



O u r C h i l d r e n
O u r S c h o o l
O u r F u t u r e

MINUTES OF THE WORK SESSION MEETING

of the
NETCONG SCHOOL DISTRICT
26 College Road
Netcong, New Jersey 07857

September 17, 2013

I. CALL TO ORDER: The meeting was called to order by President Dalesandro at 7:30 p.m.

A. FLAG SALUTE - All of those present participated in the salute to the flag.

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- The following was made part of the minutes:

Netcong School District, a small caring community, is committed to providing a quality, well-rounded education achieved through the New Jersey Core Curriculum Content Standards which inspires students to ultimately become fulfilled, contributing and productive citizens.

D. BOARD GOALS for 2013-2014

- Successfully complete a 5 year strategic plan in all areas of instruction and programming, personnel, fiscal management, operations and governance as a means to advance student achievement and promote public confidence in our schools.
- Communications- Continue to improve communications to all stakeholders as a means to advance student advocacy and public awareness of our district.
- School Climate and Culture- Support district initiatives regarding a student centered school climate and culture that affords every student to opportunity to develop intellectually, ethically and personally to the fullest extent of his/her abilities.
- Explore alternate sources of revenue to improve and expand district programs.

E. DISTRICT GOALS for 2013-2014

- Student Achievement- Continue to improve student achievement as measured by the NCLB progress targets for the district, our schools and all subgroups to reach 100% proficiency by 2017.
- Successful implementation of Achieve NJ (teacher and principal evaluation).
- School Climate and Culture-Develop a student-centered school climate and culture that afford every student the opportunity to develop intellectually, ethically and personally to the fullest extend of his or her abilities.

II. ROLL CALL

The following members were present: Mrs. Callahan, Mr. Morton, Mr. McQueeney, Mr. Coladarci, Mrs. Popelka, Ms. Suflay, Mrs. Santana, and Mrs. Dalesandro, President.

Not Present: Mr. Stevens (work commitment)

Also Present: Mr. Kevin Carroll, Chief School Administrator
Mrs. Nicole Sylvester, Assistant Business Administrator/Board Secretary
Eight (8) Members of the public present

III. PETITIONS AND REQUESTS OF THE PUBLIC

Board Trustee McQueeney moved, seconded by Board Trustee Morton, to open the public session at 7:35 p.m. and was approved by a Unanimous Voice Vote by all members present. President Dalesandro opened the meeting at 7:35 p.m.

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.

There being no further items for discussion, Board Trustee Morton moved, seconded by Board Trustee Popelka, to close the public session at 7:35 p.m. and was approved by a Unanimous Voice Vote by all members present. President Dalesandro closed the meeting to the public at 7:35 p.m.

IV. EXECUTIVE SESSION

None needed at this time.

V. PRESIDENT'S COMMENTS

President Dalesandro stated the following regarding the district's strategic planning initiative. President Dalesandro then explained the Strategic Planning Process is a process that bridges the gap between long term vision and day to day tactics. The Board will use this document to plan and budget. This process will answer three questions:

1. Where are we today?
2. Where do we want to be in the future?
3. What should we be focused on today in order to make it more likely we will be where we want to be in the future?

The document will give us a forward thinking working document developed with the help from member of the community. The process has already been budgeted for and training will begin in September. We will be advertising to the community via the newspaper, the school e-mail blast and the town e-mail blasts. In order to be successful we need: four members of the BOE, CSA, BA, seven teaching staff members, four administrative staff members i.e. custodians and secretaries, four PTA members, two students, two town government reps, three town business reps, 2 educational foundation reps and five community representatives i.e. senior citizens, fireman, policemen.

VI. CHIEF SCHOOL ADMINISTRATOR’S COMMENTS

Mr. Carroll complimented the staff for a job well done on last evenings Back to School Night. He stated that it was a great night and you could feel the excitement in the air moving forward.

Mr. Carroll stated that training for teachers and parents on our new Genesis system will be moved to the second marking period. It was scheduled for October 3rd however, we are still working out the bugs.

Board Trustee McQueeney stated that the transition was flawless and commended the staff on their great job at Back to School Night.

VII. SCHOOL BUSINESS ADMINISTRATOR’S COMMENTS

None at this time.

VIII. BOARD CORRESPONDENCE AND MINUTES

Correspondence

Board Trustee Todd Morton moved the following resolution:

BE IT RESOLVED, the communications mentioned be listed in the minutes and action be taken as noted.

Sender	Subject	Referred to
Netcong Fire Department	Netcong Elementary Band participating in annual Inspection Dinner on October 14, 2013	Mr. Kevin Carroll, Chief School Administrator Ms. Sandra Jensen, Music Teacher Board of Education Members

The motion was seconded by Board Trustee Lynn Popelka and was approved by Unanimous Voice Vote of the members present.

IX. OLD BUSINESS

None at this time.

X. COMMITTEE REPORTS

**A. GOVERNANCE/POLICY/FINANCE - Bernadette Dalesandro, Chairperson
Joe Coladarci, Member
Patrick McQueeney, Member
Colleen Sufly, Member**

Board Trustee Patrick McQueeney, seconded by Board Trustee Todd Morton moved the following resolutions to be approved as submitted:

BE IT RESOLVED that resolution numbers 1-6 be adopted as presented:

1. **BE IT RESOLVED** that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves the September 15, 2013 payroll in the amount of \$148,283.31.
2. **BE IT RESOLVED** that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby designates the Assistant School Business Administrator/Board Secretary to:
 - a. Invest board funds at the most advantageous rate in compliance with all state laws and regulations effective September 24, 2013 to June 30, 2014.
 - b. Make telephone, wire or electric transactions of the Board's financial accounts of deposit effective September 24, 2013 to June 30, 2014.
 - c. Advertise for and receive bids for supplies, equipment and services when required and in accordance with Public School Contract Law.
 - d. Audit and approve any account and demand for payment prior to presentation to the Board as per N.J.S.A. 18A:19-4.1.
 - e. Be bonded as per NJ State Law requirements.
 - f. To authorize, in consultation and agreement with the Chief School Administrator, to process line item changes in compliance with required law between board meetings effective September 24, 2013 to June 30, 2014.
3. **BE IT RESOLVED** that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby designates the Assistant School Business Administrator/Board Secretary to prepare and process Intrafund Transfers between accounts held at Valley National Bank in the event the Interim Business Administrator is unavailable to do so.
4. **BE IT RESOLVED** that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby accepts the following May 2013 Financial Reports:
 - The Board Secretary's monthly certification, as attached, pursuant to N.J.A.C. 6:20-2.12(d) that as of May 31, 2013 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.S.A. 18A-22-8 and 18A-22-8.1.
 - Pursuant to N.J.A.C. 6A:23A-16.10 the Netcong Board of Education, after review of the Board Secretary's monthly financial reports certify that as of May 31, 2013 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. 6A:23-2.2 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
 - The financial reports from the Board Secretary for the month of May 2013.

5. **BE IT RESOLVED** that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves:

- The motion to approve district professional development travel and expense reimbursement for the 2013 Annual NJSBA Workshop "Student Achievement-Share the Vision" in Atlantic City, New Jersey on October 22-24, 2013, in accordance with the Netcong Board of Education travel policies and A-5. Lodging fees not to exceed \$96.00 plus occupancy fees/ per night/per person. Conference fees for food & miscellaneous reimbursement not to exceed the federal per diem rate for Meals & Incidental Expenses* (\$66.00 per day and \$49.50 per half day per person). Mileage reimbursement will be paid at the rate of \$0.31 per mile.

*September, 2013 rates used. October rates have not been issued as of this date.

6. **BE IT RESOLVED**, that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves the following workshop as listed:

NAME	EVENT	LOCATION	DATES	COST
Nicole Sylvester	NJSBA Workshop	Atlantic City, NJ	10/22/13-10/24/13	Mileage + Federal Per Diem Rate for meals plus lodging

VOTE: GOVERNANCE/POLICY/FINANCE RESOLUTIONS #1- #6 AS PRESENTED.

AYES: Mrs. Callahan, Mr. Coladarci, Mr. McQueeney, Ms. Sufly, Mrs. Popelka, Mr. Morton, Mrs. Santana and Mrs. Dalesandro, President.

NAYES: None

ABSENTATIONS: None

B. FACILITIES/OPERATIONS - Joe Coladarci, Chairperson
 Marianne Callahan, Member
 Lynn Popelka, Member
 Bernadette Dalesandro, Member

Board Trustee Joe Coladarci, seconded by Board Trustee Todd Morton moved the following resolutions to be approved as submitted:

BE IT RESOLVED that resolution number 1 - 3 be adopted as presented:

1. **BE IT RESOLVED**, that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves Facilities usage as follows:

DATE	LOCATION	EVENT	HOURS
10/02/13- Wednesday	2 nd Grade Classroom	Girl Scouts	3:00PM-4:30PM
10/16/13- Wednesday	2 nd Grade Classroom	Girl Scouts	3:00PM-4:30PM
10/30/13- Wednesday	2 nd Grade Classroom	Girl Scouts	3:00PM-4:30PM
11/20/13- Wednesday	2 nd Grade Classroom	Girl Scouts	3:00PM-4:30PM

12/04/13- Wednesday	2 nd Grade Classroom	Girl Scouts	3:00PM-4:30PM
12/18/13- Wednesday	2 nd Grade Classroom	Girl Scouts	3:00PM-4:30PM
01/08/14- Wednesday	2 nd Grade Classroom	Girl Scouts	3:00PM-4:30PM
01/22/14- Wednesday	2 nd Grade Classroom	Girl Scouts	3:00PM-4:30PM
02/05/13- Wednesday	2 nd Grade Classroom	Girl Scouts	3:00PM-4:30PM

2. **BE IT RESOLVED**, that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves Facilities usage as follows:

DATE	LOCATION	EVENT	HOURS
10/12/13- Saturday	Gymnasium	Netcong Fire Co. #1- Tricky Tray	10:00AM-12:00AM

3. **BE IT RESOLVED**, that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves Facilities usage as follows:

DATE	LOCATION	EVENT	HOURS
11/19/13- Tuesday	Gymnasium	PTA- Book Fair Set-up	3:00PM-6:00PM
11/20/13- Wednesday	Gymnasium	PTA- Book Fair	8:00AM-3:00PM
11/21/13- Thursday	Gymnasium	PTA- Book Fair Harvest Fest	8:00AM-9:00PM
11/22/13- Friday	Gymnasium	PTA- Book Fair	8:00AM-3:00PM

VOTE: FACILITIES/OPERATIONS RESOLUTIONS #1- #3 AS PRESENTED.

AYES: Mrs. Callahan, Mr. Coladarci, Mr. McQueeney, Ms. Suflay, Mrs. Popelka, Mr. Morton, Mrs. Santana and Mrs. Dalesandro, President.

NAYES: None

ABSENTATIONS: Mr. Morton on resolution #1 & #3

C. PERSONNEL-
Colleen Suflay, Chairperson
Bill Stevens, Member
Marianne Callahan, Member
Bernadette Dalesandro, Member

BE IT RESOLVED that resolution numbers 1–8 be adopted as presented:

1. **BE IT RESOLVED** that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves the following Professional Development:

NAME	EVENT	LOCATION	DATES	COST
Kate Walsh	Intern/Mentored by Kevin Carroll	Netcong Elementary School	300 Hours	N/A

2. **BE IT RESOLVED**, that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves the following mentoring reimbursement of \$1,500 to be paid by voucher in full to Mr. William Sabo upon the start of the mentoring process for Nicole Sylvester as part of the negotiated agreement of \$2,500 reimbursement by the Board for licensing and certification costs.
3. **BE IT RESOLVED**, that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves the following Professional Development:

NAME	EVENT	LOCATION	DATES	COST
Rachelle Simons	NE Conference for School- Based Speech-Language Pathologists K-12	Newark (West-Orange)	December 9 th & 10 th 2013	\$389

4. **BE IT RESOLVED**, that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves the following dues reimbursement:

NAME	EVENT	LOCATION	DATES	COST
Amy Henry	Morris County Administrators of Special Education dues	N/A	2013-2014	\$225

5. **BE IT RESOLVED**, that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves the following Substitute Custodian pending fingerprinting and criminal background check. Not to exceed 20 hours per week:

NAME	EFFECTIVE DATE	SALARY
Stephen Boylan	September 18, 2013 – June 30, 2014	\$12 per hour

6. **BE IT RESOLVED**, that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves the following Instructional Aide for the 2013-2014 School Year pending fingerprinting and criminal background check:

NAME	EFFECTIVE DATE	SALARY
Donna Kali	September 18, 2013 – June 30, 2014	\$11.30 per hour

7. **BE IT RESOLVED** that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves Kimberly Arbolino for the stipend position of home instructor for student #3232988 effective September 3, 2013. Maximum hours will be 10 per week at the negotiated rate.
8. **BE IT RESOLVED**, that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves the following teachers to substitute for the stipend home instructor position for student #3232988 at the negotiated rate:
- o Catherine DeVito
 - o Phyllis Konyak

VOTE: PERSONNEL RESOLUTIONS #1- #8 AS PRESENTED.

AYES: Mrs. Callahan, Mr. Coladarci, Mr. McQueeney, Ms. Suflay, Mrs. Popelka, Mr. Morton, Mrs. Santana and Mrs. Dalesandro, President.

NAYES: None

ABSENTATIONS: None

D. CURRICULUM/INSTRUCTION- Patrick McQueeney, Chairperson
Todd Morton, Member
Jennifer Santana, Member
Bernadette Dalesandro, Member

Board Trustee Patrick McQueeney, seconded by Board Trustee Todd Morton moved the following resolutions to be approved as submitted:

BE IT RESOLVED that resolution number 1 be adopted as presented:

1. **BE IT RESOLVED**, that the Netcong Board of Education, upon the recommendation of the Chief School Administrator, hereby approves the following class trips:

TEACHER	GRADE	LOCATION	DATE	COST
Barbara Dzurny	GT	Morristown Unitarian Fellowship, Morristown, NJ	October 23, 2013 (snow date 10/24)	\$275

VOTE: CURRICULUM/INSTRUCTION RESOLUTION #1 AS PRESENTED.

AYES: Mrs. Callahan, Mr. Coladarci, Mr. McQueeney, Ms. Suflay, Mrs. Popelka, Mr. Morton, Mrs. Santana and Mrs. Dalesandro, President.

NAYES: None

ABSENTATIONS: None

XI. NEW BUSINESS

None at this time.

XII. MISCELLANEOUS

None at this time.

XIII. PETITIONS AND REQUESTS OF THE PUBLIC

Board Trustee Colleen Sufflay moved, seconded by Board Trustee Joe Coladarci, to open the public session at 8:53 p.m. and was approved by a Unanimous Voice Vote by all members present. President Dalesandro opened the meeting at 8:53 p.m.

The 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 subscribes 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 should be referred to the Chief School Administrator or the Board of Education, either by telephone or letter.

There being no further items for discussion, Board Trustee Popelka moved, seconded by Board Trustee Morton, to close the public session at 8:53 p.m. and was approved by a Unanimous Voice Vote by all members present. President Dalesandro closed the meeting to the public at 8:53 p.m.

XIV. EXECUTIVE SESSION

Motion by Board Trustee Callahan, seconded by Board Trustee Morton, that 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 legal matters, contract negotiations and personnel issues. It is expected that the discussion undertaken in this closed session can be made public at the time official action is taken. The motion was made at 8:54 p.m. and was approved by a Unanimous Voice Vote by all members present. President Dalesandro closed the meeting to the public at 8:54 p.m.

EXECUTIVE SESSION ADJOURNMENT

Board Trustee Todd Morton made a motion to come out of executive session. It was seconded by Board Trustee Popelka and carried by Unanimous Voice Vote by all members present at 9:19 p.m.

XV. ADJOURNMENT- There being no further business to come before the board, Board Trustee Morton made a motion, seconded by Board Trustee Popelka and carried by Unanimous Voice Vote to adjourn the September 17, 2013 Work Session Meeting of the Netcong Board of Education at 9:20 p.m.

Respectfully Submitted



Nicole Sylvester
Assistant Business Administrator/Board Secretary