

MINUTES OF THE MEETING

DENVILLE TOWNSHIP BOARD OF EDUCATION

MONDAY, MAY 9, 2016

Work Session Meeting – 7:00 p.m.

Valleyview School

I. CALLED TO ORDER BY MR. CAPPELLO AT 7:02 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. Andersen-*, Mrs. DeLuna-P, Mr. Luer-P, Mrs. Lindsay-*, Mr. Casse-P,
Mr. Napeloni-A, Mr. Cappello-P *Arrived @ 7:06 p.m.

C. 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 – 4 Nays – 0 Abstentions – 0 Time: 7:04 p.m.

D. PLEDGE OF ALLEGIANCE

The Board returned to public portion of the meeting at 7:45 p.m.

E. SPECIAL PRESENTATIONS:

Special Presentation by Mr. Brad Bertani and Ron Rossi on Sustainable Jersey
Students engaged in Earth Systems lessons as part of the Next Generation Science Standard (NGSS) Curriculum. They conducted research on the six major air pollutants and the impact idling has on the air quality in the community and schools.

The Student Green Team discussed the following on sustainability:

- Why they believe energy matters.
- Participation in mastery class learning during lunch, recess, and before school.
- Meeting with grade level teachers to explain the process and importance of what they are doing for the school.
- Audit process for sustainability by using toolkits and energy efficiency.

- The Student Green Team shared recommendations on how to save energy.

The Green Team also shared their accomplishments as follows:

- PowerSave Partnership
- Established Green Team
- Civic Stewardship and volunteer initiatives
- Energy tracking and management, audit, Innovative project
- Reusable water bottler challenge
- School wellness council
- Access to healthy water in schools
- Newsletter

F. SUPERINTENDENT'S COMMENTS – Mr. Forte commented as follows:

- School Closing – May 27, 2016 and June 20-22nd (Notice sent via Friday Folders and email)
- Sustainable Jersey
- Lead meeting – May 12, 2016
- Valleyview Sport Program

G. ASSISTANT SUPERINTENDENT'S COMMENTS – Dr. Cullis commented as follows:

- PARCC tests ended – May 9, 2016
- Math placements

H. BUSINESS ADMINISTRATOR'S COMMENTS – Mrs. Gurowsky had no comments.

II. OPEN FOR PUBLIC DISCUSSION (Agenda Items Only)

Opened: 8:09 p.m.

Closed: 8:09 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 April, 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 April, 2016:

1. Treasurer of School Monies

2. Board Secretary

B. EDUCATION REPORTS

1. Report of Student Enrollment – April
2. Report of Medical Office – April
3. HIB Report
 - None

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, April 11, 2016 and the minutes of the Regular Session and Executive Sessions #1 and #2 of Monday, April 25, 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, the Board approved 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. Casse, to approve the following Resolutions under Personnel (Motions 1-3):

Mrs. Lindsay moved, seconded by Mr. Luer, 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 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: 8:12 p.m.

The Board returned to open session at 8:46 p.m.

#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.	Johnson, Grace Director of Special Servs	Approve hire as the Director of Special Services for the 2016-2017 school year	\$117,146.00
b.	Corforte, Jennifer @ VV	Approve hire as the District Math Coach for 2016-2017 school year	\$79,269.00; (BA) Step 16
		Plus teach an extra 1.5 periods	\$19,817.00
		Plus 10 days over summer	\$433.16/day not to exceed \$4,331.60
c.	Ferris, Courtney @ VV	Approve hire as Special Education Teacher at VV for the 2016-2017 school year; replacement for Jessica Stanchak	\$50,614.00; (BA) Step 2
d.	Springer, Bronwyn @ VV and LV	Approve retirement as ESL Teacher effective June 30, 2016	NA
e.	Bertani, Jessica @ RV	Approve staff to attend "Riverview Related Arts Night" on May 25, 2016 for two hours	\$40.40/hr. each not to exceed \$80.80 each
	Cartagena Julissa @ RV		
	Conklin, Laura @ RV		
	Gambelunghe, Alex @ RV		
	Hagman, Karen @ RV		
	McCabe, Todd @ RV		
	Rossi, Ron @ RV		
	Sproule, Nicole @ RV		
	Sudol, Renee @ RV		
	Sylvester, Sue @ RV		
f.	Able, Angela @ LV	Approve staff to chaperone the 5 th grade play at Lakeview on June 2, 2016 at chaperone per event rate	\$35.00 each
	Birnbaum, Marisa @ LV		
	Conway, Meghan @ LV		
	Cwikla, Jennifer @ LV		
	Harris, Lindsay @ LV		
	Leaman, Barry @ LV		
	McCabe, Danielle @ LV		
	Nydam, Kathleen @ LV		
	Pejerry, Cheryl @ LV		
	Phil, Renee @ LV		
g.	Komorowski, Daniel @ LV	Approve directing 5 th grade play at Lakeview on June 2, 2016 for 1.5 hrs.	\$40.40/hr. not to exceed \$60.60
h.	Ackerman, Katie @	Approve teachers to provide 2 hr. workshops for the Denville Summer Literacy Institute on June 22 and 23, 2016 at the Teachers Teaching Teachers rate for a minimum of 6 hrs. each	\$380.16 each not to exceed total cost of \$2,280.96
	Benedict, Dr. Cathy @ RV		
	Corforte, Jennifer @ VV		
	Schwartz, Sue @		
	Steimke, Renee @		
	Sudol, Renee @		
i.	Cartagena, Julissa @ LV	Retroactively approve PD in ESL/ELL for 2 hrs. on April 20, 2016	\$126.21 hrly rate not to exceed \$252.42
j.	Forkins, Jessica @ LV		
	Julich, Lauren @ LV		

	Name/Position	Reason/Time	Amount
	Lynch, Meghan @ RV	Approve teachers/therapists to work 12 hours/week for 6 weeks at the Extended School Year (ESY) Program	\$48.02/hr. not to exceed \$3,457.44 each
	Norris, Elizabeth @ RV		
	Nydam, Kathleen @ LV		
	Phil, Renee @ LV		
	Reilly, Jamie @ LV		
	Schwartz, Susan @ VV		
	Smith, Patricia @ RV		
	Tarantino, Elyse @ VV		
k.	Marvel, Barbara @ VV	Approve teachers to work 16 hours/week for 6 weeks at the ESY Program	\$48.02/hr. not to exceed \$4,609.92 each
	Rispoli, Anne @ RV		
l.	Barakat, Debra @ LV	Approve Social Skills staff members to work 6 hours/week for 6 weeks at the ESY Program	\$48.02/hr. not to exceed \$1,728.72 each
	McCabe, Todd @ RV		
m.	Anderson, Stephanie @ RV	Approve Aides to work 12 hours/week for 6 weeks at the ESY Program	\$19.63/hr. not to exceed \$1,413.36 each
	Bebb, Jennifer @ LV		
	Donadio, Rose @ LV		
	Glowacki, Deborah @ LV		
	Kolk, Dorothy @ LV		
	Meade, Tina @ LV		
	Mellini, Tracey @ LV		
	Racine, Ann @ LV		
	Sayed, Hala @ LV		
	Shirley, Debra @ LV		
	Stevens, Debra @ LV		
	Tiersch, MaryGrace @ RV		
n.	Andes, Sharon @ VV		
	Andres, Kristin @ RV		
	Arano, Elizabeth @ VV		
	Caggiano, Tom @ LV		
	Corbo, Rosemarie @ RV		
	Cray-Kaden, Candace @ LV		
	Kern, Sandy @ RV		
	Russello, Donna @ RV		
	Zasadzinski, Cathy @ RV		
o.	Mineo, Jennifer	Approve a medical leave of absence from September 1-30, 2016	NA
p.	Henches, Michelle @ LV	Retroactively approve participation in the Festival of the Arts held on May 5, 2016 for up-to 2 hours	\$40.40/hr. not to exceed \$80.80
q.	Cullis, Dr. Sandra Asst. Superintendent	Approve completion and payment of merit goal per contract, #4 Establishment of a Staff Development Academy	\$2,958.00 – 2%

#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.	Coari, Margaret	Teacher Certification	As needed	\$110.00/day

- #3 BE IT RESOLVED** that the Board of Education of the Township of Denville approve the attached lists:
- (a) Tenured, certificated and secretarial staff for the 2016-2017 school year
 - (b) Non-tenured, certificated and secretarial staff for the 2016-2017
 - (c) Non-certificated, non-tenurable staff for the 2016-2017 school year

ROLL CALL (Motions 1-3):

Mr. Andersen-Y, Mrs. DeLuna-Y, Mr. Luer-Y, Mr. Casse-Y, Mr. Cappello-Y

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

Mrs. DeLuna moved, seconded by Mr. Casse, to approve the following Resolutions under Instruction and Program (motions 1-6):

- #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.	Kern, Sandy @ RV	\$200.00 registration per person + mileage/parking	Approve attendance to the Eden Autism Professional Training Workshop in ABA Teaching Strategies, Hamilton, NJ	May 24-25, 2016
	Newchok, Amanda @ RV/LV			
	Rispoli, Anne @ RV			
	Smith, Patricia @ RV			

- #2 BE IT RESOLVED** that the Board of Education of the Township of Denville approve the attached list of Field Trip Requests.
- #3 BE IT RESOLVED** that the Board of Education of the Township of Denville approve the attached update of the job title/description for a Bilingual Education Teacher to job title/description of English as a Second Language, ESL, and Education Teacher.
- #4 BE IT RESOLVED** that the Board of Education of the Township of Denville approve the attached weeding log report for the 467 titles that were removed from the Valleyview Middle School library. Books were selected for removal based on their condition, age, and/or content validity.
- #5 BE IT RESOLVED** that the Board of Education of the Township of Denville approve the donation of \$350.00 from the Friends of the Library to Lakeview School to support

a culminating activity for One School, One Book. Games2U will host a relay race which will be the closing event at Lakeview Elementary School's Olympic Day. The Friends of the Library will pay the \$350.00 directly to Games2U.

#6 BE IT RESOLVED that the Board of Education of the Township of Denville approve the creation of one 1st grade transitional class.

ROLL CALL (Motions 1-6):

Mr. Andersen-Y, Mrs. DeLuna-Y, Mr. Luer-Y/N #4, Mr. Casse-Y, Mr. Cappello-Y

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

Mrs. DeLuna moved, seconded by Mr. Casse, 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 the proposal from R. Ulrich & Son Contractors LLC, for the purpose of waterproofing services at Lakeview Elementary and Valleyview Middle schools in the amount of \$28,350.00 for the 2015-2016 school year.

#2 BE IT RESOLVED that the Board of Education of the Township of Denville approve the proposal from Diamond Construction for the purpose of replacing concrete sidewalks, curbs and partial asphalt at various locations at the Lakeview Elementary school in the amount of \$98,795.00 for the 2016-2017 school year.

#3 BE IT RESOLVED that the Board of Education of the Township of Denville approve the proposal from Window Repair System, Inc. for the purpose of window repair for Lakeview, Riverview, and Valleyview schools in the amount of \$22,361.00 for the 2015-2016 school year.

#4 BE IT RESOLVED that the Board of Education of the Township of Denville approve the contract with SHI, New Jersey Software State Contract #89851, to provide technical support from May 9, 2016 to July 9, 2016 at a project cost of \$4,266.00.

BE IT FURTHER RESOLVED that the Board hereby authorizes the Superintendent and School Business Administrator to execute any and all documents and to take any and all actions necessary to complete and realize the intent and purpose of this Resolution, including, but not limited to, the execution of the referenced contracts. (Executed copies of the contracts shall be kept on file in the Business Office).

ROLL CALL (Motions 1-4):

Mr. Andersen-Y, Mrs. DeLuna-Y, Mr. Luer-Y, Mr. Casse-Y, Mr. Cappello-Y

D. BUILDINGS AND GROUNDS – Chair, Mr. Casse

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

#1 BE IT RESOLVED that the Board of Education of the Township of Denville approve the proposal from DiCara-Rubino for construction documents for the structural repairs at the bus garage, not to exceed \$8,000.00 for structural plans and \$1,000.00 in expenses for the 2016-2017 school year.

ROLL CALL:

Mr. Andersen-Y, Mrs. DeLuna-Y, Mr. Luer-Y, Mr. Casse-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 – 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.	Korman, Seth, VP @ VV	Cash-in 4 vacation days	\$1,919.88
b.	Theodoropoulos, Christina, Principal @ RV	Cash-in 9 vacation days	\$4,556.25
c.	Bias, Sue Secretary @ RV	Cash-in 22 vacation days	\$5,145.80
d.	Tomensky, Carol Secretary @ LV	Cash-in 20 vacation days	\$4,883.20

#2 BE IT RESOLVED that the Board of Education of the Township of Denville approve the attached Annual Holiday List for 12-month employees.

#3 BE IT RESOLVED that the Board of Education of the Township of Denville approve the After School Enrichment Program for the 2016-2017 school year for Lakeview and Riverview Elementary Schools at a \$75.00 fee per class, \$12.00 registration fee to the Board to cover expenses, \$8.00 registration fee to members for administration of the program, and \$55.00 registration fee to the instructor.

#4 BE IT RESOLVED that the Board of Education of the Township of Denville approve the attached job descriptions for:

- (a) After School Enrichment Instructor
- (b) After School Enrichment Administrator

#5 BE IT RESOLVED that the Board of Education of the Township of Denville approve the leave of absence for Josephine Alexander, Teacher at Valleyview Middle School having received doctor's certification commencing September 1, 2016 under the Federal Family Medical Leave Act (FMLA), and under the NJ Family Leave Act (FLA) ending after twelve (12) weeks on November 25, 2016 while utilizing twenty (20) sick days as requested in writing; and

BE IT FURTHER RESOLVED that the Board hereby approves the leave for Josephine Alexander and anticipated return to work on November 28, 2016.

#6 BE IT RESOLVED that the Board of Education of the Township of Denville approve the leave of absence for Cheryl Granito, Teacher at Lakeview Elementary School having received doctor's certification commencing September 1, 2016 under the Federal Family Medical Leave Act (FMLA), and under the NJ Family Leave Act (FLA) ending after twelve (12) weeks on November 25, 2016 while utilizing twenty (20) sick days as requested in writing; and

BE IT FURTHER RESOLVED that the Board hereby approves the leave for Cheryl Granito and anticipated return to work on January 3, 2017.

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

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 @ LV	\$259.00 reg. + mileage/parking	Wilson Foundations, Saddle Brook, NJ	July 20, 2016
		\$150.00 reg. + mileage/parking	Climate, Science and Sustainable Actions; Duke Farms, Hillsborough	Aug 1-5, 2016

#2 BE IT RESOLVED that the Board of Education of the Township of Denville approve Jenna Tucker, currently a student in the Academy for Education and Learning at the Morris County Vocational School of Technology studying to become a teacher, observe in Mrs. Alyson Kasper’s class at Valleyview Middle School on Tuesday, May 30, 2016.

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	1st Reading	2nd Reading/ Adoption
1240	Evaluation of Superintendent (M)		X
1240(R)	Evaluation of Superintendent (M)		X
7441(R)	Electronic Surveillance in School Buildings and on School Grounds		X
3221 P&R	Evaluation of Teachers (M)	X	
3222 P&R	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)	X	
3223 P&R	Evaluation of Administrators, Excluding Principals, Vice-Principals and Assistant Principals (M)	X	
3224 P&R	Evaluation of Principals, Vice-Principals and Assistant Principals (M)	X	
3431.1	Family Leave Teaching Staff	X	
4431.1	Family Leave Support Staff	X	
5330 P&R	Administration of Medication	X	
5339	Screening for Dyslexia	X	
5516	Remotely Activating Communication Devises-Pagers and Cellular Telephones (M)	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 enclosed check lists(s) in the following amounts:

<u>Amount</u>	<u>Description</u>	<u>Check Register</u>
\$3,675.12	Check #1143	Milk Fund

- #2 BE IT RESOLVED** that the Board of Education of the Township of Denville approve the purchase of 325 Chromebooks, 300 to be paid out of the 2016-2017 technology budget, 25 to be paid for out of the Valleyview Library Project; ordered from CDW with 1-year accidental damage and warranty, Go Guardian and Chrome Management. Each device with Go Guardian, Warranty and Management is \$236.58. Technology to spend \$70,974.00, Library to spend \$5,914.50 for a total cost of \$76,888.50 per attached quote.

- #3 BE IT RESOLVED** that the Board of Education of the Township of Denville approve the contract agreement with Frontline Technologies for the implementation of the Aesop substitute placement and absence management service database to begin for the 2016-2017 school year with a start-up cost of \$5,500.00 and annual subscription, recurring cost rate of \$11,287.50.

- #4 BE IT RESOLVED** that the Board of Education of the Township of Denville approve the following tuition rates for the 2016-2017 school year:

- Pre-K/Kindergarten: \$14,311
- Grades 1-5: \$15,672
- Grades 6-8: \$14,999
- LLD: \$42,102

E. BUILDINGS AND GROUNDS – Chair, Mr. Casse

To approve the following Resolutions under Finance:

- #1 BE IT RESOLVED** that the Board of Education of the Township of Denville approve the attached facility usage agreement with the Township of Denville.

- #2 BE IT RESOLVED** that the Board of Education of the Township of Denville approve the reunification drill to take place on June 9, 2016; 25 to 50 Riverview students (to be determined) will be transported to County College of Morris to be reunited with parents. School transportation to CCM will be provided; parents will drive students home.

F. TRANSPORTATION – Chair, Mr. Casse

VI. GOOD OF THE CAUSE

Committee Reports:

- Finance and Operation minutes will be email

Discussion Items:

- NJSBA Legislative Committee meeting – Lead testing funding requested by the Governor.
- Location for Board meetings during construction over the summer months (Town Hall, Valleyview Cafeteria, Riverview).
- Policy 1310 – Employment of Business Administrator

VII. OPEN TO COMMENTS

Opened: 9:48 p.m.

Closed: 9:48 p.m.

No Comments were made.

VIII. ADJOURNMENT

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

ACTION ON MOTION:

Yeas – 5

Nays – 0

Abstentions – 0

Time: 9:49 p.m.

Respectfully submitted,

Damaris Gurowsky
Board Secretary