



Our Children, Our School, Our Future

Netcong Board of Education
26 College Road
Netcong, NJ 07857

REGULAR BOARD MEETING November 28, 2017 7:00pm

Mrs. Bernadette Dalesandro, President
Ms. Kerri Santalucia, Vice President

Mr. Timothy Domick Mr. Charles Kranz Mr. Todd Morton
Mrs. Jennifer Santana Mr. David Costanzo Ms. Dana Hade Mr. Kevin Quan

Curriculum/Instruction

Jennifer Santana *
Timothy Domick
Dana Hade
Bernadette Dalesandro
Alternate: Board Member TBD

Facilities/Operations

Todd Morton *
Kerri Santalucia
David Costanzo
Bernadette Dalesandro
Alternate: Jennifer Santana

Governance

Bernadette Dalesandro*
Jennifer Santana
Kerri Santalucia
Todd Morton

Personnel

Kerri Santalucia*
Charles Kranz
Kevin Quan
Bernadette Dalesandro
Alternate: Timothy Domick

Negotiations

Kerri Santalucia
Bernadette Dalesandro

Annex/Classroom/Space/Concerns

Bernadette Dalesandro*
Kerri Santalucia
Jennifer Santana
Charles Kranz
Alternate: Timothy Domick

Policy

COW

Finance

David Costanzo*
Kerri Santalucia
Bernadette Dalesandro
Todd Morton

Board Liaisons

NEF = Bernadette Dalesandro
PTA = David Costanzo
Town Council = Rotating Members
Recreation Commission = Todd Morton
Planning Board = Todd Morton

** Denotes Committee Chair*

2017-18
Netcong Board of Education

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.

Mission Statement

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

Board Goals

Continue Professional Development for Board members with emphasis on training requirements and opportunities.

- a. Financial Reports
- b. Audit

Continue to move forward to achieve NJSBA' Carol E. Larsen Master Board Certification.

Successfully communicate information for the successful passage of a ballot question.

District Goals

To improve security effectiveness of the district utilizing the 2017 Homeland Security Preparedness Assessment Report.

Explore administrative restructuring.

Explore space concerns, Annex project, and continue improvement projects to the building and grounds.

Explore strategies to improve student achievement.

1. Call to Order

2. Flag Salute

3. Roll Call

Costanzo _____ Domick _____ Hade _____ Kranz _____ Morton _____ Quan _____ Santalucia _____
Santana _____ Dalesandro _____

4. Board Correspondence & Approval of Minutes

None at this time.

5. President's Comments

6. Liaisons Report

a. Netcong Educational Foundation – *B. Dalesandro*

b. Netcong PTA – *D. Costanzo*

c. Town Council – *Rotating*

d. Recreation Commission & Planning Board – *T. Morton*

7. Acting Chief School Administrator's Comments

a. Fire/Security Drill Report – *A Fire Drill was conducted on November 8, 2017, with a duration of 5 minutes. A Security Lockdown Drill was conducted on November 15, 2017, with a duration of 10 minutes.*

b. HIB Monthly Report #3 and #4.

c. Senior Class football players, from Lenape Valley Regional High School, came to read to our students in Grades K-3 on Friday, Oct. 27th.

d. Scholastic Certificate of Recognition was awarded to Netcong Elementary School in recognition of achieving 184,860 minutes of independent reading during Fall and Spring 2016-2017. The total number of 1,027 new books were added to our school and home libraries.

e. We celebrated Students and Staff of the month at our Morning Meeting in October.

f. Thank you to Mr. and Mrs. Costanzo for the donation of a popcorn machine to the school.

g. Update on the new science assessment to be implemented in the spring of 2018.

h. Congratulations to the Lenape Valley Regional High School Marching Band and our Netcong School student, Katelyn Pezeur, on winning the State and National Championships.

8. Business Administrator's Comments

None at this time.

9. Questions/Comments from Public – Agenda Items Only

Open: Moved By:_____ **Seconded By:**_____ **Time:**_____

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 Acting Chief School Administrator or the Board of Education, either by telephone or letter.

Closed: Moved By:_____ **Seconded By:**_____ **Time:**_____

10. Old Business

11. Information/Reports/Actions

A. FINANCE (D. Costanzo, Chair) Be it resolved that resolution numbers 1-22 be adopted, as presented:

Moved By:_____ **Seconded By:**_____

1. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator hereby approves the October 30, 2017 payroll in the amount of \$137,460.33.
2. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator hereby approves the November 15, 2017 payroll in the amount of \$132,527.50.
3. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves the bills list for October 18, 2017 through November 28, 2017 in the amount of \$568,126.92.
4. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby accepts the following audited June, July, August and September 2017 Financial Reports. The Board Secretary's monthly certification, as attached, pursuant to N.J.A.C. 6:20-2.12(d) that as of September 30, 2017 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 and Treasurer's monthly financial reports certify that as of September 30, 2017 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.
5. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby accepts the following October 2017 Financial Reports. The Board Secretary's monthly certification, as attached, pursuant to N.J.A.C. 6:20-2.12(d) that as of October 31, 2017 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 and Treasurer's monthly financial reports certify that as of October 31, 2017 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.

6. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves the Transfers Reports for the month of October 2017.
7. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves the proposal from N.D. Security to replace the Annex boiler room door at a cost of \$3,047.20 to be paid by maintenance reserve funds.
8. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves the proposal from ACT to upgrade the school building fire alarm system and install a fire alarm system in the Annex building at a cost of \$38,528 to be paid by capital reserve funds.
9. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves the proposal from RFS Commerical Inc. to install flooring in the Annex building at a cost not to exceed \$16,283.80 to be paid by maintenance reserve funds.
10. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves using maintenance funds of \$51.54 for a spackling project in the Annex building.
11. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby accepts the donation of \$250 each for a total of \$500, from the PTA and NEF, to sponsor the Checkers and Chess Program.
12. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves and reiterates Policy #0174, Legal Services, in accordance with 6A:23A-5.2 Public relations and professional services; board policies; efficiency to implement the cost reduction procedures stating that per the 2016-2017 Netcong School District audit, that the Board be conscious and continue to follow Policy #0174 to ensure legal fees are kept to a minimum when necessary due to a high per pupil cost in the 2016-2017 school year.
13. Be it resolved that the Netcong Board of Education, hereby approves the Cost Reimbursement for Food Service Management Services for the Netcong School District;

Whereas, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

Whereas, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a "Cost Reimbursement Basis" to a "Fixed Price Basis" for contract awards, and

Whereas, the Netcong Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

Whereas, the Netcong Board of Education credits the current “Cost Reimbursement” procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

Whereas, the Netcong Board of Education declares that the “Fixed Price” procurement system would dramatically reduce the school district’s ability to change or alter its food service operations without the need to rebid for food service management services, and

Whereas, the Netcong Board of Education further declares that the “Fixed Price” procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

Whereas, the Netcong Board of Education further declares that the “Fixed Price” procurement method may limit the number of competitive proposals received by boards of education, and

Whereas, the Netcong Board of Education rejects the Department of Agriculture’s underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

Whereas, the Netcong Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either “Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

Now Therefore Be It Resolved, that the Netcong Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement procurement model; or in the alternative, a “Fixed Price” procurement method, and

Be It Further Resolved, that copies of this resolution shall be forward to:

New Jersey Association of School Business Officials
New Jersey Secretary of Agriculture (369 S Warren St, Trenton, NJ 08608)
Local Legislators:

1. NJ School Boards, NJ School Superintendents, NJ Principals and Supervisors, NJ PTA

14. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves the Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) with the Netcong Police Department, for the 2017-2018 school year.
15. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves, retroactively, a Bake Sale fundraiser, proceeds to benefit the SADD program, on November 6th and November 7th, 2017.
16. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves and accepts the Comprehensive Annual Financial Report and the Auditor’s Management Report on Administrative Findings, for FY17, as prepared by the firm of Nisivoccia, LLP, and containing one audit recommendation to be addressed, as follows:

(1) Student Body Activities Finding: It is recommended that a receipts journal is maintained by the individual collecting funds at the school which indicates the date of receipt, from the students or activity, and collections are deposited in a timely manner.

17. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves and accepts the Corrective Action Plan prepared by the Business Administrator/ Board Secretary in response to the recommendation, as noted, in the Auditor's Management Report and Comprehensive Annual Financial Report, FY17, for submission to the New Jersey Department of Education, as required.
18. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves the on premise 50/50 raffle sponsored by the NEF and the Candy Grams Sale sponsored by the PTA at the holiday concert on 12/14/17.
19. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the exterior stair replacement project at Netcong Elementary School to serve as an application to the Office of School Facilities and an amendment to the district's Long Range Facility Plan; and

Be it further resolved, that this project shall be an "Other Capital" project and the Board of Education is not seeking state funding but will fund the project through the district's Capital Reserve account.

20. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves the proposal with Parette Somjen Architects for state filing associated with the exterior stair replacement project at a cost of \$5,500.
21. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves the proposal from Koster Plumbing, for plumbing upgrades in the Annex building, at a cost of \$3,000 to be paid by maintenance reserve funds.
22. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves Liberty Benefit Advisors:

Whereas, N.J.S.A. 18A:18A-5(a)(10) authorizes the Board to award a contract for insurance health benefit broker services without public bidding, in accordance with the procedures established for an extraordinary unspecifiable service (hereinafter referred to as "EUS"), pursuant to N.J.S.A. 18A:18A-5(a)(2); and

Now Therefore Be It Resolved, that Liberty Benefit Advisors shall be appointed to provide Health Benefit Broker services and that a contract for such services shall be awarded for the following reasons:

1. The fee structures proposed are most advantageous to the Board, price and other factors considered.
2. Experience and resources necessary to perform the contract have been demonstrated.
3. Reputation and responsibility of the Health Benefit Broker are satisfactory.

Roll Call:

Costanzo _____ **Domick** _____ **Hade** _____ **Kranz** _____ **Morton** _____ **Quan** _____ **Santalucia** _____
Santana _____ **Dalesandro** _____

B. Policy (COW, Chair) *Be it resolved that resolution number 1 be adopted, as presented:*

Moved By: _____ **Seconded By:** _____

1. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, approves the FIRST READING of the following Policy and Regulation revisions:

Policy/Regulations	#	Title	Type
Policy	2700	Services to Nonpublic School Students (M)	Revised
Policy/Regulation	7100	Long-Range Facilities Planning (M)	Revised
Policy/ Regulation	7101	Educational Adequacy of Capital Projects	Revised
Policy	7102	Site Selection and Acquisition	Revised
Regulation	7102	Site Selection and Acquisition	New
Policy	7130	School Closing	Revised
Policy	7300	Disposition of Property	Revised
Regulation	7300.1	Disposal of Instructional Property	Abolished
Regulation	7300.2	Disposal of Land	Revised
Regulation	7300.3	Disposition of Personal Property	Revised
Regulation	7300.4	Disposition of Federal Property	Revised

Roll Call:

Costanzo _____ **Domick** _____ **Hade** _____ **Kranz** _____ **Morton** _____ **Quan** _____ **Santalucia** _____
Santana _____ **Dalesandro** _____

C. Facilities (T. Morton, Chair) *Be it resolved that resolution numbers 1-2 be adopted, as presented:*

Moved By: _____ **Seconded By:** _____

1. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby accepts the Memorandum of Understanding, with the Netcong Education Foundation, for the use of the facility for Before and After Care Services during the 2017-2018 school year.
2. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, approves the following plans for the 2017-2018 school year:
 - a. Chemical Hygiene Plan (CHP)
 - b. Integrated Pest Management (IPM)
 - c. Indoor Air Quality (IAQ)

Roll Call:

Costanzo _____ Domick _____ Hade _____ Kranz _____ Morton _____ Quan _____ Santalucia _____
 Santana _____ Dalesandro _____

D. Curriculum (J. Santana, Chair) *Be it resolved that resolution numbers 1-2 be adopted, as presented:*

Moved By: _____ **Seconded By:** _____

1. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves the following Professional Development for the 2017-2018 school year:

Date	Name	Workshop/Conference	Location	Cost
12/1/17	D. Painter	Conference for School-Based Speech-Language Pathologists	Radisson Piscataway, NJ	Workshop = \$259 63.5miles @ \$0.31/mile = \$19.69
12/12/17	V. Van Tassel	NJDOE Certification Updates and Training	Passaic Cty. Safety Academy, Wayne, NJ	Workshop = No Charge Mileage 66.4 miles @ \$0.31/mile = \$20.58
1/19/18	A. Henry	Prepare to Fade Workshop to Decrease 1:1s and Related Services Staff	Sussex Cty. Ed. Services Comm., Sparta, NJ	Workshop = \$50 Mileage 31 miles @ \$0.31/mile = \$9.61
12/6/17	K. Walsh	Love Letters and Dear John Letters: It's You, Not Me" – Writing Educationally-Defensible Evaluations	Somerset County Vocational & Technical School, Bridgewater, NJ	Workshop = No Charge Mileage 48.6 miles @ \$0.31/mile = \$15.07
1/10/18	K. Walsh	Pigs, Robots, Skype & Other Accommodations Under 504 & the IDEA	Somerset County Vocational & Technical School, Bridgewater, NJ	Workshop = No Charge Mileage 48.6 miles @ \$0.31/mile = \$15.07
2/7/18	K. Walsh	Fitness for Duty: Follow the Yellow Brick Road to Successful Fitness for Duty Exams	Somerset County Vocational & Technical School, Bridgewater, NJ	Workshop = No Charge Mileage 48.6 miles @ \$0.31/mile = \$15.07
3/7/18	K. Walsh	You Posted WHAT on FB?!?! When May a District Discipline a Student or Employee for Off-Campus Conduct?	Somerset County Vocational & Technical School, Bridgewater, NJ	Workshop = No Charge Mileage 48.6 miles @ \$0.31/mile = \$15.07
4/18/18	K. Walsh	FERPA, OPRA, & Other Scary Acronyms	Somerset County Vocational & Technical School, Bridgewater, NJ	Workshop = No Charge Mileage 48.6 miles @ \$0.31/mile = \$15.07
5/9/18	K. Walsh	What is FAPE?: How to Save Your District \$1,000,000	Somerset County Vocational & Technical School, Bridgewater, NJ	Workshop = No Charge Mileage 48.6 miles @ \$0.31/mile = \$15.07

2. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves the submission of the application to use equivalency data, for the I & P portion of QSAC, to the Executive County Superintendent for the 2017-2018 QSAC process.

Roll Call:

Costanzo _____ Domick _____ Hade _____ Kranz _____ Morton _____ Quan _____ Santalucia _____
Santana _____ Dalesandro _____

- E. Personnel** (*K. Santalucia, Chair*) *Be it resolved that resolution numbers 1-5 be adopted, as presented:*

Moved By: _____ **Seconded By:** _____

1. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves Kathleen Walsh as School Safety Specialist for the 2017-2018 school year as per N.J.A.C. 6A:9-2.1.
2. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves Lisa Calabria, as a Substitute Teacher, for a fixed one-year term, for the 2017-2018 school year, at the rate of \$70 per day for the first ten days and \$80 per day, thereafter, pending a Criminal History Record Check.
3. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves Francine Torsiello, Teacher of Art, to develop and lead the Checkers and Chess Program at a rate of \$500 paid via a donation by the Netcong PTA and the Netcong Education Foundation.
4. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby approves Mark Fasciana, Interim Assistant Principal for Student Activities and Discipline, as Coordinator of the following programs: 504, I&RS, School Culture Climate Team and Anti-Bullying.
5. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Chief School Administrator, hereby appoints Nick Serignese as the Chemical Hygiene Officer for the 2017-2018 school year.

Roll Call:

Costanzo _____ Domick _____ Hade _____ Kranz _____ Morton _____ Quan _____ Santalucia _____
Santana _____ Dalesandro _____

12. Miscellaneous

13. Comments from the Public – Any Issue/Topic

Open: Moved By: _____ **Seconded By:** _____ **Time:** _____

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 Acting Chief School Administrator or the Board of Education, either by telephone or letter.

Closed: Moved By: _____ **Seconded By:** _____ **Time:** _____

14. Executive Session

Open: Moved By: _____ **Seconded By:** _____ **Time:** _____

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 may or may not be taken.

Closed: Moved By: _____ **Seconded By:** _____ **Time:** _____

15. Adjournment

Moved By: _____ **Seconded By:** _____ **Time:** _____