

**NETCONG SCHOOL DISTRICT  
26 College Road  
Netcong, New Jersey 07857**

**AGENDA**

**May 3, 2011  
7:00 P.M.**

**ANNUAL ORGANIZATION MEETING**

*The Board Secretary Consultant will temporarily chair the meeting until the Board President has been elected and will then turn the meeting over to the President immediately upon his/her election.*

**I. CALL TO ORDER**

**A. 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, The Reporter and those persons or entities requesting notification, and filed with the municipal clerk of the Borough of Netcong.

**B. FLAG SALUTE**

**C. MISSION STATEMENT**

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. ROLL CALL**

Mr. Arbolino	_____
Mrs. Callahan	_____
Mr. Morton	_____
Mr. Olivo	_____
Mrs. Popelka	_____
Mr. Tranor	_____

**II. ORGANIZATION OF THE BOARD**

**A. REPORT OF ELECTION RESULTS (by the Board Secretary Consultant)**

1. For (3) three year full term memberships on the Board of Education:

<b>3 THREE YEAR TERM</b>	<b>POLLS</b>	<b>ABSENTEE</b>	<b>TOTAL</b>
<b>Bernadette T. Dalesandro</b>	<b>207</b>	<b>17</b>	<b>224</b>
<b>Patrick McQueeney</b>	<b>185</b>	<b>8</b>	<b>193</b>
<b>James Still</b>	<b>184</b>	<b>9</b>	<b>193</b>
<b>Maria Patamia</b>	<b>170</b>	<b>3</b>	<b>173</b>
<b>David M. Angell</b>	<b>116</b>	<b>4</b>	<b>120</b>

2. Items of Appropriations – 2011-2012 Local Tax Levy Budget:  
 A General Fund Budget with **\$ 2,718,432.00** to be raised by local taxes:

	<b>POLLS</b>	<b>ABSENTEE</b>	<b>TOTAL</b>
<b>YES</b>	<b>204</b>	<b>3</b>	<b>207</b>
<b>NO</b>	<b>148</b>	<b>17</b>	<b>165</b>

**B. INDUCTION AND ADMINISTRATION OF THE OATH OF OFFICE TO THE NEW AND RE-ELECTED BOARD MEMBERS.** Administered by Christine M. Werner, Business Administrator/Board Secretary Consultant per (N.J.S.A. 18A:12-2.1, R.S.41:1-3)

**C. ROLL CALL**

- Mr. Arbolino \_\_\_\_\_
- Mrs. Callahan \_\_\_\_\_
- Mrs. Dalesandro \_\_\_\_\_
- Mr. McQueeney \_\_\_\_\_
- Mr. Morton \_\_\_\_\_
- Mr. Olivo \_\_\_\_\_
- Mrs. Popelka \_\_\_\_\_
- Mr. Still \_\_\_\_\_
- Mr. Tranor \_\_\_\_\_

**D. BOARD OFFICERS AND APPOINTMENTS**

1. **Election of President of the Board:**

The meeting is now open for nominations for President of the Board:

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to nominate \_\_\_\_\_ for President.

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to nominate \_\_\_\_\_ for President.



**Vote for Vice President:**

	Candidate	Candidate
Mr. Arbolino		
Mrs. Callahan		
Mrs. Dalesandro		
Mr. McQueeney		
Mr. Morton		
Mr. Olivo		
Mrs. Popelka		
Mr. Still		
Mr. Tranor		

**RESOLVED, that in accordance with N.J.S.A. 18A:15-1 and Policy 0152 the Netcong School District Board of Education, in the County of Morris, New Jersey, elects \_\_\_\_\_ as Vice President of the Board of Education effective immediately until the next organization meeting as prescribed by law.**

**3. Appointments and Delegates**

Appointment, by the President, of Delegate and Alternates to the New Jersey School Boards Association and the Morris County School Boards Association.

Delegate \_\_\_\_\_  
 State Alternate \_\_\_\_\_  
 County Alternate \_\_\_\_\_

Appointment, by the President, of a Member and Alternate to the Morris County Educational Services Commission Board of Directors:

Member \_\_\_\_\_  
 Alternate \_\_\_\_\_

**4. Appointment of Committees**

**A. Finance and Facilities**

Chairperson \_\_\_\_\_  
 Member \_\_\_\_\_  
 Member \_\_\_\_\_  
 Member \_\_\_\_\_

**B. Personnel**

Chairperson \_\_\_\_\_  
 Member \_\_\_\_\_  
 Member \_\_\_\_\_  
 Member \_\_\_\_\_

**C. Education**

Chairperson \_\_\_\_\_  
Member \_\_\_\_\_  
Member \_\_\_\_\_  
Member \_\_\_\_\_

**READING OF SCHOOL BOARD CODE OF ETHICS - BOARD PRESIDENT**

**In accordance with Bylaw 9271 “Code of Ethics,” the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.**

**CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**

I will uphold and enforce all laws, rules and regulations of the state Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

I will confine my board action to policy making, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

I will carry out my responsibility not to administer the schools, but together with my fellow board members, to see that they are well run.

I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.

I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.

I will vote to appoint the best-qualified personnel available after consideration of the chief administrative officer.

I will support and protect school personnel in proper performance of their duties.

I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

**E. FINANCE AND FACILITIES ( , Chairperson)**

**BE IT RESOLVED** that the resolutions numbered 1 - 18 be adopted as presented:

**1. 2011-2012 Meeting Schedule**

**BE IT RESOLVED** by the Board of Education of Netcong, in the County of Morris, New Jersey that the Regular Board Meetings shall be held the fourth Tuesday of the month at 7:00 PM, unless otherwise noted.

<i>Committee Meeting</i>	<i>Regular Business Meeting</i>
May 19, 2011 *	May 31, 2011* (represents fifth Tuesday)
June 14, 2011	June 28, 2011
No Meeting July	
August 9, 2011	August 23, 2011
September 13, 2011	September 27, 2011
October 11, 2011	October 18, 2011* (represents third Tuesday)
November 8, 2011	November 29, 2011* (represents fifth Tuesday)
December 13, 2011	December 20, 2011* (represents third Tuesday)
January 10, 2012	January 24, 2012
February 14, 2012	February 28, 2012
March 13, 2012	March 27, 2012
April 10, 2012	April 24, 2012

In the event that said schedule is hereafter revised, the Board Secretary Consultant is hereby directed to post and direct notice to the Daily Record and The Reporter at least 48 hours before the revised meeting date; to file such notice with the Municipal Clerk of Netcong and mail said notice to those persons requesting the same.

**2. Continuing Action**

**BE IT RESOLVED** by the Board of Education of Netcong, to accept, ratify and adopt all of the rules, Policies, By-Laws, contracts and actions heretofore made, adopted and entered into by the preceding Boards of Education of the Netcong Public School.

**BE IT FURTHER RESOLVED** that the Board of Education of Netcong to the extent consistent with State Law, Policies and By-Laws of the Board will be guided by “Robert’s Rules of Order as per board policy 0164.

**3. Designation of Newspaper**

**BE IT RESOLVED** by the Board of Education of Netcong, in the County of Morris, New Jersey, that the Daily Record and The Reporter are hereby designated as the official newspapers of the Board, effective May 3, 2011 until the next annual Reorganization Meeting of this Board.

**4. Bank Accounts and Signature Resolution**

**BE IT RESOLVED** by the Board of Education of Netcong, in the County of Morris, New Jersey, that the following be and are hereby designated as the official depositories of the Board, effective May 3, 2011 until the next Reorganization Meeting of this Board.

**Valley National and Wachovia**

(facsimile stamps can be used with advance permission)

a.	General Account	Minimum of three Signatures required	Board President Treasurer of School Monies Bus. Administrator/Bd. Sec’y Cons. Acting Superintendent
b.	Payroll Agency	One signature required.	Board President Treasurer of School Monies Bus. Administrator/Bd. Sec’y Cons. Acting Superintendent
c.	Payroll	One signature required.	Board President Treasurer of School Monies Bus. Administrator/Bd. Sec’y Cons. Acting Superintendent
d.	Food Service	One signature required.	Bus. Administrator/Bd. Sec’y Cons. Treasurer of School Monies Board President
e.	Student Activities	Two signatures required.	Board President Treasurer of School Monies Bus. Administrator/Bd. Sec’y Cons. Acting Superintendent Principal Principal’s Secretary
	[This is the only account active at Wachovia]		

**MUNICIPAL INVESTORS SERVICE CORPORATION**

a.	MBIA Class Account	Board action required.	This account uses electronic transfers, not checks
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**BE IT FURTHER RESOLVED** that all funds on deposit in the general checking account, payroll agency account, payroll, and food service account at Valley National be withdrawn only on School Warrant of said Board of Education as per signature cards which are approved by the Board of Education.

**BE IT FURTHER RESOLVED** that all funds on deposit in the student activities account be withdrawn only on School Warrant of said Board of Education as per signature cards which are approved by the Board of Education.

**5. Petty Cash for the 2011-2012 School Year**

**BE IT RESOLVED** by the Board of Education of Netcong, in the County of Morris, New Jersey that the Petty Cash Fund be approved at a monthly amount of \$500 with the person responsible to be the Acting Superintendent and Business Administrator/Board Secretary Consultant with the maximum expenditure for one purpose to be \$175.00.

**6. Investment of District Funds/Transfers**

**BE IT RESOLVED** that the Board Secretary Consultant be permitted to invest Board funds at the most advantageous rate in compliance with all state laws and regulations.

**BE IT FURTHER RESOLVED** that the Board of Education authorizes the Business Administrator/Board Secretary Consultant to make telephone and/or electronic transfers by and between school accounts, and to facilitate electronic transactions by and between the Board's agency accounts.

**BE IT RESOLVED** by the Board of Education that the Business Administrator/Board Secretary Consultant, in consultation and agreement from the Acting Superintendent, is hereby designated as the individual to authorize line item changes between Board meetings, effective May 3, 2011 until the next annual Reorganization Meeting of this Board.

**7. Appointment of Auditor**

**WHEREAS**, there exists a need for the appointment of auditors to perform the annual audit of the financial books and records of the Netcong School District Board of Education, in the County of Morris, New Jersey, for the school year 2011-2012; and

**WHEREAS**, funds are available in the annual budget for this purpose, and

**WHEREAS**, the Public School Contracts Law defines auditing and accounting services as Professional services not subject to competitive bidding;

**RESOLVED**, that the Netcong School District Board of Education, in the County of Morris, New Jersey, appoints VM Associates, Inc. as public school accountant, in accordance with N.J.S.A. 18A:23-1 and Policy 6830, for the 2011-2012 school year at a fee of \$12,500 and for additional services as may be necessary for accounting/auditing purposes in accordance with the following fee schedule:

<u>Fee Schedule:</u>	<u>Rate</u>
- Partner	\$125.00/hour
- Manager	\$100.00/hour
- Senior	\$ 80.00/hour
- Staff	\$ 70.00/hour
- Admin.	\$ 40.00/hour



**BE IT FURTHER RESOLVED**, that the Netcong School District Board of Education in the County of Morris, New Jersey shall forthwith cause to be printed once, in an official newspaper, a brief notice stating the nature, duration, service, and amount of the contract and available public inspection in the office of the Board of Education.

**8. Appointment of Insurance Brokers**

**BE IT RESOLVED** by the Board of Education of Netcong, in the County of Morris, New Jersey, appoint the following Insurance Brokers of Record:

- a. Brown & Brown Insurance -           Worker's Compensation  
  Property & Casualty  
  Bonding
- b. Brown & Brown Benefit Advisors - Dental Insurance

and is hereby appointed insurance agent(s) for this Board of Education, effective May 3, 2011 until the next annual Reorganization Meeting of this Board.

**9. Authorization of 403 B Agent**

**BE IT RESOLVED** by the Board of Education of Netcong, in the County of Morris, New Jersey, that the following 403 B plans be hereby approved for the 2011-2012 school year:

AXA Equitable Life Insurance Company (formerly Equitable)  
Lincoln Investment Company

**10. Appointment of Medical Examiner**

**BE IT RESOLVED**, that the Netcong School District Board of Education, in the County of Morris, New Jersey appoints Dr. Joseph Casella as its medical examiner to provide school physician services in accordance with N.J.S.A. 18A:40-1, for the 2011-2012 school year at an annual fee of \$2,500 effective May 3, 2011 until the next annual Reorganization Meeting of this Board.

**11. Award Contract for Legal Services for the 2011-2012 School Year**

**RESOLVED**, that the Netcong School District Board of Education, in the County of Morris, New Jersey, appoints the firm of Schwartz, Simon, Edelstein, & Celso, LLC with Andrew B. Brown as primary counsel for the 2011-2012 school year; and

**BE IT FURTHER RESOLVED**, that the Netcong School District Board of Education, in the County of Morris, authorizes the Acting Superintendent Melissa Flach-Bammer to execute a contract with Schwartz, Simon, Edelstein, & Celso, LLC for an hourly rate of \$150.00 for general legal work, work by paralegals and by law clerks shall be billed at the hourly rate of \$110.00 per the terms as outlined in the agreement to commence July 1, 2011 through June 30, 2012 as outlined in the proposal of April 22, 2011.

**BE IT FURTHER RESOLVED**, that the Netcong School District Board of Education in the County of Morris, new Jersey shall forthwith cause to be printed once, in an official newspaper, a brief notice stating the nature, duration, service, and amount of the contract and available public inspection in the office of the Board of Education.

**12. Appointment of Board Secretary Consultant**

**BE IT RESOLVED** by the Netcong Board of Education to appoint the School Business Administrator Consultant to serve as the Board Secretary Consultant, effective May 3, 2011 until the next Reorganization Meeting of this Board.

**13. Appointment of Acting Board Secretary**

**BE IT RESOLVED** by the Board of Education of Netcong, in the County of Morris, New Jersey, that the Board President or designee act as Board Secretary in the absence of the Board Secretary Consultant for this Board of Education effective May 3, 2011 until the next annual Reorganization Meeting of this Board.

**14. Appointment of Liaison for Affirmative Action on Public Contracts**

**BE IT RESOLVED** by the Board of Education of Netcong, in the County of Morris, New Jersey appoints the Board Secretary Consultant to be the liaison for affirmative action on Public Contracts.

**15. Appointment of District Purchasing Agent - QPA**

**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 who 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 if so authorized by board resolution, and now therefore

**BE IT RESOLVED**, that the Netcong Board of Education pursuant to the statutes cited above hereby appoints Christine M. Werner, Business Administrator/Board Secretary Consultant, as its duly authorized 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 Christine M. Werner, Business Administrator/Board Secretary Consultant, 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 Christine M. Werner, Business Administrator/Board Secretary Consultant, 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 \$36,000.00.

**Note: Quotation threshold per statute to be set at \$5,400.00 per 18A:18A-4.**

**16. Authorization to Implement 2011-2012 Budget**

**BE IT RESOLVED** by the Board of Education of Netcong, in the County of Morris. New Jersey, authorizes the Acting Superintendent and Business Administrator Consultant to Implement the 2011-2012 budget pursuant to applicable local and state policies and regulations.

**Adoption of 2011-2012 Budget**

**BE IT RESOLVED**, that the Netcong Board of Education hereby authorizes the Acting Superintendent and the Business Administrator/Board Secretary Consultant to implement the school budget pursuant to policies and regulations of the state board and local board in the amounts that follow:

Current Expense	\$3,984,462.00	
Special Revenue	263,000.00	
Debt Service	<u>165,000.00</u>	
<b>TOTAL BUDGET</b>	<b>\$4,412,462.00</b>	and,

**BE IT FURTHER RESOLVED**, that the following General Fund Tax levy schedule also be approved to support the 2011-2012 budget:

<u>Date Due</u>	<u>Amount</u>	<u>Date Due</u>	<u>Amount</u>
July 15, 2011	\$226,536.00	January 15, 2012	\$226,536.00
August 15, 2011	\$226,536.00	February 15, 2012	\$226,536.00
September 15, 2011	\$226,536.00	March 15, 2012	\$226,536.00
October 15, 2011	\$226,536.00	April 15, 2012	\$226,536.00
November 15, 2011	\$226,536.00	May 15, 2012	\$226,536.00
December 15, 2011	\$226,536.00	June 15, 2012	\$226,536.00

**School District Tax for the 2011-2012 School Year is \$2,718,432.00**

**17. Approves Chart of Accounts**

**BE IT RESOLVED** by the Board of Education of Netcong, in the County of Morris, New Jersey designates the NJDOE Chart of Accounts as the minimum Chart of Accounts for use in the district; and

**BE IT FURTHER RESOLVED**, that the business office is authorized to add additional sub account designation (both within the existing sub accounts as well as additional sub positions), as the School Business Administrator Consultant may deem necessary; and

**BE IT FURTHER RESOLVED**, that the Business Administrator Consultant is authorized to make any necessary transfer below the level of the NJDOE Chart of Accounts.

**18. Appointment of Treasurer of School Monies**

**BE IT RESOLVED** by the Board of Education of Netcong, in the County of Morris, New Jersey, that Jason Gabloffbe hereby appointed Treasurer of School Monies for this Board of Education, effective May 3, 2011 until the next annual Reorganization Meeting of this Board at an annual salary T.B.D.

**Roll Call:**

<b>Mr. Arbolino</b>	<b>Mrs. Callahan</b>	<b>Mrs. Dalesandro</b>	<b>Mr. McQueeney</b>	<b>Mr. Morton</b>	<b>Mr. Olivo</b>	<b>Mrs. Popelka</b>	<b>Mr. Still</b>	<b>Mr. Tranor</b>

**F. PERSONNEL ( , Chairperson)**

**BE IT RESOLVED** that the resolutions number 1- 12 be adopted as presented:

1. **BE IT RESOLVED** by the Netcong Board of Education to approve Mrs. Melissa Flach-Bammer as Affirmative Action Officer, Section 504 Compliance Officer and Title IX Coordinator, effective May 3, 2011 until the next Reorganization Meeting of this Board.
2. **BE IT RESOLVED** by the Netcong Board of Education to approve the School Nurse, Mrs. Jane Morin, as the School Attendance Officer effective May 3, 2011 until the next Reorganization Meeting of this Board.
3. **BE IT RESOLVED** by the Netcong Board of Education to appoint Mrs. Melissa Flach-Bammer, Acting Superintendent of Schools, as custodian of records for personnel records, and Mrs. Christine M. Werner, Business Administrator/Board Secretary Consultant, as custodian of records for business and financial records.
4. **BE IT RESOLVED** by the Netcong Board of Education to authorize Mrs. Melissa Flach-Bammer, Acting Superintendent of Schools, to collect and maintain the following types of pupil records as required by N.J.A.C. 6:3-6:1 et seq and Board of Education Policy 5125 "Pupil Records":
  - Personal data identifying each pupil enrolled in the district including pupil’s name, address, date of birth, name of parent(s)/guardian(s), citizenship and gender;
  - Recording religious or political affiliation of pupil or parent is prohibitive unless requested by the parent;
  - Daily attendance;
  - Description of pupil progress, including grade level, according to evaluation system used by the district;
  - History and status of physical health per state regulations;
  - Special education records pursuant to relevant rules and laws;
  - All other records required by the New Jersey State Board of Education.



**G. EDUCATION ( , Chairperson)**

**BE IT RESOLVED** that the resolutions numbered 1-2 be adopted as presented:

1. **BE IT RESOLVED** by the Netcong Board of Education to approve existing curriculum, courses of study, course guides, instructional materials, handbooks, and textbooks, as available through the Acting Superintendent’s office, currently being used immediately prior to this Reorganization Meeting, and are hereby continued in force as if the Board Year had not changed.

<u>SUBJECT/ COURSE OF STUDY</u>	<u>DATE OF APPROVAL</u>
Science.....	April 2007*
Library.....	June 2004
Computer Literacy.....	June 2004
ESL.....	April 2005
Health/Family Life.....	June 2006
Mathematics.....	January 2011
Physical Education.....	June 2006
Social Studies.....	June 2008
Spanish.....	June 2008
Lang. Arts/Reading.....	October 2005*
Enrichment/Gifted & Talented.....	June 2007
Four & Five Year Old Kindergarten.....	June 2007
Fine & Performing Arts.....	June 2006
Music.....	June 2006
Career Education and Consumer, Family and Life Skills.....	April 2008
* <b>currently under revision.</b>	

2. **BE IT RESOLVED** by the Netcong Board of Education to approve all policies, rules, regulations, handbooks, and other legislative or regulatory action of this Board, in force immediately prior to this reorganization meeting, are hereby continued in force, as if the Board Year had not changed.

**Roll Call:**

<b>Mr. Arbolino</b>	<b>Mrs. Callahan</b>	<b>Mrs. Dalesandro</b>	<b>Mr. McQueeney</b>	<b>Mr. Morton</b>	<b>Mr. Olivo</b>	<b>Mrs. Popelka</b>	<b>Mr. Still</b>	<b>Mr. Tranor</b>

**[Conclusion of annual organization meeting motions. On to regular business.]**