

**KINNELON BOARD OF EDUCATION  
REGULAR MEETING  
KINNELON HIGH SCHOOL NEW CAFE  
7:00 P.M.  
APRIL 25, 2023**

**MINUTES**

The Regular Meeting of the Kinnelon Board of Education was held on Tuesday, April 25, 2023 at 7:00 P.M. in the Kinnelon High School Auditorium.

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

Mrs. Jean Donaldson, Board President, called the meeting to order at 7:04 pm and read the Meeting Notice.

The New Jersey Open Public Meetings Law was enacted to ensure 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 22, 2023, posted in the Kinnelon Public Library, filed with the Borough Clerk and posted on the District web site.

**II. ROLL CALL**

PRESENT	Mrs. Jean Donaldson, Board President Mr. Michael Petruccelli, Vice President Mr. Jonathan Eisenmenger Mrs. Dana Leonard Mr. Carl Myers Mrs. Kelly Parrella Mrs. Jennifer Portman
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ABSENT	None
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ALSO PRESENT	Kerry A. Keane, Business Administrator/Board Secretary David C. Mango, Superintendent
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**III. CLOSED SESSION AS NEEDED**

**IV. PLEDGE OF ALLEGIANCE**

**V. ROUTINE MATTERS**

A. Approval of Minutes

1. March 7, 2023 Special Public Meeting Minutes
2. March 7, 2023 Executive Session Minutes
3. March 20, 2023 Tentative Budget Minutes
4. March 20, 2023 Executive Session Minutes
5. March 28, 2023 Regular Meeting Minutes

**MOTION BY MR. PETRUCELLI, SECONDED BY MR. EISENMENGER TO APPROVE THE MINUTES AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.**

**VI. STUDENT REPRESENTATIVE**

(Kristina Haviland) reported on:

- Kiel
  - o On April 6<sup>th</sup> the Wacky Science Show took place
  - o The Poison Control Poster Contest is underway
  - o Field Day will take place on June 5<sup>th</sup>
  - o Food Pantry can collection
  - o Social Studies lesson on King Charles Coronation
  - o Warm Up Day for Kindergarten will take place on May 9<sup>th</sup>
  - o The Art Show is coming up on May 22<sup>nd</sup>
- Stonybrook
  - o The 5<sup>th</sup> Grade Honors Band concert will take place on May 5<sup>th</sup>
  - o Pennies for Patients finished on April 15<sup>th</sup>
  - o Pen Pals with Cedar Crest
  - o Wear Red Day is coming up on May 21<sup>st</sup>
  - o April 26<sup>th</sup> will be the field trip to Waterloo Village
- Pearl R. Miller
  - o April 21<sup>st</sup> the Science Research took place
  - o The 7<sup>th</sup> and 8<sup>th</sup> grade dance will take place on April 28<sup>th</sup>
  - o On May 5<sup>th</sup> the Spring Musical will take place
- Kinnelon High School
  - o April 28<sup>th</sup> will be College Sweatshirt Day
  - o Allied Health White Coats

**VII. SUPERINTENDENT'S UPDATE**

1. "Give Back Day" - Friday, May 26, 2023
2. Kiel & Stonybrook School Principal Forum, May 9, 2023
3. Welcome Mrs. Lauren Thomas, Director of Curriculum, Instruction & Assessment
4. Curriculum Focus Group Meeting, May 11, 2023
5. Teacher on Assignment Recognition
6. PRM ELA Honors, Mrs. Jeczko & Mrs. Vanderzee
7. West Point Parachute Team Community Event, September 14, 2023, Mr. Doty
8. 23-24 Administrative Restructure
9. Security Vision/Future Security Forums

DISCUSSION: Mrs. Donaldson commented on all the hard work the Administrators did for the budget.

## **VIII. COMMITTEE REPORTS**

- A. Finance, Facilities and Security  
(Mrs. Donaldson, Chair)
  - The committee has met five times this year. Spoke about increasing the Pre-K tuition. Shout out to Mr. Shivas in regards to the Security Vision. Full Day Kindergarten will take place and received the county approvals.
- B. Personnel and Negotiations  
(Mr. Petruccelli, Chair)
  - Discussed observation model, new Director of Curriculum and Instruction and the Paraprofessionals.
- C. Education and Student Activities  
(Mrs. Parrella, Chair)
  - William Paterson Dual Enrollment Calculus classes. Spoke about the Gifted and Talented program and the ELA program at Pearl R. Miller.
- D. Policy  
(Mr. Eisenmenger, Chair)
  - 1<sup>st</sup> reading on controversial issue and new policy alert.
- E. Delegates
  - 1. New Jersey School Boards Association  
(Mr. Petruccelli)
    - o Leadership Conference on May 17<sup>th</sup>
  - 2. Morris County School Boards Association  
(Mrs. Leonard)
    - o Board of Education training will take place. Playground grants and Mr. Petruccelli was recognized at the May 4<sup>th</sup> dinner.
  - 3. Legislative Representative  
(Mr. Eisenmenger)
  - 4. Morris County Educational Services Commission  
(Mrs. Parrella)
- F. Community Relations and KEA Liaison  
(Mr. Petruccelli - Chair)
  - Meeting will take place on May 1<sup>st</sup>
- G. K-Cares  
(Mrs. Portman)
  - Meeting will take place on April 25<sup>th</sup>
- H. Kinnelon Education Foundation  
(Mr. Myers)

## **IX. PETITIONS AND HEARINGS OF CITIZENS – AGENDA ITEMS**

## **X. AGENDA ITEMS**

**A. FINANCE, FACILITIES AND SECURITY COMMITTEE**

(Mrs. Donaldson - Chair, Mr. Eisenmenger, Mr. Myers)

Agenda Items #1 through #17 represents the Finance, Facilities and Security 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 March 2023.
2. Be it resolved, that the Kinnelon Board of Education approve the **Secretary's Report** for the month of March 2023.
3. Be it resolved, that the Kinnelon Board of Education approves the **Budget Transfers** for the month of March 2023.
4. **Secretary's Certification of Budgetary Line Items**

Pursuant to N.J.S.A. 18A 17-9, I certify that as of April 25, 2023, 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 22/23 - 10.

**Student Activity Account (Fund 95)**

Total Disbursements paid by check #95042523

Covers actual Ck#10668 thru Ck#10699 & #4252023 \$36,347.05

**Cafeteria Account (Fund 60)**

Total Disbursements paid by  
check #1312 thru Ck#1311

\$67,522.60

**Agency Account (Fund 91)**

Total Disbursements paid by ck #911837 thru #911840  
#911842 thru #911856, and #913159

\$533,506.60

- b. Be it resolved, that the Kinnelon Board of Education approve the Bill List - File Reference 22/23-9A.

Total Disbursements paid by Computer  
Check #51726

\$7,322.52

Total Disbursements paid by Hand Check #51727, #70033023 and #03292023	\$679,647.15
Total Disbursements paid by EFT #999868 thru #999871	\$1,338,628.96
Total Disbursements for March 31, 2023	\$2,025,598.63

- c. Be it resolved, that the Kinnelon Board of Education approve the Bill List - File Reference 22/23-10.

Total Disbursements paid by Computer Check #51728 thru #51895	\$915,488.27
Total Disbursements paid by Hand Check #70041523	\$2,904.15
Total Disbursements paid by EFT #999872 thru #999878	\$1,430,118.19
Total Disbursements for April 25, 2023	\$2,348,510.61

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, Facilities and Security Attachment A**.
8. Be it resolved, that the Kinnelon Board of Education accepts the **March 2023 Emergency Drill Report**, as per **Finance, Facilities and Security Attachment B**.
9. Be it resolved, that the Kinnelon Board of Education approve participation in the **National and State School Lunch Program** for the 2023-2024 school year.
10. Be it resolved, that the Kinnelon Board of Education approve **lunch pricing** for the **2023-2024** school year as follows:

Elementary	\$3.75
Middle School	\$4.00
High School	\$4.25

11. Be it resolved, that the Kinnelon Board of Education, in the County of Morris, State of New Jersey, approves membership in the **New Jersey State Interscholastic Athletic Association for the 2023-2024** school year and adopts as its own policy and agrees to be governed by the Constitution, Bylaws, Rules and Regulations of the NJSIAA, pursuant to N.J.S.A.18A:11-3.

12. **Whereas**, the Kinnelon School District currently offers a 3/4-day Kindergarten Program; and

**Whereas**, the Superintendent has recommended offering a full-day program for Kindergarten students; and

**Whereas**, the Kinnelon Board of Education has tasked the administration to conduct a feasibility study to convert the 3/4-day program to a full-day program within the restrictions of the statutory 2% property tax levy cap and proposed 2023-2024 School Budget; and,

**Whereas**, it was determined there is considerable interest and significant academic and developmental benefits in expanding the offering to a full-day program for students, which can be adequately funded within the proposed Budget; and,

**Therefore**, Be it Resolved that Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the implementation of **full-day Kindergarten at Kiel School** to Kindergarten students beginning with the start of the 2023- 2024 School Year.

13. Be it resolved, that the Kinnelon Board of Education approve school transportation contract renewals with **Jordan Transportation** for the following bus routes for the 2023-2024 school year:

- 50 \$61,920.00
- PreK-1 \$42,300.00
- PreK-2 \$42,300.00

This represents a 5.86% increase, the approved CPI rate, over the 2022-2023 school year.

14. Be it resolved, that the Kinnelon Board of Education approve the **Pre-School Inclusion Program** enrollment fee of \$400 per month or \$4,000 per year for the ½ day 10 month program for the 2023-2024 school year.
15. Be it resolved, that the Kinnelon Board of Education approve the **Proposal for Professional Services for Facility Assessments** as per **Finance, Facilities and Security Attachment C** at a cost of \$44,000.
16. Be it resolved, that the Kinnelon Board of Education approve a **Consultation Contract** with Grant Specialties for grant writer and development for School Violence Prevention Program as per **Finance, Facilities and Security Attachment D** at a cost of \$5,000.

17. Be it resolved that the Kinnelon Board of Education approve the following  
**Resolution:**

**WHEREAS**, The Board of Education of the Kinnelon School District in the County of Morris, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

Roof Replacement at Stonybrook School

Roof Replacement at Kiel School

**WHEREAS**, the Board now seeks to take the initial steps in order to proceed with the Project:

**NOW, THEREFORE**, be it resolved by the Board of Education of the Kinnelon School District in the county of Morris state of New Jersey, as follows:

**Section 1.** In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of the same to the Morris County Superintendent of Schools and the New Jersey Department of Education for approval.

**Section 2.** The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Projects.

**Section 3.** The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as set forth in Section 5(d) of P.L. 2000, c72 in connection with receipt of a grant with respect to the proposed Project.

**Section 4.** This resolution shall take effect immediately.

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

**B. PERSONNEL AND NEGOTIATIONS COMMITTEE**

(Mr. Petruccelli - Chair, Mrs. Donaldson, Mrs. Portman)

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

**RESIGNATIONS/RETIREMENTS/LEAVE OF ABSENCE/REDUCTION IN FORCE**

1. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the following for the staff members as indicated below:

	School	First Name	Last Name	Position	Type of Leave	Effective Date	Start date	End Date
1	PRM	Gregory	Nist	Paraprofessional	Resignation	6/6/2023		
2	SB	Sarah	Reinmund	G&T Teacher	Paid LOA		5/1/23	6/12/23
3	SB	Leslie	Wayne	Elementary School Teacher	Retirement	6/30/23		
4	PRM	Laura	Prall	School Nurse	Retirement	7/1/23		
5	SB	Brittany	Nagy	School Nurse	Resignation	5/5/23		
6	District	Madelaine	Travaille	Science Supervisor	Paid LOA		5/12/23	6/2/23
7	District	Madelaine	Travaille	Science Supervisor	Unpaid LOA		6/5/23	7/13/23
8	PRM	Abbie	Gitkin	Speech & Language Pathologist	Retirement	7/1/23		
9	District	William	Moller	Computer Technician	Retirement	6/30/23		

2. Be it resolved that the Kinnelon Board of Education approve the following **Resolution:**

**WHEREAS** N.J.S.A. 18A:28-9 provides that a Board of Education has the right to reduce the number of professional staff members employed in the District whenever, in the judgment of the Board, it is advisable to abolish any such positions for reasons of economy or because of reduction in the number of pupils or of change in the administrative or supervisory organization of the District or for other good cause upon compliance with the provisions of this article;

**WHEREAS**, for reasons of economy, change in the number of pupils and change in the administrative and supervisory organization of the District and other good cause, the Superintendent of Schools has recommended that the following positions of be abolished with an effective date of June 30, 2023; and

**NOW, THEREFORE BE IT RESOLVED**, the Kinnelon Board of Education approves the abolishment of the following positions for reasons of economy, change in the



administrative and supervisory organization, reduction in the number of students and for other good cause, effective June 30, 2023.

**One of each position to be abolished as noted below:**

1. Director of Special Services - District
2. Supervisor of Guidance - Kinnelon High School
3. Elementary School Assistant Principal - Stonybrook
4. Language Arts Teacher- Kinnelon High School
5. World Language Teacher - Kinnelon High School
6. Science Teacher - Pearl R. Miller Middle School
7. Special Education Teacher - Pearl R. Miller Middle School
8. Elementary Special Education Teacher - Kiel School

**APPOINTMENTS**

3. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the **New appointments** of the following staff members as indicated below for the **2023-2024 school year**. This action is also pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education:

	School	First Name	Last Name	Position	Step/ Degree	Salary	Start date	End Date
1	District	Lauren	Thomas	Director of Curriculum, Instruction & Assessment		\$140,000	7/1/23	6/30/24
2	Kiel/SB	Johnna	Ellis	Teacher on Assignment			8/30/23	6/30/24
3	SB	Jane	Tadros	Teacher on Assignment			8/30/23	6/30/24
4	PRM	Karen	Jeczo	Teacher on Assignment			8/30/23	6/30/24
5	PRM	Bonnie	Hendricks	Teacher on Assignment			8/30/23	6/30/24
6	KHS	Charles	Linnell	Teacher on Assignment			8/30/23	6/30/24
7	KHS	Leslie	Horn	Teacher on Assignment			8/30/23	6/30/24

4. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the **appointments** of the following staff members for the 2022-2023 as indicated below.

	School	First Name	Last Name	Position	Step/ Degree	Salary	Start date	End Date
1	SB	Annika	Levitt	G & T Leave Replacement	BA Degree, Step 1	3 days per/week at \$294 per day	5/1/23	6/9/23
2	KHS	Joseph	Tyndall	Custodian			Revised 4/11/23	6/30/23
3	KHS	David	Perez	Custodian			Revised 4/20/23	6/30/23

5. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **the following Staff** for the **2023-2024** school year as listed below:

	Staff Group	Attachment
1	Tenured District Administrative Staff	Personnel & Negotiations A
2	Non Tenured District Administrative Staff	Personnel & Negotiations B
3	Tenured Certified Teaching Staff	Personnel & Negotiations C
4	Non Tenured Certified Teaching Staff	Personnel & Negotiations D
5	New Tenure Appointments of Certified Staff	Personnel & Negotiations E
6	Administrative Assistant Staff	Personnel & Negotiations F
7	Custodial/Maintenance Staff	Personnel & Negotiations G
8	*Central Office/Technology/Non-Affiliated Staff	Personnel & Negotiations H
9	*Bus Drivers	Personnel & Negotiations I
* Salaries will be adjusted when negotiations are completed		

6. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a **Training Level Change & salary adjustment** for the following staff members, retroactive to February 1, 2023 through June 30, 2023, as listed on **Personnel & Negotiations Attachment J**.
7. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the involuntary **transfer of the Kindergarten program/staff** from **Stonybrook to Kiel School** as of August 30, 2023.

Cathleen McKenna      Casey Pelak

### ADDITIONAL ASSIGNMENTS

8. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the **2023-2024 Custodial/Maintenance Holiday Schedule** as per **Personnel & Negotiations Attachment K**.
9. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following AP Teachers for **AP Exam Prep**, at Kinnelon High School, at the contracted rate of \$58.81 per hour, not to exceed 3 hours for each course, for the 2022-2023 school year, as per **Personnel & Negotiations Attachment L**.
10. The Kinnelon Board of Education, upon recommendation of the Superintendent, **approves payment** to the following staff members as indicated below:

	School	First Name	Last Name	Position/Event	Max Hours	Rate	Start Date	End Date
1	PRM	Laura	Prall	*School Nurse	60	\$63.06	4/3/23	6/19/23
* After school support for student #221646								
2	KHS	Lauren	Biggins	Senior Awards	3	\$58.81	6/14/23	
3	KHS	Marlene	Goudreau	Senior Awards	3	\$58.81	6/14/23	
4	KHS	Monica	Gormley	Senior Awards	3	\$58.81	6/14/23	
5	KHS	Lauren	Biggins	June Counseling	10	\$49.24	6/1/23	6/30/23
6	KHS	Marlene	Goudreau	June Counseling	10	\$67.49	6/1/23	6/30/23
7	KHS	Monica	Gormley	June Counseling	10	\$73.36	6/1/23	6/30/23
8	PRM	Meghan	Hanson	Home Instruction	10	\$58.81	4/19/23	5/6/23

11. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves payment for a total of 150 departmental hours to be disbursed by high school administration at Kinnelon High School, as needed to the following Guidance Counselors, for **Summer 2023 School Counseling work**, at their contracted hourly rate below:

Staff Member	2023-2024 Hourly Rate
Lauren Biggins	\$53.89
Monica Gormley	\$76.28
Marlene Goudreau	\$68.76

#### COACHES/CO-CURRICULAR/SUBSTITUTES/CLINICAL INTERNS/HOME INSTRUCTORS

12. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves payment to **Nicole Smith** to provide 4 hours per week and **Sabrina Csatay** to provide 2 hours per week of **Home Instruction** for Student #221876 at the hourly rate of \$58.81 beginning April 17, 2023 up until pending school placement.
13. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following **Substitutes** for the 2022-2023 school year. This action is pending a successful completion of all required criminal background checks and approval by the New Jersey Department of Education:

	First Name	Last Name	Type of Substitute	Rate
1	Kayla	Campanile	Substitute	\$125 per day
2	Madison	Heinold	Substitute	\$125 per day
3	Melissa	Moussa	Substitute	\$125 per day
4	Brittany	Nagy	Substitute Nurse	\$200 per day

14. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **revised 2022-2023 Stonybrook School Co-Curricular** list on **Personnel & Negotiations Attachment M**.
15. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **revised 2022-2023 Pearl R. Miller Middle School Co-Curricular** list on **Personnel & Negotiations Attachment N**.
16. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **revised/new Job Descriptions** as per **Personnel & Negotiations Attachment O**.

Supervisor of Athletics, Activities, and PE Health - Revised  
Supervisor of Student Services, K-12  
Supervisor of Special Projects

17. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **revised Spring Coaches & Volunteers** for the 2022-2023 school year as per **Personnel & Negotiations Attachment P**.

**MOTION BY MR. EISENMENGER SECONDED BY MRS. PORTMAN TO APPROVE ITEMS #1 THROUGH #17 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.**

**C. EDUCATION AND STUDENT ACTIVITIES COMMITTEE**

(Mrs. Parrella - Chair, Mrs. Donaldson, Mrs. Leonard)

Agenda Items #1 through #7 represents the Education and Student Activities Committee's recommendations. They were voted upon as a group.

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **Comprehensive Equity Plan Statement of Assurance** for the **2023-2024** school year.
2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **NJ High School Voter Registration Law Annual Statement of Assurance** for the **2022-2023** school year.
3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **Extended School Year** program to run from July 5, 2023 through August 4, 2023. The hours for ESY are 8:30 a.m. - 1:00 p.m. and Preschool is 9:30 a.m. - 12:00 p.m.
4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **Field Trips** for the 2022-2023 school year:

Event	Dates	Location
NJASC Executive Meeting	4/24/2023	Hillside High School
Life Skills Class(PRM)	4/25/23	Boonton Lanes & Anthony Francos
America's Grow-A-Row	4/26/23	Pittstown, NJ
Exercise Science Day(KHS)	5/16/23	CCM in Randolph, NJ
Allied Health Students	5/23/23	St. Clare's Hospital
PRM Life Skills Students	5/25/23	Rockin' Jump & V&J Pizzeria

NJASC Spring Conference	5/31/23 rescheduled from 5/25/23	Six Flags, Jackson, NJ
Stem Based Experience, 2nd grade students	5/30, 5/31 & 6/2/23	Yogi Berra Museum, Little Falls, NJ
Senior Class	6/12/23	Dorney Park

5. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **William Paterson University Dual Enrollment Program** for Kinnelon High School:

Precalculus Honors (WPU Math 1160 Precalculus)  
Calculus Honors (WPU Math 1600 Calculus I)

6. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the students enrolled in the following **William Paterson University Dual Enrollment Courses**, and are interested in receiving college credit, will be responsible for the cost of \$100 per credit and those who meet the criteria will receive college level credit.

Precalculus Honors (WPU Math 1160 Precalculus)  
Calculus Honors (WPU Math 1600 Calculus I)

7. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **Coding Club "Volunteer" Program** effective on or about May 22, 2023 as per **Education and Student Activities Attachment A**.

**MOTION BY MR. PETRUCCELLI, SECONDED BY MR. EISENMENGER TO APPROVE ITEMS #1 THROUGH #7 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.**

**D. POLICY COMMITTEE**

(Chair - Mr. Eisenmenger, Mrs. Leonard, Mr. Myers)

Agenda Items #1 through #4 represents the Policy Committee's recommendation. They were voted upon as a group.

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

**Regulation:**

R4432 Sick Leave - Revised

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

**Policy:**

P5530.1

Random Drug Testing - Revised

3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the **HIB Report** reading and/or adoption as listed below through April 2023.

1st or 2nd Reading	Incident Date	School	Confirmed HIB
2nd	2/17/23	SB #4	Yes
2nd	3/3/23	PRM #5	Yes
1st	3/15/23	KHS #11	No
1st	3/20 & 3/21/23	KHS #12	No

**MOTION TO PULL HIB KHS #11 FROM FIRST READING. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.**

4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the revision of the **2022-2023 school calendar** to reflect the following:

**Friday, May 26, 2023** will be a give back snow day and schools will be closed for students and staff.

**MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. PARRELLA TO APPROVE ITEMS #1 THROUGH #4 AS AMENDED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.**

**E. COMMITTEE OF THE WHOLE**

**XI. UNFINISHED BUSINESS**

Mr. Mango spoke about using the same format to hire the new Director of Student Services.

**MOTION BY MR. PETRUCCELLI, SECONDED BY MR. EISENMENGER TO MOVE NEW BUSINESS AFTER BOARD COMMENTS. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.**

**XIII. CORRESPONDENCE**

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

Comments were made regarding:

- Mrs. S., Parent – Dual Credit with William Paterson. The school should offer something past Calculus.

- Ms. V., Teacher – 511 policy to bring their own children to Kinnelon.
- Mrs. Sutphen., KEA President – Welcome to Mr. Thomas. Thank you to Mrs. Mulholland for filling in. Thank you to the Board of Education and Mr. Mango
- Mrs. Mulholland – Thanks to all the Kinnelon staff!
- Mr. W., Parent – Policy on reviewing resources has been shared with the county.
- Ms. W, Teacher – Started in Kinnelon 30 years ago. Best district to have a career in.

#### **XV. BOARD MEMBER COMMENTS**

Mrs. Parrella – Congratulations to Leslie Wayne! The reason Kinnelon is the best is because of the staff. Welcome to Ms. Thomas. Thank you to Mr. Mango and the Administration. Thank you to Mrs. Mulholland.

Mrs. Portman – Thanks to all retirees. Mrs. Mulholland you are great and have left a legacy!

Mrs. Leonard – Grateful to all the administration and staff. Welcome Ms. Thomas.

Mr. Eisenmenger – Exciting times! Everything that has been done in 6 months is wonderful. Mrs. Mulholland never lost sight of the children.

Mr. Myers – Moved here for the schools. There is such a sense of community. Excited for Full Day Kindergarten.

Mr. Petruccelli – Thanks to all the retirees! Thank you Mrs. Mulholland for 11 years. Thank you Ms. Keane for the Budget. All staff at Pearl R. Miller for the Junior Honor Society and World Language Society at Kinnelon High School.

Mrs. Donaldson – We have accomplished a lot this year!

**MOTION BY MRS. DONALDSON, SECONDED BY MR. PETRUCCELLI TO RECESS AT 8:20 P.M.  
MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.**

#### **XII. NEW BUSINESS**

- Board Ethics Training- Ms. Charlene Petersen, NJSBA/ Superintendent Evaluation

#### **XVI. ADJOURNMENT**

**MOTION BY MRS. PARRELLA SECONDED BY MR. EISENMENGER TO ADJOURN THE MEETING  
AT 9:00 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 APRIL 25, 2023 BOARD MEETING

	LOC	LAST	FIRST	WORKSHOP	WORK SHOP DATE	REGIS.	LODG.	MEALS	MILEAGE	TRAVEL/ AIR/RAIL	PARKING TOLLS/ OTHER	MAXIMUM TOTAL
1	KHS	Passariello	Vincent	Stronge Visit (SciP Team)	3/22/23							\$ -
2	KIEL	Velasco	Nicole	Stronge Visit	3/22/23							\$ -
3	KHS	Sappio	Hannah	NJASC 2023 Advisors' Workshop Revolutionizing Education with ChatGPT and AI: Exploring the Latest Developments and Applications for the Classroom	3/28/23	\$35.00						\$ 35.00
4	KHS	Sassaman	Jenny	Treating Children with Significant Neurological Diagnoses	5/10/23	\$55.00						\$ 55.00
5	CST	Bott	Carrie	Partnering to Address New Jersey's Educator Shortages Convening	4/18/23				\$ 10.62			\$ 10.62
6	ADM	Travaille	Madelaine	Morris County Education Partnership Training - Recognize and Reach Out	4/11/23							\$ -
7	KHS	Wysocki	Danielle		4/26/23							\$ -
8	PRM	Tartaglia	Jacquelyn	Stronge SciP Visit	3/22/23							\$ -
9												\$ -
10												\$ -

Security Drills				
March 2023				
Drill Type	Kiel School	Stonybrook School	Pearl R. Miller Middle School	Kinnelon High School
Fire Drill	3/21/23	3/30/23	3/16/23	3/21/23
Security Drill				
Active Shooter Drill	3/24/23			
Full Lockdown				
Bomb Threat		3/7/23		3/22/23
Evacuation Drill				
Shelter in Place			3/22/23	



(SENT VIA EMAIL [keanek@kinnelon.org](mailto:keanek@kinnelon.org))

April 18, 2023

Kinnelon Board of Education  
109 Kiel Avenue  
Kinnelon, NJ 07450

ATT: Ms. Kerry Keane  
Business Administrator/Board Secretary

**Re: Proposal for Professional Services for Facility Assessments**  
*D|R Proposal No. 23-65*

Dear Ms. Keane:

Per your request, Di Cara | Rubino Architects is pleased to submit our fee proposal to provide professional services to prepare a comprehensive Facility Assessment Report at the District's following facilities:

- Kinnelon High School
- Pearl R. Miller Middle School
- Stonybrook Elementary School
- Kiel Elementary School
- Glenn L. Sisco School – Board of Education

Based on our understanding of the scope of work, Di Cara | Rubino Architects will provide the following:

**I. SCOPE OF SERVICES:**

**A. Current Utilization Analysis**

Prepare and update existing plans to determine current room utilization based on visual observation and interviews with select administrative staff. The analysis will compare the current utilization with the District's approved LRFP filed with the NJDOE.

**B. Facility Assessment and Report**

1. Prior to our assessment survey, our team will review existing documentation and previously prepared LRFP.
2. Di Cara | Rubino Architects will provide a comprehensive evaluation, through visual observation, of the facilities' physical conditions. The evaluation will include:
  - Site conditions consisting of walkways, parking, ADA access, and fields
  - Exterior envelope consisting of roofs, walls, windows, and doors



Ms. Kerry Keane  
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D|R Proposal No. 23-65  
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- Interior conditions consisting of interior materials, finishes, ceilings, walls, doors, built-ins, HVAC systems, plumbing, electrical systems, lighting, fire suppression, and control systems

It is during this phase that we will also identify major code issues (based on current codes) that are visually observable. Di Cara | Rubino Architects will also meet with select staff members, as well as the District's Director of Buildings and Grounds to go over any known facility issues and performance.

Di Cara | Rubino Architects will provide a facilities assessment report. The report will outline the findings of the analysis with descriptions of the conditions, sketches (if applicable), and photographs. It will identify major items in need of repair and/or replacement, life expectancies of equipment, order of magnitude, opinion of probable cost, and a prioritized list, by year, of each item.

The report will also identify the facility's ability to accommodate the enrollment projections and established program requirements. Options will be explored outlining whether additions and/or CIU of existing spaces would be required.

Di Cara | Rubino Architects and its team will meet with the District to review the report during its development as required and will provide a bound narrative report addressing the factors in consideration.

## II. FEE PROPOSAL:

Based on the services outlined above, Di Cara | Rubino Architects respectfully submits the following fee breakdown:

A. Current Utilization Analysis.....	\$9,000.00
B. Facility Assessment and Report	
High School.....	\$11,000.00
Middle School.....	\$8,000.00
Elementary Schools (\$6,000 each).....	\$12,000.00
Board of Education.....	\$4,000.00
<b>Total</b>	<b>\$44,000.00</b>

*Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, photocopies, printing, plotting and facsimiles and will be invoiced at 1.15 times the expense.*



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**Exclusions:**

*The following services are excluded from the basic services outlined in this proposal:*

- Identification and/or abatement of hazardous materials including, but not limited to, asbestos, lead, or soil contaminants
- Environmental engineering
- Civil Engineering
- Soil testing and/or Geotechnical Engineering
- Utility assessments
- Zoning/Planning Board Meetings
- Surveys, testing, or environmental studies
- Off-site improvements
- Interior design services
- Testing and commissioning of M/E/P systems
- Renderings and/or models
- Filing fees, permits, and applications
- Legal Services
- Construction Documents
- Bidding and Negotiations
- Contract Administration

**Conditions:**

**Standard of Care:** Services performed by Di Cara | Rubino Architects under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, expressed or implied, and no warranty, guarantee, or fiduciary responsibility is included or intended in this Agreement, or in any report, opinion, document or otherwise.

**Hidden Conditions Verification of Existing Conditions:** It is understood by the parties to this Agreement that the remodeling or rehabilitation of an existing structure requires that certain assumptions be made regarding existing conditions that are hidden from view. Because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the structure or its equipment, the Owner agrees that, where verification of existing conditions is impractical or impossible, and where the Architect has used reasonable care and diligence in the making of assumptions, the Owner will hold harmless, indemnify, and defend the Architect from and against any and all claims arising out of the professional services provided under this Agreement.

**Safety:** Di Cara | Rubino Architects is not responsible for the implementation, discharge, or monitoring of construction safety standards or practices. These items are explicitly excluded from our scope.

**Hazardous Materials:** Di Cara | Rubino Architects is not responsible for identification and/or removal of hazardous materials including, but not limited to, asbestos, lead and contaminated soils.



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**Limit of Liability:** Client agrees that Di Cara | Rubino Architects' liability for any damage on account of any claimed error, omission, wrongful conduct, or professional negligence will be limited to an amount equal to Di Cara | Rubino Architects' fee. Di Cara | Rubino Architects, its agents, and employees shall not be liable for any lost profits or any claim or demand against Client by any other party. In no event shall Di Cara | Rubino Architects be liable for special, consequential, or exemplary damages or for damages due to delay in the work.

**Ownership of Documents:** Client may use the documents for the project or purposes contemplated by this Agreement. Client may not reuse the documents, or any of Di Cara | Rubino Architects' concepts or approaches in the Proposal to client, for any extension of the project or other project without our prior written consent. Any unauthorized reuse or extension of Di Cara | Rubino Architects' work is at Clients' sole risk and without liability to Di Cara | Rubino Architects, and Client will indemnify, defend, and hold Di Cara | Rubino Architects harmless from all claims or damages arising from any unauthorized reuse or extension of our work. All documents related to a project will be destroyed in accordance with Di Cara | Rubino Architects' Document Retention Guidelines in effect at that time.

**Indemnification/Hold Harmless:** The Owner agrees to indemnify, defend, and hold harmless Di Cara | Rubino Architects, their respective trustees, officers, employees and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses in connection therewith arising from a third party claim on account of the loss of life, property or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly in whole or in part by the negligent act of or omission of the Client, and/or anyone directly or indirectly employed by the Client.

**Entire Agreement:** This Proposal and conditions together with the AIA B.101 Standard Form of Agreement Between Owner and Architect (Architect of Record) constitute the entire agreement between Client and Di Cara | Rubino Architects. If a Purchase Order (PO) or similar document is used in conjunction with this Agreement, it shall be for the sole purpose of defining quantities and fees to be provided hereunder, and to this extent only are incorporated as a part of this Agreement. Any preprinted terms and conditions included in such PO or similar documents shall not be incorporated and such PO or similar documents shall not be otherwise construed to modify, amend, or alter the terms of this Agreement.

**Preliminary Budgeting:** A preliminary budget will be prepared by DRA for the project. This budget will be incorporated into submission to the Department of Education. When providing opinions or estimates of probable construction costs upon request of the Board, such budgets are based on DRA's experience and qualifications and only represent our judgment as a professional generally familiar with the industry. It is recognized that neither DRA, nor the Board has control over, among other things: (1) the cost of labor, materials, or equipment, (2) the Contractor's methods of determining bid prices, (3) competitive bidding, market or negotiating conditions, or (4) costs of governmental approvals. Accordingly, DRA cannot and does not warrant or represent in any manner the actual cost of construction. As such, the Board agrees that DRA cannot be held liable for any damages claimed to have arisen out of construction costs exceeding DRA estimates of same, if any.

**Limitations:** The Team will rely on the accuracy of any information submitted to us by the District in the performance of our services and will not be held responsible for errors or inaccuracies contained in the information provided to us. In the event that our activities indicate areas of significant health, safety, or environmental concern, the scope of work outlined above may need to be modified as appropriate. We would notify you as soon as possible if potentially significant areas of concern are encountered.



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**Sub-Consultant Charges:** In the event that a sub-consultant charge is incurred outside of the original scope of work in this proposal, these additional fees incurred by Di Cara | Rubino Architects will be billed at 1.2x the expense to the Client. These fees are different than reimbursable expenses, which are billed at the stated rate found in this proposal.

Thank you for your time and consideration and the opportunity to be of service. On behalf of Di Cara | Rubino Architects, we look forward to assisting the Kinnelon Board of Education with this project. If this proposal is acceptable, please sign below, initial each page, and return one copy for our records authorizing Di Cara | Rubino Architects to proceed.

If you have any questions or require additional information, please feel free to call me at 973-256-0202.

Very truly yours,

**DI CARA | RUBINO ARCHITECTS**

A handwritten signature in black ink, appearing to read "Allison Sroka", written over a horizontal line.

Allison J. Sroka, AIA  
Principal

AJS

*Accepted by:*

\_\_\_\_\_  
*Ms. Kerry Keane  
Business Administrator/Board Secretary*

*Date:* \_\_\_\_\_



## ***School Safety Grant Available -***

### **“School Violence Prevention Program (SVPP)”**

**Summary** - The United States Department of Justice (US DOJ), Office of Community Oriented Policing Services (COPS) provides funding for public K-12 school safety through the School Violence Prevention Program Grant. This grant program was designed to help fill the gaps in school safety and security. It was developed based on the extensive research conducted, after the Parkland Florida school massacre, at Stoneman Douglas High School.

**Types of Projects** -The following are only examples of projects that have been successful in past grant awards. This tiered approach should drive the conversation of next steps. All school districts will be in different places in their needs for security and safety solutions. This approach is our recommendation of best practice based on our research and experience on how school districts may proceed with their safety and security priorities.

#### **Resources:**

- Allowable Projects - Past grant approved safety measures can be found at this [link](#).
- Map - See if a school district in your area received a SVPP grant at this [link](#).
- Need help getting started, please contact Grant Specialties, [john@grantspecialties.com](mailto:john@grantspecialties.com)

**Tier 1-** These are the tools and systems most likely to prevent school violence. If you are starting from scratch, start with these:

- **Mass communication emergency notification system**
  - That broadcasts a message to the entire interior and exterior of the building, while communicating with police, administration...
- **Electronic Access Control**
  - Entry control equipment, with limited access points that are integrated with the mass communication system requiring FOB access and lockable if panic button activated, while...
- **Two-Way Radios with Repeaters**
  - School and District wide FCC licensed two-way radio communication...
- **Panic Buttons - Front Office Silent Alarms**
  - These buttons serve as a silent alarm notification to police, administration, and ...
- **Visitor Management System at all sites**
  - District wide visitor management that provides for system alerts, allows for local warnings on potential visitors, check visitors against sex offender registration ...



**Tier 2** - Once you have some/all Tier 1 systems in place, begin working through Tier 2. These are the next tier defenses against school violence, many of which are useless without Tier 1:

- **Interior Door Locks - Lockdown Locks**
  - Provide standard door hardware and universal key for the interior ability to lockdown from the inside of the room without opening the door...
- **Pull Station Alarms for Run, Hide, Fight (commonly referred to as Lockdown)**
  - Install pull stations around all schools for the purpose of emergency notification, activation in the event of an active threat...
- **Gunshot Detection**
  - Gunshot detection systems would be installed at all schools, integrated with the EAC system and mass notification system...
- **Integrated Security Video Surveillance Systems**
  - The camera system provides smart building technologies that communicate with building notifications systems and visitor management systems...
- **Analytic Intelligence (AI) Monitoring of Camera Systems**
  - AI that will monitor all current camera systems that identify persons of interest and their contact history, in real-time and historically, for forensic investigations...

**Tier 3** - These round out your school safety infrastructure. If you have Tier 1 and Tier 2 in place, start adding these tools. We do not recommend violence prediction software before you have a way to lock your doors and communicate effectively with teachers, staff, and law enforcement:

- **Fences - Perimeter Security with lockability**
  - The installation of fences at schools provides protection barriers off property...
- **Mirrors - Ceiling and Corner, Supervisor and Run, Hide, Fight**
  - Mirrors will act as a force multiplier for staff supervision of students in hallways and provide view, at a distance, around a corner or into an otherwise hidden line of sight area for run, hide fight, safer escape routes...
- **Metal Detectors**
  - Install pass through metal detectors, or handheld devices...
- **Bullet Resistant Window Film**
  - Install bullet resistant film to be installed at entrance points...
- **Motion Sensor Security Lights - Exterior Night Security**
  - Lighting on school grounds, exterior motion detector security lights to reduce vandalism and other unwanted night time activities...
- **Violence Prediction Technology**
  - Including data driven software

**U.S. Department of Justice - Community Oriented Police Services:**

**"School Violence Prevention Program (SVPP)"**

**School Violence Prevention Program (SVPP)** - The U.S. Department of Justice COPS Office provides funding for school safety through the School Violence Prevention Program. This is a competitive grant program that provides funding directly to states, units of local government, Indian tribes, and public K-12 school districts, to be used to improve safety and security at schools and on school grounds. This program was developed, after the Parkland Florida school shooting at Stoneman Douglas High School, to fill the gaps of school security and safety needs.

**Quick facts:**

- Public K-12 School Districts only (no private schools or higher Ed)
  - Charter Schools may be a sub-grantee of a municipality or police department
- This grant should be considered as target hardening
- SVPP - Allowable Costs - **Source document**
- The grant is typically released for application in March with a 60 day application period
- Maximum Federal award is \$500,000. There is a 75/25 percent match. Example - if the project was about \$670,000 total, the grant award would be \$500,000 with a local match of \$170,000 (25% plus the award that is capped at \$500,000)
- A partnership is required between law enforcement and schools with a memorandum of understanding or contract
- How to apply: required SAM, Grants.gov account, and a US DOJ Justgrants Portal

**Preference is given to clients in:**

- Enhanced Public Safety in Qualified Opportunity Zones
- High-Poverty Areas or Persistent-Poverty Counties
- Rurality

**For grant writing assistance - contact John Heiderscheidt. What our team will do:**

- Complete, verify, update all required Federal grant/contract application requirements and the COPS SVPP grant application/narratives/assurances
- Complete all submissions in the grant site portal, Grants.gov SF424 form, account management on behalf of the school district, assist with all letters of support, develop all narratives, and your security project integration with grant requirements
- All grant documents, narrative, login, and passwords will remain property of the client. In case this application is not funded, the client can use the materials for the next year or any other grant application needed.
- Flat fee



# CONSULTATION CONTRACT

Grant Specialties, 1670 Edison Circle, Hanover Park, IL 60133

Date:

Client Name	Address	City
State	Zip-plus 4	Main Phone
Client Contact Name	Title	Email

## Service Contract

### **Single Project Contract Description – USDOJ COPS SVPP Grant**

Grant Specialties will provide the following: School Violence Prevention Program grant development, writing, budget proposal, letters of support, MOU templates and Grants.gov/JustGrants portal management for the U.S. Dept of Justice COPS School Violence Prevention program grant. This includes all questions and preparation documents needed to submit a competitive grant application including a spreadsheet of all questions, guidance documents and templates. The consultant, John Heiderscheidt, will provide all narratives, data requests, and interviews of community officials needed for the grant application. Letters of Support templates, MOU templates, and other documents prepared for all submission requirements in JustGrants, including the SF-424 form in Grants.gov.

The client must have SAM.GOV requirements up to date, and the EBIZ POC will need to participate in the grant portal completion in Grants.gov and JustGrants. We can assist with this process. Facilities and school personnel will be needed to provide required background information of the school district situation, current security implementation, culture and climate, threat assessment, and criminal information impacting the school district.

The school district agrees to meet via ZOOM/Google Meets, etc., meeting weekly for 30 minutes and providing the team members to complete all required data and narrative development information. Grants Specialties will do everything possible to limit the time of school district staff required to complete the best application.

Confidentiality - All property, documents, proposals, maps, pictures taken, etc. will be considered confidential in nature and remain the property of the client. All intellectual property developed during the grant writing process remains the property of the client for future grant writing purposes. Grant Specialties never shares client information with any person or entity.

## Grant Specialties

Office 630-837-9013, Mobile 847-975-2860 Email: [john@grantspecialties.com](mailto:john@grantspecialties.com), [Grantspecialties.com](http://Grantspecialties.com)

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# CONSULTATION CONTRACT

Grant Specialties, 1670 Edison Circle, Hanover Park, IL 60133

**Contract period:**

Upon execution of this agreement until the COPS SVPP is submitted - May 17, 2023

**Cost:** \$5,000.00

**Payments:**

Payments will be requested after the grant is released, March 15, 2023.

**Invoice will not be sent until grant is formally released.**

\$ 1,000 will be invoiced after the grant is released - March 15, 2023

\$ 4,000 will be invoiced upon grant submission - May 17, 2023

Payments on all financial commitments will be received within 60 days of invoice (the invoice for payment in full will be sent when the grant is released for application by US DOJ COPS). In the event that there is a breach of this agreement, or payment is not made in a timely manner and collection actions are necessary, Grant Specialties will be entitled to recover all costs of litigation, including attorneys' fees and court costs. Venue shall be Dupage County, Illinois and the laws of the State of Illinois shall apply, regardless of conflict of laws.

**This Contract was executed this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_  
(day) (month) (year)

**Grant Specialties, LLC****Client**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Susan C. Heiderscheidt, President  
1670 Edison Circle  
Hanover Park, IL 60133

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency Name: \_\_\_\_\_

**Grant Specialties**

Office 630-837-9013, Mobile 847-975-2860 Email: [john@grantspecialties.com](mailto:john@grantspecialties.com), [Grantspecialties.com](http://Grantspecialties.com)

### 2023-2024 Tenured District Administrative Staff

	Last Name	First Name	Date of Hire	Base Salary	Longevity	Total Salary
1	Arroyo	Matthew	9/1/21	\$117,241	\$5,000	\$122,241
2	Buesser	Michael	8/29/19	\$112,770	\$5,000	\$117,770
3	Mongon	Mark	9/24/09	\$174,138	\$8,000	\$182,138
4	Sappio	Hannah	9/1/21	\$117,241	\$8,000	\$125,241
5	Shivas	Vincent	7/1/14	\$140,433	\$8,000	\$148,433
6	Suda	Gary	7/1/15	\$193,569	\$3,000	\$196,569
7	Travaille	Madelaine	8/7/15	\$150,024	\$3,000	\$153,024
8	Velez	Denise	9/1/14	\$121,428	\$3,000	\$124,428

2023-2024 Non Tenured District Administrative Staff				
	Last Name	First Name	Date of Hire	Salary
1	Doty	David	8/23/21	\$138,135
2	Oluwole	Jennifer	8/19/20	\$131,382
3	Trombetta	Amanda	1/2/23	\$121,428
4	Uttel	Dawn	7/9/21	\$132,870

2023-2024 Tenured Certified Teaching Staff										
	Last Name	First Name	Date of Hire	Degree	Step	FTE%	Base Salary	Doctorate	Longevity	New Salary
1	Adams	Sophie	09/01/2010	MA	14	100%	\$95,607	\$0	\$2,375	\$97,982
2	Alfano	Amanda	09/01/2011	MA	12	100%	\$83,672	\$0	\$0	\$83,672
3	Arnold	Scott	09/01/1993	MA+60	14	100%	\$108,107	\$0	\$8,250	\$116,357
4	Bagarozza	Jaqueline	09/01/2008	MA+30	14	100%	\$101,607	\$0	\$2,375	\$103,982
5	Baker	Karen	09/01/2011	MA	14	100%	\$95,607	\$0	\$0	\$95,607
6	Barnes-Rizzo	Jennifer	09/24/2010	BA+15	14	100%	\$90,107	\$0	\$2,375	\$92,482
7	Baskinger	Rebecca	09/01/2012	MA+60	11	100%	\$91,272	\$0	\$0	\$91,272
8	Battaglia	Shelley	09/01/1998	MA+30	14	100%	\$101,607	\$0	\$5,975	\$107,582
9	Blanchard	Noah	09/01/2004	MA	14	100%	\$95,607	\$0	\$3,925	\$99,532
10	Boardman	Brian	09/01/2007	MA+30	14	100%	\$101,607	\$0	\$2,900	\$104,507
11	Bosch	Nancy	03/27/2006	MA+15	14	100%	\$98,607	\$0	\$2,375	\$100,982
12	Bott	Carrie	09/01/2007	MA+60	14	100%	\$108,107	\$2,000	\$2,900	\$113,007
13	Bracken	Joan	09/01/2003	BA	14	100%	\$88,107	\$0	\$3,925	\$92,032
14	Bruce	Lori	09/01/2004	MA	14	100%	\$95,607	\$0	\$3,925	\$99,532
15	Bruffy	Wendy	09/01/2017	MA+60	14	100%	\$108,107	\$2,000	\$0	\$110,107
16	Bruscino	Colleen	09/01/2007	BA+15	14	100%	\$90,107	\$0	\$2,900	\$93,007
17	Campbell	Holly	09/01/2001	BA+15	14	100%	\$90,107	\$0	\$3,925	\$94,032
18	Capra	Nino	09/01/1998	MA+60	14	100%	\$108,107	\$0	\$5,975	\$114,082
19	Castelluber	Lisa	09/01/2017	MA+45	14	100%	\$104,107	\$0	\$0	\$104,107
20	Castro	Jaqueline	10/15/2001	MA+30	14	100%	\$101,607	\$0	\$5,450	\$107,057
21	Catalano	Mary Kay	09/01/1999	MA+30	14	100%	\$101,607	\$0	\$5,975	\$107,582
22	Chegwidden	Laura	09/01/2007	MA	14	100%	\$95,607	\$0	\$2,900	\$98,507
23	Ciercielli	Kimberly	09/01/2008	MA	14	100%	\$95,607	\$0	\$2,375	\$97,982
24	Conklin	Lisa	02/06/2001	MA+30	14	100%	\$101,607	\$0	\$5,450	\$107,057
25	Contella	Benjamin	10/29/2001	MA+60	14	100%	\$108,107	\$0	\$5,450	\$113,557
26	Cook	Melissa	09/01/2018	MA+30	14	100%	\$101,607	\$0	\$0	\$101,607
27	Cromwell	Michelle	04/01/2001	MA+30	14	100%	\$101,607	\$0	\$3,925	\$105,532
28	Cuccio	Gretchen	09/22/2008	MA	14	100%	\$95,607	\$0	\$2,375	\$97,982
29	Danielson	Ronald	09/01/2010	MA	14	100%	\$95,607	\$0	\$2,375	\$97,982
30	Davie	Audrey	09/01/2007	MA	14	100%	\$95,607	\$0	\$2,900	\$98,507
31	Del Piano	Jason	09/01/2010	MA+45	14	100%	\$104,107	\$0	\$2,375	\$106,482
32	DeWaal	Casey	09/01/2012	BA	12	100%	\$76,172	\$0	\$0	\$76,172
33	Diaz	Ana	09/01/1999	MA+60	14	100%	\$108,107	\$0	\$5,975	\$114,082
34	DiColo	Eric	09/01/2012	BA	12	100%	\$76,172	\$0	\$0	\$76,172
35	Dilenno	Dena	10/01/2004	MA+60	11	100%	\$91,272	\$0	\$2,900	\$94,172
36	Donnelly	Lorraine	09/01/2015	BA+15	9	100%	\$66,972	\$0	\$0	\$66,972
37	Dunn	Lisa	09/01/2014	MA+60	13	100%	\$101,472	\$2,000	\$0	\$103,472
38	Eckert	Melissa	09/01/1998	MA	14	100%	\$95,607	\$0	\$5,975	\$101,582
39	Elia	Danielle	09/01/2007	MA+60	14	100%	\$108,107	\$0	\$2,900	\$111,007
40	Ellis	Johnna	09/01/2018	MA+15	6	100%	\$72,972	\$0	\$0	\$72,972
41	Fabsik	Laura	09/01/2004	MA+60	14	100%	\$108,107	\$0	\$3,925	\$112,032
42	Finke	Stephanie	09/01/2006	MA+60	14	100%	\$108,107	\$0	\$2,900	\$111,007
43	Fiuza	Maria	09/01/2015	MA	14	100%	\$95,607	\$0	\$0	\$95,607
44	Florio	Aileen	04/14/2008	MA+60	14	100%	\$108,107	\$0	\$2,375	\$110,482

2023-2024 Tenured Certified Teaching Staff										
	Last Name	First Name	Date of Hire	Degree	Step	FTE%	Base Salary	Doctorate	Longevity	New Salary
45	Foster	Lori	03/03/2014	MA+30	11	100%	\$84,772	\$0	\$0	\$84,772
46	Gabriele	Jaime	09/01/2008	MA+45	14	100%	\$104,107	\$0	\$2,900	\$107,007
47	Gardberg	Amy	09/01/2001	MA+15	14	100%	\$98,607	\$0	\$5,450	\$104,057
48	Gebhardt	Nicholas	09/01/2017	MA+60	8	100%	\$83,772	\$0	\$0	\$83,772
49	Gennat	Laura	09/01/2006	MA+60	14	100%	\$108,107	\$0	\$2,900	\$111,007
50	Gersten	Susan	09/01/2001	MA+60	14	100%	\$108,107	\$0	\$5,450	\$113,557
51	Gesualdo	Jacqueline	09/17/2007	MA	14	100%	\$95,607	\$0	\$2,375	\$97,982
53	Giullano	Susan	09/01/2000	MA+60	14	100%	\$108,107	\$0	\$5,450	\$113,557
54	Goff	Matthew	09/01/2004	MA+60	14	100%	\$108,107	\$0	\$3,925	\$112,032
55	Gormley	Monica	09/01/2006	MA+45	14	100%	\$104,107	\$0	\$2,900	\$107,007
56	Goudreau	Marlene	09/01/2018	MA+15	14	100%	\$98,607	\$0	\$0	\$98,607
57	Greco	Lourdes	09/01/2003	BA	14	100%	\$88,107	\$0	\$3,925	\$92,032
58	Gubkin	Susan	09/01/2018	MA+60	14	100%	\$108,107	\$0	\$0	\$108,107
59	Gulla	Rosanna	09/01/1997	MA+60	14	100%	\$108,107	\$0	\$5,975	\$114,082
60	Gurth	Melissa	04/10/2007	MA+45	14	100%	\$104,107	\$0	\$2,375	\$106,482
61	Hanson	Meghan	12/05/2016	BA	14	100%	\$88,107	\$0	\$0	\$88,107
62	Hatke	Nancy	09/01/1994	MA+30	14	100%	\$101,607	\$0	\$7,475	\$109,082
63	Hendricks	Bonnie	09/01/2007	MA	14	100%	\$95,607	\$0	\$2,900	\$98,507
64	Herbert	Jennifer	09/01/2012	BA	11	100%	\$71,272	\$0	\$0	\$71,272
65	Hill	Susan	09/01/2014	BA	14	100%	\$88,107	\$0	\$0	\$88,107
66	Horn	Leslie	09/01/2015	MA+15	14	100%	\$98,607	\$0	\$0	\$98,607
67	Hrbek	Lori	09/01/2006	BA+30	14	100%	\$92,107	\$0	\$2,900	\$95,007
68	Iannuzzi	Kerry	09/01/2014	MA+15	14	100%	\$98,607	\$0	\$0	\$98,607
69	Jezco	Karen	09/01/1994	MA+60	14	100%	\$108,107	\$0	\$7,475	\$115,582
70	Johnson	Linda	09/01/1974	MA+60	14	100%	\$108,107	\$0	\$8,250	\$116,357
71	Juncosa	Karen	09/01/2000	BA	13	100%	\$81,472	\$0	\$2,375	\$83,847
72	Kane	Wendy	02/26/2002	MA+60	14	100%	\$108,107	\$0	\$5,450	\$113,557
73	Kelley	Jessica	09/01/2018	MA+15	13	100%	\$91,972	\$0	\$0	\$91,972
74	Kelly	Lisa	09/23/2008	MA+60	14	100%	\$108,107	\$0	\$2,375	\$110,482
75	Kenyon	Kelly	09/01/2012	MA	14	100%	\$95,607	\$0	\$0	\$95,607
76	Kivlon	Alice	09/01/2008	MA+30	14	100%	\$101,607	\$0	\$2,900	\$104,507
77	Kleinert	Stacy	09/01/1999	MA+60	14	100%	\$108,107	\$0	\$5,975	\$114,082
78	Kolster	Doreen	04/01/1997	MA	14	100%	\$95,607	\$0	\$5,975	\$101,582
79	Koonjy	Gina	04/12/2007	BA	14	100%	\$88,107	\$0	\$2,375	\$90,482
80	Kowalski	Hope	09/01/1998	MA+60	14	100%	\$108,107	\$0	\$5,975	\$114,082
81	LaGratta	Jennifer	09/01/2016	BA+15	10	100%	\$68,772	\$0	\$0	\$68,772
82	Landzert	Mark	09/01/2010	MA+30	13	100%	\$94,972	\$0	\$2,375	\$97,347
83	Lane	Kerry	01/28/2008	MA+60	14	100%	\$108,107	\$0	\$2,375	\$110,482
84	Lane	Marisela	01/05/2009	MA	14	62%	\$59,276	\$0	\$2,900	\$62,176
85	Leiter	Scott	09/01/2010	BA+15	14	100%	\$90,107	\$0	\$2,375	\$92,482
86	Lenihan	Samantha	09/01/2018	BA	7	100%	\$63,022	\$0	\$0	\$63,022
87	Lewis	Teresa	04/30/2018	MA	6	100%	\$69,972	\$0	\$0	\$69,972
88	Linnell	Charles	09/01/2007	MA	14	100%	\$95,607	\$0	\$2,900	\$98,507
89	Lodge	Jenna	09/01/2011	MA	12	67%	\$56,060	\$0	\$0	\$56,060



### 2023-2024 Tenured Certified Teaching Staff

	Last Name	First Name	Date of Hire	Degree	Step	FTE%	Base Salary	Doctorate	Longevity	New Salary
90	Lubarsky	Katherine	09/01/2013	MA+60	11	100%	\$91,272	\$0	\$0	\$91,272
91	Manco	Stephanie	11/14/1994	MA	14	100%	\$95,607	\$0	\$5,975	\$101,582
92	Manning	John	09/01/2014	MA	10	100%	\$74,272	\$0	\$0	\$74,272
93	Maquet	Margaret	09/01/2013	MA	14	100%	\$95,607	\$0	\$0	\$95,607
94	Martin	Kathleen	01/01/1996	MA+30	14	100%	\$101,607	\$0	\$5,975	\$107,582
95	McCall	Alexandra	09/01/2013	MA	11	100%	\$78,772	\$0	\$0	\$78,772
96	McClain	Tara	09/01/1998	MA+60	14	100%	\$108,107	\$0	\$5,975	\$114,082
97	McDonald	Brian	12/03/2004	MA	14	100%	\$95,607	\$0	\$3,925	\$99,532
98	McKenna	Cathleen	09/01/2002	MA	14	100%	\$95,607	\$0	\$3,925	\$99,532
99	McMurray	Linda	09/01/2006	MA+60	14	100%	\$108,107	\$0	\$2,900	\$111,007
100	Medler	Carolyn	09/01/2000	MA+60	14	100%	\$108,107	\$2,000	\$5,450	\$115,557
101	Melfi	Karren	09/01/2004	MA+15	14	100%	\$98,607	\$0	\$2,900	\$101,507
102	Molee	Joan	09/01/2016	BA	14	100%	\$88,107	\$0	\$0	\$88,107
103	Moore	Carol	09/01/2013	MA+15	14	100%	\$98,607	\$0	\$0	\$98,607
104	Myhren	Jeffrey	01/23/2006	MA	14	100%	\$95,607	\$0	\$2,900	\$98,507
105	Nash	David	09/01/2005	MA	14	100%	\$95,607	\$0	\$3,925	\$99,532
106	Naso	Marie-Elena	09/01/2005	MA	14	100%	\$95,607	\$0	\$3,925	\$99,532
107	Novak	Mary	09/01/2001	BA+15	14	100%	\$90,107	\$0	\$5,450	\$95,557
108	O'Connor	Kelly	09/01/2006	BA	14	100%	\$88,107	\$0	\$2,900	\$91,007
109	Papendick	Steven	09/01/2005	MA	14	100%	\$95,607	\$0	\$3,925	\$99,532
110	Parent	Rachael	09/01/2017	MA+30	9	100%	\$78,472	\$0	\$0	\$78,472
111	Pasleka	Sean	09/01/2004	MA	14	100%	\$95,607	\$0	\$3,925	\$99,532
112	Passariello	Vincent	09/01/2018	MA	14	100%	\$95,607	\$0	\$0	\$95,607
113	Penola	John	09/01/2007	MA+60	14	100%	\$108,107	\$0	\$2,900	\$111,007
114	Pollak	Heather	09/01/2018	MA	6	100%	\$69,972	\$0	\$0	\$69,972
115	Poulas	Stacey	09/01/1999	BA	14	100%	\$88,107	\$0	\$5,450	\$93,557
116	Prall	Laura	09/01/2002	BA	14	100%	\$88,107	\$0	\$5,450	\$93,557
117	Prezioso	Christine	12/02/2004	MA	14	100%	\$95,607	\$0	\$2,900	\$98,507
118	Quinn	Nicole	09/01/2000	MA	14	100%	\$95,607	\$0	\$5,450	\$101,057
119	Racine	Steven	09/01/2003	MA+60	14	100%	\$108,107	\$2,000	\$3,925	\$114,032
120	Ransegnola	Mary	09/01/2014	MA	11	100%	\$78,772	\$0	\$0	\$78,772
121	Reda-Sulling	Christine	12/12/2003	MA+15	14	100%	\$98,607	\$0	\$3,925	\$102,532
122	Reinhardt	Deborah	09/01/2001	MA	14	100%	\$95,607	\$0	\$5,450	\$101,057
123	Reinmund	Sarah	09/01/2003	MA+60	14	100%	\$108,107	\$0	\$3,925	\$112,032
124	Rinaldi	Nancy	09/01/2002	MA+60	14	100%	\$108,107	\$0	\$5,450	\$113,557
125	Rizzuto	Lillian	09/01/2000	MA+60	14	100%	\$108,107	\$0	\$5,450	\$113,557
126	Santagato	Sona	09/01/2004	MA+30	14	100%	\$101,607	\$0	\$3,925	\$105,532
127	Sassaman	Jenny	09/01/2004	MA+60	14	100%	\$108,107	\$0	\$3,925	\$112,032
128	Scanlon	Brian	09/23/1997	MA+15	14	100%	\$98,607	\$0	\$5,975	\$104,582
129	Scully	Charleen	09/01/1989	MA+30	14	100%	\$101,607	\$0	\$8,250	\$109,857
130	Servedio	Rebecca	12/14/2015	MA+45	9	100%	\$80,972	\$0	\$0	\$80,972
131	Shechtman	Neil	09/01/1999	MA+60	14	100%	\$108,107	\$0	\$5,975	\$114,082
132	Slater	Jill	09/01/2001	MA+60	14	100%	\$108,107	\$0	\$5,450	\$113,557
133	Smith	Adam	09/01/2005	MA	14	100%	\$95,607	\$0	\$3,925	\$99,532

**2023-2024 Tenured Certified Teaching Staff**

	Last Name	First Name	Date of Hire	Degree	Step	FTE%	Base Salary	Doctorate	Longevity	New Salary
134	Sorce	Michelle	09/01/2008	MA	14	100%	\$95,607	\$0	\$2,900	\$98,507
135	Soules	James	09/01/1997	MA+60	14	100%	\$108,107	\$0	\$7,475	\$115,582
136	Steenstra	Michelle	09/05/2005	MA+15	14	100%	\$98,607	\$0	\$3,925	\$102,532
137	Stokes	Nicholas	09/01/2005	BA	14	100%	\$88,107	\$0	\$3,925	\$92,032
138	Stroud	Ryan	09/01/2005	MA	14	100%	\$95,607	\$0	\$3,925	\$99,532
139	Struble	Meagann	02/04/2008	BA	14	100%	\$88,107	\$0	\$2,900	\$91,007
140	Strunz	Jolene	09/01/2018	MA	7	70%	\$49,365	\$0	\$0	\$49,365
141	Susicke	Jennifer	09/01/2014	MA	10	100%	\$74,272	\$0	\$0	\$74,272
142	Sutphen	Tina	09/01/1996	MA+60	14	100%	\$108,107	\$0	\$7,475	\$115,582
143	Tadros	Jane	09/01/2002	MA+30	14	100%	\$101,607	\$0	\$5,450	\$107,057
144	Tedesco	Alan	09/01/2005	MA	14	100%	\$95,607	\$0	\$3,925	\$99,532
145	Tenga	Joy	09/01/2000	MA+60	14	90%	\$97,296	\$0	\$5,450	\$102,746
146	Tinney	Sarah	09/01/1996	MA+60	14	100%	\$108,107	\$0	\$5,975	\$114,082
147	Toal	Emily	09/01/2005	MA+45	14	100%	\$104,107	\$0	\$3,925	\$108,032
148	Van Der Sluys	Alana	09/01/2017	MA+15	10	100%	\$77,272	\$0	\$0	\$77,272
149	Vander Ploeg	Jessica	09/01/2016	BA+15	8	100%	\$65,772	\$0	\$0	\$65,772
150	Vanderclock	Joanne	09/01/2011	MA	14	100%	\$95,607	\$0	\$0	\$95,607
151	Vanderzee	Faith	09/01/2004	MA+15	14	100%	\$98,607	\$0	\$3,925	\$102,532
152	Varadi	Jennifer	09/01/2000	MA	14	100%	\$95,607	\$0	\$5,450	\$101,057
153	Velasco	Nicole	09/01/2007	BA+15	14	100%	\$90,107	\$0	\$2,900	\$93,007
154	West	Susan	09/01/1999	MA+15	14	100%	\$98,607	\$0	\$5,975	\$104,582
155	White	Jamely	09/01/2011	BA	13	100%	\$81,472	\$0	\$2,375	\$83,847
156	White	Kevin	09/01/2006	MA	14	100%	\$95,607	\$0	\$2,900	\$98,507
157	Wysocki	Danielle	10/24/2012	MA+60	12	100%	\$96,172	\$0	\$0	\$96,172
158	Yago	Valerie	09/01/2003	BA+15	14	100%	\$90,107	\$0	\$3,925	\$94,032
159	Zablocki	Peter	09/01/2018	MA+30	14	100%	\$101,607	\$0	\$0	\$101,607

### 2023-2024 Non Tenured Certified Teaching Staff

	Last Name	First Name	Date of Hire	Degree	Step	FTE%	Base Salary	Longevity	New Salary
1	Andrascik	Skylar	09/01/2022	MA	4	100%	\$69,072	\$0	\$69,072
2	Ball	Deborah	09/01/2022	BA+15	13	100%	\$83,472	\$0	\$83,472
3	Brown	Cassandra	09/01/2020	BA	4	100%	\$61,572	\$0	\$61,572
4	Cloppa	Stephanie	05/18/2020	MA+45	9	100%	\$80,972	\$0	\$80,972
5	Comprelli	Valerie	09/01/2022	MA+60	14	74%	\$79,999	\$5,450	\$85,449
6	Csatay	Sabrina	09/01/2021	MA	4	100%	\$69,072	\$0	\$69,072
7	Eaton	Benjamin	09/01/2022	MA	14	100%	\$95,607	\$0	\$95,607
8	Feinsinger	Marisol	09/01/2022	BA+15	10	100%	\$68,772	\$0	\$68,772
9	Foder (Antoniotti)	Nicole	09/01/2021	MA	10	100%	\$74,272	\$0	\$74,272
10	Gemma	Steven	09/01/2022	BA	3	100%	\$61,272	\$0	\$61,272
11	George	Jenny	09/01/2021	MA	14	100%	\$95,607	\$0	\$95,607
12	Huppert	Matthew	02/26/2020	BA	10	100%	\$66,772	\$0	\$66,772
13	Lee (PT District Nurse)	Susan	11/28/2022	20 hours per week	50%		\$40 per/hr	\$0	\$40 per/hr
14	Mahler	Katie	09/01/2021	MA+60	7	100%	\$83,022	\$0	\$83,022
15	Mott	Thomas	09/01/2022	BA+30	14	100%	\$92,107	\$0	\$92,107
16	Parham	Kara	09/01/2022	MA+15	14	100%	\$98,607	\$0	\$98,607
17	Pelak	Casey	09/01/2022	BA+15	3	100%	\$63,272	\$0	\$63,272
18	Petrakian	Jodi	09/01/2022	BA	4	100%	\$61,572	\$0	\$61,572
19	Rogers	Amy	09/01/2021	MA+15	14	60%	\$59,164	\$0	\$59,164
20	Satkowski	Sarah	09/01/2022	BA	14	50%	\$44,054	\$0	\$44,054
21	Sheridan	Katelyn	09/01/2021	BA	8	100%	\$63,772	\$0	\$63,772
22	Smith	Valree	01/03/2022	MA	2	66%	\$45,192	\$0	\$45,192
23	Ward	Caitlin	09/01/2021	MA+60	12	100%	\$96,172	\$0	\$96,172

<b>2023-2024 New Tenured Appointments</b>							
	<b>Last Name</b>	<b>First Name</b>	<b>Date of Hire</b>	<b>Degree</b>	<b>Step</b>	<b>FTE%</b>	<b>Total Salary</b>
1	Becker	Heather	09/01/2019	MA	14	100%	\$95,607
2	Biggins	Lauren	09/01/2019	MA+15	10	100%	\$77,272
3	Cahill	Melissa	11/26/2019	BA+15	14	100%	\$90,107
4	Gilligan	Cathy	09/01/2019	BA	6	100%	\$62,472
5	Keesser	Cristina	09/01/2019	BA	14	100%	\$88,107
6	Mezzadri	Melissa	09/01/2019	MA	9	100%	\$72,472
7	Milone	Elise	09/01/2019	MA	14	100%	\$95,607
8	Tartaglia	Jacquelyn	09/01/2019	MA	7	100%	\$70,522
9	Vaughn Cason	Elizabeth	09/01/2019	BA	14	100%	\$88,107

ADMINISTRATIVE ASSISTANT SALARIES 2023-2024

Last Name	First Name	Department	FTE2	Guide	Step	Base Salary	Longevity	Total Salary	Location
BUTLER	KAREN	ADMIN. ASST.	1.00	ESII	6	\$ 69,380.00	\$ 1,650.00	\$ 71,030.00	PRM
CARPENTER	CELINA	ADMIN. ASST.10	1.00	S/C	5	\$ 54,000.00		\$ 54,000.00	GUIDANCE
DEWAAL	PAMELA	ADMIN. ASST.	1.00	ESII	6	\$ 69,380.00		\$ 69,380.00	KIEL
DOREMUS	THERESA	ADMIN. ASST.	0.50	ESI	6	\$ 32,903.00	\$ 1,100.00	\$ 34,003.00	STONYBROOK
DRIESSE	CLAUDIA	ADMIN. ASST	0.50	ESI	6	\$ 32,903.00	\$ 500.00	\$ 33,403.00	SPEC SERV.
GIACOIO	MELISSA	ADMIN. ASST.	1.00	ESI	6	\$ 65,805.00		\$ 65,805.00	HIGH SCHOOL
HALL	ANDREA	ADMIN. ASST.	1.00	ESII	6	\$ 69,380.00	\$ 1,375.00	\$ 70,755.00	SPEC SERV.
KENNEY	DAWNE	ADMIN. ASST.	1.00	ESII	6	\$ 69,380.00	\$ 1,650.00	\$ 71,030.00	STONYBROOK
KISH**	JENNIFER	ADMIN. ASST.10	0.50	S/C	3	\$ 26,163.00		\$ 26,163.00	KIEL
LATORRE	CONCETTINA	ADMIN. ASST.	1.00	ESII	6	\$ 69,380.00	\$ 1,650.00	\$ 71,030.00	CURRICULUM
MONTAGUE	LAURIE	ADMIN. ASST	1.00	ESI	6	\$ 65,805.00	\$ 500.00	\$ 66,305.00	GUIDANCE
NIETO	KRISTIN	ADMIN. ASST.	1.00	ESII	6	\$ 69,380.00	\$ 500.00	\$ 69,880.00	HIGH SCHOOL
STRUCK**	CATHERINE	ADMIN. ASST.10	0.50	S/C	2	\$ 25,748.00		\$ 25,748.00	PRM
WILSON**	ELEONORA	ADMIN. ASST.	0.50	ESI	2	\$ 30,898.00		\$ 30,898.00	HIGH SCHOOL
*Non-Tenure full time									
** Non-tenured 10 months									

## CUSTODIAL/MAINTENANCE SALARIES 2023-2024

[illegible]

CENTRAL OFFICE STAFF 2023-2024					23-24
Last Name	First Name	Title	FTE	Longevity	Total Salary
BLUMENSTYK	ANNA	ADMIN. ASST. TO SUPERINTENDENT	1.00	\$ 1,100.00	*TBD
HAGGART	LAUREN	ADMIN. ASST. TO BUSINESS ADMINISTRATOR	1.00	\$ 500.00	*TBD
PUCCIA*	JULIE	BOOKKEEPER	1.00	\$ 1,100.00	*TBD
TRAYNOR*	AUDREY	TRANSPORTATION COORDINATOR	1.00		*TBD
VERDUCCI*	FRANK	PAYROLL SUPERVISOR	1.00		*TBD
WOODRUFF	SHARON	TRANSPORTATION SUPERVISOR	1.00	\$ 1,375.00	*TBD
* Non-Tenured					
* Salaries will be adjusted when negotiations are completed					
TECHNOLOGY STAFF 2023-2024					23-24
Last Name	First Name	Title	FTE	Longevity	Total Salary
JANNICELLI	JOSEPH	TECHNOLOGY COORDINATOR	1.00	\$1,925.00	*TBD
LOGERIE	FRANTZ	COMPUTER TECHNICIAN	1.00	\$825.00	*TBD
* Salaries will be adjusted when negotiations are completed					
CENTRAL OFFICE ADMINISTRATIVE STAFF 2023-2024					23-24
Last Name	First Name	Title	FTE	Longevity	Total Salary
BRESETT	ALAN	CERTIFIED EDUCATIONAL FACILITIES MGR.	1.00	\$ 8,000.00	*TBD
KEANE	KERRY	BUSINESS ADMINISTRATOR/BOARD SECRETARY	1.00		*TBD
MANGO	DAVID	SUPERINTENDENT OF SCHOOLS	1.00		\$215,250
* Salaries will be adjusted when negotiations are completed					
TREASURER 2023-2024					23-24
Last Name	First Name	Title	FTE	Longevity	Total Salary
STILLMAN	JENNIFER	TREASURER OF SCHOOL MONIES			\$4,870

# BUS DRIVERS 2023-2024

Last Name	First Name	Job Title	FTE	Longevity	23-24 Total Salary
DAHL	DAVID	FULL TIME BUS DRIVER/MECHANIC (8 HOURS/DAY 260 DAYS)	1.00		*TBD
LONGMUIR	DIANE	FULL TIME BUS DRIVER (8 HOURS/DAY/180)	1.00	\$ 935.00	*TBD
MANDARA	KEVIN	FULL TIME BUS DRIVER (8 HOURS/DAY/180)	1.00		*TBD
SCHAD	BARBARA	FULL TIME BUS DRIVER (7 HOURS/DAY/180)	1.00		*TBD
ZAMMIT	JOSEPH	FULL TIME BUS DRIVER (8 HOURS/DAY/180)	1.00		*TBD
DRISCOLL	MICHAEL	BUS DRIVER/MESSENGER/CUSTODIAN (8 HOURS/DAY/260 DAYS)	1.00	\$ 935.00	*TBD
NICHOLAS	RICHARD	SUBSTITUTE BUS DRIVER			
* Salaries will be adjusted when negotiations are completed					



**Training Level Changes**  
**Spring 2023**

	<b>Last Name</b>	<b>First Name</b>	<b>FTE%</b>	<b>Current Degree</b>	<b>Step</b>	<b>Current Base Salary</b>	<b>New Degree</b>	<b>New Base Salary</b>	<b>Longevity</b>	<b>New Salary</b>
1	Barnes-Rizzo	Jennifer	100%	B.A.	13	\$79,512	B.A.+15	\$81,512	\$0	\$81,512
2	Comitto	Melissa	100%	M.A.+30	13	\$93,012	M.A.+45	\$95,512	\$0	\$95,512
3	Delplano	Jason	100%	M.A.+30	13	\$93,012	M.A.+45	\$95,512	\$0	\$95,512
5	Ianuzzi	Kerry	100%	M.A.	14	\$93,647	M.A.+15	\$96,647	\$0	\$96,647
6	Mezzadri	Melissa	70%	B.A.+30	8	\$46,068	M.A.	\$69,312	\$0	\$69,312
7	Servedio	Rebecca	100%	M.A.+30	8	\$75,312	M.A.+45	\$77,812	\$0	\$77,812
8	Steenstra	Michelle	100%	M.A.	14	\$93,647	M.A.+15	\$96,647	\$0	\$96,647
9	Vander Ploeg	Jessica	100%	B.A.	7	\$61,062	B.A.+15	\$63,062	\$0	\$63,062
10	Velasco	Nicole	100%	B.A.	14	\$86,147	B.A.+15	\$88,147	\$2,375	\$90,522

## PERSONNEL ATTACHMENT K

**KINNELON BOARD OF EDUCATION  
109 KIEL AVENUE  
KINNELON, NEW JERSEY 07405**

TO: All Administrators  
Alan Bresett

FROM: Kerry A. Keane, Business Administrator

SUBJECT: 2023-2024 Custodial Holiday Schedule

DATE: April 25, 2023

Listed below is the Holiday Schedule for the 2023-2024 school year.

<u>HOLIDAY</u>	<u>DATE</u>	<u># OF DAYS</u>
1. Independence Day (Tuesday)	July 4, 2023	1
2. Labor Day (Monday)	September 4, 2023	1
3. NJEA Convention (Thursday)	November 9, 2023	1
4. NJEA Convention (Friday)	November 10, 2023	1
5. Thanksgiving Day (Thursday)	November 23, 2023	1
6. Friday after Thanksgiving	November 24, 2023	1
7. Christmas Eve Observed (Monday)	December 25, 2023	1
8. Christmas Day Observed (Tuesday)	December 26, 2023	1
9. New Year's Day (Monday)	January 1, 2024	1
10. Winter Break (Friday)	February 16, 2024	1
11. Winter Break (Monday)	February 19, 2024	1
12. Spring Break (Friday)	March 29, 2024	1
13. Spring Break (Monday)	April 1, 2024	1
14. Memorial Day (Monday)	May 27, 2024	1
		14

Except for the above stated holidays, all Custodial and Maintenance Staff are expected to work day hours whenever school is not in session. Any exceptions to this policy for Kinnelon High School will be examined on a case by case basis.

Please call me if you have any questions.

C: David C. Mango, Superintendent  
Principals  
Payroll  
Audrey Traynor, Attendance  
Custodial/Maintenance Staff  
Tina Sutphen, KEA President  
School Secretaries

Approved 4/25/23

<b>AP Exam Prep 2022-2023</b>	
<b>Staff Member</b>	<b>Course</b>
Adam Smith	AP Chemistry
Alice Kivlon	AP Art 2D
Benjamin Eaton	AP Computer Science A
Benjamin Eaton	AP Computer Science Principles
Caitlin Ward	AP World History: Modern
Virginia Dunphy	AP English Language & Composition
Elizabeth Vaugh Cason	AP Art 3D
Hope Kowalski	AP Science Research
Hope Kowalski	AP Environmental Science
Jackie Castro	AP Studio Art
Jamely White	AP Spanish Language & Culture
Jenny George	AP Physics
Jenny George	AP Physics Electricity & Magnetism & Mechanics
Jessie Kelley	AP Calculus AB
John Manning	AP Biology
Lisa Castelluber	AP English Literature & Composition
Matt Arroyo	AP Government
Noah Blanchard	AP Calculus BC
Peter Zablocki	AP Capstone Research
Peter Zablocki	AP Capstone Seminar
Peter Zablocki	AP US History
Ray Danielson	AP Latin
Sophie Adams	AP French Language & Culture
Steven Papendick	AP Statistics

<b>Revised 2022-2023 Stonybrook Co-Curricular Activities</b>		
<b>Activity</b>	<b>Advisor</b>	<b>Stipend</b>
Business Club Advisor	Neil Shechtman	\$1,858
Computer/Tech Coordinator	Nancy Bosch	\$3,536
Concert-Spring Advisor	Alan Tedesco	\$1,994
Concert-Spring Advisor	Christine Reda-Sulling	\$1,994
Concert-Winter Advisor	Alan Tedesco	\$1,994
Concert-Winter Advisor	Christine Reda-Sulling	\$1,994
Destination Imagination	Kathleen Minervini	\$6,189
Jazz Club Advisor	Alan Tedesco	\$1,858
Computer Science/Robotics Advisor	Nancy Bosch	\$1,984
Student Council Advisor	Susan West	\$3,922
PEEC Fundraiser	Karren Melfi	\$561
PEEC Advisor	Jane Tadros	\$2,318
<b><i>PEEC Nurse *</i></b>	<b><i>Mary Bowers</i></b>	<b><i>\$915</i></b>
<b><i>PEEC Staff Chaperone (13) *</i></b>	<b><i>Scott Arnold</i></b>	<b><i>\$776</i></b>
<b><i>PEEC Staff Chaperone *</i></b>	<b><i>Christa Aromando</i></b>	<b><i>\$776</i></b>
<b><i>PEEC Staff Chaperone *</i></b>	<b><i>Lori Bruce</i></b>	<b><i>\$776</i></b>
<b><i>PEEC Staff Chaperone *</i></b>	<b><i>Amy Gardberg</i></b>	<b><i>\$776</i></b>
<b><i>PEEC Staff Chaperone *</i></b>	<b><i>Laura Gennat</i></b>	<b><i>\$776</i></b>
<b><i>PEEC Staff Chaperone *</i></b>	<b><i>Samantha Lenihan</i></b>	<b><i>\$776</i></b>
<b><i>PEEC Staff Chaperone *</i></b>	<b><i>Karren Melfi</i></b>	<b><i>\$776</i></b>
<b><i>PEEC Staff Chaperone *</i></b>	<b><i>Dave Nunez</i></b>	<b><i>\$776</i></b>
<b><i>PEEC Staff Chaperone *</i></b>	<b><i>Sean Pasieka</i></b>	<b><i>\$776</i></b>
<b><i>PEEC Staff Chaperone *</i></b>	<b><i>Charleen Scully</i></b>	<b><i>\$776</i></b>
<b><i>PEEC Staff Chaperone *</i></b>	<b><i>Neil Schechtman</i></b>	<b><i>\$776</i></b>
<b><i>PEEC Staff Chaperone *</i></b>	<b><i>Jane Tadros</i></b>	<b><i>\$776</i></b>
<b><i>PEEC Staff Chaperone *</i></b>	<b><i>Leslie Wayne</i></b>	<b><i>\$776</i></b>
Webmaster K-5	Johnna Ellis	\$1,302 (\$2,004 prorated)

***\* Indicates revisions and/or additions***

<b>Revised 2022-2023 PRM Co-Curricular Activities</b>		
<b>Activity</b>	<b>Advisor</b>	<b>Stipend</b>
Advanced Musicians (A.M.) Band	Brian Scanlon	\$1,984
AV/Computer Coordinator (3)	Shelley Battaglia	\$1,510
AV/Computer Coordinator (3)	Laura Fabsik	\$1,510
AV/Computer Coordinator (3)	Matthew Goff	\$1,510
Computer Club Advisor	Matthew Huppert	\$2,760
Content Math Lab AM Advisor	Tina Sutphen	\$1,834
Content Math Lab PM Advisor	Mary Ransegnola	\$1,834
Content Lab/Reading + Writing Advisor	Christina Keesser	\$1,834
Door Duty/AM Supervision (full stipend)	Ben Contella	\$900
Door Duty/AM Supervision (full stipend)	Melissa Eckert	\$900
Facilitator-6th grade (2 splitting stipend)	Jennifer Barnes-Rizzo	\$2,663
Facilitator-7th grade	Matthew Goff	\$2,663
Facilitator-8th grade	Karen Jeczo	\$2,663
Facilitator-Classic Corps	Ben Contella	\$2,663
Grade 6 Advisor	Melissa Eckert	\$1,675
Grade 7 Advisor	Meghan Hanson	\$1,976
Grade 8 Advisor (2)	Joan Bracken	\$1,342
Grade 8 Advisor (2)	Tina Sutphen	\$1,342
Honor Band Advisor	Brian Scanlon	\$287
Honor Band Advisor	Bonnie Hendricks	\$287
Instrumental Concerts (Winter/Spring) Advisor (2)	Bonnie Hendricks	\$2,120
Instrumental Concerts (Winter/Spring) Advisor (2)	Brian Scanlon	\$2,120
Jazz Rock Ensemble Advisor	Brian Scanlon	\$1,984
National Junior Honor Society	Mimi Naso	\$2,185
Peer Counselor (2)	Tara McClain	\$1,295
Peer Counselor (2)	Jolene Strunz	\$1,295
Phil/Gettysburg, 8th Grade Trip Co-Director (2)	Matthew Goff	\$1,196
Phil/Gettysburg, 8th Grade Trip Co-Director (2)	Brian Scanlon	\$1,196
<b><i>Phil/Gettysburg Trip Nurse *</i></b>	<b><i>Laura Prall</i></b>	<b><i>\$1,005</i></b>
<b><i>Phil/Gettysburg 8th Grade Trip Chaperone (17) *</i></b>	<b><i>Deborah Ball</i></b>	<b><i>\$853</i></b>
<b><i>Phil/Gettysburg 8th Grade Trip Chaperone *</i></b>	<b><i>Brian Boardman</i></b>	<b><i>\$853</i></b>
<b><i>Phil/Gettysburg 8th Grade Trip Chaperone *</i></b>	<b><i>Ben Contella</i></b>	<b><i>\$853</i></b>
<b><i>Phil/Gettysburg 8th Grade Trip Chaperone *</i></b>	<b><i>Michelle Cromwell</i></b>	<b><i>\$853</i></b>

<i>Phil/Gettysburg 8th Grade Trip Chaperone *</i>	<i>Audrey Davie</i>	<i>\$853</i>
<i>Phil/Gettysburg 8th Grade Trip Chaperone *</i>	<i>Melissa Eckert</i>	<i>\$853</i>
<i>Phil/Gettysburg 8th Grade Trip Chaperone *</i>	<i>Laura Fabsik</i>	<i>\$853</i>
<i>Phil/Gettysburg 8th Grade Trip Chaperone *</i>	<i>Matthew Goff</i>	<i>\$853</i>
<i>Phil/Gettysburg 8th Grade Trip Chaperone *</i>	<i>Meghan Hanson</i>	<i>\$853</i>
<i>Phil/Gettysburg 8th Grade Trip Chaperone *</i>	<i>Matthew Huppert</i>	<i>\$853</i>
<i>Phil/Gettysburg 8th Grade Trip Chaperone *</i>	<i>Karen Jeczo</i>	<i>\$853</i>
<i>Phil/Gettysburg 8th Grade Trip Chaperone *</i>	<i>Tara McClain</i>	<i>\$853</i>
<i>Phil/Gettysburg 8th Grade Trip Chaperone *</i>	<i>Mark Mongon</i>	<i>\$853</i>
<i>Phil/Gettysburg 8th Grade Trip Chaperone *</i>	<i>Jodi Petrakian</i>	<i>\$853</i>
<i>Phil/Gettysburg 8th Grade Trip Chaperone *</i>	<i>Mary Ransegnola</i>	<i>\$853</i>
<i>Phil/Gettysburg 8th Grade Trip Chaperone *</i>	<i>Brian Scanlon</i>	<i>\$853</i>
<i>Phil/Gettysburg 8th Grade Trip Chaperone *</i>	<i>Tina Sutphen</i>	<i>\$853</i>
PM Choir (formerly "STAR Choir")	Charles Linnell	\$1,984
PRM Play Director	Terese Opiela	\$2,577
PRM Play Assistant Director	Cristina Keesser	\$1,145
Robotics Club Advisor	Mimi Naso	\$1,984
Social Outreach Club	Carolyn Medler	\$1,159
Social Outreach Club	Karen Jezco	\$1,159
Student Council (2)	Michelle Cromwell	\$1,961
Student Council (2)	Karen Jeczo	\$1,961
Talent Show	Christina Keesser	\$2,051
TREP\$	Gretchen Cuccio	\$1,421
Vocal Music Concerts (Winter/Spring)	Charles Linnell	\$2,263
Vocal Music Concerts (Winter)	TBD	\$1,131
Yearbook	Audrey Davie	\$2,583

*\* Indicates revisions and/or additions*



## **Kinnelon Public Schools**

Kinnelon, New Jersey

### **Job Description**

#### **TITLE: Supervisor of Athletics, Activities, and PE/Health**

##### **QUALIFICATIONS:**

1. Valid New Jersey Supervisor Certification.
2. Minimum of 5 years experience as a Supervisor of Athletics and Academics
3. Demonstrated leadership capability in the areas of curriculum, staff development, and in the organization and administration of a district-level athletic program
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent of Schools

**SUPERVISES** All certified and noncertified school staff as assigned and all coaching staff.

**JOB GOAL:** To assist the principal in providing school-wide leadership and to provide leadership in the development, implementation, and coordination of the district's athletic program in order to provide students with the opportunity to develop physical skills, knowledge, and understanding of sports and the principles of fair play.

##### **PERFORMANCE RESPONSIBILITIES:**

1. Supervision of faculty and staff in Health/PE, including the Athletic Trainer, including summative evaluations as assigned by the Superintendent of Schools.
2. Generate, maintain, and implement the Athletics Department budget, maintain accurate fiscal records according to district procedures/policy, and adhere to district policy regarding purchasing procedures
3. Develop schedules for the middle and high school's three athletic seasons
4. Secure and supervise coaching staffs
5. Secure transportation for coaches and student-athletes traveling to off-site contest locations
6. Oversee contest preparation of KPSD athletic facilities
7. Secure athletic spaces at off-campus locations
8. Secure officials for on-campus contests
9. Communicate regularly with student-athletes, coaches, parents, and parent organizations (Boosters,



## **Kinnelon Public Schools**

Kinnelon, New Jersey

### **Job Description**

10. Represent the Athletics Department at various non-athletic KHS events when deemed necessary by the Superintendent of Schools.
11. Attend and participate in monthly administrative meetings
12. Maintain membership and participation in appropriate local, county, state, and national organizations.
13. Understand and comply with local, state, and federal legal requirements.
14. Assist in the design and production of student handbooks and a calendar of events.
15. Organize and administer the district's program of extracurricular student activities.
16. Develop and implement appropriate rules and regulations governing the conduct of athletic activities and ensure compliance with the rules promulgated by the NJSIAA.
17. Verify each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and obtain written parent permission for students to participate.
18. Assume responsibility for compliance with Board-adopted emergency medical procedures for all practice sessions and contests.
19. Supervises all ticket sales and fundraising events of the athletic program and assumes responsibility for proper handling of funds.
20. Supervises the care, maintenance, and storage of all athletic equipment and supplies and maintains a current inventory.
21. Promote good school-community relations and support through effective communication regarding the district's athletic program
22. Organizes and administers the district's program of extracurricular athletics and assists with the responsibility for the scheduling of all intramural and interscholastic athletic events.
23. Assists with the provision and leadership in the selection, assignment and evaluation of athletic coaches and trainers.
24. Assists with the responsibility for the proper supervision of home games and the availability of game officials, team physicians and security personnel.
25. To provide coordination in the development and implementation of the district's athletic program in order to provide students with the opportunity to develop physical skills , knowledge and understanding of sports and the principles of fair play.
26. Assists with the responsibility for compliance with board-adopted emergency medical procedures for





## **Kinnelon Public Schools**

Kinnelon, New Jersey

### **Job Description**

all practice sessions and competitive events.

27. Develops and implements appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.

28. Arranges field and gym practice schedules.

29. Assists with the physical examination protocol of all athletes prior to each season.

30. Maintains records of athletic contests and award winners and plans and supervises an annual recognition program for athletes.

31. Upholds and enforces school rules, administrative regulations and board policy.

32. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent and/or designee.

**TERMS OF EMPLOYMENT:** 12-months

**ANNUAL EVALUATION:** The performance of this job will be evaluated annually in accordance with the AchieveNJ law and the provisions of the board's policy on the evaluation of certified staff.

**DATE APPROVED:** June 24, 2021

**REVISED:**



## **Kinnelon Public Schools**

Kinnelon, New Jersey

### **Job Description**

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**TITLE: Supervisor of Student Services, K-12**

**QUALIFICATIONS:**

1. Valid NJ Supervisor/Principal Certification
2. Minimum of five years experience in the areas of special education services
3. Experience with the latest trends in special services.
4. Broad knowledge of state and federal special education laws, regulations, procedures and reporting requirements.
5. Excellent communication skills, solution seeker and problem solver.
6. Demonstrated ability to develop long range plans in counseling and mental health services.
7. Knowledge in the development of the master schedule, managing student databases and testing.
8. Required criminal history check and proof of NJ residency.

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** All Child study team members, related services personnel, certified and noncertified special education, health services personnel and mental health services and school counseling staff.

**JOB GOAL:** Responsible for all special education and general education programs, management of daily services, oversight for all counseling programs, mental health programs fiscal responsibility and evaluation of CST related services, guidance and health care professionals district wide which include alternative education, grant-funded programs, and assures compliance with laws, codes, and regulations related to Student Services; evaluates assigned personnel, and performs related work as required.

**PERFORMANCE RESPONSIBILITIES:**

- Oversees Cumulative records of all K-12 students.
- Coordinates K-12 counseling services, 504 services, and I&RS services.
- Assists in the development of the high school master schedule.
- Makes available financial aid and scholarship information.
- Provides proper arrangement for tutoring and home instruction.
- Oversees student grading database and student transcript process
- Submits regular informational reports to the Superintendent of Schools or designee, and principals.
- Provides orientation programs for new students and incoming freshmen.
- Arranges "parent nights", "career conference nights", "college nights", etc., when such would be considered helpful for the students.
- Makes recommendations to the Superintendent for changes in policy, personnel practices and other matters that may result in a more effective school community.



## **Kinnelon Public Schools**

Kinnelon, New Jersey

### **Job Description**

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- Conducts observations and yearly APR's of child study teams and guidance offices.
- Assists in preparation of the yearly budget.
- Develops and implements an effective system for the delivery of special services for all district schools. Establish high expectations for all learners.
- Supervises and evaluates the performance of psychologists, learning consultants, speech corrections, occupational therapists, teachers of the handicapped and special services secretaries.
- Assigns specific duties to child study team personnel.
- Prepares all State and Federal reports relative to special services, bilingual/ESL, and special education.
- Prepares grant proposals and administer funded programs for special education.
- Prepares and submits annual special education and bilingual/ESL budget to the chief school administrator.
- Communicates with principals and other administrators regarding special services operation, special education programs, and personnel.
- Collaborates with principals and the guidance department in the preparation of building schedules.
- Acts as district liaison for special education with county child study advisor.
- Attends professional meetings related to the field; arranges for department meetings, initiates and develops effective in-service instruction in areas of need.
- Provides required or requested information for the Board of Education.
- Performs additional duties as directed by the Superintendent.

**TERMS OF EMPLOYMENT:** 12-Months

**ANNUAL EVALUATION:** The performance of this job will be evaluated annually in accordance with the Achieve NJ law and the provisions of the board's policy on the evaluation of certified staff.

**Date Approved:**



## **Kinnelon Public Schools**

Kinnelon, New Jersey

### **Job Description**

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**TITLE:**        **Supervisor of Special Projects**

**JOB QUALIFICATIONS:**

1. Valid New Jersey Principal and/or Supervisory Certification
2. Valid Teaching Certification
3. Minimum 5 years of teaching experience
4. Strong communicative skills
5. Experience with daily school management
6. Required criminal history background check
7. New Jersey residency required

**REPORTS TO:**     Superintendent of Schools

**JOB GOAL:**        To assist the Superintendent and district in the area of school management and operations.

**PERFORMANCE RESPONSIBILITIES:**

1. Works in conjunction with the athletic office to ensure security protocol and coverage.
2. Oversight in daily student entry and dismissal of students.
3. Assists the S.A.C. on referral status, implementation of drug and alcohol policies.
4. Assists district and community in reducing juvenile delinquency focused on education, prevention, communication and information sharing.
5. Assists school administrators in responding to school safety issues and problems.
6. Develops a rapport with students, teachers, staff, and faculty and creates a network to obtain and track information related to offenses endangering students and teachers in the schools and community.
7. Works with community groups and associations to solicit support to address problems impacting the safety of our youth.
8. Provides immediate response in handling trespassers on school property.
9. Works with local police agencies pertaining to school safety and special security problems as they occur.
10. Is a liaison between schools, courts and the juvenile justice system to monitor and track any complaints against students.
11. Advises and assists administration in the development of plans for security.
12. Serves as a resource to building principals to address parents, students, and staff.



## **Kinnelon Public Schools**

Kinnelon, New Jersey

### **Job Description**

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13. Identify high risk students and assist with reducing risk factors.
14. Provides school building protection and emergency management.
15. Addresses chronic school truancy
16. Assists administration with thorough investigations of theft, assaults, weapons, drugs, gang activity, or any criminal offenses committed in/on the school grounds.
17. Conducts presentations relevant to school safety. Harassment & Intimidation, gangs, drugs, current issues to administrators, staff, students, faculty and the community.
18. Prepares written reports for any incidents, security problems as directed by the superintendent.
19. Maintains training and proficiency in school safety law.
20. Serves as the district Anti-Bullying Coordinator.
21. Serves as the Affirmative Action Officer.
22. Serves as the School Safety Specialist.
23. Collaborates with the buildings and grounds office on all capital projects.
24. Conducts a minimum of 25 evaluations of staff.
25. Works in conjunction with the Supervisor of Pupil Personnel Services in developing mental health programs for students.
26. Assists in all aspects of technology, infrastructure, surveillance and upgrades.
27. Works in tandem with class three officers, Kinnelon Police Department and Morris County Prosecutor's office in all security planning.
28. Performs additional duties as directed by the Superintendent.

**TERMS OF EMPLOYMENT:** 12 Month position

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with Achieve NJ State law and the provisions of the board's policy on evaluations of staff.

**APPROVAL DATE:**

<b>Revised 2022-2023 KHS &amp; PRM Spring Coaches &amp; Volunteers</b>					
<b>School</b>	<b>Sport</b>	<b>Last</b>	<b>First</b>	<b>Step</b>	<b>Total Stipend</b>
<b>KHS</b>	<b>Baseball, Head Varsity *</b>	<b>Clark</b>	<b>Dan</b>	<b>3</b>	<b>\$9,561.00</b>
KHS	Baseball, Assistant Varsity	Kelly	Ryan	3	\$7,282.00
KHS	Baseball, Assistant JV	Lembo	Michael	3	\$7,282.00
KHS	Baseball, Volunteer	Krill	Robert	Volunteer	
KHS	Golf, Head Varsity	Soules	James	3	\$8,141.00
KHS	Golf, Assistant JV	Myhren	Jeffrey	3	\$4,989.00
KHS	Golf, Volunteer	Pasieka	Sean	Volunteer	
KHS	Lacrosse, Head Boys Varsity	Mott	Thomas	1	\$9,169.00
KHS	Lacrosse, Assistant Varsity/JV	Baitzel	Ryan	1	\$6,928.00
KHS	Lacrosse, Assistant Varsity/JV	Gemma	Steven	1	\$6,928.00
KHS	Lacrosse, Assistant Varsity/JV	TBD			
KHS	Lacrosse, Volunteer	Smith	Craig	Volunteer	
KHS	Lacrosse, Volunteer	Gigante	Dave	Volunteer	
KHS	Lacrosse, Volunteer	Turco	Bob	Volunteer	
KHS	Lacrosse, Volunteer	Bertucci	Anthony	Volunteer	
KHS	Lacrosse, Head Girls Varsity	Madison	Megan	3	\$9,561.00
KHS	Lacrosse, Assistant Varsity/JV	Gummerson	Chelsea	3	\$7,282.00
KHS	Lacrosse, Assistant Varsity/JV	Vogt	Michelle	3	\$7,282.00
KHS	Softball, Head Varsity	Tartaglia	Jacquelyn	2	\$9,366.00
KHS	Softball, Assistant Varsity	DeLoreto	Morgan	1	\$6,928.00
KHS	Softball, Assistant JV	TBD			
KHS	Tennis, Head Boys Varsity	Landzert	Mark	3	\$8,141.00
KHS	Tennis, Assistant Boys JV	Danielson	Ray	2	\$5,187.00
KHS	Tennis, Volunteer	Davis	Jacci	Volunteer	
KHS	Track, Head Boys Varsity	Kelley	Jessica	3	\$9,256.00
KHS	Track, Assistant Boys Varsity	White	Kevin	3	\$5,518.00
KHS	Track, Head Girls Varsity	Chegwidden	Laura	3	\$9,256.00
KHS	Track, Assistant Girls Varsity	Hall	Griffin	1	\$5,187.00
KHS	Track, Assistant Boys & Girls Varsity	Jabez	Thomas	1	\$5,187.00
KHS	Track, Volunteer	Lee	Joe	Volunteer	
KHS	Track, Volunteer	Smith	Matt	Volunteer	
PRM	Baseball, Head	Contella	Ben	1	\$5,978.00
PRM	Softball, Head	Naso	Mimi	2	\$6,007.00
PRM	Softball, Volunteer	Puccia	Julie	Volunteer	
PRM	Track, Head	Nist	Greg	1	\$5,978.00
PRM	Track, Assistant	Jones	David	1	\$4,640.00

**\* Indicates an addition or revision**

## Coding Club “Volunteer” Proposal

Claire Wang, a student at Kinnelon High School, has proposed a volunteer project for middle school girls that 4-5 high schoolers would lead. Claire and the group of volunteers want to promote coding and introduce young students to computer science, which is a growing field. Here are the details of the club they are proposing:

- The program would be offered to students in grades 6-8.
- The number of students who could participate in the program would be based on the number of available computers\* and the number of volunteers available to work with the students. We would start with a group of about 10-15 students.
- The program would meet once per month after school at PRM.
- Mr. Mongon would provide supervision as the high school student volunteers work with our middle school students.
- If approved, a sign-up form will be sent to all students in grades 6-8. We would note in that communication how many spots are available in the program and fill it on a first come, first served basis.

\*Claire initially proposed using the computer lab, although we can potentially have the students use their chromebooks depending on the activity.