

MINUTES OF THE MEETING
DENVILLE TOWNSHIP BOARD OF EDUCATION
MONDAY, MARCH 14, 2016
Work Session Meeting – 7:00 p.m.
(Public Portion of Meeting will begin at 7:30 p.m.)
Valleyview School

I. CALLED TO ORDER BY MR. CAPPELLO

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. Andersen P Mrs. DeLuna P Mr. Luer P Mrs. Lindsay P
Mr. Casse P Mr. Napeloni P Mr. Cappello P

C. PLEDGE OF ALLEGIANCE

D. EXECUTIVE SESSION

Mr. Luer moved, seconded by Mr. Casse, 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 negotiations, legal, and personnel 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: 7:01 p.m.

PUBLIC PORTION OF MEETING BEGAN AT 7:33 P.M.

E. SPECIAL PRESENTATIONS BY MR. FORTE

- Preliminary 2016 – 2017 Budget Discussion
- March 28, 2016 Regular Session: NJSBA Board Training on STEM and Sustainability

F. SUPERINTENDENT’S COMMENTS

- Valleyview Middle School fields being worked on for sport practice.
- Dyslexia meeting for March 15, 2016 at Riverview School
- Email to public about the district calendar changes for 2015-2016.
- YMCA arrangements to offer childcare during school closing due to calendar change.

G. ASSISTANT SUPERINTENDENT'S COMMENTS

- PARCC – Testing date changes (April 28th – NO testing); 6th grade will begin testing on May 2, 2016.

H. BUSINESS ADMINISTRATOR'S COMMENTS

- Prebid meeting for Valleyview and Lakeview roof project – March 10, 2016; opening bid – March 31, 2016

II. OPEN FOR PUBLIC DISCUSSION (Agenda Items Only)

Time Opened: 7:43 p.m. **Time Closed:** 7:44 p.m.

- 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 February, 2016, 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:

- A. RESOLVED** that the Board of Education of the Township of Denville approves the following REPORTS from February, 2016:

1. Treasurer of School Monies
2. Board Secretary

B. EDUCATION REPORTS

1. Report of Student Enrollment – February
2. Report of Medical Office – February
3. HIB Report
 - Valleyview - 04

- C. MINUTES – RESOLVED** that the Board of Education of the Township of Denville approve the minutes of the Work Session and Executive Session of Monday, February 8, 2016 and the minutes of the Regular Session and Executive Session of Monday, February 22, 2016.

- 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, Mr. Cappello

Upon the recommendation of the Superintendent of Schools, to approve the following resignations, retirements, salary adjustments, reassignments, appointments, etc. (pending approval from the State Department of Education and subject to the New Jersey Criminal Background Check and the 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:**

Mr. Cappello moved, seconded by Mr. Napeloni, to approve the following Resolutions under Personnel (motions 1-3):

#1 BE IT RESOLVED – NEW HIRES/RESIGNATIONS/RETIREMENTS/EXTRA PAY/SALARY ADJUSTMENT – that the Board of Education of the Township of Denville 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	Reason/Time	Amount
a.	Springer, Browyn @ LV	Retroactively approve to attend the district's Professional Development on 2/11/16 for 2 hrs.	\$67.50/hr. not to exceed \$135.00
b.	Johnson, Kris @ VV	Retroactively approve to present at the Parent Academy for Success on 3/2/16 for 4.5 hrs. (1.5 hrs. presentation/3 hrs. preparation)	\$40.40/hr. each not to exceed \$181.80 each
	Pillion, Connie @ LV		
	Reichhard, Alison @ RV		
	Stiles, Lydia @ VV		
c.	Birnbaum, Marissa @LV	Retroactively approve to attend the 2 nd grade play on 3/3/16 at the per event chaperone rate of \$35.00	\$35.00 per event chaperone rate
d.	Springer, Browyn @ LV	Attend parent conferences on March 22, 23, 24, 2016 for 5.5 hrs.	\$67.15/hr. not to exceed \$369.33
e.	Cartagena, Julissa @ LV	Attend parent conferences on March 22, 23, 24, 2016 to assist with translations for 3 hrs.	\$34.65/hr. not to exceed \$104.00
f.	Cartagena, Julissa @ RV	PT Language Arts Teacher to attend parent conferences on 3/23/16 for 2 hrs./20 mins @ per diem hourly rate	\$34.65/hr. not to exceed \$80.75
g.	Conklin, Laura @ RV	PT Gym Teacher to attend parent conferences on 3/23/16 for 2 hrs./20 mins @ per diem hourly rate	\$35.17/hr. not to exceed \$81.94
h.	Sproule, Nicole @ RV	PT Guidance Counselor to attend parent conferences on 3/23/16 for 2 hrs./20 mins @ per diem hourly rate	\$40.64/hr. not to exceed \$94.69
i.	Feind, Lisa @ LV	Provide after school ELL instruction for additional 6 hrs.; funding will be provided through NCLB, Title III	\$40.40/hr. not to exceed \$242.40
j.	Knox, Susan @ LV	Resignation as the ABA Instructional Aide effective March 4, 2016	NA
k.	Mellini, Tracy @ LV	PT Instructional/Personal Aide, increase hours to 1.0 FTE to replace Susan Knox, Step 8, effective 3/15/16	\$22,389.00 prorated
l.	Lane, Dayna @ VV	Resignation as Special Education Teacher effective February 24, 2016	NA
m.	Snyder, Linda @ LV	New hire, 0.69 FTE Aide for PreK, Step 13; pending CHR approval for immediate start	\$17,661.93/yr. prorated
n.	Nixon, Karin @ RV	Instructional/Personal Aide, increase hours to 1.0 FTE, Step 5 effective 3/15/16	\$21,772.00/yr. prorated

	Name/Position	Reason/Time	Amount
o.	Nixon, Karin	Change from Substitute Bus Aide to Bus Aide effective 3/15/16, maximum 20 hrs./week, Step 1	\$14.65/hr.
p.	Capone, Jennifer	Change in assignment from PT Instructional/ Personal Aide @ RV and PT Bus Aide to Instructional/Personal Aide @ LV, 0.69 FTE, Step 6, effective 3/15/16	\$15,164.82 prorated
q.	Worrall, James @ RV	PT Instructional/Personal Aide @ RV, increase in hours to 0.69 FTE, Step 10, effective 3/15/16	\$16,119.09 prorated
r.	Harrower, Brenda @ RV Tech. Teacher	Retirement effective June 30, 2016	NA
s.	Maag, Elizabeth @ RV Kindergarten Teacher	Retirement effective June 30, 2016	NA

#2 BE IT RESOLVED – SUBSTITUTES – that the Board of Education of the Township of Denville approve the following new hire substitute(s) for the district:

	Name	Position/Location	Effective Date	Step/Salary
a.	Biancardi, Laura	Substitute Teacher Certification	As needed	\$85.00/day
b.	Herbert, Cory	Substitute Teacher Certification	As needed	\$85.00/day
c.	Hestevold, Nancy K.	NJ Teacher of English Certification	As needed	\$110.00/day
d.	Peco, Amar	Substitute Custodian	As needed	\$17.30/hr.

#3 BE IT RESOLVED that the Board of Education of the Township of Denville approve the contract for Damaris Gurowsky as the School Business Administrator/Board Secretary at a salary of \$113,950, effective April 1, 2016 through October 31, 2016.

ROLL CALL (Motions 1-3)

Mr. Andersen Y Mrs. DeLuna Y Mr. Luer Y Mrs. Lindsay Y
Mr. Casse Y Mr. Napeloni Y Mr. Cappello Y

B. INSTRUCTION AND PROGRAM (Includes Technology) – Chair, Mrs. Lindsay

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

#1 BE IT RESOLVED, WORKSHOPS with EXPENSES – that the Board of Education of the Township of Denville 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 \$0.31 per mile:

	Name/Position	Cost	Event/Location	Date
a.	Ackerman, Kathleen @	\$825 registration per person for total registration of \$9075.00; transportation costs of \$24.28/day mileage; estimated tolls/parking @ \$50.00/day; maximum of 5 days travel not to exceed \$371.40 per person.	Pending acceptance, staff members to attend Teachers' College Summer Institutes in New York City	Dates TBD
	Baisley, Beth @ LV			
	Fattorusso, Diane @			
	Lynch, Meghan @ RV			
	McBride, Sharon @ VV			
	Patel, Disha @ VV			
	Pillion, Connie @ LV			
	Radcliff, Jaquie @ VV			
	Schell, Patricia @ RV			
	Shine, Rose @ RV			
Theodoropoulos, Christina @ RV				
b.	Zacharyczuk, Linda @ LV	\$219.99 + travel	Executive Functions and ADHD in Children and Adolescents @ Parsippany Sheraton	March 14, 2016
c.	Julich, Lauren @ LV	\$199.99 + \$44.64 travel	Regulating Children w/ Autism and/or Sensory Disorders	April 19, 2016

ROLL CALL

Mr. Andersen Y Mrs. DeLuna Y Mr. Luer Y Mrs. Lindsay Y
Mr. Casse Y Mr. Napeloni Y Mr. Cappello Y

C. FINANCE (Includes Technology) – Chair, Mrs. DeLuna

Mrs. DeLuna moved, seconded by Mr. Napeloni, to approve the following Resolutions under Finance (Motions 1-4):

#1 BE IT RESOLVED that the Board of Education of the Township of Denville approve a donation of surplus and sample camera supplies worth approximately \$400.00 from parent Barbara Wong and the company she works for ToCAD. The donation to Riverview School includes selfie-sticks, phone speakers, tripods, flash and tripod cases. The equipment may be used for Enrichment and computer classes.

#2 BE IT RESOLVED that the Board of Education of the Township of Denville approve the submission and acceptance of the 2015-2016 amendment Individuals with Disabilities Education Act (IDEA) grant with the following amounts:

Basic Public	\$373,634
Non Public	\$44,927
Preschool	\$21,545

#3 BE IT RESOLVED that the Board of Education of the Township of Denville approve the following resolution regarding the 2016-2017 school district budget:

RESOLVED, upon the recommendation of the Superintendent, that the Denville Board of Education, in the County of Morris, New Jersey approves the following resolution:

BE IT RESOLVED, that the 2016-2017 tentative budget of the Denville Board of Education be approved by the Board of Education and submit to the Executive County Superintendent for approval to advertise. This budget meets the requirements for providing the Core Curriculum Content Standards and consists of appropriations as follows:

General Fund	\$30,219,106.
Special Revenue Fund	\$ 491,385.
Debt Service Fund	\$ 541,600.
	<u>\$31,252,091.</u>

BE IT FURTHER RESOLVED, that there should be raised for taxes for the General Fund \$28,390,548 and for the Debt Service \$397,176 for the ensuing School Year (2016-2017).

BE IT FURTHER RESOLVED, that the budget includes the adjustment for health benefits in the amount of \$91,601 and use of banked cap in the amount of \$487,136.

BE IT FURTHER RESOLVED, the Denville Township Board of Education, in the County of Morris, New Jersey approved that the unused taxing authority of \$453,944 be banked for potential use in the subsequent fiscal year (2017-2018).

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, travel and related expenses not in compliance with N.J.A. C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3 (a), a maximum of expenditure of \$55,000 for all staff and board members.

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	\$29,700
Attorney	\$85,000
Architect	\$5,000

- #4 BE IT RESOLVED** that the Board of Education of the Township of Denville approve Nutritional Management Associates, LLC to provide a Dysphagia Evaluation for student #20301852 at an amount not to exceed \$1,200.

ROLL CALL (Motions 1-4)

Mr. Andersen Y Mrs. DeLuna Y Mr. Luer Y Mrs. Lindsay Y
Mr. Casse Y Mr. Napeloni Y Mr. Cappello 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. PERSONNEL (Includes Technology) – Chair, Mr. Cappello

Upon the recommendation of the Superintendent of Schools, to approve the following resignations, retirements, salary adjustments, reassignments, appointments, etc. (pending approval from the State Department of Education and subject to the New Jersey Criminal Background Check and the 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:**

To approve the following Resolutions under Personnel:

- #1 BE IT RESOLVED** that the Board of Education of the Township of Denville hereby approves Amy Rossi, District-wide Literacy Coach, for a leave of absence, having received doctor's certification, commencing May 23, 2016 under the Federal Family Medical Leave Act (FMLA), ending after twelve (12) weeks on October 28, 2016 while utilizing twenty (20) sick days.

BE IT FURTHER RESOLVED that the Board hereby approves twelve (12) weeks with benefits under the NJ Family Leave Act (FLA) for Amy Rossi, commencing on September 6, 2016 through December 2, 2016, as requested in writing; and

BE IT FURTHER RESOLVED that the Board hereby approves the leave for Amy Rossi with anticipated return to work on December 5, 2016.

#2 BE IT RESOLVED – SUBSTITUTES – that the Board of Education of the Township of Denville approve the following new hire substitute(s) for the district:

	Name	Position/Location	Effective Date	Step/Salary
a.	Prall, Stephanie	NJ Teacher Certification	Pending archive CHR approval	\$110.00/day

B. INSTRUCTION AND PROGRAM (Includes Technology) – Chair, Mrs. Lindsay

To approve the following Resolutions under Instruction and Program:

#1 BE IT RESOLVED that the Board of Education of the Township of Denville approve the attached list of Field Trip Requests.

#2 BE IT RESOLVED that the Board of Education of the Township of Denville approve the Three Year Comprehensive Equity Plan.

#3 BE IT RESOLVED that the Board of Education of the Township of Denville approve the attached weeding log report for the 939 titles that were removed from the reference collections in the Valleyview Middle School library. Books were selected for removal based on their condition, age, and/or content validity.

C. POLICY REVISIONS

To approve the following Resolutions under Policy Revisions:

#1 BE IT RESOLVED that the Board of Education of the Township of Denville adopt the following policies and/or regulations as first reading or second reading/adoption as indicated:

Policy/ Reg #	Policy/Regulation Name	1 st Reading	2 nd Reading/ Adoption
1310	Employment of School Business Administrator/ Board Secretary	X	
5512	Harassment, Intimidation, and Bullying (M)	X	
2363	Pupil Use of Privately Owned Technology		X

Policy/ Reg #	Policy/Regulation Name	1 st Reading	2 nd Reading/ Adoption
5120	Assignments of Pupils		X
5756	Transgender Students		X

D. FINANCE (Includes Technology) – Chair, Mrs. DeLuna

To approve the following Resolutions under Finance:

- #1 BE IT RESOLVED** that the Board of Education of the Township of Denville approve the donation of a wheelchair to Children’s Therapy Center of NJ, Midland Park, NJ.
- #2 BE IT RESOLVED** that the Board of Education of the Township of Denville approve the lease with Lakeland Hills YMCA in Mountain Lakes, NJ to provide before-and-after school care from September 1, 2016 through June 30, 2018. Rent for the period will be \$3,541.67 per month.
- #3 BE IT RESOLVED** that the Board of Education of the Township of Denville approve the disposal of overhead projector and AV equipment from library collections within all three schools as itemized with tag numbers on the attached list.

E. BUILDINGS AND GROUNDS – Chair, Mr. Casse

F. TRANSPORTATION – Chair, Mr. Casse

VI. GOOD OF THE CAUSE

A. DISCUSSION ITEMS:

- Vocational Curriculum Article
 - Training for specific skills such as technology, mechanics, computer engineering, electricians, carpentry, etc.
 - Denville prepares our students to go to Morris Hills Regional and Morris County School of Technology.
- PTA – Liaison Reports
 - Riverview – Meeting with executive SEPAC Board – Public Meeting on March 15, 2016.
 - Lakeview – Fund raising event – tricky tray on April 29, 2016.
 - Valleyview – Library renovation; chrome books initiative; free and reduced lunches; PTA available positions; 50/50 May 20, 2016; 8th grade sponsor color run; PTA increased donation for field trips.
- Township Budget Approved

VII. OPEN TO COMMENTS

Time Opened: 8:38 p.m. **Time Closed:** 8:39 p.m.

No Comments

VIII. EXECUTIVE SESSION

Mr. Napeloni moved, seconded by Mr. Andersen, 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, and personnel 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: 8:40pm

The Board returned to open session at 9:28 p.m.

IX. ADJOURNMENT

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

ACTION ON MOTION:

Yeas 7 Nays 0 Abstentions 0 Time: 9:29pm

Respectfully submitted,

Damaris Gurowsky
Board Secretary