



**Netcong School District
26 College Road
Netcong, New Jersey 07857**

REGULAR MEETING MINUTES

**November 27, 2018
7:00 P.M.**

I. CALL TO ORDER

The meeting was called to order by President Dalesandro at 7:00 p.m.

II. FLAG SALUTE

A. FLAG SALUTE- All of those present participated in the salute to the flag.

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- The following is made part of the minutes:

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

D. BOARD GOALS:

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

a. Finance - better monthly forecasting and information.

b. Policy

To commit to an increase in Board operations and performance.

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

E. DISTRICT GOALS:

To improve security effectiveness of the district utilizing the 2017 Homeland Security Preparedness Assessment Report and NJSBA's Security Task Force Report.

To integrate Social and Emotional Learning into the curriculum.

To increase community relations.

Explore strategies to improve student achievement.

III. ROLL CALL

The following members were present: Mr. Domick (7:05), Mr. Morton, Mr. Quan, Ms. Santalucia, Mrs. Santana, Mrs. Witt, and Mrs. Dalesandro

Not Present: Mr. Costanzo (Family Emergency), Mr. Kranz

Also present: Mrs. Kathleen Walsh, Acting Superintendent/Principal
Ms. Jennifer Kerr, Board Secretary
Mrs. Derlys Gutierrez, Board Attorney
Twelve members of the public

IV. BOARD CORRESPONDENCE & APPROVAL OF MINUTES

V. PRESIDENT'S COMMENTS

Mrs. Dalesandro informed everyone that today was a special treat. First, she thanked Mrs. Nicole Sylvester, former BA at Netcong School. She spoke about Mrs. Sylvester's time at Netcong School and how she will be missed. Mrs. Sylvester was then presented with a gift. Mrs. Dalesandro then thanked Mr. Quan for his time on the board and stated that his time on the board will be ending on January 3, 2019. Mrs. Dalesandro had a prepared statement regarding Mr. Quan and his background as well as his time on the board. It was read in both Spanish by Mrs. Gutierrez and English by Mrs. Dalesandro. Mr. Quan was then presented with a plaque thanking him for his service to the Netcong School District.

VI. LIAISON REPORTS

a. Netcong Educational Foundation

Mr. Quan thanked everyone for the opportunity to be a member of the board, and the work they have done together, including security and technology upgrades.

Mr. Quan gave his NEF report as follows:

- NJ Devils game fundraiser is February 17. Tickets are between \$45-\$70. The perks are the same as last year. This year one lucky winner will be able to ride on the Zamboni. The winner will be chosen from people that purchased during the flash sale.
- St. Patrick's Day fundraiser in March
- More info is available on the Facebook page or the website.
- The NEF meets the 2nd Monday of the month at 7:30

A motion was made by Mr. Morton and seconded by Ms. Santalucia to suspend the meeting at 7:23.

A motion was made by Mrs. Witt and seconded by Mr. Morton to resume at 7:34.

b. Netcong PTA-

Ms. Santalucia gave her report as follows:

- The PTA meeting was cancelled due to illness.

- Open gym has begun, but it is not every Friday. Check the website for dates.
- Holiday Shop is December 5-7. Great opportunity for children to purchase gifts.

c. Town Council

Mrs. Santana attended the meeting and reported that it was regular business. Mrs. Dalesandro will attend next week and present the Carole E. Larsen Master Board Certification award.

d. Recreation Commission & Planning Board

Mr. Morton gave his report as follows:

- Planning board approved a building with 8 rental units on Ledgewood Ave
- The Recreation Commission will meet on Wednesday, November 28.
- The Holiday parade is on Sunday, December 2 at 5:00. It will be followed by the tree lighting.

VII. ACTING SUPERINTENDENT'S COMMENTS

- a. Fire/Security Drill Report: A Security/Lockdown Drill was conducted on October 25, 2018 at 1:47 p.m. with a duration of 5 minutes. A Security/Lockdown Drill was conducted on November 13, 2018 at 11:15 a.m. with a duration of 6 minutes. A Fire Drill was conducted on November 20, 2018 at 2:06 p.m. with a duration of 6 minutes.
- b. HIB 2018-2019: #1

VIII. BUSINESS ADMINISTRATOR COMMENTS

None.

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

Motion: Mr. Morton

Second: Mr. Quan

Time: 7:39 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 Acting Superintendent or the Board of Education, either by telephone or letter.

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

Motion: Mr. Morton

Second: Mr. Quan

Time: 7:40 p.m.

X. OLD BUSINESS

None

XI. INFORMATION/REPORTS/ACTIONS

A. FINANCE *(B. Dalesandro, Chair)*

Board Trustee Kerri Santalucia moved and Board Trustee Todd Morton seconded, that the Netcong Board of Education approve resolutions #1-14 as presented:

1. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves the October 30, 2018 payroll in the amount of \$148,072.57.
2. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves the November 15, 2018 payroll in the amount of \$155,100.46.
3. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves the bills list for November 21, 2018 through November 27, 2018 in the amount of \$183,119.48.
4. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves the Transfers Reports for the month of October 2018.
5. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby accepts the following Financial Reports through October 31, 2018. The Board Secretary's monthly certification, as attached, pursuant to N.J.A.C. 6:20-2.12(d) that as of October 31, 2018 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, 2018 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 Superintendent, hereby approves the 5th through 8th Grade Dance fundraiser on Friday, November 30, 2018 from 6:00 – 8:00 p.m. All proceeds will benefit busses for class trips, the 8th Grade Dance, and student activities.
7. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves to rescind the following Resolution on the October 16, 2018 Regular agenda:

2. *Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves the bills list for September 26, 2018 through October 16, 2018 in the amount of \$358,091.46.*
8. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves the bills list for September 26, 2018 through October 16, 2018 in the amount of \$507,614.59
9. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves, retroactively, a Bake Sale fundraiser on November 5th and November 6th, 2018. Proceeds will be used to benefit the SADD program.
10. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, 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 Thursday, December 13, 2018.
11. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves and accepts the Comprehensive Annual Financial Report and the Auditor's Management Report on Administrative Findings, for FY18, as prepared by the firm of Nisivoccia, LLP, and containing two audit recommendations to be addressed, as follows:
 - (1) It was noted during our review of food service: collections are not always being deposited in a timely manner. Recommendations: it is recommended that food service collections are deposited in a timely manner.
 - (2) During our review of the Application for State School Aid, several errors were noted between the district workpapers and the Applications for State School Aid. It is recommended that greater care is exercised when reporting students on the Application for State School Aid.
12. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, 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 & Comprehensive Annual Financial Report, FY18, for submission to the New Jersey Department of Education, as required.
13. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves the School Safety and Security Plan Annual Review Statement of Assurance for the Morris County DOE office.
14. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves Parette Somjen Architects to develop a schematic design for exterior improvements to the Annex at a cost not to exceed \$5,750.

Roll Call Vote:

Yes: Mr. Domick on resolutions 1-13, Mr. Morton, Mr. Quan, Ms. Santalucia, Mrs. Santana, Mrs. Witt, Mrs. Dalesandro

No: Mr. Domick on resolution 14

Abstain: None

B. POLICY (COW, Chair)
None at this time

C. FACILITIES (C. Kranz, Chair)
None at this time

D. CURRICULUM (J. Santana, Chair)

Board Trustee Jen Santana moved and Board Trustee Todd Morton seconded, that the Netcong Board of Education approve resolutions #1-3 as presented:

1. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves the following Professional Development for the 2018-2019 school year:

<i>Date</i>	<i>Name</i>	<i>Workshop/Conference</i>	<i>Location</i>	<i>Cost</i>
12/3/18	K. Walsh	Using Schools as a Shelter During Crisis, NJDOE	Morris County Public Safety Building Morristown, NJ	Workshop - Free Mileage @ \$0.31 per mile
12/7/18	M. Fasciana	LinkIt! and Teach4Results (Dr. Tracey Severns)	Ramapo College of NJ Ramapo, NJ	Workshop - \$175 Mileage @ \$0.31 per mile
1/8/19	K. Walsh	Mindfulness in the Classroom: Practical Use-It Now Tips, Tools, and Techniques	S.C. Ctr. for Prevention Satellite Office, Newton, NJ	Workshop - Free Mileage @ \$0.31 per mile
1/10/19	T. Ferris	Annual Literacy Conference	Centenary University Hackettstown, NJ	Workshop - Free Mileage N/A
2/9/19 Ongoing	F. Torsiello	Winter 2019 Art ED NOW Global Online Conference	Online PD	Workshop - \$125 Mileage N/A
5/2/2019	A. Witt	Are You Future Ready? Educational Leadership Foundation of NJ	NJSBA Headquarters Trenton, NJ	Workshop - Free Mileage @ \$0.31 per mile

2. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves the following Field Trip for the 2018-2019 school year:

<i>Date</i>	<i>Name</i>	<i>Name of Field Trip</i>	<i>Location</i>	<i>Transportation</i>
1/30/19	F. Torsiello	Consortium for Gifted and Talented Chess Tournament for Students in 4 th & 5 th Grades 4:00 p.m. to 7:00 p.m.	Arthur Stanlick Elementary School Jefferson Twp., NJ	Provided by parents; no cost to district.
3/13/19	F. Torsiello	Consortium for Gifted and Talented Chess Tournament for Students in 6 th through 8 th Grades 4:00 p.m. to 7:00 p.m.	Randolph Middle School Randolph, NJ	Provided by parents; no cost to district.

3. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves the Netcong Educational Foundation (NEF) to run a summer child care program beginning the first day of summer break through August 16, 2019.

Roll Call Vote:

Yes: Mr. Domick, Mr. Morton, Mr. Quan, Ms. Santalucia, Mrs. Santana, Mrs. Witt on resolutions #1 Item #6, Mrs. Dalesandro

No: None

Abstain: Mrs. Witt on resolution #1 Item #6

E. PERSONNEL (*K. Santalucia, Chair*)

Board Trustee Kerri Santalucia moved and Board Trustee Todd Morton seconded, that the Netcong Board of Education approve resolutions #1-2 as presented:

1. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves Marlene Lupo, Grand Canyon University student, to do 15 hours of mutually agreed upon classroom observations for coursework, ESL-533: Advanced Methodologies of SEL, with Mr. Julio Picallo.
2. Be it resolved that the Netcong Board of Education hereby approves the appointment of Kathleen E. Walsh to the position of Acting Superintendent, effective January 4, 2019 through June 30, 2019 at a monthly stipend of \$2,000 and pending county approval.

Roll Call Vote:

Yes: Mr. Domick, Mr. Morton, Mr. Quan, Ms. Santalucia, Mrs. Santana, Mrs. Witt, and Mrs. Dalesandro

No: None

Abstain: None

XII. MISCELLANEOUS

Mrs. Santana questions the writing of Curriculum Resolution #3 regarding the NEF summer camp.

XIII. COMMENTS FROM THE PUBLIC – ANY ISSUE/TOPIC

Motion: Mr. Morton Second: Mr. Quan Time: 7:43 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 Acting Superintendent or the Board of Education, either by telephone or letter.

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

Motion: Mr. Morton Second: Mr. Quan Time: 7:44 p.m.

XIV. EXECUTIVE SESSION

Motion: Mr. Morton Second: Mr. Quan Time: 7:44 p.m.

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.

President Dalesandro advised the public she expected the session would take approximately 10 minutes, and that action will be taken after the Board recessed back to open session.

XV. RECONVENE

A motion was made and approved to come back from the Board's Executive Session.

Moved: Mr. Quan Second: Mr. Morton Time: 7:54pm

The Board reconvened in open session with the following members present: Mr. Domick, Mr. Morton, Mr. Quan, Ms. Santalucia, Mrs. Santana, Mrs. Witt, and Mrs. Dalesandro as well as 6 members of the public.

XVI. MOTIONS AFTER EXECUTIVE SESSION

Board Trustee Kerri Santalucia moved and Board Trustee Kevin Quan seconded, that the Netcong Board of Education approve resolution #3-9 as presented:

3. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby removes James Olobardi as Business Administrator of Record effective November 30, 2018.
4. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby revises the Interim Business Administrator contract for Paul Stabile effective November 21, 2018 through November 30, 2018.

5. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent hereby approves the hiring of Paul Stabile as full-time Business Administrator for a fixed-term effective December 1, 2018 through June 30, 2019 at a prorated salary of \$95,000, pending a Criminal History Review Unit background check approval and pending county approval.
6. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby approves Paul Stabile, Business Administrator, as the following from December 1, 2018 through June 30, 2019: (a) Affirmative Action Officer and (b) Public Agency Compliance Officer (PACO).
7. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby appoints Paul Stabile, Business Administrator, as 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 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 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 Paul Stabile, Business Administrator, 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 Paul Stabile, School Business Administrator, 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 Paul Stabile, School Business Administrator, 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, and the quotation threshold per statue to be set at \$6,000 per 18A:18A-4.

8. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby designates the School Business Administrator to:
 - a. Invest board funds at the most advantageous rate in compliance with all state laws and regulations effective December 1, 2018 through June 30, 2019.
 - b. Make telephone wire or electric transaction of the Board's financial accounts of deposit effective on or about December 1, 2018 through June 30, 2019.
 - c. Advertise for and receive bids for supplies, equipment and services when required and in accordance with
 - d. Audit and approve any account and demand for payment prior to presentation to the Board as per N.J.S.A. 18A:19-4.1.

- e. Be bonded as per NJ State Law requirements.
- f. To authorize, in consultation and agreement with the Acting Superintendent, to process line item changes in compliance with required law between board meetings effective December 1, 2018 through June 30, 2019.

9. Be it resolved that the Netcong Board of Education, upon the recommendation of the Acting Superintendent, hereby appoints Paul Stabile, Business Administrator, as custodian of records for business and financial records.

Roll Call Vote:

Yes: Mr. Domick, Mr. Morton, Mr. Quan, Ms. Santalucia, Mrs. Santana, Mrs. Witt, and Mrs. Dalesandro

No: None

Abstain: None

XVII. ADJOURNMENT

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

Moved: Mr. Morton

Second: Mr. Quan

Time: 7:58 pm

Respectfully submitted,

Jennifer Kerr
Board Secretary