

**KINNELON BOARD OF EDUCATION  
REGULAR MEETING  
KINNELON HIGH SCHOOL AUDITORIUM  
7:00 P.M.  
JULY 25, 2023**

**MINUTES**

The Regular Meeting of the Kinnelon Board of Education was held on Tuesday, July 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 7:00 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, Joined Remotely Mr. Michael Petruccelli, Vice President Mr. Jonathan Eisenmenger, Joined Remotely at 7:10 pm Mrs. Dana Leonard, Joined Remotely 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. June 13, 2023 Regular Meeting Minutes
2. June 26, 2023 Regular Meeting Minutes
3. June 26, 2023 Executive Session Minutes

**MOTION BY MRS. PARRELLA, SECONDED BY MRS. PORTMAN TO APPROVE THE MINUTES AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.**

**VI. STUDENT REPRESENTATIVE - None**

**VII. SUPERINTENDENT'S UPDATE**

1. District Update
  - o Citizens Advisory Committee Update
  - o Revised Student Handbooks
  - o Kinnelon High School Auditorium
  - o PRM/KHS Infrastructure
  - o Freshman Volleyball
  - o Digital 1:1 Handbook
  - o Revised Policy #9712
  - o Shared Services Agreement with the Borough of Kinnelon
  - o August Short Take Videos
    - Sisco
    - PRM
2. Student Safety Data Systems Report, 2022-2023, Vincent Shivas
3. District Virtual Remote Plan, Lauren Thomas
4. District Safe Return Plan, Lauren Thomas
5. NJGPA, Lauren Thomas
6. NJACCESS, Lauren Thomas

**VIII. COMMITTEE REPORTS**

- A. Finance, Facilities and Security  
(Mrs. Donaldson, Chair)
  - Spoke about the QSAC process and the update on the Budget for 2023-2024. They also spoke about security updates for the district, the Pearl R. Miller traffic pattern and Kinnelon High School Auditorium updates.
- B. Personnel and Negotiations  
(Mr. Petruccelli, Chair)
  - Spoke about QSAC reviews, the Head Maintenance job description that was pulled from the agenda and new appointments.
- C. Education and Student Activities  
(Mrs. Parrella, Chair)

- Spoke about Kiel and the new mindful yoga intervention program for Kindergarten. All of the handbooks were updated for each school. Professional Development for staff and a potential Booster Club.

D. Policy

(Mr. Eisenmenger, Chair)

- There is a new policy up for vote.

E. Delegates

1. New Jersey School Boards Association  
(Mr. Petruccelli)
  - o Reviewed all the webinars available.
2. Morris County School Boards Association  
(Mrs. Leonard)
  - o No meeting scheduled.
3. Legislative Representative  
(Mr. Eisenmenger)
  - o Sick time usage change.
4. Morris County Educational Services Commission  
(Mrs. Parrella)
  - o Meeting took place on June 14<sup>th</sup>.

F. Community Relations and KEA Liaison

(Mr. Petruccelli - Chair)

- Meeting will take place in August.

G. K-Cares

(Mrs. Portman)

- Meeting will take place in August.

H. Kinnelon Education Foundation

(Mr. Myers)

- None

IX. PETITIONS AND HEARINGS OF CITIZENS – AGENDA ITEMS - None

X. AGENDA ITEMS

A. FINANCE, FACILITIES AND SECURITY COMMITTEE

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

Agenda Items #1 through #19 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 June 2023.
2. Be it resolved, that the Kinnelon Board of Education approve the **Secretary's Report** for the month of June 2023.
3. Be it resolved, that the Kinnelon Board of Education approves the **Budget Transfers** for the month of June 2023.

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

Pursuant to N.J.S.A. 18A 17-9, I certify that as of July 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 - 12C.

Additional Disbursements paid by Computer Checks #52407 thru #52472	\$156,740.36
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Total disbursements paid by Hand Checks #70061523 and #70063023	\$5808.30
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Total Disbursements paid by EFT #999892 thru EFT # 999901	\$2,953,684.68
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**Student Activity Account (Fund 95)**

Total Disbursements paid by Check #95061423 Covers actual Ck# 10791	\$1800.00
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**Agency Account (Fund 91)**

Total Disbursements paid by #911899, #911900 thru #911915, #911918 thru #911927, #911929 thru #911934, #913167 thru #913169, and #919916 and #9119617	\$1,340,516.33
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Total Disbursements for June 30, 2023	\$4,458,549.67
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- b. Be it resolved, that the Kinnelon Board of Education approve the Bill List-File Reference 23/24 - 1.

**Student Activity Account (Fund 95)**

Total Disbursements paid by Check #xxxxxx Covers actual Ck# xxxxx thru Ck# xxxxx	\$0.00
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**Cafeteria Account (Fund 60)**

Total Disbursements paid by Check #601324 thru #601325	\$33,411.71
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**Agency Account (Fund 91)**

Total Disbursements paid by Check #91940,  
#911936 thru #911939, #911941 thru #911946 \$349,1200.30

- c. Be it resolved, that the Kinnelon Board of Education approve the Bill List-File Reference 23/24 - 1.

Total Disbursements paid by Computer Check #52473  
thru Check #52544 \$1,340,292.42

Total Disbursements paid by Hand Check #70071523 and  
#70073023 \$5808.30

Total Disbursements paid by EFT #999902 thru #999905 \$306,484.32

Total Disbursements for July 25, 2023 \$1,652,585.04

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 **July 2023 Emergency Drill Report**, as per Finance, Facilities and Security Attachment B.
9. Be it resolved, that the Kinnelon Board of Education approve the list of **Bus Stops** for the 2023-2024 school year as kept on file in the Board Office.
10. Be it resolved, that the Kinnelon Board of Education approve disposal of **obsolete Social Studies books** as per Finance, Facilities and Security Attachment C.
11. Be it resolved, that the Kinnelon Board of Education approve the **Special Education Age Waiver Application** for Extended School Year for the 2023-2024 school year.
12. Be it resolved, that the Kinnelon Board of Education, upon the recommendation of the Superintendent of Schools, to submit an application to the Executive County Superintendent of Schools for approval for the following rooms for **Dual Use of Educational Space** for the 2023-2024 school year.

Kiel School - Room 221, for the purpose of Guided Study Instruction

Stonybrook School - Room 108, for the purpose of Guided Study Instruction

Glenn Sisco School - Room 202, for the purpose of Speech

13. Be it resolved, the Kinnelon Board of Education renew the agreement with **IXL Learning** for ELA and Math, for the period of May 16, 2023 through May 16, 2026 at a revised cost from \$39,868 to \$46,056.
14. Be it resolved, the Kinnelon Board of Education approves an agreement with **LearnWell** for students receiving Academic Hospital Instruction at the rate of \$56.75 per hour for up to 10 hours of services per week for the 2023-2024 school year.
15. The Kinnelon Board of Education, upon the recommendation of the Superintendent and the Kinnelon Police Chief, approves the appointment of the following to the position of **Class Three Special Law Enforcement Officers** for the 2023-2024 school year:

Steve Caputo - High School  
Russ Curving - Kiel School/Pearl R. Miller School  
Mark West - Stonybrook School  
James Smith - Part Time/ Substitute

16. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the **Shared Services Agreement** with the **Borough of Kinnelon** for three (3) **Class Three Special Law Enforcement Officers** for the period of 2023 through 2026 as per **Finance, Facilities and Security Attachment D.**
17. Be it resolved, that the Kinnelon Board of Education approve a **parent contract for student transportation** to transport one (1) special education student to Academy 360 Upper School, Livingston, Oakland, New Jersey, on **Route Number ACAS360**, from July 1, 2023 through June 30, 2024, at a cost of \$15,000.00. The school type is private school for the disabled - 3.
18. Be it resolved, that the Kinnelon Board of Education renew a contract with **Navigate 360** to be in compliance with Alyssa's Law for the 2023-2024 school year, not to exceed \$20,000.
19. Be it resolved, that the Kinnelon Board of Education approve a contract with **Raptor Technologies** for the Raptor Visitor Management Annual Access Fee for the 2023-2024 school year at a cost of \$2,000.

**MOTION BY MRS. PARRELLA, SECONDED BY MRS. PORTMAN TO APPROVE ITEMS #1 THROUGH #19 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 #8 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	Kiel	Kimberly	Fritz	Paraprofessional	Resignation	8/30/23		

**APPOINTMENTS**

2. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the **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	Degree/ Step	Total Salary	Start date	End Date
1	SB	Cheryl	Engdahl	Lunch Aide	Step 12	Revised \$16.85	9/1/23	6/30/24
2	SB	Paige	Radovanovic	3rd Grade Leave Replacement *revision	BA Step 1	\$60,772 (prorated)	9/18/23	6/30/24
3	PRM	Christine	Laganella	Speech Language Pathologist	MA+15 Step 1	\$71,272	8/30/23	6/30/24
4	KHS	Ricky	Ortego	English Teacher	MA Step 1	\$68,272	8/30/23	6/30/24
5	District	Michael	Sabo	Computer Technician	Volunteer		7/26/23	8/31/23
6	PRM	Danielle	Giunta	Part Time Math Teacher	BA, Step 1	\$32,209 (prorated)	10/1/23	6/30/24

	School	First Name	Last Name	Step/ Degree	Base Salary	Longevity	Total Salary	Start Date	End Date
7	Kiel	Terry	Lewis	MA, Step 6	\$69,972	\$2,375 *revision	\$72,347	8/30/23	6/30/24

3. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the revised **Paraprofessionals** for the 2023-2024 school year as per Personnel and Negotiations Attachment A.

### ADDITIONAL ASSIGNMENTS

4. 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	KHS	Ryan	Carbone	Interim Head Custodian		Revised \$5,315 prorated	7/1/23	12/31/23
2	District	Stephanie	Cioppa	2023 CST Summer Work	12 hours	\$59.27 per hour	7/1/23	9/1/23

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

5. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following rates of pay for **Game Day Workers** for the 2023-2024 school year:

Announcer	All Sports	\$80/game
Clock and Scorekeeper	JV All Sports	\$40/game
Clock and Scorekeeper	Varsity All Sports	\$45/game
Security	All Sports	\$45/game
Game Ticket Coordinator	All Sports	\$50/game
Site Manager	All Sports	\$80/game
Scoreboard - JV/Middle School	All Sports	\$40/game
Scoreboard - Varsity	All Sports	\$45/game
Scoreboard	Varsity/JV (same day) All Sports	\$85/game



Scoreboard Wrestling	Varsity/JV (same day) All Sports	\$85/game
Scoreboard Wrestling	Middle School/JV	\$40/game
Scoreboard Wrestling	Varsity	\$45/game
Scoreboard - Baseball Operator		\$70/game
Ticket Taker	All Sports	\$40/game

6. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following to the position of **Game Day Workers** for the 2023-2024 school year:

Alyssa Hausmann	Hannah Sappio	Megan Madison
Anthony Collabella	Jacquelyn Tartaglia	Mike Fuchs
Ben Contella	Jeff Myhren	Mimi Naso
Brian Boardman	Jessica Kelley	Nino Capra
Dan Clark	Jim Soules	Sean Pasieka
Danielle Wysocki	Joe Pedalino	Stan Rymarz
Dave Gigante	Julie Puccia	Stephanie Finke
David Kessinger	Kevin White	Stephanie Manco
Don Trifari	Laura Chegwiddden	Steve Gemma
Dustin Grande	Mark Landzert	Steve Zaugg
Eric DiColo	Matt Goff	Tyler Puccia
Greg Nist		Wendy Kane

7. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves all certificated staff to be **Home Instructors**, at an hourly rate of \$60.77 as needed for the 2023-2024 school year.
8. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **"Revised" Fall Coaches & Volunteers** for the 2023-2024 school year as per Personnel & Negotiations Attachment B. This action is pending a successful completion of all required criminal background checks and approval by the New Jersey Department of Education.

MOTION BY MRS. PARRELLA, SECONDED BY MR. MYERS TO APPROVE ITEMS #1 THROUGH #8 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 #13 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 **Out-of-District Placements** including tuition and additional related services for the 2023-2024 school year as listed on Education and Student Activities Attachment A.
2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the anticipated **early graduation** of **student #15381920**, from Kinnelon High School at the conclusion of June 2024, as per policy #5460, provided the student meets all high school graduation requirements.
3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **Field Trips** for the 2023-2024 school year:

Event	Dates	Location
U.S. Open	08/24/23	Flushing Meadows, Queens, NY

4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following students to participate in **Independent Study: 1S Advanced Creative Digital Communications** at Kinnelon High School for the 2023-2024 school year.

Student #1424936

Student #220213

5. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the **Safe Return Plan for the 2023-2024** school year Education and Student Activities Attachment B.
6. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the **Kinnelon Virtual/Remote Instruction Plan for the 2023-2024** school year Education and Student Activities Attachment C.
7. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the District Mentoring Plan and **Statement of Assurance for the 2023-2024** school year as per **Education and Student Activities Attachment D.**

8. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves an 8-week session of **The Mindful Yoga Intervention, Zensational-Kids**, per District Occupational Therapist, Maegann Struble's doctoral coursework for kindergarten students at Kiel School, at no cost to the board.
9. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves a **Pilot Reveal Math Series Program** at Pearl R. Miller Middle School for the 2023-2024 school year.
10. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the **Kinnelon Public Schools 1:1 Digital Learning Environment & Device Guidelines Handbook** as per Education and Student Activities Attachment E.
11. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the addition of a **new course** titled Math Strategies to the 2023-2024 Program of Studies at Kinnelon High School.
12. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves a **self funded Freshman Girls Volleyball Team** at Kinnelon High School for the Fall 2023 season, at no cost to the board.
13. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the **revised Student Handbook** for each of the following schools:

Kiel School  
Stonybrook School  
Pearl R. Miller Middle School  
Kinnelon High School

**MOTION BY MRS. PARRELLA, SECONDED BY MR. PETRUCCELLI TO APPROVE ITEMS #1 THROUGH #13 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 #3 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, accepts the **Student Safety Data System Report** for the reporting period of January 1, 2023 through June 30, 2022, as per Policy Attachment A.
2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **first reading** of the following policies:

**Policy:**

P 9712

Literature Sent Home with Pupils (Revised)

P 2419

School Threat Assessment Teams (New)

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

**Policy:**

P 3351

Healthy Workplace Environment - Administrative and Teaching Staff (New)

P 4351

Healthy Workplace Environment - Support Staff (New)

**Discussion:** Mrs. Donaldson questioned the new policies and if they were mandated. Mr. Eisenmenger answered her.

**MOTION BY MRS. LEONARD, SECONDED BY MRS. PORTMAN TO APPROVE ITEMS #1 THROUGH #3 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.**

**E. COMMITTEE OF THE WHOLE**

**XI. UNFINISHED BUSINESS**

**XII. NEW BUSINESS**

**MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. PARRELLA, TO CREATE AN AD HOC COMMITTEE FOR THE CITIZENS ADVISORY COMMITTEE FROM JULY 25, 2023 THROUGH DECEMBER 31, 2023. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.**

**XIII. CORRESPONDENCE**

- Thank you letter for retirement clock from Karen Butler
- Thank you letter for Frank Fay and Charles Payne Scholarship from Caroline Nieto

**XIV. PETITIONS AND HEARINGS OF CITIZENS – NON-AGENDA ITEMS - None**

**XV. BOARD MEMBER COMMENTS**

**Discussion:** Mr. David Mango spoke about the volume of work the district currently has going on.

Mrs. Donaldson – Thank you for letting the board members be remote. Looking forward to next year!

Mr. Eisenmenger – Ditto to what Jean said.

Mrs. Leonard – Ditto

Mr. Myers – It is nice to see all the work being done!

Mrs. Parrella – It's great to see the community coming together. Thank you to the administrative team for all their hard work this summer!

Mrs. Portman – Thanks to all the work the Education Committee has put in.

Mr. Petruccelli – Thank you to Mrs. Thomas, Mr. Shivas and Mr. Jannicelli for setting everything up.

#### **XVI. ADJOURNMENT**

**MOTION BY MR. PETRUCCELLI SECONDED BY MRS. PARRELLA TO ADJOURN THE MEETING AT 8:07 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 JULY 25, 2023 BOARD MEETING

	LOC	LAST	FIRST	WORKSHOP	WORK SHOP DATE	REGIS.	LODG.	MEALS	MILEAGE	TRAVEL/ AIR/RAIL	PARKING TOLLS/ OTHER	MAXIMUM TOTAL
				NJ Department of Education - School Behavioral Threat Assessment & Management Training	6/29/23							
1	SB	Uttel	Dawn									\$ -
2												\$ -
3												\$ -
4												\$ -
5												\$ -
6												\$ -
7												\$ -
8												\$ -
9												\$ -
10												\$ -

<b>Security Drills</b>				
<b>July 2023</b>				
<b>Drill Type</b>	<b>Kiel School</b>	<b>Stonybrook School</b>	<b>Pearl R. Miller Middle School</b>	<b>Kinnelon High School</b>
Fire Drill	7/20/23	7/11/23	7/18/23	Not in Session
Security Drill				
Active Shooter Drill	7/20/23 Reverse Evacuation	7/17/23	7/18/23	
Full Lockdown				
Bomb Threat				
Evacuation Drill				
Shelter in Place				

# Finance, Facilities and Security Attachment C

Social Studies Textbooks to be Disposed - July 2023				
Title	Pub. Date	Count	Dispose?	Value
AGS World History (King and Lewinski)	2001	16	YES	Less than a \$1
AGS United States History (King and Napp)	2005	26	YES	\$1-\$2
AGS United States History (King and Napp)	2001	7	YES	\$0.00



## **SHARED SERVICES AGREEMENT**

**THIS AGREEMENT** between the Borough of Kinnelon with offices located at 130 Kinnelon Road, Kinnelon, NJ 07405 (hereinafter "Borough") and the Kinnelon Board of Education, with offices at 109 Kiel Avenue, Kinnelon, NJ 07405 (hereinafter "Board") and identified individually and collectively as the "Party" or "Parties."

**WHEREAS**, the Uniform Shared Services and Consolidations Act, N.J.S.A. 40A:65-1, et seq. authorizes local governmental entities to enter into an agreement, among other things, for the sharing of services; and

**WHEREAS**, Board officials and Borough officials have had numerous discussions on security and safety within the public schools. In the discussion both parties agreed that it was in the best interest to have the Borough Police Department provide armed uniformed personnel in the Board's schools; and

**WHEREAS**, the Board and the Borough wish to enter into an agreement under which the Borough agrees to provide up to three (3) Class Three Special Law Enforcement Officer ("SLEO III") that will be assigned to the Board's schools and that will be managed and employed by the Borough Police Department ("Police Department"); and

**WHEREAS**, the Board and the Borough desire to set forth in this Agreement the specific terms and conditions of the services to be performed and provided by the said SLEO III in said school.

**NOW THEREFORE**, in consideration of the mutual promises and covenants herein contained and other good and valuable consideration, the policies and procedures for ensuring continued cooperation between education officials (Board) and the Law Enforcement Agency (Borough) are outlined as follows:

### **I. DEFINITIONS**

As used in this Agreement, the terms set forth below shall be considered to mean the following:

- A. The term "Law Enforcement Agency" means a unit of commissioned police officers that is officially authorized or designated by the Borough Police Department to enforce any local, State or Federal law. Under the terms of this Agreement, this includes maintaining the physical security and safety within the Board's schools located in the Borough.
- B. "Operating School Hours" shall include the time in which a school is normally in session, students are engaged in school related activities under the supervision of professional school staff, or when the school is occupied by the public for nonpublic use.
- C. Class Three Special Law Enforcement Officer ("SLEO III") means any person appointed pursuant to N.J.S.A. 40A: 14-146.10, et seq. to temporarily or intermittently perform duties similar to those performed regularly by members of a police force of a local unit, or to provide assistance to a police force during unusual or emergency circumstances, and to provide security in a school system within the Borough.

## II. GOALS AND OBJECTIVES

It is understood and agreed that the Board and the Borough share the following goals and objectives with regard to the SLEO IIIs assigned to the Board's schools:

- A. To foster educational programs and activities that will increase student's knowledge of and respect for the law and the function of law enforcement agencies.
- B. To provide for occupant safety and building security.
- C. To work in conjunction with the Board and the Board's administrative staff (hereinafter "Administration" or "Board's Administration" or "Building Administration") to develop a schedule for the SLEO III to be on duty;
- D. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at the Board's schools, such as, by way of example: trespassing, possession and use of any weapons, the illegal sale and/or distribution of any controlled dangerous substances, and riots.
- E. To report serious crimes that occur on campus and to cooperate with other law enforcement officials in their investigation of crimes that occur at school.
- F. To cooperate with other law enforcement officials in their investigations of criminal offenses which occur off campus which pertain to the students enrolled in the School.
- G. To exercise all of the powers and duties as set forth at N.J.S.A. 40A:14-146.11a(3).

### Police Presence at Extracurricular Events.

If a regular full-time officer is unavailable, school officials may request for the Law Enforcement Agency to provide for a SLEO III presence in order to provide security at after school activities, sports, and functions. All such requests by school officials should be made in writing and directed to the Chief of Police and his/her designees at least 48 hours prior to the event.

## III. EMPLOYMENT AND ASSIGNMENT OF SLEO IIIs

- A. The SLEO IIIs shall be employees of the Borough only and shall be subject to the administration, supervision and control of the Borough Chief of Police or his/her designee in accordance with applicable State Law. However, when stationed and providing services in any of the Board's schools, the SLEO IIIs shall take direction from the Borough Chief of Police or his/her designee, the respective Building Administration and the Board's Administration.
- B. The Chief of Police, shall recommend to the Borough which individuals will be hired to serve as SLEO IIIs. If the Board's Superintendent finds any of the SLEO IIIs recommended for hire by the Chief of Police to be unacceptable, the Chief will hire a different officer, or in the alternative, revoke this Agreement.
- C. Following the initial selection and hiring, the Borough has sole discretion -- with input from the Chief of Police and Board Superintendent or their respective designees -- and shall have the power and authority to hire, discharge and discipline any of the SLEO III in accordance with their process and procedures.
- D. The Board reserves the right to request an alternate SLEO III from the Borough should any officer's job performance be contrary to Police Department policies, the Code of Conduct applicable to police employees and BOE standards. The decision to grant or deny this request shall be the responsibility of the Chief of Police in collaboration with the Board Superintendent.

- E. The Borough in agreement with the Board's Superintendent shall assign law enforcement personnel at the following Board schools (hereinafter referred to as "the Schools"):
  - a. Kinnelon High School located at 121 Kinnelon Road, Kinnelon, NJ 07405;
  - b. Pearl R. Miller Middle School located at 117 Kiel Avenue, Kinnelon, NJ 07405;
  - c. **\*The Kiel School located at 115 Kiel Avenue, Kinnelon, NJ 07405; and The Glenn Sisco building located at 109 Kiel Avenue, Kinnelon, NJ 07405. The assigned SLEO III to PRM will, as time allows, show presence at the Kiel School and Glenn Sisco building and**
  - d. The Stonybrook School located at 118 Boonton Avenue, Kinnelon, NJ 07405.
- F. Any overtime for the SLEO III shall be approved through collaboration and written communication between the Chief of Police or his/her designee and the Board Superintendent or his/her designee.
- G. The SLEO III post will not be left vacant when the SLEO III has anticipated or unanticipated absences. In the event the SLEO III is unavailable to work his/her regular shift, the Chief, at his sole discretion and best ability, shall assign an officer to the SLEO III's. In addition, if an officer is not assigned by the Chief to cover the absence of an SLEO III, it is agreed that a marked Kinnelon Police Department vehicle will still be visibly parked in front of the school on that day.

#### IV. DUTIES OF SLEO III

As noted above, all SLEO IIIs are employees of the Borough and are subordinate to the Chief of Police and his/her designees. The duties of SLEO IIIs under this Agreement include the following:

- A. The SLEO IIIs shall maintain, at appropriate times, a visible police presence within the Schools listed under this Agreement, and shall become familiar and comply with the Board's Policies and Regulations established for the Schools.
- B. The SLEO IIIs shall not be responsible for disciplining students for violation of the Board's Code of Conduct, and should not refuse any reasonable request by a school official if the duty is consistent with this Agreement.
  - a. The SLEO IIIs shall contact the SLEO III coordinator or a police supervisor for guidance if a request appears to be in conflict with this Agreement and the mission of the Police Department.
- C. The SLEO IIIs are responsible for security in the Board's school for which they are assigned and shall work in cooperation with the respective Building Administration and the Board's Administration.
  - a. The SLEO III shall not be reassigned, permanently or temporarily, to a different Board school for any reason, including but not limited to, for specific security needs and/or specific school's extra-curricular activities or events, without the express consent of the Chief of Police and the Board Superintendent or their respective designees.
- D. The SLEO IIIs shall provide security at school activities and functions during Operating School Hours including, but not limited to that which is listed below in consultation with the Police Department and Building Administration at the School:
  - a. School opening;
  - b. Student assembly;
  - c. Lunch;
  - d. Recess (where applicable);
  - e. School dismissal; and
  - f. Monitoring each Schools' security tip line

- E. The SLEO IIIs shall have full powers and duties similar to those of a permanent, regularly appointed full-time police officer while providing security at the Board's Schools.
- F. The SLEO IIIs shall comply with the rules and regulations applicable to the conduct and decorum of the permanent, regularly appointed police officers of the Borough, as well as any rules and regulations applicable to the conduct and decorum of special law enforcement officers.
- G. The SLEO IIIs shall also be responsible for conducting security assessments and vulnerability studies as directed by the Chief of Police and in consultation with the respective Administration at the Schools:
  - a. To deliver programs that include, but are not limited to, stranger danger, internet and cyber safety, drug awareness, appropriate use of social media, and other programs as agreed upon by the Chief of Police and the Board Superintendent, or their respective designees.
  - b. These presentations may occur in classroom settings with teaching staff, as well as in larger group settings, such as an assembly or grade level presentation.
- H. As employees of the Borough, each SLEO III shall follow the chain of command set forth in the Borough Police Department Policies and Procedures Manual.
- I. In the performance of their duties, the SLEO IIIs shall coordinate and communicate with the respective Building Administrators at the Schools and the Board's Administration for the appropriate coordination of schedules and delivery of programs.
- J. The SLEO IIIs shall be required to complete all training as required by State Law and the Chief of Police or his designee. All efforts will be made to coordinate this training to avoid interfering with the SLEO III's responsibilities at the Board's Schools.
- K. The SLEO IIIs may attend periodic briefings and meetings at the Borough Police Department. All efforts will be made to coordinate this training to avoid interfering with the SLEO IIIs' responsibilities at the Board's Schools.
- L. While providing services at the Board's Schools, the SLEO IIIs shall wear the uniform required by the Borough Police Department.
- M. A SLEO III shall only transport students in their vehicles pursuant to the Police Department policy and upon notice to the respective Building Administrators at the Schools.
- N. A SLEO III shall notify the respective Building Administrators at the Schools before removing a student from any school property in accordance with the Uniform Memorandum of Agreement.

#### **V. ROLES AND FUNCTIONS OF THE TOWN CHIEF OF POLICE OR DESIGNEE**

The roles and functions of the Borough Chief of Police and/or his/her designee under this Agreement include the following:

- A. To facilitate communication and cooperation.
- B. To act as the primary contact person between the Borough and Board.
- C. To prepare and schedule adequate SLEO III personnel within the Schools.
- D. To provide a copy of the work schedules for the SLEO IIIs in the Schools.
- E. To prepare and provide an updated assignment chart for the SLEO IIIs in the Schools.
- F. To oversee and manage the SLEO IIIs assigned under this Agreement.
- G. To provide and coordinate SLEO IIIs required training.
- H. To investigate all claims of SLEO III misconduct reported by the Board's Superintendent or his/her designee.

- I. To work with the appropriate Borough Official to prepare and submit monthly invoices to the Board for reimbursement for services rendered under this Agreement.
- J. To identify issues or problems that arise in the implementation of this Agreement and facilitate the resolution of any such problems.
- K. To comply with the most current statement of rules and regulations issued under the *Uniform State Memorandum of Agreement between Education and Law Enforcement Officials*, Departmental Standard Operating Procedures and General Orders.

## **VI. ROLES AND FUNCTIONS BOARD ADMINISTRATIVE DESIGNEE**

The roles and functions of the individual the Board designates as the Administrative Designee (hereinafter "Board Administrative Designee") under this Agreement include the following:

- A. To provide and coordinate school required training for the SLEO IIIs.
- B. To provide requests to the Borough Chief of Police and/or his/her designee for changes in personnel/hours.
- C. To provide requests to the Borough Chief of Police and/or his/her designee for hiring additional or different personnel.
- D. To provide notification to the Borough Chief of Police and/or his/her designee of alleged misconduct by a SLEO III.
- E. To prepare and provide written requests for additional personnel at an Extra-Curricular Event, excluding events covered by full-time uniformed personnel.
- F. To maintain all school surveillance video recordings and school bus videotapes in accordance with applicable Board Policies, Regulations and State Retention laws.
- G. To arrange for a dedicated workstation for SLEO IIIs in each of the Schools where an SLEO III is assigned.
- H. To arrange for a District issued Chromebook and/or laptop to be present for the SLEO IIIs use in each of the Schools where an SLEO III is assigned.

**In addition, no later than April 1<sup>st</sup> of each year that this Agreement is in effect, the Public Safety and Finance/Facilities/Security Committee shall meet in order to review and evaluate the overall program function.**

## **VII. ACCOUNTING**

- A. Reimbursement payments by the Board for the services outlined within this Agreement in accordance with the following:

<b>Year</b>	<b>SLEO Hourly Compensation</b>
<b>2023-2024</b>	<b>\$31.83 Per Hour Per SLEO III * For the 23-24 school district calendar year only, the Borough agrees to pay the difference of \$5.67 per hour, per SLEO III bringing the hourly rate to \$37.50. Beginning July 1, 2024 and thereafter, the Board agrees to pay the full hourly rate of \$37.50</b>
<b>2024-2025</b>	<b>\$37.50 Per Hour Per SLEO III</b>
<b>2025-2026</b>	<b>\$37.50 Per Hour Per SLEO III</b>

- B. The Borough shall provide invoices to be billed over a ten-month period (September-June) to the Board. Invoices shall be paid in full on the 30<sup>th</sup> of each month.
- C. The Borough agrees to be fully responsible for the costs of any training, insurance, courses or professional development required for the SLEO IIIs. In addition, the Borough agrees to buy back any weapon that is purchased by the Board but no longer needed at the then fair market value of the same.
- D. Any hours worked by SLEO III outside this Agreement shall be invoiced separately on a month-by-month basis. Billing shall itemize location, date, hours, event worked and SLEO III.
- E. Billing shall be submitted to:

Kinnelon School District  
Office of the Business Administrator and Board Secretary  
109 Kiel Avenue  
Kinnelon, NJ, 07405  
Attn: Kerry Keane, Business Administrator/Board Secretary

- F. Payments shall be submitted to:

Borough of Kinnelon  
Department of Finance  
130 Kinnelon Road  
Kinnelon , NJ 07405  
Attn: Karen Iuele, Borough Clerk

- G. Before the expiration and/or termination of this Agreement any outstanding amounts due shall be paid in full.
- H. Pursuant to N.J.S.A. 40A:65-7a(3), the estimated cost of providing the above-referenced services by the Borough to the Board is \$37.50 dollars per hour per SLEO III.

#### **VIII. DURATION & RENEWAL**

- A. This initial three-year Agreement shall commence upon formal approval and adoption by both the Borough and the Board and shall terminate three years thereafter, unless terminated earlier in accordance with the provisions in Section XII of this Agreement below.

#### **IX. DISPUTE RESOLUTION**

- A. Disputes regarding the implementation of this Agreement shall first be attempted to be resolved administratively by the Board's Superintendent and the Borough Chief of Police.
- B. If the dispute cannot be resolved between the Board's Superintendent and the Borough Chief of Police, then the dispute shall be reviewed by the Public Safety and Finance/Facilities/Security Committee's set forth in Section VII above.
- C. If the dispute cannot be resolved by the Public Safety and Finance/Facilities/Security Committee's, then either side may elect to terminate the Agreement in accordance with the provisions set forth in Section X below.

#### **X. TERMINATION**

- A. Either Party may terminate this Agreement with cause upon providing ninety (90) days prior written notice to the other Party.
  - a. Cause for termination shall be defined as the repeated and persistent failure of one Party to address any deficiency in expected services and after presentation to the Public Safety and Finance/Facilities/Security Committee's inability to resolve such deficiency and/or a determination made that it is no longer appropriate to continue the SLEO III program and personnel in the Board's Schools.
  - b. Availability of Sufficient Funds. Since the Board has the responsibility to reimburse the Borough for one hundred percent (100%) of the salary costs associated with the services of the SLEO IIIs in the Schools, this Agreement is subject to the Board's availability of sufficient funds for the services set forth in this Agreement.
- B. Any notice of termination shall be sent by certified mail, return receipt requested, to the attention of the Parties respective representatives set forth in Section VIII above.

#### **XI. OTHER REPRESENTATIONS**

- A. Activities not covered under this Agreement shall be addressed on a case-by-case basis between Board administrative personnel and Borough law enforcement.
- B. Nothing in this Agreement shall be construed in any way to require any school official to actively participate in any search or seizure conducted or supervised by a law enforcement officer; nor shall this Agreement be construed to direct, solicit or encourage any school official to conduct any search or seizure on behalf of law enforcement, or for the sole purpose of ultimately turning evidence of a crime over to a law enforcement agency. Rather, it is understood that any search or seizure conducted by school officials shall be based on the school officials' independent authority to conduct reasonable investigations.
- C. Nothing in this Agreement is intended to nor shall be construed to create a partnership or employee relationship or joint venture, nor shall anything be construed to permit the Borough to have or to exercise control, direction, supervision or professional judgment as to the manner or methods utilized by the Board's employees.
- D. The Board and Borough hereby represent and warrant to the other that they are duly organized, validly existing and in good standing under the laws of the State of New Jersey and have the authority and power to enter into and to carry out the terms and provisions of this Agreement. Each Party further represents that the Agreement has been authorized by appropriately adopted resolutions of the Board and Borough.
- E. The Board and Borough shall provide worker's compensation insurance for its employees as required by law. The Board and Borough shall maintain comprehensive general liability in the amount of \$1,000,000.00 per occurrence and \$1,000,000.00 in the aggregate during the term of the within Agreement and shall name the other party as an additional insured on such general liability policy. The Board and Borough shall provide the other Party with a Certificate of Insurance showing evidence of such coverage.
- F. Each party shall indemnify, defend and hold the other Party, their elected and/or appointed officials, employees, consultants and invitees harmless from and against any and all losses, claims, judgments, damages, liabilities, injuries, costs and expenses (including, but not limited to reasonable attorney's fees, court and/or arbitration costs), which shall arise or relate either directly or indirectly from the acts or omissions of the other Party their agents, employees and contractors in the performance of their mutual obligations under this Agreement, except if such loss, claim, damage, liability, cost or expense arises out of the willful misconduct of the indemnified Party.

G. This Agreement shall be governed by the Laws of the State of New Jersey.

H. Pursuant to N.J.S.A. 40A:65-4b, an informational copy of this Agreement shall be filed with the New Jersey Department of Community Affairs, Division of Local Government Services, 101 South Broad St., P. O. Box 803, Trenton, New Jersey 08625-0803.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

THE BOROUGH OF KINNELON

\_\_\_\_\_  
Karen Iuele, Borough Clerk

\_\_\_\_\_  
Mayor, James J. Freda

ATTEST:

KINNELON BOARD OF EDUCATION

\_\_\_\_\_  
Kerry Keane  
Business Administrator/Board Secretary

\_\_\_\_\_  
Jean Donaldson, Board President



**Personnel & Negotiations Attachment A**

<b>2023-2024 Paraprofessional Staff</b>							
<b>Klel School - 9:10am - 3:50pm</b>							
<b>Name</b>	<b>FT/PT</b>	<b>Hours</b>	<b>Sub Cert</b>	<b>Rate per/Hr</b>	<b>Longevity</b>	<b>1 to 1</b>	<b>Shared</b>
Margaret Maher	FT	6.66	\$750	\$25.90	\$500	PSD Aide	
<b>*Jill Bobinski</b>	<b>PT</b>	<b>4</b>	<b>\$750</b>	<b>\$25.90</b>	<b>\$500</b>	<b>PSD Aide</b>	
Lynn C. Smith	PT	3	\$750	\$25.90	\$500	PSD Aide	
Elizabeth Ankner	PT	3.83	\$750	\$22.78		1:1 Aide	
Anna Kunz-Gorska	FT	6.66	\$750	\$23.22		1:1 Aide	
Hayam Ragaie	FT	6.66	\$750	\$23.67		1:1 Aide	
Courtney Tassillo	FT	6.66	\$750	\$24.13		1:1 Aide	
Brenda Cicenla	FT	6.66		\$25.01		1:1 Aide	
Joyce Brensinger	FT	6.66		\$25.90	\$1,650	1:1 Aide	
Mary Law	FT	6.66	\$750	\$25.90	\$500	1:1 Aide	
Ewa Bressler	FT	6.66	\$750	\$23.67			Shared Aide
Lauren Butkovich	FT	6.66	\$750	\$25.90	\$500		Shared Aide
Julie Calabro	FT	6.66	\$750	\$25.90	\$825		Shared Aide
Kathy Doyle	FT	6.66		\$25.90	\$1,100		Shared Aide
Susan Haggerty	FT	6.66	\$750	\$25.90	\$1,925		Shared Aide
Toni Puzio	FT	6.66	\$750	\$25.01			Shared Aide
David Nunez	FT	6.66		\$23.22		1:1 Aide	
<b>*Kimberly Klein</b>	<b>FT</b>	<b>6.66</b>	<b>\$750</b>	<b>\$22.78</b>		<b>1:1 Aide</b>	
<b>Stonybrook School - 9:05am - 3:40pm</b>							
<b>Name</b>	<b>FT/PT</b>	<b>Hours</b>	<b>Sub Cert</b>	<b>Rate per/Hr</b>	<b>Longevity</b>	<b>1 to 1</b>	<b>Shared</b>
John Mannion	FT	6.66	\$750	\$25.90			TBD
Natalia Babets	FT	6.66		\$22.78			TBD
Cheryl Law	FT	6.66		\$24.13			TBD
Marissa VanVlaanderen	FT	6.66	\$750	\$25.90	\$1,375		TBD
Kim Schmidt	FT	6.66		\$23.22			TBD
Jaclin Acanfrio	FT	6.66		\$25.90	\$500		TBD
Helena Rymarz	FT	6.66		\$23.22			TBD
Heather Cornett	FT	6.66	\$750	\$23.22			TBD
Mercedes Rosato	FT	6.66		\$25.01			TBD
Robyn Capers	FT	6.66		\$23.67			TBD
Daisy Gomez	FT	6.66	\$750	\$23.67			TBD
Lisa Galeazzi	FT	6.66		\$23.67			TBD
Heather Dempsey	FT	6.66	\$750	\$25.01			TBD
<b>*Patricia Uffer</b>	<b>FT</b>	<b>6.66</b>		<b>\$22.78</b>			<b>TBD</b>
<b>*Christa LaTorre</b>	<b>FT</b>	<b>6.66</b>	<b>\$750</b>	<b>\$22.78</b>			<b>TBD</b>
<b>Pearl R. Miller Middle School - 8:10am-3:05pm</b>							
<b>Name</b>	<b>FT/PT</b>	<b>Hours</b>	<b>Sub Cert</b>	<b>Rate per/Hr</b>	<b>Longevity</b>	<b>1 to 1</b>	<b>Shared</b>
David Jones	FT	6.83	\$750	\$25.90	\$1,100		TBD
Denise Lagattuta	FT	6.83		\$25.90	\$1,375		TBD
Nicole Rizzo	FT	6.83	\$750	\$25.90	\$500		TBD
Donna Sisco	FT	6.83	\$750	\$25.90	\$1,375		TBD
TBD		6.83					TBD
TBD		6.83					TBD
TBD		6.83					TBD

Kinnelon High School - 7:25am-2:35pm							
Name	FT/PT	Hours	Sub Cert	Rate per/Hr	Longevlly	1 to 1	Shared
Emily Chiommino	FT	7.17	\$750	\$25.90	\$1,375	1:1 Aide	
Michelle Clark	FT	7.17		\$25.90		1:1 Aide	
Jill Cook	FT	7.17		\$25.90	\$500	1:1 Aide	
Lori Joyce	FT	7.17	\$750	\$25.90	\$825	1:1 Aide	
Angela Manton	FT	7.17		\$23.22		1:1 Aide	
Patricia Pagella	FT	7		\$25.90	\$825	1:1 Aide	
Jen Poehlman	FT	7.17	\$750	\$25.90	\$500	1:1 Aide	
Elaine Siegel	FT	7.17	\$750	\$25.90	\$500	1:1 Aide	
Ann Shapley	FT	7.17	\$750	\$25.90	\$500		Shared Aide
Jen Tempio	FT	7.17		\$25.90	\$825	1:1 Aide	

\* Revisions/Additlions

2023-24 KHS & PRM Fall Coaches & Volunteers					
School	Sport	Last	First	Step	Stipend
KHS	Head Varsity Cheerleader	Haussman	Alyssa	3	\$4,338
KHS	Head JV Cheerleader	Andrascik	Skylar	1	\$3, 318
KHS	Head Varsity Cross Country	Chewgwidde	Laura	3	\$8,158
KHS	Assistant Varsity & JV Cross Country	Ransegnola	Mary	2	\$5,187
KHS	Assistant Varsity & JV Cross Country	Hall	Griffin	Volunteer	
KHS	Head Varsity Football	Grande	Dustin	2	\$11,136
KHS	Assistant Varsity/JV Football	Grande	Jake	2	\$7,195
KHS	Assistant Varsity/JV Football	Marcus	Roger	2	\$7,195
KHS	Assistant Varsity/JV Football	Colabella	Anthony	3	\$7,355
KHS	Assistant Varsity/JV Football	Wilson	Tim	1	\$7,035
KHS	Assistant Varsity/JV Football	Smith	Craig	Volunteer	
KHS	Assistant Varsity/JV Football	Rymarz	Stanley	Volunteer	
KHS	Assistant Varsity/JV Football	Nelson	Seamus	Volunteer	
KHS	Assistant Varsity/JV Football	Robbins	Sean	Volunteer	
KHS	Assistant Varsity/JV Football	Duffy	Quinn	Volunteer	
KHS	Varsity Boys Soccer Coach *#	Hughes	Kyle	1	\$9,169
KHS	Assistant Boys' Varsity Soccer *#	Osterman	Thomas	1	\$6,928
KHS	Assistant Boys' JV Soccer *	Thomas	Jabez	1	\$6,928
KHS	Varsity Girls Soccer Coach	Fuchs	Michael	3	\$9,561
KHS	Assistant Girls' Varsity Soccer	Kelley	Jessica	3	\$7,282
KHS	Head Girls' Varsity Tennis	Landzert	Mark	3	\$8,141
KHS	Assistant Girls' JV Tennis	Tartaglia	Jacquie	3	\$5,333
KHS	Assistant Girls' Tennis	Davis	Jacci	Volunteer	
KHS	Head Varsity Volleyball	Finke	Stephanie	3	\$9,561
KHS	Assistant Varsity Volleyball	Manco	Stephanie	3	\$7,282
KHS	Assistant JV Volleyball	Vogt	Michelle	3	\$7,282
KHS	Intramurals	Capra	Nino	N/A	\$4,388
All Year	Fitness Center(Fall, Winter & Spring)	Capra	Nino	\$20,595 (\$6,865 per season)	
Pearl R. Miller School Sports					
PRM	Head Boys Soccer	Dicolo	Eric	2	\$6,007
PRM	Head Girls Soccer *	Gemma	Steven	2	\$6,077
PRM	Girls Soccer - Volunteer	Cuccio	Gretchen	Volunteer	
PRM	Head Cross Country	Contella	Ben	3	\$5,461
PRM	Intramural Sports Club	Matthew	Goff	N/A	\$3,898

\* Indicates an addition or revision

# This action is pending a successful completion of all required criminal background checks and approval by the New Jersey Department of Education.

## OUT-OF-DISTRICT PLACEMENTS 2023-2024

Student #	School Name	Tuition	Aide	Aide Cost	Compensatory Education	ESY Incd. in 23-24 Tuition
100251	Central Park School	\$4,800.00	Yes	\$3,850.00	-	ESY Only
220844	Community High School	\$57,418.00	No	-	-	No
* 221825	Shepard Preparatory High School	\$61,740.54	No	-	-	No

\*Amended Contract



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

## LEA Plan for Safe Return to In-Person Instruction and Continuity of Service Pursuant to the Federal American Rescue Plan Act, Section 2001(j)

### Kinnelon Public School District

#### Plan for Safe Return to In-Person Instruction and Continuity of Services

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LEA Name: Kinnelon Public School District

Date Revised: 7/14/23

#### 1. Maintaining Health and Safety

For each mitigation strategy listed below (A–H), please describe how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC.

##### A. Universal and correct wearing of masks

The district will continue to reference the NJ Department of Health protocols to promote behaviors that reduce the spread of COVID-19. The district moved to "mask optional" status as of March 7, 2022 per the Governor's orders; wearing of masks will be optional on district property unless otherwise directed by the NJDOH and NJDOE.

##### B. Physical distancing (e.g., including use of cohorts/podding)

The district will follow physical distancing protocols set forth by the Governor's Executive Orders and guidance from the NJ Department of Health; practices will adjust accordingly when new guidance is issued.

##### C. Handwashing and respiratory etiquette

The district will continue to follow the NJ Department of Health guidance for K-12 schools, promoting behaviors that reduce the spread of COVID-19 and other respiratory illnesses (frequent handwashing with soap and water, use of hand sanitizer, and respiratory etiquette (cover coughs and sneezes)).

Kinnelon Schools will maintain adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, and no-touch trash cans.

**D. Cleaning and maintaining healthy facilities, including improving ventilation**

Kinnelon Schools continue to reinforce proper handwashing and proper respiratory etiquette. We will continue to utilize the increased number of hand sanitizing stations. Students are taught frequent handwashing and respiratory etiquette annually to reduce the spread of other communicable pathogens such as Rotavirus (stomach virus), strep, colds, Influenza, and respiratory syncytial virus (RSV).

The district will continue to follow enhanced cleaning of high-touch surfaces in our schools and on our buses. The district will continue to use ESSER-ARP funded installed CASPR air and surface purification systems in some areas with ceiling duct ventilation and UVC Automated Treatment systems in classrooms, offices, and shared spaces.

**E. Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments**

The district will continue to follow the NJ Department of Health, NJ Department of Education, and CDC guidance for K-12 Schools.

**F. Diagnostic and screening testing**

Parents/guardians will be encouraged to monitor their children for signs of illness and keep them home if they are ill. If anyone presents with symptoms or appears sick, the building nurse will provide screening and offer guidance on testing protocols as needed/required.

**G. Efforts to provide vaccinations to educators, other staff, and students, if eligible.**

The district will continue to work with local health agencies to share resources/facilitate access to vaccinations for staff and students as necessary; student vaccination is a family decision made in concert with the family physician.

**H. Appropriate accommodations for children with disabilities with respect to the health and safety policies**

The district will continue to work to ensure that the specific needs of students with disabilities are addressed with regard to health accommodations in the classroom to ensure a safe, healthy learning environment.

## **2. Ensuring Continuity of Services**

A. Describe how the LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services. (1000 character limit).

The district provided summer programs for students identified as needing summer support during the 2022-2023 school year; the Guided Study/Basic Skills Instruction and Supplemental Support programs continue in SY 2023-24; a summer extended learning option and increased hours for the Extended School Year for students with disabilities is also available. The CarePlus NJ program for students and staff will continue in SY 2023-24. Economically

disadvantaged students who qualify receive free and reduced lunch. Additionally, each school's Intervention and Referral Services Team will continue to address academic, social/emotional, and behavioral concerns using the NJ DOE approved multi-tiered system of supports. The Team monitors student progress through implemented I&RS Action Plans.

### 3. Public Comment

A. Describe how the LEA sought public comment on its plan, and how it took those public comments into account in the development of its plan. Note, the ARP requires that LEAs seek public comment for each 60-day revision to the plan. (1000 character limit)

The Kinnelon Public Schools initial plan was communicated during a Regular Public Meeting of the Board of Education as noted on the Agenda. Per protocol, there are two opportunities for public comment. Additionally, the initial plan presentation was posted on the district website; updates were communicated via the district website; comment was taken via a dedicated email account and during the public comment portions at Board of Education meetings. Revision dates are noted as follows: 08/27/2021, 09/23/2021, 12/16/2021, 03/07/2022, 9/22/2022, 12/06/2022, 7/14/23

B. Describe how the LEA ensured that the plan is in an understandable and uniform format; is to the extent practicable written in a language that parents can understand or, if not practicable to provide written translations to a parent with limited English proficiency, will be orally translated for such a parent; and upon request by a parent who is an individual with a disability as defined by the ADA, will be provided in an alternative format accessible to that parent. (1000 character limit)

Kinnelon Schools has few, if any, households that require the translation of written materials into native languages. However, the district will continue to make any accommodations requested with regard to written or oral translation or accommodation for any parent who falls under the ADA.

**\*NEW** Briefly describe any guidance professional learning and technical assistance opportunities the LEA will make available to its schools. (0 of 1000 maximum characters used)

Kinnelon Schools continues to follow the district professional development plan to review and implement opportunities for continued professional growth for staff through online platforms that support student success. The district provides consultative services regarding curriculum, instruction, and assessment to address learning loss and acceleration after the disruption to learning caused by the COVID-19 pandemic. The district continues to support social emotional learning initiatives to strengthen and promote positive school culture and climate.





# **Kinnelon School District**

## **Virtual/Remote Instruction Program**

**2023-2024**



## **Anticipated approval by the Board of Education on July 25, 2023**

### **Introduction**

This report outlines the protocols that will be implemented to ensure continuity of instruction in the event of a public-health related school district closure. The utilization of virtual/remote instruction during this closure will satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan would be implemented during closure lasting more than three (3) consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the local or state health agency or officer to institute a public health-related closure. The Superintendent or designee will communicate with the Board of Education prior to implementing the plan of virtual/remote instruction.

The Kinnelon School District has prepared this plan following guidance from the NJ Department of Education and includes these key areas:

- I. Equitable Access and Opportunity to Instruction
- II. Addressing Special Education Needs
- III. Addressing English Language Learner (ELL) Plan Needs
- IV. Attendance Plan
- V. Safe Delivery of Meals
- VI. Facilities Plan
- VII. Other Considerations

### **I. Equitable Access and Opportunity to Instruction**

The plan outlines how virtual or remote instruction will be provided to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction. The district has a 1:1 Chromebook Program in place for students in grades 3-12. Students in younger grades will be provided with a Chromebook if they do not have access to a device at home. The school principals will track this information in our student information database. Other arrangements for internet and wifi connections will be made with local providers to service families who do not have internet access. Students will be instructed by their certified teacher during live instruction sessions. Asynchronous activities will also be implemented as digital assignments will be posted for students to complete. Student participation and completion of tasks will be utilized to track progress and growth.

### **II. Addressing Special Education Needs**

The regular school program will continue to the greatest extent possible. Therapeutic sessions for speech, physical therapy etc. will be provided for students' growth and development. Meetings with Child Study Teams including IEPs will be scheduled during the school day via virtual format for all stakeholders to attend. Case managers and other CST members will be able to observe student performance during instructional time.

The elementary, middle, and high school instructional day will proceed as follows in the event of virtual instruction:

- On virtual days, will be available for remote learning during normal school hours:
  - Kinnelon HS: Grades 9-12 = 7:30am - 2:23pm
  - Pearl R. Miller MS: Grades 6-8 = 8:20am - 2:55pm
  - Stonybrook School: Grades 3-5 = 9:10am - 3:30pm
  - Stonybrook School: Kindergarten: 9:15am - 1:25pm
  - Kiel School: Grades 1-2 = 9:20am - 3:40pm
  - Kiel School: Kindergarten = 9:20am - 1:35pm
- Attendance:
  - For virtual days, complete the daily attendance in OnCourse.
    - Log into OnCourse Connect. The first thing a student will see is the attendance screen: Classroom teachers will also take attendance via participation and sign in of classes.

### **Lunch and Prep time for teachers**

**Teacher lunch and prep periods will be from 11:00am -12:30pm at both Elementary Schools.**

**Pearl R. Miller Middle School teacher lunch/prep period will take place during their regular assigned periods.**

**Kinnelon High School teacher lunch/prep period will take place during their regular assigned blocks.**

Kinnelon School District will provide our special education students with the least amount of interruptions during their instructional program. Teachers will be available for assistance along with paraprofessionals who can individualize instruction for students and or provide small group instruction related to normal in-person teaching schedules. Any accelerated learning programs will be shared as much as possible. All elective areas will continue with normal class instruction to the fullest extent of the subject area.

### **III. Addressing English Language Learner (ELL) Plan Needs**

English Language Learners will have uninterrupted instruction at the middle and high school during virtual instruction. Elementary ELL students will engage with their ESL teacher, though the schedule may be different than during regular in-person instruction. Contact with parents will be made online with teaching staff and interpreters to assist with student learning and parent understanding of goals and objectives, Phone calls will also be made for more informal conversations. All translation modes and information will continue during virtual instruction. Instruction will be implemented when absolutely necessary to support student understanding as well as supporting students and families with social and emotional assistance on a case by case basis.

#### **IV. Attendance Plan**

Attendance is taken at the beginning of each period, at the middle and at the beginning of each Block at the high school. If possible students should log in to each class 2-3 minutes before the start time to prepare connection errors and adjust cameras and audio. Students must be on time and have their computer cameras on in order for the student to be marked as present.

Elementary students must log in at the beginning of the school day and will remain logged in to class until the lunch break. Students are asked to log in 2-3 minutes prior to the school start time to prepare connection errors and adjust cameras and audio. Students must be on time with cameras on to be marked present for both the morning and afternoon sessions. The district attendance policy will be followed. Parents will be notified if a student is marked absent without parent notification of said absence in *OnCourse*. A School Resource Officer or other local police will be called for a wellness check for those students who continue to be missing from class. All attendance Policies remain in place as well as any disciplinary consequences in this case resulting in grade modifications for those students not on attendance on a regular basis.

#### **V. Safe Delivery of Meals**

In the event of a district closure, the Free and Reduced Meal program will continue in Kinnelon School District. Sisco School which houses the Board of Education Office will be the designated pick up location. The distribution of school meals for approved students will be daily between 11:00am and 12:15pm. For those families who are unable to pick up meals there will be a separate delivery schedule set within the same timeframe as pick up.

#### **VI. Facilities Plan**

During any district closure, our district maintenance and custodial staff will maintain daily inspections and upkeep of our buildings. All school facilities will be properly monitored by district custodial/maintenance staff. A rotating skeletal crew will be assigned for each school and will perform all procedures including deep cleaning when appropriate. The upkeep of all school property will also take place to maintain a safe environment in the community. This not only includes buildings and grounds but also school buses and any other vehicles owned by the Kinnelon School District.

The Kinnelon School District will follow all recommendations and Mandates put in place by all New Jersey agencies to maintain a healthy environment that will meet the needs of all students and staff upon the return to in person learning. This includes any new procedures and safety measures from the Governor, New Jersey Department of Health and local agencies.

#### **VII. Other Considerations**

- **Title I Extended Learning Programs**
- **Social and emotional health opportunities for staff and students**
- **Extra-curricular programs**
- **Other extended student learning opportunities**
- **Childcare**

## ▪ **Community programming**

Kinnelon School District will follow the same procedures that are implemented during a closure for inclement weather. There will not be Before or After Care programs held during a health-related closure. Extracurricular programs will be postponed and outside community groups will not be permitted in the school facilities. However, any co-curricular programs such as clubs and outside school organizations can schedule weekly or monthly online meetings. Title I Extended Learning Programs will be rescheduled so that no instructional/intervention time is lost. Parent meetings and any updated information will be available with scheduled online meetings or pre-recorded instruction available on the district and school websites.

School guidance counselors and Child Study Teams will be available to check in with students and assist families. All staff will have access to emotional support if needed through Well Being Therapy Center and any other available health agencies.

Community Programs will be maintained through virtual/remote communication via Google Meet or Zoom platforms.

## **Essential Workers**

Mr. David Mango - Superintendent

Ms. Kerry Keane - Business Administrator/ BOE Secretary

Mr. Allan Bresett - Supervisor of Buildings and Grounds

Custodial Staff - on rotating basis

Transportation - Staff on rotating basis

Cafeteria Staff - on rotating basis



# Kinnelon Public Schools

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Mentoring Plan  
2023-2024



## Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Mission Statement</b>	<b>3</b>
<b>Vision Statement</b>	<b>3</b>
<b>Statement of Purpose</b>	<b>3</b>
<b>Minimum Requirements for Mentor Selection, Training, and Payment</b>	<b>4</b>
<b>Minimum Requirements for District Implementation and Accountability and Mentoring Supports for Non-Tenured First-Year Teachers</b>	<b>4</b>
<b>Funding</b>	<b>6</b>
<b>Professional Development</b>	<b>6</b>
<b>The Importance of Mentoring and Induction</b>	<b>7</b>
<b>Mentor/Mentee Roles and Responsibilities</b>	<b>8</b>
<b>Mentor Training Overview – Year 1</b>	<b>9</b>



## Mission Statement

The Kinnelon Public School District's mission is to empower students to utilize complex skills to pursue intellectual achievement, personal excellence and social responsibility, which will enable them to positively impact our changing global society.

## Vision Statement

Our vision is that learning transfers to life beyond the Kinnelon Public Schools experience. This enables each student to flourish as a responsible citizen in the global community.

## Statement of Purpose

Each New Jersey public school district is required to implement a system of support for new teachers. Studies of new teacher support programs have documented the effectiveness in transitioning teachers into practice. On May 5, 2014, the rules for new teacher mentoring were aligned to AchieveNJ regulations. Districts must provide a comprehensive mentoring program to enhance teacher knowledge of, and strategies related to:

- the New Jersey Student Learning Standards (NJSLs) to facilitate student achievement and growth,
- identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching,
- and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.

The regulations outline the scope of support that districts must provide to novice teachers (those new to the profession and serving under a provisional certificate) and experienced teachers new to a district. Individual, one-to-one mentoring is still required for novice teachers. Additionally, all non-tenured first-year teachers must receive individualized support developed collaboratively with the supervisor and/or principal that are aligned to state standards and school/district expectations for teacher effectiveness. These regulations also:

- Specify a comprehensive orientation to the district for all new first-year teachers
- Specify minimum mentoring requirements during the critical first weeks of employment
- Specify particular mentor support activities for novice teachers
- Update the training and experience requirements for teachers serving as one-to-one mentors
- Require a log to record all contact time between the one-to-one mentor and the novice provisional teacher
- Require all mentor payments to be handled by the district's administrative office
- Give the chief school administrator (CSA) responsibility for district mentoring plan development
- Require the CSA to share the plan with the district board of education for review of fiscal impacts
- Require the CSA to submit a Statement of Assurance to the Department that the district is meeting the requirements for the mentoring program
- Align the three required formative and summative evaluations of the novice provisional teacher with required observations through AchieveNJ.

## Minimum Requirements for Mentor Selection, Training, and Payment

Requirement	Area of Focus	Regulations
Mentor Selection, Training and Payment	Certification	<ul style="list-style-type: none"> <li>Required; whenever possible in same subject area as novice teacher</li> </ul>
	Effectiveness	<ul style="list-style-type: none"> <li>Mentor demonstrates a record of success in the classroom</li> <li>Mentor has earned a summative rating of Effective or Highly Effective on the most recent summative evaluation</li> <li>In cases where summative evaluation is delayed, mentor has earned rating of Effective or Highly Effective on his or her previous year's teacher practice score</li> </ul>
	Teaching experience	<ul style="list-style-type: none"> <li>Currently an active teacher with at least four years of experience and has taught full-time for at least two years within the last five years</li> </ul>
	Knowledge of district	<ul style="list-style-type: none"> <li>Understands resources and opportunities available and is able to act as referral source</li> <li>Understands social and workplace norms of district and community</li> </ul>
	Confidentiality	<ul style="list-style-type: none"> <li>As defined in <u>N.J.A.C 6A:9C-5.1(d)2</u></li> </ul>
	Professional relationship	<ul style="list-style-type: none"> <li>Mentor may not serve as mentee's direct supervisor or conduct evaluations</li> </ul>
	Training	<ul style="list-style-type: none"> <li>Training of mentors required</li> <li>District makes provision for training</li> <li>Training program must include, at minimum:                             <ul style="list-style-type: none"> <li>The <u>Stronge Effectiveness Performance Evaluation System</u></li> <li>The <u>Teacher Evaluation</u> and the <u>NJ Student Learning Standards</u></li> <li>Classroom observation skills</li> <li>Facilitating adult learning</li> </ul> </li> <li>Leading reflective conversations about practice</li> </ul>
	Records Maintenance and Payment	<ul style="list-style-type: none"> <li>Mentors must keep logs of contact time with mentees</li> <li>Mentors submit logs to district office</li> <li>Payment of mentors are overseen by the district administrative office</li> <li>Mentees may not pay mentors directly</li> <li>Mentors receive \$550.00 stipend (CEAS candidate) or \$1,000.00 stipend (CE candidate)</li> </ul>

## Minimum Requirements for District Implementation and Accountability and Mentoring Supports for Non-Tenured First-Year Teachers

Requirement	Area of Focus	Regulations
<b>District Implementation and Accountability</b>	Mentoring plan development	<ul style="list-style-type: none"> <li>CSA is responsible for creating the plan and determining implementation logistics</li> </ul>
	Mentoring plan approval	<ul style="list-style-type: none"> <li>Must be submitted to district board for review of fiscal impacts</li> <li>CSA must submit Statement of Assurance to County Office</li> <li>Plan kept in district</li> </ul>
	Review of plan effectiveness	<ul style="list-style-type: none"> <li>Plan must be reviewed annually</li> <li>Statement of Assurance must be submitted annually</li> </ul>
	School level implementation	<ul style="list-style-type: none"> <li>Plan must be shared with each School Improvement Panel (SciP)</li> <li>SciP oversees implementation at school level</li> </ul>
<b>Mentoring Supports for Non-tenured, First-Year Teachers</b>	Experienced teacher new to district	<ul style="list-style-type: none"> <li>Comprehensive orientation to district policies and procedures</li> <li>Individualized supports specified in the professional development plan (PDP) based on level of preparation and experience</li> <li>New PDP created within 30 days of new assignment</li> <li>Frequent check in with grade level/department colleague to help acclimate to new school, procedures, etc.</li> </ul>
	Novice teacher, traditional route (CEAS)	<ul style="list-style-type: none"> <li>Minimum of 30 weeks of one-to-one mentoring</li> <li>Comprehensive orientation to district policies and procedures</li> <li>One full school year of one-to-one mentoring from beginning of assignment; prorated for part-time teachers</li> <li>Mentor/mentee meet at least <u>once/week for first four weeks</u> of assignment</li> <li>Mentor leads mentee in guided self-assessment on Stronge Effectiveness Performance Evaluation System</li> </ul>
	Novice teacher, alternate route (CE)	<ul style="list-style-type: none"> <li>Minimum of 30 weeks of one-to-one mentoring</li> <li>Comprehensive orientation to district policies and procedures</li> <li>One full school year of one-to-one mentoring from beginning of assignment, prorated for part-time teachers</li> <li>Mentor/mentee meet at least <u>once per week for the first eight weeks</u> of assignment</li> <li>Mentor leads mentee in guided self-assessment on Stronge Effectiveness Performance Evaluation System</li> <li>Mentor aligns support to mentee's preparation curriculum</li> </ul>

## Funding

According to N.J.A.C. 6A:9C-5.1, district boards of education shall budget State funds appropriated for the novice teacher mentoring program.

1. Subject to the availability of funds, the Department shall appropriate State funds based on the number of novice teachers employed each year by a district board of education.
2. District boards of education shall ensure State funds appropriated for this program supplement, and not supplant, Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.
3. District boards of education shall ensure State funds are used for one or more of the following:
  - i. Stipends for mentor teachers;
  - ii. The costs associated with release time;
  - iii. Substitutes for mentor and novice teachers; and
  - iv. Professional development and training activities related to the program.
4. If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional period of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the first provisional year. The employing school district may pay the cost of mentoring fees.

## Professional Development

In an effort to induct and support new staff into the education profession and as a member of the Kinnelon Public School District, a variety of mentoring structures and professional development are available to new staff. To begin, all new staff will participate in a three-day New Teacher Orientation (NTO) prior to the opening of school. The NTO is a comprehensive workshop providing new staff with an overview of district policies and procedures, the teacher instructional and evaluation model, technology platforms utilized, special education regulations, requirements, and expectations, and effective teaching practices. Other ongoing learning opportunities are afforded to new staff such as:

- New Jersey required trainings;
- Professional Learning Communities (PLC) within each schools' grade level and/or department;
- Conquer Math workshops by subject or grade level;
- Kinnelon Teacher Academy workshops held in-person or virtually before/after school;
- Ongoing meetings with Mentor, Principal, Assistant Principal, Supervisor, Director of Curriculum, Instruction, and Assessment, Director of Special Services, and Superintendent.
- Opportunities to observe colleagues, including Mentor, when needed, which can be arranged with the building administration.

## The Importance of Mentoring and Induction

The benefits of mentoring have been well researched. In 2004, Ingersoll and Smith conducted research on programs that support and provide guidance - orientation programs-collectively known as induction - for beginning elementary and secondary teachers during the transition into their first teaching jobs. This study examined whether such supports have a positive effect on the retention of beginning teachers. The study also focused on different types and components of induction, including mentoring programs, collective group activities, and the provision of extra resources and reduced workloads. The results indicate that beginning teachers who were provided with multiple supports, were less likely to move to other schools and less likely to leave the teaching occupation altogether after their first year. Teachers who receive these types of comprehensive support and induction develop the skills necessary to be successful in the classroom and have a positive impact on student achievement.

There are four major types of mentor support; physical, emotional, instructional and institutional.

<b><i>Types of Mentor Support</i></b>	<b><i>Response from Mentee</i></b>
<b>Physical</b>	The mentee asks questions or expresses concerns regarding supplies, materials, classroom setup or technology.
<b>Emotional</b>	The mentee expresses difficulty coping, feelings of exhaustion, or loneliness, or questions the decision to become a teacher.
<b>Instructional</b>	The mentee expresses concerns about interactions with parents or students, asks questions about content or instructional strategies, or has difficulties with pacing, student engagement or classroom management.
<b>Institutional</b>	The mentee asks questions about how to get involved at the school, district or community level; expresses interest in conference opportunities or professional organizations; or asks questions or offers suggestions regarding collaboration time.

These four major types of mentor support are reviewed and discussed at the mentor training. Mentors and mentees are provided with a copy of the following books:

- Boogren, T. (2015). *Supporting beginning teachers*. Bloomington, IN: Marzano Research.
- Boogren, T. (2018). *The beginning teacher's field guide: Embarking on your first years*. Bloomington, IN: Solution Tree Press.

## Mentor/Mentee Roles and Responsibilities

The roles and responsibilities for mentors and mentees are to:

- Respond to the mentee's development needs and professional growth by meeting and working together regularly throughout the mentorship period. Both the mentor and mentee must maintain documentation with organized notes or logs.
- Coordinate with building administration and mentee to provide opportunities to observe experienced teachers' methods and strategies at grade level and in assigned content areas, and, whenever practical, outside of those areas.
- Lead mentee in guided self-assessment on district's teacher practice instrument.
- Be prepared to assist in developing a Professional Development Plan (PDP) with the mentee by discussing standards alignment and professional responsibility for growth in teaching quality.
- Not exploit the mentor/mentee relationship in any way by conforming to all applicable district and state professional standards.
- Work within the current agreement with the mentee about confidentiality.
- Develop his or her own competence in mentoring.
- Be aware of the limits of their competence and operate within these limits.
- Empower the mentee to accept increasing responsibility for managing the relationship and promote the mentee's autonomy.
- Ensure both mentor and mentee respect each other's time and other responsibilities, ensuring that they do not impose beyond what is reasonable.
- Be aware of his/her rights and any grievance or complaint procedures.
- Ensure that meetings are conducted with the mentee as follows:
  - Mentees holding an Alternate Route Certificate of Eligibility (CE):
    - Once per week for the first eight weeks, and a total of 34 weeks by the end of the school year.
  - Mentees holding a /Certificate of Eligibility with Advanced Standing (CEAS):
    - Once per week for the first four weeks, and a total of 30 weeks by the end of the school year.

*If this stipulation is not being met the mentor will inform the principal of the concern.*

## Mentor Training Overview – Year 1

Tentative training dates	Who attends	# of hours	Topics presented
Mentor Training I – Summer or previous year (as applicable to start date of novice teacher)	Mentors	4	<ul style="list-style-type: none"> <li>Understanding the regulations and state guidelines</li> <li>Roles and responsibilities of the mentor</li> <li>Roles and responsibilities of the novice teacher</li> <li>Roles and responsibilities of school administrators</li> <li>Overview of the district mentoring plan</li> <li>Needs of the new teacher</li> <li>Confidentiality/FERPA/Social Media</li> <li>Stronge Effectiveness Performance Evaluation System</li> <li>Providing support for the novice teacher in designing instruction for all (i.e., differentiation)</li> <li>The four types of mentor support</li> </ul>
Novice Teacher Training I – August/September (NTO)	Novice Teachers	2	<ul style="list-style-type: none"> <li>Understanding the regulations and state guidelines</li> <li>Roles and responsibilities of the mentor</li> <li>Roles and responsibilities of the novice teacher</li> <li>Roles and responsibilities of school administrators</li> <li>Overview of the district mentoring plan</li> <li>Confidentiality issues/FERPA/Social Media</li> <li>Stronge Effectiveness Performance Evaluation System</li> </ul>
Mentor Training II – August/September (NTO)	Mentors and Novice Teachers	2	<ul style="list-style-type: none"> <li>The four types of mentor support</li> <li>Specificity on providing instructional support</li> <li>Developing a PDP</li> </ul>
Mentor Training III – Fall	Mentors and Novice Teachers	1	<ul style="list-style-type: none"> <li>Update and Q&amp;A session</li> <li>Journey of professional growth</li> <li>Developing SGOs</li> </ul>
Mentor Training IV – Winter	Mentors and Novice Teachers	1	<ul style="list-style-type: none"> <li>Update and question-answer session</li> <li>Growing professionally</li> <li>SGO data checks</li> </ul>
Mentor Training V – Spring	Mentors and Novice Teachers	1	<ul style="list-style-type: none"> <li>SGO score forms</li> <li>End of year evaluations/Teacher Reflection</li> <li>Wrapping up the year – plans for next year and program evaluation</li> </ul>

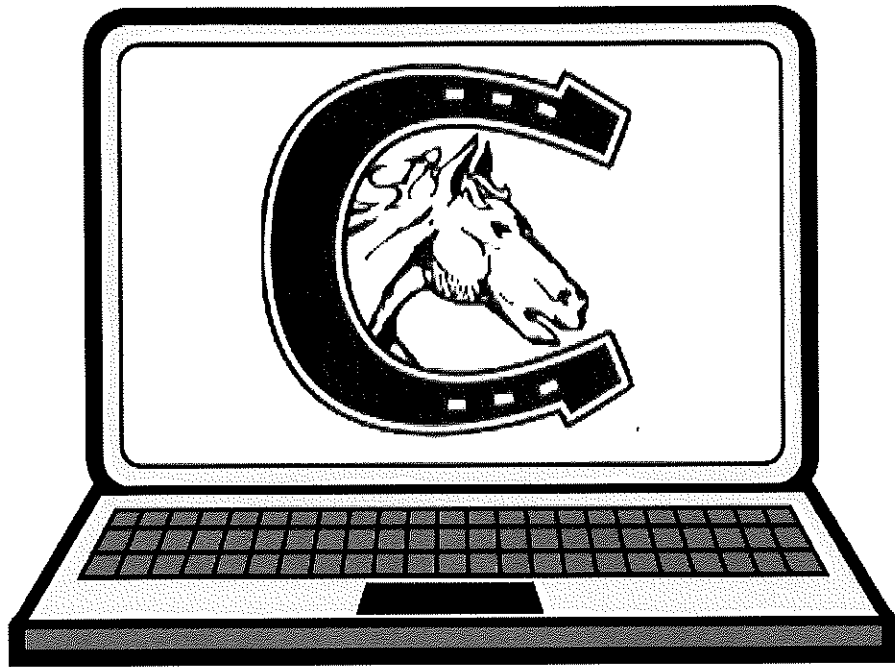
*The district may choose to adjust the timeline and topics of a given year depending on the needs of the mentors/mentees and priorities of the district for that school year.*





# Kinnelon Public Schools

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## 1:1 Digital Learning Environment & Device Guidelines

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For Students & Parents

2023-2024  
School Year



# **Table of Contents**

<b>1. Background Information</b>	<b>4</b>
Vision for Educational Technology	4
Benefits of Integrating 1:1 Chromebook Technology	4
Purpose of This Handbook	5
<b>2. Kinnelon Public Schools 1:1 Device Program</b>	<b>6</b>
<b>3. The Google Environment</b>	<b>7</b>
Chromebooks and the Google G-Suite for Education	7
Additional Software Apps, Extensions and Add-Ons	7
Access Anywhere	8
<b>4. Device Distribution and Return</b>	<b>9</b>
Distribution	9
Return	9
<b>5. Student Use and Responsibilities</b>	<b>10</b>
Be Prepared	10
If You Are Unprepared	10
Keep Your Device, Identity, and Data Safe	10
Maintain and Care for Your Device	11
Be Appropriate and Considerate with Sound, Images, Video, and Conversations	11
<b>6. Parent / Guardian Responsibilities</b>	<b>12</b>
<b>7. District Responsibilities</b>	<b>13</b>
<b>8. Care and Maintenance</b>	<b>14</b>
General Care and Precautions	14
Screen Care	14
Transporting	15
Storage	15
Asset Tags	15
<b>8. Security</b>	<b>16</b>
Security & Inspection	16
Network Security	16
Privacy	17
<b>9. Insurance, Repairs and Fees</b>	<b>18</b>
Mandatory Insurance	18
Repair Procedure and Repair Loaners	19
Fees and Fines	19

<b>10. Contact Information for Questions About the KPS 1:1 Device Program</b>	<b>20</b>
<b>APPENDIX A: Anti-Big Brother Act Compliance Notice</b>	
<b>APPENDIX B: KPS 1:1 Digital Learning Program and Device Agreement</b>	<b>22</b>

# 1. Background Information

## Vision for Educational Technology

As described in the overall mission of Kinnelon Public Schools, we will empower our students to utilize complex skills to pursue intellectual achievement, personal excellence and social responsibility so that they can flourish as responsible citizens in the global community. Our students will also be empowered through learning experiences that utilize meaningful technology integration through a one-to-one (1:1) device program. Students will learn digital citizenship, which will allow them to make responsible decisions and enable them to communicate and problem-solve effectively to prepare them for the outside world.

## Benefits of Integrating 1:1 Chromebook Technology

Excellence in modern education requires that technology with Internet access be readily available and integrated into the educational program. There has also been much research identifying the benefits of integrating 1:1 Chromebook technology in our schools. The following areas are widely acknowledged by the educational community:

- **Personalized Assignments** – Individual access to technology allows teachers to create assignments that are specific to each individual student. Modifications can be made through our various applications, programs, and our Learning Management System (LMS).
- **Adaptive Learning** – All students are unique, and so is the way they learn. Each of our students in the Kinnelon Public Schools prefers certain styles of learning over others. The incorporation of Chromebook technology allows teachers to easily adapt their materials to the learning preferences of the students in their classroom through the use of digital applications and tools as well as various types of software.
- **Increased Participation** – Online platforms allow for 100% participation. Our board approved digital tools for formative assessment such as Quizlet, Padlet, Nearpod, Quizizz and various others allow teachers to collect data from all of their students before engaging in class discussions.
- **Preparation for the Future** – The earlier our students become familiar with technology and develop the skills needed to navigate the platforms associated with it, the more comfortable they will become with the ever-changing technology that surrounds them. Kinnelon Public Schools' students will grow to be informed digital citizens, educated in appropriate digital communication and navigation, preparing them for whichever path they choose beyond high school.

- **Equal Learning Opportunities** – We believe all students should have equal opportunities with all educational resources in order to allow them to be successful. Providing access to technology allows students of all ability levels to learn, interact, and engage with their education. Special accommodations can also be made available for students through the use of special programming and individualized technology.
- **Increased Communication** – Meaningful feedback is essential to the learning process. Through the use of the Google Suite for Education, OnCourse, and other platforms, students have immediate access to their grades in addition to formative feedback during their learning. Students can engage in discussions with their teachers about questions they may have not necessarily asked in class, allowing teachers and students to build professional relationships both in and outside of the classroom.
- **Multi-faceted Learning** – Technology gives our educators flexibility with the way they organize their courses. Chromebooks allow teachers to utilize a variety of techniques so that their classroom format can be a combination of a flipped, blended, or traditional environment. Teachers can assess the needs of their students and adapt the formats based on the needs of the individual classes.
- **Access to Information** – Massive amounts of information (books, audio, images, videos) are available at one's fingertips through the Internet and the District's 1:1 program provides our students with endless possibilities. The staff at Kinnelon Public Schools will work with our students to help them become responsible digital learners and be able to determine how to access accurate, reliable, and credible information to further their education.

### **Purpose of This Handbook**

With the great learning opportunities that educational technology provides comes a responsibility for the District, parents/guardians, and students to ensure a safe and productive experience. This handbook will inform parents/guardians and students of procedures and guidelines for Kinnelon Public School's 1:1 Chromebook program. As we move forward with the program each year, this document may change. A reasonable effort will be made to notify parents/guardians and the students that changes have taken place with regard to this handbook, and it is the expectation that the procedures and guidelines set forth in future revisions will be adhered to by Kinnelon Public Schools' students and parents/guardians.

## 2. Kinnelon Public Schools 1:1 Device Program

The primary device for Kinnelon Public School students is the Chromebook, a device developed by Google that provides students with access to internet-based resources, information, and applications. Since Chromebooks store applications, student work, and personalized settings in the cloud rather than on the device itself, they can be shared between multiple students easily. Students or teachers can access their information and settings by signing into their Google accounts. These devices also enable students to learn at their own pace, to explore, communicate, collaborate, and problem-solve, and to prepare them for higher education, life in the modern world, the workplace, and lifelong learning.

The District's web filters and controls ensure that student internet access is safe and appropriate on these devices. Our student monitoring software enables teachers to limit student access to websites and applications during class. **Because the District provides devices, and can only manage security and applications on those devices, student-owned devices are not allowed on the District's network or in the Classroom.** Teachers are critical to the effective application of technology in learning, and the District has also provided teachers with Chromebooks, and a support structure to enable them to learn about, implement, and enhance the integration of technology in instruction.

**Students in grades 3-12 are required to participate in the 1:1 Device Program.**

**Students in grades 1-2 are not included in the program, however, their classrooms will have access to the Media Center computers, Chromebook carts, and iPad sets.**

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The policies, procedures, and information contained in this document apply to Chromebooks, iPads, and all other technology devices used by students within Kinnelon Public Schools. Administrators and teachers may set additional requirements for device use in their school or classroom.

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### 3. The Google Environment

#### Chromebooks and the Google G-Suite for Education

- The Chromebook is a device developed by Google that provides users with maintenance-free access to internet-based resources, information, and applications.
- Chromebooks run the latest Google Chrome Operating System (OS). Updates install automatically upon restart. There is no need for virus protection with Chrome OS. Google and Chrome OS provides multiple layers of protection against viruses and other malware.
- Chromebooks seamlessly integrate with Google's G-Suite of productivity and collaboration tools including Drive (storage), Docs (word processing), Sheets (spreadsheets), Slides (presentations), and Gmail (email). The G-Suite also includes Classroom (collaboration), as well as YouTube and other applications. The District provides G-Suite accounts to administrators, teachers, students, and support staff.
- Grade-level software apps are selected and managed by the District and may be remotely installed.
- Students in grades K through 12 are assigned a District-managed G-Suite account.
- Students in grades 3-12 can communicate with other students and staff within Kinnelon Public Schools District and beyond the District with their district-issued email address.
- Students can access their District-provided G-Suite account, files, email, and applications from any internet-connected device.
- Chromebooks (or any other District-issued device), Google, and other application provider accounts issued by or on behalf of the District are the property of Kinnelon Public Schools. All of these may be subject to filtering of inappropriate content and inspection at any time. Students should have NO expectation of privacy with respect to materials stored on a District-owned Chromebook, or any District provided storage, application or service.

#### Additional Software Apps, Extensions, and Add-Ons

- Extensions and Add-Ons are custom features that users can install to enhance the functionality of apps.
- The District will add additional apps, extensions, and add-ons to the District's Chrome Web and Play Stores as they are required or recommended by teachers and approved by administrators. These will either be made available for students to select and install or will be remotely installed for a grade level or course. Unapproved applications will be blocked.

### **Access Anywhere**

- Students are encouraged to use their devices at home and other wifi networks outside of school to work on assignments, and to communicate and collaborate with teachers and classmates.
- If a student does not have home internet access they should notify the school or District IT as soon as possible.
- Although a WiFi Internet connection is required for most device use, some applications can be used while not connected to the Internet.
- While the District provides content filtering both on and off-site, parents are encouraged to provide a safe environment for students to use their Chromebooks at home.



## 4. Device Distribution and Return

### Distribution

- Device distribution locations, dates, and times will be announced via email and phone calls and on the District and school websites in mid-August.
- Before a Device can be issued to a student the student's parent/guardian must:
  - a. Register for the Device online and pay the mandatory Device Insurance fee – see Section 9: Insurance, Repairs, and Fees. Prior year fees and fines must also be fully paid.
  - b. The registration requires acknowledgment by parents/guardians that the following have been reviewed and are understood:
    - *Kinnelon Public School District's 1:1 Digital Learning Program & Device Guidelines* (This Document)
    - *Policy 2361* – Acceptable Use of Computer Network – Computers and Resources
    - *Policy 5701* – Plagiarism
    - *Policy 7523* – School District Provided Technology Devices to Pupils
    - Anti-Big Brother Act Compliance Notice (This Document Appendix A)

### Return

- Devices with their chargers must be returned at the end of each school year at each level. Return periods and the process for returns will be announced in late May/early June.
- If a student dis-enrolls or is dropped by the school before the end of the school year for any reason, the Device and all District-purchased accessories must be returned to the school within two business days. Families will be billed for any items not returned. Student transcripts will not be released until all materials are returned.
- If upon inspection of the returned device, there is evidence of abuse or neglect to the device or its accessories, the student/parent/guardian will be charged for needed repairs, not to exceed the replacement cost of the Device.
- Students may be fined \$20 if the device and all the accessories are returned after the return period. If a student fails to return the device within one week of the last scheduled collection date, the parent will be charged for the full replacement cost of the device.

- If payment is not received, the matter will be turned over to a collection agency. If the device is not returned and or paid for as described, it will be considered stolen property, disabled, and reported to law enforcement agencies. Students who do not return all equipment or owe money for unreturned or damaged equipment will not be allowed to walk in graduation, view final grades, or have final transcripts sent out, and will remain responsible for the full replacement cost of all unreturned or damaged items.

## 5. Student Use and Responsibilities

1:1 Devices are fundamental for learning in the Kinnelon Public Schools. Students are expected to be prepared to use the device in every class, know how to keep their identity and data secure, and comply with District policies and the law.

### Be Prepared

- Bring your Device fully charged to school every day including state testing days. The device has enough battery capacity for 7 to 10 hours of use.
- Bring your Device to every class, unless specifically instructed not to do so by your teacher.

### If You Are Unprepared

- If you fail to bring your Device to school or a class, or the Device is not adequately charged, you are still responsible for completing classwork.
- You may be able to borrow one of a limited number of Chromebooks from the school media center.
- If your Device is not charged, you may be able to borrow a loaner Chromebook or charger from the Media Center.
- Loaners must be returned at the end of the school day.
- If you repeatedly fail to bring in your Device or fail to adequately charge it, you may be subject to disciplinary action as per the code of conduct at each school.
- Teachers have the discretion to set penalties on computer-based assessments if you test on a later day because you did not have a Device.
- You will be responsible for any damage or loss of a loaner up to the cost of replacement.

### Keep your Device, Identity, and Data Safe

- Use only the device assigned to you.
- Do not lend your device to others or leave it unattended especially without powering or logging off, or locking the screen.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or those of other people to anyone.
- Do not write passwords in agenda books, notebooks, on post-its or anywhere that is easily accessible to others. Memorize your passwords!

## **Maintain and Care for Your Device**

- Refer to the Care and Maintenance Section

## **Be Appropriate and Considerate with Sound, Images, Video, and Conversations**

- Make sure sound is muted at all times unless permitted by the teacher.
- Earphone/headphone use in class and/or during study times is at the teacher's or school's discretion.
- Earphones/headphones are not provided by the District.
- Only store or display images and videos that have an educational purpose. This includes screen backgrounds and screensavers.
- Limit messaging (for example in Google Hangouts, Gmail, Groups or Classroom) to educational communication and collaboration with teachers and fellow students.

## **Use the Device Responsibly and Ethically**

- Follow each teacher's rules and expectations regarding device use in the classroom.
- Obey general school rules concerning behavior and communication that apply to technology use. Do not send harmful, anonymous, or misleading communications for any purpose.
- Do not plagiarize. Plagiarism is a violation of student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text. Please refer to Policy 5701.
- Immediately notify a teacher, school official, or parent in the instance of receiving an email containing inappropriate or abusive language, or if the subject matter is questionable.
- Help protect the Kinnelon Public Schools' computer network and technological devices by contacting a teacher or administrator immediately about any security problems encountered.
- Save all your school-related work (data, documents, media...) to your Google account so that it can be accessed in the event your Chromebook is unavailable.
- Monitor all posted assignments on their Google account, teacher's Google Classroom, or other sites as designated by the teacher.
- Accept that the Device is subject to inspection at any time without notice and remains the property of Kinnelon Public Schools.

## **Comply with the Law and the District's Acceptable Use Policy**

- Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action.

## 6. Parent / Guardian Responsibilities

Parents/guardians are responsible for the cost of repair or replacement of the Device if the student negligently or through a lack of reasonable precaution damages the device, or if the device is lost or stolen but not reported to the school and the police. Parents/guardians are encouraged to provide wifi internet access and a safe environment for students to use their Device at home for school assignments. A wifi Internet connection will be required for the majority of Device use. If a parent/guardian is unable to provide the student with wifi access, they should contact the student's building administrator. Parents/Guardians are also encouraged to:

- Set rules for use at home.
- Allow use in common areas of the home where your child's use can easily be monitored.
- Demonstrate a genuine interest in the student's use of the device.
- Reinforce the idea that the device is a productivity tool to support learning, rather than used as a form of entertainment.
- Become familiar with internet safety resources such as:
  - <http://www.common sense media.org/blog/digital-citizenship>
  - <http://www.netsmartz.org/Parents>
  - <http://www.connectsafely.org>
  - <http://wiredsafety.org>
  - <https://www.fbi.gov/resources/parents>

By acknowledging the KPS 1:1 Digital Learning Program & Device Guidelines (this document) during online registration, you commit to ensuring your child's compliance with the Student Use and Responsibilities section of this handbook and understand the consequences for violations.

## 7. District Responsibilities

- Provide Internet access to students using devices in the District.
- Provide Internet filtering of inappropriate materials and content on the device at home, school, and outside the District. Kinnelon Public Schools' Internet filter is applied to devices regardless of location.
- Provide data storage (Google Drive).
- Provide staff guidance to teach students in doing research and to help assure student compliance with the Acceptable Use Agreement, Trademark and Copyright Laws, and License Agreements.
- Investigate issues in the instance of improper student usage or incidents involving inappropriate conduct.
- Kinnelon Public Schools has access to all data and can review student email and G-Suite accounts in instances of inappropriate conduct or behavior.

## 8. Care, Maintenance, and Repair

Students are responsible for, and benefit from, the care of their District-owned Device. Devices that are damaged or not working properly may impact a student's ability to participate fully in classes. Note that the District reserves the right of teachers or administrators to inspect a student's Device for damage or misuse.

### General Care and Precautions

- Fully charge the Device before the start of each school day.
- Do not toss or drop the Device even if it is stored in a backpack or bag.
- Do not cover any vents on a Chromebook.
- Insert and remove cords, cables, and removable devices carefully.
- Use the Device and its charger away from water, direct heat, direct sunlight, food, drinks, small children, and pets.
- Do not write or draw on, etch, or apply stickers, decals, or labels to the Device. If you do, you will be charged for the replacement of the case.
- Removable protective skins are allowed on Chromebooks since these will help distinguish your Device.
- Do not leave the Device in an unlocked vehicle or room, or in any unsupervised area in or outside of school including the school grounds, the dining hall, bathrooms, and hallways. (A Device found in an unsupervised area should be immediately reported to a teacher or the school office).
- Never lend or exchange your Device with others. You will be held responsible for their damages or actions with your device.
- Do not pry keys off the keyboard. If you do, you will be charged to replace the keyboard and may be referred for disciplinary action.

### Screen Care

The screen can be easily broken or scratched by rough treatment, excessive pressure or bending. Protect the Device screen by following the rules below:

- Do not lift the Device by the screen. Always carry a device either supported by both hands underneath the bottom or with one hand under an edge with the lid closed.
- Always carry an iPad with its protective case.
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water.
- Do not place anything on top of the Device.

- Do not place anything on a Chromebook keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Device that could fall on the screen.
- Do not wedge the Device into a book bag or place anything in the carrying case/protective cover that will compress the case.
- Do not poke or draw on the screen with any object (pen, pencil, etc.) other than a stylus designed for the screen.

### **Transporting**

- Always transport the Device in a bag or backpack that has a padded laptop compartment or insert.
- If the charger is kept in the bag or backpack, store it in a separate compartment.
- Do not transport the Device with the power cord inserted.

### **Storage**

- Store the Device and its charger in a location that is temperature-controlled (comfortable for humans), away from water, excessive humidity, direct sunlight, or heat, and small children and pets.
- Store the Device in a locked or supervised location whether a room or vehicle.
- Avoid leaving the Device, even in a book bag or backpack on the floor.
- Never shove the Device into a locker, place it on the bottom of a pile, or force it into a bag or backpack.
- Always remove the power cord from the Device when placing it in a bag or backpack.

### **Barcode Tags**

- Kinnelon Public Schools identification/barcode tags are attached to every Device and are there to protect you. The tags make it easier to recover a Device if it is lost or stolen.
- Please do not tamper with the District identification/barcode tag in any way.



## 8. Security

### Security & Inspection

- The District uses a centralized management system, which is utilized to change security settings, update software, add or remove applications, monitor usage, and track the location of Devices.
- Periodic checks of Devices will be made throughout the year.
- Any attempt to change the configuration settings of the Device will result in immediate disciplinary action.
- All activity on the Device and District-issued email account, whether conducted at school or off-site, is subject to search as District property.
- Reasons for Device inspection may include but are not limited to the following: functionality, maintenance, serviceability, behavior, and various violations of the Technology Acceptable Use Agreement when using the Device.

### Network Security

- Kinnelon Public Schools will be responsible for providing network access and content filtering at school.
- While the District provides Internet content filtering both on and off campus, parents/guardians are responsible for monitoring student internet use when off campus and at home.
- Kinnelon Public Schools makes no guarantee that their network will be up and running 100% of the time. In the rare instances that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of network outage will affect all students and staff in the school building.
- The school utilizes an Internet content filter that complies with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the District both inside and outside of school. Any attempt to disable or bypass District Internet content filters is not permitted and will result in disciplinary action.
- If an educationally valuable site is blocked, students should contact their teacher to request the site be unblocked.
- Any attempt to interfere with or harm the District network or internet connections, will result in disciplinary, and potentially, legal action.

- Student use of the Internet is monitored on school-issued devices. Restrictions on the network and computers block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the District Acceptable Use Policy; Appropriate disciplinary action will be taken.

### **Privacy**

- As required by the Anti-Big Brother Act (N.J.S.A. 18A:36-39 (P.L. 2013, c. 44), parents and students must be notified that school-issued electronic devices can record or collect information on a user's activity, both online and offline. Kinnelon Public Schools will not use any of these capabilities in a manner that would violate the privacy rights of a student or individual residing with the student.
- All files stored on the Kinnelon Public Schools Google G-Suite accounts or network are the property of the District and are subject to regular review and monitoring for responsible use.
- Internet history and email checks may occur at the discretion of the District Administration. Students have no expectation of confidentiality or privacy with respect to the usage or content of a District-issued Chromebook, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law.
- **IMPORTANT REMINDER:** Students should guard their personal and private information. While on the Internet, students should not reveal personal information, including their or other students' home addresses or phone numbers.

## 9. Insurance, Repairs & Fees

### Mandatory Insurance

Kinnelon Public Schools requires that parents/ guardians pay a mandatory District insurance fee before the student receives a Chromebook for their use. This insurance plan COVERS the Device against

- Broken glass screen
- Charger port failure
- Theft (Insurance claim for theft of a Chromebook requires a police report)
- Broken LED/LCDs
- Accidental damage
- Power surge caused by lightning
- Fire and flood
- Water damage
- Loss
- Vandalism
- Touchscreen failure
- Electrical failures caused by accidental damage

The insurance plan DOES NOT COVER:

- Loss or damage caused by deliberate abuse or destruction. For devices stolen from a vehicle, proof of forced entry is required.
- Damage caused by after-market equipment and accessories.
- Device covers, chargers, keyboards that are not a part of the device, external components not part of the original unit, software, or other accessories unless specifically noted in the purchased coverage plan.
- Computer issues non-relating to physical damage.
- Repairs that would fall under any active manufacturer warranty or any repairs that are a result of manufacturer defect.
- Against loss or damage caused by or resulting from hostile or warlike action war (by governmental authorities, military forces, individuals, etc)
- NUCLEAR EXCLUSION. Excludes loss, damage, liability or expense arising from any weapon of war employing atomic or nuclear fission and/or fusion or other like reaction or radioactive force or matter.

- Loss or damage arising out of infidelity, dishonesty, or any willful misconduct on the part of the Insured, associate in interest, and/or any third party. This includes but is not limited to, devices that are willfully not returned to the district by any student to whom a device was issued.
- Loss or damage arising out of loss of market, latent defect, inherent vice, delay, loss of use, clean-up costs, decay, changes in temperature or humidity, or other deterioration, any remote or consequential loss.

### **Repair Procedure and Repair Loaners**

- A damaged or malfunctioning Device must be brought to the Media Specialist at Stonybrook, PRM, or KHS.
- A loaner or replacement Device will be issued to the student while their device is repaired.
- Students are responsible for any damage to or loss of a loaner.
- If repairs cannot be completed the same day, a student will keep the loaner device until repairs are completed
- If repair is needed due to intentional abuse or neglect, the student/parent/guardian will be charged the full cost of repairs (see below), not to exceed the replacement cost of the Chromebook.
- A new device will only be issued upon receipt of full payment.
- The school may refuse to provide a loaner or reissue a Device for repeated or intentional damages.
- Do not attempt to repair a District-owned Device or use an outside computer service for any repair. Repairs and management of devices can only be successfully handled by the District technology department or repair company.

### **Fees and Fines**

- Any hardware/software repairs not due to misuse or intentional damage will be covered by the Insurance Plan.
- Any intentional damage to a device will incur charges for the full cost of repair or replacement.
- If it is determined that a student has intentionally caused damage, the student will also be subject to disciplinary action.
- Replacement and repair costs are listed on the next page and are subject to change. Notice will be given when replacement and/or repair costs change.

<b>Insurance Premium (10-month coverage)</b>	
Premium & Deductibles	\$28.65

<b>Repair/Replacement Charges and Fines</b>	
Chromebook	\$235
Charger	\$16

## 10. Contact Information for Questions About the KPS 1:1 Device Program

District Administrators	
<u>Mr. David Mango</u>	Superintendent of Schools
<u>Mrs. Lauren Thomas</u>	Director of Curriculum, Instruction, & Assessment
<u>Mrs. Danica Davidman</u>	Supervisor of Student Services, K-12
<u>Mr. Vincent Shivas</u>	Supervisor of Special Projects, K-12
<u>Mrs. Madelaine Travaille</u>	Supervisor of Science & Technology, K-12
<u>Mrs. Amanda Trombetta</u>	Supervisor of Mathematics, K-12
District Information Technology	
<u>Mr. Jay Jannicelli</u>	District Technology Coordinator
School Administrators & Media Specialists	
Kinnelon High School	
<u>Mr. Gary Suda</u>	Principal
<u>Mr. Matthew Arroyo</u>	Assistant Principal
<u>Mr. David Doty</u>	Supervisor of Athletics, Activities, Physical Education & Health
<u>Mrs. Hannah Sappio</u>	Department Chairperson of World Languages & Business
<u>Mrs. Jenny Sassaman</u>	Library Media Specialist
Pearl R. Miller Middle School	
<u>Mr. Mark Mongon</u>	Principal
<u>Mr. Michael Buesser</u>	Assistant Principal
<u>Mrs. Karen Icczo</u>	Department Chairperson of English Language Arts / Fine & Performing Arts, 6-12
<u>Mrs. Shelly Battaglia</u>	Library Media Specialist
Stonybrook Elementary School	
<u>Mrs. Dawn Uttel</u>	Principal
<u>Mrs. Jane Tadros</u>	Department Chairperson of English Language Arts / Fine & Performing Arts, K-5
<u>Mrs. Nancy Bosch</u>	Library Media Specialist
Kiel Elementary School	
<u>Mrs. Jennifer Oluwole</u>	Principal
<u>Mrs. Susan Gersten</u>	Library Media Specialist

## **APPENDIX A: Anti-Big Brother Act Compliance Notice**

### **Parents/Guardians:**

The Anti-Big Brother Act, New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c.44), requires that parents/guardians of students who have been assigned a District or school owned device for use outside of school in connection with the District's academic program, must be notified and informed of the following:

"If a school District furnishes a student with a laptop computer, cellular telephone, or other electronic device, the District shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device."

This document serves as notice that Kinnelon Public Schools shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student while they are using the device outside of school. Before your child is permitted to use any District owned device outside of school, parents/guardians must acknowledge the "Consent to Anti-Big Brother Act" stating that you understand the Anti-Big Brother Act and agree to discuss it with your child.

## APPENDIX B: Student and Parent/Guardian Agreement

This is an agreement between the Parent(s)/Student and District which refers to the policies, procedures, expectations, and consequences for the use and care of the Chromebook and all applications and accounts as outlined in the Kinnelon Public Schools 1:1 Digital Learning Program & Device Guidelines.

Please acknowledge that you have read each section of the handbook.	Student Initials	Parent Initials
Kinnelon Public Schools 1:1 Device Program		
The Google Environment		
Device Distribution and Return		
Student Use and Responsibilities		
Parent/Guardian Responsibilities		
District Responsibilities		
Care and Maintenance		
Security		
Insurance Repairs and Fees		

By signing below, the student and their parent(s)/guardian(s) agree to follow and accept all of the policies, procedures, expectations, and consequences for the use and care of the Chromebook and all applications and accounts as outlined in the Kinnelon Public Schools 1:1 Digital Learning Program & Device Guidelines.

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Student Signature

Date

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Parent/Guardian Signature

Date



**MATH STRATEGIES****Semester Course: 2.5 Credits****Grade Level: 12**

**Prerequisite(s):** For students who have not yet met the state assessment requirement in mathematics.

**Course Description:**

This course is designed for senior students who must participate in the NJDOE Portfolio Appeal Process because they have not successfully completed the math portion of the NJ High School Graduation Assessment Requirement. Students will receive targeted instruction in mathematics based on their needs as reflected in state-wide standardized testing. They will be prepared for a fall retake of the math section of the NJGPA as well as a variety of alternative assessments (SAT, ACT, Accuplacer, etc.) and then ultimately prepare a portfolio of constructed response tasks to show their proficiency in the subject. This course is mandatory for those identified students. Grades will be reflected as P/F.

Report Period 1

2022-23 INCIDENTS

School	Incident Total	Violence	Vandalism	Substances	Weapons	HIB Confirmed	Other Incidents Leading to Removal	HIB Alleged
(050) Kinnelon High School	11	3	2	2	0	4	2	3
(060) Kiel Elementary School	0	0	0	0	0	0	0	1
(065) PEARL R MILLER MIDDLE	1	0	0	0	0	1	0	1
(070) STONYBROOK	1	0	0	0	0	1	0	2
Total	13	3	2	2	0	6	2	7

Report Period 2

School	Incident Total	Violence	Vandalism	Substances	Weapons	HIB Confirmed	Other Incidents Leading to Removal	HIB Alleged
(050) Kinnelon High School	9	2	4	0	0	3	0	3
(060) Kiel Elementary School	0	0	0	0	0	0	0	0
(065) PEARL R MILLER MIDDLE	5	0	0	0	0	5	0	1
(070) STONYBROOK	1	0	0	0	0	1	0	0
Total	15	2	4	0	0	9	0	4

2022-23 School Year

School	Incident Total	Violence	Vandalism	Substances	Weapons	HIB Confirmed	Other Incidents Leading to Removal	HIB Alleged
(050) Kinnelon High School	20	5	6	2	0	7	2	6
(060) Kiel Elementary School	0	0	0	0	0	0	0	1
(065) PEARL R MILLER MIDDLE	6	0	0	0	0	6	0	2
(070) STONYBROOK	2	0	0	0	0	2	0	2
Total	28	5	6	2	0	15	2	11

Incident Total = Violence, Vandalism, Substances, Weapons, HIB Confirmed

Violence = Assault, Fight, Kidnapping, Robbery/Extortion, Sexual Assault, Sexual Contact, Threat/Simple, Threat/Criminal

Vandalism = Arson, Computer Trespass, Damage to Property, False Public Alarm, Theft, Trespass

Incident category totals may differ from total incidents due to multiple offenses selected for one incident.

E-Mail: [ssds@doe.nj.gov](mailto:ssds@doe.nj.gov)

## 9712 LITERATURE SENT HOME WITH PUPILS

Any literature, flyers, etc. that are to be sent home with a pupil must have prior approval of the Superintendent and be in compliance with N.J.S.A. 18A:42-4 which specifies:

“No literature which in any manner and in any part thereof promotes, favors or opposes the candidacy of any candidate for election at any annual school election, or the adoption of any bond issue, proposal, or any public question submitted at any general, municipal or school election shall be given to any public school pupil in any public school building or on the grounds thereof for the purpose of having such pupil take the same to his/her home or distribute it to any person outside of said building or grounds, nor shall any pupil be requested or directed by any official or employee of the public schools to engage in any activity which tends to promote, favor or oppose any such candidacy, done issue, proposal, or public question. The Board of Education of each school district shall prescribe necessary rules to carry out the purposes of this section.”

When requests are made for information to be disseminated by the borough of Kinnelon, county organizations and/or state sponsored organizations, the information will be distributed to parents only. The Superintendent may approve other information to be sent home with pupils that will benefit the entire school community.

The type of information that will be sent home with pupils from the school will be only from the school district and/or school-related organizations. Borough of Kinnelon organizations, county, and/or state sponsored organizations information

Adopted: 19 November 1979

Revised: 18 June 1990

Revised: 30 April 2009



# POLICY GUIDE

PROGRAM  
2419/page 1 of 3  
School Threat Assessment Teams  
Jun 23  
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[See POLICY ALERT No. 231]

## 2419 SCHOOL THREAT ASSESSMENT TEAMS

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a. and this Policy shall be multidisciplinary in membership and, to the extent possible, shall include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;
2. A teaching staff member;
3. A school Principal or other senior school administrator;
4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and
5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.b(5).

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.



# POLICY GUIDE

PROGRAM

2419/page 2 of 3

School Threat Assessment Teams

Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date of N.J.S.A. 18A:14-43.4 (August 1, 2022).

This Policy, required pursuant to N.J.S.A. 18A:17-43.4, shall be aligned with guidelines developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6 and shall include, but need not be limited to:

1. Guidance for students, teaching staff members, and all school staff members regarding the recognition of threatening or aberrant behavior in a student that may represent a threat to the school community;
2. The designation of members of the school community to whom threatening behavior shall be reported;
3. The development and implementation of policies concerning the assessment and intervention of students whose behavior poses a threat to the safety of the school community, and appropriate actions to be taken, including available social, developmental, and law enforcement resources, for students whose behavior is identified as posing a threat to the safety of the school community;
4. Coordination and consultation with the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440; and
5. The threat assessment team shall not disclose or disseminate any information obtained during their assessment beyond the purpose for which the information was provided to the threat assessment team, except that the threat assessment team is authorized to disclose the information to applicable agencies to pursue appropriate action pursuant to N.J.S.A. 18A:17-43.5.a.(3) for any



# POLICY GUIDE

student whose behavior is identified as posing a threat to the safety of the school community.

PROGRAM  
2419/page 3 of 3  
School Threat Assessment Teams

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team shall participate in training provided by the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 that is consistent with the guidelines developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. The training shall ensure the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

The NJDOE, in consultation with State law enforcement agencies and the New Jersey Office of Homeland Security and Preparedness, shall develop guidelines for school districts regarding the establishment and training of threat assessment teams pursuant to N.J.S.A. 18A:17-43.4 et seq. The NJDOE shall provide training through the New Jersey School Safety Specialist Academy established pursuant to N.J.S.A. 18A:17-43.2. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 shall provide training to school staff consistent with the training and guidelines provided by the NJDOE.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6



## **3351 - HEALTHY WORKPLACE ENVIRONMENT**

## **Kinnelon Public Schools**

### **Administrative and Teaching Staff Members**

The Board of Education recognizes a healthy workplace environment enables school district **administrative and teaching staff members** to fully contribute their expertise and skills to their school district responsibilities. A healthy workplace environment can improve productivity, reduce absenteeism, and reduce staff turnover while having a positive impact on the school's programs provided to pupils in the school district.

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Repeated malicious conduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable and is not conducive to establishing or maintaining a healthy workplace environment. This unacceptable conduct may include, but is not limited to, repeated infliction of verbal abuse such as the use of derogatory remarks; insults; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act of such conduct shall not constitute the unacceptable conduct prohibited by this policy unless it is especially severe and egregious.

Unacceptable conduct, for the purposes of this policy, is not conduct toward an employee of a protected class or because of the employee's protected activity. These employees and activities are afforded legal protections under various Federal and State anti-discrimination laws. In addition, unacceptable conduct for the purposes of this policy shall not be confused with the conduct of management employees exercising management rights including, but not limited to, assigning tasks, reprimanding, assigning discipline, or directing.

Employees who believe the conduct prohibited by this policy has been directed toward them or to another employee of the school district shall submit a written report to the Superintendent of Schools. The written report shall provide specific details supporting the claim including, but not limited to, the specific conduct; the names of witnesses (if any) who may have observed such conduct; dates or times when such conduct occurred; and any other information the person(s) making the report believes will be informative and helpful to an investigation of the allegations. Upon receipt of a report, the Superintendent or designee will conduct an investigation and upon completion of the investigation will inform the person(s) who made the report such an investigation was completed. The amount of investigation information shared with the person(s) making the report will be at the discretion of the Superintendent or designee and may vary depending on whether the conduct reported was directed to the person(s) making the report, confidential personnel matters, and/or other issues as determined by the Superintendent or designee.

If the investigation determines conduct prohibited by this policy has taken place, the Superintendent or designee will meet with the offender(s) and the victim(s) to review the investigation results and to implement remedial measures to ensure such conduct does not continue or reoccur. Appropriate disciplinary action may be taken depending on the severity of the conduct.

There shall be no reprisals or retaliation against any person(s) who reports conduct prohibited by this policy.

## **4351 - HEALTHY WORKPLACE ENVIRONMENT**

## **Kinnelon Public Schools**

### **Support Staff Members**

The Board of Education recognizes a healthy workplace environment enables school district **support staff members** to fully contribute their expertise and skills to their school district responsibilities. A healthy workplace environment can improve productivity, reduce absenteeism, and reduce staff turnover while having a positive impact on the school's programs provided to pupils in the school district.

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Repeated malicious conduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable and is not conducive to establishing or maintaining a healthy workplace environment. This unacceptable conduct may include, but is not limited to, repeated infliction of verbal abuse such as the use of derogatory remarks; insults; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act of such conduct shall not constitute the unacceptable conduct prohibited by this policy unless it is especially severe and egregious.

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