

MINUTES OF THE MEETING

DENVILLE TOWNSHIP BOARD OF EDUCATION

March 9, 2020

Work 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 MRS. WAGNER 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. Kim - **, Mr. Casse - P, Mr. Cappello - P, Mr. Andersen – *, Mr. Luer - P, Mrs. Gould - A, Mrs. Wagner – P.

*Arrived at 7:08 p.m.

**Arrived at 7:13 p.m.

C. EXECUTIVE SESSION

Mr. Luer 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 4 Nays 0 Abstentions 0 Time: 7:02 p.m.

The Board returned to open session at 7:31 p.m.

D. PLEDGE OF ALLEGIANCE

E. SPECIAL PRESENTATIONS

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

- Delayed opening on Wednesday, March 11, 2020 for preparation of Coronavirus plan.
 - Plan - if school is closed for 1-2 days, snow days will be utilized
 - If longer than 1-2 days, will begin online instruction day 1
- Budget Presentation: Dr. Forte presented the 2020-2021 Preliminary Budget. Topics discussed were as follows:
 - School District Strategic Plan 2022 – The Denville School District's Mission is to educate and empower all students to excel.
 - School District Goals – 2019-2020
 - Budget Calendar and updates
 - 2020-2021 Preliminary Budget provides funding for Technology, Security personnel (additional Class III officers), Facilities, Curriculum, Mental Health Services, and other miscellaneous items.
 - Projects utilizing Capital Reserves Funds (VV field and RVA).
 - Preliminary Tax Impact for Denville K-8 School District – the District will not be taking the health insurance banked cap in the amount of 141K from last school budget (19/20).

The Board commented and had questions about the 20/21 budget.

Dr. Forte shared a document with the Board that explained the difference between the original estimated cost and the actual cost for both VV athletic field and RVA projects.

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

- Read Across America Week of March 2-6, 2020

- Kindergarten 2020-2021 registration update:
Total Registration as of 3/9/20 = 175 (current sitting class is 179)

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

The District was awarded the Certificate of Excellence in Financial Reporting from the Association of School Business Officials International.

II. OPEN TO PUBLIC DISCUSSION (Agenda Items Only)

Opened: 8:05 p.m. **Closed:** 8:33 p.m.

One member of the public Assemblyman, Brian Bergen, discussed the school funding, equalization aid, adjustment aid, and S-2 formula.

He and the legislature law is seeking to help school districts to be fully funded as it was the intention of the School Funding Reform Act of 2008.

Although Mr. Bergen is in favor of restoring funding to districts which have been underfunded, he was very concerned about those districts which continue to loss funding in aid decreases.

The Board thanked Mr. Bergen for his input and concerns for the local school districts.

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 **March 2020** 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.

To approve the following Resolutions under Old Business:

A. RESOLVED that the Board approve the following REPORTS from **February 2020**:

1. Treasurer of School Monies
2. Board Secretary

B. EDUCATION REPORTS

1. Report of Student Enrollment – **February 2020**
2. Report of Health Office – **February 2020**
3. HIB Case VV1920-08

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

1. Work Session Meeting & Executive Session – February 10, 2020
2. Regular Session Meeting & Executive Sessions 1 & 2 - February 24, 2020

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, Michael Andersen

Mr. Andersen moved, seconded by Mr. Cappello, 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 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.	Chu, Marilyn	Instr. Aide	LV	New Hire, FTE 0.69, partial replacement for employee #206. Effective 19/20 SY		\$16,063.89 Step-1 pro-rated
b.	Slavik, Christopher	Teacher	VV	Plan and cover additional class from 3/4/2020 - 3/31/2020. Not to exceed 20 hrs. (\$824.20)		\$41.21/hr
c.	Frost, Linda	Teacher	LV	Retirement, effective 7/1/2020		
d.	Montesano, Dawn	Instr. Aide	LV	Resignation, effective 3/13/2020		
e.	Wilbur, Mary Ann	Instr. Aide	LV	New Hire to replace employee #1248, FTE 1.0, 19/20 SY		\$25,341 Step-10Cert pro-rated
f.	Logsdon, Katie	Teacher	LV	Lv Rpl for employee #508 Effective 3/16/2020 - 6/30/2020		Differential of \$167/day
g.	Lukeman, Courtney	Teacher	VV	Asst Baseball Coach for 19/20 SY		\$2,000

2. **BE IT RESOLVED**, that the Board approve the termination of employee #990 effective January 27, 2020.
3. **BE IT RESOLVED**, that the Board retroactively approve employee #589, for the Federal Family Medical Leave Act (FMLA), commencing on March 4, 2020 and anticipate a return to work on March 30, 2020, while utilizing available sick days.
4. **BE IT RESOLVED**, that the Board approve the following students to observe in Denville Schools:

	Student	School/College/University	Experience	Dates	School	Ref
a.	Obando, Sophia	Westminster Choir College	Observe	19/20 SY	VV	1C

ROLL CALL (Motions 1-4)

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

B. FINANCE (Includes Technology) – Chair, James Kim

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

1. **BE IT RESOLVED**, that upon the recommendation of the Superintendent, the Denville Board of Education, in the County of Morris, new Jersey, approve the following resolution regarding the 2020-2021 school district budget:

RESOLVED, that the 2020-2021 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	\$35,903,062
Special Revenue Fund	\$ 328,047
Total	\$36,231,109

BE IT FURTHER RESOLVED, that there should be raised for taxes for the General Funds \$32,182,515 for the ensuing School Year (2020-2021).

BE IT FURTHER RESOLVED, that the Denville Board of Education includes in the 2020-2021 budget the adjustment for enrollment in the amount of \$390,558. The district intends to utilize this adjustment for the purpose of paying for out of district placements, supplies, and materials necessary students.

BE IT FURTHER RESOLVED, that the budget includes the use of maintenance reserve withdrawal of \$146,000 to assist in funding building repairs and equipment District-Wide. These improvements and upgrade will be

completed by the end of fiscal year 2020-2021

BE IT FURTHER RESOLVED, that the budget includes the use of capital reserve withdrawal of \$1,348,562 to assist in funding capital project District-Wide. These improvements and upgrade will be completed by the end of fiscal year 2020-2021

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 approve to establish a maximum travel expenditure amount of \$ 57,000 for the 2020-2021 school year. The maximum travel expenditure amount for the 2019-2020 school year is \$57,000, of which, \$ 44,159 has been spent and \$12,841 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	\$31,650
Attorney	\$85,000
Architect	\$ 5,000

- 2. BE IT RESOLVED**, that the Board approve The Uncommon Thread (TUT) to provide a Registered Behavior Technician at Lakeview School from March 3, 2020 - June 22, 2020 at a total cost not to exceed \$21,120. Ref. 2B

ROLL CALL (Motions 1-2)

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

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

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

1. BUILDING AND GROUNDS

- 1.1. BE IT RESOLVED**, that the Board approve the contract with Gordian Group (Murray Paving and Concrete), ESCNJ 16/17-54 GC1 State Approved Coop #MRESC to provide contract services for the Riverview Annex project in the amount of \$392,686.81.
- 1.2. BE IT RESOLVED**, that the Board approve to award Bob Viersma & Sons, Inc, the lowest responsible bidder in accordance with the District’s bid document requirements and Public School Purchasing Laws for the Valleyview School Athletic Field Reconstruction in the amount of \$620,875 for the base bid.
- 1.3. BE IT RESOLVED**, that the Board approve the following purchase in reference to the Riverview Annex project:

School Specialty	Quote #7791341606	Class Room Furniture	\$42,893.60
School Specialty	Quote #7791738729	Teacher’s Desk/Cabinet	\$ 5,433.24

- 1.4. **BE IT RESOLVED**, that the Board approve Atlantic Tomorrow for the leasing of Savin 7503 SP Digital Copier System for the Riverview Annex project in the amount of \$399/month or \$4,788/annually.

ROLL CALL (Motions 1.1-1.4)

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

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 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.	Gambelunghe, Alex Jamison, Rachel Molina, Karen Bertani, Jessica McCabe, Todd Rossi, Ron Sudol, Renee Sylvester, Sue Fries, Elyse Gomer, Alison	Teachers	RV	Attend Related Arts Night on 4/2/2020 Not to exceed 2 hours (\$82.42/each)	1C	\$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

3. **BE IT RESOLVED**, that the Board approve the job description for Assistant Athletic Coach.
4. **BE IT RESOLVED**, that the Board approve the job descriptions for District and School Sustainability Coordinators.

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

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 \$0.35 per mile.

Name	Position	School	Cost	Event/Location	Ref	Date(s)

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

D. FINANCE (Includes Technology) – Chair, James Kim

To approve the following Resolutions under Finance:

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

Amount	Description	Check Register
\$2,853.01	Check #1187	Milk Fund

- BE IT RESOLVED**, that the Board accept donation of a \$500 Educator Grant from the Air Force Association's Aerospace Education to Jenn Matschke, STEM Teacher at Lakeview, for 2 indoor Tello drones and equipment. Ref 2C

- Tello Boost Combo - \$298
- Tello Quick Release Propellers - \$8
- Tello Flight Battery - \$132
- Tello Battery Charging Hub - \$50

E. OPERATIONS (Includes Technology) – Chair, Don Casse

To approve the following Resolutions under Operations:

1. TRANSPORTATION

2. BUILDING AND GROUNDS

- 1.1. BE IT RESOLVED**, that the Board approve the use of LV for ESY and summer enrichment summer 2020.

VI. GOOD OF THE CAUSE

A. COMMITTEE REPORTS

B. 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:

- Read Across America – phenomenal job by the librarian and everyone involved.
- 2nd grade musical at Lakeview.
- Lead Graduation

D. OTHER

Highlights:

Budget 2020-2021
Approval of the RVA and VV Athletic Field projects
NJASBO certificate of Excellence in Financial Reporting

VII. OPEN TO COMMENTS

Time: 9:00 p.m. Closed: 9:00 p.m.

No comments were made.

VIII. EXECUTIVE SESSION - Action May Be Taken

Mr. Cappello 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 negotiations. 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 1 Abstentions 0 Time: 9:01 p.m.

IX. ADJOURNMENT

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

ACTION ON MOTION:

Yeas 5 Nays 0 Abstentions 0 Time: 9:50 p.m.

Respectfully submitted,

Damaris Gurowsky
Business Administrator/Board Secretary