

Netcong Board of Education
26 College Road
Netcong, NJ 07857

REGULAR BOARD MEETING MINUTES
November 22, 2016

I. CALL TO ORDER

The regular meeting of November 22, 2016 was called to order to President Morton at 7:00 p.m.

A. Flag Salute

B. Open Public Meeting 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

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

1. To continue to improve student achievement.
2. To continue to be financially disciplined in the 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" Mrs. Callahan, Mr. Costanzo, Mrs. Dalesandro, Mr. Kranz, Mr. Morton, and Mrs. Schuffenhauer.

Not Present: Mr. Domick (personal)
Ms. Santalucia
Mrs. Santana (arrived at 7:15 pm)

Also present: Dr. Gina Cinotti, Chief School Administrator
 Juanita A. Petty, RSBA, SFO, Interim Business Administrator/Board Secretary
 Kathi Mantell, CPA, Nisivoccia LLP
 Kate Walsh, Assistant Principal
 3 Student Representatives making a report
 8 members of the public

III. BOARD CORRESPONDENCE & APPROVAL OF MINUTES

Correspondence

None

Approval of Board Minutes

Mrs. Dalesandro moved and Mr. Kranz seconded that the Netcong Board of Education approve the minutes of the following meeting(s) submitted:

October 18, 2016	Regular Meeting Minutes
October 18, 2016	Executive Session Minutes

Roll Call Vote:

Yes Mrs. Callahan, Mr. Costanzo, Mrs. Dalesandro, Mr. Kranz, Mr. Morton, and Ms. Schuffenhauer
 No None
 Abstain None

IV. PRESIDENT'S COMMENTS

- a. Student Safety Team presented its report here. Mrs. K ate Walsh, Assistant Principal, introduced three students – Kyla Renegar, Grade 7; Tianna Griffin, Grade 7 and Tara Charette, Grade 8 – who provided a report of the activities of the Student Safety Team.
- b. Presentation of FY16 Audit Report – Kathi Mantell, CPA and Candy Repsher, Senior Accountant, of Nisivoccia LLP presented the audit report and auditor’s management report for the FY16 audit of the District. Mrs. Petty reviewed the Corrective Action Plan to be approved under the Finance agenda.

Discussion ensued and questions from the Board were answered.

Mrs. Dalesandro suggested that an additional corrective action be included in the Corrective Action Plan that, for informational purposes only, the Board receive monthly reports of the activity in the student activity accounts.

- c. Mr. Morton thanked Mrs. Petty for all of her efforts on behalf of the District.
- d. Mr. Morton wished everyone a Happy Thanksgiving.

V. LIAISON REPORTS

a. Netcong Educational Foundation

Board Trustee Bernadette Dalesandro reported on the Netcong educational foundation meeting held on November 9, 2016. The foundation had a successful table at the trunk or treat event held in October, with all drawstring bags and prizes awarded. 100 drawstring bags, six prizes and 900 pieces of candy were gone in eight minutes.

The NEF is pursuing creating registration forms in Spanish and will seek guidance on translation. The NEF continues to move forward on the possibility of a ladies' volleyball league with childcare available for parents during league hours.

The NEF will once again print and supply holiday concert tickets and will be offering shout out requests for parents to purchase for their children.

The NEF is also looking at offering early childcare services starting at 6:30 AM. The foundation is working closely with Dr. Cinotti to make this happen.

The foundation is also looking into a sky zone fundraiser in cooperation with the Netcong recreation department and is currently waiting three price quotes to purchase a Chromebook charging station requested by A member of the teaching staff.

And finally, preparations continue for our second annual March 4th 2017 St. Patrick's Day Italian style Technology fundraiser. If you haven't already done so, please mark your calendar.

The NEF has no scheduled meeting for December the next scheduled meeting will be January 2017.

b. Netcong PTA

Board Trustee Todd Morton, reported that the Winter Festival is scheduled for December 9th. Volunteers are being sought.

c. Town Council

Board Trustee David Costanzo reported that he was not able to attend the last meeting; however, there was a request to rotate Board members at meetings if any Board Trustee is interested.

d. Recreation Commission & Planning Board

Board Trustee Todd Morton stated that the Holiday Parade was planned for the 1st Sunday in December. The Planning Board meeting for next week has been cancelled.

VI. CHIEF SCHOOL ADMINISTRATOR COMMENTS

- a. Student Safety Team (report given under Board President comments)
- b. 16-17 District Goal Update was provided by Dr. Cinotti
- c. Thank you Mrs. Cinotti for donating the beautiful coffee table for our Library reading area & a flat screen TV
- d. Thank you to Mary Soccio for donating frames & organizing Netcong High School photos
- e. Congratulations to Mrs. Baccaro for being named NJDOE 2016 Exemplary Elementary Educator
- f. Congratulations to Mrs. Huss for receiving the Young Audiences Scholarship
- g. NJ QSAC District Performance Review – Interim Review 11/2016
- h. HIB Monthly Report

- i. Fire/Security Drill Report – *Fire Drill:11/2/16, 2 min.; Security Drill:10/17/16, 5 min., 11/2/16, 5 min.*
- j. Suspensions – *none*

VII. BUSINESS ADMINISTRATOR COMMENTS

- a. FY16 Audit – Corrective Action Plan – was reviewed under the presentation of the audit
- b. Centenary University Facility Usage
 Mrs. Petty noted that Board Policy 7510 states that a for-profit entity was to pay \$250 for a school use, but that the Board could waive that fee as a professional courtesy. She further noted that there were some Netcong School staff interested in attending the program and that, if even one attended, the tuition savings would be 35% of the tuition cost, which would benefit the District and offset the loss in facility use revenue. Mrs. Petty continued that if there was concensus to move forward and waive the fee as a professional courtesy, a motion could be added to the Finance agenda tonight or put on the December agenda. Discussion ensued on what the timelines to make a decision were. Board Trustee Costanzo indicated that he would support waiving the fee.

VIII. QUESTIONS/COMMENTS FROM THE PUBLIC – AGENDA ITEMS ONLY

Motion: Mrs. Dalesandro Second: Mrs. Santana Time: 7:52 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.

There being no comments from the public, a motion was made to close.

Motion: Mrs. Dalesandro Second: Mr. Costanzo Time: 7:52 p.m.

IX. OLD BUSINESS

- a. Mrs. Santana noted that the staff directory is on its way.
- b. Mr. Costanzo stated that he hopes his recommendation to evaluate health benefits for next year will move forward.

X. INFORMATION/REPORTS/ACTIONS

- a. **FINANCE** (*T. Morton, Chair*)

Board Trustee Bernadette Dalesandro moved and Board Trustee Marianne Callahan seconded, that the Netcong Board of Education approve Resolutions #1 through #12 as follows:

- 1. Be it resolved that the Netcong Board of Education, upon the recommendation of the CSA, hereby approves the October 30, 2016 payroll in the amount of \$138,338.98.

2. Be it resolved that the Netcong Board of Education, upon the recommendation of the CSA, hereby approves the November 15, 2016 payroll in the amount of \$146,843.26.
3. Be it resolved that the Netcong Board of Education, upon the recommendation of the CSA, hereby approves the bills list for October 19, 2016 through November 22, 2016 in the amount of \$539,572.03
4. Be it resolved that the Netcong Board of Education hereby approves the Report of the Treasurer for the month ending September 30, 2016.
5. Be it resolved that the Netcong Board of Education hereby approves the Report of the Board Secretary for the month ending September 30, 2016.
6. Be it resolved, that WHEREAS, N.J.A.C. 6A:23-2.11(c) requires monthly certifications by Boards of Education that major account/fund balances have not been over-expended and that sufficient funds are available to meet the district's financial obligations for the 2016-2017 fiscal year; and, WHEREAS, the Board Secretary has certified that no major account has been over-expended for the month ending September 30, 2016 and that sufficient funds are available for the remainder of the fiscal year; and WHEREAS, all Board members have been provided with expenditure summaries; NOW, THEREFORE BE IT RESOLVED by the Netcong Board of Education that they collectively certify the expenditures of the district for the month ending August 31, 2016 to be within the guidelines established under N.J.A.C. 6A:23-2.11 (a); and FURTHER BE IT RESOLVED that a copy shall be appended to and made a part of these minutes.

Juanita A. Petty, RSBA, SFO
Interim Business Administrator/Board Secretary

7. Be it resolved that the Netcong Board of Education hereby approves the Transfers Report for month ending September 30, 2016.
8. Be it resolved, upon the recommendation of the CSA, that the Netcong Board of Education approve Juanita A. Petty, Interim Business Administrator/Board Secretary to work up to an additional four (4) days at a rate of \$500/day (\$62.50 per hour) during the months of December, which amount shall not result in the total amount paid to exceed the budgeted amount of \$14,400, to provide a smooth transition for the returning Business Administrator/Board Secretary upon her return from leave.
9. Be it resolved that, upon the recommendation of the CSA, the Netcong Board of Education approve an amendment to the 2016-2017 IDEA Basic Grant in order to reflect anticipated carryover funding from the 2015-2016 school year.
10. Be it resolved that the Netcong Board of Education accept and approve the Comprehensive Annual Financial Report and the Auditor's Management Report on Administrative Findings for FY16, as prepared by the firm of Nisivoccia LLP and containing two (2) audit recommendations to be addressed as follows:
 - (1) Student Body Activities Finding: A receipts journal which indicates the date of receipt was mon maintained and collections were not deposited in a timely manner.
 - (2) Application for State School Aid (ASSA) Finding: Seven students were incorrectly reported as low income on the Application for School Aid.

11. Be it resolved that the Netcong Board of Education accept and approve the Corrective Action Plan prepared by the Interim Business Administrator/Board Secretary in response to the recommendations as noted in the Auditor's Management Report and Comprehensive Annual Financial Report for FY16, for submission to the New Jersey Department of Education as required.
12. Be it resolved that the Netcong Board of Education, upon recommendation of the CSA, hereby appoints Nicole Sylvester, Business Administrator/Board Secretary, as District Purchasing Agent-Qualified Purchasing Agent (QPA), effective December 1, 2016 through June 30, 2017.

Whereas, 18A:18A-2 provides that a board of education may assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons which shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and Whereas, 18A:18A-2 defines purchasing agent as the secretary, business administrator or the business manager of the board of education, but if there be no secretary, business administrator or business manager, such officer, committees or employees who such power has been delegated by the board of education, and

Whereas, 18A:18A-3 provides that contracts awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and Whereas, 18A:18A-37 provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations of so authorized by board resolution, and now therefore,

Be it resolved that the Netcong Board of Education pursuant to the statues cited above hereby appoints Nicole Sylvester, Business Administrator/Board Secretary, as its duly authorized qualified purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Netcong Board of Education, and

Be it further resolved that Nicole Sylvester, Business Administrator/Board Secretary, is hereby authorized to award contracts on behalf of the Netcong Board of Education that are in the aggregate less than 15% of the bid threshold without soliciting competitive quotations; and

Be it further resolved that Nicole Sylvester, Business Administrator/Board Secretary, is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed 15% of the bid threshold but less than the bid threshold per statute set at \$40,000.

Discussion ensued to amend Item #10 for the Corrective Action Plan to include that, for informational purposes only, the Board shall receive a copy of the student activity accounts. Mrs. Dalesandro and Mrs. Callahan agreed to the revision to Item #10 and a roll call vote was taken.

Roll Call Vote:

Yes	Mrs. Callahan, Mr. Costanzo, Mrs. Dalesandro, Mr. Kranz, Mr. Morton, and Ms. Santana, and Mrs.Schuffenhauer
No	None
Abstain	None

b. POLICY *(T. Morton, Chair)*

Board Trustee Bernadette Dalesandro moved and Board Trustee David Costanzo seconded, that the Netcong Board of Education approve Resolution #1 as follows:

1. Be it resolved that the Netcong Board of Education, upon the recommendation of the CSA, approves the **SECOND READING** of following Policy and Regulation Revisions:

Policy/Reg	#	Title	Type
Policy	1310	Employment of School Business Administrator/Board Secretary (M)	Revised
Policy	3111	Creating Positions	Revised
Policy	3124	Employment Contract	Revised
Policy	3125.2	Employment of Substitute Teachers	Revised
Pol/Reg	3126	District Mentoring Program	Revised
Policy	3141	Resignation	Revised
Pol/Reg	3144	Certification of Tenure Charges	Revised
Policy	5339	Screening for Dyslexia (M)	Revised
Policy	5514	Student Use of Vehicles on School Grounds	Revised
Reg.	5514	Student Use of Vehicles	Abolished
Policy	7481	Unmanned Aircraft Systems (UAS also known as Drones)	New
Pol/Reg	8441	Care of Injured and Ill Persons (M)	Revised
Policy	8454	Management of Pediculosis	New

Roll Call Vote:

Yes Mrs. Callahan, Mr. Costanzo, Mrs. Dalesandro, Mr. Kranz, Mr. Morton, and Ms. Santana, and Mrs. Schuffenhauer
 No None
 Abstain None

c. FACILITIES *(C. Kranz, Chair)*
 None

d. CURRICULUM *(B. Dalesandro, Chair)*

Board Trustee Bernadette Dalesandro moved and Board Trustee Marianne Callahan seconded, that the Netcong Board of Education approve Resolutions #1 to #3 as follows:

1. Be it resolved that the Netcong Board of Education, upon the recommendation of the CSA, approves the following Professional Development:

Date	Name	Workshop	Cost
11/29/16	Dina O'Hagan	Measuring One's Impact, Mt. Olive, NJ	\$50 Reg. fee *employee not submitting mileage
11/29/16	Bonnie Lisk	Measuring One's Impact, Mt. Olive, NJ	\$50 Reg. fee*employee not submitting mileage
12/1/16	Kate Walsh	Personalized Learning: The Next Generation, New Providence, NJ	\$115 Reg. fee, Roundtrip mileage 63.2 @ \$0.31/mile = \$19.59, Total: \$134.59
12/9/16	Bonnie Lisk	Special Needs Symposium, Branchburg, NJ	\$100 Reg. fee, *employee not submitting mileage
12/13/16	Nicole Sylvester	Chart of Accounts and Artemis Records Retention, Rockaway, NJ	\$75 Reg. fee, Roundtrip mileage 19.4 @ \$0.31/mile = \$6.01, Total: \$81.01

12/16/16	Ann Marie Evans	Improving Executive Functions, Parsippany, NJ	\$199.99 fee, Roundtrip mileage 36.8 @ \$0.31/mile = \$11.41, Total: \$211.40
1/13/17	Kate Walsh	NJPSA Assessment Data Workshop Monroe Twp, NJ	Roundtrip mileage 100.6 @ \$0.31/mile = \$31.19
1/26/17	Kate Walsh	NJPSA Transformational Leadership Monroe Twp, NJ	Roundtrip mileage 100.6 @ \$0.31/mile = \$31.19
2/1/17	Gina Szarejko	STEM to STEAM, New Providence, NJ	\$140 Reg. fee, Roundtrip mileage 62 @ \$0.31/mile = \$19.22 Total: \$159.22

- Be it resolved that the Netcong Board of Education, upon the recommendation of the CSA, approves In-Patient instruction at St. Clare's Health System, for the period of October 24, 2016 through October 28, 2016, and from November 16, 2016 until the date of discharge, for Student #32321048, for one hour per day, at a rate of \$55 per hour.
- Be it resolved that the Netcong Board of Education, upon the recommendation of the CSA, approves the following Field Trip:

Date	Name	Trip Location	Cost
12/1/16	Diana Blakely	Chorus Trip - WSUS Morning Show, Franklin, NJ	No cost to district. Transportation cost of \$165.00 to be paid by Student Activities.

Roll Call Vote:

- Yes Mrs. Callahan, Mr. Costanzo*, Mrs. Dalesandro, Mr. Kranz, Mr. Morton*, and Ms. Santana, and Mrs.Schuffenhauer
- No None
- Abstain * Mr. Costanzo and Mr. Morton abstained on Item #1, Kate Walsh workshops

4. **PERSONNEL** (M. Callahan, Chair)

Board Trustee Marianne Callahan moved and Board Trustee Bernadette Dalesandro seconded, that the Netcong Board of Education approve Resolutions #1 to #3 as follows:

- Be it resolved that the Netcong Board of Education, upon the recommendation of the CSA, hereby approves Alan Chorun as a Substitute Teacher for a fixed one-year term, beginning effective November 23, 2106 through June 30, 2016, at a rate of \$70 per day for the first ten days and \$80 per day thereafter.
- Be it resolved that the Netcong Board of Education, upon the recommendation of the CSA, hereby approves David Ward as a Substitute Teacher for a fixed one-year term, beginning effective November 23, 2106 through June 30, 2016, at a rate of \$70 per day for the first ten days and \$80 per day thereafter, pending Criminal History Background Check approval.
- Be it resolved that the Netcong Board of Education, upon the recommendation of the CSA, hereby approves Anju Shah as a Substitute Instructional Aide for a fixed one-year term, beginning effective November 23, 2106 through June 30, 2016, at a rate of \$11.30 per hour, pending Criminal History Background Check approval.

Roll Call Vote:

- Yes Mrs. Callahan, Mr. Costanzo, Mrs. Dalesandro, Mr. Kranz, Mr. Morton, and Ms. Santana, and Mrs.Schuffenhauer
- No None
- Abstain None

XI. MISCELLANEOUS

None

XII. COMMENTS FROM THE PUBLIC – ANY ISSUE/TOPIC

Motion: Mrs. Dalesandro

Second: Mrs. Callahan

Time: 7:59 pm

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 comments from the public, a motion was made to close.

Motion: Mrs. Dalesandro

Second: Mrs. Callahan

Time: 7:59 p.m.

XIII. EXECUTIVE SESSION

Motion: Mrs. Dalesandro

Second: Mrs. Callahan

Time: 8:00 pm

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.

Board President Todd Morton advised the public that the Board would discuss Personnel and Negotiations and that he expected the session would take approximately 30 minutes to 1 hour, with no action to be taken after the Board recessed back to open session.

XIV. RECONVENE

The Board reconvened in public session at 8:44 p.m.

XV. ADJOURNMENT

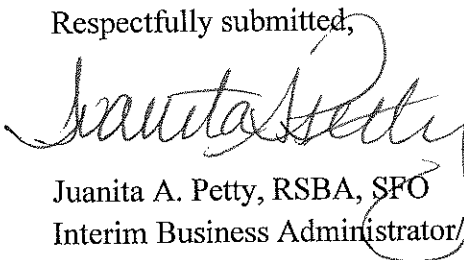
With no further Business before the Board, a motion was made and approved to adjourn.

Moved: Mrs. Santana

Second: Mrs. Callahan

Time: 8:44 pm

Respectfully submitted,



Juanita A. Petty, RSBA, SFO
Interim Business Administrator/Board Secretary