

**KINNELON BOARD OF EDUCATION  
WORK SESSION  
KINNELON HIGH SCHOOL AUDITORIUM  
8:00 P.M.  
FEBRUARY 14, 2019**

**MINUTES**

The Work Session Meeting of the Kinnelon Board of Education was held on Thursday, February 14, 2019 at 8:00 p.m. in the Kinnelon High School Auditorium.

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

Mr. Jason DeAlessi, Board President, called the meeting to order at 8:04 p.m. and read the Meeting Notice.

The New Jersey Open Public Meetings Law was enacted to insure 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 provision of the act, the Kinnelon Board of Education has caused notice of this meeting to be published in the Suburban Trends on February 3, 2019, posted in the Kinnelon Public Library, filed with the Borough Clerk and posted on the District web site.

**II. ROLL CALL**

|         |   |
|---------|---|
| PRESENT | Mr. Jason DeAlessi, Board President<br>Dr. Marcy Pryor, Vice-President<br>Mrs. Marianne DeAlessi<br>Dr. Peter Hughes<br>Mrs. Susan Nogaj-Matteson<br>Mr. Michael Petruccelli (arrived at 8:55 p.m.) |
|---------|---|

|        |                     |
|--------|---------------------|
| ABSENT | Mr. Nathan Nussbaum |
|--------|---------------------|

|              |  |
|--------------|--|
| Also Present | Ms. Kerry A. Keane, Business Administrator/Board Secretary<br>Ms. Diane DiGiuseppe, Superintendent |
|--------------|--|

**III. PLEDGE OF ALLEGIANCE**

**IV. CORRESPONDENCE**

None

**V. REPORT OF THE SUPERINTENDENT**

Ms. Diane DiGiuseppe, Superintendent reported:

- February 13<sup>th</sup> was Kiel STEM night and Math in Movement. Stonybrook students also participated. Many High School student groups helped run the programs.
- Mrs. Ciresi, Director of Curriculum, Instruction and Assessment, took several guided study teachers to a reading workshop in Cleveland using Title I Funds.
- Parent academy registration was open tonight.
- Information Session on AP Capstone is open to students and parents in grades 10-12 on March 5<sup>th</sup>.
- "Angst" film for parents is being shown on February 21<sup>st</sup> at 6:30 p.m. The student version will also be shown that week.
- "Life after High School" is being hosted by KPAC.

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

None

## VII. ACTION ITEMS

- A. PERSONNEL COMMITTEE  
(Dr. Pryor, Mrs. Nogaj-Matteson, Mr. Nussbaum)

Agenda Items #1 through #3 represent the Personnel Committee's recommendations. They were voted upon as a group.

### CERTIFIED STAFF

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a revised date of employment for **Michael De Moor**, Replacement English Teacher at Kinnelon High School, effective on January 28, 2019 through on or about April 5, 2019. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.
2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves an increase of 40 minutes per day to 4 hours 5 minutes a day (.60) for **Jeanne Lenthe-Chamberlain** at Pearl Miller School effective February 19, 2019 through June 30, 2019.

### NON-CERTIFIED STAFF

3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Melissa Giacoio** to the position of 10 Month Part-Time Administrative Assistant at Kinnelon High School at a salary of \$23,981, pro-rated, (.5 of Step 6, \$47,962 of the

Administrative Assistant Guide), effective February 11, 2019 through June 30, 2019.

MOTION BY DR. PRYOR, SECONDED BY MRS. NOGAJ-MATTESON TO APPROVE ITEMS #1 THROUGH #3 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

B. POLICY COMMITTEE  
(Mrs. DeAlessi, Mr. Petruccelli, Dr. Hughes)

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

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the **HIB Report** January/February 2019.

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

C. FINANCE COMMITTEE  
(Mrs. Nogaj-Matteson, Dr. Pryor, Mr. DeAlessi)

Agenda Items #1 through #7 represent the Finance Committee's recommendations. They were voted upon as a group.

1. Be it resolved, that the Kinnelon Board of Education accept the **Comprehensive Annual Financial Report** (Audit) for the fiscal year ending June 30, 2018.
2. 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, 2018.
3. Be it resolved, that the Kinnelon Board of Education approve the **Corrective Action Plan** for the 2017-2018 Audit as submitted by the Business Administrator/Board Secretary.
4. Be it resolved, that the Kinnelon Board of Education authorize the Business Administrator to submit a waiver for the **2019-2020 SEMI** (Special Education Medicaid Initiative) requirements of N.J.A.C. 6A:23A-5.3.
5. Be it resolved, that the Kinnelon Board of Education approve the following **resolution**:

**WHEREAS**, as a result of a due process petition filed by the parent of a classified student the Board and the parent reached a settlement agreement; and

**WHEREAS**, the student is no longer attending the agreed upon placement as set forth in the settlement agreement; and

**WHEREAS**, the parties have negotiated a revision to that settlement agreement resolving the entire dispute over the student's placement, and

**WHEREAS**, the Board has determined that the terms of the settlement agreement are in the best interest of the District;

**IT IS HEREBY RESOLVED**, this 14th day of February, 2019 that the Board approves the Settlement Agreement (attached hereto as Exhibit A, *confidential student information*); and

**IT IS FURTHER RESOLVED**, that the Board President and Board Secretary are authorized to execute the Settlement Agreement on behalf of the Board of Education.

6. Be it resolved, that the Kinnelon Board of Education approve a contract with **NJ School Boards/BoardDocs** as our governance organization solution at a cost of \$2,700 for the 2018-2019 school year.
7. 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 amounts as listed on **Finance Attachment A**.

MOTION BY DR. PRYOR, SECONDED BY DR. HUGHES TO APPROVE ITEMS #1 THROUGH #7 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

## VIII. REVIEW OF FEBRUARY 28, 2019 AGENDA

The Board reviewed the motions slated for the February 28, 2019 Board Meeting.

## IX. COMMITTEE REPORTS

- A. Personnel
- B. Education
- C. Policy

Committee met on February 4<sup>th</sup> and discussed:

- BoardDocs
  - Chrome books for use by Board Members
  - Request for Proposals for Attorney and Grant Writer
  - Home School Policy
  - Funding of start-up sports
  - Board Committee Policy #164
  - HIB Policy review
- D. Finance/Budget
- Committee is meeting on February 20<sup>th</sup>
- E. Security/Facilities
- The Committee had a HVAC system meeting at Stonybrook.
- F. Negotiations
- G. Delegates
1. New Jersey School Boards Association  
(Mr. Petruccelli)
  2. Morris County School Boards Association  
(Mrs. DeAlessi)
    - Mrs. DeAlessi and Mr. DeAlessi are representing our district.
  3. Legislative Representative  
(Dr. Hughes)
  4. Morris County Educational Services Commission  
(Mr. Nussbaum)
- H. Coordinating Committee  
(Mr. Nussbaum, Mrs. DeAlessi, Dr. Hughes)
- I. KEA Teacher Liaison Committee  
(Mr. Nussbaum)
- The Committee met on February 13<sup>th</sup> and discussed KEA accounts on Facebook, Twitter, etc.
- J. Kamelot  
(Mr. DeAlessi)
- K. Student Representative  
(Alexa Giacoio)

**X. UNFINISHED BUSINESS**

- Update on the Strategic Plan and School Goals
- School Calendar

**XI. NEW BUSINESS**

None

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

Comments were made regarding:

- School Calendar and the Jewish Holidays
- Requirements for Honor Society at the High School

### **XIII. BOARD MEMBER COMMENTS**

- Dr. Hughes was impressed with the Kinnelon High School weekly updates.
- Dr. Pryor wanted everyone to enjoy the President's weekend break.
- Mr. Petruccelli commented that the Academic Decathlon was great and they will be going to the States.
- Mrs. DeAlessi commented that the calendar should meet our needs without pitting one religion against another.
- Mr. DeAlessi commented that the musical should be good.

### **XIV. ADJOURNMENT**

MOTION BY MRS. NOGAJ-MATTESON, SECONDED BY DR. HUGHES TO ADJOURN THE MEETING AT 9:30 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

Kerry A. Keane  
Board Secretary

REIMBURSEMENT OF EXPENSES FEBRUARY 14, 2019 BOARD MEETING

| LOC  | LAST       | FIRST    | WORKSHOP   | WORKSHOP DATE | REGIS.    | LODG.     | MEALS     | MILEAGE  | TRAVEL/ AIR/RAIL | PARKING TOLLS/ OTHER | MAXIMUM TOTAL |
|------|------------|----------|--|---------------|-----------|-----------|-----------|----------|------------------|----------------------|---------------|
| KIEL | BASKINGER  | REBECCA  | SPRING PE JAM 2019   | 3/15/19       | \$ -      |           |           |          |                  |                      | \$ -          |
| ADM  | CIRESI     | IVONNE   | LSI BUILDING EXPRISE EDUCATORS CONFERENCE  | 6/12-14/19    | \$ 659.00 | \$ 366.00 | \$ 231.00 |          | \$500.00         | \$170.00             | \$1,926.00    |
| PRM  | CROMWELL   | MICHELLE | 2019 NJASC ADVISORS CONFERENCE   | 3/18/19       | \$ 30.00  |           |           |          |                  |                      | \$ 30.00      |
| ADM  | DIGIUSEPPE | DIANE    | TECHSPO 2019 (TITLE II FUNDING) (REVISED FROM 1/24/19)                                       | 1/31 & 2/1/19 | \$ 500.00 | \$ 188.00 | \$ 165.00 | \$ 91.14 |                  | \$20.00              | \$ 964.14     |
| ADM  | FISHER     | MICHELE  | NJ TIERED SYSTEM OF SUPPORT TOOLKIT FOR SCHOOLS (TITLE II FUNDING)                           | 2/25/19       | \$ 145.00 |           |           |          |                  |                      | \$ 145.00     |
| SPED | FOSTER     | LORI     | BREAKTHROUGHS IN COUNSELING EFFECTIVENESS  | 2/8/19        | \$ -      |           |           |          |                  |                      | \$ -          |
| SPED | FOSTER     | LORI     | TOP 6 COGNITIVE BEHAVIORAL STRATEGIES FOR FACILITATING EMOTIONAL & BEHAVIORAL CHANGE         | 4/5/19        | \$ -      |           |           |          |                  |                      | \$ -          |
| SB   | GENNAT     | LAURA    | EM MATH FORUM  | 12/12/19      | \$ -      |           |           |          |                  |                      | \$ -          |
| HS   | GORMLEY    | MONICA   | COUNSELOR FLY IN - ADMISSIONS PROGRAM AT GEORGE MASON UNIVERSITY                             | 3/24-26/19    | \$ -      |           |           |          |                  |                      | \$ -          |
| PRM  | JECZO      | KAREN    | 2019 NJASC ADVISORS CONFERENCE   | 3/18/19       | \$ 30.00  |           |           |          |                  |                      | \$ 30.00      |
| ADM  | KEANE      | KERRY    | NJSBA SCHOOL FINANCE CONFERENCE  | 2/21/19       | \$ 99.00  |           |           |          |                  |                      | \$ 99.00      |
| ADM  | MULHOLLAND | JODI     | TCRWP CONVERSATION FOR NJ LEADERS  | 2/13/19       | \$ -      |           |           |          |                  |                      | \$ -          |
| HS   | OLSON      | MELANIE  | PEARSON K-12 MATH SYMPOSIUM  | 2/21/19       | \$ -      |           |           |          |                  |                      | \$ -          |
| PRM  | PUZZO      | ALYSON   | VAPING: THE IMPACT ON STUDENTS AND SCHOOLS   | 1/13/19       | \$ -      |           |           |          |                  |                      | \$ -          |
| ADM  | REED       | CORDE'   | THE COLUMBIA-SUICIDE SEVERITY RATING SCALE: SAVING LIVES AND PROTECTING LIABILITY IN SCHOOLS | 4/5/19        | \$ -      |           |           |          |                  |                      | \$ -          |
| ADM  | REED       | CORDE'   | NJ SPECIAL EDUCATION ANNUAL SUMMIT   | 2/12/19       | \$ 149.00 |           |           |          |                  |                      | \$ 149.00     |
| ADM  | REED       | CORDE'   | CRISIS COMMUNICATION WORKSHOP  | 3/8/19        | \$ -      |           |           |          |                  |                      | \$ -          |
| SB   | SCULLY     | CHARLEEN | NAEA NATIONAL CONVENTION   | 3/14-15/19    | \$ 175.00 |           |           |          |                  |                      | \$ 175.00     |

[illegible]



REPORT OF AUDIT  
KINNELON BOROUGH SCHOOL DISTRICT  
COUNTY OF MORRIS  
FISCAL YEAR ENDED JUNE 30, 2018  
SUMMARY

KINNELON BOROUGH SCHOOL DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SUMMARY  
JUNE 30, 2018

|   | General<br>Fund     | Special<br>Revenue<br>Fund | Total<br>Governmental<br>Funds |
|---|---------------------|----------------------------|--------------------------------|
| <b>ASSETS</b>                                 |                     |                            |                                |
| Cash and Cash Equivalents                     | \$ 1,207,387        |                            | \$ 1,207,387                   |
| Receivables From State Government             | 617,399             |                            | 617,399                        |
| Receivables From Federal Government           | 240                 | \$ 18,914                  | 19,154                         |
| Other Receivables                             |                     | 22,148                     | 22,148                         |
| Interfunds Receivable                         | 19,255              |                            | 19,255                         |
| Restricted Cash and Cash Equivalents          | 1,974,882           |                            | 1,974,882                      |
| Total Assets                                  | <u>\$ 3,819,163</u> | <u>\$ 41,062</u>           | <u>\$ 3,860,225</u>            |
| <b>LIABILITIES AND FUND BALANCES</b>          |                     |                            |                                |
| Liabilities:                                  |                     |                            |                                |
| Payable to State Government                   |                     | \$ 1,176                   | \$ 1,176                       |
| Payable to Federal Government                 |                     | 453                        | 453                            |
| Interfund Payable                             | \$ 10,607           | 15,245                     | 25,852                         |
| Unearned Revenue                              |                     | 24,188                     | 24,188                         |
| Total Liabilities                             | <u>10,607</u>       | <u>41,062</u>              | <u>51,669</u>                  |
| Fund Balances:                                |                     |                            |                                |
| Restricted for:                               |                     |                            |                                |
| Capital Reserve                               | 1,974,882           |                            | 1,974,882                      |
| Excess Surplus - Current Year                 | 178,367             |                            | 178,367                        |
| Assigned:                                     |                     |                            |                                |
| Designated For Subsequent Year's Expenditures | 40,000              |                            | 40,000                         |
| Year-end Encumbrances                         | 785,275             |                            | 785,275                        |
| Unassigned                                    | 830,032             |                            | 830,032                        |
| Total Fund Balances                           | <u>3,808,556</u>    |                            | <u>3,808,556</u>               |
| Total Liabilities and Fund Balances           | <u>\$ 3,819,163</u> | <u>\$ 41,062</u>           | <u>\$ 3,860,225</u>            |

KINNELON BOROUGH SCHOOL DISTRICT  
STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018

|   | General<br>Fund | Special<br>Revenue<br>Fund | Debt<br>Service<br>Fund | Total<br>Governmental<br>Funds |
|---|-----------------|----------------------------|-------------------------|--------------------------------|
| REVENUE:                                  |                 |                            |                         |                                |
| Local Sources:                            |                 |                            |                         |                                |
| Local Tax Levy                            | \$ 35,415,067   |                            | \$ 2,100,548            | \$ 37,515,615                  |
| Tuition                                   | 65,469          |                            |                         | 65,469                         |
| Interest Earned                           | 7,904           |                            |                         | 7,904                          |
| Miscellaneous                             | 160,820         | \$ 43,409                  |                         | 204,229                        |
| Total - Local Sources                     | 35,649,260      | 43,409                     | 2,100,548               | 37,793,217                     |
| State Sources                             | 7,589,772       | 3,836                      | 65,633                  | 7,659,241                      |
| Federal Sources                           | 4,790           | 460,446                    |                         | 465,236                        |
| Total Revenue                             | 43,243,822      | 507,691                    | 2,166,181               | 45,917,694                     |
| EXPENDITURES:                             |                 |                            |                         |                                |
| Current:                                  |                 |                            |                         |                                |
| Regular Instruction                       | 11,784,348      | 45,402                     |                         | 11,829,750                     |
| Special Education Instruction             | 3,394,516       | 50,721                     |                         | 3,445,237                      |
| Other Special Instruction                 | 489,767         |                            |                         | 489,767                        |
| Other Instruction                         | 953,095         |                            |                         | 953,095                        |
| Support Services and Undistributed Costs: |                 |                            |                         |                                |
| Tuition                                   | 1,273,251       | 379,999                    |                         | 1,653,250                      |
| Student & Instruction Related Services    | 5,211,897       | 31,569                     |                         | 5,243,466                      |
| General Administrative Services           | 573,271         |                            |                         | 573,271                        |
| School Administrative Services            | 1,757,041       |                            |                         | 1,757,041                      |
| Central Services                          | 397,151         |                            |                         | 397,151                        |
| Administrative Information Technology     | 97,240          |                            |                         | 97,240                         |
| Plant Operations and Maintenance          | 3,013,419       |                            |                         | 3,013,419                      |
| Pupil Transportation                      | 2,167,212       |                            |                         | 2,167,212                      |
| Unallocated Benefits                      | 11,044,224      |                            |                         | 11,044,224                     |
| Debt Service:                             |                 |                            |                         |                                |
| Principal                                 |                 |                            | 1,410,000               | 1,410,000                      |
| Interest and Other Charges                |                 |                            | 756,181                 | 756,181                        |
| Capital Outlay                            | 723,810         |                            |                         | 723,810                        |
| Total Expenditures                        | 42,880,242      | 507,691                    | 2,166,181               | 45,554,114                     |
| Excess of Revenue Over Expenditures       | 363,580         |                            |                         | 363,580                        |
| Fund Balance — July 1                     | 3,444,976       |                            |                         | 3,444,976                      |
| Fund Balance — June 30                    | \$ 3,808,556    | \$ -0-                     | \$ -0-                  | \$ 3,808,556                   |

KINNELON BOROUGH SCHOOL DISTRICT  
SUMMARY  
FISCAL YEAR ENDED JUNE 30, 2018  
(Continued)

It is recommended that:

2.     Administrative Practices and Procedures  
  
None
2.     Financial Planning, Accounting and Reporting  
  
None
3.     School Purchasing Program  
  
None
4.     School Food Service  
  
None
5.     Student Body Activities  
  
None
6.     Application for State School Aid  
  
None
7.     Pupil Transportation  
  
None
8.     Facilities and Capital Assets  
  
None
9.     Travel Expense and Reimbursement Policy  
  
All detailed supporting documentation be obtained prior to the release of travel expense reimbursements.
10.    Status of Prior Year's Findings/Recommendations  
  
There were no prior year findings.

# **CORRECTIVE ACTION PLAN**

NAME OF SCHOOL Kinnelon BOE COUNTY: Morris

TYPE OF AUDIT Comprehensive Annual Financial Report (CAFR)

DATE OF BOARD MEETING 02/14/19

CONTACT PERSON KERRY A. KEANE

TELEPHONE NUMBER 973-838-1418

| RECOMMENDATION<br>NUMBER | CORRECTION                      |  | METHOD OF<br>IMPLEMENTATION | PERSON<br>RESPONSIBLE FOR<br>IMPLEMENTATION | COMPLETION<br>DATE OF<br>IMPLEMENTATION |
|--------------------------|---------------------------------|--|-----------------------------|---|---|
|                          | ACTION APPROVED<br>BY THE BOARD |  |                             |   |   |

|   |  |   |                      |            |
|---|--|---|----------------------|------------|
| 2 | All enrichment PO"s and checks will be made out to the same Vendor name, based upon Invoice,using correct tax id # | review all enrichment invoices closely to ensure invoice, PO and Check vendor matches the Tax ID on file. | School Business Adm. | 12/31/2018 |
|---|--|---|----------------------|------------|

|   |  |  |   |                      |
|---|--|--|---|----------------------|
| 9 | Travel reimbursements are not approved for payment until the post travel report is completed in MyLearningPlan | Requests are denied or sent back to staff without proper documentation. A/P instructed of the same procedure | School Business Adm.<br>Accounts Payable. | 12/1/2019<br>ongoing |
|---|--|--|---|----------------------|

CHIEF SCHOOL ADMINISTRATOR/DATE \_\_\_\_\_

SCHOOL BUSINESS ADMINISTRATOR/DATE \_\_\_\_\_