

**MINUTES OF THE MEETING**

**DENVILLE BOARD OF EDUCATION**

**November 14, 2022.**

**Work Session Meeting - 6:30 PM**

**(Public Portion of the Meeting will begin at 6:30 p.m.)**

**Riverview Elementary School**

Members of the public may remotely access this Board Meeting through Google Meet, a remote video conferencing system. Specific instructions for accessing the Board Meeting is posted on the Denville Board of Education website.

Please visit the District Website for more information: [http://www.denville.org/board\\_of\\_education/boe\\_meeting\\_schedule](http://www.denville.org/board_of_education/boe_meeting_schedule)

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

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

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

(The meeting line will open at 7:30 pm)

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.

## **I. CALLED TO ORDER BY MR. ANDERSEN AT 6:30 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. Cappello - P, Mrs. Wagner - P, Mr. Casse - P, Mr. Kim - P, Dr. Arunajatesan - A, Dr. Moore - P, Mr. Andersen - P.

### **C. EXECUTIVE SESSION - No Executive Session was needed**

### **D. PLEDGE OF ALLEGIANCE**

### **E. SPECIAL PRESENTATIONS**

- November 14, 28, and December 12, 2022: Strategic Planning.

### **F. SUPERINTENDENT’S COMMENTS - Dr. Forte discussed the following:**

- VV Athletics: Girls’ soccer team championship.
- Presentation with Sheriff from Homeland Security, date to be determined.

### **G. ASSISTANT SUPERINTENDENT’S COMMENTS - Dr. Cullis discussed the following:**

- Congratulations to the Gifted and Talented Team

### **H. BUSINESS ADMINISTRATOR’S COMMENTS - Mrs. Gurowsky discussed the following:**

- The District was recently awarded for a \$2,233,125 grant through the School and Small Business Ventilation and Energy Efficiency Verification and Repair Program. The award will be utilized to install HVAC at Lakeview Cafeteria, Gym, and All Purpose Room.

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

This portion of the meeting is open to any individuals for the purpose of addressing resolutions on this agenda or matters that they find is important to the Board of Education, and is governed by Board Policy 0167. Prior to making a comment, members of the public are required to state their names, addresses, and the subject matter of the comment. Comments are limited to three minutes per person. No participant may speak more than once on the same topic until all others who wish to speak on the topic have been heard. Comments made by members of the public may or may not be responded to by the Board or District Administration. Any response that is provided will be made at the end of the public comment period after all comments have been heard.

The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Students and employees have specific legal rights afforded by the laws of New Jersey. Therefore, comments regarding specific students and employees will not be responded to by the Board. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

All statements, questions, or inquiries shall be directed to the Board President.

Opened: 6:34 p.m. Closed: 6:35 p.m.

No comments were made.

### III. OLD BUSINESS (NO ACTION TO BE TAKEN)

The following resolutions have been recommended by the 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 **November 2022** 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.

To approve the following Resolutions under Old Business, action will be taken on November 24th:

#### A. **RESOLVED** that the Board approve the following REPORTS from **October 2022**:

1. Treasurer of School Monies
2. Board Secretary

#### B. **EDUCATION REPORTS**

1. Report of Student Enrollment - **October 2022**
2. Report of Health Office - **October 2022**
3. HIB Case - LV.22.23.04

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

1. Work Session & Executive Session Meeting - October 10, 2022.
2. Regular Session & Executive Session Meeting I & II - October 24, 2022.

### 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, Laura Wagner**

Mrs. Wagner moved, seconded by Mr. Kim, 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	Step	Amount
a.	Johnson, Julian	Sub. Teacher	LV	<i>Retroactively approve Substitute Teacher for the ESY program for 3.5 hours (\$171.43)</i>			\$48.98/hr.

b.	Zeilman, Kaitlin	Sub. Teacher	LV	<i>Retroactively approve</i> Substitute Aide for the ESY program for 9 hours (\$180.18)			\$20.02/hr.
c.	Dykes, Tamika Berger, Katie Johnson, Julian	Instructional Aide Sub. Teacher Sub. Teacher	LV	<i>Retroactively approve</i> Summer Enrichment Aides DT - 38.5 hours (\$770.77) BK - 52.5 hours (\$1,051.05) JJ - 21.5 hours (\$430.43)			\$20.02/hr.
d.	Sinha, Jennifer	School Nurse	VV	<i>Retroactively approve</i> To assist with ice social event on 10/7/22 Not to exceed 2 hours (\$76.48)			\$38.24/hr.
e.	Seidel, Jessica	Head School Nurse	VV	<i>Retroactively approve</i> To assist during the student dance event Not to exceed 2 hours (\$82.42)			\$41.21/hr.
f.	Kenah, Paula	Instructional Aide	VV	To support students in After School Clubs and Activities For the 22-23 SY. As needed.	3C		\$20.59/hr.
g.	McLaughlin, Katherine Black, Rachel Priori, John	MS Musical Director MS Mock Trial Set Director	VV	Extra Curricular - Stipend		B-4 A-1 B-4	\$4,256 \$1,777 \$2,128
h.	Zeleny, Tia	Teacher	RV	Move across the Guide Effective 09/01/22		MA 9	\$63,235
i.	Rozycki-Lowell, Christine	Instructional Aide	RV	Resignation Effective 12/05/22			

\*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 approve employee #891, for a leave of absence, under the Federal Family Medical Leave Act (FMLA), commencing November 1, 2022, while utilizing available sick days, anticipated return to work on January 3, 2023.
3. **BE IT RESOLVED**, that the Board approve the leave for employee #1066 and anticipate a return to work on February 13, 2023.
4. **BE IT RESOLVED**, that the Board rescind the October 24, 2022, Resolution under Personnel - Item No. 3 "BE IT RESOLVED, that the Board approve the one-day suspension without pay for employee # 1344."
5. **BE IT RESOLVED**, that the Board approve the one-day suspension without pay for employee # 1434.
6. **BE IT RESOLVED**, that the Board approve to rescind the July 18, 2022 motion under personnel #4.A.1-i.
7. **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.	DiMartino-Rotella, Lucretia	Teacher	22/23 SY	\$125/day
b.	Meier, Kaitlyn	Teacher	22/23 SY	\$125/day

**ROLL CALL (Motions 1-7)**

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

**B. 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 retroactively approve the agreement with Behavior Therapy Associates for district Consultation Services by a Board Certified Behavior Analyst (BCBA) at \$130/hr. not to exceed \$61,620 effective November 9, 2022, for the 2022-2023 SY. Ref: 3C.
2. **BE IT RESOLVED**, that the Board approve the agreement with The Uncommon Thread (TUT) to provide a Trained Behavioral Technician from November 2022 - June 22, 2023. Start date TBD at a cost not to exceed \$70,525. Ref: 2B.

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

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

**C. 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 retroactively approve Cortes Service, LLC (Tax Registration # 223-743-711) to power wash outside walls, soffits, and windows, and paint exterior plaster walls at Riverview School at a cost of \$9,120. This is in place of resolution #4.A.1-i from 7/18/22.

**ROLL CALL (Motion 2.1)**

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

**V. NEW BUSINESS (NO ACTION TO BE TAKEN)**

**A. PERSONNEL (Includes Technology) - Chair, Laura Wagner**

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	Step	Amount
a.	Black, Rachel Musynske, Aileen Olarte, Fanny Plumb, Shawn	Teacher	VV	To provide Home Instruction during the 2022-2023 School Year As needed	2A		\$50/hr.

	Tatarka, Ryan						
b.	Smith, Larissa	PT Teacher	RV	To attend in-service days, including PD days, throughout the school year, back-to-school night, and parent-teacher conferences.	1C		\$59.18/hr.
c.	McDonald, Jody	Guidance of Counselor	VV	<i>Rescind from 08/15/22 Resolution Under Personnel - Item 9</i> As Club Advisor for the Viking Connections for the 2022-2023 SY			
	Foth, Leanne	LDTC	VV	<i>Approve</i> As Club Advisor for the Viking Connections for the 2022-2023 SY Schedule A	1C	4	\$2,489

\*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.

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- BE IT RESOLVED**, that the Board approve the leave of absence for employee #1144 and anticipate a return to work for the 2023/2024 School Year.

**B. INSTRUCTION AND PROGRAM (Includes Technology) - Chair, Dino Cappello**

To approve the following Resolutions under Instruction and Program:

- 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.	Angster, Alexa	Special Services Administrative Assistant	Dist. Wide	\$515 + Mileage/Hotel	To attend NJASA TechSpo Atlantic City, NJ	2D	01/25/23-01/27/23
b.	Costanza, Cynthia	Technology Manager	Dist. Wide	\$515 + Mileage/Hotel	To attend NJASA TechSpo Atlantic City, NJ		01/25/23-01/27/23
c.	Mellini, Tracy	Teacher	LV	\$279	To virtually attend "Reducing Disruptive Behaviors while Increasing Self-regulation + Academics success (grades Pre K - 2)"		12/09/23

- BE IT RESOLVED**, that the Board approve Kaitlyn Erickson, student at Grove City College, to observe during the 22-23 SY. Ref: 1C.
- BE IT RESOLVED**, that the Board approve Kaitlyn Meier, student at Rider University, to observe at Riverview School for the 22-23 SY. Ref: 1C.
- BE IT RESOLVED**, that the Board approve Michaela McNally, a high school student to observe at Valleyview for the 22-23 SY. Ref: 1C.

**C. POLICY REVISIONS**

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
P 5512	HARASSMENT, INTIMIDATION, AND BULLYING (HIB) - REVISED		X
P 0167	PUBLIC PARTICIPATION IN BOARD MEETINGS - REVISED		X

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

To approve the following Resolutions under Finance:

- BE IT RESOLVED**, that the Board approve the enclosed checklist(s) in the following amounts:

Amount	Description	Check Register
		Milk Fund
		Current Expense
		Elementary Enrichment

- BE IT RESOLVED**, that the Board approve the attached agreement with PaySchool Central application to manage the payments transactions for Milk Program, Chromebook Insurance Fees, Field Trips, and other services as needed for the 2022/2023 School Year.

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

To approve the following Resolutions under Operations:

**1. TRANSPORTATION**

**2. BUILDING AND GROUNDS**

- 2.1. BE IT RESOLVED**, that the Board approve the submission and acceptance of the SSB-VEEVR, School and Small Business Ventilation and Energy Efficiency Verification and Repair Program - HVAC Replacement/New System Program Grant through the New Jersey Clean Energy Program application # 68355 in the amount of \$2,233,125 for the project as listed below. The work must be completed, and supporting documentation received by TRC by November 7, 2023.

- Lakeview Elementary School Cafeteria HVAC
- Lakeview Elementary School All Purpose Room HVAC
- Lakeview Elementary School Gym HVAC

- 2.2. BE IT RESOLVED**, that the Board approve the attached rental agreement with Kids to Pros Camp for Summer 2023 at Riverview for \$10,000 for three (3) rooms.

- 2.3. BE IT RESOLVED**, that the Board approve Morris Knolls HS to borrow the VV wrestling mat for their tournament on December 17, 2022.

**2.4. BE IT RESOLVED**, that the Board approve the following projects to be completed during the 2022-2023 school year utilizing Maintenance Reserve Funds:

- Bell Electric Contracting - Electrical work at Valleyview School \$10,780.00
- Bell Electric Contracting - Replace/repair lights at Bus Garage \$5,180.00
- Alltec, Inc - Install CWN270PM Boiler and RJS120M ASME glass lined storage tank at Valleyview \$17,675
- R. Ulrich & Son Contractors, LLC - Waterproof retaining wall at Lakeview Elementary School \$8,500.00
- Master Grinding & Security LLC - Install hardware and repair Gym & Cafeteria doors at Valleyview \$9,744.00
- C&M Door Controls, Inc - Replace Door #3 at Lakeview \$6,600.00

The Board went into executive session at 7:03 p.m. and returned to the open public meeting at 7:34 p.m.

## **VI. EXECUTIVE SESSION I - Action May Be Taken**

Mrs. Wagner 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 personnel, students, and 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: 6.                      Nays: 0.                      Abstentions: 0.                      Time: 7:03 p.m.

## **VII. GOOD OF THE CAUSE**

### **A. COMMITTEE REPORTS**

### **B. CORRESPONDENCE**

### **C. DISCUSSION ITEMS**

- Board Meeting Highlights, Ref 1-4
  1. Strategic Planning
  2. HVAC Grant approval \$2.2M
  3. Girls' Soccer Championship

### **D. OTHER: Strategic Planning - Public Program with NJSBA**

- Mr. Andersen, Board President, welcomed the public and gave a brief introduction about the Strategic Planning. He stated that the District completed the (2017-2022) Strategic Planning five years ago. He invited the public to attend the next two meetings as well as the regular Board meetings. He thanked the community and appreciates their involvement.
- Dr. Forte, Superintendent of School, thanked the public for giving their time to attend the meeting.
- Dr. Forte and Dr. Cullis summarized important highlights from the 2017-2022 Strategic Planning Goals as follows:
  - Student Learning and Curriculum
  - Well Rounded Students
  - 21st. Century Leadership and Ownership of Learning
  - Facility/Class Sizes/Security
  - Awards and Recognitions
  - Elementary Academic Programs
  - Elementary Selective Academic Programs



- Middle School Academic Programs
  - Middle School Selective Academic Programs
  - High School Academic Programs offered at the Middle School
  - Extra-Curricular Activities
  - Special Services Department Highlights
  - Technology
  - Demography Study Data 2022
  - Revenue Funding's
  - 2021-2022 Spring NJSLA
  - Comparative Group Data
- Dr. Forte reminded everyone about the next Strategic Planning meeting scheduled for November 28 and December 12, 2022. He also introduced NJSBA representative, Charlene Peterson, moderator for the Strategic Planning.
  - Charlene Peterson gave a brief explanation about the Strategic Planning process. She asked the participants to split into groups to explore and discuss possible goals, accomplishments, and challenges for the 2023-2028 Strategic Planning. One member from each group shared their thoughts with the public. Ms. Peterson stated that all documents, presentations and videos will be posted on the District's website.

### **VIII. OPEN TO COMMENTS**

This portion of the meeting is open to any individuals for the purpose of addressing resolutions on this agenda or matters that they find is important to the Board of Education and is governed by Board Policy 0167. Prior to making a comment, members of the public are required to state their names, addresses, and the subject matter of the comment. Comments are limited to three minutes per person. No participant may speak more than once on the same topic until all others who wish to speak on the topic have been heard. Comments made by members of the public may or may not be responded to by the Board or District Administration. Any response that is provided will be made at the end of the public comment period, after all, comments have been heard.

The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Students and employees have specific legal rights afforded by the laws of New Jersey. Therefore, comments regarding specific students and employees will not be responded to by the Board. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

All statements, questions, or inquiries shall be directed to the Board President.

Time: 9:45 p.m.                      Closed: 9:46 p.m.

No comments were made.

### **IX. EXECUTIVE SESSION II - Action May Be Taken**

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 personnel, students, and 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: 6.                      Nays: 0.                      Abstentions: 0.                      Time: 9:46 p.m.

### **X. ADJOURNMENT**

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

**ACTION ON MOTION:**

Yeas: 6.

Nays: 0.

Abstentions: 0.

Time: 10:41 p.m.

Respectfully submitted,

Damaris Gurowsky  
Business Administrator/Board Secretary