Mrs. Wagner and Mr. Kim on their appointments.

C. OTHER

VII. OPEN TO COMMENTS

Opened: 7:19 p.m.

Closed: 7:19 p.m.

No comments were made.

A. Public Comments

B. Board Comments

VIII. ADJOURNMENT

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

ACTION ON MOTION:

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

Respectfully submitted,

Damaris Gurowsky
Business Administrator/Board Secretary