



Our Children, Our School, Our Future

Netcong Board of Education
26 College Road
Netcong, NJ 07857

REGULAR BOARD MEETING

November 22, 2016

7:00pm

Mr. Todd Morton, President
Mrs. Bernadette Dalesandro, Vice President

Mrs. Marianne Callahan
Mr. Charles Kranz

Mr. David Costanzo
Ms. Kerri Santalucia
Ms. Lisa Schuffenhauer

Mr. Timothy Domick
Mrs. Jennifer Santana

Curriculum/Instruction

Bernadette Dalesandro *
Jennifer Santana
Lisa Schuffenhauer
Todd Morton

Facilities/Operations

Charles Kranz *
Bernadette Dalesandro
David Costanzo
Todd Morton

Governance/Policy/Finance

Todd Morton *
Bernadette Dalesandro
Marianne Callahan
Charles Kranz

Personnel

Marianne Callahan *
Timothy Domick
Kerri Santalucia
Todd Morton

Board Liaisons

NEF = Bernadette Dalesandro
PTA = Kerri Santalucia
Town Council = David Costanzo
Recreation Commission = Todd Morton
Planning Board = Todd Morton

Negotiations

Todd Morton
Marianne Callahan

** Denotes Committee Chair*

2016-17
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

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.

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.

1. Call to Order
2. Flag Salute
3. Roll Call
4. Board Correspondence & Approval of Minutes
Correspondence

Approval of Board Minutes

Be it resolved, that the minutes of the following meeting(s) be approved as submitted:

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

Moved by: _____	Seconded by: _____
Mrs. Callahan _____	Ms. Santalucia _____
Mrs. Dalesandro _____	Mrs. Santana _____
Mr. Domick _____	Ms. Schuffenhauer _____
Mr. Kranz _____	Mr. Costanzo _____
Mr. Morton _____	

5. **President’s Comments**
 - a. Presentation of FY16 Audit Report – Nisivoccia LLP
6. **Liaisons Report**
 - a. Netcong Educational Foundation
 - b. Netcong PTA
 - c. Town Council
 - d. Recreation Commission & Planning Board
7. **Chief School Administrator’s Comments**
 - a. Student Safety Team
 - b. 16-17 District Goal Update
 - 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*
8. **Business Administrator’s Comments**
 - a. FY16 Audit – Corrective Action Plan
 - b. Centenary University Facility Usage

9. Questions/Comments from Public – Agenda Items Only

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.

<u>Open</u>	<u>Closed</u>
Moved _____	Moved _____
Seconded _____	Seconded _____
Time _____	Time _____

10. Old Business

11. Information/Reports/Actions

Moved by: _____	Seconded by: _____
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A. Finance (D. Costanzo, Chair) *Be it resolved that resolution numbers 1-12 be adopted as presented:*

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.

Note: The final report shows a carryover from unspent non-public funding of \$14,992 which, once approved, could be used to offset additional costs for out of district placements.

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 not 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 statutes 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.

Note: Quotation threshold per statute to be set at \$6,000 per 18A:18A-4.

Mrs. Callahan _____	Ms. Santalucia _____
Mrs. Dalesandro _____	Mrs. Santana _____
Mr. Domick _____	Ms. Schuffenhauer _____
Mr. Kranz _____	Mr. Costanzo _____
Mr. Morton _____	

B. Policy (D. Costanzo, 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 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

Mrs. Callahan _____	Ms. Santalucia _____
Mrs. Dalesandro _____	Mrs. Santana _____
Mr. Domick _____	Ms. Schuffenhauer _____
Mr. Kranz _____	Mr. Costanzo _____
Mr. Morton _____	

C. Facilities (T. Morton, Chair)

**None at this time*

D. Curriculum (B. Dalesandro, Chair) *Be it resolved that resolution numbers 1 – 3 be adopted as presented:*

Moved by: _____ Seconded by: _____

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

2. 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.
3. 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.

Mrs. Callahan _____	Ms. Santalucia _____
Mrs. Dalesandro _____	Mrs. Santana _____
Mr. Domick _____	Ms. Schuffenhauer _____
Mr. Kranz _____	Mr. Costanzo _____
Mr. Morton _____	

E. Personnel (M. Callahan, Chair) *Be it resolved that resolution numbers 1 – 3 be adopted as presented:*

Moved by: _____ Seconded by: _____

1. 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.

2. 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.
3. 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.

Mrs. Callahan _____	Ms. Santalucia _____
Mrs. Dalesandro _____	Mrs. Santana _____
Mr. Domick _____	Ms. Schuffenhauer _____
Mr. Kranz _____	Mr. Costanzo _____
Mr. Morton _____	

12. Miscellaneous

<u>Open</u>	<u>Closed</u>
Moved by _____	Moved by _____
Seconded by _____	Seconded by _____
Time _____	Time _____

13. Comments from the Public – Any Issue/Topic

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.

<u>Open</u>	<u>Closed</u>
Moved by _____	Moved by _____
Seconded by _____	Seconded by _____
Time _____	Time _____

14. Executive Session

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.

15. Adjournment

Moved by _____	Seconded by _____	Time _____
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