

**KINNELON BOARD OF EDUCATION  
COMBINED WORK SESSION/REGULAR MEETING  
KINNELON HIGH SCHOOL AUDITORIUM  
8:00 P.M.  
NOVEMBER 16, 2017**

**MINUTES**

The Combined Work Session/Regular Meeting of the Kinnelon Board of Education was held on Thursday, November 16, 2017 at 8:00 p.m. in the Kinnelon High School Auditorium.

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

Dr. Marcy Pryor, Board President called the meeting to order at 8:00 p.m. and read the Meeting Notice.

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provision of the act, the Kinnelon Board of Education has caused notice of this meeting to be published in the Suburban Trends on January 11, 2017, posted in the Kinnelon Public Library, filed with the Borough Clerk and posted on the District web site.

**II. ROLL CALL**

PRESENT	Marcy Pryor, Board President Marianne DeAlessi Jason DeAlessi Denise Hatch Susan Nogaj-Matteson
ABSENT	Jemi Gillen-Ruth Michael Petruccelli, Vice President
ALSO PRESENT	Kerry A. Keane, Business Administrator/Board Secretary Diane DiGiuseppe, Superintendent Rachel Stuart, Student Representative

**III. PLEDGE OF ALLEGIANCE**

**IV. ROUTINE MATTERS**

A. Approval of Minutes

1. October 12, 2017 – Work Session Meeting Minutes
2. October 26, 2017 – Regular Meeting Minutes

MOTION BY MRS. NOGAJ-MATTESON, SECONDED BY MRS. DeALESSI TO APPROVE THE MINUTES AS PRESENTED. MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:

YES	Mrs. DeAlessi Mr. Dealessi Mrs. Nogaj-Matteson Dr. Pryor
ABSTAIN	Mrs. Hatch

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

Comments were made regarding:

- Mrs. Karen Carroll - Who is paying the Fencing Coach? Is it coming from the \$25,000 donation?

## VI. SUPERINTENDENT'S UPDATE –

Ms. DiGiuseppe reported on the following and addressed comments and questions from the Board and Public:

- She spoke regarding the problem of drinking during Homecoming and how the "Pinwheel Project" on the High School front lawn draws attention to it.
- Girl's Tennis Team is State Champs
- Mr. DeAlessi wished Mrs. Buser congratulations on her retirement; Mrs. Hatch – many people will miss her
- Mrs. Hatch asked about HIB, why is it picking up and are we equipped to handle what happened in Ridgewood?
- Civics in PRM – possibly one of cycle classes
- Technology is doing more with "bring your own device"
- We are still running the DECA program

Finance/Audit Presentation – Would be held later in the meeting

## VII. REPORT OF THE SUPERINTENDENT - ACTION ITEMS

A. EDUCATION COMMITTEE  
(Dr. Pryor, Mrs. DeAlessi, Mrs. Gillen-Ruth)

Agenda Items #1 through #5 represent the Education Committee's recommendations. They were voted upon as a group.

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves as an additional resource for evaluation, **Well**

**Being Therapy Center**, at a cost of \$160 per evaluation, for the 2017-2018 school year.

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a Title 1 funded **Supplemental Support Program** at Stonybrook School to begin January 2, 2018 through May 18, 2018 (16 weeks).
3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **High School Curriculum** for the 2017-2018 school year:

MD Physical Science Pacing Guide	Science Research 2
Science Research 1	Science Research 3

4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following dates for the **2018 Summer ESY program**:

July 5, 2018 through August 8, 2018

5. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **field trip(s)** for the 2017-2018 school year:

**Kinnelon High School**

Kinnelon Borough Hall	MD Classes
MetLife Stadium	Business Classes
Shop Rite, Lincoln Park	Life Skills
Metropolitan Museum of Art NYC	World Language Students
Atlantic City Convention Center	Wrestling Tournament
*****	
Lyons Veterans Hospital	Give Back Club

MOTION BY MRS. DeALESSI, SECONDED BY MRS. HATCH TO APPROVE ITEMS #1 THROUGH #5 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOITING IN FAVOR.

- B. NEGOTIATIONS COMMITTEE  
(Mrs. Nogaj-Matteson, Mrs. Hatch, Mr. Petruccelli)

No Action

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

Agenda Items #1 through #20 represent the Personnel Committee's recommendations. They were voted upon as a group.

**CERTIFIED STAFF**

**RESIGNATIONS/RETIREMENTS/LEAVE OF ABSENCE**

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Charlene Buser**, for retirement purposes, effective June 30, 2018.
2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a paid Maternity Leave of Absence for **Lindsay Averbach** for the period January 2, 2018 through January 30, 2018, using 18 accumulated sick days, and an unpaid Leave of Absence from January 31, 2018 through June 30, 2018.
3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a paid Medical Leave of Absence for **Tina Sutphen** using 38 available sick days, for the period on or about December 18, 2017 through on or about February 19, 2018.
4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Adam Smith** from the Co-Curricular position, High School Science Club Advisor, effective immediately.

**TRANSFERS**

**APPOINTMENTS**

5. The Kinnelon Board of Education, upon the recommendation of the Superintendent, concurs with the appointment of **Claire Gray** to the position of Replacement Mathematics Teacher at Pearl Miller School, M.A. Degree, Step 1, at a salary of \$59,117, pro-rated, effective November 14, 2017 through December 22, 2017. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.

**ADDITIONAL ASSIGNMENTS**

6. The Kinnelon Board of Education, upon the recommendation of the Superintendent, rescinds the appointment of **Mark Landzert** to write Third Year Life Skills Science Curriculum for the 2017-2018 school year.

7. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves payment to **Mark Landzert** to write an MD Physical Science Pacing Guide, at a rate of \$51.61/hour, 1.5 hours, not to exceed \$77.42 for the 2017-2018 school year.
8. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves payment to **Nino Capra** for 2 hours of preparation time for CPR/AED re-certification of staff at Kiel/Stonybrook and Pearl Miller School, at a rate of \$51.61/hour for the 2017-2018 school year.
9. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves payment to the following staff member for a **6<sup>th</sup> Period Class** stipend of \$1,125 per quarter for the 2017-2018 school year:

Eric DiColo	Physical Education	1 Quarters (Quarter 2)
Elizabeth Yeager	Special Education	1 Quarters (Quarter 2)

10. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves payment to **Kerry Lane** for up to 7 hours of additional time at her contracted hourly rate of \$54.58 to complete Pearl Miller 7<sup>th</sup> and 8<sup>th</sup> grade student projects for the 2017-2018 school year.
11. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointments of the following **Pearl Miller Co-Curricular** positions for the 2017-2018 school year:

Morris Area Honor Choir	\$524 Stipend	Lisa Wichman
NJSMA Junior Region Honor Choir	\$524 Stipend	Lisa Wichman
NJMEA Junior High All State Honor Choir	\$524 Stipend	Lisa Wichman

12. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Jennifer Straub** to the position of Co-Curricular Technology Coordinator at a stipend of \$3,595 for the 2017-2018 school year.
13. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the posting of up to six teaching positions at Stonybrook School at a rate of \$51.61 per hour, not to exceed \$10,000 for the Title 1 funded **Supplemental Support Program** for the period January 2, 2018 through May 18, 2018 (16 weeks).
14. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointments of the following Kiel School staff members for the **Extended Day Reading Program**, at a rate of \$51.61 per hour for the 2017-2018 school year using Title 1 funds not to exceed \$5,750.

## NON-CERTIFIED STAFF

### RESIGNATIONS/RETIREMENTS/ LEAVE OF ABSENCE

15. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Jonathan Ortiz**, Part-Time Custodian at Kinnelon High School, effective November 8, 2017.
16. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the return of **Joan Castrignano** from her Internship to a position as Para-Professional at Kiel School effective November 14, 2017 through June 30, 2018.

### TRANSFERS

### APPOINTMENTS

17. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Victoria Prapopulos** to the position of Kid's Korner PM Aide at a rate of \$8.75 per hour for the 2017-2018 school year.

### ADDITIONAL ASSIGNMENTS

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

18. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Sean McAuliffe** to the position of Fencing Coach, Step 2 of the Coaches Guide, at a stipend of \$7,345 for the 2017-2018 school year.
19. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Elizabeth Vilchock** to the position of game worker for the 2017-2018 school year.
20. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves college student **Jaclyn DeLillo** for 5 hours of classroom observation at Stonybrook School under the supervision of Michelle Steenstra for the 2017-2018 school year.

MOTION BY MRS. NOGAJ-MATTESON, SECONDED BY MRS. HATCH TO APPROVE ITEMS #1 THROUGH #20 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Items #21 through #24 were added to the to the Agenda. They were voted upon as a group.

## CERTIFIED STAFF

### ADDITIONAL ASSIGNMENTS

21.The Kinnelon Board of Education, upon the recommendation of the Superintendent approves the posting for up to 10 staff members to prepare for the **Teacher In-Service on January 15, 2018 – Google training**, at a rate of \$51.61 per hour, 1.25 hours each, or based on hourly rate for Para-Professionals, total aggregated expenditure for all staff stipends not to exceed \$650, for the 2017-2018 school year. (Title IIA Funding)

## NON CERTIFIED STAFF

### RESIGNATIONS

22. The Kinnelon Board of Education, upon the recommendation of the Superintendent, rescinds the appointment of **Gyasi Blanton** from the Co-Curricular position of Kinnelon High School Fall Drama Director, effective immediately.

### APPOINTMENTS

23.The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Rhino Theater Group** as the Co-Curricular Kinnelon Fall Dramatic Director, at stipend of \$3,481, for the 2017-2018 school year. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.

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

24.The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following **Substitute Teachers** at a rate of \$80/\$85/day for 2017-2018 school year. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education:

Loretta Heusser	Substitute Certificate	Holly Rispoli	Teaching Certificate
Lori Osborne	Substitute Certificate	Alan Sandberg	Substitute Certificate
Jennifer Pechko	Teaching Certificate		

MOTION BY MRS. NOGAJ-MATTESON, SECONDED BY MRS. DeALESSI TO APPROVE ITEMS #21 THROUGH #24 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

D. POLICY COMMITTEE  
(Mrs. DeAlessi, Mr. Petruccelli)

Agenda Items #1 and #2 represent the Policy Committee's recommendations. 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 **policy/regulations**:

2700	Services to Nonpublic School Students (M)
7100	Long-Range Facilities Planning (M)
7101	Educational Adequacy of Capital Projects
7102	Site Selection and Acquisition
7130	School Closing
7300	Disposition of Property

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the **HIB Report** for October/November 2017.

MOTION BY MRS. DeALESSI, SECONDED BY MRS. HATCH TO APPROVE ITEMS #1 AND #2 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

E. FINANCE COMMITTEE  
(Mrs. Hatch, Mrs. Nogaj-Matteson, Mrs. DeAlessi)

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

1. Be it resolved, that the Kinnelon Board of Education approves the **Treasurer's Report** for the month of October, 2017.
2. Be it resolved, that the Kinnelon Board of Education approves the **Secretary's Report** for the month of October 2017.
3. Be it resolved, that the Kinnelon Board of Education approves the **Budget Transfers** for the month of October 2017.

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

Pursuant to N.J.S.A. 18A 17-9, I certify that as of November 16, 2017, 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 approves the Bill List-File Reference 17/18 4A.

Disbursements paid by EFT #999254 thru #999257 \$1,163,275.15

Total Disbursements for October 30, 2017 \$1,163,275.15

- b. Be it resolved, that the Kinnelon Board of Education approves the Bill List-File Reference 17/18 – 5.

Total Disbursements paid by Computer  
Checks #37239 thru #37387 \$ 304,718.48

Disbursements by Hand Check \$ -0-

Disbursements by EFT \$ -0-

Total Disbursements for November 16, 2017 \$ 304,718.48

7. Be it resolved, that the Kinnelon Board of Education accept the **Comprehensive Annual Financial Report** (Audit) for the fiscal year ending June 30, 2017.

8. Be it resolved, that the Kinnelon Board of Education accept the **Auditor's Management Report on Administrative Findings – Financial Compliance & Performance** for the fiscal year ending June 30, 2017.

9. Be it resolve, that the Kinnelon Board of Education approve the **Corrective Action Plan** for the 2016-2017 Audit as submitted by the Business Administrator/Board Secretary.

10. 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 following amounts:

C. Beveridge	NJDOE Certification Training	\$ -0-
M. Charles	Developing Social and Emotional Learning Skills In our Schools	\$ 59
M. Cromwell	Practical Ideas for Makin Best Use of Google Classroom to Enhance Instruction (Title II A Funds)	\$259
A. Ellington	New Jersey Business Educators Summit	\$ 10
L. Fabsik	Mindful Practices for Those Who Give the Most: Educators!	\$149
G. Flash	The 52 <sup>nd</sup> Annual Conference of the National Council on Education for the Ceramic Arts	\$253
D. Garrahy	New Jersey Business Education Summit	\$ 10
A. Golkin	School Based Speech Language Pathologist Conference	\$ -0-
A. Grant	DECA Advisory Meetings	\$ 75
M. Hanson	Conquer Mathematics, Let's be Rational	\$145
L. Horn	Google and the Student Centered Classroom (Title IIA Funds)	\$185
K. Jeczo	Mindful Practice for Those Who Give the Most: Educators!	\$149
K. Kenyon	Speech Sound Disorders in Schools	\$129
A. Kivlon	Artist Talk: Daniel Gordan	\$ -0-
T. LaTorre	NJDOE Certification Training	\$ -0-
S. MacFarlane	The Impact of Technology on Anxiety, Depression and Suicide	\$ -0-
C. McKenna	Conquer Math –Literature in Mathematics	\$145
C. Moore	Conquer Math – Measurement & Data	\$145
C. Moore	Conquer Math – Geometry	\$145
L. Nafash	Marist College Counselor Day	\$ -0-
L. Nafash	Montclair State University Counselor Workshop	\$ -0-
M. Olson	Google and the Student Centered Math Classroom (Title IIA Funds)	\$185
S. Pasieka	Elementary PE Jam Workshop	\$ -0-
J. Potzer	Panasonic Creative Design Challenge	\$ -0-
C. Prezioso	Conquer Math – Measurement & Data	\$145
C. Prezioso	Conquer Math – Geometry	\$145

**COMBINED WORK SESSION/REGULAR MEETING MINUTES  
NOVEMBER 16, 2017**

H. Sappio	Strengthen World Language Instruction by Making Best Use of Free Google Tools, Apps, Extensions (Title II A Funds)	\$249
K. Stroczyński	Using Reading Conferences to Foster Student Engagement, Agency and Critical Thinking (Title I Funding)	\$169
M. Travaille	NGSS Implementation Roundtable for Administrators	\$ 41
M. Travaille	Northern NJ Regional Science Educational Leadership Roundtable	\$ 11
T. Tufaro	Linkit User Group Workshop	\$ -0-
T. Tufaro	Critical Concepts Webinar	\$ -0-

MOTION BY MRS. HATCH, SECONDED BY MRS. NOGAJ-MATTESON TO APPROVE ITEMS #1 THROUGH #10 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Items #11 and #12 were added to the Agenda. They were voted upon as a group.

11. Be it resolved, that the Kinnelon Board of Education accept the **KEHSA Mini Grants** as listed on Finance Attachment A.
12. Be it resolved, that the Kinnelon Board of Education accept the **donation** of a 20-inch Strider bicycle valued at \$220 From Strider Bikes.

MOTION BY MRS. HATCH, SECONDED BY MRS. DeALESSI TO APPROVE ITEMS #11 AND #12 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

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

No Action

- G. COMMITTEE OF THE WHOLE

No Action

### VIII. COMMITTEE REPORTS

- A. Personnel
- Committee met this past Monday to discuss maternity leave

- B. Education
  - Committee met tonight to discuss:
    - Before School program at Stonybrook and Kiel
    - After school program for teachers at Kiel
    - All day Kindergarten costs
- C. Policy
  - The committee is working on some new in-house policies
- D. Finance/Budget
  - Mr. John Mooney, Auditor at Nisivoccia, LLC, presented the 2016-2017 Audit at 8:26 p.m.
    - He commented on excellent the job by the Board Office to have an audit with no recommendations
    - There is an increase in fund balance
    - Increased Capital Reserve to \$1.2 million
    - There is no excess fund balance in the current year
    - All Capital projects were closed out
    - \$18 million in total debt with 3 Bonds which will be reduced to 2 Bonds next year
- E. Security/Facilities
  - Committee will reach out to Music Den for a revised proposal
- F. Negotiations
  - None
- G. Delegates
  1. New Jersey School Boards Association
  2. Morris County School Boards Association
  3. Legislative Representative
  4. Morris County Educational Services Commission
- H. Coordinating Committee
- I. Teacher Liaison Committee
  - No issues – Teachers would be happy to meet if the Board of Education would like to
- J. Student Representative

Rachel Stuart reported on the following:

  - There were 200+ at the Homecoming Dance
  - Girl's Tennis Team at States

**IX. UNFINISHED BUSINESS**

None

**X. NEW BUSINESS**

None

**XI. CORRESPONDENCE**

None

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

None

**XIII. BOARD MEMBER COMMENTS**

The following comments were made:

- Several Board Members wished everyone a Happy Thanksgiving
- Mrs. Nogaj-Matteson commented on Homecoming

**XIV. ADJOURNMENT**

MOTION BY MRS. HATCH, SECONDED BY MRS. DeALESSI TO ADJOURN THE MEETING AT 8:45 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

Kerry A. Keane  
Board Secretary

KIEL MINI GRANT APPS 2017-18

405	Campbell	K	Cozy Learning Spaces	\$499.90
406	Campbell	K	A Magic Carpet...	\$479.00
411	Molee	K	Alternative Seating	\$466.83
412	Yago	K	Full Value Behaviors	\$340.00
415	Baker	K	TLC	\$498.50
417	Alfano	K	Balancing on Ball Chairs	500.00*
418	Alfano	K	Flexible Seating	404.85*
420	Baker	K	Let the Light Table Shine	\$499.00
421	Baker	K	Learning	\$471.39
423	Kleinert/Gabriel	Spec Ed	Hug Chairs	468.46*
426	LaGratta	K	Get the Wiggles Out	\$369.25
427	Santagato	Art	Rock Kindness	\$499.54
				\$4,123.41