

Netcong School District  
26 College Road  
Netcong, NJ 07857

Work Session Minutes  
January 12, 2016  
7:00 p.m.

**I. CALL TO ORDER** The meeting was called to order by President Costanzo at 7:00 p.m.

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 2015-16

1. Successfully communicate the information to all stakeholders regarding the public vote for the November 2015 Ballot Question.
2. Improve the Board of Education relationships among the community and staff.
3. Monitor and verify a secure financial status in the District.

*Implement the action plans identified in the Netcong School District Strategic Plan with the 2015-16 timeline under the goal areas of: (a) student achievement and technology, (b) school and community, and (c) finance and facilities.*

**II. ROLL CALL**

**The following members were present:** Mrs. Callahan, Mr. Costanzo, Mrs. Dalesandro, Mr. Domick, Mr. Morton, Ms. Santalucia and Mrs. Santana.

**Not Present:** Mr. Kranz  
Mrs. Stephens- work commitment

**Also Present:** Dr. Gina Cinotti, Chief School Administrator  
Mrs. Nicole Sylvester, Business Administrator/Board Secretary  
Three (3) Members of the public & staff present

**III. BOARD CORRESPONDENCE & APPROVAL OF MINUTES**

The Board Members reviewed minutes to be approved at next week's Regular Board meeting as follows:

## **December 15<sup>th</sup> Regular & Executive Session Minutes:**

There was no indication of any changes to be made.

## **January 5, 2016 Re-Org Minutes:**

### **Board Trustee Bernadette Dalesandro made a motion to amend the January 5, 2016 Re-Org Minutes as follows:**

Page 3 of the minutes to read as follows, “She explained that she had earned her Master Boardmanship certification and was working towards her CBL certified Board later instructor certification. She stated that with her 20 years of experience and knowledge she could help take the district to the next level. President Costanzo then stated that we could always leverage Mrs. Dalesandro’s experience and knowledge that would always be available to us.”

This motion was made to replace the following, “She explained that she wanted to take the district to the next level and felt she could accomplish this with her Master Boardmanship and instructor certification. She also indicated she had 18 years of experience on the Board of Education.”

**Board Trustee Todd Morton seconded the motion and this was approved by a Unanimous Voice Vote by all members present.**

### **Board Trustee Bernadette Dalesandro made a motion to amend the January 5, 2016 Re-Org Minutes as follows:**

Page 6 of the minutes to read as follows, “Board Trustee Bernadette Dalesandro indicated the reason she recommended a January 12<sup>th</sup> Work Session meeting was to give the Board the opportunity to meet before the Regular Session to address any concerns, review and discuss motion prior to the Regular Board meetings. Discussion ensued and Board Trustee Todd Morton stated it sounds like we need the meeting. The meeting remained on the schedule.”

This motion was made to replace the following, “Mrs. Dalesandro indicated the reason she wanted a January 12<sup>th</sup> meeting was to ensure that the Board could meet the week before the Regular meeting so they had a chance to discuss any concerns prior to the Regular Board meeting. Discussion ensued, and the January 12<sup>th</sup> meeting remained on the meeting schedule.”

**Board Trustee Todd Morton seconded the motion and this was approved by a Unanimous Voice Vote by all members present.**

### **Board Trustee Bernadette Dalesandro made a motion to amend the January 5, 2016 Re-Org Minutes as follows:**

Page 7 of the minutes to read as follows, “Board Trustee Bernadette Dalesandro stated that our contract with Nisivoccia was in reality fulfilled and we would need a new one moving forward. Dr. Cinotti replied this was an annual appointment on June 16<sup>th</sup>. This was confirmed by Mrs. Sylvester who also indicated we did not need another contract as it is an annual appointment. Board Trustee Bernadette Dalesandro stated that the contract that was approved on June 16, 2015 was for the audit on school year 2014-15 which has been completed and therefore essentially making the contract fulfilled requiring a new one for an audit for the 2015-16 school year.”

This motion was made to replace the following, “Mrs. Dalesandro indicated we need a new contract with Nisivoccia. Dr. Cinotti replied stating this was an annual appointment on June 16, 2015. This was confirmed by Mrs. Sylvester who also indicated we do not need another contract as it is an

annual appointment. Mrs. Dalesandro asked that Dr. Cinotti and Mrs. Sylvester please look into this anyways.”

**Board Trustee Todd Morton seconded the motion and this was approved by a Unanimous Voice Vote by all members present.**

**Board Trustee Jen Santana made a motion to amend the January 5, 2016 Re-Org Minutes as follows:**

Page 9 of the minutes to read as follows, “Board Trustee Jen Santana asked Mr. Hathaway if we were moving any money out of the travel expense line item for Board travel. Board Trustee Bernadette Dalesandro said we are creating a policy for reimbursement of Board fingerprinting.”

This motion was made to be added in the minutes after motion H, Travel Expenses.

**Board Trustee Bernadette Dalesandro seconded the motion and this was approved by a Unanimous Voice Vote by all members present.**

**Board Trustee Bernadette Dalesandro made a motion to amend the January 5, 2016 Work Session Minutes as follows:**

Page 1 of 6 of the minutes to read as follows, “Netcong Educational Foundation.”

This motion was made to replace the following, “Netcong Technology Committee.”

**Board Trustee Marianne Callahan seconded the motion and this was approved by a Unanimous Voice Vote by all members present.**

**Board Trustee Bernadette Dalesandro made a motion to amend the January 5, 2016 Work Session Minutes as follows:**

Page 2 of 6 of the minutes to read as follows, “Board Trustee Bernadette Dalesandro agreed with Mrs. Santana and recalls Mrs. Santana making the request during discussion of what the sign should say.”

This motion was to be added after the 3<sup>rd</sup> paragraph under Old Business.

**Board Trustee Todd Morton seconded the motion and this was approved by a Unanimous Voice Vote by all members present.**

**Board Trustee Jen Santana made a motion to amend the January 5, 2016 Work Session Minutes as follows:**

Page 4 of 6 of the minutes to read as follows, “Board Trustee Jen Santana asked Mr. Hathaway how the turn out for collecting donations for the Netcong Educational Foundation was at the music concert. Mr. Hathaway said it well. Board Trustee Bernadette Dalesandro confirmed they raised \$500.”

This motion was to be added after Mr. Hathaway’s public comment.

**Board Trustee Bernadette Dalesandro seconded the motion and this was approved by a Unanimous Voice Vote by all members present.**

#### **IV. PRESIDENT'S COMMENTS**

President Costanzo thanked everyone again for their support and opportunity to lead the district in the right direction.

President Costanzo stated he attended the town council's Re-Org meeting and swearing in of newly elected officials and the Fire Chief and Assistant Fire Chief.

President Costanzo indicated he was at a weekend meeting for his Governance I training which was recommended to him by Mrs. Dalesandro. He thanked Mrs. Dalesandro for the recommendation and highly recommended this to any other Board Member who needs to take their Governance I training.

President Costanzo stated he had the liaisons put on the front page of the agendas for all to see.

President Costanzo indicated the new committees and liaisons would be as follows:

Negotiations Committee: Todd Morton, Kelly Stephens and Marianne Callahan  
Board Liaison for Town Council: David Costanzo  
Netcong Educational Foundation: Bernadette Dalesandro

President Costanzo indicated he reached out to Mrs. Stephens as she was the liaison for the PTA, but Mrs. Stephens indicated with upcoming scheduling conflicts she would not be able to keep this role as the PTA liaison. Therefore, President Costanzo indicated he spoke with Kerri Santalucia and she gladly accepted being the PTA liaison.

Board Trustee Todd Morton indicated he could be the one recreation and planning board liaison as he was already there at these times. President Costanzo thanked him for offering his time to do such.

President Costanzo also indicated that the committee meetings would be as follows:

Personnel: 2<sup>nd</sup> Tuesday of the month at 5:30 in Dr. Cinotti's office

Bills: 6 pm the night of the Regular Board Meeting

Curriculum: Board Trustee Jen Santana indicated they were having scheduling conflicts. President Costanzo stated he would follow up with Chair, Mrs. Stephens.

Facilities: 5:45/6:00 pm the night of the Work Session Meetings in the Board Room

G/P/F: 5 pm the night of the Work Session Meetings starting February 16th

President Costanzo apologized for his parliamentary process and thanked everyone for their understanding.

V. **CHIEF SCHOOL ADMINISTRATOR'S COMMENTS**

Dr. Cinotti stated tomorrow, January 13<sup>th</sup> would be the CSA/Parent Night at 7pm.

Dr. Cinotti stated that on January 15<sup>th</sup> there would be a Movie Night at The Growing Stage at 7pm where there would be free popcorn available. She thanked Mrs. Santana and Mrs. Walsh for their hard work and effort for making this night happen.

VI. **SCHOOL BUSINESS ADMINISTRATOR REPORT**

None at this time.

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

**Board Trustee Todd Morton moved, seconded by Board Trustee Jen Santana, made a motion to open the public session at 7:33 p.m. and was approved by a Unanimous Voice Vote by all members present. President Costanzo opened the meeting at 7:33 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 CSA or the Board of Education, either by telephone or letter.

**There being no further items for discussion, Board Trustee Todd Morton, moved, seconded by Board Trustee Bernadette Dalesandro, to close the public session at 7:34 p.m. and was approved by a Unanimous Voice Vote by all members present. President Costanzo closed the meeting to the public at 7:34 p.m.**

VIII. **OLD BUSINESS**

None at this time.

IX. **COMMITTEE REPORTS**

A. **Governance/Policy/Finance – D. Costanzo (Chair)**

The Board reviewed the G/P/F resolution on next week's Regular Agenda. President Costanzo asked Mrs. Sylvester to inform the Board of motions 7 & 8 which were added to the agenda after printed. Mrs. Sylvester indicated that motion 7 was to approve Hewitt Election to repair the food warmer in the kitchen at a cost not to exceed \$150. Mrs. Sylvester indicated resolution #8 was to approve SEMI so that we could move forward and collect funds, which could be used for any line

item in order to help fund our budget. Dr. Cinotti indicated this was available to us due to having Special Education students which have extra needs which cause the district to have more expenses. Board Trustee Bernadette Dalesandro asked for clarification of motion #6 on the regular agenda for the contract with NW Financial. Mrs. Sylvester indicated this was aligned with our audit guidelines and a requirement by the State. Mrs. Sylvester read pieces of the contract to give Mrs. Dalesandro a better understanding of what the continuing disclosure statements were. In summary, Mrs. Sylvester indicated this was reporting of our long-term debt.

**B. Facilities- T. Morton (Chair)**

Board Trustee Todd Morton indicated there was a facilities committee earlier tonight and they reviewed the following:

- a) Front graduation stairs were leaking into the emergency exit in the school
- b) Signs for the parking lot- donations of bilingual signs
- c) Thanked Mr. Wayne Anthony from the town's emergency management for the donation of cones to help secure the safety our students and faculty and the pick-up and drop-off times
- d) Indicated there was a asbestos removal on Dec. 23<sup>rd</sup> & 24<sup>th</sup> for three classroom and we will be moving forward on other asbestos project
- e) He stated the parts to fix the swings were in, however, this would be revisited to fix them in the spring
- f) He said we are still working on the outside lighting upgrade

**C. Curriculum – K. Stephens (Chair)**

Dr. Cinotti indicated there would be a 5<sup>th</sup> motion on next week's regular agenda which would be for home instruction for a student at a cost of \$35 per hour from approximately January 20<sup>th</sup> through February 15<sup>th</sup>.

Board Trustee Bernadette Dalesandro thanked Dr. Cinotti for having the 2016-17 calendar out so early. Board Trustee Bernadette Dalesandro asked what "col." on the calendar indicated. Dr. Cinotti replied that this was a floating holiday for Columbus Day. Dr. Cinotti indicated that Columbus Day along with Veteran's Day and MLK Day were federally recognized holidays and since any Staff member could take these days off, as a courtesy she wanted them to have them off the week between New Year's and Christmas since she needed them in district on those days. Discussion ensued and Board Trustee Marianne Callahan asked several informative questions and commented on the 2016-17 calendar. Board Trustee Kerri Santalucia stated that at her training, she learned that the Board looks at everything through a microscope and Dr. Cinotti needs to look at everything with a telescope. She indicated she felt Dr. Cinotti has reasonable explanations of how she created the calendar and felt that as a Board they should back her up with her reasoning. Board Trustee Marianne Callahan indicated she did not appreciate Ms. Santalucia critiquing her comments and questions. Ms. Santalucia indicated that we all voice our opinion so some people's thoughts may be swayed when coming to making decisions and this was not directed towards Mrs. Callahan. Mrs. Callahan indicated she did not appreciate Ms. Santalucia piggybacking her comments. Board Trustee Marianne Callahan stated she was not trying to change the calendar, she was going to support it anyway, she was only asking questions. Ms. Santalucia stated she

was only providing her opinion. Board Trustee Mrs. Dalesandro asked Dr. Cinotti if this followed the LVR calendar, as this was a big discussion last year. She also indicated she would like to see everyone come back to school on January 2<sup>nd</sup> rather than have the day off. Dr. Cinotti indicated she would look into the LVR calendar which was already approved. Mrs. Sylvester asked that, if per Board policy, the Board has 11 holidays, one of them being New Year's Day, did they have to give them this day off. Dr. Cinotti indicated this was correct and a point well made. Board Trustee Jennifer Santana asked Dr. Cinotti if she wanted all support staff to follow the 10 month calendar. Dr. Cinotti indicated she did not expect this for support staff. Board Trustee Marianne Callahan asked if MLK was a floating holiday, and if so, why did we never have this any other year. Board Trustee Bernadette Dalesandro stated that if the Board was to give three more days to support staff, she wanted to have the policy amended so that three more days would be taken off of their 11 approved holidays. The Board should revisit our holiday policy to amend to reflect all legal holidays. Dr. Cinotti indicated that if that scenario arose, she would make her own decision to let staff have the day off or hours changed as the Board previously gave her approval to do so. Dr. Cinotti indicated she did not feel this was fair to support staff as they are always working overtime.

**D. Personnel – M. Callahan (Chair)**

**Board Trustee Marianne Callahan, seconded by Board Trustee Bernadette Dalesandro moved the following resolution to be approved as submitted:**

**Be it resolved that resolution number 1 be adopted as presented:**

1. Be it resolved that Netcong Board of Education, upon the recommendation of the CSA, hereby approves Diana Yeager for the position of Instruction Aide effective January 13, 2016. Criminal history background check and fingerprinting on file.

**VOTE: PERSONNEL RESOLUTION #1 AS PRESENTED.**

**AYES:** Mrs. Callahan, Mr. Costanzo, Mr. Domick, Mr. Morton, Ms. Santalucia and Mrs. Santana.

**NAYES:** None

**ABSENTATIONS:** Mrs. Dalesandro

**X. MISCELLANEOUS**

Board Trustee Jen Santana told the Board that she had class conflicting with the Board meetings starting next week until May 18<sup>th</sup> and she would be coming in late. President Costanzo thanked her for the courtesy to let us all know and wished her well with class.

Board Trustee Marianne Callahan indicated she read an article which the Governor indicated the Committee indicated there could be changes to the Common Core Standards and asked if this would affect

our current curriculum. Dr. Cinotti stated this would not change our current curriculum writing and that it was reported that school districts should not go out and buy new series for their curriculum.

Board Trustee Bernadette Dalesandro asked if Dr. Cinotti followed up with Morris County Vo-Tech about having the vanity replaced. Dr. Cinotti indicated herself and Mrs. Sylvester looked into this and the job, parts only, would cost us between \$500-\$1,000. She stated they did not feel comfortable since this was not budgeted for but asked Vo-Tech if they could hold off until July and they said yes. Dr. Cinotti said this would be budgeted for.

Board Trustee Jen Santana asked if our library was being used. Dr. Cinotti indicated we have adult volunteers to help, but do not have the funds for an aide to be in there at all times. She stated however, that kids can check out library books whenever they like.

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

**Board Trustee Jen Santana moved, seconded by Board Trustee Bernadette Dalesandro, to open the public session at 8:28 p.m. and was approved by a Unanimous Voice Vote by all members present. President Costanzo opened the meeting at 8:28 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 CSA or the Board of Education, either by telephone or letter.

**There being no further items for discussion, Board Trustee Todd Morton moved, seconded by Board Trustee Jen Santana, to close the public session at 8:28 p.m. and was approved by a Unanimous Voice Vote by all members present. President Costanzo closed the meeting to the public at 8:28 p.m.**

## **XII. EXECUTIVE SESSION**

Motion by Board Trustee Bernadette Dalesandro, seconded by Board Trustee Timothy Domick 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 personnel issues and negotiations. 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 8:29 p.m. and was approved by a Unanimous Voice Vote by all members present. President Costanzo closed the meeting to the public at 8:29 p.m. President Costanzo stated that no action will be taken after executive session and it is anticipated the Board will be in executive session for approximately 20 (twenty) minutes.

### **EXECUTIVE SESSION ADJOURNMENT**

Board Trustee Todd Morton made a motion to come out of executive session. It was seconded by Board Trustee Bernadette Dalesandro and carried by Unanimous Voice Vote by all members present at 8:55 p.m.



**XIII. ADJOURNMENT** There being no further business to come before the board, Board Trustee Todd Morton made a motion, seconded by Board Trustee Bernadette Dalesandro and carried by Unanimous Voice Vote to adjourn the January 12, 2016 Work Session Meeting of the Netcong Board of Education at 8:55 p.m.

**Respectfully Submitted,**

A handwritten signature in cursive script that reads "Nicole Sylvester".

**Nicole Sylvester**  
**Business Administrator/Board Secretary**