

MINUTES OF THE MEETING

**DENVILLE TOWNSHIP BOARD OF EDUCATION
ORGANIZATION MEETING**

**JANUARY 6, 2022 @ 7:30 P.M.
Township of Denville - Council Chambers
1 St. Mary's Place**

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 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.

Google Meet/Hangout Directions for Public

1. When you enter the Meeting/Hangout, mute yourself (If you are not already 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

Dr. Venu Arunajatesan, newly elected Board member, and Dr. Clifford Moore, newly elected Board member, to be sworn in before the meeting is called to order.

Oath read by elected Board Members.

II. CALL TO ORDER BY MRS. GUROWSKY AT 7:36 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. Pledge of Allegiance

C. ROLL CALL:

Dr. Arunajatesan - P, Dr. Moore - P, Mr. Kim - P, Mr. Casse - P, Mr. Cappello - P, Mr. Andersen – P, Mrs. Wagner - P.

Administrators present: Superintendent (Dr. Steven Forte), Asst Superintendent (Dr. Sandra Cullis), Board Secretary (Damaris Gurowsky)

D. Report of the Results of the Annual School Election held November 2, 2021 by Board Secretary

VOTES COUNTED FOR CANDIDATES – Three-Year Terms:

| <u>Candidate</u> | <u>At Polls</u> | <u>Absentee</u> | <u>Total</u> |
|-----------------------|-----------------|-----------------|--------------|
| Dr. Clifford Moore | 2,209 | 419 | 2,628 |
| Mr. Venu Arunajatesan | 1,855 | 474 | 2,329 |
| Total: | 4,064 | 893 | 4,957 |

III. ORGANIZATION

A. Nominations for Board President

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

ROLL CALL VOTE:

Dr. Arunajatesan –Y, Dr. Moore -Y, Mr. Kim -Y, Mr. Casse -Y, Mr. Cappello -Y, Mr. Andersen -Y, Mrs. Wagner –Y.

Mr. Andersen, 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. Cappello be placed in nomination for Vice President.

ROLL CALL VOTE:

Dr. Arunajatesan –Y, Dr. Moore -Y, Mr. Kim -Y, Mr. Casse -Y, Mr. Cappello -Y, Mr. Andersen -Y, Mrs. Wagner –Y.

C. President's Comments

Mr. Andersen thanked his fellow Board members for the confidence and entrusting him with this responsibility. Mr. Andersen stated that he is proud of the staff, administration, and Board members for finding ways to keep students in the

classroom specially during the Covid pandemic transition period.

D. Committees will be set-up for next Board Meeting

IV. OPEN FOR PUBLIC DISCUSSION (Agenda Items Only)

Opened: 7:45 p.m. Closed: 7:47 p.m.
No comments were made

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 2022. 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 2022 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 2022. 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 2022. 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 2022 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 2022. 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 2022. 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 2022. 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 2022. 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 - **Aura Pelaez Molina**
 3. Treasurer of School Monies – Paula Hatch
 4. Affirmative Action Officer – John Englishmen
 5. School Physician/Medical Inspector – **Dr. Greenfield**
 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, **Brian Pascale**
 22. Educational Stability Liaison – Grace Johnson
 23. Attendance Officer – Bonny Engelhardt
 24. LEA NJSLA IT Contact – Cynthia Costanza
 25. State Testing Coordinator/NJSLA Coordinator – Dr. Sandra Cullis
 26. District ESSA Coordinator – Dr. 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 - Dr. 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 PlanConnect as the third party administrator (TPA) for the 403(b) & 457(b) to perform certain plan administration, plan compliance and related services.
13. **BE IT RESOLVED**, that the Board approve to provide Chapter 256 Health Benefits for Domestic Partnership under Chapter 256, P.L. 2003.
14. **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:

| | <u>Bid Threshold</u> | <u>Quotation Threshold</u> |
|---------------------------------|--------------------------|--------------------------------|
| 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.

15. **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, Mr. Andersen has been elected President of the Board of Education;

WHEREAS, Dr. 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 |

16. 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. **Lee J. Suckno, MD, 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 Healthcare Services - Saint Clare's LLC

12. Educational Services Commission of Morris County
13. Hackensack University Medical Center
- 14. Learning Tree Multilingual Evaluation & Consulting**
15. PG Chambers
16. Dr. L. Hanes & Associates
17. Summit Speech School
18. Progressive Therapy
19. Brett DiNovi & Associates, LLC
20. Sunbelt Staffing
21. The Uncommon Thread
22. Assistivetek, LLC
23. D.C. Fagan Psychological Services
- 24. CCL Therapy LLC**
- 25. Fun Fit Therapy LLC**

17. **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

18. **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

19. **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.

20. BE IT RESOLVED, that the Board approve the 2022 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 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.

21. BE IT RESOLVED, that the Board approve to set the non-resident tuition rate for 2022-23 at the following rates:

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

22. 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.

ROLL CALL VOTE:

Dr. Arunajatesan –Y, Dr. Moore -Y, Mr. Kim -Y, Mr. Casse -Y, Mr. Cappello -Y, Mr. Andersen -Y, Mrs. Wagner –Y.

B. Adoption of Public Meeting Calendar

MOTION: Mr. Kim moved, seconded by Mrs. Wagner to adopt the following resolution:

1. **BE IT RESOLVED**, that the Board adopt the attached 2022 Board of Education Public Meeting Calendar.

ROLL CALL VOTE:

Dr. Arunajatesan –Y, Dr. Moore -Y, Mr. Kim -Y, Mr. Casse -Y, Mr. Cappello -Y, Mr. Andersen -Y, Mrs. Wagner –Y.

VI. GOOD OF THE CAUSE

A. CORRESPONDENCE

B. DISCUSSION ITEMS

School Board Member Code of Ethics

- Mr. Kim, Mr. Cappello, and Mr. Andersen read the Code of Ethics.
- Signed ethics forms to be returned by all Board Members to Mrs. Gurowsky.
- Security Committee Recharge – January 2022.
- Committees request/liaison for next Board meeting.
- Policy revision for Organization meeting to incorporate virtual option.
- Finance Committee set up for January-2022; budget review.

C. OTHER

VII. OPEN TO COMMENTS

A. Public Comments

Opened: 8:02 p.m. Closed: 8:36 p.m.

Several members of the public commented as follows:

- Valleyview Advisory group status – Dr. Cullis answered by stating that advisory group are not finalized and more information will be coming soon.
- Covid screening testing; discriminatory behaviors; masking mandates; virtual learning; Board position on mask requirement & guidelines.
- Substitute shortage: what is the District doing in reference to class coverage. Dr. Forte answered: The District hired 8 permanent substitutes and utilize other staff to cover classrooms as needed.
- How to access the parents' survey without using a google form; Vaccinated student's vs unvaccinated student's; Start Strong test results.
- When will the District provide a presentation on the "Start Strong" testing results.
- What does "Strong Support May Be Needed" mean?
- Tutoring support for student falling behind academically.
- Provide advance notice to parents in reference to virtual learning.
- Dr. Forte, Dr. Cullis, & Mr. Andersen answered most of the questions and comments.

B. Board Comments:

- Mrs. Wagner mentioned that notification to the public is a priority – the best place for students is in the classrooms.
- Mr. Kim welcomed the two Board members, thanked Mrs. Wagner and Mr. Cappello for the last two years as President and Vice-President; and congratulated Mr. Andersen.

- Mr. Andersen thanked Mrs. Wagner for her leadership and for the last two most difficult years span in the history of this Board.
- Mr. Cappello thanked Mrs. Wagner for her tremendous service and leadership.
- Mrs. Wagner stated that it was not the easiest two years, but she had the support of the entire Board and administration.

VIII. EXECUTIVE SESSION - No Executive Session was needed

IX. ADJOURNMENT

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

ACTION ON MOTION:

Yeas 7 Nays 0 Abstentions 0 Time: 8:42 p.m.

Respectfully submitted,

Damaris Gurowsky
Business Administrator/Board Secretary