

**KINNELON BOARD OF EDUCATION  
REGULAR MEETING  
HIGH SCHOOL AUXILIARY CAFETERIA  
MARCH 20, 2014**

**MINUTES**

The Regular Meeting of the Kinnelon Board of Education was held on Thursday, March 20, 2014 at 8:00 p.m. in the Kinnelon High School Auxiliary Cafeteria.

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

Mrs. Katie Stylianou, Vice President, called the Meeting to Order at 8:02 p.m. and read the Meeting Notice followed by the Salute to the American Flag.

**II. ROLL CALL**

PRESENT                   Katie Stylianou, Vice President  
                                  Jessica Barish  
                                  Brian Davin  
                                  Marianne DeAlessi  
                                  Marcy Pryor

ABSENT                   Denise Hatch, Board President  
                                  Michael Petruccelli

ALSO PRESENT         Jim Minkewicz, Business Administrator/Board Secretary  
                                  Diane DiGiuseppe, Superintendent  
                                  Annie Petrino, Student Representative

**III. ROUTINE MATTERS**

A.     Approval of Minutes

1.     Work Session/Regular Meeting – February 27, 2014

MOTION BY DR. PRYOR, SECONDED BY MR. DAVIN 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

**V. SUPERINTENDENT'S UPDATE**

Ms. DiGiuseppe reported on the following:

- Second grade did a fantastic job with the Full Value program. They brainstormed about how to categorize full value outside the classroom.
- The second grade also buddied up with the kindergarten for reading.
- Stonybrook students are doodling for google.
- A grant from Kinnelon Borough was received to improve the Stonybrook School garden.
- \$3,500 was raised at the PRM Jump-Rope-for-the-Heart fund raiser.
- Ariella Goldberg won a writing competition.
- Mrs. Kivlon is having art displayed at a gallery.

## VI. REPORT OF THE SUPERINTENDENT - ACTION ITEMS

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

No Action

### B. NEGOTIATIONS COMMITTEE (Mrs. Stylianou, Mrs. Barish, Mr. Petruccelli)

No Action

### C. PERSONNEL COMMITTEE (Dr. Pryor, Mr. Petruccelli, Mrs. Stylianou)

Agenda Items #1 through #8 represent the Personnel Committee's recommendations which were discussed during the Board's Work Session on March 13, 2014. They were voted upon as a group.

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Karen Herbst**, for retirement purposes, effective June 30, 2014.
2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Dolores Kohn**, for retirement purposes, effective June 30, 2014.
3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, concurs with the appointment of **Michelle Cromwell** to the position of volunteer Middle School Track Coach for the 2013-2014 school year.

4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Scott Morse** to the position of Maintenance Worker at a salary of \$35,745, Step 9/10 of the Custodial/ Maintenance Guide, plus \$3,000 Maintenance Stipend, for a total salary of \$38,745, effective on or about March 24, 2014 through June 30, 2014. This action is pending completion of all required criminal background checks and approval by the New Jersey Department of Education.
  
5. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **Job Descriptions** for the 2013-2014 school year as listed:

Librarian/Media Specialist - Secondary  
 Student Assistance Counselor  
 Guidance/School Counselor – High School  
 School Nurse  
 Substitute Teacher

6. The Kinnelon Board of Education upon the recommendation of the Superintendent approves the **revised salary adjustments** for the following staff members for the 2013-2014 school year effective February 1, 2014.

NAME	FROM	TO
Michael Ennis	B.A. Degree, Step 4, \$50,735	B.A. +15 Degree, Step 4, \$52,735
Geoff Flash	B.A. +30 Degree, Step 13 \$78,380	M.A. Degree, Step 13 \$81,880
Aileen Florio	B.A. +15 Degree, Step 7 \$53,335	B.A. +30 Degree, Step 7 \$55,335
Tara McClain	M.A.+45 Degree, Step 13 \$90,380	M.A.+60 Degree, Step 13 \$94,380
Steve Papendick	B.A. Degree, Step 12 \$68,365	B.A. +15 Degree, Step 12 \$70,365
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Sona Santagato	B.A.+30 Degree, Step 10 \$61,835	M.A.+30 Degree, Step 10 \$71,335

7. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Craig Fox**, to the position of Kinnelon High School Assistant Track Coach, Step 1 of the Coaches Guide, at a stipend of \$4,529 for the 2013-2014 school year.
  
8. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointments of the following **Substitute Teachers** for the 2013-2014 school year:

Jill Robinson	Substitute Certificate
Janet Springer	Teaching Certificate

MOTION BY DR. PRYOR SECONDED BY MR. DAVIN TO APPROVE ITEMS #1 THROUGH #8 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Item #9 through #12 were added to the Agenda. They were voted upon as a group.

9. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a two week practicum for **Lindsey Mironov** at Kinnelon High School for the 2013-2014 school year.

10. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Brian Davin** to the position of Volunteer Spring Track Coach for the 2013-2014 school year.

11. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the following **After School Institute** preparation and presentation, at a rate of \$50.13/hour, for the 2013-2014 school year as listed:

Nicole Gillette	Sign Language Class	not to exceed 18 hours
Aileen Florio	Writing About Reading	not to exceed 2 hours

12. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **Bedside Instructors** for the 2013-2014 school year as listed:

Jeanine McCune

MOTION BY DR. PRYOR, SECONDED BY MRS. DeALESSI TO APPROVE ITEMS #9 THROUGH #12 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

D. POLICY COMMITTEE  
(Mrs. DeAlessi, Mr. Davin, Mr. Petruccelli)

Agenda Items #1 and #2 represent the Policy Committee's recommendations which were discussed during the Board's Work Session on March 13, 2014. They were voted upon as a group.

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the **HIB Report** for March 2014.

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **School Calendar** for 2014-2015 school year.

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

E. FINANCE COMMITTEE  
(Mrs. Barish, Mr. Davin, Mrs. Hatch)

Agenda Items #1 through #9 represent the Finance Committee's recommendations which were discussed during the Board's Work Session on March 13, 2014. 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 January 2014.
2. Be it resolved, that the Kinnelon Board of Education approves the **Secretary's Report** for the month of January 2014.
3. Be it resolved, that the Kinnelon Board of Education approves the **Budget Transfers** for the month of February 2014.
4. **Secretary's Certification of Budgetary Line Items**  
Pursuant to N.J.S.A. 18A 17-9, I certify that as of February 28, 2014, 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 13/14 8A.

Disbursements by EFT #99678 thru #99681	\$1,054,311.66
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Disbursement Adjustment	(\$ 5,245.00)
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Total Disbursements for February 28, 2014 \$1,049,066.66

- b. Be it resolved, that the Kinnelon Board of Education approves the Bill List-File Reference 13/14 – 9.

Total Disbursements paid by Computer  
Checks #27801 thru #27965 \$ 670,845.31

Disbursements by EFT #99682 thru #99687 \$1,119,026.90

Disbursements by Hand Checks \$ -0-

Total Disbursements for March 20, 2014 \$1,789,872.21

Void Checks #27588, #27622 & #27665 (\$ 51,557.84)

Total Disbursements \$1,738,314.37

7. Be it resolved, that the Kinnelon Board of Education approve disposal of the following obsolete equipment:

Dell 286 Desktop Computer	Asset Tag #01788
Cres-Cor 500 Watt Warmer	Asset Tag #2294

8. WHEREAS, the Kinnelon Board of Education desires to apply for a **SEMI waiver**, due to the fact that it projects having fewer than 40 Medicaid eligible classified students,

NOW, THEREFORE BE IT RESOLVED, the Kinnelon Board of Education hereby authorizes the Superintendent of Schools to submit to the Executive County Superintendent of Schools, County of Morris, a request for a waiver of the requirements of N.J.A.C.6A-23a-5.3 for the 2014-2015 school year.

9. 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-or-district workshop/conferences, travel and related expenses not to exceed the following amounts:

Linda Alven	NJASBO Admin. Assistant Workshop	\$ 50
Shelley Battaglia	Making Best use of Free Google Tools to Enhance Content Learning Workshop	\$229
Anna Ellington	Montclair State Business Education Conf.	\$ 65

Tara McClain	School Counselor Spring Conference	\$ 30
Jim Minkewicz	NJASBO Conference	\$455
Jeanne Ratushny	NJASBO Admin. Assistant Workshop	\$ 50
Jamie Gabriele	Mindfulness for Children and Adolescents: ADHD, Anxiety and Depression	\$201
Scott Leiter	Management Innovations for Sports Injuries	\$130

MOTION BY MRS. BARISH, SECONDED BY MR. DAVIN TO APPROVE ITEMS #1 THROUGH #9 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Item #10 was added to the Agenda.

10. Be it resolved, that the Kinnelon Board of Education approve the following resolution to continue membership in the **Pooled Insurance Program** of New Jersey:

WHEREAS, a number of Boards of Education in various Counties have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A.-18B and;

WHEREAS, said Pool was approved effective July 1, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Bylaws and regulations governing the creation and operation of this Insurance Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

WHEREAS, the Board of Education of the Borough of Kinnelon has determined that membership in the Pooled Insurance Program of New Jersey is in the best interest of the District;

NOW THEREFORE, be it resolved that the Board of Education of the Borough of Kinnelon does hereby agree to renew membership in the Pooled Insurance Program of New Jersey and hereby accept the Bylaws as approved and adopted. The renewal term is from **July 1, 2014 to June 30, 2017**.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for

membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Group's Bylaws and to deliver the same to the Executive Director.

MOTION BY MRS. BARISH, SECONDED BY MRS. DeALESSI TO APPROVE ITEM #10 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

- F. FACILITIES COMMITTEE  
(Mr. Davin, Mrs. DeAlessi, Mrs. Hatch)

No Action

- G. COMMITTEE OF THE WHOLE

No Action

## VII. COMMITTEE REPORTS

- A. Personnel  
Dr. Pryor reported:
- The Committee met and discussed open positions and anticipated open positions.
  - Non-tenured staff are coming up for review.
- B. Education  
Dr. Pryor reported:
- The Committee had a telephone meeting on Sunday and discussed the Budget.
- C. Policy  
Mrs. DeAlessi reported:
- Committee discussed Exchange Student and School Calendar.
- D. Finance/Budget  
Mrs. Barish reported:
- Committee met and discussed enrollment, tax rate increase and revenues.
  - They also discussed Stonybrook enrollment.
- 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

**VIII. UNFINISHED BUSINESS**

None

**IX. NEW BUSINESS**

None

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

None

**XI. BOARD MEMBER COMMENTS**

Mr. Davin commented that the Board's discussions tonight were beneficial.

**XII. ADJOURNMENT**

MOTION BY DR. PRYOR, SECONDED BY MR. DAVIN TO ADJOURN THE MEETING AT 9:20 P.M.  
MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

Jim Minkewicz  
Board Secretary