

MINUTES OF THE MEETING
DENVILLE TOWNSHIP BOARD OF EDUCATION
REORGANIZATION MEETING
January 6, 2014 - **7:00 P.M.**
RIVERVIEW SCHOOL

I. SWEARING IN OF NEW MEMBERS

Donald Casse and David Napeloni, newly elected Board members, were sworn in by Mr. Larson.

II. CALLED TO ORDER BY MR. LARSON

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

Administrators present: Interim Superintendent (Catherine Mozak), Board Secretary (Eric Larson)

D. Report of the Results of the Annual School Election held November 5, 2013 - Board Secretary

VOTES COUNTED FOR CANDIDATES – Two (Three-Year Terms):

	<u>Total</u>
Donald Casse	1516
David Napeloni	1423

III. REORGANIZATION

A. Nominations for President

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

ROLL CALL:

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

Mrs. Lindsay, President of the Board of Education, assumed leadership for the meeting.

B. Nominations for Vice President

Mr. Casse moved, that the name of Mr. Johnson, be placed in nomination for Vice President. Mrs. DeLuna nominated Mr. Napeloni. The Board decided not to do a roll call vote but to announce the individual who they wish to be as Vice President.

ANNOUNCEMENT OF VP:

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

Mr. Johnson will assume the position as Vice President.

C. President's Comments – Mrs. Lindsay announced she would like to review the committee prior to appointing the board members to their positions.

D. Committees – Will be done at a later date.

The following Committees were appointed by Mr. /Mrs. _____:

	<u>Chairperson</u>	<u>Member</u>
Finance Committee	_____	_____
Operations Committee	_____	_____
• Transportation	_____	_____
• Buildings and Grounds	_____	_____
Personnel Committee	_____	_____

Instruction and Program Committee _____

Technology Committee _____

Representative

Alternate

Representative to Morris County
School Boards Association and
New Jersey School Boards Association _____

Representative to Morris County
Educational Services Commission
(MOCESCOM) _____

Contact Member for following:

Recreation Committee _____

Legislative Representative _____

Municipal Alliance Committee _____

PRIDE Council Representative _____

DEA/DAA Negotiations Committee _____

Technology Committee _____

Denville Foundation Liaison _____

PTA Liaisons: Lakeview _____

Riverview _____

Valleyview _____

E. Appointments

Mr. Napeloni moved, seconded by Mr. Johnson, to approve motions 1-10:

1. **MOTION:** To adopt the following Resolution:

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 2014. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A: 18A-3).

2. **MOTION:** To adopt the following Resolution:

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 2014 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).

3. **MOTION:** To adopt the following Resolution:

BE IT RESOLVED that the Board of Education of the Township of Denville appoints Cleary, Giacobbe, Alfieri, Jacobs, LLC as Board Attorney and Machado Law Group, LLC for Negotiations for 2014. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).

4. **MOTION:** To adopt the following Resolution:

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 2014. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).

5. **MOTION:** To adopt the following Resolution:

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 2014 for the district's health benefit insurance. These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).

6. **MOTION:** To adopt the following Resolution:

BE IT RESOLVED that the following statutory appointments and designations necessary for reorganization of the Board of Education be adopted:

- a. Policies and Bylaws 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
- 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 - Eric Larson
- 2) Treasurer of School Monies – Paula Hatch
- 3) Affirmative Action Officer – Elizabeth Baisley
- 4) School Physician/Medical Inspector – Efrem Greenfield, M.D.
- 5) Right-To-Know Consultant – New Wave Engineering, LLC
- 6) Custodian of Petty Cash Fund – Eric Larson
- 7) Temporary Purchasing Agent – Eric Larson
- 8) Asbestos Management Officer – New Wave Engineering, LLC
- 9) Indoor Air Quality Designee – Eric Larson
- 10) Integrated Pest Management Coordinator – Jerry Rolph
- 11) Custodian of Records – Eric Larson
- 12) AHERA coordinator – New Wave Engineering, LLC
- 13) Public Agency Compliance Officer – Eric Larson
- 14) 504 Committee Coordinator – J. R. DeLalla
- 15) Safety and Health Designee – Marie Sasso, Head Nurse
- 16) Chemical Hygiene Officer – Eric Larson and Jerry Rolph
- 17) Psychological Examiner Coordinator – Lawrence Russell
- 18) Homeless Liaison – Lawrence Russell
- 19) Anti-Bullying Coordinator – Lawrence Russell
- 20) Attendance Officer – Eric Larson

h. The following newspapers as the official newspapers to publish legal notices of the Board of Education:

- Daily Record Star Ledger

i. The following institutions for investments and depositories of Board Funds:

The Provident Bank

7. MOTION: To adopt the following Resolution:

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.	Lincoln Financial

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:

United of Omaha	Van Kampen Investments
Great American Life Insurance Co.	

VALIC – Variable Annuity Life Insurance Company

8. MOTION: To adopt the following Resolution:

BE IT RESOLVED, the Denville Board of Education authorizes the Temporary 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

BE IT FURTHER RESOLVED that the Temporary Purchasing Agent is authorized to award contracts up to the bid threshold of \$36,000, subject to approval by the Director of Division of Local Government Services. In the absence of such approval, the bid threshold will be \$26,000 and

BE IT FURTHER RESOLVED that the quote threshold be set at \$5,400 subject to the approval by the Director of Division of Local Government Services. In the absence of such approval the quote threshold would be set at \$3,900.

BE IT FURTHER RESOLVED that the Denville School District Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services.

9. MOTION: To adopt the following Resolution:

WHEREAS, Marianna Lindsay has been elected President of the Board of Education;

WHEREAS, Catherine Mozak has been approved Interim Superintendent of Schools; and

WHEREAS, Eric Larson has been appointed School Business Administrator/ Board Secretary

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

One Signature Required – Treasurer of School Monies

Payroll Agency Account	One Signature Required – Treasurer of School Monies
Unemployment Account	Two Signatures Required – Treasurer of School Monies and Business Administrator
Capital Reserve Account	Three Signatures Required – Board President and Treasurer of School Monies and Business Administrator
Budget Account	Three Signatures Required – Board President and Treasurer of School Monies and Business Administrator
Cafeteria Account	Two Signatures Required – Treasurer of School Monies and Business Administrator
General Organization	One signature required – Board Secretary

- 10. MOTION:** To adopt the attached 2014 Board of Education Public Meeting Calendar.

ROLL CALL (Motions 1-10):

Mr. Casse-Y, Mr. Napeloni-Y/N #3, Mrs. DeLuna-Y, Mr. Duarte-Y, Mr. Johnson-Y, Mrs. Lindsay-Y, Mr. Paragian-Y/N #5

- IV. OPEN FOR PUBLIC DISCUSSION (Action Items Only)**
No comments were made.

- V. NEW BUSINESS - No action was taken**

- A. PERSONNEL (Includes Technology)**
- B. INSTRUCTION and PROGRAM (Includes Technology)**
- C. POLICY REVISIONS (Includes Technology)**
- D. OPERATIONS (Includes Technology)**

- D1. TRANSPORTATION**
- D2. BUILDINGS AND GROUNDS**

- E. FINANCE (Includes Technology)**

- VI. GOOD OF THE CAUSE**

- A. CORRESPONDENCE**

B. DISCUSSION ITEMS

- School Board Member Code of Ethics read by Mr. Johnson

C. OTHER

VII. OPEN TO COMMENTS

Opened: 7:19 p.m.

Closed: 7:22 p.m.

The Board commented on the Valleyview Soccer team and that they will be acknowledged at January 27, 2014 Board Meeting.

VIII. EXECUTIVE SESSION - Action May Be Taken

Mr. Johnson moved, seconded by Mrs. DeLuna, 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 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 - 7 Nays - 0 Abstentions - 0 Time: 7:22 p.m.

The Board returned to continue the meeting at 7:42 p.m.

Mrs. Lindsay called for a recess at this time for the Board to meet with their respective committee. Mr. Paragian left the meeting at this time as he is not on any committees.

IX. EXECUTIVE SESSION - Action May Be Taken

Mr. Johnson 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 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: 9:51 p.m.

The Board returned to open session at 10:23 p.m.

X. ADJOURNMENT

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

ACTION ON MOTION:

Yeas - 6 Nays - 0 Abstentions - 0

Time: 10:23 p.m.

Respectfully submitted,

Eric Larson
Board Secretary