

**MINUTES OF THE MEETING**  
**DENVILLE TOWNSHIP BOARD OF EDUCATION**

November 11, 2013

Work Session MEETING - **6:00 P.M.**

RIVERVIEW SCHOOL

**I. CALLED TO ORDER BY MRS. LINDSAY**

**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:**

Mrs. DeLuna-P, Mr. Duarte-\*, Mr. Johnson-P, Mrs. Lindsay-P,  
Mr. Casse-P, Mr. Napeloni-\*, Mr. Paragian-\*\* \*Arrived at 7:30 p.m.  
\*\*Arrived at 6:15 p.m.

**C. PLEDGE OF ALLEGIANCE**

**D. EXECUTIVE SESSION**

Mrs. Lindsay 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/or 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: 6:00 p.m.

**The Board returned to open session at 7:30 p.m.**

**E. Special Presentations:**

November 11, 2013 Meeting:

- Report on Audit for 2012-2013 – William Schroeder of Nisivoccia and Company

November 18, 2013 Meeting:

- Ted Einhorn and Tim Ford of Einhorn Harris Ascher Barbarito & Frost, PC Attorneys at Law – Support to the Valleyview Mock Trial Team
- Valleyview Science Club – Mr. Josh Kaplan, Advisor, with students to show how they built a Hovercraft and how it works.
- 7:45 p.m. – Ethics Training – Charlene Peterson - NJSBA

**F. Superintendent’s Comments**

**II. OPEN FOR PUBLIC DISCUSSION (Agenda Items Only)**

**III. NEW BUSINESS - (Action to be Taken)**

**A. INSTRUCTION and PROGRAM (Includes Technology) - Chair Mrs. Lindsay**

1. Mrs. Lindsay moved, seconded by Mrs. DeLuna, to approve the Nursing Services Plan to be sent to the County Office by November 15, 2013.

**ROLL CALL VOTE:**

Mrs. DeLuna-Y, Mr. Duarte-Y, Mr. Johnson-Y, Mrs. Lindsay-Y,  
Mr. Casse-Y, Mr. Napeloni-Y, Mr. Paragian-Y

**B. OPERATIONS (Includes Technology)**

**A1 BUILDINGS AND GROUNDS – Chair Don Casse**

Mr. Casse moved, seconded by Mr. Napeloni, to approve motions 1-3:

1. **MOTION:** To approve the following Resolution regarding the Submission of the Comprehensive Maintenance Plan:

**Submission of Comprehensive Maintenance Plan**

**Whereas**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

**Whereas**, the required maintenance activities as listed in the attached document for the various school facilities of the Denville School District are consistent with these requirements, and

**Whereas**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**Now Therefore Be It Resolved**, that the Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Denville School District in compliance with Department of Education requirements.

2. **MOTION:** To approve Cashman Landscape Management and Design to provide Leaf Maintenance, Shrub Trimming, Turf Maintenance and Spring Cleanup for the district for the period November 2013 through June 2014 at a cost of \$26,300.
3. **MOTION:** To approve the following Resolution regarding Exterior Door Replacement:

Whereas, The Board of Education of Denville in the County of Morris, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

Exterior door and frame replacement and security card reader installation at the following schools:

Lakeview Elementary School  
Riverview Elementary School  
Valleyview Middle School

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF DENVILLE IN THE COUNTY OF MORRIS, STATE OF NEW JERSEY, as follows:**

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Morris County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of information to the New Jersey Department of Education as applicable to the proposed Project.

Section 3. This project is being funded as an "other capital project" and will not require state funding and the District is not seeking a Grant.

Section 4. This resolution shall take effect immediately.

**ROLL CALL VOTE (Motions 1-3):**

Mrs. DeLuna-Y, Mr. Duarte-Y, Mr. Johnson-Y, Mrs. Lindsay-Y,  
Mr. Casse-Y, Mr. Napeloni-Y, Mr. Paragian-Y

4. Mr. Casse moved, seconded by Mr. Johnson, to approve the appointment of Charles Grau as Project Manager, effective November 19, 2013 through February 11, 2013 at the rate of \$85 an hour for 110 hours – total cost not to exceed \$9,350.

**ROLL CALL VOTE:**

Mrs. DeLuna-Y, Mr. Duarte-N, Mr. Johnson-Y, Mrs. Lindsay-N, Mr. Casse-Y,  
Mr. Napeloni-Y, Mr. Paragian-Y

5. Mr. Casse moved, seconded by Mr. Johnson, to rescind motion 4 and to table until November 18<sup>th</sup> meeting.

**ROLL CALL VOTE:**

Mrs. DeLuna-N, Mr. Duarte-Y, Mr. Johnson-Y, Mrs. Lindsay-Y, Mr. Casse-N, Mr. Napeloni-N, Mr. Paragian-N **MOTION FAILED**

**IV. OLD BUSINESS (NO Action to be Taken)**

The Board discussed the following motions; action will be taken on November 18<sup>th</sup>.

**A. REPORTS FOR THE MONTH**

**MOTION:** To approve the following reports from October, 2013. Pursuant to N.J.A.C. 6:20-2.13(e), we certify that as of October 31, 2013, 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.

1. Treasurer of School Monies
2. Board Secretary

**B. EDUCATION REPORTS**

**MOTION:** To approve the following reports from October 2013:

Report from Superintendent of Schools  
Report of Student Enrollment  
Report of Medical Office  
Report of Harassment, Intimidation, and Bullying

**C. MINUTES**

**MOTION:** To approve the following minutes:

Work Session – October 14, 2013  
Regular Meeting – October 21, 2013  
Executive Session – October 14, 2013 (2 sets) and October 21, 2013

**V. NEW BUSINESS - (NO Action to be Taken)**

**A. PERSONNEL (Includes Technology) – Chair Dave Napeloni**

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):

1. **MOTION:** To approve Sue Schwartz for the December 11<sup>th</sup> in-service day at Valleyview School for Teachers Teaching Teachers – 6 hours at \$63.36 an hour for a total of \$380.16 and for two outside vendors for Lakeview and Riverview School – Judy Shapiro and Susan Miller at a cost of \$400 each for two hours for a total cost of \$1180.16.
2. **MOTION:** To approve the following Maternity Disability, Family and Child Rearing Leave for Nicole Sproule, part-time Guidance Counselor at Riverview School:
  - February 1, 2014 – March 15, 2014 – Maternity Disability Leave – this leave is with pay using her accumulated sick days and personal days + full benefits
  - March 16, 2014 – June 15, 2014 – Family Leave – this leave is without pay + full benefits (Mrs. Sproule does not have health benefits)
  - June 16, 2014 – June 30, 2014 – Child Rearing Leave – no pay and no benefits
  - Mrs. Sproule plans to return to a position as determined by the Superintendent of Schools on September 1, 2014

3. **MOTION:** To approve the following substitutes for the district:

Audrina Quadrel	Substitute Certificate	Montclair State
Roger Bettys	Substitute Certificate	Syracuse University
Donna Prosper	Substitute Lunchroom/Playground Aide	

4. **MOTION:** To approve the following Riverview Teachers to be paid for up to 2 hours each at the \$40.40 hourly rate of pay for Museum Night/Related Arts on March 19, 2014 at Riverview School at a cost not to exceed \$646.40:

Jessica Bertani	Linda Breder	Alex Gambelunghe
Brenda Harrower	Susan Hoferer	Kris Johnson
Kevin Kolankowski	Mayra Meola	

5. **MOTION:** To approve the following Lakeview Part-time Teachers to be paid for hours listed for attending Staff In-service Days on September 3 and 4 for hours above their regular day total cost not to exceed \$472.41:

Bronwyn Springer (2 Hours 40 Minutes - \$178.92)	Lisa Phillips (4 Hours - \$178.52)
Janet Reicchard (1 ½ Hours - \$55.31)	Susan Stiles (1 ½ Hours - \$59.66)

6. **MOTION:** To approve Mayra Meola to be paid for doing 2 hours of ESL screening at Riverview School at the \$40.40 hourly rate – for a total of \$80.80.
7. **MOTION:** To approve Richard Costa and Kris Johnson for three hours each for aligning the Science Curriculum at the \$40.40 hourly rate of pay – each \$121.20 for a total of \$242.40.

**B. INSTRUCTION and PROGRAM (Includes Technology) - Chair Marianna Lindsay**

1. **MOTION:** To approve David Coppola, Valleyview Teacher, to conduct a survey to parents as part of his Administrative Internship with Dr. Flamini and his coursework at Kean University.

**C. POLICY REVISIONS (Includes Technology) – Chair Barbara DeLuna**

1. **MOTION:** To approve the following Policies/Regulations for a Second Reading and Adoption:

Policy 3144.12–Certification of Tenure Charges – Inefficiency  
Policy 3144.3 – Suspension Upon Certification of Tenure Charge

Policy 3372 – Teaching Staff Member Tenure Acquisition  
Policy 3373 – Tenure Upon Transfer or Promotion  
Policy 5120 – Assignment of Pupils  
Policy and Regulation – 5512 – Harassment, Intimidation, and Bullying  
Policy 5533 – Pupil Smoking  
Policy 7434 – Smoking in School Buildings and on School Grounds

2. **MOTION:** To approve the following Policies and Regulations for a First Reading:

Policy 3280 – Liability for Pupil Welfare  
Policy 3324 – Right of Privacy – Teaching Staff Members  
Policy 4324 – Right of Privacy – Support Staff Members  
Policy and Regulation 5350 – Pupil Suicide Prevention  
Policy and Regulation 5600 – Pupil Discipline/Code of Conduct  
Policy 8613 – Waiver of Pupil Transportation  
Policy 7510 – Use of School Facilities  
Policy and Regulation 9270 – Home Schooling and Equivalent Education

**D. OPERATIONS (Includes Technology)**

**D1. TRANSPORTATION – Chair Seth Johnson**

1. **MOTION:** To approve the following Resolution regarding School Bus  
Emergency Evacuation Drills:

Be it resolved to accept the School Bus Emergency Evacuation Drill Reports  
as follows:

**Valleyview School:**

10/15/13 @ 7:10 a.m. Location: Bus Garage. Route Numbers: C1, 177, 20,  
176, 179, 184, 13, 183, 17, 187, 174, 178, 188, 173, 181, 175, 16, 185, 180,  
14, 12

**Lakeview School:**

10/18/13 @ 7:35 a.m. Location: Gravel Lot Route Numbers: 18, 172, 20,  
13, 176, 173, 184B, 174, 17, 181, 17, 12, 188, 179, 185, 187, 178, 180, 175,  
16, 184C

**Riverview School:**

10/21/13 @ 8:10 a.m. Location: Big Lot (North Lot) Route Numbers: 20, 174,  
172, 179, 177, 187, 12, 180, 178, 176, 185, 186, 188, 173, 181, 175, 13

**E. FINANCE (Includes Technology) – Chair Seth Johnson**

1. **MOTION:** To approve the attached list of Budget Transfers.
  
2. **MOTION:** To approve the bills and warrants from Check #s \_\_\_\_ - \_\_\_\_ in the amount of \$ \_\_\_\_ and from the General Organization Account Check #s \_\_\_\_ - \_\_\_\_ in the amount of \$ \_\_\_\_ and from the Milk Fund Account Check # \_\_\_\_ in the amount of \$ \_\_\_\_.
  
3. **MOTION:** To approve the attached list of Field Trip/Sport Activity Requests from the Schools.
  
4. **MOTION:** To approve the attached list of Workshops/Expenses for Staff Members and/or Board Members
  
5. **MOTION:** To approve discarding the attached fixed assets from Lakeview School:  
  
Smartcart Expression 103 - Asset Tag 624  
Smartcart Expression 103 - Asset Tag 636  
Smartcart - Asset Tag 2174  
Smartcart - No asset tag  
Smartcart (2 asset tags are attached) - Asset Tag 607 and 2282  
Buhl 2 shelf audio visual cart - No Asset Tag  
(2) Stationary Metal Smartboard Stands – No Asset Tag  
  
Board Office – IBM Typewriter/Stand – No Asset Tag
  
6. **MOTION:** To approve the 2012 - 2013 Comprehensive Annual Financial Audit Report and Auditors Management Report on Administrative Findings for the year ending June 30, 2013 as prepared by Nisivoccia and Company.
  
7. **MOTION:** To approve the attached Corrective Action Plan for the Audit Recommendations from the Comprehensive Annual Financial Audit Report and Auditors Management Report on Administrative Findings for the year ending June 30, 2013 as prepared by Nisivoccia and Company to be submitted to the County Superintendent of Schools.
  
8. **MOTION:** To approve Ameriflex for the Flex 125 Program for the fiscal year 2014.



9. **MOTION:** To approve the following resolution for the exterior door replacement at the Riverview, Lakeview and Valleyview Schools, subject to attorney review.

**WHEREAS** Bids were received from the following companies for Denville's Exterior Door Replacement:

**Name of Vendors**

**Bid Amounts**

**NOW THEREFORE BE IT RESOLVED**, that the Denville Board of Education award the Bid to \_\_\_\_\_ at the following costs to the district:

Total Bid: \$\_\_\_\_\_.

10. **MOTION:** To approve a change order #001 in the amount of \$6,613 to Salazar & Associates, Inc. for additional work at Lakeview School (kindergarten expansion).
11. **MOTION:** To approve the sale of a used mini-bus to the highest bidder, Joe Blumert (only bidder), in the amount of \$525 as per the bid opening on November 4, 2013.

**VI. GOOD OF THE CAUSE**

**A. COMMITTEE REPORTS**

**B. CORRESPONDENCE**

**C. OTHER – The following were discussed.**

- Clustering Grades
- Technology – Full Purchase vs. January Simulation
- Project Manager

**VII. OPEN TO COMMENTS**

**The Board dismissed the Superintendent and Business Administrator/Board Secretary.**

**VIII. EXECUTIVE SESSION**

Mrs. Lindsay moved, seconded by Mr. Johnson, 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 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: 9:00 p.m.

The Board returned to open session at 9:53 p.m.

**IX. ADJOURNMENT**

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

**ACTION ON MOTION:**

Yeas - 7                      Nays - 0                      Abstentions - 0

Time: 9:54 p.m.

Respectfully submitted,

Eric Larson  
Board Secretary