

MINUTES OF THE MEETING

DENVILLE TOWNSHIP BOARD OF EDUCATION

April 6, 2020

Virtual Meeting will begin at 7:30 p.m.
Township of Denville - Council Chambers

The following information was provided for access to the Virtual Meeting:

meet.google.com/gns-pqdg-egf

Meeting ID- use this link

meet.google.com/gns-pqdg-egf

Phone Numbers

[\(US\)+1 661-622-3660](tel:(US)16616223660)

PIN: 134 273 446#

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 – P, Mrs. Wagner – P.

C. EXECUTIVE SESSION – Mrs. Wagner announced that the Executive Session would be held after the Open Comments section at the end of the meeting.

D. PLEDGE OF ALLEGIANCE

E. SPECIAL PRESENTATIONS – No Presentations

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

- Summer Enrichment Program – checks received would not be deposited but would be returned with a letter stating that when school is back in session there would be another registration period.
- A survey will be conducted for the Flex Instruction Days.
- No changes to the calendar:
 - Spring Break – April 10 to April 17
 - Memorial Day Break – May 22 to May 25
 - Last Day of School – June 17
- Dr. Forte stated he has received positive feedback from the community pertaining to the staff.
- Sixth grade re-registration is usually done in April but it will be suspended because the students are not in school.
- Field trips scheduled for April have been cancelled.
- Decisions regarding future field trips will be made and the Washington DC trip will need to be decided by April 19.
- Replacement trips and year end activities are being discussed.
- Dr. Forte provided an update to the District Goals and Merit Goals:
 - Finalize at least 5 shared services agreements with at least 5 different public and/or private organizations/institutions for the reunification plan.
 - Eliminate the need for outside personnel evaluators at a reduced cost of \$10,000
 - Conduct at least 100 classroom walkthroughs and provide feedback for each – 34 observations were completed by Dr. Forte.
 - Create a written reunification plan
 - St. Mary's Prep

- ✓ Complete a feasibility study
- ✓ Negotiate with diocese – Signed agreement
- ✓ Plan for lease of building if feasible – Contractors are currently working
- ✓ Present plan to BOE for approval

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

- Dr. Cullis congratulated the staff and thanked them for their work with the students and stated she has received great feedback.
- Inter-active sessions through Google Meets will be held at least once per week during this week with teachers and students.
- Administration will review if schedule changes need to be made after Spring Break.
- Dr. Cullis congratulated Riverview School and stated that the Blue Ribbon school application was submitted today and the decision will be made in August.
- Dr. Cullis discussed the progress of her Merit Goals:
 - NJSLA data cannot be used so in-house data will be collected to analyze math program
 - Last year staff participation was 36 out of 87 for a total of 41% and this year participation was 40 out of 62 for a total of 64.5%.
 - As of March 11, there were 102 parent presentations and not all presentations have been logged. She is working to see if any parents want to do virtual presentations.

Dr. Forte asked for a pause in the meeting because of a technical difficulty with two different meeting links. The problem was corrected and the meeting continued.

- Dr. Cullis stated that there were two more Kindergarten registrations this week for a total of 177.
Mr. Casse stated that the online learning program for Middle School Physical Education had written assignments and asked if that would change to assignments involving physical activity.
Dr. Cullis stated she would look into the curriculum because the students are supposed to have 30 minutes of activity each day.
Mr. Casse stated that the virtual classroom learning is a challenge for parents with kids in different grades.
Dr. Cullis stated that this week they are trying out the face to face interactions with teachers and students. They will consider parent feedback and the need for flexibility and then put a plan in place for after the break. She anticipates it will probably be a type of rotating schedule.
Mrs. Wagner stated that she has 3 kids who are participating in virtual learning and that the teachers are doing a fantastic job. She has received wonderful feedback from the public and offered her congratulations to the teachers and staff.

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

- The FEMA Public Assistance grant application has been submitted. There is a Resolution on the agenda to be approved. No details pertaining to the grant are available at this time.
- Mrs. Gurowsky stated she is keeping a log of all expenditures pertaining to COVID-19 and that there may potentially be a 75% refund of costs.

Mr. Kim asked if there was an estimate of costs associated with COVID-19.

Mrs. Gurowsky said that as of Friday there were approximately \$6,000 in expenditures.

II. OPEN TO PUBLIC DISCUSSION (Agenda Items Only)

Opened: 7:54 p.m.

Closed: 7:56 p.m.

A member of the public, Mr. David Hollner thanked the Teachers and Administration and said things were going very well however, his child in Middle School is receiving assignments from teachers that are due at different times. This is creating some stress and he asked for guidance.

Dr. Cullis thanked Mr. Hollner for making her aware of the situation and stated that she would speak to Mr. Korman about having consistent times when assignments would be due.

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 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.

The Board discussed the following Resolutions, action will be taken on April 27th.

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

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. Casse, 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 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.	Heller, Molly	Teacher	LV	Leave Replacement for employee #662, effective on or before 4/29/2020 through the end of 19/20 SY.		\$120/day
b.	Myrtolli, Hysen	Driver	BUS	Resignation, effective 4/2/2020		

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.	Jackson, Walker	Teacher	4/7/2020	\$110/day
b.	Heller, Molly	Teacher	4/7/2020	\$90/day

- BE IT RESOLVED**, that the Board hereby approves employee #419, for a leave of absence, having received doctor's certification, commencing June 15, 2020 under the Federal Family Medical Leave Act (FMLA), ending on November 6, 2020 while utilizing up to twenty (20) sick days until the end of June 30, 2020.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave under the NJ Family Leave Act (FLA) for employee #419, commencing on September 1, 2020 through November 20, 2020.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave for employee #419 and anticipate a return to work on February 1, 2021.

ROLL CALL (Motions 1-3)

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

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

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

- BE IT RESOLVED**, that the Board approve the following Valleyview Middle School Field Trips for the 2019-20 SY:
Ref 3A, 3C

1.1. Medieval Times, Lyndhurst, NJ, May 27, 2020 - 7th Grade

1.2. Bronx Zoo, New York City, May 28, 2020 - 6th Grade

- 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)

Mr. Casse asked if there was a timeline to cancel the field trips.

Dr. Forte stated trips would need to be cancelled by the end of April so no money would be lost.

Mr. Luer asked if Workshops that were previously approved were attended virtually or if the costs were refunded.

Dr. Cullis stated that the Second Grade Phonics Institute provided by Teachers' College will run virtually for April 29, May 1 and 2. The Summer Institute will go on as planned virtually and they will wait and see if the August session will be held virtually. All Workshops will continue as scheduled and nothing new will be added.

Mr. Casse asked what happens if parents don't want their children to attend a field trip.

Dr. Forte stated that other activities would be provided is the students are in school.

ROLL CALL (Motions 1-2)

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

*Mr. Casse Voted "Yes", however later changed his vote to "NO" (no objection from other Board members).

C. POLICY REVISIONS

Mr./Mrs. _____ moved, seconded by Mr./Mrs. _____, 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

P & R #	P & R Name	1st Reading	2nd Reading

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

- 2. BE IT RESOLVED**, the Board approve the attached Agreement for Evaluation, Alcohol and Drug Testing Services with Practice Associates Medical Group PA at the rate of \$150 per drug screen evaluation and \$59 per breath alcohol test.
- 3. BE IT RESOLVED**, that the Board approve the attached shared service agreement between Morris Hills Regional District and Denville Board of Education to provide lunches to the Lakeview Elementary School for the 2020-2021 School year.
- 4. BE IT RESOLVED**, that the Board approve the submission of the 2020 Safety Grant through the New Jersey Schools Insurance Group’s ERIC WEST and accept the grant in the amount of \$3,500 for the period July 1, 2020 through June 30, 2021.
- 5. BE IT RESOLVED**, that the Board approve the request of amendments Bill A3902 regarding the delay in transmission of quarterly property tax revenue to school districts

WHEREAS, Assembly Bill 3902, currently pending in the State Legislature, would authorize the Department of Community Affairs to permit municipalities to delay the quarterly transmission of property tax revenues to school districts during gubernatorial-declared emergencies; and

WHEREAS, New Jersey's public schools are highly dependent on property tax revenue to support education programs; and

WHEREAS, on average, local property taxes constitute close to 60% of public school revenue, with the percentage even greater in a significant number of districts (~90% in Denville); and

WHEREAS, a delay in payments from municipalities would result in a financial crisis for school districts, seriously disrupting the educational process—and possibly bringing it to a halt; and

WHEREAS, although public school buildings are closed during the current health emergency, the education of our students is taking place through remote learning and home instruction; and

WHEREAS, continued timely transmission of school property taxes is critical for the education process to continue without interruption; and

WHEREAS, as currently written, A-3902, which is intended to ease a financial burden on municipalities, would place a severe strain on school districts and the students and families that they serve; and

WHEREAS, the Denville Board of Education recognizes the impact of the current public health emergency on the state and local governments, as well as local school districts, but believes this legislation would worsen the situation for our communities.

NOW, THEREFORE, BE IT RESOLVED, that the Denville Board of Education urges the State Senate and the Governor to oppose A-3902 or amend as follows:

1. Allow reserve funds to be utilized across fiscal years without penalty and allow for reserve funds to be fully replenished without current restrictions.
2. The state should take responsibility for interest accrued if loans are required to continue operating the district.
3. Incorporate the attached amendment to A-3902 proposed by Senator Sweeney.

BE IT FURTHER RESOLVED, that this resolution be delivered to Governor Phil Murphy, State Senate President Stephen M. Sweeney, Assembly Speaker Craig Coughlin; and the 25th Legislative District's representatives in the state Senate and General Assembly; and be it further

RESOLVED, that copies of this resolution be sent to the New Jersey School Boards Association.
Ref 1-4

6. **BE IT RESOLVED**, that the Board approve the submission of the FEMA Public Assistance Grants application in relation to project# 1657, Grant: 4488 Coronavirus (COVID-19) Pandemic (January 2020 and continuing).

Mr. Luer asked if the grant application in Resolution 6 listed what expenses were eligible.

Mrs. Gurowsky stated that there are no specific instructions and the application was submitted to obtain a project number and that FEMA is looking to see how many districts apply.

Mr. Andersen stated for public information purposes, that Resolution 3 is needed at Lakeview because requirements are based on the percent of students who are eligible for free meals and meals will be provided by a qualified vendor.

Mr. Andersen also stated that pertaining to Resolution 5, the Assembly moved quickly to approve the bill but there are consequences in the delay of payments and the students could not continue to be educated. He said he appreciated the hard work of Mrs. Wagner and Dr. Forte to get the information and speak to legislators.

Mr. Cappello thanked Mrs. Wagner and Dr. Forte for putting Resolution 3 together. He stated other districts are concerned and are addressing legislators as well.

Mrs. Wagner thanked Mr. Andersen, Mr. Cappello, Dr. Forte and Mrs. Gurowsky for putting the Board concerns together.

ROLL CALL (Motions 1-6)

Mr. Kim-Y, Mr. Casse-Y, Mr. Cappello-Y, Mr. Andersen-Y, Mr. Luer-Y, Mrs. Gould-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 attached Quote# 123019-4657-00 from Altitude Unlimited to perform a live heatmap and WiFi model assessment services for the Riverview Annex project in the amount of \$3,150.

2.2. BE IT RESOLVED, that the Board approve G.F. MASONRY, L.L.C. to replace the retaining wall at VV for a cost of \$21,300. Ref 4

Mr. Luer asked if additional bids were being looked at for the retaining wall.

Dr. Forte stated that there were three quotes and this was the best one.

Mrs. Wagner stated that this quote was less than the estimate.

Dr. Forte stated that the original project estimate was \$45,000.

ROLL CALL (Motions 2.1-2.2)

Mr. Kim-Y, Mr. Casse-Y, Mr. Cappello-Y, Mr. Andersen-Y, Mr. Luer-Y, Mrs. Gould-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. FINANCE (Includes Technology) - Chair, James Kim

The Board discussed the following Resolution, action will be taken on April 27th.

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:

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		\$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 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
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Attorney \$85,000
Architect \$ 5,000

Mrs. Wagner stated that the Finance Committee and the Administration looked at everything and this is the best budget they could come up with.

Mr. Cappello stated that School Boards is advising that districts consider different scenarios for next school year because parts are changing and districts should have contingency plans.

Mrs. Wagner stated the budget for next school year uses funds promised and the tax levy. Right now nothing will be cut but if the District is notified that aid will be cut, changes will need to be made. The two large projects, Riverview Annex and Valleyview Field, are not funded through the operating budget.

Dr. Forte stated that personnel (new hires) could be impacted if aid is cut.

Mr. Andersen stated it is unknown what the state will do with aid but different scenarios should be looked at.

Mrs. Wagner stated funding is unknown and could change but the budget reflects what is being planned now and the two projects will go ahead as planned because the funds are from reserves.

VI. GOOD OF THE CAUSE

A. COMMITTEE REPORTS – No Reports

B. CORRESPONDENCE – No Correspondence

C. DISCUSSION ITEMS

Mr. Kim stated that a future plan for remote learning may need to be implemented. The District should look to perfect the plan so it can be used again, perhaps for a snow day next year.

Dr. Forte stated that he thinks all districts will need to submit a plan for remote learning going forward. He said that it probably can't be used as a school day for a snow day but a plan will be in place if needed.

Mr. Andersen stated that he was impressed with the Flex Learning and the children entered this situation already knowledgeable about technology such as Google docs.

Mr. Andersen also shared that a group has been created called Denville Strong to support local businesses and frontline workers such as first responders, nurses and hospital staff. \$22,000 has been raised so far and they are providing meals and needed equipment at St. Clare's and Morristown hospitals.

Mrs. Wagner thanked Mr. Andersen for his work on Denville Strong and stated that students are making cards for those who are sick or in nursing homes.

Mrs. Wagner thanked the DEA for their letter in support of Senator Sweeney's Amendment to the bill.

D. OTHER

VII. OPEN TO COMMENTS

Time: 8:34 p.m. Closed: 8:35 p.m.

No comments were made.

VIII. EXECUTIVE SESSION - Action May Be Taken

Mrs. Wagner stated the Board would not return to public session after the Executive Session and that nothing would be voted on during or after the Executive Session.

Mr. Kim 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 legal 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: 8:37 p.m.

IX. ADJOURNMENT

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

ACTION ON MOTION:

Yeas: 7 Nays: 0 Abstentions: 0 Time: 8:51 p.m.

Respectfully submitted,

Damaris Gurowsky
Business Administrator/Board Secretary