

MINUTES OF THE MEETING

DENVILLE TOWNSHIP BOARD OF EDUCATION

November 14, 2016

Work Session Meeting – 7:00 p.m.

(Public Portion of Meeting will begin at 7:30 p.m.)

Valleyview School - CAFETERIA

I. CALLED TO ORDER BY MR. CAPPELLO @ 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-P, Mrs. DeLuna-P, Mr. Luer-P, Mrs. Lindsay-*, Mr. Casse-P,
Mr. Napeloni-P, Mr. Cappello-P *Arrived @ 7:10 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 - 6 Nays - 0 Abstentions - 0 Time: 7:03 p.m.

The Board returned @ 7:30 p.m.

D. PLEDGE OF ALLEGIANCE

E. SPECIAL PRESENTATIONS –

Special Presentation by Tim Ford from Einhorn-Harris Law Firm:

- Mr. Einhorn and Mr. Ford from Einhorn-Harris Law Firm presented a check in the amount of \$1,200 to the District for the Valleyview School Mock Trial Club.

This is the 7th continuous year the company donated the same amount for a total of \$8,400.

- Students from the Mock Trial Club discussed their involvement in the program and the different legal cases they were able to create.
- Mr. Ford has been an integral participant in the club and helps the students with factual law cases and legal advice.

Special Presentation by Bill Schroeder of Nisivoccia & Company:

- Mr. Schroeder presented the 2015-2016 Audit Report. He stated that the District had a great financial fiscal year. He also mentioned that the District had one audit recommendation which has been corrected as of September 2016.

F. SUPERINTENDENT'S COMMENTS –

- ESIP – Lighting at Lakeview and Riverview are almost complete.
- HVAC and Controls will be done in the spring-2017
- Veterans Day Celebration at Lakeview and Riverview was a great success.
- Student staff presentation:
 - Lakeview – November 28, 2016
 - Valleyview – December 12, 2016
- 2016 Election – Congratulations to Don Casse and Laura Wagner
- Boys Soccer made it to final game.
- Valleyview vendor fair – November 19, 2016
- November 23, 2016 is a half school day; November 24 & 25 schools are closed

G. ASSISTANT SUPERINTENDENT'S COMMENTS –

- Professional Day for staff – November 9, 2016
- Report Cards - November 18, 2016

H. BUSINESS ADMINISTRATOR'S COMMENTS –

No Comments

II. OPEN FOR PUBLIC DISCUSSION (Agenda Items Only)

Opened: 8:03 p.m.

Closed: 8:03 p.m.

No Comments

- 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 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 October 2016:
1. Treasurer of School Monies
 2. Board Secretary
- B. EDUCATION REPORTS**
1. Report of Student Enrollment – October 2016
 2. Report of Medical Office – October 2016
 3. HIB Report – HIB Case VVMS-02, HIB Case VVMS-03 and HIB- VVMS-04
- C. MINUTES – RESOLVED** that the Board of Education of the Township of Denville approve the following minutes:

Work Session Meeting & Executive Session - October 10, 2016
Regular Meeting & Executive Session - October 24, 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. Napeloni, 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.	Smith, Courtney/LV Mongiello, Theresa/LV Cappello, Tia/RV Parke, Erica/RV Rubinaccio, Cara/RV Scrape, Jordan/RV	Teach After School Enrichment Program / 16-17 SY	\$55 each/registration
b.	Kallas, Risa/RV Nurse	Head Nurse Stipend - Effective 11/1/16-6/30/17	\$1,654.64 Pro-rated
c.	Sasso, Marie/LV Nurse	Resigned as Head Nurse Stipend - Effective 11/1/16	
d.	Engelhardt, Bonny/Interim Admin. Ass't to Superintendent	Hire as Interim - Effective 10/31/16-6/30/17	\$49,166.00 Pro-rated
e.	Cartagena, Julissa/RV	Attend Parent Conferences as a Translator - Two (2) hours	\$35.62/hr.
f.	DeAngelo, Rebecca/LV	Attend Parent Conferences - Up to 6.5 hrs.	\$44.06/hr.
g.	Mongiello, Theresa/RV	Attend Parent Conferences - Up to 3 hrs.	\$46.04/hr.
h.	Bastello, Susan/LV	Assist in writing lesson plans for teacher on leave - 1.5 hrs per week. Not to exceed \$545.40	\$40.40/hr.
i.	Terhune, Jennifer/LV	Transfer to District Wide Substitute / 11/2/16 - 6/30/17	
j.	Antonucci, Tammy/LV	Continue leave replacement / 1/1/17-6/30/17	\$266/Per Diem

k.	Rubinaccio, Cara/RV	Part time employee to attend full day Professional Development - Pay 2 hours / 11/9/16	\$34.95/hr.
l.	Lato, Daniela	Hire as P.M. Bus Aide Pending CHR	\$15.06/Hr. (Step 1)
m.	Iantosca, Paul/Principal @VV	Cash-in 5 Vacation Days	\$3,102.65
n.	Commuri, Vimala/VV	Hire Aide @ VV/ 16-17 SY	\$11,092./Step 7 (FTE 0.5) Prorated
o.	Warner, Debra/LV	Assist with conferences on 11/16/16 (up to 2 hours)	\$40.40/hr.
p.	Deweese, Christian/VV	Hire as leave replacement PE teacher at VV 11/16-12/15/16	\$250/day
q.	Iliff, David/Head Custodian	Hire Head Custodian @ LV / 11/29/16	\$48,224./Step 11 (prorated)

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	Effective Date	Per Diem Rate
a.	Montgomery, Daniel Sub. Certification	11/15/16	\$85.00
b.	Hanson, Meghan Teach. Certification	11/15/16	\$110.00
c.	Wallace, Maria Teach. Certification	11/15/16	\$110.00
d.	Zygmunt, Krista Teach. Certification	11/15/16	\$110.00

3. **BE IT RESOLVED** that the Board hereby approves Marie Sasso, Elementary School Nurse, for leave of absence under the Federal Family Medical Leave Act (FMLA), having received doctor’s certification effective November 1, 2016 through November 30, 2016, while utilizing available sick days as requested in writing.

BE IT FURTHER RESOLVED that the Board hereby approves the leave for Marie Sasso and anticipate a return to work on December 1, 2016.

4. **BE IT RESOLVED**, that the Board approve the paid administrative leave of Employee #882 for the period of October 27, 2016 through December 31, 2016.

BE IT FURTHER RESOLVED that the Board hereby approves the termination of Employee #882 effective December 31, 2016, and authorize the Board President, on behalf of the Board, to enter into and execute the Separation Agreement with Employee #882.

5. **BE IT RESOLVED** that the Board approve Karina Canales a student from County College of Morris to participate in observing Caitlin Pinto's Kindergarten classroom at Riverview School for her coursework 2016-17 SY.
6. **BE IT RESOLVED**, that the Board approve Patricia Mygas to observe Amanda Newchok for 25 hours in occupational therapy sessions which are required prior to admission into a Graduate Program 2016-17 SY.
7. **BE IT RESOLVED**, that the Board rescind the contract with Joseph Blauner substitute PE teacher at Valleyview School.
8. **BE IT RESOLVED**, that the Board approve Nick McQuillen a student from Kean University to observe Mrs. Urba at Lakeview School for one day during the month of November to meet the requirement of the course "Introduction to the Teaching Profession" 2016-17 SY.

ROLL CALL

Mr. Andersen-Y, Mrs. DeLuna-Y, Mr. Luer-A, 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. Andersen, 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.	Barakat, Debbie/T @ LV Cuff, Jennifer/T @ LV	\$249. + \$249. + Mileage	Guided Math Conference / New Brunswick, NJ	12/6/16
b.	Liloia, Stephen/T @ VV	\$650. + Mileage	Teachers College Social Studies Institute / New York	11/14-16/2016
c.	Theodoropoulos, C. Principal @ RV Racine, Jennifer/T @ RV Molina, Karen/T @ RV	\$249. + \$249. + \$249. + Mileage	Guided Math Conference / New Brunswick, NJ	12/5/16
d.	Smith, Laurie/RR T. @ RV Bertani, Brad/T @ RV	\$399. + \$399. + Mileage	Guided Math Conference / New Brunswick, NJ	12/5-6/16
e.	Morgan, Christine/T @ RV Lynch, Meghan/T @ RV Jamison, Rachel/T @ RV	\$245. + \$245. + \$245. + Mileage	Guided Math: Practical Strategies BER / Fairfield, NJ	1/30/17
f.	Picciottoli, Mike/VP @ Riverview	\$205. + Mileage	Association of Math Teachers Two-Day Conference / East Windsor, NJ	12/9/16
g.	Schell, Patricia/T @ RV	\$205. + Mileage	Association of Math Teachers Two-Day Conference / East Windsor, NJ	12/8/16
h.	Garcia, Kelly/T @ VV	\$245. + Mileage	Powerful Practical Strategies for Reaching "I Don't Care!": & Underperforming Students/West Orange, NJ	12/12/16
i.	Guzik, Linda/T @ LV	\$300. + Mileage	ABS Certification Prom / Monroe, NJ	2/17/17 & 4/25/17
j.	Jamison, Rachel/T @ RV	\$650. + Mileage	Reading Skills Mini Institute, Grade K-2 / New York, NY	12/4/16 - 12/12/16
k.	Tran, Huong/T @ LV	\$245 + Mileage	Practical Strategies for Intervening w/Students before they Fall Behind in Math / West Orange, NJ	1/5/17
l.	Corforte, Jennifer /T District Math	\$295.00 + Mileage	AMTNJ- Annual Conference/ East Windsor, NJ	12/8-9/16
m.	Parke, Erica/T RV	\$245.00 + Mileage	Technology in Library / Allentown, PA	12/6/16

ROLL CALL

Mr. Andersen-Y, Mrs. DeLuna-Y, Mr. Luer-A, 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 Finance:

- 1. BE IT RESOLVED** to accept the donation of \$1,519.79 from the two Rotary Clubs of Denville for the purchase educational supplies.
- 2. BE IT RESOLVED**, that the Board accept the donation of \$1,200 from Einhorn-Harris, Attorneys at Law for the Mock Trial Club at Valleyview.
- 3. BE IT RESOLVED**, that the Board extend Ardor Health Solutions contract for Speech Services until 12/19/2016 at the hourly rate of \$75.00/hr. (not to exceed \$3,150.00).

ROLL CALL

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

D. BUILDINGS & GROUNDS – Chair, Mr. Casse

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

- 1. BE IT RESOLVED**, the Board approve the uniform Memorandum of Agreement between the Denville Police Department and the Denville Public Schools for the 2016-17 school year.
- 2. BE IT RESOLVED**, that the Board approve the contract for BOZ Electrical Contractors in the amount of \$2,557.51 for the purpose of light fixture lens covers at Valleyview School.

ROLL CALL

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

E. TRANSPORTATION – Chair, Mr. Casse

No motions under Transportation at this time.

The Board discussed the remainder of the agenda; action will be taken on November 28, 2016:

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.

To approve the following Resolutions under Personnel:

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./Mrs. _____ moved, seconded by Mr./Mrs. _____, 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
	Cotreau, Daniel/ Transportation Director	Contract renewal for 16-17 SY/Effective 1-1-17	\$71,164.38
	Marvel, Barbara/Teacher @ VV	Retirement / 12-31-16	
	Cathy Nielsen/Asst. to the BA	Merit Pay	\$1,200.00
	Deborah Troast/Payroll	Merit Pay	\$1,200.00
	Lucille Scheer/Acct. Pay	Merit Pay	\$1,200.00

2. **BE IT RESOLVED**, that the Board hereby approves Amy Rossi, District-wide Literacy Coach, for an extended leave of absence until January 6, 2017.

BE IT FURTHER RESOLVED, that the Board hereby approves the unpaid leave for Amy Rossi and anticipated return to work on January 9, 2017.

3. **BE IT RESOLVED**, that the Board of Education approve the attached job description for Clerical Assistant.
4. **BE IT RESOLVED** that the Board of Education of the Township of Denville withhold the salary and adjustment increment of employee #211 as of September 1, 2017.

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 approve the attached list of field trip requests.
2. **BE IT RESOLVED**, that the Board approve to discard materials from the Riverview Library Weeding Log.
3. **BE IT RESOLVED**, that the Board approve to discard materials from the Lakeview Library Weeding Log.
4. **BE IT RESOLVED**, that the Board approve the 2017-18 District Calendar.
5. **BE IT RESOLVED**, that the Board approve revised health curriculum.

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
8600	Pupil Transportation		X

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

To approve the following Resolutions under Finance:

- 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>
		Current
		Gen. Organization
		Milk

- BE IT RESOLVED**, that the Board of Education approve the 2015 - 2016 Comprehensive Annual Financial Audit Report and Auditor’s Management Report on Administrative Findings for the year ending June 30, 2016.
- BE IT RESOLVED**, that the Board of Education approve the attached Corrective Action Plan for the Audit Recommendations from the Comprehensive Annual Financial Audit Report and Auditor’s Management Report on Administrative Findings for the year ending June 30, 2016 as prepared by Nisivoccia & Company to be submitted to the County Superintendent of Schools.
- BE IT RESOLVED**, that the Board of Education approve the following items to be discarded:
 - Zenith TV, Model No. H32C46DT, Serial No. H32C46DT, Manufactured April 2001, Denville Asset Tag No.460.
 - Sharp TV, Model No. 25KV775, Serial No. 615162, Manufactured December 1985, Denville Asset Tag No. 166, Property Tag No. 00676.
 - PIX Mobile PM-Series metal AV cart.
 - Luxor metal AV cart.
- BE IT RESOLVED**, that the Board of Education approve Prime Healthcare Services - Saint Clare's, LLC to conduct evaluations when needed for the cost of \$222.00 per evaluation for the 2016/2017 SY.

E. BUILDINGS AND GROUNDS – Chair, Mr. Casse

To approve the following Resolutions under Buildings & Grounds:

1. **BE IT RESOLVED**, that the Board approve the use of Valleyview MS for the Denville Recreation Department Summer Camp from June 24-August 11, 2017.

F. TRANSPORTATION – Chair, Mr. Casse

To approve the following Resolutions under Transportation:

1. **BE IT RESOLVED**, that the Board accept the School Bus Emergency Evacuation Drill Reports as follows:

Lakeview School:

10/20/16 @ 7:40 a.m. Location: Gravel Lot across from School Route Numbers: 176, 20, 16, 188, 183, 14, 181, 174, 181, 182, 184B, 185, 179, 187, 186, 12, 18, 177, 13, 180, 175, 17, 184C, C1

Valleyview School:

10/18/16 @ 7:10 a.m. Location: Bus Garage Route Numbers: 172, 20, 182, 181, 16, 12, 13, 14, 18,17, 174, 175, 176, 178, 179, 180,183, 184, 185, 186, 187, 188, C1

Riverview School:

10/24/16 @ 8:12 a.m. Location: Big Lot (North Lot) Route Numbers: 11, 12, 183, 174, 177, 181, 13, 185, 182, 186, 180, 178, 176, 187, 188, 175, C1

VI. GOOD OF THE CAUSE

The Board commented on the following:

- Veterans Day at both schools were a great success and well attended.
- Thanked the Administration for a good audit.
- Delegates Assembly Meeting – December 10, 2016
- Riverview PTA Meeting- November 16th, - Inquiry of a Board member to fill-in for this meeting.

- Congratulated Mr. Casse and Mrs. Wagner on the 2016 Election (Regional Information Program for New and existing Board Members on December 8th at Riverview school).
- Strategic Plan Participation - RSVP

VII. OPEN TO COMMENTS

Time: 8:51 p.m.

Closed: 8:52 p.m.

VIII. ADJOURNMENT

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

ACTION ON MOTION:

Yeas - 6

Nays - 0

Abstentions - 1

Time: 8:52 p.m.

Respectfully submitted,

Damaris Gurowsky
Board Secretary