

**KINNELON BOARD OF EDUCATION  
REGULAR MEETING  
HIGH SCHOOL AUDITORIUM  
DECEMBER 22, 2011**

**MINUTES**

The Regular Meeting of the Kinnelon Board of Education was held on Thursday, December 22, 2011 at 8:00 p.m.

**I. OPENING OF THE MEETING BY THE PRESIDENT**

Mr. Keith Dama, Vice President, called the meeting to order at 8:00 p.m. and read the Meeting Notice followed by the Salute to the American Flag.

PRESENT                      Margaret Zybrick, Board President (arrived at 8:30 p.m.)  
   Keith Dama, Vice President  
   Marianne DeAlessi  
   Steven Fink  
   Denise Hatch  
   Marcy Pryor

ABSENT                        Katie Stylianou

ALSO PRESENT              Alice M Robinson, Business Administrator/Board Secretary  
   James J. Opiekun, Superintendent  
   Jim Minkewicz  
   Hunter Ellington, Student Representative

**II. PRESENTATION**

A.     Joanne Borin, Representative of New Jersey School Boards Association –  
         Superintendent Search

**III. ROUTINE MATTERS**

- A.     Approval of Minutes
1.     Work Session – November 3, 2011
  2.     Regular Meeting – November 14, 2011

MOTION BY MRS. HATCH, SECONDED BY DR. FINK TO APPROVE THE MINUTES AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

#### IV. PETITIONS AND HEARINGS OF CITIZENS – AGENDA ITEMS

None

**Special Ceremony** to commemorate the retirement of Ms. Alice Robinson. On behalf of the Board of Education, Mrs. Zybrick and Mr. Dama presented Alice with a plaque and thanked her for her many years of outstanding service to the Kinnelon Public School District.

#### V. SUPERINTENDENT'S UPDATE

Mr. Opiekun reported on the following:

- QSAC – review of scoring
- Mayor & Council and State submission
- HIB report
- Enrollment and building reports
- Agenda items

#### VI. REPORT OF THE SUPERINTENDENT - ACTION ITEMS

##### A. EDUCATION COMMITTEE (Dr. Pryor, Mrs. DeAlessi, Mrs. Zybrick)

Agenda Item #1 represents the Education Committee's recommendation which was discussed during the Board's Work Session on December 8, 2011.

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a **class trip** to Cuban Pete's Restaurant for High School students.

MOTION BY DR. PRYOR, SECONDED BY MRS. HATCH TO APPROVE ITEM #1 AS PRESENTED.  
MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Items #2 and #3 were added to the Agenda. They were voted upon as a group.

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a class trip to the **Newark Museum** for Pearl Miller students.
3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a class trip to **Vernon Hills Elementary School** for Kiel School students.

MOTION BY DR. PRYOR, SECONDED BY MRS. HATCH TO APPROVE ITEMS #2 AND #3 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Item #4 was added to the Agenda.

4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the placement of a Special Education Student in the **New Beginnings School** beginning on or about January 2, 2012.

MOTION BY DR. PRYOR, SECONDED BY MRS. HATCH TO APPROVE ITEM #4 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

- B. NEGOTIATIONS COMMITTEE  
(Mr. Dama, Mrs. DeAlessi, Mrs. Stylianou)

No Action

- C. PERSONNEL COMMITTEE  
(Mrs. Zybrick, Mr. Dama, Mrs. Hatch)

Agenda Items #1 through #16 represent the Personnel Committee's recommendations which were discussed during the Board's Work Session on December 8, 2011. They were voted upon as a group.

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Alicia Angione**, Teacher Assistant, effective December 2, 2011.
2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Deirdre Thompson**, Teacher Assistant, effective January 27, 2012.
3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Julie Puccia** to the position of part time Administrative Assistant at Kinnelon High School at a rate of \$20.95/hour, 2.5 hours per day, effective on or about December 6, 2011 through June 30, 2012. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.
4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves to extend a Long Term LDTC Substitute

contract for **Margaret Callahan** from December 23, 2011 to January 13, 2012.

5. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Joseph Ponce** to the position of Custodian at a salary of \$32,040, pro-rated, (Step 2 of the Custodial/Maintenance Guide) effective on or about December 1, 2011 through June 30, 2012. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.
6. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Kevin Mandara** to the position of Bus Driver at a rate of \$17 per hour effective on or about January 2, 2012 through June 30 2012. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.
7. The Kinnelon Board of Education, upon the recommendation of the Superintendent, rescinds the appointment of **Stacy Kleinert** from the position of alternate Stonybrook School I&RS team member for the 2011-2012 school year.
8. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves an increase of hours for **Michael DiBella** to 20 ½ hours/week effective December 7, 2011.
9. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointments of the following **Pearl R. Miller Co-Curricular** positions for the 2011-2012 school year as listed on Attachment A.
10. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Cindy Del Tufo** to the position of I&RS team (Alternate), at a rate of \$48.85/session for the 2011-2012 school year.
11. The Kinnelon board of Education, upon the recommendation of the Superintendent, approves payment to **Priscilla Adams** for the following at her contracted rate of pay for the 2011-2012 school year:

Freshman/Parent Orientation, Camelot "Dirt" Program – 6.5 hours

12. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Robert Patlen** to the position of volunteer Ice Hockey Coach for the 2011-2012 school year.
13. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Jenny DiSario-Sassaman** to the position of Computer Coordinator at Kinnelon High School, at a stipend of \$2376.60 (.60 of \$3956) for the period September 1, 2011 through February 9, 2012.
14. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves an increase of hours for **Samantha Murasko**, Lunch Aide at Kiel School to 12.5 hours/week at her contracted rate of pay effective January 2, 2012 through June 30, 2012.
15. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **Home Instructor/Agency** for the 2011-2012 school year.

Joan Bracken  
Laura Falco  
Colin Feeney

Debbie Kniewel  
Matt Goff  
Ana Stack

Katherine Nestor  
Mimi Naso

16. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Substitute Teachers** for the 2011-2012 school year as listed. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.

Craig Fox  
Taylor Prall

Deirdre Thompson  
Alexandra Nafash

Deborah Goldsamt  
Christopher Nichols

MOTION BY MR. DAMA, SECONDED BY MRS. HATCH TO APPROVE ITEMS #1 THROUGH #16 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Items #17 through #25 were added to the Agenda. They were voted upon as a group.

17. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Rebecca Thomas**, Speech Therapist, effective February 17, 2012.

18. The Kinneon Board of Education, upon the recommendation of the Superintendent, approves the request of **Janine Gribbin** for an extended child rearing leave of absence without pay through February 6, 2012.
19. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the request for an unpaid leave of absence for **Dena Dilenno**, Teacher Assistant for the period January 2, 2012 through April 23, 2012.
20. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Teresa Lewis** to the position of part time Personal Aide at Stonybrook School, 4.5 hours/day, at a rate of \$17.80/hour plus a pro-rated Substitute Certificate stipend of \$506.25 (.67.5 of \$750), effective December 23, 2011 through June 30, 2012.
21. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Lindsay Miller** to the position of full time Personal Aide at Pearl R. Miller School, 6.8 hours/day, at a rate of \$17.80/hour, plus a Teaching Certificate stipend of \$750 effective January 25, 2012 through June 30, 2012.
22. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Matt Goff** to the position of Intramural Sports Club Advisor, at a stipend of \$4,537 for the 2011-2012 school year.
23. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **James Soules** to the position of Varsity Golf Coach, Step 1 of the Coaches Guide at a stipend of \$6,887 for the 2011-2012 school year.
24. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Jennifer Bauer** to the position of Girls Assistant Lacrosse Coach, Step 1 of the Coaches Guide at a stipend of \$6,049 for the 2011-2012 school year.
25. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves **Alicia Salzback** for student teaching at Kiel School for the 2011-2012 school year.

MOTION BY MR. DAMA, SECONDED BY MRS. HATCH TO APPROVE ITEMS #17 THROUGH #25 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

D. POLICY COMMITTEE

(Mrs. DeAlessi, Dr. Fink, Dr. Pryor)

Agenda Item #1 represents the Policy Committee's recommendation.

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **first reading** of the following Policies:

- 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- 6220 Budget Preparation
- 6820 Financial Reports
  
- 1230 Superintendent's Duties
- 5519 Dating Violence at School

MOTION BY MR. DAMA, SECONDED BY DR. FINK TO APPROVE ITEM #1 AS PRESENTED.  
MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Item #2 was added to the Agenda.

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **Statement of Assurance (SOA)** for the QSAC District Performance Review's (DPR's).

MOTION BY MRS. DeALESSI, SECONDED BY MRS. HATCH TO APPROVE ITEM #2 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Item #3 was added to the Agenda.

3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a research proposal for **David Nash**, Third Grade Teacher at Stonybrook School, in Curriculum and Instruction at Caldwell College for the 2011-2012.

MOTION BY MRS. DeALESSI, SECONDED BY MRS HATCH TO APPROVE ITEM #3 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

E. FINANCE COMMITTEE  
(Dr. Fink, Mr. Dama, Mrs. Hatch)

Agenda Items #1 through #12 represent the Finance Committee's recommendations which were discussed during the Work Session on December 8, 2011. They will be voted upon as a group.

1. Be it resolved, that the Kinnelon Board of Education approves the **Treasurer's Report** for the months of September and October, 2011
2. Be it resolved, that the Kinnelon Board of Education approves the **Board Secretary's Report** for the month of November 2011.
3. Be it resolved, that the Kinnelon Board of Education approves the **Budget Transfers** for the month of November 2011.
4. **Secretary's Certification of Budgetary Line Items**  
Pursuant to N.J.S.A. 18A 17-9, I certify that as of November 30, 2011, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of said statute.
5. **Board's Certification of Budgetary Line Items**  
Pursuant to N.J.S.A. 18A 17-9, the Board of Education certifies that after review of the board secretary's monthly financial reports, in the minutes of the board each month, no major account or fund has been over-expended in violation of said statute.
6. **Bill List**
  - a. Be it resolved, that the Kinnelon Board of Education approves the Bill List-File Reference 11/12 – 5A

Disbursements by EFT #99373 through #99379	\$2,225,592.48
Total Disbursements for November 30, 2011	\$2,225,592.48
  - b. Be it resolved, that the Kinnelon Board of Education approves the Bill List-File Reference 11/12 – 6

Computer Checks #22904 through #23127	\$1,052,325.45
Disbursements by EFT #99380 through #99383	\$1,194,201.33
Hand Check #22903	\$ 5,000.00
Total Disbursements for December 22, 2011	\$2,251,526.78
7. Be it resolved, that the Kinnelon Board of Education approve the disposal of the following **obsolete equipment**:  
  
Hampton-Thrust Away Open Hand Training Machine - Asset Tag #03306.

Kenmore Chest Freezer – Asset Tag #02953

8. Be it resolved, that the Kinnelon Board of Education, accept an **Early Childhood Special Education Outcome Study Grant** in the amount of \$2,135.
9. Be it resolved, that the Kinnelon Board of Education, accept the following **IDEA Consolidated Grant** Funds:

IDEA Basic	\$415,069
IDEA Pre-School	\$ 17,149

The grant includes payment of 100% of the salary, \$14,788, for Annette Curran.

10. Be it resolved, that the Kinnelon Board of Education, allocate funds from the **Education Jobs Funds Grant** as follows:

Christine Albanese, Teacher Assistant	\$16,194
Kathy Doyle, Teacher Assistant	\$15,241
Stephanie Monroe, Teacher Assistant	\$15,241
Karen Frerichs, Teacher Assistant/Nurse	\$23,511

11. Be it resolved, that the Kinnelon Board of Education, accept the **NCLB Title II Grant** funds in the amount of \$39,246 which includes payment of partial salary for 1<sup>st</sup> grade teacher of Valerie Yago. The grant portion is \$25,000 of her total salary of \$61,150.
12. Be it resolved, that the Kinnelon Board of Education, upon the recommendation of the Superintendent in accordance with Policies #3440, "Teaching Staff Job Expenses" and #4440, "Support Staff Job Expenses", approves **reimbursement** to the following staff members for out-of-district workshop/conferences, travel and related expenses not to exceed the following amounts:

Priscilla Adams	Harassment, Intimidation and Bullying In Educational Settings	\$134
Christine Black	Co-Teaching that Works – Effective Strategies for Working Together	\$225
Shelley Battaglia	What's New in Young Adult Lit.	\$229
Michelle Cromwell	What's new in Young Adult Lit.	\$229
Diane DiGiuseppe	Techspo	\$369
Jay Jannicelli	Techspo	\$453
Jodi Mulholland	Techspo	\$459

James Opeikun	Techspo	\$369
Matthew Scanlon	NJPSA Workshop – Use of iPads	\$825
Abbie Gitkin	Autism, Asperger's Sensory & ADHD	\$179
Peggy Kalamaras	Co-teaching Workshop for Inclusive Classrooms	\$225
Lisa Kelly	Motivating the Unmotivated	\$215
Neil Shechtman	Math Consortium	\$ 14

MOTION BY DR. FINK, SECONDED BY MR. DAMA TO APPROVE ITEMS #1 THROUGH #12 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING INFAVOR.

Agenda Items #13 through #14 were added to the Agenda. They will be voted upon as a group.

13. Be it resolved, that the Kinnelon Board of Education approve an extension to **First Student** Route #42 in the amount of \$3.50 per mile for a total of 5.5 miles.
14. Be it resolved, that the Kinnelon Board of Education approve a deletion to **First Student** Route #57 in the amount of \$3.50 per mile for a total of 5.5 miles.

MOTION BY DR. FINK, SECONDED BY MR. DAMA TO APPROVE ITEMS #13 and #14 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

- F. FACILITIES COMMITTEE  
(Mrs. Hatch, Mrs. Stylianou, Mrs. Zybrick)

No Action

## VII. COMMITTEE REPORTS

- A. Personnel
- B. Education
  - "Goals" program will be starting
- C. Policy
- D. Finance/Budget
  - Budget cycle beginning for 2012-2013
- E. Facilities
- F. Negotiations
  - January 4<sup>th</sup> KEA meeting with fact finder
  - January 23<sup>rd</sup> KAA mediation
- G. Delegates
  1. New Jersey School Boards Association
  2. Morris County School Boards Association

3. Legislative Representative
4. Morris County Educational Services Commission
- H. Coordinating Committee
- I. Teacher Liaison Committee
- J. KAMELOT
- K. Student Representative

Hunter Ellington reported on the following:

- 4 students were accepted to the ACDA All-Eastern Chorus
- 11 students made the Morris County Honors Choir
- 7 students made the North Jersey Area Band
- High School celebrating 50<sup>th</sup> anniversary with events memorializing the journey of the graduating class of 1965.
- Fall sports :
  - Girls' Soccer – 2<sup>nd</sup> in Morris County Tournament
  - Girls' Cross Country – 2<sup>nd</sup> Place Conference, 2<sup>nd</sup> Place State Sectional Championships, 2<sup>nd</sup> Place State Group Championships
  - Boys' Soccer – State Tournament
  - Boys' Cross Country – 4<sup>th</sup> in State Sectional Championships
  - Girls' Tennis – went 1-1 in State Tournament Play
- Upcoming events:
  - Home/School Association 1/10, 7:30 p.m.
  - College planning night 1/11
  - Sophomore Parent meeting 1/31 – Class rings

#### **VIII. UNFINISHED BUSINESS**

None

#### **IX. NEW BUSINESS**

The following motion was made BY Mr. Dama, seconded by Mrs. Hatch:

Be it resolved, that the Kinnelon Board of Education support an application to the Borough Council for a Safe Schools Grant.

MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

#### **X. PETITIONS AND HEARINGS OF CITIZENS – NON AGENDA ITEMS**

Comments were made regarding:

- Field Turf
- Cooperative agreement to use field

- Grass converted to the Borough
- Engineer
- Coordinating and facilities meetings
- Mr. Jim Freda, on behalf of the Borough Council and the Mayor of Kinnelon, thanked Alice for her service to the schools and the community.

**XI. BOARD MEMBER COMMENTS**

Comments were made regarding:

- Mr. Opiekun's retirement
- Kinnelon High School Band/Choir Concert
- Board/Borough cooperation with sidewalk project

**XII. ADJOURNMENT**

MOTION BY MR. DAMA, SECONDED BY MRS. HATCH TO ADJOURN THE MEETING AT 9:55 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOIING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

Jim Minkewicz  
Board Secretary Pro Tem

Last	First	ACTIVITY	Stipend
Ondrof	Jacqueline	6th Grade Co-Advisor	\$ 731.50
McMurray	Linda	6th Grade Co-Advisor	\$ 731.50
Reilly	Tim	7th Grade Advisor	\$ 1,724.00
McMahon	Teresa	8th Grade Advisor	\$ 2,344.00
Slater	Jill	Classic Corps Coordinator	\$ 2,563.00
Chamberlain	Jeanie	8th Grade Facilitator	\$ 2,563.00
Sutphen	Tina	7th Grade Facilitator	\$ 2,563.00
Tomasheski	Marie	6th Grade Facilitator	\$ 2,563.00
Medler	Carolyn	Computer Club	\$ 2,410.00
Goff	Matthew	Computer Coordinator	\$ 1,318.66
Falco	Laura	Computer Coordinator	\$ 1,318.66
Battaglia	Shelly	Computer Coordinator	\$ 1,318.66
Bracken	Joan	Content Lab(Math)	\$ 1,601.00
Vanderzee	Faith	Content Lab(Eng, Reading, Social Studies)	\$ 1,601.00
Kniewel	Deborah	Content Lab(Science)	\$ 1,601.00
Shur	Gary	Instrumental Concerts-Fall	\$ 925.00
Scanlon	Brian	Instrumental Concerts-Fall	\$ 925.00
Hendricks	Bonnie	Instrumental Concerts-Spring	\$ 925.00
Scanlon	Brian	Instrumental Concerts-Spring	\$ 925.00
Scanlon	Brian	Jazz Ensemble	\$ 1,733.00
Minor	Cindy	Literary Mag/Newspaper	\$ 1,784.00
Bennett	Keri-Ann	Co-Peer Leadership Advisor	\$ 1,125.00
McClain	Tara	Co-Peer Leadership Advisor	\$ 1,125.00
Reda	Christine	Select Choir	\$ 867.00
Scanlon	Brian	AM Band	\$ 867.00
Bennett	Keri-Ann	Social Outreach Club	\$ 1,012.00
Medler	Carolyn	Social Outreach Club	\$ 1,012.00
Minor	Cindy	Student Council	\$ 3,424.00
Minor	Cindy	Talent Show Advisor	\$ 1,791.00
Reda	Christine	Vocal Music Concerts	\$ 1,976.00
Davie	Audrey	PRM Yearbook	\$ 2,256.00