

MINUTES OF THE MEETING
DENVILLE TOWNSHIP BOARD OF EDUCATION
REORGANIZATION MEETING
MONDAY, JANUARY 4, 2016
7:30 P.M.
VALLEYVIEW SCHOOL

I. SWEARING IN OF NEW SCHOOL BOARD MEMBERS

Mrs. Barbara DeLuna and Mr. David Luer, newly elected Board members, were sworn in before the meeting was called to order.

II. CALLED TO ORDER BY MRS. GUROWSKY

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:

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

Administrators present: Superintendent (Steven Forte), Board Secretary (Damaris Gurowsky), Assistant Superintendent (Sandra Cullis)

D. Report of the Results of the Annual School Election held November 3, 2015 by Board Secretary

VOTES COUNTED FOR CANDIDATES – Three-Year Terms:

<u>Candidate</u>	<u>At Polls</u>	<u>Absentee</u>	<u>Total</u>
Barbara DeLuna	912	141	1,053
David Luer	914	137	1,051
Total:	<u>1,826</u>	<u>278</u>	<u>2,104</u>

III. REORGANIZATION

A. Nominations for President

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

Mr. Casse moved, that the name of Mrs. DeLuna be placed in nomination for President.

Mrs. DeLuna stated that she is grateful to serve as a Board Member and could do a very good job if elected as President.

Mr. Cappello stated that he is grateful for the support received by the Board.

ROLL CALL VOTE:

Mr. Luer – Cappello, Mrs. DeLuna-Self, Mr. Andersen-Cappello, Mr. Cappello-Self, Mrs. Lindsay-Cappello, Mr. Casse-DeLuna, Mr. Napeloni-Cappello

Mr. Cappello, President of the Board of Education, assumed leadership for the meeting

B. Nominations for Vice President

Mrs. Lindsay moved, that the name of Mr. Andersen be placed in nomination for Vice President.

ROLL CALL VOTE:

Mr. Luer-Andersen, Mrs. DeLuna-Andersen, Mr. Andersen-Self, Mr. Cappello-Andersen, Mrs. Lindsay-Andersen, Mr. Casse-Andersen, Mr. Napeloni-Andersen

Mr. Andersen has been approved as Vice president of the Board of Education.

- C. President's Comments** – Mr. Cappello thanked the board for the opportunity to serve as Board President. He stated that the district had accomplished a great deal this past year including the sale of the old Board of Education office building. However, there are also many challenges that would need to be addressed as this school year progresses. Mr. Cappello also reviewed the committees and asked the board members to e mail him with request for committee appointments. PTA liaisons will be appointed this evening.

D. Committees

The following Board Committees will be appointed at the next meeting.

Committee/Subcommittee	Chairperson	Member(s)
Operations/B & G		
Operations/Transportation		
Instruction and Program		
Finance		
Personnel		
Technology		
Bylaws & Policies		

Representative and Alternate for the following organizations:

Organization	Representative	Alternate
Morris County School Boards Association and NJSBA		
Morris County Educational Services Commission		

Contacts/ Liaisons:

Organization	Representative(s)
Board to Board (MHRD)	
DEA/DSSA Negotiations	
DAA Negotiations	
Delegate Assembly	
Denville Foundation	
Legislative Representative	
Municipal Alliance	
PRIDE Council	
Recreation Committee	
Security	
Lakeview PTA	Mrs. Lindsay
Riverview PTA	Mr. Andersen
Valleyview PTA	Mr. Cappello

E. Appointments

Mr. Napeloni moved, seconded by Mrs. Lindsay, to adopt the following Resolutions 1-3:

1. **BE IT RESOLVED** that the Board of Education of the Township of Denville appoints the firm of Nisivoccia and Company, LLP and Mr. William Schroeder as Auditor for 2016. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A: 18A-3).

BE IT RESOLVED that the Board of Education of the Township of Denville appoints the firm of Richards and Summers Agency as Insurance Agent of Record for 2016 for Board liability, property, worker's compensation, bonds, and automobile/school vehicles insurance. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A: 18A-3).

BE IT RESOLVED that the Board of Education of the Township of Denville appoints Cleary, Giacobbe, Alfieri, Jacobs, LLC as Board Attorney for 2016. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).

BE IT FURTHER RESOLVED that the Board of Education of the Township of Denville appoints Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC as Special Education Board Attorney for 2016. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).

BE IT RESOLVED that the Board of Education of the Township of Denville appoints the firm of DiCara/Rubino Architects as Architects of Record for 2016. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).

BE IT RESOLVED that the Board of Education of the Township of Denville appoints the firm of RHM Benefits, Inc. as Insurance Agent of Record for 2015 for the district's health benefit insurance. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).

BE IT RESOLVED that the Board of Education of the Township of Denville appoints Phoenix Advisors, LLC as Continuing Disclosure Agent and Independent Registered Municipal Advisor (IRMA) of record for 2016. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).

BE IT RESOLVED that the Board of Education of the Township of Denville appoints the firm System 3000 as the Accounting, Personnel, and Payroll Software Vendor for 2016. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).

BE IT RESOLVED that the following statutory appointments and designations

necessary for reorganization of the Board of Education be adopted:

- A. Bylaws 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:
 - 1. Denville Education Association
 - 2. Denville Administrator's Association
 - 3. Denville Education Association/Support Staff
- G. The following Personnel appointments:
 - 1. Business Administrator/Board Secretary – Damaris Gurowsky
 - 2. Treasurer of School Monies – Paula Hatch
 - 3. Affirmative Action Officer – Elizabeth Baisley
 - 4. School Physician/Medical Inspector – Efrem Greenfield, M.D.
 - 5. Asbestos Management Officer – New Wave Engineering, LLC
 - 6. AHERA Coordinator – New Wave Engineering, LLC
 - 7. Right-To-Know Consultant – New Wave Engineering, LLC
 - 8. Custodian of Petty Cash Fund – Damaris Gurowsky
 - 9. Purchasing Agent – Damaris Gurowsky
 - 10. Indoor Air Quality Designee – Damaris Gurowsky
 - 11. Integrated Pest Management Coordinator – Jerry Rolph
 - 12. Custodian of Records – Damaris Gurowsky
 - 13. Public Agency Compliance Officer – Damaris Gurowsky
 - 14. 504 Committee Coordinator – Christina Theodoropoulos
 - 15. Safety and Health Designee – Marie Sasso, Head Nurse
 - 16. Chemical Hygiene Officer – Damaris Gurowsky and Jerry Rolph
 - 17. Psychological Examiner Coordinator – Amy Farley
 - 18. Homeless Liaison – Amy Farley
 - 19. Anti-Bullying Coordinator – Grace Johnson
 - 20. Educational Stability Liaison – Grace Johnson
 - 21. Attendance Officer – Damaris Gurowsky
 - 22. LEA PARCC IT Contact – Cynthia Costanza
 - 23. State Testing Coordinator/PARCC Coordinator – Sandra Cullis
 - 24. Mc-Kinney Vento Liaison – Amy Farley
 - 25. District NCLB Coordinator – Sandra Cullis
 - 26. District IDEA Coordinator – Grace Johnson
 - 27. District Residency Officer – Jeff Oster
- H. The following newspapers as the official newspapers to publish legal notices of the Board of Education:
 - 1. Daily Record
 - 2. Star Ledger
- I. The following institutions for investments and depositories of Board Funds:

1. The Provident Bank

BE IT RESOLVED that the following companies be approved as Tax Shelter Annuity Companies for the Denville School District:

- Met Life Investors
- AXA Equitable
- Lincoln Investment Planning Inc.

BE IT FURTHER RESOLVED that the following Vendor(s) be authorized only to receive Exchanges or Transfers under the District’s Tax Shelter Annuity Plan:

- Great American Life Insurance Co.
- Lincoln National Financial Co.
- United of Omaha
- VALIC – Variable Annuity Life Insurance Company
- Van Kampen Investments

BE IT RESOLVED that the Denville Township Board of Education approves to provide Chapter 256 health benefits for domestic Partnership under Chapter 256, P.L. 2003.

2. **RESOLVED** that the Board approve the following Resolution for increasing 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 Denville Board of Education 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, 2015:

	Bid Threshold	Quotation Threshold
Base Amount	\$29,000	\$4,350
With Qualified Purchasing Agent	\$40,000	\$6,000

WHEREAS, Damaris Gurowsky holds a certificate for the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Denville Board of Education desires to increase its bid and quotation thresholds, as provided in N.J.S.A. 18A:18A-3;

NOW THEREFORE BE IT RESOLVED, that the governing body of the Denville Board of Education, in the County of Morris, in the State of New Jersey hereby increases its bid threshold to \$40,000 and its quotation threshold \$6,000 and be it further

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.

3. **WHEREAS**, Mr. Cappello has been elected President of the Board of Education;

WHEREAS, Steven Forte has been approved 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 of Education 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: Treasurer of School Monies and Business Administrator
Payroll Agency Account	Two signatures required: Treasurer of School Monies and Business Administrator
Unemployment Account	Two signatures required: Treasurer of School Monies and Business Administrator
Capital Reserve Account	Three signatures required: Board President, Treasurer of School Monies and Business Administrator
Budget Account	Three signatures required: Board President, Treasurer of School Monies and Business Administrator
Milk Fund Account	Two signatures required: Treasurer of School Monies and Business Administrator
General Organization Account	One signature required: Business Administrator

ROLL CALL VOTE (Motions 1-3):

Mr. Luer	<u>Y</u>	Mrs. DeLuna	<u>Y</u>	Mr. Andersen	<u>Y</u>
Mr. Cappello	<u>Y</u>	Mrs. Lindsay	<u>Y</u>	Mr. Casse	<u>Y</u>
Mr. Napeloni	<u>Y</u>				

F. Adoption of Public Meeting Calendar

Mrs. Lindsay moved, seconded by Mr. Napeloni, to adopt the following resolution:

1. **BE IT RESOLVED** that the Denville Township Board of Education adopt the attached 2016 Board of Education Public Meeting Calendar.

ROLL CALL VOTE:

Mr. Luer	<u>Y</u>	Mrs. DeLuna	<u>Y</u>	Mr. Andersen	<u>Y</u>
Mr. Cappello	<u>Y</u>	Mrs. Lindsay	<u>Y</u>	Mr. Casse	<u>Y</u>
Mr. Napeloni	<u>Y</u>				

IV. OPEN FOR PUBLIC DISCUSSION (Action Items Only)

Opened: 8:12 p.m. **Closed:** 8:13 p.m. No comments were made.

V. NEW BUSINESS (Action to Be Taken)

A. FINANCE (Includes Technology) – Chair, Barbara DeLuna

Mrs. DeLuna moved, seconded by Mr. Casse, to approve the following Resolutions under Finance:

1. **BE IT RESOLVED** that the Denville Township Board of Education approve Student ID #20231061 to attend the Calais School effective January 7, 2016 at the pro-rated fee of \$35,100.00 (325/day) for the remaining School Year 2015/2016.

ROLL CALL VOTE:

Mr. Luer	<u>A</u>	Mrs. DeLuna	<u>Y</u>	Mr. Andersen	<u>Y</u>
Mr. Cappello	<u>Y</u>	Mrs. Lindsay	<u>Y</u>	Mr. Casse	<u>Y</u>
Mr. Napeloni	<u>Y</u>				

VI. GOOD OF THE CAUSE

A. CORRESPONDENCE

B. DISCUSSION ITEMS

- School Board Member Code of Ethics were read and signed by all board members.

C. OTHER - Superintendent's Remarks

- Budget 2016-2017
- Building and Grounds – Roof Project
- Free and Reduced Nutritional Lunch Program and shared agreement with Morris Hills Regional District.

VII. OPEN TO COMMENTS

Time Opened: 8:53 p.m. **Time Closed:** 8:53 p.m.
No commenters were made. The Board recessed before going into executive session.

VIII. EXECUTIVE SESSION - Action May Be Taken

Mr. Casse 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 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: 8:57 p.m.

The Board returned to open session at 9:12 p.m.

IX. ADJOURNMENT

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

ACTION ON MOTION:

Yeas 7 Nays 0 Abstentions 0 Time: 9:12 p.m.

Respectfully submitted,

Damaris Gurowsky
Board Secretary