

**KINNELON BOARD OF EDUCATION  
COMBINED WORK SESSION/REGULAR MEETING  
KINNELON HIGH SCHOOL AUDITORIUM  
8:00 P.M.  
DECEMBER 13, 2018**

**MINUTES**

The Combined Work Session/Regular Meeting of the Kinnelon Board of Education was held on Thursday, December 13, 2018 at 8:00 p.m. in the Kinnelon High School Auditorium.

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

Mrs. Marianne DeAlessi, Board President, called the meeting to order at 8:00 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 January 17, 2018, posted in the Kinnelon Public Library, filed with the Borough Clerk and posted on the District web site.

**II. ROLL CALL**

PRESENT	Marianne DeAlessi, Board President Dr. Marcy Pryor, Vice President Jason DeAlessi Susan Nogaj-Matteson Nathan Nussbaum Michael Petruccelli
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ABSENT	Jemi Gillen-Ruth
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ALSO PRESENT	Kerry A. Keane, Business Administrator/Board Secretary Diane DiGiuseppe, Superintendent
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**III. PLEDGE OF ALLEGIANCE**

**IV. ROUTINE MATTERS**

A. Approval of Minutes

1. November 29, 2018 Combined Work Session/Regular Meeting

MOTION BY DR. PRYOR, SECONDED BY MR. PETRUCCELLI TO APPROVE THE MINUTES AS PRESENTED. MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

YES            Mr. DeAlessi  
                  Mr. Nussbaum  
                  Mr. Petruccelli  
                  Dr. Pryor  
                  Mrs. DeAlessi

ABSTAIN      Mrs. Nogaj-Matteson

ABSENT        Mrs. Gillen-Ruth

Mr. John Mooney, Auditor from Nisivoccia & Company, presented the 2017-2018 Audit and explained that the lateness of the audit is because they are waiting for numbers from the State, which will not be available until late February or early March. The day-to-day numbers will not change. Our surplus is \$600 thousand more than last year. Excess surplus of \$178 thousand must be used in the 2020-2021 budget. Debt is being paid down. Food services profit is down a little from last year and Enrichment numbers are up some. There will be a recommendation in the audit on the travel reimbursements.

**V. SUPERINTENDENT'S UPDATE**

Ms. DiGiuseppe reported on the following:

- The High School and Pearl Miller choir/band concerts were great. The new music teacher, Mrs. Wallace was great with the Pearl Miller children.
- Kinnelon was one of the school districts named to the AP Honor Roll. Twenty-seven percent of our students are taking AP Exams.

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

None

**VII. REPORT OF THE SUPERINTENDENT**

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

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

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **Field Trips** for the 2018-2019 school year:

Lyons Veterans Hospital	Give Back Club	Kinnelon High School
Sterling Hill Mine	4 <sup>th</sup> Grade Classes	Stonybrook School

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves Kinnelon High School **Mind and Wellness Club** for the 2018-2019 school year.
3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves Kinnelon High School **Gay-Straight Alliance Club** for the 2018-2019 school year.

Mr. DeAlessi commented that he was excited to see the Gay-Straight Alliance Club back again from 2012.

MOTION BY DR. PRYOR, SECONDED BY MR. PETRUCCELLI TO APPROVE ITEMS #1 THROUGH #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 student #221765 to attend **Essex Valley School** at a per diem rate of \$379.99, effective on or about December 18, 2018 through June 30, 2019.

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

- B. NEGOTIATIONS COMMITTEE  
(Mr. Petrucelli, Mrs. Nogaj-Matteson, Mrs. Gillen-Ruth)

No Action

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

Agenda Items #1 through #17 represent the Personnel Committee's recommendations. They were voted upon as a group.

## CERTIFIED STAFF

## RESIGNATIONS/RETIREMENTS/LEAVE OF ABSENCE

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approved a revised Maternity Leave of Absence date for **Jacqueline Bagarozza** to December 14, 2018 through February 21, 2019 using

40 available sick days and a Leave of Absence without pay for the purpose of child rearing under the New Jersey Family Leave Act from the period February 22, 2019 through June 30, 2019.

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approved a revised Maternity Leave of Absence date for **Emily Toal** for the period January 17, 2019 through March 20, 2019 using 40 available sick days and 3 personal days and a Leave of Absence without pay for the purpose of child rearing under the New Jersey Family Leave Act from the period March 21, 2019 through June 30, 2019.

## TRANSFERS

## APPOINTMENTS

3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **John O'Shea** to the position of Replacement Mathematics Teacher at Kinnelon High School, B.A. Degree, Step 1, at a salary of \$52,267(pro-rated), effective December 14, 2018 through June 30, 2019. 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 an extended part time employment contract to Pearl Miller School Music Replacement Teacher, **David Iacoviello**, .35 of B.A. Degree, Step 1, \$52,267, at a salary of \$18,293, from December 5, 2018 through December 21, 2018.

## ADDITIONAL ASSIGNMENTS

5. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves payment to **David Iacoviello** for an additional 4 hours 20 minutes on December 11 and 12, 2018 at his contracted rate of pay of \$38.26 not to exceed \$331.32.
6. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves payment to the following teachers for attending full time **In-Service** on January 21, 2019 at their contracted hourly rate of pay:

Karen Baker	2 hours	\$55.15/hour	not to exceed \$110.30
Rebecca Baskinger	52 minutes	\$55.53/hour	not to exceed \$ 47.75
Meredith Pitts	2 hours	\$52.75/hour	not to exceed \$105.50
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Jackie Gesualdo	2 hrs.10 min.	\$52.75/hour	not to exceed \$113.94

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Cathleen McKenna	2 hours	\$67.56/hour	not to exceed \$135.12
Stacey Poulas	2 hours	\$62.70/hour	not to exceed \$125.40
Nicole Quinn	2 hours	\$67.56/hour	not to exceed \$135.12
Karen Stroczyński	1 hr. 52 min.	\$50.80/hour	not to exceed \$ 94.48

7. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Lisa Nafash** as a volunteer advisor for the Mind and Wellness Club for the 2018-2019 school year.
8. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Danielle Wysocki** as a volunteer advisor for the Gay-Straight Alliance Club for the 2018-2019 school year.

**NON-CERTIFIED STAFF**

**RESIGNATIONS/RETIREMENTS/ LEAVE OF ABSENCE**

9. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Bernadette DeMaio**, Administrative Assistant, for the purpose of retirement, effective March 31, 2019.

**TRANSFERS**

**APPOINTMENTS**

10. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Timothy Csakvary** to a Maintenance position at a total salary of \$44,561, (\$40,561, Step 7 of the Custodial/Maintenance Guide, plus a \$3,000 Maintenance Stipend and a \$1,000 Black Seal License Stipend), prorated, effective December 15, 2018 through June 30, 2019.
11. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Carol Sventy** as a Support Staff worker for the Kinnelon After School Enrichment Program for 66 hours at a rate of \$29.32 per hour (\$1,935.12) and for 9.75 hours of Computer Assistance at a rate of \$12.00 per hour (\$117) for the period October 1, 2018 through December 12, 2018.

**COACHES/SUBSTITUTES/INTERNS/STUDENT TEACHERS/HOME INSTRUCTORS**

12. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Nick Stokes** to the position of

Girls Varsity Soccer Coach at Kinnelon High School, Step 3 of the Coaches Guide, at a stipend of \$8,750 for the 2019-2020 school year.

13. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Dan Clark** to the position of Varsity Baseball Coach at Kinnelon High School, Step 2 of the Coaches Guide, at a stipend of \$8,571 for the 2018-2019 school year. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.
14. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Alec Roman** to the position of Assistant Fencing Coach at Kinnelon High School, Step 2 of the Coaches Guide, at a stipend of \$4,747 for the 2018-2019 school year. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.
15. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Megan Madison** to the position of Varsity Girls' Lacrosse Coach at Kinnelon High School, Step 1 of the Coaches Guide, at a stipend of \$8,391 for the 2018-2019 school year. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.
16. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Greg Dalakian** to the position of Kinnelon High School Co-Curricular Musical Dramatic Director - Spring at a stipend of \$3,842 for the 2018-2019 school year.
17. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Greg Dalakian** to the position of Kinnelon High School Co-Curricular Musical Vocal Director – Spring at a stipend of \$2,765 for the 2018-2019 school year.

MOTION BY DR. PRYOR, SECONDED BY MR. PETRUCCELLI TO APPROVE ITEMS #1 THROUGH #17 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Items #18 through #24 were added to the Agenda. They were voted upon as a group.

**CERTIFIED STAFF**

**ADDITIONAL ASSIGNMENTS**

18.The Kinnelon Board of Education, upon the recommendation of the superintendent approves payment to **Kathleen Minervini** for one hour of additional Home Programming at a rate of \$52.26 per hour, for student #02015 as per the IEP.

19.The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves payment to the following teachers for 1 hour of preparation time to facilitate workshops on the **In Service Day**, January 21, 2019 at a rate of \$52.26 per hour.

Nino Capra - CPR Workshop

Hope Kowalski - Google Classroom

Adam Smith - Google Classroom

20.Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Hope Kolowski** to the position of Kinnelon High School Co-Curricular Environmental Club Advisor at a stipend of \$1,023 for the 2018-2019 school year.

21.Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Maria Fiuza** to the position of Kinnelon High School Co-Curricular Animal Activist Club Advisor at a stipend of \$1,207 for the 2018-2019 school year.

**NON-CERTIFIED STAFF**

**APPOINTMENTS**

22.The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following **KED staff** for the 2018-2019 school year:

Katie Smeilus	KED Aide	\$10.00/hour
Trevor DeLello	Kids Korner Staff	\$8.98/hour
Mackenzie Darcey	Kids Korner Staff	\$8.92/hour

**COACHES/SUBSTITUTES/INTERNS/STUDENT TEACHERS/HOME INSTRUCTORS**

23. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **Substitute School Nurse** daily rate of pay from \$165/day to \$200/day effective January 1, 2019.

24. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following to the position of **Substitute Teachers** for the 2018-2019 school year. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education:

Jenna Triano  
Cheryl Metz

Substitute Certificate  
Substitute Certificate

Lauren Miller Teaching Certificate

MOTION BY DR. PRYOR, SECONDED BY MR. PETRUCCELLI TO APPROVE ITEMS #18 THROUGH #24 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

D. POLICY COMMITTEE  
(Mr. DeAlessi, Mr. Petrucelli, Mr. Nussbaum)

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

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the **HIB Report** November/December 2018.

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

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

Agenda Items #1 through #10 represent the Finance Committee's recommendations. They were voted upon as a group.

1. Be it resolved, that the Kinnelon Board of Education approve the **Treasurer's Report** for the month of November 2018.
2. Be it resolved, that the Kinnelon Board of Education approve the **Secretary's Report** for the month of November 2018.
3. Be it resolved, that the Kinnelon Board of Education approve the **Budget Transfers** for the month November 2018.



4. **Secretary's Certification of Budgetary Line Items**

Pursuant to N.J.S.A. 18A 17-9, I certify that as of December 13, 2018, 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 approve the Bill List-File Reference 18/19 – 5A.

Disbursements paid by EFT #999387 thru #999390 \$1,205,716.22

Disbursements paid by Hand Check #40101 &  
#40102 \$ 452,017.56

Total Disbursements for November 30, 2018 \$1,657,733.78

- b. Be it resolved, that the Kinnelon Board of Education approve the Bill List-File Reference 18/19 – 6.

Total Disbursements paid by Computer  
Checks #40106 thru #40338 \$1,077,092.63

Disbursements by Hand Check \$ -0-

Total Disbursements paid by EFT #999391 thru  
#999392 \$ 5,298.10

Total Disbursements for December 13, 2018 \$1,082,390.73

Void Check #39370

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**.

8. Be it resolved, that the Kinnelon Board of Education accept the **KEHSA Mini Grants** as listed on **Finance Attachment B**.
9. Be it resolved, that the Kinnelon Board of Education accept a **Book Grant** from **KEHSA** for the 2018-2019 school year, in the amount of \$5,000, for the Kiel school.
10. Be it resolved, that the Kinnelon Board of Education dispose of the following **obsolete equipment**:

Mitsubishi Projector

Asset Tag #05035

MOTION BY MRS. NOGAJ-MATTESON, SECONDED BY MR. DeALESSI TO APPROVE ITEMS #1 THROUGH #10 AS PRESENTED. MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

YES	Mr. DeAlessi Mrs. Nogaj-Matteson (Voted NO on #6b Check #40306) Mr. Nussbaum Mr. Petruccelli Dr. Pryor Mrs. DeAlessi
NO	None

- F. FACILITIES AND SECURITY COMMITTEE  
(Mr. DeAlessi, Mrs. DeAlessi, Mrs. Gillen-Ruth)

No Action

- G. COMMITTEE OF THE WHOLE

No Action

## VIII. COMMITTEE REPORTS

- A. Personnel
- B. Education
  - Committee will meet next Tuesday
- C. Policy

- D. Finance/Budget
  - The Audit was healthy and the Budget appropriate
- E. Security/Facilities
  - Crosswalk from Pearl Miller to High School
- F. Negotiations
- G. Delegates
  1. New Jersey School Boards Association  
(Mr. Petruccelli)
  2. Morris County School Boards Association  
(Mr. DeAlessi)
  3. Legislative Representative  
(Mr. DeAlessi)
  4. Morris County Educational Services Commission  
(Mr. Nussbaum)
- H. Coordinating Committee  
(Mr. Nussbaum, Mrs. DeAlessi, Mr. Petruccelli)
- I. Teacher Liaison Committee  
(Mrs. Gillen Ruth)
  - Wants to set up a meeting to discuss the problem with substitutes.
- J. Kamelot  
(Mrs. DeAlessi)
  - Mrs. Russo is trying to get it back up and running.
- K. Student Representative  
(Alexa Giacoio)

**IX. UNFINISHED BUSINESS**

None

**X. NEW BUSINESS**

None

**XI. CORRESPONDENCE**

None

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

None

### XIII. BOARD MEMBER COMMENTS

Comments were made regarding:

- Mr. Petruccelli mentioned that the High School Band and Pearl Miller Concerts were great.
- Mrs. Nogaj-Matteson wished everyone a Happy New Year.
- Mr. Nussbaum mentioned how much he has enjoyed his first year on the Board
- Mr. DeAlessi enjoyed the TREPS program.
- Dr. Pryor also mentioned that the children do a great job with the TREPS program. She also wished everyone a Happy New Year.
- Mrs. DeAlessi thanked everyone for their hard work this year.

### XIV. ADJOURNMENT

MOTION BY MR. PETRUCCELLI, SECONDED BY DR. PRYOR TO ADJOURN THE MEETING AT 9:05 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 DECEMBER 13, 2018 BOARD MEETING

LOC	LAST	FIRST	WORKSHOP	WORKSHOP DATE	REGIS.	LODG.	MEALS	MILEAGE	TRAVEL/ AIR/RAIL	PARKING TOLLS/ OTHER	MAXIMUM TOTAL
ADM	CIRESI	IVONNE	STRATEGIES AND STRUCTURES FOR TEACHING READING AND WRITING (TITLE II FUNDING)	2/28/19	\$ 209.00						\$ 209.00
ADM	DI GIUSEPPE	DIANE	THE POWER OF LEGAL INFORMATION GOVERNANCE (TITLE II FUNDING)	1/24/19	\$ 150.00						\$ 150.00
SPED	DUNN	LISA	BERGEN COUNTY PROJECT SEARCH SCHOOL DISTRICT STAFF INFORMATION SESSION	12/10/18	\$ -						\$ -
SB	GARDBERG	AMY	THE BIGGEST LABSITE EVER: LEARN STATE OF THE ART METHODS AND TOOLS FOR SMALL GROUPS	12/14/18	\$ -						\$ -
SPED	HILL	SUSAN	TCRWP	12/6/18							
HS	HORN	LESLIE	10TH ANNUAL SPECIAL EDUCATION AND MATHEMATICS CONFERENCE	2/1/19							
ADM	MONGON	MARK	LEGAL ONE: HOT ISSUES IN SCHOOL LAW	3/27/19							
KIEL	PARENT	RACHAEL	EVERYDAY MATH ROUNDTABLE MEETING	5/6/19	\$ -						\$ -
ADM	PUZZO	ALYSON	THE PRINCIPALS SURVIVAL GUIDE	12/5/18	\$ 179.00						\$ 179.00
HS	RACINE	STEVEN	MORRIS COUNTY GIRSL SOCCER COACHES ASSOCIATION ALL-COUNTY BANQUET	1/30/19	\$ -						\$ -
KIEL	SHERMAN	ASHLEY	USING ASSESSMENTS TO DRIVE YOUR PHONICS INSTRUCTION AND YOUR SMALL GROUP WORK	12/12/18	\$ -						\$ -
SB	TENGA	JOY	THE ANXIETY AND STRESS MANAGEMENT SPECIALIST ONLINE TRAINING	1/17/19	\$ -						\$ -
				12/5/18	\$ -						\$ -
				12/17/18	\$ -						\$ -
				12/14/18	\$ 99.00						\$ 99.00
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