

**KINNELON BOARD OF EDUCATION
REGULAR MEETING
KIEL SCHOOL MULTI-PURPOSE ROOM
7:00 P.M.
SEPTEMBER 26, 2023**

MINUTES

The Regular Meeting of the Kinnelon Board of Education was held on Tuesday, September 26, 2023 at 7:00 P.M. in the Kiel School Multi-Purpose Room.

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

IV. PLEDGE OF ALLEGIANCE

V. ROUTINE MATTERS

A. Approval of Minutes

1. August 22, 2023 Regular Meeting Minutes

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

MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. DONALDSON TO GO OUT OF ORDER. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

VI. SUPERINTENDENT'S UPDATE

1. District Updates:

- a. Strategic Planning Meeting #1, 9/27/23
- b. 8th Grade Open House, 10/5/23
- c. Principal Forums:
 - i. Sisco/Kiel/SB -10/26/23
 - ii. PRM - 10/12/23
 - iii. KHS- 10/10/23
- d. Security Forum, 11/6/23
- e. NJSBA Unsung Heroes Award Finalist, Laura Chegwiddden
- f. Future Public Meeting Dates and Presentations:
 - i. 10/17/23 Facility Assessment, A.O.R.
 - ii. 11/14/23 Educational Technology Road Map, Amanda Trombetta
 - iii. 12/12/23, Fall Sports Awards Recognition, Dave Doty
 - iv. 12/12/23, In District Transportation Proposal, Sharon Woodruff

MOTION BY MR. EISENMENGER, SECONDED BY MR. PETRUCCELLI TO TAKE A 5 MINUTES RECESS. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

- g. NJSLA 2022-2023 Results - Lauren Thomas

VII. COMMITTEE REPORTS

- A. Finance, Facilities and Security
(Mrs. Donaldson, Chair)
 - Met and spoke about the donation, Phonics Course, revised Care Plus contract, tree removal, technology infrastructure, security upgrades and transportation and the RK Environmental contract.
- B. Personnel and Negotiations
(Mr. Petruccelli, Chair)
 - Met and spoke about the new job descriptions, the revised Care Plus contract, and Chromebook insurance.
- C. Education and Student Activities
(Mrs. Parrella, Chair)

- Met and spoke about the new Ski Club, syncing Pearl Miller and the High School schedules, Pizza Cat Assembly, Senior Class will have a brunch during the day instead of a dinner, and text books and dual enrollments.

D. Policy

(Mr. Eisenmenger, Chair)

- Did not meet.

E. Delegates

1. New Jersey School Boards Association
(Mr. Petruccelli)
 - o Meeting next month in Atlantic City
2. Morris County School Boards Association
(Mrs. Leonard)
 - o No meeting
3. Legislative Representative
(Mr. Eisenmenger)
 - o Spoke about the ROD Grant, social media impact and flexibleness of retirees.
4. Morris County Educational Services Commission
(Mrs. Parrella)
 - o Did not meet.

F. Community Relations and KEA Liaison

(Mr. Petruccelli - Chair)

- No Meeting.

G. K-Cares

(Mrs. Portman)

- Meeting tonight.

H. Kinnelon Education Foundation

(Mr. Myers)

- Status of 501(c)

VIII. PETITIONS AND HEARINGS OF CITIZENS – AGENDA ITEMS

Comments were made regarding:

- Mr. Jannicelli – I would like to thank Michael Sabo, a Kinnelon graduate, for volunteering to assist the IT team this summer in getting the schools ready for the start of the year. We were shorthanded this summer and would not have been ready without his assistance. Though the work was not glamorous, he did an excellent job for us and we greatly appreciate him.
- Former Student, Ms. T. – Congratulations to Mrs. Chegwiddden on your accomplishment! If anyone deserves this award, it's you. Thank you for helping me achieve my goals both on the course and the track, and for shaping me into the athlete I am today.

- Former Student, Mr. A – Congratulations to Coach Chegwiddden! I cannot think of anyone more deserving of this award than you! I just wanted to thank you for everything you have done for me both on and off the track. Without you, I wouldn't be where I am today. I am forever grateful for all the effort you put into the track program and for all the love and support you have shown me throughout the years. I miss you, and cannot wait to come back and visit soon!
- Former Student, Mr. G. – Congratulations to Coach Chegwiddden on such a well deserved honor! I'm certain that I'm not alone in saying you've left a lasting influence on me as an athlete and person. I still use your training plans to stay disciplined as I continue running in college. Thank you so much for all you have done for me and so many Kinnelonians over the years.

IX. STUDENT REPRESENTATIVE
(Sara Garg)

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Sara Garg** as the **Student Representative to the Board of Education**, for the 2023-2024 school year.

MOTION BY MRS. DONALDSON, SECONDED BY MR. PETRUCCELLI TO APPROVE SARA GARG AS THE STUDENT REPRESENTATIVE FOR THE 2023-2024 SCHOOL YEAR. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Sara Garg reported:

- Kiel/Sisco – Great start to the school year! Full day Kindergarten at Kiel and Dot Day took place on Friday, September 22nd. Back to School Night took place on September 21st. Pizza Cat Day will be this Friday, September 29th.
- Stonybrook – The staff is off to a great start! There are four new staff members at Stonybrook. Back to School Night took place on September 18th. The week of October 2nd will be "week of respect".
- Pearl R. Miller – Fall sports are underway.
- Kinnelon High School – The West Point Parachute team arrived at the football game last weekend. The Powder Puff football game will take place. The PSATs are scheduled for October 11th.

X. AGENDA ITEMS

A. FINANCE, FACILITIES AND SECURITY COMMITTEE

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

Agenda Items #1 through #12 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 August 2023.
2. Be it resolved, that the Kinnelon Board of Education approve the [Secretary's Report](#) for the month of August 2023.
3. Be it resolved, that the Kinnelon Board of Education approves the [Budget Transfers](#) for the month of August 2023.

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

Pursuant to N.J.S.A. 18A 17-9, I certify that as of September 26, 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 23/24 - 2B.

Total Disbursements paid by Computer Check #52692	\$2,721.28
Total Disbursements paid by EFT #999916 thru #999919	\$274,187.13

Agency Account (Fund 91)

Total Disbursements paid by Check #911966 thru #911975, Check #911976	\$113,501.96
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Cafeteria Account (Fund 60)

Total Disbursements paid by Check #601326 (Covers actual check #1326)	\$3,439.57
Total Disbursements for August 31, 2023	\$393,849.94

- b. Be it resolved, that the Kinnelon Board of Education approve the Bill List-File Reference 23/24 -3.

Total Disbursements paid by Computer Check #52694 thru Check #52922 (Ck # 52693 repl lost check#526399)	\$1,723,187.39
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Total Disbursements paid by EFT #999920
thru # 999923 \$1,327,469.93

Total Disbursements for August 22, 2023 \$3,050,657.32

- c. Be it resolved, that the Kinnelon Board of Education approve the Bill List-File Reference 23/24 - 3.

Student Activity Account (Fund 95)

Total Disbursements paid by Check #95092623
Covers actual Ck#10849 thru Ck#10861
Ck#10848 voided-misprint \$11,090.44

Cafeteria Account (Fund 60)

Total Disbursements paid by Check #601327 \$12,413.30
(Covers Actual Check #1327)

Agency Account (Fund 91)

Total Disbursements paid by Check #911979
thru # 911980 and check #911982 thru #911990 \$423,583.35

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 **September 2023 Emergency Drill Report**, as per [Finance, Facilities and Security Attachment B.](#)
9. Be it resolved, the Kinnelon Board of Education approves a revised contract with **Care Plus NJ, Inc.** for in-district behavioral healthcare services in the amount of \$130,000 for the period September 1, 2023 through June 30, 2024.
10. Be it resolved, that the Kinnelon Board of Education approves a contract with **R.K. Occupational and Environmental Analysis** as per [Finance, Facilities and Security Attachment C](#) to maintain good indoor environmental quality in the Kinnelon Schools for the 2023-2024 school year at an estimated cost of:

<u>School</u>	<u>Cost</u>
Kinnelon High School	\$4,800

Pearl R. Miller	\$3,350
Kiel School	\$2,750
Glenn Sisco	\$950
Reports	\$850
M ³ P ²	\$1,200

11. Be it resolved, that the Kinnelon Board of Education accept the **donation** of \$5,000 to be used for the Transition Education Program at Kinnelon High School on behalf of the Gallagher Family Giving Fund.
12. Be it resolved, that the Kinnelon Board of Education approve a contract with **95 Percent Group** for the purchase of **Phonics Core Program** for grades 3 through 5 at a cost of \$21,833.90 for the 2023-2024 school year.

MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. PARRELLA TO APPROVE ITEMS #1 THROUGH #12 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 #14 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	KHS	Peter	Zablocki	Social Studies Teacher	Resignation	9/8/23		
2	KHS	Kara	Parham	LDTc	Resignation	11/11/23		
3	Kiel	Holly	Campbell	First Grade Teacher	Retirement	1/1/24		
4	SB	Emily	Toal	Elementary School Teacher	LOA revised return date from 9/1/23 to 8/30/23			
5	KHS	Jacqueline	Bagarozza	Mathematics Teacher	LOA revised return date from 9/1/23 to 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	PRM/SB	Sabiha	Sultana	Social Worker	MA, Step 1	\$68,272	8/30/23	6/30/24
2	KHS	Elena	DeStories	Social Studies Teacher	BA+15, Step 1	\$62,772	8/30/23	6/30/24
3	Sisco	Melissa	Blackwell	Part Time Nurse	up to 23 hours p/week (\$40 per hour)		9/26/23	6/30/24
4	KHS	Kevin	Cahill	Custodian	Step 1 \$40,241 (prorated)	Boiler Lic. \$1,063	On or about 10/2/23	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 for the 2023-2024 school year:

	School	Staff Member	Position/Event	Max Hours	Stipend/ per hour Rate	Start Date	End Date
1	KHS	Nino Capra	CPR/AED Training	16	\$60.77 per hour	3 Athletic Seasons	
2	Kiel	Jennifer Varadi	IMSE Workshop Extra Hours	7.83	max of \$475	9/5/23-9/8/23	
3	KHS	Ray Danielson Elena DeStories Kristin Nieto Nancy Rinaldi	Detention Supervisor		\$60.77 per hour	2023-2024 School Year	

	School	Staff Member	Position/Event	Max Hours	Stipend/ per hour Rate	Start Date	End Date
		Jamely White Jenny George					
4	Kiel	Brenda Cicenia	Supervise students for late afternoon bus arrivals		\$900	Offer Rescinded	
5	SB	Sean Pasieka Jeff Myhren Johnna Ellis Charleen Scully	Supervise students for early morning bus arrivals		\$900	2023-2024 school year	
6	SB	Sarah Reinmund Cheryl Law	Supervise students for late dismissal bus arrivals		\$900	2023-2024 school year	
7	KHS	Jason Delpiano John Penola	English Lunch Lab	up to 40 hrs	\$60.77 per hour	2023-2024 school year	
8	KHS	Jackie Bagarozza Noah Blanchard Steve Papendick Jessica Kelley	Math Lunch Lab	up to 20 hrs	\$60.77 per hour	2023-2024 school year	

5. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves payment to the following staff members for a **"revised" combined class block** at a stipend of \$2,000 per block, for the 2023-2024 school year as per [Personnel and Negotiations Attachment B.](#)
6. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves payment of the following staff members for a **"revised" 6th Period class** at a stipend of \$1,250 per quarter for the 2023-2024 school year as per [Personnel and Negotiations Attachment C.](#)
7. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **Job Descriptions** as per **attached:**

[Department Chair Mathematics, 6-12](#)
[Director of Education, Informational Systems, Platforms and Staff Development](#)

8. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **Revised Job Titles and or Descriptions**:

Current Job Title	Revised Job Title
District Supervisor of Science and Technology, K-12	<u>Supervisor of Science, K-12</u>
Department Chair of ELA, Fine & Performing Arts, K-5	<u>Department Chair of ELA, Mathematics, Fine & Performing Arts, K-5</u> <i>(Effective July 1, 2024)</i>
Director of Technology	<u>District Technology Coordinator</u>
Assistant Principal	<u>PRM Assistant Principal</u>

9. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the job title change for **Amanda Trombetta** from **District Supervisor of Mathematics, K-12** to [Director of Education, Informational Systems, Platforms and Staff Development](#), effective July 1, 2024. This action is pending successful completion of the NJEXCEL program.
10. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the job title change for **Jane Tadros** from **Department Chair of ELA, Fine & Performing Arts, K-5** to [Department Chair of ELA, Mathematics, Fine & Performing Arts, K-5](#), effective July 1, 2024.

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

11. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the 2023-2024 **Stonybrook School Co-Curricular** list on [Personnel and Negotiations Attachment D.](#)
12. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the 2023-2024 **Kinnelon High School Co-Curricular** list on [Personnel and Negotiations Attachment E.](#)
13. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following **Substitutes** for the **2023-2024** school year. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.

	Staff Member	Position	Hourly Rate
1	Paige Radovanovic	Substitute retro from 8/30/23	\$125 per day
2	Nula Gallagher Aaron Pastore Hadaya Zaidat Gina Edmond Sharareh Firouzi	Substitute	\$125 per day

14. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following **Home Instructors** for the **2023-2024** school year. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.

	Name	Position	Hourly Rate
1	Nicole Smith Laurel Osterman	Home Instructor	\$60.77 per hour

MOTION BY MRS. DONALDSON, SECONDED BY MRS. PORTMAN TO APPROVE ITEMS #1 THROUGH #14 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 #12 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 following **Field Trips** for the 2023-2024 school year:

School	Event	Dates	Location
Stonybrook	Buehler Space Center	10/23/23, 10/24/23, 10/25/23	Paramus, NJ
PRM	Pax Amicus Theatre	11/13/23	Budd Lake, NJ

3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a 9:30am **delayed opening for seniors** to accommodate the administration of the PSAT's on October 11, 2023.
4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **new textbooks** starting with the 2023-2024 school year for Kinnelon High School.

*50 Essays: A Portable Anthology Third Ed., 11 AP English Language Composition
CK-12 Chemistry for High School Flexbook Author: CK12, Chemistry CP/Physical Science
No Red Ink, 9-12, English/Journalism*

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

School	Course
Rowan University	Latin 2 Honors
Rowan University	Latin 3 Honors
William Paterson	Spanish 4 Honors
County College of Morris	Intro to Exercise Science, HES 111

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

School	Course	Cost Per Credit
Rowan University	Latin 2 Honors	\$150
Rowan University	Latin 3 Honors	\$150
William Paterson	Spanish 4 Honors	\$100
County College of Morris	Intro to Exercise Science, HES 111	\$232.50 per 3 credit course

7. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **clinical interns** for the 2023-2024 school year:

Name	College/ University	Observation Hours	School	Teacher	Date
Brielle Santee	County College of Morris	30 hours, Behavior	SB	Laura Gennat	9/27/23-11/21/23

8. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves **Nicole Velasco** for a **Reading Specialist Practicum**, for a minimum of 50 clinical hours, for the Fall 2023 semester at Kiel School.
9. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the revised **Curriculum** as listed on [Education and Student Activities Attachment B.](#)
10. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **Technology Subscriptions or Applications** for the 2023-2024 school year, as listed on [Education and Student Activities Attachment C.](#)
11. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **Foreign Language for Kids (FL4K)** to provide Elementary Spanish Curriculum and Staff Development at Stonybrook School effective September 27, 2022 through June 30, 2024.
12. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **Ski/Snowboard Club** through Kinnelon High School at Mountain Creek for the 2023-2024 School year.

MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. PORTMAN TO APPROVE ITEMS #1 THROUGH #12 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 and #2 represents the Policy Committee's recommendation. They were voted upon as a group.

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

Policy

P 5517

[School District Issued Student Identification Cards](#)

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the **HIB Report** first reading through September 25, 2023.

MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. DONALDSON TO APPROVE ITEMS #1 AND #2 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

XIII. CORRESPONDENCE

- Thank you card from Lucas Marin

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

Tina Sutphen – Thank you to the Board of Education for all you have approved over the last few months.

XV. BOARD MEMBER COMMENTS

Comments were made regarding:

Mrs. Leonard – No additional comments. Love the Spirit and new Pep Band. Should have them at other sports!

Mr. Myers – Great start to the school year! The parachute jumpers were awesome.

Mrs. Parrella – Fantastic September roll out! Congrats to Mrs. Chegwidden.

Mrs. Portman – Tailgate will take place on Friday night. Thank you to the Gallagher Family for the donation. Great start to the year.

Mr. Eisenmenger – Strategic Planning will take place on September 27th.

Mr. Petruccelli – Welcome Sara Garg! Congrats to Mrs. Chegwidden!

Mrs. Donaldson – Nice to have Kindergarten all together. Lots of work this summer and thankful for the Board of Education Members.

XVI. ADJOURNMENT

MOTION BY MRS. PARRELLA SECONDED BY MR. PETRUCCELLI TO ADJOURN THE MEETING AT 8:23 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 SEPTEMBER 26, 2023 BOARD MEETING

LOC	LAST	FIRST	WORKSHOP	WORK SHOP DATE	REGIS.	LODG.	MEALS	MILEAGE	TRAVEL/ AIR/RAIL	PARKING TOLLS/ OTHER	MAXIMUM TOTAL
1	KIEL	Santagato	Sona	ATA's (American Theory Association) 54th Annual Conference San Diego, California	10/25/23-10/27/23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	KIEL	Varadi	Jennifer	Google Basics	8/23/23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	BOE	Keane	Kerry	Pooled Insurance Program of New Jersey	10/12/23, 11/11/24, 4/18/24, 6/13/24 9/29/23, 10/13/23, 11/3/23, 12/8/23, 1/12/24, 2/9/24, 3/15/24, 4/26/24, 5/10/24, 6/5/24 9/21/23, 10/17/23, 11/14/23, 12/12/23, 1/16/24, 3/21/24, 4/11/24, 5/21/24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	BOE	Keane	Kerry	MCASBO		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	BOE	Keane Kerry Keane Lauren Thomas David Mango Jean Donaldson Michael Petruccelli Kelly Parrella Jennifer Portman	Kerry	NJASBO		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	BOE			New Jersey School Board Conference in Atlantic City	10/23/23-10/26/23	\$2,100.00	\$2,470.00	\$0.00	\$0.00	\$0.00	\$ 4,570.00
7	KHS	DiColo	Eric	American Heart Association BLS CPR/AED & First Aid Instructor Re-Certification Course	9/22/23	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 70.00
8	CST	Bott	Carrie	Upper Quadrant Disabilities	9/16/23	\$289.99	\$0.00	\$17.54	\$0.00	\$0.00	\$ 307.53
9	KIEL	Varadi	Jennifer	OG Training	9/5/23-9/8/23		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	KHS	Capra	Nino	American Heart Association BLS CPR/AED & First Aid Instructor Re-Certification Course	9/22/23	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 70.00
11	SB	Reinmund	Sarah	Law Fair	10/12/32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	KHS	Soules	James	NJSIAA Golf Coaches Clinic	10/20/23	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 60.00
13	KHS	Soules	James	NJSIAA Bowling Coaches Clinic	10/4/23	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 60.00
14	KHS	DeStories	Elena	AP Capstone Virtual Training	9/15/23-9/17/23	\$1,075.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 1,075.00
15	BOE	Travaille	Madeline	Science Supervisor Roundtable Meeting	9/29/2023	\$0.00	\$0.00	\$17.86	\$0.00	\$0.00	\$ 17.86
16	BOE	Travaille	Madeline	NJ Science Convention	10/18/2023	\$185.00	\$0.00	\$57.34	\$0.00	\$0.00	\$ 242.34
17	KHS	Van Der Sluys	Alana	Garden State Scholastic Press Association Student Press Day	10/30/23	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 100.00

Security Drills					
September 2023					
<i>Drill Type</i>	<i>Sisco School</i>	<i>Kiel School</i>	<i>Stonybrook School</i>	<i>Pearl R. Miller Middle School</i>	<i>Kinnelon High School</i>
Fire Drill	9/8/23	9/8/23	9/8/23	9/13/23	9/12/23
Security Drill					
Active Shooter Drill	9/14/23	9/14/23	9/15/23		9/15/23
Full Lockdown	9/14/23	9/14/23	9/15/23		9/15/23
Bomb Threat					
Evacuation Drill					
Shelter in Place				9/15/23	

R.K. Occupational and Environmental Analysis
401 St. James Ave.
Phillipsburg, NJ 08865
908-454-6316/ 908-454-4818 (fax)
mguinni69@verizon.net

September 18, 2023

Via email: mangod@kinnelon.org

Mr. David Mango, Superintendent
Kinnelon Board of Education
109 Kiel Avenue
Kinnelon, NJ 07405

Re: Proposal for Professional Services
Indoor Environmental Quality (IEQ) Assessment
Mold/Moisture Assessment and Management

Hi Dave,

We are pleased to submit this proposal for provision of services related to obtaining and maintaining good indoor environmental quality (IEQ) in Kinnelon BOE schools. As you know, we have extensive experience in assessing school air quality and achieving healthy learning environments that are clean, dry and comfortable.

We use a team of highly qualified individuals including Professional Engineers, Certified Industrial Hygienists and experienced, degreed field inspectors and highly trained technicians who have much experience and expertise relating to microbiological assessment and remediation, building evaluations and moisture control. We have completed more than 2000 studies over the years and were contractors to Region 2 EPA, Region 3 EPA and the National EPA Office.

Team members include Michael McGuinness, CIH, CET, CIAQP, Patrick McGuinness, MSME, P.E. and Meredith Dieda, MS plus field personnel with bachelor's degrees in pertinent scientific fields. Mike is a Certified Industrial Hygienist (CIH) who is also one of about 70 CIH's nationwide who is certified in the Indoor Environmental Quality sub-specialty by the American Board of Industrial Hygiene. He is registered through the Association of Energy Engineers as a Certified Indoor Air Quality Professional (CIAQP). Pat is a licensed mechanical engineer (P.E.) and a Certified Energy Manager (CEM).

Our approach to assessing indoor conditions in schools differs from many other consultants. While we can perform any sampling available to “test” schools, we prefer to develop a baseline evaluation that involves determining the relationships between school occupants (people), chemical sources (pollutants), the way air flows into and/or out of your schools (pressure relationships) and the presence of air flow openings (pathways) that allow air flow between different locations in a school and the outdoor environment. In other words, we propose to evaluate how the “4 P’s” (people, pollutants, pathways, and (air) pressure relationships) relate to each other in your schools. Once we determine the relationships, we will have recommendations relative to how to ensure that the relationships between the 4 P’s are proper or if some adjustments are indicated. Further, we will have a good idea as to what pollutants we may want to test for if we believe that testing will help identify issues that can impact IAQ.

In addition, our approach includes training our clients to become self-sufficient with respect to on-going activities related to maintaining good IEQ. We will train your staff to know what part they play in obtaining and maintaining good IEQ. This training will include training Buildings and Grounds staff to perform periodic, basic inspections, monitor for moisture control factors, assess cleaning efficiency and effectiveness, HVAC performance, and respond to staff concerns.

The assessments and tasks we propose in your schools would, in some cases, be performed twice per year, once during the heating season and once in warmer weather. They will be noted as such. All other actions are one-time actions.

We consider tasks 1 through 9 Phase I actions and task 10, 11, and 12 to be Phase II activities that will be based on the results of the Phase I tasks.

The assessments and tasks will include the following activities:

1. Facilitate the implementation of an Indoor Environmental Quality Management Program and Committee that will oversee activities related to air quality at your schools. We know from experience that this is the absolute best way for Kinnelon BOE facilities to manage indoor air quality, particularly in where past incidents of poor perceived IEQ have arisen. This would be a process of continual improvement once the program is started.
2. This program would involve implementation of the EPA “Tools for Schools” IEQ Management Program. This program involves all stakeholders in the educational process to identify their responsibilities in facilitating good IEQ. This proactive Program provides:
 - a. Checklists for teachers, nurses, administrators, B&G staff relative to the part each plays in the process of achieving good IEQ,
 - b. Checklists for activities such as waste management, chemical storage and safety, cleaning, HVAC Operations and Maintenance activities and food preparation.
 - c. I cannot recommend this program too strongly.

3. Perform a “mock” PEOSHA inspection in each school and on a District-wide basis to assess the Board’s compliance with the PEOSHA IEQ Standard, NJAC 12-100 that would be completed once.
4. Evaluate the schools for the relationships between and among the 4 P’s by completing the following:
 - a. A pollutant source inventory and chemical inventory (RTK Survey)
 - b. Complete a pressure mapping of the schools to determine air flow direction and whether they are appropriate.
 - c. Complete a pollutant pathway record to identify areas where positive or negative pressure relationships should be maintained.
 - d. Survey occupants for concerns related to IEQ in their buildings.
 - e. Complete an initial, detailed HVAC system checklist.
5. Evaluate HVAC performance. These activities should be completed twice, once during heating season and once during cooling season as conditions and stresses on HVAC change significantly. Activities would include:
 - a. A psychrometric analysis relative to measurements of relative humidity, absolute humidity, temperature, and dew point temperatures as well as surface temperatures in rooms to determine the school’s ability to control moisture. This activity is critical for cooling season moisture management and control. Measurements of temperature and humidity can also impact occupant perceptions of comfort in classrooms and offices.
 - b. Monitor each school for levels of carbon monoxide and carbon dioxide to determine ventilation rates and compliance with the PEOSHA IEQ Standard, NJAC 12-100. We propose to conduct a walk-thru survey of the buildings to measure and record general CO₂ levels in offices and classrooms at the supply, return, ambient and outdoor delivery points.
 - c. These two activities will likely involve deployment of data-logging equipment and mining to see how the schools perform over time.
6. A moisture management survey to look for evidence of poor moisture control and the presence of uncontrolled moisture that can result in fungal growth in classrooms and offices. These actions would be monitored continuously by school staff and twice per year by R.K.
7. Development of a Mold and Moisture Management and Prevention Program (M³P²) based on the results of Item 6. This program, if followed, will prevent widespread fungal growth and school closures requiring hundreds of thousands of dollars to remediate. Insurance coverage is continually shrinking, and deductibles keep rising so the need for this program is obvious. If followed and well-documented, we guarantee no such large-scale mold closures will occur unless unavoidable Acts of God (floods, hurricanes, etc.) are involved. In these cases, if we are notified early on in the event, we may be able to minimize damage. These actions would be monitored continuously by school staff and twice per year by R.K.

8. Development of a Cleaning for Health Program for upgrading procedures on the part of custodians that will improve IEQ.
9. Staff training to assist the District in becoming more self-reliant addressing IEQ issues and concerns. Training will include:
 - a. Elements of training and education included in the EPA Tools for Schools Program.
 - b. IEQ 101 for Maintenance Staff.
 - c. Cleaning for Health for maintainers.
 - d. Required Indoor Air Quality training for your District IAQ Manager that will assure compliance with NJAC 12-100.
 - e. A program to enable school staff, likely in the B&G Department, to either perform or check the progress of Items 1-9 on an in-house basis.
10. Environmental testing as indicated based on results of previous activities for chemical exposures, biological organisms such as fungi or bacteria or sewage-related pathogens, or physical agents such as noise or low frequency vibration and electric and magnetic fields. Please note that we strongly believe that testing should not be the first step in the process of evaluating a building for good indoor environmental quality but rather the test protocols should be based on the initial walk-through surveys and the current relationship between the 4 P's.
11. If widespread testing is requested, we propose to do this by taking 'composite' samples consisting of one air and one surface sample per 5 classrooms or one office suite so we can sample the entire school and keep costs for analytical fees 80% less than sampling each room individually.
12. We may perform spot testing for fungi if concerns are voiced from administration or staff. Included would be air and surface testing for fungi and surface testing for the presence of allergenic particles.
13. We will also review steps you have taken to protect occupants from exposure to SARS-CoV-19 using engineering controls and filtration efficiencies. We will review your overall SARS-CoV-2 infection control program relative to cleaning procedures, use of disinfectants, respiratory protection for staff, equipment installed to address COVID infection, etc. We are big fans of air filtration and time to inactivate the SARS-CoV2 virus. We will compare your results with the ASHRAE Guidelines for SARS CoV2 control, the CDC and the AIHA Guidance document.
14. Reports addressing results and recommendations.
15. Other consultation

I also enclose my current CV and agreement for consideration. Please feel free to call me at 908-619-1723 (cell) if you have any questions.

Best regards,

Mike McGuinness

Michael McGuinness, CIH, CET, CIAQP, ADIH-IEQ
Building Pathologist

MM/
Encl.

(C:/...roposal/icq/Kinnelon BOE IAQ - 231)

Rate Sheet

Professional Rates:

1. P.E. or CIH (Company Principal)	\$ 125.00/hour
2. Sr, Consultant	\$ 95.00/hour
3. Degreed Consultant (B.S.)	\$ 75.00/hour
4. Field Technician	\$ 50.00/hour
5. Clerical	\$ 20.00/hour
6. Mileage	NC
7. Consumables	Cost
8. Equipment rentals	Ranges from 45.00/day and up

Estimated Project Costs

All prices quoted are estimates based on past experience. However, they may not be accurate for this project. If the estimates are not accurate, we will come back to you with an updated cost based on additional time requirements.

Please also note that some of the proposed items cannot be easily quoted since the time requirements are not known at this time. These items will be proposed on a time/materials basis using our rate sheet. They will be proposed as "Hourly Rates."

<u>Item Number</u>	<u>Proposed Cost</u>
1 and 2 Proactive Management/Tools for Schools	Hourly rates
3 Mock PEOSHA Inspection	\$ 125.00/building
4, 5 and 6 concurrent tasks ESTIMATE, cost will be hourly rates	
4 P's HVAC and Moisture assessments	
High School	\$ 4800.00
Middle School	\$ 3350.00
Elementary School – each	\$ 2750.00
Board Office	\$ 950.00
Reports	\$ 850.00
7 M ³ P ²	\$ 1200.00
8 Cleaning for Health Program	Hourly rates
9 Staff training	Hourly rates
10 10, 11 and 12 Testing and laboratory support	Hourly rates plus lab fees
13 SARS-CoV2 Assessment	\$ 475.00
Plan	\$ 800.00

14 and 15 – Other reports and other consultation

Hourly rates

Authorization/Acceptance Clause

I have read and understand the information and scope of supply proposed by R.K. Occupational and Environmental Analysis, Inc. (referred to as RK). As a bona fide officer/agent, I accept this proposal and authorize RK to proceed with consulting services on the basis agreed to in this document and subject to the terms in this quotation.

Proposal to: **Kinnelon Board of Education**

Date: **September 17, 2023**

Subject: **Professional Consultation – IAQ Support Services**

Signature _____

Name _____

(Please Print)

Address _____

Date _____

Commercial Terms

R.K. Occupational & Environmental Analysis, Inc. (hereinafter called R.K.) proposal is offered according to our normal commercial terms and conditions as outlined below.

INVOICES

Invoices will be submitted on a monthly basis for work completed and are due upon receipt. Past due balances are subject to interest at the rate of 1-1/2 percent per month, effective 30 days after the date of the invoice or an annual interest charge of 18 percent. Client will notify R.K. within 10 days of receipt of an invoice regarding a dispute on an invoice. Client will pay that portion of the invoice not in dispute. The disputed amount will be credited or billed on the next monthly invoice as mutually resolved. If full payment is not received within 30 days after the date of invoice, RK has the option to cease work on the project.

VALIDITY

This proposal is valid for 30 days. After the validity period, R.K. may withdraw its proposal or may adjust the basis of payment to allow for changing costs. Project starting and completion dates will be modified according to our current workload.

DELAYS

Delays in project completion caused by conditions beyond the control of R.K. (including weather, plant shutdowns, strikes, floods, fires etc.) constitute a change of scope. Any additional work resulting from such delays will be billed at our normal charges plus direct expenses.

INDEMNIFICATION

Client shall indemnify, defend, and hold R.K. harmless from any claims, liabilities, suits, loss, cost, expense and damages arising from any pre-existing condition for which R.K. is retained by Client to address under the terms of this project. Further, Client shall indemnify, defend, and hold R.K. harmless for any claims, liabilities, suits, loss, cost, expense, and damages arising from the conduct of services under this project. For purposes of this agreement a pre-existing condition shall be considered to include, but not limited to, microbiological growth caused by uncontrolled moisture or contamination of the environment and workplace by any substance regulated by federal, state, or local government, and the damages that may arise from any environmental or workplace exposure to these substances.

In any event, R.K.'s liability for all of the aforesaid matters is limited to the amount of the fees paid per our contract or costs recovered from our insurance coverage.

OWNERSHIP OF DOCUMENTS

Upon payment of all fees for services, costs, and disbursements, the Client shall be entitled to reproduce any documents prepared under this contract where such reproduction is in regard to the project proposal. Any other reproduction, publication, distribution, or use of such documents or copies is permitted only upon obtaining prior written consent of the document owner.

CONFIDENTIALITY AND NON-USE

During the conduct of specific engineering assignments, R.K. and its employees may obtain, directly or indirectly, secret and confidential information proprietary to the Client. Accordingly, R.K. agrees, on behalf of itself and its employees, to maintain as secret and confidential all said proprietary information and not to disclose it to others or use it without specific authorization from the Client, except as may be required by law.

AGREEMENT TERMS AND CONDITIONS

The terms and conditions of this proposal constitute the entire agreement between R.K. and the Client. Any terms, revisions, or conditions in the Client's purchase orders, correspondence, or other forms that are not consistent with the terms, provisions, or conditions of this document are void, unenforceable, and not part of the agreement.

Signature _____

Date _____

Name _____

Affiliation _____

Title _____

Michael McGuinness, CIH, CET, CIAQP
Building Pathologist
ABIH-certified in Indoor Environmental Quality
Health & Safety, Forensic Building Diagnostics, IEQ Diagnostics,
Infection Control, Microbiological and Mold Assessment and Remediation
Building Science and Building Physics
652 Hillcrest Blvd.
Phillipsburg, NJ 08865
908-619-1723 (Cell)
mguinni69@verizon.net

Certified Industrial Hygienist with sub-specialty certification from the American Board of Industrial Hygiene (ABIH) in Indoor Environmental Quality (IEQ); Certified Environmental Trainer; and Certified Indoor Air Quality Professional with 35 years professional experience in the public sector and as principal in an environmental consulting firm. Nationally recognized expert and presenter on issues related to Indoor Environmental Quality (IEQ), mold and environmental microbiology, infection control and microbiological remediation, forensic building assessments and construction defects, sustainable housing and “green” buildings, building science and physics, moisture control and remediation of water-damaged indoor environments.

EDUCATION

St. Francis College	BS Biology; minors in Chemistry and Mathematics
Concordia University/Nebraska	MPH (in progress)

PROFESSIONAL EXPERIENCE

RK OCCUPATIONAL & ENVIRONMENTAL ANALYSIS, INC.

Principal	1984 - Present
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RUTGERS UNIVERSITY - Center for Government Studies

Adjunct Professor	1995 – Present
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RUTGERS UNIVERSITY – OFFICE OF CONTINUING PROFESSIONAL EDUCATION

Instructor	1999 - Present
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MIDATLANTIC ENVIRONMENTAL HYGIENE RESOURCE CENTER (MEHRC)

Instructor for four courses	1995 - 2005
Mold Remediation Worker /Supervisor Course Developer and Director	

KEYSTONE OCCUPATIONAL SAFETY and HEALTH /OSHA OUTREACH TRAINING

Instructor	2003 – 2005
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ASCR WATER LOSS FOUNDATION

Instructor in the Water Loss Specialist Program	2001 - Present
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INDOOR ENVIRONMENTAL COMMUNICATIONS

Staff Writer	1998 - Present
Editorial Advisory Board	1998 - Present

US EPA Regions II, III and EPA National Office

Contract Consultant	1998 - Present
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NORTHAMPTON COMMUNITY COLLEGE

Adjunct Professor – Health and Safety	1996 – 1998
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BUILDING AIR QUALITY ALLIANCE

Registered Counselor to the Alliance	1997 - Present
Board Member	1998 - Present

NEW JERSEY DEPARTMENT of LABOR

Senior Occupational Health Consultant	1980 - 1984
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U.S. DEPARTMENT of LABOR/OSHA

Industrial Hygiene Engineer	1974 - 1980
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NEW JERSEY DEPARTMENT of LABOR

Industrial Hygienist	1973 - 1974
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CERTIFICATIONS & AWARDS

1. Certified Industrial Hygienist
American Board of Industrial Hygiene, Certificate No. 4721
2. Indoor Environmental Quality sub-specialty Certification (one of 50 active CIH's
'worldwide)
American Board of Industrial Hygiene
3. Certified Environmental Trainer
National Environmental Training Association
3. Certified Indoor Air Quality Professional
Association of Energy Engineers
5. *Indoor Environmental Communications* - IEQ Industry Power 50 – 1998
6. Chairman of AIHA "Outstanding Committee" (IEQ Committee)
7. Secretary of AIHA "Outstanding Committee" (IEQ Committee)
8. Chairman-elect of AIHA "Outstanding Committee" (IEQ Committee)

PROFESSIONAL AFFILIATIONS

1. National Institute of Building Sciences (NIBS)
2. NIBS Asbestos Project Committee, Asbestos Operations and Maintenance (O & M)
Project Committee,
3. Mid-Atlantic Biological Safety Association (MABSA)

4. NIBS Guide Specifications for Reducing Lead-Based Paint Hazards Project Committee.
5. American Industrial Hygiene Association - New Jersey & Lehigh Valley Sections
6. American Conference of Government Industrial Hygienists – ACGIH
7. National Environmental Training Association – NETA
8. American Society of Heating, Refrigeration, and Air Conditioning Engineers – ASHRAE
9. American Industrial Hygiene Association - National AIHA
10. US Green Building Council
11. American Academy of Industrial Hygiene – AAIH
12. AIHA Indoor Environmental Quality Committee
13. AIHA Biosafety and Environmental Microbiology Committee
14. Editorial Board, *Indoor Environmental Communications*
15. Past Chair, AIHA Indoor Environmental Quality Committee
16. Member – AIHA Indoor Environmental Task Force
17. Building Air Quality Alliance – Founding Member
18. EPA Region II *Tools for Schools Network* Founding Member
19. Contributing Editor, AIHA *Field Guide for the Assessment of Bioaerosols* and the *AIHA Mold Remediation Green Book*
20. Contributing Editor and Reviewer, Institute of Inspection, Cleaning and Restoration Certification (IICRC) Standard S-500-1999 *Professional Standard and Reference for Water Damage Restoration*
21. Contributing Editor and Reviewer, Institute of Inspection, Cleaning and Restoration Certification (IICRC) *S-520 Mold Remediation Standard and Reference Guide*
22. Consensus Body Member, Institute of Inspection, Cleaning and Restoration Certification (IICRC) *S-520 Mold Remediation Standard and Reference Guide*, ANSI Revision, 2015.
23. Reviewer and contributing author of the Sheet Metal and Air Conditioning Contractors National Association (SMACNA) *Guide to Safely Conduction Building Renovations*
24. Reviewer of State of Minnesota Department of Health publications on mold assessments and remediation
25. Member, NJ Department of Health and Senior Services Occupational Health Surveillance Advisory Board
26. Contributing Author, AIHA *IEQ Investigators Guide*, 2015 - 2016 Institute of Inspection, Cleaning and Restoration Certification (IICRC) *S-520 Mold Remediation Standard and Reference Guide*

ACCOMPLISHMENTS

Asbestos Management

1. Inspected more than 400 buildings for asbestos containing materials.
2. Developed 250 comprehensive asbestos management plans for buildings containing asbestos.
3. Designed projects and developed specifications for more than 125 asbestos abatement projects.

4. Serve as Committee member of the National Institute of Building Sciences - Asbestos Specification Project and Asbestos Operations & Maintenance Committees.

Indoor Air Quality/Mold Assessment and Remediation

1. Performed more than 2,000 Indoor Environmental Quality assessments and remediation projects in large buildings (i.e., schools commercial buildings, multi-housing units and hospitals)
2. Designed proactive protocols for insuring air quality in healthy buildings as part of the EPA-funded Building Air Quality Alliance
3. Developed site specific Operations & Maintenance Program for Heating, Ventilation, and Air Conditioning Systems for 200 large buildings
4. Engineered more than 300 mold/microbiological/mold remediation or decontamination projects including Bound Brook, NJ Public Schools in the wake of Hurricane Floyd, 1999, Caldwell Public Schools and 60 story office building at "ground zero" in NYC, 2001
5. Nationally recognized expert on mold and environmental microbiology as it relates to indoor environmental issues
6. 2003 Chair - AIHA IEQ Committee
7. Chairman of the AIHA Training sub-committee of the IEQ Committee for 6 years
8. Engineered and assessed more than 50 Black Water/Sewage intrusions in large buildings
9. Board Member of the Building Air Quality Alliance
10. Primary Consultant and founding member of the EPA-sponsored "Tools for Schools Network" in partnership with Region II EPA
11. Contract IEQ consultant to the US EPA Indoor Air Division and Region II and III Offices
12. Contract IEQ consultant to the US Army Center for Health Promotion and Preventive Medicine -Europe (CHPPM-EUR)
13. Founding Member for the NJ Tools for Schools Network and the NY Tools for Schools Network
14. Chapter Author (Chapter 5 – Section 1), AIHA's *Field Guide for the Determination of Biological Contaminants* – 2nd Edition
15. Managing Team Member and Contributing Author for the AIHA *Mold Remediation "Green Book"*

Air Testing

1. Conducted air sampling in more than 1500 work sites for OSHA compliance and risk assessments.
2. Developed site sampling protocols for R.K. IEQ assessments

OSHA Audits

1. Performed more than 600 OSHA Audits of private, commercial, or public facilities.
2. Developed specific audit protocols.

Training

1. Indoor Environmental Quality training for more than 8,500 persons in a variety of settings
2. New Jersey Right-To-Know training for more than 25,000 attendees since 1984
2. OSHA Hazard Communication training for more than 5,500 people since 1985
3. Laboratory Safety Training for more than 500 attendees since 1991
4. Confined space training for more than 475 people since 1991
5. "Lockout/Tagout" training for more than 250 people since 1991
6. Hazardous Waste Operations/Emergency Response training for more than 400 attendees
7. Asbestos and/or Lead Awareness training for more than 2500 attendees since 1988
8. Teach HAZMAT Technician/Specialist Course at local Community College
9. Teach one 8 hour, two 16 hour and one 24-hour Indoor Air Quality Courses for the Mid-Atlantic Environmental Hygiene Resource Center (MEHRC) at the University City Science Center in Philadelphia, PA
10. Course developer and Course Director, 30 Hour *Mold Remediation Worker and Supervisor* – MEHRC
11. Developed training courses for IAQ, HazCom, RTK, Confined Spaces, LOTO, Noise/Hearing for R.K. Occupational and Environmental Health
12. Hazardous materials training required by USDOT HM-126F to more than 250 attendees
13. Contract Indoor Air Quality trainer and consultant for the US Army Center for Health Promotion and Preventive Medicine - Europe (CHPPM-EUR)
14. Developed specific training protocols for WMD curricula for R.K. clients
15. See list of presentations for more information
16. Primary Instructor for 3-day *Safety/Health for the Mold Remediation Industry* course (Includes 10 hour OSHA course, 8 Hour HAZWOPER Awareness level course and select OSHA Standards training courses)
17. NJ DEP certified *Radon Reduction in Schools* instructor

Laboratory Safety

1. Developed more than 40 Chemical Hygiene Plans for commercial laboratories and educational facilities.
2. Conducted laboratory ventilation surveys for more than 30 facilities.
3. Developed Hazardous Waste Plans for more than 20 facilities.
4. Conducted air testing in more than 60 laboratories.

Right-To-Know/SARA/EPCRA

1. Surveyed more than 800 facilities for reporting requirements under above-captioned laws.
2. Developed SARA protocols and Compliance Plan including software for N.J. Fuel Merchants Association
3. Assured proper chemical labeling/risk notification procedures in more than 1600 facilities

Radon

1. Developed and taught NJ DEP-approved Radon Testing Technician course for NJ school personnel
2. R.K. was a successful participant in Rounds 1 through 9 of RMP
3. Conducted radon testing in more than 35 school Districts in NJ
4. Conducted radon testing in more than 200 residences and commercial buildings
5. Conducted “Radon Measurement for School Officials” as per requirements of NJ DEP self-testing certification program for 125 NJ School Building and Grounds Supervisors
6. EPA contract consultant in Indoor Environmental Quality
7. EPA contract trainer in pollutant transport and building diagnostics
8. Accredited Radon training organization for NJ DEP and Schools

PUBLICATIONS

1. *This Hospital is a Scary Place*. Proceedings of Indoor Air 2018, the 15th International Conference on Indoor Air Quality and Climate, July 23-27, 2018, Philadelphia, PA.
2. *Rethinking the Conventional Wisdom about Air Sampling for Fungi in Initial Indoor Environmental Quality (IEQ) Investigations..* Proceedings of Indoor Air 2018, the 15th International Conference on Indoor Air Quality and Climate, July 23-27, 2018, Philadelphia, PA.
3. *An Analysis of the IESO Mold Inspection in Schools Standard*. Proceedings of Healthy Buildings 2016. International Society of Indoor Air Quality and Climate (ISIAQ). July 10-15, 2016. Boulder, CO.
4. *“Lessons learned from Hurricane Sandy”* Proceedings from Indoor Air Quality Association 15th Annual Conference, March 1, 2013, Orlando, FL
5. *Super Storm Sandy – Assessment and Remediation of Flood Damaged Buildings”*. Proceedings from Fungal Research Group Conference on Superstorm Sandy. Fungal Research Group Foundation - Albany, NY; March, 2013.
6. *“Analysis of Settled Dust – Another Diagnostic Tool for the Practitioner”* Proceedings of Indoor Air 2011, the 12th International Conference on Indoor Air Quality and Climate, Austin, TX
7. *“Post-remediation Verification – A Suggested Approach to Assessing Water Damage Restoration.”* Proceedings of Indoor Air 2011, the 12th International Conference on Indoor Air Quality and Climate, Austin, TX
8. *“A Multi-Disciplinary Assessment of a School Impacted by a ‘Pesticide Episode”* Proceedings of Indoor Air 2011, the 12th International Conference on Indoor Air Quality and Climate, Austin, TX
9. Section author, Section 14.1 and 14.2 *Mold Remediation Project Specifications*; American Industrial Hygiene Association: *“Recognition, Evaluation and Control of Indoor Mold”* AIHA “Green Book”, Fairfax, VA, 2007
10. Chapter Author, American Industrial Hygiene Association *“Field Guide for the Determination of Biological Contamination in Environmental Samples” Building Inspection Procedures*, 2nd edition, Fairfax, VA, 2005

11. *"Remediation and Restoration of a NJ School Impacted by Category 3 (Black) Water."* Proceedings from the 2004 American Industrial Hygiene Conference and Exposition, Atlanta, GA
12. *"A Critical Review of 3 Mold Remediation Documents."* Proceedings from the Fourth International Conference on Bioaerosols, Mycotoxins, and Fungi; Eastern New York Occupational and Environmental Health Center, Albany, NY.
13. *"Does Your Building Suck or Blow (and Why it is Important to Know)."* Proceedings from the 2003 American Industrial Hygiene Conference and Exposition, Dallas, TX
14. *"An Analysis of Outdoor Air Reference Samples in the Eastern US."* Proceedings of Indoor Air 2002, the 9th International Conference on Indoor Air and Climate, Monterey, CA.
15. *"Mold Remediation Procedures at an Elementary School in New Jersey."* Proceedings of Indoor Air 2002, the 9th International Conference on Indoor Air and Climate, Monterey, CA.
16. *"Radon Mitigation at an Armory Converted into an Elementary School."* Proceedings from Indoor Air 2002, the 9th International Conference on Indoor Air and Climate, Monterey, CA. (in publication)
17. *"EPA's Tools for Schools Network - Past, Present and Future."* Proceedings from Indoor Air 2002, the 9th International Conference on Indoor Air and Climate, Monterey, CA.
18. *"Initial Microbiological Assessment in Four New Condominiums."* Proceedings from the Third International Conference on Bioaerosols, Mycotoxins, and Fungi; Eastern New York Occupational and Environmental Health Center, Albany, NY.
19. *"Health & Safety Considerations when Conducting HVAC Operations and Maintenance Activities."* Proceedings from IAQ '93; American Society of Heating, Ventilation and Refrigeration Engineers (ASHRAE), Atlanta, GA
20. *"Implementing the EPA Tools for Schools Program - A Modest Proposal."* Proceedings from Indoor Environment '96; IAQ Publications, Chevy Chase, MD
21. *"Microbial Decontamination Procedures at 2 Facilities."* Proceedings from IAQ '96; American Society of Heating, Ventilation and Refrigeration Engineers (ASHRAE), Atlanta, GA
22. *"Latex Allergies - An Emerging Issue in Healthcare Facilities."* Proceedings from Indoor Environment '97; IAQ Publications, Chevy Chase, MD
23. *"Building Commissioning Procedures."* Proceedings from Indoor Environment '97; IAQ Publications, Chevy Chase, MD
24. *"IAQ in Specialized Environments."* Proceedings from Indoor Environment '98; IAQ Publications, Chevy Chase, MD
25. *"Worker Safety Update."* Proceedings from Indoor Environment '98; IAQ Publications, Chevy Chase, MD
26. *"Environmental Emergency Response."* Proceedings from Healthy Schools '98; IAQ Publications, Chevy Chase, MD
27. *"An Assessment of Glutaraldehyde Exposure in an Aseptic Laboratory: Industrial Hygiene and Indoor Air Considerations."* Proceedings from 1999 American Industrial Hygiene Conference and Exposition, Toronto, Canada
28. *"Best Diagnostic Practices for Indoor Mold Control."* Proceedings from Indoor Environment, 2000; IAQ Publications/University of Tulsa, Chevy Chase, MD

29. *"An Integrated Approach to OSHA Regulatory Compliance."* ASCR Journal
30. *"IEQ in Schools, An IEQ Consultant's Perspective."* Proceedings from Indoor Environment, 2001; IAQ Publications/University of Tulsa, Chevy Chase, MD

RECENT PRESENTATIONS

1. *Health and Safety/OSJA for Mold Remediators and Mold Inspectors.* Winter Break, AEM Labs. February 20-21, 2020. Deerfield Beach, Florida. 2 hours
2. *This Hospital is a Scary Place.* Indoor Air 2018, the 15th International Conference on Indoor Air Quality and Climate, July 23-27, 2018, Philadelphia, PA.
3. *Rethinking the Conventional Wisdom about Air Sampling for Fungi in Initial Indoor Environmental Quality (IEQ) Investigations..* Indoor Air 2018, the 15th International Conference on Indoor Air Quality and Climate, July 23-27, 2018, Philadelphia, PA.
4. *Risk Communication and Conflict Resolution.* Maine Indoor Air Quality Council October 14, 2018. Augusta, ME. 5 hours
5. *Risk Communication and Conflict Resolution.* New Hampshire Section of the Indoor Air Quality Association. October 13, 2018. Manchester, NH. 5 hours
6. *Conflict Resolution and Risk Communication during an IEQ "Emergency."* IAQ and Energy Conference of the Maine Indoor Air Quality Council. May, 2018. Portland, ME. 1.5 hours
7. *Indoor Air Quality 101.* Webinar. Indoor Air Quality Association, Atlanta, GA. March 14, 2017. 103 attendees. 1 hour
8. *Tales from the Crypt - Unusual IEQ Investigations.* American Industrial Hygiene Conference and Exhibition. June 2016. Baltimore, MD. 1.5 hours
9. *Aspergillus fumigatus Exposures in a Chemotherapy Infusion Center – Risk Assessment, Risk Management and Risk Communication.* New Jersey Indoor Air Quality Association Meeting. December 16, 2013. Princeton, NJ. 50 attendees. 1.5 hours
10. *Data Quality Objectives.* IAQ Training Institute Seminar. August 22, 2013. Central City, PA. 35 attendees, 2 hours
11. *Super Storm Sandy – Assessment and Remediation of Flood Damaged Buildings".* Fungal Research Group Foundation - Albany, NY; March 14, 2013; Atlantic City, NJ. 300 attendees. 30 minutes
12. *How to Deal With Flooded Buildings in the Wake of Super Storm Sandy";* Rutgers University Office of Continuing Professional Education; March 12, 2013; New Brunswick, NJ ;8 hours
13. *"Crawl Spaces: Get Rid of the Mold and Fix Them Right";* Ocean County Vocational and Technical Schools; March 11, 2013; Brick Township, NJ; 4 hours
14. *"Lessons learned from Hurricane Sandy"* Proceedings from Indoor Air Quality Association 15th Annual Conference, March 1, 2013, Orlando, FL
15. *"Restorative Drying in a Cold Weather Hurricane";* Indoor Air Quality Association - NJ Section, February 20, 2013, Princeton, NJ; 65 attendees. 3 hours
16. *"Analysis of Settled Dust – Another Diagnostic Tool for the Practitioner"* Proceedings of Indoor Air 2011, the 12th International Conference on Indoor Air Quality and Climate, Austin, TX. June, 2011

17. "Post-remediation Verification – A Suggested Approach to Assessing Water Damage Restoration." Proceedings of Indoor Air 2011, the 12th International Conference on Indoor Air Quality and Climate, Austin, TX. June, 2011
18. "A Multi-Disciplinary Assessment of a School Impacted by a 'Pesticide Episode'" Proceedings of Indoor Air 2011, the 12th International Conference on Indoor Air Quality and Climate, Austin, TX. June, 2011
19. Indoor Air Quality Association – Philadelphia Local Section; *Smart Planning for Mold Remediation*; 2 hours; 50 attendees; April 23, 2010; Radnor, PA
20. University of Tulsa; *Mold Remediation Project Specifications*; AIHA Green Book *Mold Conference*, 120 attendees, March 27 to March 29, 2009, Orlando, FL
21. Carmel Partners, Denver, CO. "Inspecting and Assessing Mold Damage in Multi-family Housing Units"; September 16, 2009 to 15 attendees, 8 hours; Honolulu, HI
22. Carmel Partners, Denver, CO. "Inspecting and Assessing Mold Damage in Multi-family Housing Units". September 14, 2009 to 25 attendees, 8 hours; Anaheim, CA
23. Rutgers University Office of Continuing Professional Education. "How to Deal with a Moldy Building. 35 total attendees; 8 hours; October 2008
24. Carmel Partners, Denver, CO. "Inspecting and Assessing Mold Damage in Multi-family Housing Units". April 2008 – Washington, DC to 44 attendees; Sacramento, CA, May, 14 to 24 attendees; Long Beach, CA, May 15 2008 to 36 attendees; Denver, CO August 20 and 21, 2008 to 64 attendees
25. ServPro of Toms River and Commercial Drying Technologies, Whiting, NJ; *OSHA 30 hour General Industry Course and Mold Remediation Worker Course* to 24 attendees; July 15 to 19, 2007
26. Unlimited Restoration, Inc.; *Mold Remediation Worker refresher and OSHA 10 hour General Industry course* December, 2006
27. Rutgers University Office of Continuing Professional Education. "How to Deal with a Moldy Building." November 11, 200; 40 total attendees; 8 hours
28. American Lung Association – NJ. *Introduction to EPA's Tools for Schools Program*; June 1, 2006; 80 attendees
29. Toll Architecture, "How to Deal with a Moldy Building" May 7, 2006 to 30 attendees, 8 hours
30. Rutgers University/US EPA Region II, *NJ Tools for Schools Network* training, January and March, 2006, 16 hours, 120 attendees from North, Central and South Jersey Public Schools
31. Rutgers University Office of Continuing Professional Education. "How to Deal with a Moldy Building." November 5, 2005; 85 total attendees; 8 hours
32. New Jersey Health Officers Association Annual Meeting: "Mold and Building Science" October 5, 2005, Garden State Arts Center Reception Hall to 60 attendees; 2.5 hours
33. NY State Association of School Building and Grounds Supervisors, NY Tools for Schools Network. 32 hours of Indoor Environmental Quality instruction for 135 Network members, April, 2005
34. Rutgers University/US EPA Region II: New Jersey Tools for Schools Network: 8 hours of Indoor Environmental Quality instruction – March – 2 dates (Part 3) for 85 Network members

35. Rutgers University/US EPA Region II: New Jersey Tools for Schools Network: 8 hours of Indoor Environmental Quality instruction – February – 2 dates (Part 2) for 85 Network members
36. Rutgers University/US EPA Region II: New Jersey Tools for Schools Network: 8 hours of Indoor Environmental Quality instruction – January – 2 dates (Part 1) for 85 Network members
37. Association of Specialists in Cleaning and Restoration Annual Conference. *"Smart Planning for Mold Remediation"*; March 18, 2005
38. Association of Specialists in Cleaning and Restoration, January 30, 2005: *Microbiology and Health and Safety* sections of the Water Loss Specialist course to 25 candidates; Long Beach CA; 8 hours
39. Rutgers University OCPE. *"How to Deal with a Moldy Building."* November 3, 2004; 85 total attendees; 8 hours
40. Mike McGuinness Mold Seminars. May 20 and May 21, 2004, Myrtle Beach SC: *"Moldy Hotels in the Southeast US – How to Deal with Them."*
41. American Industrial Hygiene Association; "Remediation and Restoration of a NJ School Impacted by Category 3 (Black) Water" May 10, 2004; Atlanta, GA
42. Association of Specialists in Cleaning and Restoration, May 7, 2004: *Microbiology and Health and Safety* sections of the Water Loss Specialist course to 15 candidates; Atlanta, GA; 8 hours
43. US EPA New Jersey Tools for Schools Network: 24 hours of Indoor Environmental Quality instruction for 85 Network members, January, March and May 2004
44. NY State Association of School Building and Grounds Supervisors, NY Tools for Schools Network. 16 hours of Indoor Environmental Quality instruction for 104 Network members, January, March and May 2004
45. ATRA Janitorial Supply, Riverdale, NJ. *"Mold Basics for School Facilities Supervisors."* February, 2004; 2 hours
46. Rutgers University OCPE. *"How to Deal with a Moldy Building."* 5 dates in 2003-2004 most recently in May 2004; 350 total attendees; 8 hours
47. California Apartment Association. *"How to Deal with a Moldy Building."* April 14, 2003; 6 hours
48. American Industrial Hygiene Association, Mold Panel Discussion with Melinda Ballard; May 14, 2003, 3 hours
49. American Industrial Hygiene Association; *"Building Science 101;"* May 13, 2003; Dallas, TX; 2.5 hours
50. Workplace Injury Litigation Group (WILG) Lawyers Forum, *"Introduction to Mold and Moisture Control"*; April, 2003; New Orleans, LA; 1 hour
51. California Apartment Association; *Moldy Buildings – How to Deal with Them;"* April 14, 2003; Anaheim, CA; 5 hours
52. Healthy Indoor Environments Conference; *"Building Science Symposium;"* April 12, 2003; Anaheim, CA; 23.5 hours
53. Healthy Indoor Environments Conference; *"Mold – Dumb and Dumber;"* Anaheim, CA; April 11; 1 hour
54. Rutgers University/U.S. EPA - Region II, *Introduction to Indoor Air Quality Tools for Schools Program*, New York Tools for Schools Network

55. Rutgers University/U.S. EPA - Region II, *Introduction to Indoor Air Quality Tools for Schools Program*, NJ Tools for Schools Network; January 14 and 15, 2003; April 13 and 14; 32 hours, various locations in NJ.
56. Envirotech Clean Air, Stoneham, MA, 20 Hour Mold Remediation Worker, December, 2002, given to 30 employees
57. RT Environmental and Stevens and Lee Law Firm, "Introduction to Mold and Mold Remediation" presented on December 10, 2002 to 75 Banking and Property Management specialists, 1 hour
58. Indoor Air Quality Association, Orlando, FL: "Volatile Organic Compounds and IEQ": October 4 2002 to 150 attendees at the Annual Conference; 1.5 hours
59. P&G Construction, Florence, AL: "Mold Remediation Worker" training, September, 2002, presented to 20 employees, 8 hours
60. Delaware Department of Education, "Indoor Air Quality and Cleaning for Health" given in June and July, 2002 to 150 School personnel from Delaware School Districts, 8 hours each
61. US EPA, New Jersey Tools for Schools Network: 40 hours of Indoor Environmental Quality instruction for 85 Network members, January and March, 2002
62. Indiana American Industrial Hygiene Association. "Introduction to Building Science and Microbiological Remediation" given on February 19, 2002 to 85 attendees, 3 hours.
63. West Tennessee Restoration, Jackson, TN: "Introduction to Mold and Mold Remediation" given on November 1, 2001 to 50 Insurance Agents and Adjusters, 4 hours
64. Crane's Fire and Smoke Restoration Services, Neptune, NJ: "Introduction to Microbiological Assessment and Mold Remediation" given on September 14 to 75 Insurance Agents and Adjusters, 3.5 hours
65. Montgomery County, MD Board of Education, Bethesda, MD: "How You Can Improve Indoor Environmental Quality" given July 25-26, 2001 to 150 custodial/maintenance workers each day, 8 Hours/day
66. Central Maine Power Company, Portland, ME: "Basics of Mold Assessment and Remediation" given on June 28, 2001 to 150 attendees, 5 hours
67. Pennsylvania DEP/Bartram Gardens Environmental Education Center, Philadelphia, PA: "Indoor Air Quality in Schools" given June 26, 2001 to 15 scholarship winners, 4 hours
68. Water Loss Institute of the Association of Specialists in Cleaning and Restoration, Water Loss Specialist (WLS) Certification Course, Chicago, Ill.: "Health and Safety Module," May 1, 2001, 3.5 hours
69. 2001 Healthy Indoor Environments Conference, Philadelphia, PA:
 - a. "Mold Awareness or How to Deal With a Mold-Contaminated Building," given to 125 attendees on April 1, 2001, 8 hours
 - b. "IEQ Issues in Schools" – April 3, 2001 - 2 Hours
70. New York Metro Local Section of the American Industrial Hygiene Ass'n. (AIHA): "Reasonable Responses to Indoor Air Quality Complaints," given on March 16, 2001, to 100 attendees, 1.5 hours

71. Bowles Construction, Augusta, GA: "Mold Awareness with Ethics" 185 Insurance Adjusters and Agents for CE credits, February 14, 2001, 4 hours
72. Paul Davis Restoration, San Diego, CA: "Mold Remediation Basics" given to 80 franchisees, February 7, 2001, 8 hours.
73. MEHRC, Philadelphia and Cincinnati, 6-30 hour "Mold Worker/Supervisor" courses since November 2000, 30 attendees per course (course limit)
74. US EPA, New Jersey Tools for Schools Network: 40 hours of Indoor Environmental Quality instruction for 150 Network members, 2001
75. Indoor Air Quality Association, Austin, TX: "Health and Safety for the Indoor Air Quality Industry," given to 200 attendees on October 5, 2000, 4 hours.
76. Pennsylvania Industrial Safety Council, State College, PA: "Mold Awareness," given in June 2000 to 75 attendees, 2.5 hours.
77. Pennsylvania Industrial Safety Council, State College, PA: "Indoor Air Quality Basics," given in June 2000 to 75 attendees, 2.5 hours
78. 2000 Healthy Indoor Environments Conference, Dallas, TX: Best Practices for Indoor Mold Control," 125 session attendees, May 13, 2000, 2.5 hours
79. Connecticut River Valley Local Section of the AIHA, Hartford, CT: "Basics of Mold Sampling and Results Interpretation," given to 75 attendees on April 18, 2000, 2 hours.
80. Association of Specialists in Cleaning and Restoration, Orlando, FL: 30 Hour "OSHA Health and Safety Course for Remediation Contractors and Workers," course limit 15 attendees, February, 2000

Note: These presentations DO NOT include any of the more than 50 courses delivered through the Mid-Atlantic Environmental Hygiene Resource Center (MEHRC), an arm of the University City Science Center of the University of Pennsylvania in Philadelphia.

Courses delivered include:

- 3-day *Mold Remediation Worker* (Course developer and director)
- 3-day *Advanced Mold Remediation for Supervisors* (Course developer and director)
- 1 day *Introduction to Environmental Hazards in Schools* (Course developer)
- 3-day *Health and Safety for the Restoration Industry* (Course developer and director)
- 1-day Hands-on Assessment of HVAC Systems and Pollutant Transport
- 5-day *Comprehensive Industrial Hygiene Review* Course (taught the Indoor Environmental Quality and the Asbestos and Lead modules)

Personnel & Negotiations Attachment A

2023-2024 Paraprofessional Staff							
Kiel School - 9:10am - 3:50pm							
Name	FT/PT	Hours	Sub Cert	Rate per/Hr	Longevity	1 to 1	Shared
Margaret Maher	FT	6.66	\$750	\$25.90	\$500	PSD Aide	
Jill Bobinski	PT	4	\$750	\$25.90	\$500	PSD Aide	
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
Helena Rymarz	FT	6.66		\$23.22			Shared Aide
Toni Puzio	FT	6.66	\$750	\$25.01			Shared Aide
Kimberly Klein	FT	6.66	\$750	\$22.78		1:1 Aide	
Stonybrook School - 9:05am - 3:40pm							
Name	FT/PT	Hours	Sub Cert	Rate per/Hr	Longevity	1 to 1	Shared
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
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
Patricia Utter	FT	6.66		\$22.78			TBD
Christa LaTorre	FT	6.66	\$750	\$22.78			TBD
*Elaine Siegel	FT	6.66	\$750	\$25.90	\$500		TBD
Pearl R. Miller Middle School - 8:10am-3:05pm							
Name	FT/PT	Hours	Sub Cert	Rate per/Hr	Longevity	1 to 1	Shared
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
Susan Haggerty	FT	6.83	\$750	\$25.90	\$1,925		TBD
Ann Shapley	FT	6.83	\$750	\$25.90	\$500		TBD
TBD		6.83					TBD

Kinnelon High School - 7:25am-2:35pm							
Name	FT/PT	Hours	Sub Cert	Rate per/Hr	Longevity	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	
David Nunez	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	
Jen Tempio	FT	7.17		\$25.90	\$825	1:1 Aide	

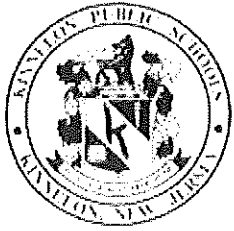
* Revisions/Additions

Kinnelon High School		
"Revised" Combined Block Classes		
2023-2024		
Staff	Course	Stipend
Sophie Adams	French 3 CP/French 3 H, Block A	\$2,000
Jacqueline Castro	Art Major I and AP Studio Art, Block F	\$2,000
Alana Van Der Sluys	Journalism 3 Honors & Journalism 4 Honors, Block F	\$2,000
* Casey deWaal	Block A (Advanced Digital Communication 1CP, combined with Independent Study Advanced Digital Communication - Honors	\$2,000

*** Indicates an addition or revision**

Kinnelon High School			
6th Period Classes			
2023-2024			
Staff	Course	Block	Stipend
Heather Becker	Biology CP/Lab (Block A)	16 teaching blocks in a 4 day rotation for 4 Quarters	\$1,677
Casey deWaal	Advanced Digital Communications 2 Honors	4 quarters	\$5,000
Danielle Elia	Psychology Honors (Block G)	2 quarters (3rd and 4th)	\$2,500
Maria Fiuza	Spanish 2 CP (Block G)	4 quarters	\$5,000
Nicholas Gebhardt	Chemistry CP/Lab (Block A)	4 quarters	\$5,000
Cathy Gilligan	Intro to Business Accounting (Block F)	4 quarters	\$5,000
* Hope Kowalski	AOPA: Pilot & UAS Pathways (Block B)	16.50 teaching blocks in a 4 day rotation for 4 Quarters	*\$2,500
Brian McDonald	Intro to Technology (Block D)	4 quarters	\$5,000
Thomas Mott	Spanish 1 CP (Block G)	4 quarters	\$5,000

*** Indicates an addition or revision**



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

TITLE: *Department Chairperson of Mathematics, 6-12*

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and subject area certification.
2. NJ Supervisor or Principal Certification
3. Demonstrated knowledge of subject specialty and effective teaching methods
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Demonstrated ability to organize time, people, and resources to achieve organizational goals
8. Knowledge of New Jersey Student Learning Standards
9. Experience in curriculum writing and vertical articulation

REPORTS TO: Principal/Director of Curriculum, Instruction & Assessment

FUNCTION: The Department Chairperson will help to improve the performance of the targeted program by working with the Principal, Director of Curriculum & Instruction and department supervisors to provide support to teachers in improving instruction, and strengthening and increasing effective communication.

RESPONSIBILITIES:

1. Teaches classes as designated by building principal
2. Works collaboratively with administration to provide professional development for targeted departments.
3. Works collaboratively with administration and teaching staff in the development, revision, and refinement of curricula offered in targeted departments, specifically providing oversight and review of departmental writing projects before submission to the Department of Curriculum & Instruction.
4. Organizes and conducts vertical articulation meetings among grades 6-12.
5. Provides support to staff in the knowledge of content and implementing instructional strategies in the targeted curriculum.



Kinnelon Public Schools

Kinnelon, New Jersey

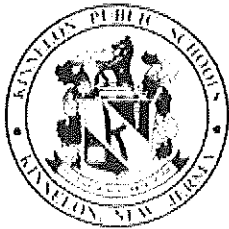
Job Description

6. Assists in classes as a peer model and coach of exemplary instructional practice.
7. Works collaboratively with administration and colleagues to assist in efforts to meet goals that implement the vision of growth and change developed by the administration.
8. Serves as a liaison between faculty and building administration for targeted departments regarding concerns, ideas, and materials.
9. Creates the agenda for and facilitates monthly department meetings
10. Shares professional development opportunities concerning workshops, seminars, journals, and internet resources.
11. Inventories department supplies for present and future needs.
12. Coordinates department budget, supplies, and textbooks.
13. Department spokesperson to sales representatives, contest managers, and others.
14. Obtains replacement materials on routine and/or emergency basis.
15. Conducts observations of departmental staff as assigned by the Director of Curriculum, Instruction, and Assessment.
16. Perform all other duties as deemed necessary by the Superintendent of Schools

TERMS OF EMPLOYMENT: 10-month position with curriculum supervision hours over the summer as needed.

ANNUAL EVALUATION: The performance of this job will be evaluated annually per Achieve NJ State law and the provisions of the board's policy on evaluations.

APPROVAL DATE:



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

TITLE: ***Director of Education, Informational Systems, Platforms and Staff Development***

QUALIFICATIONS:

1. Valid New Jersey School Administrator, Principal Certificate or Eligibility.
2. Broad knowledge of best practices and pedagogical techniques; instructional technology and applications; online services; technology resources and integration of technology across the curriculum.
3. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis.
4. Demonstrated ability to create, plan and execute meaningful professional learning opportunities for certificated personnel.

REPORTS TO: Superintendent of Schools

JOB GOAL: The Director of Education, Informational Systems, Platforms and Staff Development shall be responsible for instructional programming grades K-12, facilitate the ongoing development of pedagogical and instructional technology professional development, innovation and assessments.

PERFORMANCE RESPONSIBILITIES:

1. Works with principals, department heads, subject matter specialists and teachers in developing evidence-based instructional pedagogy to achieve state core curriculum content standards and district educational goals and objectives.
2. To provide leadership in the development, implementation and coordination of the district's technology plan and evaluation.
3. Responsible for the implementation of the district's pedagogical in-service education program for the instructional staff in collaboration with the Office of Curriculum and Instruction.
4. Develops the district's technology educational program; recommends changes as appropriate.
5. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
6. Maintains a catalog of available instructional software and works cooperatively with the media specialists to provide access to appropriate software for teacher and student use.
7. Assists in the development and coordination of the sections of the budget that relate to educational technology.

8. Trains and supports teachers, media specialists, technology specialist and instructional leaders in effective instructional techniques, including technology.
9. Trains and supports teachers in classroom teaching methodologies aligned with the NJSL (New Jersey Student Learning Standards) that engages student learning through the integration of technology.
10. Assists teachers and curriculum committees in the identification, evaluation, and use of appropriate instructional software.
11. Provides model lessons for teachers, which facilitate the integration of technology into the instructional program.
12. Provides ongoing support and professional development to teachers on evidence based instructional practices.
13. Coordinates and assists certified staff in their efforts to identify student needs and to cooperate with other professional staff members in assessing and resolving instructional issues that affect student learning.
14. Assists the Director of Curriculum and Instruction and/or designee and district Superintendent in assembling materials for reports, state-required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, seminars and workshops for staff, as assigned.
15. Provides leadership and management of instructional practices at the elementary and secondary levels.
16. Seeks out, identifies, recommends, leads, monitors, and evaluates instructional initiatives to promote student engagement and further student achievement.
17. Provides coordination and professional learning for the implementation of new programs and initiatives.
18. Leads Professional Learning Committees, Professional Development Committee, and any other committee as assigned by the Superintendent.
19. Assists in recruitment, selection, and placement of certificated staff.
20. Observes and evaluates the quality of instruction of teachers on all grade levels and provides feedback as appropriate.
21. Performs such other tasks and assumes such other responsibilities as assigned by the Superintendent.

TERMS OF EMPLOYMENT: 12 month continued employment

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of certified staff.

Approved:



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

TITLE: ***DISTRICT SUPERVISOR OF SCIENCE, K-12***

QUALIFICATIONS:

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate
2. Standard Certificate in Science
3. Five years of teaching experience required
4. Demonstrated leadership in school improvement, program development and curriculum integration.
5. Ability to plan, organize and administer a district-level professional development program
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Director of Curriculum Instruction and Assessment/Superintendent of Schools

SUPERVISES: Instructional staff as assigned

JOB GOAL: To provide leadership in the development, implementation, and coordination of the district's K-12 science curriculum.

PERFORMANCE RESPONSIBILITIES:

Curriculum and Instruction

1. Works with principals, directors, subject matter specialists, and teachers in developing the Science curriculum, and assists in the formulation of philosophy and objectives for the instructional plan.
2. Studies, evaluates, and, as appropriate, recommends to the Director of Curriculum, Instruction, and Assessment the adoption of new instructional materials, methods, and programs.
3. Provides leadership in the development of the K-12 instructional program and achievement of NJ Student Learning Standards and district goals and objectives.
4. Assists in the implementation of the district's professional development program for the instructional staff and recommends teacher attendance at conferences and participation in other professional growth activities.
5. Participates in the work of state and national curriculum study organizations and groups.
6. Recommends to the Director of Curriculum, Instruction, and Assessment the addition of new courses, grade placement, and credit allowance, and graduation requirements.
7. Produces curriculum bulletins, guides, or directories to be distributed to the staff as required.

Meetings and committees

1. Schedules and organizes grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

2. Plans and presents a series of meetings each year for the purpose of interpreting to the board of education and to the parents and public at large the educational program of the schools.

Constructive Interaction with staff

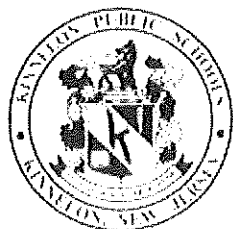
1. Cooperates with the school counseling director, directors, other supervisors, principals, and staff in planning the instructional program and support services for special education pupils and other students with special needs.
2. Meets on a regular basis with all lead teachers, facilitators, supervisors, directors, and principals for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.
3. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff.

Information and resources

1. Maintains an electronic curriculum reference library for the use of the staff and collaborates with principals and teachers to develop a common file of community resources to enhance the instructional program.
2. Secures and makes available to the staff samples of various instructional materials, textbooks, and curriculum guides.
3. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to the superintendent for adoption by the board of education.
4. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching, and learning.

Other

1. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel.
2. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
3. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
4. Performs other duties as may be assigned by the Director of Curriculum, Instruction, and Assessment.
5. Works with the Director of Curriculum, Instruction, and Assessment in the organization, analysis and interpretation of student achievement data.



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

TERMS OF

EMPLOYMENT:

12 months

ANNUAL

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law/AchieveNJ and the provisions of the board's policy on evaluations.

Date Approved:

June 25, 2020

Date Revised:



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

TITLE: *Department Chairperson ELA, Mathematics & Fine and Performing Arts , K-5*

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate.
2. NJ Supervisor or Principal Certification.
3. Demonstrated knowledge of subject specialty and effective teaching methods.
4. Ability to maintain a positive learning environment.
5. Strong interpersonal and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Demonstrated ability to organize time, people, and resources to achieve organizational goals.
8. Knowledge of New Jersey Student Learning Standards.
9. Experience in curriculum writing and vertical articulation.

REPORTS TO: Principal/Director of Curriculum, Instruction & Assessment

FUNCTION: The Department Chairperson will help to improve the performance of the targeted program by working with the Principal, Director of Curriculum & Instruction and department supervisors to provide support to teachers in improving instruction, and strengthening and increasing effective communication.

RESPONSIBILITIES:

1. Teaches classes as designated by the building principal.
2. Works collaboratively with administration to provide professional development for targeted departments.
3. Works collaboratively with administration and teaching staff in the development, revision, and refinement of curricula offered in targeted departments, specifically providing oversight and review of departmental writing projects before submission to the Department of Curriculum & Instruction.
4. Organizes and conducts vertical articulation meetings among grades K-5.



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

5. Provides support to staff in the knowledge of content and implementing instructional strategies in the targeted curriculum.
6. Assists in classes as a peer model and coach of exemplary instructional practice.
7. Works collaboratively with administration and colleagues to assist in efforts to meet goals that implement the vision of growth and change developed by the administration.
8. Serves as a liaison between faculty and building administration for targeted departments regarding concerns, ideas, and materials.
9. Creates the agenda for and facilitates monthly department meetings.
10. Shares professional development opportunities concerning workshops, seminars, journals, and internet resources.
11. Inventories department supplies for present and future needs.
12. Coordinates department budget, supplies, and textbooks.
13. Department spokesperson to sales representatives, contest managers, and others.
14. Obtains replacement materials on routine and/or emergency basis.
15. Conducts observations of departmental staff as assigned by the Director of Curriculum, Instruction, and Assessment.
16. Perform all other duties as deemed necessary by the Superintendent of Schools.

TERMS OF EMPLOYMENT: 10-month position with curriculum supervision hours over the summer as needed.

ANNUAL EVALUATION: The performance of this job will be evaluated annually per Achieve NJ State law and the provisions of the board's policy on evaluations.

APPROVAL DATE:



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

TITLE: ***District Technology Coordinator***

QUALIFICATIONS:

1. Accredited Bachelors Degree
2. Formal training or relevant experience with computer technology and networked information systems
3. Broad knowledge of instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum
4. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent/Director of Curriculum, Instruction and Assessment

SUPERVISES: Computer Technicians

JOB GOAL: To provide leadership in the development, implementation and coordination of the district's technology plan; enhance instruction through technology across the curriculum; and, to promote efficiency in the schools with the use of technology.

PERFORMANCE RESPONSIBILITIES:

1. Evaluates the district's technology plan and education program; recommends changes as appropriate.
2. Works with the administrative staff to ensure efficient and cost-effective implementation and purchasing of computer hardware and software.
3. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
4. Cooperates with central office administrators and school principals in the development of a district-wide electronic information system and provides technical assistance, as needed.
5. Maintains an inventory of the district's educational computer equipment and a log of equipment maintenance activities.
6. Maintains a catalog of available instructional software and works cooperatively with the media specialist to provide access to appropriate software for teacher and student use.
7. Assists in the development and coordination of the sections of the budget that relate to educational technology.



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

8. Serves as chairman of the Technology Committee, overseeing the development and evaluation of the district's five year technology implementation plan.
9. Works with administrative staff to ensure that all computer generated State required uploads and reports are installed and that the data is compiled and sent back to the state in an accurate and timely manner.
10. Provides in-service training for teachers, administrators and support staff as required.
11. Acts as liaison between a teacher or administrator having a technical problem and a source of support that can help resolve it.
12. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
13. Participate in appropriate in-service and workshop programs and attend any required meetings.
14. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion when sharing any such information within legal confines.
15. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor.

TERMS OF

EMPLOYMENT:

12-month work year. The coordinator may also have to work unusual hours or holidays if the support of the district's computers require it.

ANNUAL

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

DATE REVISED:

KINNELON PUBLIC SCHOOL DISTRICT

KINNELON, NEW JERSEY 07405

JOB DESCRIPTION



TITLE:	PRM ASSISTANT PRINCIPAL
QUALIFICATIONS:	<ol style="list-style-type: none">1. Valid New Jersey Principal Certificate or eligibility2. Minimum experience as determined by the board3. Demonstrated leadership capability in the areas of curriculum and staff development4. Strong interpersonal and communication skills5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
REPORTS TO:	Principal/Superintendent
SUPERVISES:	All certified and noncertified school staff as assigned by, or in the absence of the principal.
JOB GOAL/SUMMARY:	To assist the principal in providing school-wide leadership.
PERFORMANCE RESPONSIBILITIES:	<p><u>School Leadership</u></p> <ol style="list-style-type: none">1. Assists the principal in duties related to instruction, supervision, evaluation and the overall administration of the school.2. Serves as building administrator in the absence of the principal.3. Requisitions supplies, textbooks, and equipment, conducts inventories, and maintains records, and reviews receipts and purchase orders for such material.4. Assists in the conducting of safety inspections and safety drill practice activities.5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.6. Greets and interacts with parents and visitors in the absence of the school principal. <p><u>Student discipline, supervision of students</u></p> <ol style="list-style-type: none">1. Assists in maintaining high standards of student conduct and enforcing discipline policies.2. Assists in the supervision of the cafeteria during lunch hours. Assists with playground supervision when assigned.3. Provides guidance to individual students, resolves individual behavioral problems.4. Record-keeping, reporting, and scheduling5. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.

KINNELON PUBLIC SCHOOL DISTRICT

KINNELON, NEW JERSEY 07405

JOB DESCRIPTION



	<ol style="list-style-type: none">6. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.7. Assists in scheduling and coordinating all health examinations.8. Performs such record-keeping and reporting functions as the principal may direct.9. Assists Athletic Office in all aspects of oversight and management for middle school sports programs. <p><u>Interaction with school staff</u></p> <ol style="list-style-type: none">1. Supervises teachers and departments as assigned by the principal.2. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.3. Assists in the coordination and supervision of special programs funded by the state or federal government.4. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration. <p><u>Other</u></p> <ol style="list-style-type: none">1. Assists in the planning and supervision of activities to promote pupil and employee health and safety.2. Performs such other duties as may be assigned by the principal or superintendent.3. At the middle school, acts as School Test Coordinator.
TERMS OF EMPLOYMENT:	Salary and work year to be determined by the board
ANNUAL EVALUATION:	Performance of this job will be evaluated annually in accordance with the AchieveNJ law and the provisions of the board's policy on the evaluation of certified staff.
APPROVAL DATE : REVISED DATE:	March 20, 2013

2023-2024		
Stonybrook Co-Curricular Activities		
Activity	Advisor	Stipend
Business Club Advisor	Neil Shechtman	\$1,858
Computer/Tech Coordinator	Nancy Bosch	\$3,928
Instrumental Concert (Spring & Winter)	Christine Reda-Sulling	\$1,994
Vocal Concert (Spring & Winter)	Alan Tedesco	\$1,994
Destination Imagination	Kathleen Minervini	\$6,189
Jazz Club Advisor	Alan Tedesco	\$1,858
Computer Science/Robotics Advisor	Nancy Bosch	\$1,984
Student Council Advisor	Susan West	\$3,922
PEEC Fundraiser	Karren Melfi	\$561
PEEC Advisor	Jane Tadros	\$2,318
PEEC Nurse	TBD	\$915
PEEC Staff Chaperone (13)	TBD	\$776
Webmaster K-5	Johnna Ellis	\$2,004

2023-2024 Kinnelon High School Co-Curricular Activities		
Activity	Advisor	Stipend
Ability Awareness (Pilot - first year)	Melissa Gurth	\$500
Academic Decathlon	Linda Johnson	\$3,998
Animal Activist Club	Maria Fiuza	\$1,319
Art Honor Society	Beth Vaughn-Cason	\$3,030
Baccalaureate Organizer	Beth Vaughn-Cason	\$1,718
Cancer Awareness Club	Wendy Bruffy	\$1,319
Chess Club	Marisol Feinsinger	\$1,319
Colts for Kids	Jason DelPiano	\$1,319
ColtsVest (KHS's Investment Club)	Cathy Gilligan	\$1,319
Computer Coordinator	Jenny Sassaman	\$4,541
Culinary Club	Marisol Feinsinger	\$1,920
Distributive Education Club of America (DECA)	Cathy Gilligan	\$4,043
Environmental Club	Hope Kowalski	\$1,118
Fall Dramatic Director	Chuck Linnell	\$3,804
Fall Drama Set Construction	TBD	\$956
Feedback Advisor	John Penola	\$2,064
Freshman Class Advisor	Beth Vaughn Cason	\$2,430
Future Business Leaders of America (FBLA)	Cathy Gilligan	\$2,428
Give Back Club (2)	Danielle Elia	\$659
Give Back Club (2)	Danielle Wysocki	\$659
GSA-Gay Straight Alliance Club	Marlene Goudreau	\$1,145
GSA-Gay Straight Alliance Club	Lauren Biggins	\$1,145
Health Professions Club/Science Club	Wendy Bruffy	\$1,468
Honor Band	Ryan Stroud	\$573
Instrumental Music Concerts (Spring)	Ryan Stroud	\$1,214
Instrumental Music Concerts (Winter)	Ryan Stroud	\$1,214
Jazz Rock Ensemble	Ryan Stroud	\$1,984
Junior Class Advisor	Stephanie Finke	\$3,885
Mock Trial	Wendy Bruffy	\$3,232
Musical Business Manager - Spring	TBD	\$1,530
Musical Dramatics Director - Spring	Charles Linnell	\$4,198
Musical Orchestra Director - Spring	Ryan Stroud	\$1,882
Musical Set Construction - Spring	TBD	\$2,515
Musical Vocal Director - Spring	TBD	\$3,021

Musical Choreographer- Spring	Sabrina Csatay	\$1,500, No Cost to the Board
National Business Honor Society	Cathy Gilligan	\$1,468
National English Honor Society	Aileen Florio	\$2,428
National French Honor Society	Sophie Adams	\$1,468
National Honor Society	Caitlin Ward	\$2,428
Natinal Latin Honor Society/Club	Ray Danielson	\$1,468
National Math Honor Society	Jacqueline Bagarozza	\$2,428
National Science Honor Society	Wendy Bruffy	\$2,623
National Social Studies Honor Society	Caitlin Ward	\$2,428
Newspaper Advisor	Alana Van der Sluys	\$1,975
Operation Smile (2)	Skylar Andrascik	\$1,145
Operation Smile (2)	Elena DeStories	\$1,145
Peer Leadership (2)	Danielle Elia	\$1,295
Peer Leadership (2)	Marlene Goudreau	\$1,295
Pep Band Head	Ryan Stroud	\$1,660
Pep Band Assistant	Adam Smith	\$810
Pep Band Assistant	Brian Scanlon	\$810
Percussion Ensemble	Brian Scanlon	\$1,118
Science Research/Barcode of Life	John Manning	\$1,984
Senior Class Advisor	Stephanie Manco	\$3,365
Senior Service/Project Advisor	Wendy Bruffy	\$2,623
Sophomore Class Advisor	Jason DePiano	\$2,430
Spanish Honor Society/Club	Jamely White	\$1,468
Student Council	Hannah Sappio	\$3,922
Technology Student Association (TSA)	TBD	\$2,589
Tri-Music Honor Society	Bonnie Hendricks	\$2,428
Trust Club	TBD	\$1,145
Trust Club Co-Advisor	TBD	\$1,145
TV/Video Club	Casey deWaal	\$1,920
Varsity Club	Jim Soules	\$3,451
Vocal Music Concerts	Charles Linnell	\$2,280
Vocal Music Extra-Curricular	Charles Linnell	\$1,126

OUT-OF-DISTRICT PLACEMENTS 2023-2024

Student #	Student	School Name	Tuition	Aide	Aide Cost	Compensatory Education	ESY Incl. in 23-24 Tuition
220491	T.I.	HoHoKus School of Trade Shared Time	\$10,065.00	No	-	-	No

Curriculum		
Department	Subject/Course/Grade	Level
English 6	English 6	MS
English 7	English 7	MS
English 8	English 8	MS
English	English III	HS
English	English IV	HS
English	Creative Writing I	HS
English	Literature and Psychology	HS
English	Public Speaking Pacing Guide	HS
Full Value	Full Value 6	SC
Math	Computer Programming 7	MS
Math	Computer Programming 8	MS
Math	Foundations of Consumer Math	HS
Math	Guided Study Math 7	MS
Math	Math 4	Elem
Math	Math 6 Enriched	MS
Math	Math Strategies	HS
Math	Pre-Algebra 7A	MS
Music	Music Appreciation 8	MS
Music	Wind Ensemble	HS
Science	Robotics 6	MS
Science	Dynamics in Healthcare in Society	HS
Science	Chemistry	CP
Science	Scientific Principles of Nutrition	HS
Special Education	Study Skills II/Grade 11	SC
Special Education	SC Physical Science	SC
Special Education	SC Life Skills 3-5	SC
Special Education	SC Life Skills ELA 9-12	SC
Special Education	SC Biology	SC
Special Education	Transition Education	SC
Technology	Architectural Design I	HS
Technology	Engineering Design I Honors	HS
Technology	Pilot & UAS Pathways	HS
World Language	Spanish IV Honors	H
World Language	Spanish IV CP	CP
World Language	Spanish V	CP
*World Language	*Latin I	HS

*** Indicates a revision or an addition**

District	
Brain Pop	K-12
Canva for Education	K-12
Learning Ally	K-12
Padlet	K-12

Kiel	
BrainPop Jr.	K-2
ConnectED Everyday Math	K-2 Math
Do The Math	1-2 Guided Study
Heinemann Flight	K-2 ELA
IXL Learning	K-2 Math / ELA
Learning.com	K-2 Library Media
Literacy Footprints	K-2
myHeggerty	K-2 ELA
Mystery Science	K-2 Science
Raz-Kids	K-2 ELA
Reading A to Z	K-2 ELA
Readworks	K-2 ELA
Rethink Ed	Special Education: MD
Scholastic Magazine	K-2
Starfall	K-2
TouchMath Pro	Pre-K / Intervention K-2
TumbleBooks	Pre-K-2

Stonybrook	
ConnectED-Everyday Math	K, 3-5
Enchanted Learning	3-5
FactCite	3-5
FL4K - Foreign Language for Kids	3-5
IXL Learning	3-5 Math & ELA
Mystery Science	3-5
Nearpod	3-5
Polar Cloud (3-D Printing)	3-5
Raz-Kids	3-4, Guided Study
Reading A to Z	3-4, Guided Study
ReadWorks	3
StreamYard	SBTV
TCI: Social Studies	5
TouchMath Pro	Math Intervention
World Almanac for Kids	3-5
World Book Online & EBooks	K, 3-5

PRM	
Blooket	6-8
Boom Cards	6-8
Code.org	Computer Programming 7-8
DeltaMath	6-8 Math
IQWST IDE/OnPar	6-9
IXL Learning	6-8 Math Intervention, 6-8
Lego Mindstorms	6-8 cycle
Lego Spike Prime	6-8 cycle
Nearpod	6-8
Quizlet	6-8
McGrawHill ConnectEd Reveal	7-8 Math (Pilot)
TCI	6-8 Social Studies
TurnItIn	7-8
Vex VR	6-7 cycle
World Book Online Encyclopedia	6-8

KHS	
Albert io	AP ELA/Math & World Language
Blooket	9-12
Chief Architect	9-12
CK-12	9-12 Chemistry / Physical Science
Classkick	9-12
Classroom Video On Demand	9-12
CODAP	9-12
Code HS	9-12 Computer Science
DeltaMath	9-12 Math
Ebsco	9-12
Edpuzzle	9-12
Facts on File	9-12
Gale Opposing Viewpoints in Context	9-12
Gale Student Resources in Context	9-12
Gimkit	9-12
GIZMOS	9-12 Science
Goformative	9-12
Goosechase	9-12
IXL Learning	Math & ELA Intervention
JLG Steam	9-12
JStore	9-12
Juno Complete	10-12
Kuta Software	9-12 Math
Nearpod	9-12
NJ.com Digital	9-12
No Red Ink	9-12
NY Times Digital	9-12
Pitsco	11-12 Science
PIVOT	10-12 Science
Quizziz	9-12
Sapling Learning	9-12 Statistics, Intro/AP Calculus BC
Savvas Realize - enVision Algebra I	9-12 Algebra I
Savvas Realize - enVision Geometry	9-12 Geometry
Socrative	9-12 History
Sora by Overdrive	9-12
SRI	9-12 ELA
Swank	9-12
TurnItIn	9-12
Visible Body	11-12 Science
Vernier	10-12 Science
Wizer.Me	9-12
Wordwall	9-12
World Book	9-12

POLICY GUIDE

STUDENTS

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School District Issued Student Identification Cards

Jun 22

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5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. Students to carry a school district issued Identification Card by way of lanyard, are required throughout the school day.

An Identification Card will be issued to all students in **all school buildings**,

Required For Any Grades Seven through Twelve:

The Identification Card shall have printed on the back the telephone number for the New Jersey Suicide Prevention Hopeline (NJ Hopeline) and contact information for a crisis text line pursuant to N.J.S.A. 18A:6-113.1. The district may, in addition to the telephone number for the NJ Hopeline and contact information for a crisis text line, provide the contact information for the National Suicide Prevention Lifeline, a school district crisis center, or any other mental health support services pursuant to N.J.S.A. 18A:3B-73.2.]

The Principal or designee may require a student to present their Identification Card at any time during the school day or at any time during a school-sponsored activity on school grounds.

Notwithstanding any provision of this Policy, the Principal or designee may also require students carry their Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student's name; an up-to-date photograph; and the current school year.



POLICY GUIDE

STUDENTS

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School District Issued Student Identification Cards

Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A. 47:1A-1 et seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.

N.J.S.A. **18A:3B-73.2**; **18A:6-113.1**; 18A:36-43

Adopted:

