

MINUTES OF THE MEETING

DENVILLE TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING
IN-PERSON BOARD MEETING Or VIRTUAL (see details below)

JANUARY 4, 2021 @ 7:00 P.M.
Township of Denville - Council Chambers
1 St. Mary's Place

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

Due to the state of emergency declared by the Governments of the State of New Jersey and the United States regarding COVID-19, the **January 4, 2021** Board Meeting is being held via video conference and in-person. **The Board Meeting may be viewed live via the video conference – or attended in-person see link below for virtual log on information.**

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 Educations' 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.

Governor Murphy's Executive Order 173 requires that the maximum occupancy of the room (including Board members and staff) is 42 people.

Website for more information: www.denville.org

Free direct access is available by copying and pasting the URL or via telephone

Join: <https://meet.google.com/vuy-uxtp-ioy>

Or call

Phone +1 661-527-2932 PIN: 612287474#

(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. SWEARING IN OF NEW MEMBERS

Mr. Dino Cappello, re-elected Board member, Mr. Won James Kim, re-elected Board member, and Mr. Michael Andersen, re-elected Board member, to be sworn in before the meeting is called to order.

Oath read by re-elected Board Members.

II. CALLED TO ORDER BY MRS. GUROWSKY AT 7:06 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. Due to the state of emergency declared by the Governments of the State of New Jersey and the United States regarding COVID-19, this Board Meeting is being held via video conference and in-person. Electronic and regular 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, 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. Kim-P, Mr. Casse-P, Mr. Cappello-P, Mr. Andersen-P, Mr. Luer-P, Mrs. Gould-P, Mrs. Wagner-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 3, 2020 by Board Secretary

VOTES COUNTED FOR CANDIDATES – Three-Year Terms:

<u>Candidate</u>	<u>At Polls</u>	<u>Absentee</u>	<u>Total</u>
Dino Cappello	7,331	0	7,331
Won James Kim	6,736	0	6,736
Michael Andersen	576	0	576
Total:	14,643	0	14,643

III. ORGANIZATION

A. Nominations for President

MOTION: Mr. Cappello moved, that the name of Mrs. Wagner be placed in nomination for President.

ROLL CALL VOTE:

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

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

B. Nominations for Vice President

MOTION: Mrs. Wagner moved, that the name of Mr. Capello be placed in nomination for Vice President.

ROLL CALL VOTE:

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

C. President's Comments

D. Committees- attached

IV. OPEN FOR PUBLIC DISCUSSION (Agenda Items Only)

Opened: 7:11 p.m.

Closed: 7:12 p.m.

Mrs. Andersen and Mrs. Costanza offered congratulations to the newly elected Board Members.

V. APPOINTMENTS

A. Appointments

MOTION: Mr. Cappello moved, seconded by Mr. Kim to adopt the following Resolutions:

1. **BE IT RESOLVED** that the Board appoints the firm of Nisivoccia and Company, LLP as Auditor for 2021. 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 2021 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 2021. 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 Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC Board Attorney for 2021. 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 2021 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 2021. 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 2021. 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 2021. 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 2021. 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 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. Assistant Board Secretary - **Holly Fiorella**
 3. Treasurer of School Monies – Paula Hatch
 4. Affirmative Action Officer – **John Englishmen**
 5. School Physician/Medical Inspector – **TBD**
 6. Asbestos Management Officer – New Wave Engineering, LLC
 7. AHERA Coordinator – New Wave Engineering, LLC
 8. Right-To-Know Consultant – New Wave Engineering, LLC
 9. Custodian of Petty Cash Fund – Damaris Gurowsky

10. Purchasing Agent – Damaris Gurowsky
11. Indoor Air Quality Designee – Michael Chmielewski
12. Integrated Pest Management Coordinator – Michael Chmielewski
13. Custodian of Records – Damaris Gurowsky
14. Public Agency Compliance Officer – Damaris Gurowsky
15. 504 Committee Coordinator – Christina Theodoropoulos
16. Safety and Health Designee – Jessica Seidel, Head Nurse
17. Chemical Hygiene Officer – Michael Chmielewski
18. Psychological Examiner Coordinator – Amy Farley
19. Homeless/ McKinney-Vento Liaison – Amy Farley
20. Anti-Bullying Coordinator – Grace Johnson
21. HIB Specialists - Debra Minieri, Maribeth Hall, Morgan Kane, Jody MacDonald, Todd McCabe
22. Educational Stability Liaison – Grace Johnson
23. Attendance Officer – Bonny Engelhardt
24. LEA **NJSLA** IT Contact – Cynthia Costanza
25. State Testing Coordinator/**NJSLA** Coordinator – Sandra Cullis
26. District ESSA Coordinator – Sandra Cullis
27. District IDEA Coordinator – Grace Johnson
28. District Residency Officer – Jeff Oster
29. School Safety and Security Specialists - Evan Scala and Damaris Gurowsky
30. Liaison to Denville Police Department - Steven Forte
31. 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, 2020**:

	Bid Threshold	Quotation Threshold
Base Amount	\$32,000	\$4,800
With Qualified Purchasing Agent	\$44,000	\$6,600

WHEREAS, Damaris Gurowsky, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to \$44,000, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED, that the Denville Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes Damaris Gurowsky, SBA/Bd. Secy., the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

- 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, _____ 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
Current 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
Flex 125 Account	One Signature Required	Business Administrator
Elementary Enrichment	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. **Tri-County Behavioral Care**
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 NJDOE Reflective Practice evaluation instruments for all teaching and other certificated 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
- **Horizon Healthcare Staffing**

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 2021 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 2021-22 at the following rates:

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

21. BE IT RESOLVED, that the governing body hereby appoints the School Business Administrator/Board Secretary and Superintendent of School as the backup person to make payment using an Electronic Funds Transfer and Claimant Certification (EFT) method in accordance with N.J.S.A. 18A:19-1 et seq. and Policy and Regulation 6470.01.

* Motion 3 is tabled until the Executive Session to be held at the end of the Work Session Meeting immediately following the Organization Meeting.

ROLL CALL VOTE (Motions 1,2 and 4-21):

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

Friendly Amendment after the Executive Session at end of the Work Session Meeting to approve Motion 3.

ROLL CALL VOTE (Motion 3):

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

B. Adoption of Public Meeting Calendar

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

1. BE IT RESOLVED that the Board adopt the attached 2021 Board of Education Public Meeting Calendar.

ROLL CALL VOTE:

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

VI. GOOD OF THE CAUSE

A. CORRESPONDENCE

B. DISCUSSION ITEMS

- **School Board Member Code of Ethics**

Mr. Luer read the Code of Ethics for all members.

Signed ethics forms to be returned by all Board Members to Mrs. Gurowsky.

C. OTHER

VII. OPEN TO COMMENTS

Opened: 7:21 p.m.

Closed: 7:22 p.m.

A. Public Comments - No comments were made

B. Board Comments – Mrs. Wagner requested that Board Members email her with any Committee assignment requests.

VIII. EXECUTIVE SESSION - No Executive Session was needed

IX. ADJOURNMENT

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

ACTION ON MOTION:

Yeas 7

Nays 0

Abstentions 0

Time: 7:22 p.m.

Respectfully submitted,

Damaris Gurowsky
Business Administrator/Board Secretary