

AGENDA

DENVILLE TOWNSHIP BOARD OF EDUCATION

October 23, 2017

Regular Session – 7:00 p.m.

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

Township of Denville - **Council Chambers**

I. CALL TO ORDER

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__, Mr. Casse __, Mrs. DeLuna__, Mrs. Lindsay__, Mr. Luer__, Mrs. Wagner__, Mr. Cappello__.

C. EXECUTIVE SESSION

Mr. /Mrs. _____ moved, seconded by Mr. /Mrs. _____, 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 _____ Nays _____ Abstentions _____ Time: _____

D. PLEDGE OF ALLEGIANCE

E. SPECIAL PRESENTATIONS

- Dr. Cullis and Mr. Forte - Recognition of Todd McCabe
- Riverview Students and Staff
- **Introduction of Officer Orlando Soto**

F. SUPERINTENDENT’S COMMENTS –

G. ASSISTANT SUPERINTENDENT’S COMMENTS –

H. BUSINESS ADMINISTRATOR’S COMMENTS –

II. OPEN TO PUBLIC DISCUSSION (Agenda Items Only)

Opened: _____ Closed: _____

III. OLD BUSINESS (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 **October 2017**, 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.

Mr./Mrs. _____ moved, seconded by Mr./Mrs. _____, to approve the following Resolutions under Old Business:

A. RESOLVED that the Board approves the following REPORTS from September 2017:

1. Treasurer of School Monies
2. Board Secretary

B. EDUCATION REPORTS

- Report of Student Enrollment – September 2017
- Report of Medical Office – September 2017
- The BOE affirms the following cases:
 - a) HIB LV-01

C. MINUTES – RESOLVED that the Board approve the following minutes:

- Work Session/Regular Meeting & Executive Session – September 18, 2017
- Special Meeting - October 3, 2017

ROLL CALL

Mr. Andersen____, Mr. Casse____, Mrs. DeLuna____, Mrs. Lindsay____, Mr. Luer____, Mrs. Wagner____, Mr. Cappello____.

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.

Mr./Mrs. _____ moved, seconded by Mr./Mrs. _____, 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:**

1. **BE IT RESOLVED – NEW HIRES / RESIGNATIONS / RETIREMENTS / EXTRA PAY / SALARY ADJUSTMENT** – that the Board 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 | School | Reason/Time | Ref. | Amount |
|-----------|---|--|---|--|-------------|---|
| a. | Northrop, Sarah | Teacher | VV | To replace J. Corforte on SciP Team for 2017-18 SY. | 2D | \$950 Stipend |
| b. | Dawes, David | Teacher | VV | Asst Wrestling Coach if there are at least 25 participants on team. | 3C | \$2,000 Stipend |
| c. | Hennessy, Eileen | Driver | BUS | PreK/Kindergarten Run for 2017-18 SY | | \$6,637 Step - 10 |
| d. | DeRiggi, Mary | Bus Aide | BUS | AM Bus aide | | \$17.49/hr Step - 13 |
| e. | Tomassi, Nancy Fidurska, Margo Gomer, Alison | Teachers | RV | Attend evening conferences on 10/26/17 at per diem rate. Not to exceed 2.5 hrs each. | 1C | \$39.47/hr \$37.97/hr \$36.36/hr |
| f. | Dolan, Maura | Teacher | RV | Participate in Alternative Augmentative Communication (AAC) consultation provided by PG Chambers School. Not to exceed 6 hrs for 2017-18 SY | 1A, 2D | \$40.40/hr |
| g. | Cannarozzi, Michelle Meade, Tina Bershefski, Heather Graybush, Wendy Rowland, Janis Worrall, James | Instructional Aides | LV LV RV RV VV VV | Provide support for special education students attending After School Enrichment for 2017-18 SY | 3C | \$15.59/hr \$18.15/hr \$15.68/hr \$15.62/hr \$15.59/hr \$17.02/hr |
| h. | Reilly, Jamie ----- Urba, Kimberly | Teacher | LV | Move across the Guide effective 9/1/17 | | \$56,371 <u>Step MA-4</u> \$56,199 Step MA-3 |
| i. | Diaz, Patricia | Driver | BUS | AM/PM run | | \$19,246 Step - 10 |
| j. | Trybulec, Renata | Instructional Aide | LV | Resignation, effective 10/27/17 | | |
| k. | Trask, John | Instructional Aide | LV | Resignation, effective 10/31/17 | | |
| l. | Stergioulas, Dina | Teacher | LV | Leave Replacement Teacher Effective 11/15/17-6/22/18 | | \$255/day |
| m. | Barakat, Debra Dickerson, Taylor Cray-Kaden, Candice Trien, Vicky Schwarz, Lisa Ferris, Courtney Nydam, Kathy Steimke, Kimberly Rossi, Amy Selimo, Samantha Tympanick, Chrissy Brautigam, Morgan | Teacher Teacher Teacher Teacher Teacher Teacher Teacher Teacher Teacher Teacher Teacher Teacher | LV VV LV LV VV VV LV LV BOE VV VV VV | Homework Help Tutors Title I Funding Not to exceed \$12,000 | 2A | \$40.40/hr |

| | | | | | | |
|----|--|--------------|----|---|--------|------------|
| n. | Sudol, Renee Huizing, Patricia | Teachers | LV | Provide training through Denville Staff Development Academy at the Teachers Teaching Teachers rate. Not to exceed 18 hrs. | 2D | \$63.36/hr |
| o. | Kendis, Lori | Teacher | VV | Leave Replacement Effective 12/11/17 - on or before 6/22/18 | | \$285/day |
| p. | Zasadzinski, Catherine Schrader, Ashley | Instr. Aides | VV | Support students during after school activities as needed during 17-18 SY. | 2B, 3C | \$15.29/hr |

2. **BE IT RESOLVED**, that the Board approve Maribeth Hall as a member of the Lakeview School HIB team as an anti-bullying specialist.
3. **BE IT RESOLVED**, that the Board approve John Loro as a volunteer wrestling coach at Valleyview School for 2017-18 SY. Reference 3C.
4. **BE IT RESOLVED**, that the Board hereby approves Shannon Caravano, Middle School Teacher, for a leave of absence, having received doctor's certification, commencing December 4, 2017 under the Federal Family Medical Leave Act (FMLA), ending on February 2, 2018, while utilizing thirty-six (36) sick days.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave under the NJ Family Leave Act (FLA) for Shannon Caravano, commencing on February 5, 2018 through May 4, 2018.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave for Shannon Caravano and anticipate a return to work on September 1, 2018.

5. **BE IT RESOLVED**, that the Board hereby approves Jennifer Faliveno, Elementary School Teacher, for a leave of absence, having received doctor's certification, commencing January 1, 2018 under the Federal Family Medical Leave Act (FMLA), ending on March 9, 2018.

BE IT FURTHER RESOLVED, that the Board hereby approves the leave under the NJ Family Leave Act (FLA) for Jennifer Faliveno, commencing on March 12, 2018 through May 31, 2018. This leave of absence will be unpaid as requested in writing; and

BE IT FURTHER RESOLVED, that the Board hereby approves the leave for Jennifer Faliveno and anticipate a return to work on June 1, 2018.

6. **BE IT RESOLVED**, that the Board approve the following students to observe in Denville Schools during 2017-18 SY: Reference 1C

| | Student | College/University | Ref. |
|----|-------------------|--------------------------------|------|
| a. | Capalbo, Dylan | Fairleigh Dickinson University | 1C |
| b. | Caniglia, Justine | County College of Morris | 1C |
| c. | McVicar, Madeline | County College of Morris | 1C |
| d. | Sautter, Nicole | County College of Morris | 1C |
| e. | Khan, Naeema | County College of Morris | 1C |

7. **BE IT RESOLVED**, that the Board approve Lauren Anderson from Morris Knolls High School, to volunteer at Riverview School for Afterschool Enrichment Classes as needed.
8. **BE IT RESOLVED**, that the Board hereby approves Samantha Carollo, Riverview Elementary School Instructional Aide, for an extended leave of absence, until December 15, 2017.
9. **BE IT RESOLVED – SUBSTITUTES** – that the Board approve the following new hire substitute(s) for the district:

| | Name | Position | Effective Date | Salary/Step |
|----|-------------------|----------|----------------|-------------|
| a. | Stergioulas, Dina | Teacher | 10/24/2017 | \$110/day |
| b. | Labuda, Beverly | Bus Aide | 10/24/2017 | \$12.84/hr |

ROLL CALL VOTE

Mr. Andersen___, Mr. Casse___, Mrs. DeLuna___, Mrs. Lindsay___, Mr. Luer___, Mrs. Wagner___, Mr. Cappello___.

B. INSTRUCTION AND PROGRAM (Includes Technology) – Chair, Mr. Luer

Mr./Mrs. _____ moved, seconded by Mr./Mrs. _____, 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. | Johnson, Kris | Teacher | \$240.00 + Mileage | NJ Science Convention Princeton, NJ | 10/24/17 10/25/17 |
| b. | Bonny Engelhardt Holly Fiorella | Admin. Assts. | \$199/person + Mileage | FMLA Compliance Update, Morristown, NJ | 1/22/18 |
| c. | Jacobus, Deborah | Teacher | \$650 + Mileage (max. \$210) | Teacher College, Reading Skills Paid through Title II funds | 11/30/17- 12/2/17 |

2. **BE IT RESOLVED**, that the Board approve the attached list of field trip requests. Reference 3A.
3. **BE IT RESOLVED**, that the Board approve the Riverview School weeding log to discard books. Reference 1B.
4. **BE IT RESOLVED**, that the Board approve 12 Morris County Vo Tech Future Educators of America Program students to visit Valleyview School classrooms to observe teachers twice over the course of 2017-18 SY.
5. **BE IT RESOLVED**, that the Board approve NJ Counseling Connections to provide professional development on social emotional skills at a cost of \$750. Reference 2D.
6. **BE IT RESOLVED**, that the Board accept the donation of services from the St. Clare's Behavioral Health Center of professional development for staff on December 6, 2017. Reference 1C, 3B-D.

- 7. BE IT RESOLVED, that the Board approve Sandra Cullis to participate in the NJASA New Superintendents Academy at the cost of \$1,750 for courses and \$2,500 for required mentor fee.**

ROLL CALL

Mr. Andersen___, Mr. Casse___, Mrs. DeLuna___, Mrs. Lindsay___, Mr. Luer___, Mrs. Wagner___, Mr. Cappello___.

C. POLICY REVISIONS

Mr./Mrs. _____ moved, seconded by Mr./Mrs. _____, to approve the following Resolutions under Policy Revisions:

| Policy/ Reg # | Policy/Regulation Name | 1 st Reading | 2 nd Reading/ Adoption |
|------------------|------------------------|----------------------------|---|
| | | | |

ROLL CALL

Mr. Andersen___, Mr. Casse___, Mrs. DeLuna___, Mrs. Lindsay___, Mr. Luer___, Mrs. Wagner___, Mr. Cappello___.

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

Mr./Mrs. _____ moved, seconded by Mr./Mrs. _____, to approve the following Resolutions under Finance:

- 1. BE IT RESOLVED, that the Board approve the enclosed check lists(s) in the following amounts:**

| <u>Amount</u> | <u>Description</u> | <u>Check Register</u> |
|----------------|--|-----------------------|
| \$2,432,649.67 | Ck #'s 3581-3794, 990065-990067 & 910132017 | Current Expense |
| \$3,516.36 | Ck #1160 | Milk Fund |

- 2. BE IT RESOLVED, that the Board of Education approve the 2016 – 2017 Comprehensive Annual Financial Audit Report and Auditor's Management Report on Administrative Findings for the year ending June 30, 2017.**
- 3. 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, 2017 as prepared by Nisivoccia & Company to be submitted to the County Superintendent of Schools.**
- 4. BE IT RESOLVED, that the Board approve Special Needs Athletic Program (S.N.A.P.) Inc. to provide peer mentor training program to Valleyview School students on 10/25/17 at a cost of \$100. Reference 3A, 3C.**
- 5. BE IT RESOLVED, that the Board approve the attached proposal from EI Associates for Architectural and Engineering Services to complete phase I (Schematic Design and NJDOE Submission) in the amount of \$29,000 for the following projects:**
- Security Vestibules at Three Schools
 - Lakeview Elementary School Media Center Renovation

- Lakeview Elementary School Classroom Subdivision
 - Lakeview Elementary School Restroom Renovations
 - Valleyview Middle School Gym HVAC Upgrades
6. **BE IT RESOLVED**, that the Denville Township Board of Education approves the attached Budget Calendar for fiscal year 2018-2019.
7. **BE IT RESOLVED**, that the Board approve Steve Forte, Michael Andersen, Brad Bertani, and Dino Cappello to attend the New Jersey School Board Workshop and Exposition in Atlantic City, NJ on October 23-26, 2017 at a rate of \$300 per person and group hotel reservation cost of \$1,036.00. Additional costs per person is as follows: Meals/Incidental \$48.00 first and last day, \$64.00 for full day plus mileage reimbursement expense.
8. **BE IT RESOLVED**, that the Board approve final payment of \$1,000 to Greffe Consultancy, LLC for Grace Johnson's participation of NJ Leaders to Leaders Program. Reference 2D.
9. **BE IT RESOLVED**, that the Board approve CPR professionals to provide CPR certification training to administrators at a cost of \$585.

BE IT FURTHER RESOLVED, that the Board hereby approves a \$45 fee per staff member for CPR certification training at a maximum cost of \$3,000. Reference 2D.

10. **BE IT RESOLVED**, that the Board approve the following donations from the Lakeview PTA to Lakeview School:
- Promethian 75" Active Panel with ActivConnect, Mobile Adjust System, and installation, \$6,766
 - 20 Lenovo N23 Chromebooks, GoGuardian license, Google Chrome Management License, \$4,724
 - Outdoor recess supplies
 - Weather Monitor

ROLL CALL

Mr. Andersen___, Mr. Casse___, Mrs. DeLuna___, Mrs. Lindsay___, Mr. Luer___, Mrs. Wagner___, Mr. Cappello___.

E. OPERATIONS (Includes Technology) - Chair, Mr. Casse

Mr./Mrs. _____ moved, seconded by Mr./Mrs. _____, to approve the following Resolutions under Operations:

E1. TRANSPORTATION

- 1) **BE IT RESOLVED**, that the Board award Jersey One Auto Sales, Inc. the highest responsible bidder in accordance with the District's bid document requirements and Public School Purchasing Laws for the sale of school bus #172 in the amount of \$1,151.00.

E2. BUILDING AND GROUNDS

- 1) **BE IT RESOLVED**, that the Board approve a Capital Reserve withdrawal not to exceed \$312,500 for the Valleyview Middle School Gym HVAC and AC Project for 2017-18 SY. Reference 4D.
- 2) **BE IT RESOLVED**, that the Board approve a Maintenance Reserve withdrawal not to exceed \$85,000

for the Valleyview Middle School Life Skills Room Renovation Project for 2017-18 SY. Reference 4C.

- 3) **BE IT RESOLVED**, that the Board approve Capital Reserve withdrawal not to exceed \$443,250 for security vestibules at all three schools. Reference 4D.
- 4) **BE IT RESOLVED**, that the Board approve the renovations to Lakeview library, classrooms and lavatories to address substandard space and lavatory waivers using \$500,000 from the 2017-18 budget and \$400,000 from capital reserve. Reference 4D.

ROLL CALL

Mr. Andersen___, Mr. Casse___, Mrs. DeLuna___, Mrs. Lindsay___, Mr. Luer___, Mrs. Wagner___, Mr. Cappello___.

V. GOOD OF THE CAUSE

A. COMMITTEE REPORTS

B. CORRESPONDENCE

C. DISCUSSION ITEMS

- Substandard Space - Reference 4D

D. OTHER

VI. OPEN TO PUBLIC COMMENTS

Time:_____ **Closed:**_____

VII. EXECUTIVE SESSION

Mr./Mrs. _____ moved, seconded by Mr./Mrs. _____, 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, legal and negotiation issues. Minutes of this session will be made available to the public when the need for confidentiality no longer exists.

ACTION ON MOTION:

Yeas _____ Nays _____ Abstentions _____ Time: _____

VIII. ADJOURNMENT

Mr./Mrs. _____ moved, seconded by Mr./Mrs. _____, to adjourn the meeting.

ACTION ON MOTION:

Yeas _____ Nays _____ Abstentions _____ Time: _____