

# MINUTES OF THE MEETING

## DENVILLE BOARD OF EDUCATION

### REGULAR SESSION MEETING

#### IN-PERSON BOARD MEETING Or VIRTUAL (see details below)

**JANUARY 25, 2021 @ 6:00 p.m. open to Public**

(Public Agenda Portion of the Meeting will begin at 7:30 p.m.)

Denville Town Hall Community Room

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 25, 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](http://www.denville.org)

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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](mailto:sforte@denville.org) and/or [ccostanza@denville.org](mailto: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 6:06 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. ROLL CALL**

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

**A. EXECUTIVE SESSION - No Executive Session was needed**

**C. PLEDGE OF ALLEGIANCE**

**D. SPECIAL PRESENTATIONS - HIB Training for the Board presented by School Board Attorney, Frances Febres**

Special Presentation – HIB Training for the Board by District’s attorney, Frances Febres:

Mrs. Febres gave a thorough overview presentation on Harassment, Intimidation, or Bullying (HIB). She gave a series of HIB examples to explain the statute and help classify the difference between student’s conflict vs HIB.

Mrs. Febres described that HIB is as follows:

- Any gesture, written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic as a single incident or a series of incidents. Example characteristics are: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression.
- HIB gesture can take place on school property, at school sponsored function, school bus, or off school grounds.

Mrs. Febres gave examples of conduct and distinguishing characteristics that can be considered HIB. She also stated that the HIB characteristics need to be proven to be consider HIB and require a “substantial disruption” or interference with the operation of the school or the rights of other students.

Finally, she explained the HIB reporting and investigation process according to statute: N.J.S.A. 18A:37-15(b)(6)(a).

The Board thanked Mrs. Febres for the informative presentation.

**E. SUPERINTENDENT’S COMMENTS: HIB-SSDS Report for 7/1/20-12/31/20 - Dr. Forte discussed the following:**

- Dr. Forte, Superintendent of Schools, presented the 2020-2021 Denville K-8 Semi- Annual report on Student Safety Data System and Harassment Intimidation and Bullying for the period July 1, 2020 – December 31, 2020 as follows:
  - Substance Abuse: 0
  - Weapons possession reported cases: 0
  - Harassment, Intimidation, & Bullying (HIB):
    - Confirmed HIB cases 0
    - Investigations 0
  - Vandalism incident: 0
  - Violence incident: 0
  
  - Report of Suspension of Student with Disabilities for reasons other than Violence and Vandalism: 0

Action Taken:

- Police Notified 0
- In School Suspension 0
- Out of School Suspension 0

Staff/Student/Parent preventative trainings provided: 16  
Staff/Student/Parent preventative programs provided: 26

School-Wide HIB Prevention Actions:

- Teaching/Learning
  - Student Relationships
  - Safety
  - Parental Support
  - Physical and Emotional Environments
  - Morale in the School Community
- 
- Valleyview Athletics will be postponed until the spring.
  - All three schools will be virtual instruction on January 26<sup>th</sup> due to pending snow storm.
  - March 16<sup>th</sup> will be an additional conference day.

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

- Kindergarten pre-registration will open on February 1<sup>st</sup>.
- Martin Luther King day of service and food drive will continue through Friday
- February is Black History Month – poster contest sponsored by Denville Voices

**G. BUSINESS ADMINISTRATOR’S COMMENTS** – No Comments

**II. OPEN TO PUBLIC DISCUSSION (Agenda Items Only)**

Opened: 7:39 p.m.                      Closed: 7:40 p.m.

No comments were made.

**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 **January 2021** 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. Cappello moved, seconded by Mr. Casse, to approve the following Resolutions under Old Business:

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

1. Treasurer of School Monies
2. Board Secretary

**B. EDUCATION REPORTS**

1. Report of Student Enrollment - **December 2020**
2. Report of Health Office - **December 2020**
3. 2021-2022 Holiday Calendar - 12 Month Staff

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

1. Work/Regular Session Meeting - December 14, 2020
2. Special Meeting & Executive Session - December 21, 2020

**ROLL CALL (Motions A-C)**

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

**VI. 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, payments, employee leave requests, reassignments, appointments *pending approval from 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*, etc.:

**1. BE IT RESOLVED - NEW HIRES / RESIGNATIONS / RETIREMENTS / EMPLOYEE LEAVES / EXTRA PAY / SALARY / ADJUSTMENT** - that the Board approve the following pertaining to staff members' new hire, resignation, retirement, placement on paid/unpaid leave\*, payment for the performance of duties or extra duties\*\*, and/or a deduction in pay:

	Name	Position	School	Description	Ref	Amount
a.	Isza, Brett	Music Director	VV	2020-2021 School Musical		\$2,961 Step-B2
b.	Latino, Ariella	BSI	LV	New Hire for 20/21 SY, effective on or after 2/1/2021. Replacing employee #409		\$63,750 Step-MA10 Prorated
c.	Rosenblatt, Samara	Instr. Aide	LV	New Hire, for 20/21 SY, effective date TBD. FTE 0.80. Replacing employee #1363		\$19,020.80 Step-2 Prorated
d.	Viru, Cynthia	Teacher	LV	Leave Replacement Teacher extension for employee #870 through 20/21 SY		\$265/day
e.	Hamed, Haneen	Teacher	RV	Leave Replacement Teacher extension for employee #724 through 20/21 SY		\$265/day
f.	Warner, Alaina	Instr. Aide	LV	FTE increase from 0.80 to 1.0 effective 1/26/2021. Replacing employee #1245		\$24,716 Step-5 Prorated
g.	Eggert, Jeff Sudol, Renee	Teachers	VV Dist	Webmaster Stipend for 20/21 SY		\$2,489/ea Step-A4
h.	Minieri, Debbie	Counselor	LV	Provide CPI training to staff during 20/21 SY. Total prep and presentation not to exceed 18 hrs. (\$1,140.48)	2D	\$63.36/hr
i.	Bershefski, Heather	Teacher	RV	Add'l ELA instruction during 20/21 SY for student #20281355. Total instruction and prep time not to exceed 33 hrs. (\$1,359.93)	2B	\$41.21/hr
j.	Cicchino, James Protasiewicz, Emily Corforte, Jennifer Plumb, Shawn	Teachers	VV	Teach extra period(s) as needed for 20/21 SY		\$86.60/day \$71.36/day \$113.85/day \$120.43/day
k.	Kenah, Paula	Bus Aide	BUS	Retroactively approve: AM/PM Bus Aide for 20/21 SY		\$16.59/hr Step-6
l.	DeMaio, Anthony	Lunch Aide	LV	Resignation, effective 1/20/2021		

<b>m.</b>	Scala, Evan	Vice Principal	LV	Cash-in 9 vacation days for 20/21 SY		\$4,447.71
<b>n.</b>	Roth, Karl	Custodian	LV	Provide security as needed for school events		\$30/hr
<b>o.</b>	Medina, Alexandra	Teacher	LV	Leave Replacement Teacher extension for employee #662 through 3/31/2021.		\$300/day
<b>p.</b>	White, Lori	Teacher	Dist	District-wide Teacher for 20/21 SY		\$315/day

\*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.

\*\*The Board of Education's authorization to pay employees for the performance of duties or extra duties is contingent upon the occurrence of the actual event associated with service, and the employees' actual performance of services. In the situation where an event is canceled or the service is no longer required, the employee will not be eligible for payment and payment will not be issued.

2. **BE IT RESOLVED**, that the Board retroactively approve up to 10 maximum days of Emergency Paid Sick Leave in accordance with the Families First Coronavirus Response Act (FFCRA), for employee #1269 effective December 15, 2020; Employee #1269 qualifies under reason #1 of the Employee Rights and will use AM only of the FFCRA.
3. **BE IT RESOLVED**, that the Board retroactively approve up to 10 maximum days of Emergency Paid Sick Leave in accordance with the Families First Coronavirus Response Act (FFCRA), for employee #1192 effective December 15, 2020; Employee #1192 qualifies under reason #1 of the Employee Rights and will use AM only of the FFCRA.
4. **BE IT RESOLVED**, that the Board retroactively approve up to 10 maximum days of Emergency Paid Sick Leave in accordance with the Families First Coronavirus Response Act (FFCRA), for employee #573 effective December 15, 2020; Employee #573 qualifies under reason #1 of the Employee Rights.
5. **BE IT RESOLVED**, that the Board retroactively approve up to 10 maximum days of Emergency Paid Sick Leave in accordance with the Families First Coronavirus Response Act (FFCRA), for employee #180 effective December 18, 2020; Employee #180 qualifies under reason #1 of the Employee Rights and will use AM only of the FFCRA.
6. **BE IT RESOLVED**, that the Board approve employee #551, for a leave of absence, having received doctor's certification, commencing March 1, 2021 under the Federal Family Medical Leave Act (FMLA), ending on May 25, 2021, while utilizing thirty (30) sick days.  
  
**BE IT FURTHER RESOLVED**, that the Board approve the leave under the NJ Family Leave Act (FLA) for employee #551, commencing on April 13, 2021 through September 10, 2021.  
  
**BE IT FURTHER RESOLVED**, that the Board approve the leave for employee #551 and anticipate a return to work on April 11, 2022.
7. **BE IT RESOLVED**, that the Board retroactively approve up to 10 maximum days of Emergency Paid Sick Leave in accordance with the Families First Coronavirus Response Act (FFCRA), for employee #86 effective October 6 - October 7, 2020. Employee #86 qualifies under reason #1 of the Employee Rights.
8. **BE IT RESOLVED**, that the Board retroactively approve up to 10 maximum days of Emergency Paid Sick Leave in accordance with the Families First Coronavirus Response Act (FFCRA), for employee #1329 effective December 14 - December 23, 2020. Employee #1329 qualifies under reason #1 of the Employee Rights.
9. **BE IT RESOLVED** that the Board retroactively approve the use up to 10 maximum days of Emergency Paid Sick Leave in accordance with the Families First Coronavirus Response Act (FFCRA), for employee# 579 effective October 27, 2020 through November 4, 2020. Employee #579 will use AM only as needed of the FFCRA and will qualify under reason #5 of the Employee Rights at two-thirds (2/3) of salary for up to \$200 per day or \$100 for half day.
10. **BE IT RESOLVED**, that the Board approve employee #724, for an extended leave of absence and anticipate a return to work for the 2021-2022 SY.
11. **BE IT RESOLVED**, that the Board approve employee #870, for an extended leave of absence and anticipate a return to work for the 2021-2022 SY.

12. **BE IT RESOLVED**, that the Board approve employee #1241, for an extended leave of absence and anticipate a return to work on March 29, 2021.
13. **BE IT RESOLVED**, that the Board approve employee #656, for an extended leave under the Federal Family Medical Leave Act (FMLA), and anticipate a return to work on February 1, 2021, while utilizing sick days.
14. **BE IT RESOLVED**, that the Board approve employee #1347, for a leave of absence, having received doctor’s certification, commencing April 12, 2021 under the Federal Family Medical Leave Act (FMLA), ending on June 25, 2021, while utilizing ten (10) sick days.

**BE IT FURTHER RESOLVED**, that the Board approve the leave under the NJ Family Leave Act (FLA) for employee #1347, commencing on May 10, 2021 through June 25, 2021.

**BE IT FURTHER RESOLVED**, that the Board approve the leave for employee #1347 and anticipate a return to work for the 2021-2022 SY.

15. **BE IT RESOLVED**, that the Board approve Mentor-Mentee Relationship for the 2020-2021 SY. \$550 paid by Mentee to Mentor prorated by month. To be reimbursed by the Board upon successful completion of the program and renewal for the 2021-2022 SY.

Mentee - Michael Cocheo, RV Mentor - Allie Gomer, RV

16. **BE IT RESOLVED**, that the Board approve the attached list of staff to provide virtual tutoring for Denville students for 20/21 SY. Not to exceed 267 total combined hours at the rate of \$41.21/hr each. Funded through Title 1. Ref 2A

17. **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.	Scafati, Christopher	Long-term Sub Teacher	20/21 SY	\$160/day

**ROLL CALL (Motions 1-17)**

Mr. Cappello Y, Mr. Casse-Y, Mr. Andersen-Y, Mr. Luer-Y, Mr. Kim-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:

1. **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)
a.	Zeleny, Tia	Teacher	RV	\$850	<i>Retroactively approve:</i> Teachers College Writing Institute Online	2D	8/3/2020 - 8/7/2020
b.	Zeleny, Tia Gudelanis, Kristiann	Teachers	RV	\$850 each	<i>Retroactively approve:</i> Teachers College Reading Institute Online	2D	8/10/2020 - 8/14/2020
c.	Rossi, Amy Pejerrey, Cheryl	Teachers	Dist LV	\$375 each	<i>Retroactively approve:</i> Teachers College “Teaching Literacy Virtually”	2D	4/6/2020 - 4/8/2020

2. **BE IT RESOLVED**, that the Board approve the following Student Teachers for 20/21 SY:

	Student	School/College/University	Experience	Dates	School	Ref
a.	Mejia, Liam	William Paterson University	Observe	Spring/Fall 2021	VV	1C
b.	Bilani, Sarah	Caldwell University	Observe	20/21 SY	LV	1C

c.	Inghilterra, Christina	Fairleigh Dickinson University	Observe	20/21 SY	RV	1C
d.	Siragusa, Cole	Fairleigh Dickinson University	Observe	Spring/Fall 2021	VV	1C
e.	Wach, Samantha	William Paterson University	Observe	Spring 2021	RV	1C

**ROLL CALL (Motions 1-2)**

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

**C. POLICY REVISIONS**

Mr. Luer moved, seconded by Mr.Casse, 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 <sup>st</sup> Reading	2 <sup>nd</sup> Reading/ Adoption
0164.6	Remote Public Board Meetings During A Declared Emergency (M) - NEW		X
1620	Administrative Employment Contracts		X
1648	Restart and Recovery Plan (M)		X
1648.02	Remote Learning Options for Families (M) - NEW		X
1648.03	Restart and Recovery Plan - Full-Time Remote Instruction (M) - NEW		X
2431	Athletic Competition (M)		X
R 2431.1	Emergency Procedures for Sports and Other Athletic Activity (M)		X
P & R 5330.05	Seizure Action Plan (M) - NEW		X
6440	Cooperative Purchasing (M)		X
P & R 6470.01	Electronic Funds Transfer and Claimant Certification (M) - NEW		X
P & R 7440	School District Security (M)		X
7450	Property Inventory (M)		X
P & R 7510	Use of School Facilities (M)		X
8420	Emergency and Crisis Situations (M)		X
8561	Procurement Procedures for School Nutrition Programs (M)		X

**ROLL CALL (Motion 1)**

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

**D. FINANCE (Includes Technology) - Chair, James Kim**

Mr. Kim moved, seconded by Mr. Luer, 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
\$2,110.49	Ck #'s 201194 - 201195	Milk Fund
\$4,004,909.92	Ck #'s 10400-10526, 990251-990256, 912152020, 912232020, 901152021	Current Expense

- BE IT RESOLVED**, that the Board approve the agreement with the parents for Student #20332606 to receive Speech-Language Services during the 2020-2021 school year (no additional cost to District).

**ROLL CALL (Motions 1-2)**

Mr. Cappello Y, Mr. Casse-Y/N Milk Checks, Mr. Andersen-Y, Mr. Luer-Y, Mr. Kim-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**

- 1.1. BE IT RESOLVED**, that the Board retroactively approve the contract with Hunterdon Educational Service Commission to assist with additional routes as needed for the 2020-2021 SY at a per diem rate of \$423.

**2. BUILDING AND GROUNDS**

**ROLL CALL (Motion 1.1)**

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

**V. GOOD OF THE CAUSE**

**A. COMMITTEE REPORTS**

**B. CORRESPONDENCE**

**C. DISCUSSION ITEMS**

- Budget 2021-2022
- Board Meeting Highlights, Ref 1-4
- Board of Education adopts Preliminary 2021-2022 - Budget March 8, 2021
- Public Hearing for 2021-2022 School Budget - April 26, 2021

**D. OTHER**

The Board discussed the following:

Mr. Cappello discussed the events of January 6<sup>th</sup> at the Capitol and revisited the Board's Strategic Goals reaffirming the Board's mission for the schools.

Mrs. Wagner asked Dr. Cullis to prepare information for the next meeting to address the curriculum that addresses civic lessons.

Mr. Kim discussed the Finance Committee meetings and the discussions with Dr. Forte and Mrs. Gurowsky related to a suggested 1.44% tax levy increase for the 2021/2022 SY. Mr. Kim stated that he would like a target of 1% and Mrs. Gurowsky is putting reports together to discuss further.

Highlights:

- I. Budget 2021-2022
- II. HIB presentation
- III. Food Drive

**VI. OPEN TO COMMENTS**

Opened: 8:04 p.m.                      Closed: 8:05 p.m.

No comments were made

**VII. ADJOURNMENT**

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



**ACTION ON MOTION:**

Yeas 7

Nays 0

Abstentions 0

Time: 8:05 p.m.

Respectfully submitted,

Damaris Gurowsky  
Business Administrator/Board Secretary