

MINUTES OF THE MEETING

DENVILLE BOARD OF EDUCATION REGULAR MEETING – Revised Location ONLINE BOARD MEETING – APRIL 27, 2020; 7:00 p.m. (Public Portion of the Meeting will begin at 7:30 p.m.)

Due to the state of emergency declared by the Governments of the State of New Jersey and the United States regarding COVID-19, the April 27, 2020 Board Meeting is being held via video conference. The Board Meeting may be viewed live via the video conference – see link below.

Members of the public may remotely access and provide written or verbal public comments at this Board Meeting through Hangouts Meet, a remote video conferencing system. Specific instructions for accessing the Board Meeting and providing public comments will be posted to the home page of the Denville Board of Education's website. All public written or verbal comments must include the sender's full name and address and will be read aloud at the Board Meeting.

Please visit the District Website for more information: www.denville.org

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(The meeting line will open at 7:30pm. Callers will be placed in a queue and calls will be answered in the order in which they were received once public comment begins.)

For questions in reference to this meeting, for technical assistance and/or to report difficulty with accessing the virtual meeting, please email sforte@denville.org and/or ccostanza@denville.org. Please note the following in the "Re" portion of your email: "Virtual Meeting Assistance Requested." Emails will be checked during the public meeting as well.

BY ORDER OF THE DENVILLE TOWNSHIP BOARD OF EDUCATION

1 St. Mary's Place – 2nd Floor, Denville, NJ 07834

Damaris Gurowsky, Board Secretary.

Google Meet/Hangout Directions for Public

1. When you enter the Meeting/Hangout, mute yourself (If you are already not muted.)
2. During the open public comments section of the meeting please contribute by:
 - a. Typing your question or comments in the textbox
 - b. By unmuting and asking the question or comment
 - c. State your name and address for the record

I. CALLED TO ORDER BY MRS. WAGNER AT 7:31 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 - P, Mr. Casse – P*, Mr. Cappello - P, Mr. Andersen – P, Mr. Luer - P, Mrs. Gould – A, Mrs. Wagner – P.

*Muted (technical malfunction)

C. EXECUTIVE SESSION - No Executive Session was needed

D. PLEDGE OF ALLEGIANCE

A. SPECIAL PRESENTATIONS: Ref # 1-4- 2020-21 Final School Budget Presentation - Dr. Forte presented the 2020-2021 as follows:

- Denville School District Strategic Plan 2022
- Denville School District Goals – 2019-2020
- Budget Breakdown:
 - Salary: \$20,912,332
 - Benefits: \$8,003,566
- Discretionary (8.2%) vs Non-Discretionary Spending (91.8%)
- Local Property Tax Share (88.83%)
- Budget by Categories
 - Funding for Technology
 - Funding for Security
 - Funding for Facilities funded with Reserves
 - Funding for Curriculum and Other Items
- Property Tax Data 2019 Comparison Group
- Comparison charts representing a comparison of Denville to the comparative group on specific measures (demographic, financial data, and standardized test scores, ELA)
- 2020-2021 Breakdown
- 2020-2021 Budget Tax Impact
- Cost Drivers

The Board president opened the discussion to Board Members and stated that public comments and questions would be taken during the open discussion portion.

Mr. Andersen thanked Dr. Forte, Mrs. Gurowsky, Dr. Cullis and the Finance Committee for their work on the budget. He stated that sustainability long-term is a concern due to increasing salaries and benefit costs. He also stated that he is concerned about the new building lease and personnel costs and that the state might cut aid due to the Coronavirus pandemic.

Mrs. Gurowsky discussed the tax impact if the \$141,769 banked cap were used, which would be \$101/year or 2.47%. She stated it can be used next school year but it expires three years from when it is utilized.

Mr. Kim stated the banked cap should be considered.

Mrs. Wagner asked Mrs. Gurowsky if the budget is approved and the state later cuts aid can the banked cap be utilized and then change the budget.

Mrs. Gurowsky stated that the District cannot go back and change after the County and Board approves the budget.

Dr. Forte stated that the budget is based on the rules in place now but the rules may change.

Mr. Cappello discussed the governor's statement and shared his concerns about the state's need for federal aid.

Mrs. Wagner stated the using the banked cap would be \$10/year additional to what the budget lists for the tax impact.

Mr. Andersen stated that it would be burdening the tax payers more if we take the \$141K but agrees with Mrs. Wagner and Mr. Cappello that conservatively we're not going to get money from the state. He stated he was in favor of the banked cap and it was best for the District.

Mr. Luer asked if the District would not be able to afford the RV Annex if the state aid was lost.

Dr. Forte agreed with Mr. Luer.

Mr. Cappello stated that in September there could be extra costs due changes in transportation and social distancing. He stated the District should take money now and build it into the budget now.
Mrs. Wagner stated that if \$1.7 million was cut, the RV Annex wouldn't open and there could be potential staff cuts.

Mrs. Wagner opened the public comments portion at 8:15 p.m.

Dr. Cullis stated that if the RV Annex doesn't open, it would mean larger class sizes.

Ms. Susan Priore, a member of the public, asked what is the plan for current the 8th grade class for graduation and the dance?

Dr. Forte stated that something would be done. It will depend on the Governor but at this time the District is not permitted to do anything.

Mrs. Wagner stated that the administration is working on year end plans but they are unknown at this time.

Mrs. Wagner closed the public comments portion at 8:18 p.m.

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

- The staff is doing a terrific job during the remote learning.
- End of year activities will depend on when the Governor re-opens schools but as per the Governor's order the schools will remain closed until May 15.
- The field trips needed to be cancelled so the funds could be returned.

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

- Thanked everyone for participating in the distance learning survey and it will be reviewed by Administration.
- The 5th grade to Middle School transition meeting has been rescheduled. It will take place virtually on May 20th. The follow up orientation will take place on May 27th. Log in information will be sent home
- Kindergarten registrations are 172. This is a reduction from last month because some students will remain in Pre-K.

G. BUSINESS ADMINISTRATOR'S COMMENTS - No Comments

II. OPEN TO PUBLIC DISCUSSION (Agenda Items Only)

The Public Discussion was held after the Budget Presentation.

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 **April 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.

Mr. Kim moved, seconded by Mr. Andersen, to approve the following Resolutions under Old Business:

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

1. Treasurer of School Monies
2. Board Secretary

B. EDUCATION REPORTS

1. Report of Student Enrollment - **March 2020**
2. Report of Health Office - **March 2020**
3. HIB Case VV1920-09

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

1. Work Session Meeting & Executive Sessions 1 & 2 - March 9, 2020
2. Regular Session Meeting - March 23, 2020

During Roll Call, Mrs. Wagner recognized that Mr. Casse was having audio difficulties so the Board paused so that the issue could be resolved.

Mrs. Wagner recognized a comment from the public: Johari Fuentes thanked everyone for all they're doing.

Mr. Casse was able to join the meeting by phone. Mr. Casse commented that the state is in bad fiscal shape and the Board should add in things to protect the District because there could be a budget freeze. He stated it was a good idea to put in the extra money. The Roll Call continued after the comments from Mr. Casse.

ROLL CALL (Motions A-C)

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

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 both Personnel and Instruction and Program as a block:

Upon the recommendation of the Superintendent of Schools, to approve the following resignations, retirements, salary adjustments, reassignments, appointments, etc. **(pending approval for the State Department of Education Office of Student Protection and subject to the New Jersey Criminal Background Check, "Pass the Trash" Employment Verification 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	Description	Ref	Amount
a.	Bauer, Maureen Carpel, Dale	CST Secretaries	Dist	Cash-in 5 Vacation days 19/20 SY		\$1,346.70 \$1,451.00
b.	McDonald, Jody Kane, Morgan	Counselors	VV	Prepare schedules for 20/21 SY. Not to exceed 5 days each. (JM=\$1,943.50, MK=\$1,687.10)	4C	\$388.70/day \$337.42/day
c.	McCabe, Todd	Counselor	RV	20/21 ESY Social Skills Instructor 6/29/2020-8/5/2020, not to exceed 69 hrs (\$3,379.62) (Hiring contingent upon the reopening of schools due to Health Related Closure)	2A	\$48.98/hr
d.	Forkins, Jessica Nojiri, Patricia	Speech Therapists	LV	20/21 ESY Social Skills Instructor 6/29/2020-8/5/2020, not to exceed 69 hrs (\$3,379.62) (Hiring contingent upon the reopening of schools due to Health Related Closure)	2A	\$48.98/hr
e.	Seidel, Jessica	Head Nurse	VV	20/21 ESY School Nurse 6/29/2020-8/5/2020, not to exceed 24 hrs	2A	\$48.98/hr

				(\$1,175.52) (Hiring contingent upon the reopening of schools due to Health Related Closure)		
f.	Stiles, Susan	Nurse	LV	20/21 ESY School Nurse 6/29/2020-8/5/2020, not to exceed 45 hrs (\$2,204.10) (Hiring contingent upon the reopening of schools due to Health Related Closure)	2A	\$48.98/hr

- BE IT RESOLVED**, that the Board approve the attached list of teachers (\$48.98/hr) and Instructional/Personal Aides (\$20.02/hr) for the 20/21 ESY program, June 29, 2020 - August 5, 2020 at Lakeview School. Not to exceed 69 hours each. (Hiring contingent upon the reopening of schools due to Health Related Closure) Ref 2A
- BE IT RESOLVED**, that, having received medical documentation to support these requests and entitlements for leave, the Board retroactively approves the use of Emergency Paid Sick Leave and leave under the Federal Family Medical Leave Act (FMLA) in accordance with the Families First Coronavirus Response Act (the Families First Act), for the following employees and periods of time:

Emp #	Effective Date	Return Date
1274	03/16/2020	04/23/2020
1266	03/16/2020	04/01/2020
1342	03/16/2020	04/01/2020
1349	03/16/2020	05/15/2020
795	03/16/2020	05/15/2020
1052	03/16/2020	04/20/2020
431	03/16/2020	05/15/2020
1297	03/16/2020	05/15/2020
531	03/16/2020	04/20/2020
380	03/16/2020	05/15/2020
1324	03/24/2020	04/13/2020
837	03/05/2020	03/20/2020
275	04/09/2020	05/15/2020

- BE IT RESOLVED**, that the Board hereby approves employee #724, for a leave of absence, having received doctor's certification, commencing September 2, 2020 under the NJ Family Leave Act (FLA), ending on November 20, 2020.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave for employee #724 and anticipate a return to work on March 22, 2021.

- BE IT RESOLVED**, that the Board approve (pending approval of the Morris County Executive Superintendent of Schools) Merit Goals # 1 & 2 and payment for Dr. Steven Forte, Superintendent of Schools as per contract: \$4,400.90 per goal.
 - Goal #1: Create a written reunification plan with at least 5 different public and/or private organizations/institutions. Ref# 4A

- Goal # 2: Eliminate the need for outside personnel evaluators at a reduced cost of \$10,000. Ref # 2D

6. BE IT RESOLVED, that the Board approve (pending approval of the Morris County Executive Superintendent of Schools) Merit Goals #2 and #3, and payment for Dr. Sandra Cullis, Assistant Superintendent of Schools as per contract: Ref 2D

- Goal #2- Quantitative
Increase staff participation in Reflective Practice Protocol Evaluation by 20% for 2.5% merit, 15% for 2% merit, 10% for 1.5% merit. 2.5% = \$4,002.30
- Goal #3- Quantitative
Increase parent involvement with the math program, by hosting at least 80 parent presenters on math subjects throughout the year for 2.5% merit, 60 speakers for 2% merit, 40 speakers for 1.5% merit. 2.5% = \$4,002.30

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

1. BE IT RESOLVED, that the Board approve the attached Denville Public Schools Flexible Instruction Day plan for long-term school closure as ordered by the Governor on March 18, 2020. Ref 1-4

Mr. Andersen congratulated and thanked Drs. Forte and Cullis on the efforts for their merit goals. Mr. Kim asked if the flexible instruction day plan was in response to the survey or it was a change to the preliminary plan. Dr. Forte stated there were minimal changes to offer more interactive programs but this was done before the survey date because the original plan was only for two weeks of flexible instruction.

ROLL CALL (Motions A and B)

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

C. POLICY REVISIONS

Mr. Cappello moved, seconded by Mr. Andersen, 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

P & R #	P & R Name	1st Reading	2nd Reading
0152	Board Officers	X	
P & R 1581	Victim of Domestic or Sexual Abuse Leave (M)	X	
2422	Health and Physical Education (M)	X	
P & R 5330	Administration of Medication (M)	X	
7243	Supervision of Construction (M)	X	
8210	School Year	X	
8220	School Day (M)	X	
R 8220	School Closing	X	
8462	Reporting Potentially Missing or Abused Children (M)	X	

ROLL CALL (Motion 1)

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

D. 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 the Board approved the enclosed check list(s) in the following amounts:

Amount	Description	Check Register
\$1,874.61	Ck #1188	Milk Fund
\$3,065,280.56	Check #'s 9206-9300, 990205-990209, 903302020, 904092020	Current Expense
\$640.00	Check #'s 1049-1052	General Organization
\$13,546.20	Check #'s 1112-1238	Elementary Enrichment

2. **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:

BE IT RESOLVED, that the 2020-2021 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 (SLS) and consists of appropriations as follows:

General Fund	\$36,044,831
Special Revenue Fund	\$ 328,047
Total	\$36,372,878

BE IT FURTHER RESOLVED, that there should be raised for taxes for the General Funds \$32,324,284 for the ensuing School Year (2020-2021).

BE IT FURTHER RESOLVED, that the budget includes the use of banked cap in the amount of \$141,769 for the purpose of necessary expenditures District Wide.

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 for 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 with the middle school athletic field reconstruction project and to assist with the Riverview Annex project (lease building) in order to comply with building code. 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

- 3. BE IT RESOLVED**, that the Board approve the donation of one (1) box (50 per box) of surgical masks to the Denville Fire EMTs with an estimated cost of \$19.00 per box.
- 4. BE IT RESOLVED**, that the Board approve the donation of five (5) boxes (50 per box) of surgical masks and 20 boxes of gloves to St. Clare's Hospital with an estimated cost of \$483.
- 5. BE IT RESOLVED**, that the Board adopt the Envision 2020 Math program from grades K-5 to be implemented September 2020, and purchase of supporting digital and consumable student texts and teachers guides for 6 years at a cost of \$145,375.60. Ref 2A
- 6. BE IT RESOLVED**, that the Board accept the donation of \$50 from Howie and Judi Levine to supplement gift cards for the winners of the Valleyview Green Team Photo Contest. Ref 1C
- 7. BE IT RESOLVED**, that the Board accept the grant from the Municipal Alliance for \$3,000 to pay for the program provided by Dr. Mark Singer in February 2020 for the Boundaries Respect and Ethics Committee. Ref 3B

Dr. Forte stated that donations for Motions #3 and 4 are donations the District is making so we can apply for FEMA grant if available.

Mr. Andersen asked if the Milk Fund check was for milk for the meals that were being delivered to the students who qualified for free milk.

Mrs. Gurowsky stated the District is paying for milk as part of the lunch provided by Morris Hills Regional.

Mr. Andersen asked if capital reserve funds can't be used for operational costs if state aid is cut?

Dr. Forte stated that this was correct according to current rules now in place.

Mrs. Gurowsky stated that after this budget there will be approximately \$3 million in reserves.

Mr. Andersen stated that the District has been saving for years for projects and that some districts go to referendum to pay for projects.

ROLL CALL (Motions 1-7)

Mr. Kim-Y, Mr. Casse-Y/N Ck #1188-Milk Fund , Mr. Cappello-Y, Mr. Andersen-Y, Mr. Luer-Y, Mrs. Wagner-Y.

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

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

1. TRANSPORTATION

2. BUILDING AND GROUNDS

- 2.1. **BE IT RESOLVED**, that the Board approve the submission of the Renovations to the Riverview Annex (St. Mary's) Project #1090-X03-02-1000 to the New Jersey Department of Education for approval.
- 2.2. **BE IT RESOLVED**, that the Board approve the Nickel Artistic's proposal for signage at Riverview Annex at a cost of \$6,841.99.
- ~~2.3. **BE IT RESOLVED**, that the Board approve change order #1 with Murray Paving Concrete for the Riverview Annex Main waterline valves in the amount of \$3,956.40 utilizing contingencies.~~
- 2.3. **BE IT RESOLVED**, that the Board approve the Denville Twp School District grant application for Alyssa's Law Compliance and School Security Grant.

Mr. Andersen stated that he was planning to vote no to Motion 2.3 because he thought the fees for the general contractor were too high.

Dr. Forte stated that the general contractor was obtained through the co-op and the fees were a negotiated rate but he still recommended the motion.

Mrs. Wagner asked what would happen if Motion 2.3 was voted down.

Dr. Forte stated additional quotes would be needed.

Mr. Cappello stated he walked through the RV Annex with Dr. Forte and said there was a lot of plumbing work.

Dr. Forte suggested the Motion be removed.

The Board agreed on a friendly amendment to remove Motion 2.3.

ROLL CALL

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

V. GOOD OF THE CAUSE

A. COMMITTEE REPORTS – No Reports

B. CORRESPONDENCE – No Correspondence

C. DISCUSSION ITEMS

The Board made the following comments:

Mr. Andersen stated there may be a need to add a second Personnel and Instruction and Program Committee meetings in May. He thanked Dr. Forte, the Transportation department and the Police Department for organizing a drive by past a student's home. It was well received by the student and family.

Mrs. Wagner thanked Dr. Forte and the Transportation and Police departments and stated the student was very happy. Mr. Luer also thanked those involved.

Mr. Cappello stated there needed to be a discussion for Instruction and Program Committee, especially pertaining to Special Education to look deeper into what's happening with flexible instruction and that Mrs. Johnson should be included. Mr. Cappello asked the second floor space at RV Annex should be considered if needed for September.

Dr. Forte stated he couldn't recommend opening the second floor because it would increase costs, the space is not part of the lease, and there are no elevators but he is not opposed.

Mrs. Wagner stated this could be saved as an option if needed.

D. OTHER

VI. OPEN TO COMMENTS

Time: 9:09 p.m. Closed: 9:12 p.m.

Mrs. Costanza, Technology Supervisor, thanked the Board for funds that were dedicated to technology because it enabled the District to respond quickly to the distance learning initiative.

Mrs. Wagner thanked the staff and Mrs. Costanza. She also congratulated and thanked the staff and teachers for their work.

VII. ADJOURNMENT

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

ACTION ON MOTION:

Yeas: 6 Nays: 0 Abstentions: 0 Time: 9:13 p.m.

Respectfully submitted,

Damaris Gurowsky
Business Administrator/Board Secretary