

Netcong School District  
26 College Road  
Netcong, NJ 07857

Work Session Minutes  
September 20, 2016

**I. CALL TO ORDER**

The work session of September 20, 2016 was called to order by President Costanzo at 7:00 pm.

A. Flag Salute

B. Open Public Meeting Act Proclamation

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act the Board of Education of the Netcong School District in the County of Morris has caused notice of this meeting to be published by having the date, time and place thereof posted. The notice was mailed to the Daily Record and those persons or entities requesting notification, and filed with the municipal clerk of the Borough of Netcong.

C. Mission Statement

Netcong, a tradition to nurture, inspire, empower, and achieve by all, for all.

D. Board Goals 2016-17

1. Successfully communicate information for a successful passage of the ballot question.
2. Continue and increase professional development for board members.
3. Create an in-house new board member orientation

E. District Goals 2016-17

1. To continue to improve student achievement.
2. To continue to be financially disciplined in all areas of spending while continuing to maintain improvements to facilities.
3. Explore/Strategize ways to restore programs if the Ballot Question passes or fails.
4. To continue to schedule/complete Referendum projects.

**II. ROLL CALL**

**The following members were present:** Mr. Costanzo, Mrs. Dalesandro, Mr. Domick, Mr. Kranz, Mr. Morton, Mrs. Santalucia, and Mrs. Schuffenhauer.

**Not Present:** Mrs. Santana – arrived 7:16 pm due to a work commitment

**Also Present:** Dr. Gina Cinotti, Chief School Administrator  
Juanita A. Petty, RSBA, SFO, Interim Business Administrator/Board Secretary  
3 members of the public

### III. BOARD CORRESPONDENCE & MINUTES

Mrs. Dalesandro questioned why letters and/or emails sent to the Board were not included under correspondence. Discussion ensued and there was consensus that moving forward, letters and/or emails addressed to the Board would be listed under Board correspondence.

There were no questions on the draft minutes.

### IV. PRESIDENT'S COMMENTS

- Mr. Costanzo thanked the NEF and all those were involved, in Netcong Day.
- Mr. Costanzo advised the Board that periodic meetings have been established with Byram, Stanhope, Netcong and Lenape Valley to discuss areas of common interest and identify issues where they may cooperate with each other. The first meeting is scheduled for September 27<sup>th</sup> at 1:30 pm. Mr. Costanzo asked Board members to let him know of any issues they felt should be brought up at the meeting. Mrs. Callahan asked about what the other districts are doing relative to the math program. Dr. Cinotti responded that articulation with all districts would be part of their discussions.

### V. CHIEF SCHOOL ADMINISTRATOR REPORT

- Dr. Cinotti distributed copies of a Stronge observation and summative evaluation for each category for their review and information. Some discussion ensued and it was suggested by Mr. Costanzo that Board members have some time to review and understand the evaluation tool.
- Ms. Callahan asked about benchmark testing. Dr. Cinotti explained the testing and stated she would provide assessment data at the next meeting, along with a sample of benchmarks.

### VI. SCHOOL BUSINESS ADMINISTRATOR REPORT

Mrs. Petty stated she was getting acclimated with the District and working on normal business activities.

### VII. PETITIONS & REQUESTS OF THE PUBLIC FOR AGENDA ITEMS ONLY

a. Open to the Public:

Moved by: Mrs. Dalesandro      Seconded by: Mr. Morton      Time: 7:19 pm

**There were no requests from the public.**

Public is invited to address the Board with any questions, comments or concerns. The Board requests that the individual address the Board, giving name and address, and asks that all remarks be directed to the Chair. The public portion shall be limited to thirty minutes with a five-minute time limit on each participant. The Board wishes to remind all attendees at its meeting that while it subscribed without reservation to the principle of keeping the public completely informed, by policy it cannot allow public discussion of personnel matters. If a matter concerning the staff of the Netcong Public School is of interest or concern, the matter would be referred to the Chief School Administrator or the Board of Education, either by telephone or letter.

b. Close to the Public:

Moved by: Mrs. Dalesandro      Seconded by: Mr. Morton      Time: 7:19 pm

## VIII. OLD BUSINESS

Mrs. Dalesandro noted that an email had been distributed encouraging the school community to vote for a \$30,000 playground grant. She encouraged all to please vote and read an email she received from a staff member indicating her kindergarten parents were voting every day. Voting closes March 24<sup>th</sup>.

Dr. Cinotti thanked Mrs. Santana for spearheading the production of a school directory. It was suggested that staff and Board member emails be included.

## IX. COMMITTEE REPORTS

### *Governance, Policy, Finance – D. Costanzo, Chair*

The Committee met tonight and discussed the following items:

1. It was confirmed that the Board can negotiate contracts for professional services. In preparation for the 2017-2018 budget, some contracts will be reviewed for possible re-negotiation.
2. Administration will begin to look at additional cost reductions, such as health benefits
3. The insurance policy for possible lead findings was reviewed. Mrs. Petty queried the insurance broker for more information and we are awaiting a response.
4. Policy Alert 209 from Strauss Esmay had approximately 24 policy updates. The Committee reviewed the following 14 policies/regulations, many of which were mandated, for presentation to the Board at the regular meeting for approval:
  - a. Policy 1220: Employment of Chief School Administrator
  - b. Regulation 2414: Program and Services for Students in High Poverty and In Need School Districts
  - c. Policy 3125: Employment of Teaching Staff Members
  - d. Policy 3159: Teaching Staff Member/School District Reporting Responsibilities
  - e. Policy 3231: Outside Employment as Athletic Coach
  - f. Policy 3240: Professional Development for Teachers and School Leaders
  - g. Regulation 3240: Professional Development for Teachers and School Leaders
  - h. Policy 3244: In-Service Training
  - i. Regulation 3244: In-Service Training
  - j. Policy 4159: Support Staff members/School District Reporting Responsibilities
  - k. Policy 5305: Health Services Personnel
  - l. Regulation 5330: Administration of Medication
  - m. Policy 5350: Student Suicide Prevention
  - n. Regulation 5350: Student Suicide Prevention
  - o. Policy 9541: Student Teachers/Interns

Discussion ensued on the report and the items for the September 27<sup>th</sup> meeting. Clarification was provided by Dr. Cinotti on the submission of the NCLB grant, Bayada nursing services, and the Phase 2 contract from the architect. Dr. Cinotti also noted that the Donnelly Energy contract would be added to the agenda (and would be reported on under the Facilities Committee report).

### ***Facilities – T. Morton, Chair***

The Committee met tonight and discussed the following items:

1. Custodial outsourcing
2. Shared Services with the Township for trash
3. Phase 2 construction
4. Shared service agreement with the Township for sheds near the Annex building
5. NEF
6. Lead Testing
7. Lead insurance policy
8. Donnelly Energy contract – would be 60% State / 40% District split for air conditioning and LED lighting
9. Update on the referendum projects
10. Media center project
11. Locker room floors – warranty information
12. Kindergarten sink

Discussion ensued on the report and the items for the September 27<sup>th</sup> meeting; in particular, the proposed Phase 2 improvements. Dr. Cinotti advised she would follow up with the architect on the cost of the project and his fees and respond back to the Board with the information.

### ***Curriculum/Instruction – B. Dalesandro, Chair***

The Committee met September 12<sup>th</sup> and discussed the following items:

1. Sustainable School Grant – the district was not selected. Mrs. Dalesandro gave Ms. Walsh information for an additional grant to fund NJ school sustainability projects.
2. Update on curriculum writing and lesson planning
  - Ms. Walsh reported teaxahers are using Rubicon Atlas on a daily basis and are moving forward in a positive direction.
  - Five-year curriculum cycle update
3. Professional development – Ortin Gillingham training – 5 staff will attend
4. Media center update
  - Teachers and students uploaded into new database
  - New book drop has arrived
  - Awaiting new bookshelves
5. New after school activity – Ultimate Frisbee
6. Student presentations at Board meetings
7. Home instruction student in Grade 7
8. ‘Girls on the Run’ program – teaches self-confidence and motivates young girls in Grades 3 to 8 to run. A member of the school community has volunteered to run the program.
9. PARCC presentation – September 27
10. Participation in the Byram track program – Ms. Walsh is researching
11. Grade 8 parent question regarding the math sections
12. Grades 6-8 regional field day at Lenape Valley – suggested by Mrs. Santana – Ms. Walsh and Dr. Cinotti will investigate
13. Mrs. Dalesandro presented her desire for common goals/collaboration with parents, staff and the community, the creation of professional learning communities for teachers and programs for Spanish-speaking students and parents.
14. Veterans Day program
15. CAD students at Morris County Votech/Lenape Valley – bird house project
16. All motion on the September 27<sup>th</sup> agenda were supported

*Personnel – M. Callahan, Chair*

Report will be provided in closed executive session.

**X. MISCELLANEOUS**

- Mrs. Dalesandro asked Mrs. Petty to put Board attendance at the Morris County School Boards meeting on the agenda for September 27
- Mrs. Santana asked about the music program and what students would do after school while waiting for their lesson. Dr. Cinotti suggested they wait in the homework club and that she would discuss it with the music teacher
- Mrs. Santana asked for clarification on the signing of the bills list.

**XI. PETITIONS AND REQUESTS OF THE PUBLIC**

A. Open to the Public:

Moved By: Mr. Morton      Seconded by: Mrs. Santana      Time: 8:57 pm

Public is invited to address the Board with any questions, comments or concerns. The Board requests that the individual address the Board, giving name and address, and asks that all remarks be directed to the Chair. The public portion shall be limited to thirty minutes with a five-minute time limit on each participant. The Board wishes to remind all attendees at its meeting that while it subscribed without reservation to the principle of keeping the public completely informed, by policy it cannot allow public discussion of personnel matters. If a matter concerning the staff of the Netcong Public School is of interest or concern, the matter would be referred to the Chief School Administrator or the Board of Education, either by telephone or letter.

Mr. Bob Hathaway addressed the Board:

- About having an architect of record and whether there were best practices that could be followed. Mr. Costanzo noted that for the upcoming budget, the Board, along with the Administration, will solicit proposals for some professional services
- Stated he does not understand the resistance to looking at the annex building and the Board should investigate uses for it

B. Close to the Public:

Moved by: Mr. Morton      Seconded by: Mrs. Dalesandro      Time: 9:05 pm

**XII. EXECUTIVE SESSION**

Moved by: Mr. Morton      Seconded by: Mrs. Santana      Time: 9:05 pm

- A. Resolved, pursuant to N.J.S.A. 10:4:13 and 10:4-12 that the Netcong Board of Education hold a closed Executive Session regarding one or more of the following: legal matters, negotiations, personnel issues, individual student matters, and matters which are attorney-client privileged. It is expected that the discussion undertaken in this closed session can be made public at the time official action is taken.

Mr. Costanzo noted that the session would last approximately 30 minutes and no action would be taken when the Board returned to public.

**XIII. ADJOURNMENT**

There being no further business to come before the Board, a motion was made to adjourn.

Moved by: Mr. Morton

Seconded by: Mr. Kranz

Time: 9:40 pm

Respectfully Submitted,



Juanita A. Petty, RSBA, SFC

Interim Business Administrator/Board Secretary