

**KINNELON BOARD OF EDUCATION  
REGULAR MEETING  
HIGH SCHOOL AUDITORIUM  
NOVEMBER 29, 2012**

**MINUTES**

The Regular Meeting of the Kinnelon Board of Education was held on Thursday, November 29, 2012 at 8:00 P.M.

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

Mrs. Margaret Zybrick, Board President, called the meeting to order at 8:00 P.M. and read the Meeting Notice followed by the Salute to the American Flag.

**ROLL CALL**

PRESENT	Margaret Zybrick, Board President Keith Dama, Vice-President Marianne DeAlessi Steven Fink Denise Hatch Marcy Pryor Katie Stylianou
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ABSENT	None
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ALSO PRESENT	Jim Minkewicz, Business Administrator/Board Secretary Diane DiGiuseppe, Interim Superintendent Anthe Stylianou, Student Representative
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**II. ROUTINE MATTERS**

**A. Approval of Minutes**

1. Work Session Meeting – October 11, 2012
2. Regular Meeting – October 25, 2012

Mr. Dama asked that the October 25, 2012 Minutes be amended to reflect that it was Mrs. DeAlessi who spoke about the Student representative covering activities at all schools.

MOTION BY DR. FINK, SECONDED BY MRS. STYLIANOU TO APPROVE THE MINUTES AS AMENDED. MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

YES            Mr. Dama  
                 Mrs. DeAlessi  
                 Dr. Fink  
                 Mrs. Hatch (Abstained on October 11<sup>th</sup> Minutes)  
                 Dr. Pryor  
                 Mrs. Stylianou  
                 Mrs. Zybrick

**III. PETITIONS AND HEARINGS OF CITIZENS – AGENDA ITEMS**

None

**IV. INTERIM SUPERINTENDENT 'S UPDATE**

Ms. DiGiuseppe reported on the following:

- Full Value Training
- Teacher Conferences
- Birthday Book Club at Kiel Library

Mrs. Zybrick, Board President, thanked Hunter Ellington for his participation and help as Student Representative to the Board of Education for the 2011/2012 school year.

Hunter thanked the Board for the opportunity to contribute to the Board of Education.

Ms. DiGiuseppe introduced Auditor, John Mooney, from Nisivoccia & Co. LLC, who discussed the Annual Audit for the period ending June 30, 2012. The following points were discussed:

- ~~Free~~ <sup>FUND</sup> Balance went from \$680,000 to \$800,000
- No excess surplus
- Food Service went up \$31,000 last year
- There are 4 recommendations and all items have been corrected.

V. REPORT OF THE INTERIM SUPERINTENDENT - ACTION ITEMS

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

Agenda Items #1 and #2 represent the Education Committee's recommendations. They were voted upon as a group.

1. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the following **class trips** for the 2012-2013 school year:

Stonybrook School  
Stonybrook School  
Stonybrook School  
Pearl Miller

Radio City Music Hall- NYC  
Buehler Challenger & Science Center  
Waterloo Village  
Liberty Science Center

2. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves **Curriculum** for the 2012-2013 school year as listed on Attachment A.

MOTION BY DR. PRYOR, SECONDED BY MRS. HATCH TO APPROVE ITEMS #1 AND #2 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 #12 represent the Personnel Committee's recommendations. They were voted upon as a group.

1. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, accepts the resignation of **Marcelo Gosiker**, Head Custodian at Kinnelon High School, effective January 1, 2013.
2. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, concurs with the appointment of **Daniel Clark** to the position of Replacement Physical Education Teacher at Kiel School, B.A. Degree, Step 1, at a salary of \$48,850 (pro-rated), effective

November 12, 2012 through December 21, 2012. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.

3. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the appointment of **Amanda Browne** to the position of Replacement First Grade Teacher at Kiel School, B.A. Degree, Step 1, at a salary of \$48,850 (pro-rated), effective on or about December 10, 2012 through May 6, 2013.
4. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves an increase of 55 minutes/day, 5 days /week for **Geralyn DeLillo** for the 2012-2013 school year.
5. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the appointment of **Carla Johnson** to the position of Independent Contracted Behaviorist, subject to need, for the 2012-2013 school year
6. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the following **Pearl R. Miller Co-Curricular** appointments for the 2012-2013 school year as listed:

Brian Scanlon	AM Band	\$1,733
Brian Scanlon	Jazz Rock Ensemble	\$1,733
Christine Reda	Star Choir	\$1,733

7. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the appointment of the following **KED Staff** member for the 2012-2013 school year as listed:

Alicia Scognamiglio	Kid's Korner	\$9.00/hour
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8. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves payment to the following **Kinnelon After School Enrichment Program** for the 2012 Fall semester as listed:

Celena Drewke	Dancing with the Stonybrook Stars	\$ 300
Enrich & Grow Academy	Drama Club (9 students @ \$139) (\$1,251)	
	American Idol (10 students @ \$139) (\$1,390)	\$2,641
Bernadine Ferrari	Artistic Expressions	\$ 900
Christopher Miller	Traditional Okinawan Karate	\$ 350
Carol Sventy	Support Staff	\$955.80
Total Golf Adventures	Tennis (15 students @\$140) (\$2,100)	
	Golf (10 students @\$140) (\$1,400)	\$3,500
Katie Verhoest	Dancing with the Stonybrook Stars	\$ 300
Marie Webber	Support Staff	\$ 729

9. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the following **Home Instructor/Agency** for the 2012-2013 school year:

Michael Ennis                      Mimi Naso                      Kim Serzan

10. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the following **student teachers** for the 2012-2013 school year:

Amanda Cuppi                      Kiel School                      Elementary  
Dana Muth                              District                              Special Services

11. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the appointment of **Robert Costello** to the position of Volunteer Boys' Basketball Coach.

12. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the appointment of the following **Substitute Teachers** for the 2012-2013 school year. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education:

Joan Castrignano                      Substitute Certificate  
Michael Cemelli                      Substitute Certificate  
John Snowdon                      Teaching Certificate  
Nicole White                      Substitute Certificate  
Kim Serzan                      Teaching Certificate

MOTION BY MR. DAMA, SECONDED BY MRS. HATCH TO APPROVE ITEMS #1 THROUGH #12 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

D. POLICY COMMITTEE  
(Mrs. DeAlessi, Dr. Fink, Dr. Pryor)

Agenda Items #1 and #2 represent the Policy Committee's recommendations. They were voted upon as a group.

1. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the First reading of the following **policies**:

Policy #5512                      Harassment, Intimidation and Bullying

Policy #6740      Payment of Claims

2. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, accepts the **HIB Reports** for October and November 2012.

MOTION BY MRS. DeALESSI, SECONDED BY MRS. HATCH TO APPROVE ITEMS #1 AND #2 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Item # 3 was added to the agenda, it will be voted upon separately.

AGENDA ITEM #3 WAS TABLED.

3. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent approves the **2013-2014 school calendar** as per attachment B.

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

Agenda Items #1 through #11 represent the Finance Committee's recommendations. They were voted upon as a group.

1. Be it resolved, that the Kinnelon Board of Education approves the **Treasurer's Report** for the month of September, 2012
2. Be it resolved, that the Kinnelon Board of Education approves the **Board Secretary's Report** for the month of September, 2012.
3. Be it resolved, that the Kinnelon Board of Education approves the **Budget Transfers** for the month of September, 2012.
4. **Secretary's Certification of Budgetary Line Items**  
Pursuant to N.J.S.A. 18A 17-9, I certify that as of October 31, 2012, 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 12/13 -4A.

Total Disbursements by EFT #99490 thru #99492 \$1,077,977.11

State FICA entered twice (\$ 56,348.48)

Total Disbursements for October 30, 2012 \$1,021,628.63

- b. Be it resolved, that the Kinnelon Board of Education approves the Bill List-File Reference 12/13 – 5.

Computer Checks #24839 thru #25015 \$ 827,641.13

Disbursements by EFT #99493 thru #99497 \$1,227,144.83

Total Disbursements by Hand Check #24837 through #24838 \$ 5,800.00

Total Disbursements for November 29, 2012 \$2,060,585.96

7. Be it resolved, that the Kinnelon Board of Education approves submission of the **FY13 IDEA Consolidated Grant** to the New Jersey Department of Education for approval and accepts the grant award of the funds upon subsequent approval in the following amounts:

Basic \$408,503

Pre-School \$ 17,047

8. Be it resolved, that the Kinnelon Board of Education accept the **Comprehensive Annual Financial Report** (Audit) for the fiscal year ending June 30, 2012.

9. Be it resolved, that the Kinnelon Board of Education accept the **Auditor's Management Report on Administrative Findings – Financial Compliance & Performance** for the fiscal year ending June 30, 2012.

10. Be it resolved, that the Kinnelon Board of Education approve the **Corrective Action Plan** for the 2011-2012 Audit as submitted by the Business Administrator/Board Secretary.

11. Be it resolved, that the Kinnelon Board of Education, upon the recommendation of the Interim 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:

Jodi Mulholland	Engaging and Accelerating Kids Who Prefer Spiderman to the Little House on The Prairie – Workshop	\$33
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MOTION BY DR. FINK, SECONDED BY MRS. HATCH TO APPROVE ITEMS #1 THROUGH #11 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

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

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

1. Be it resolved, that the Kinnelon Board of Education approve the **Three Year Comprehensive Maintenance Plan.**

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

## VII. COMMITTEE REPORTS

- A. Personnel
- B. Education
- C. Policy
- D. Finance/Budget
- E. Facilities
- F. Negotiations
- 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

Anthe Stylianou discussed the following:

- Student concerns
- Activity and sports update

**VIII. UNFINISHED BUSINESS**

None

**IX. NEW BUSINESS**

The Board discussed Martin Luther King Day:

- Should use the day to make up days missed for Hurricane Sandy
- There is only 1 day left for use as a snow day

THE FOLLOWING MOTION WAS MADE BY MRS. DeALESSI AND SECONDED BY MRS. HATCH.

Be it resolved, that the Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approve using January 21, 2013 as a half day for students and a half day in-service for teachers.

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

Comments were made regarding:

- Some districts are using Saturdays to make up days
- Getting report cards out earlier at Kiel - Ms. DiGiuseppe responded that Mrs. Mulholland will help anyone with this issue a provide reports of student progress.

**XI. BOARD MEMBER COMMENTS**

Mrs. Zybrick read a thank-you note from Push-to-Walk and the Suburban Trends.

Comments were made regarding:

- Welcome the new Student Representative, Anthe Stylianou
- Asking staff to be more flexible in providing extra help for students
- Football plays against North Warren tomorrow
- Success of the fashion show and community effort
- Good luck to the football team

**XII. ADJOURNMENT**

MOTION BY DR. FINK, SECONDED BY MRS. STYLIANOU TO ADJOURN INTO EXECUTIVE SESSION AT 9:10 P.M. TO DISCUSS:

1. Legal – possible HIB issue
2. Negotiations – KEA Contract

MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR. NO FURTHER ACTION WILL BE TAKEN.

THE BOARD RECONVENED IN PUBLIC SESSION AT 10:00 P.M.

MOTION BY MRS. HATCH, SECONDED BY MR. DAMA TO ADJOURN THE MEETING AT 10:00 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

Jim Minkewicz  
Board Secretary

Biology CP Gr 9 10	Math Gr 2	Physical Education Gr s 3 4
Ceramics 3 KHS	Music Chamber Singers	Physical Education Gr s K 2
Chemistry AP Gr 11 12	PRM Instrumental Music	Physical Education Gr s 9 12
Computer Art KHS 9 12	Reading Gr 1	STEM Technology Cycle Gr 6
Digital Imaging KHS 9 12	Reading Gr 2	STEM Technology Cycle Gr 7
ESL K 12 Curriculum	Reading Gr 3	STEM Technology Cycle Gr 8
English Gr 10	Reading Gr 4	StudySkills Level 2 KHS
English Gr 11	Reading Gr 5	US History I CP & Honors
English Gr 12	SAT Verbal Gr 11 12	US History II CP&Honors
English Gr 9	Algebra 1 CP	Science Gr 6
French AP Gr 12	Concert Choir Gr 9 12	Science Gr 7
Guided Study Math Gr 7	DesignFund Gr 9 12 10	Science Gr 8 R & A
Guided Study Math Gr 8	Economics Gr 11 12	Social Studies Gr 6
Guided Study Math Gr 6	FinancialLiteracy Gr 9 12	Social Studies Gr 7
KHS Concert Band	Ethics KHS Gr s 9 12	Social Studies Gr 8
KHS Wind Ensemble	Sociology KHS Gr 11 12	SocialStudies Gr 5
Language Arts Gr 1 WordStudy	World Cultures Honors Gr 9	WL Gr 6 French
Language Arts Gr 2 Word Study	Health Education Gr 6	WL Gr 6 Spanish
Language Arts Gr 3 WordStudy Level B	Health Education Gr 7	WL LatinIV Gr 12
Language Arts Gr 3 WordStudy Level C	Health Education Gr 8	Writing Gr 3
Language Arts Gr 4 WordStudy Level D	Physical Education Gr 5	Writing Gr 3 UBD Unit 1
Language Arts Gr 5 WordStudy Extension	Physical Education Gr 6	Library Media Technology Gr K 5
Language Arts Gr 5 WordStudy Level E	Physical Education Gr 7	
Math Gr 1	Physical Education Gr 8	