

**KINNELON BOARD OF EDUCATION
WORK SESSION
KINNELON HIGH SCHOOL AUXILIARY CAFETERIA
8:00 P.M.
MARCH 9, 2017**

MINUTES

The Work Session Meeting of the Kinnelon Board of Education was held on Thursday, March 9, 2017 at 8:00 P.M in the Kinnelon High School Auxiliary Cafeteria.

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 Michael Petruccelli, Vice President Maryanne DeAlessi Denise Hatch
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ABSENT	Jason DeAlessi Jemi Gillen-Ruth Susan Nogaj-Matteson
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ALSO PRESENT	Kerry A. Keane, Business Administrator/Board Secretary Diane DiGiuseppe, Superintendent
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III. PLEDGE OF ALLEGIANCE

IV. CORRESPONDENCE

None

V. REPORT OF THE SUPERINTENDENT

Ms. DiGiuseppe, Superintendent, spoke regarding:

- Dr. Tufaro will do a presentation on Cyber Security, Monday, March 13, 2016 at the Pearl Miller School Middle School at 6:30 p.m.
- A rape awareness meeting was held this past Wednesday at the High School.
- The High School Musical, "The 25th Annual Putnam County Spelling Bee", was great.
- She spoke about the vouchers for education act in congress and the fees for tuition and transportation associated with the act.

VI. PETITIONS AND HEARINGS OF CITIZENS – AGENDA ITEMS

None

VII. ACTION ITEMS

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

Agenda Items #1 was added to the agenda.

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the use of **two-hour delayed** opening for 12th grade students on April 4, April 5 and April 6, to preserve instructional time and accommodate the administration of the PARCC Assessment.

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

B. PERSONNEL COMMITTEE
(Mr. Petrucelli, Dr. Pryor, Mrs. Nogaj-Matteson)

Agenda Items #1 through #8 represent the Personnel Committee's recommendations. They were voted upon as a group.

CERTIFIED STAFF

LEAVE OF ABSENCE

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a revised Maternity Leave Absence for **Keri-Ann Romano** for the period on or about April 27, 2017 through June 30, 2017 using 40 available sick days.

NON-CERTIFIED STAFF

RESIGNATIONS/TERMINATIONS

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the termination of **Colleen Yamakaitis**, Para-Professional, effective immediately.
3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Anne Smith** from the position of Para-Professional at Kiel School effective March 31, 2017.
4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Cheryl Engdahl**, Playground/Cafeteria Aide effective March 10, 2017.

APPOINTMENTS

5. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Laura Filan** to the position of full-time replacement Para-Professional at Pearl Miller Middle School, at a rate of \$18.94 per hour effective on or about March 10, 2017 through June 1, 2017. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.
6. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following **Kinnelon Extended Day** staff effective immediately through June 30, 2017:

Delello, Trevor	Kid's Korner Aide	\$8.75/hour
Giacioio, Carly	Kid's Korner Aide	\$8.75/hour
Remsen, Lauren	Kid's Korner Aide	\$8.75/hour
Smelius, Katie	Kid's Korner Aide	\$8.75/hour

7. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves an internship for **Massiel Portorreal** from the Northern Region Educational Services Commission, with Barbara Wegorek, Payroll Supervisor, effective March 13, 2017 through on or about June 30, 2017.

ADDITIONAL ASSIGNMENTS

8. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a change in hours for **Cathleen Freideman**, Playground/Cafeteria Aide from 2.5 hours per day to 3 hours per day effective March 1, 2017 through June 30, 2017.

MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. HATCH TO APPROVE ITEMS #1 THROUGH #8 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Item #9 was added to the Agenda.

9. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Lauren Butkovich** to the position of Playground/Cafeteria Aide at Stonybrook School at a rate of \$11.25 per hour, 2.5 hours per day, effective March 13, 2017 through June 30, 2017.

MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. HATCH TO APPROVE ITEM #9 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

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

Agenda Items #1 through #7 represent the Finance Committee's recommendations. They were voted upon as a group.

BUDGET MOTIONS

1. **ADOPTION OF THE TENTATIVE 2017-2018 BUDGET**

BE IT RESOLVED, that the tentative budget be approved for the 2017-2018 School Year using the 2017-2018 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2017-18 Total Expenditures	38,076,925	476,401	2,166,181	40,719,507
Less: Anticipated Revenues	<u>2,661,858</u>	<u>476,401</u>	<u>65,633</u>	<u>3,203,892</u>
Taxes to be Raised	<u>35,415,067</u>	<u>0</u>	<u>2,100,548</u>	<u>37,515,615</u>

And to advertise said tentative budget in the Suburban Trends in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the auxiliary cafeteria at the Kinnelon High School, 121 Kinnelon Rd., Kinnelon New Jersey on **April 27, 2017 at 7:00 p.m.** for the purpose of conducting a public hearing on the budget for the 2017-2018 School Year.

2. ADJUSTMENT HEALTH BENEFITS

RESOLVED that the Kinnelon Board of Education includes in the proposed budget the adjustment for increases costs of health benefits in the amount of \$114,811. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

3. ADJUSTMENT BANKED CAP

RESOLVED that the Kinnelon Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$ 225,619 for the purposes of additional increases in health benefits. The district intends to complete said purposes by June 2018.

4. TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2017-2018

WHEREAS, the Kinnelon Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses

by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$55,701 for all staff and board members.

5. PROFESSIONAL SERVICES 2017-2018

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3©14

NOW, THEREFORE, BE IT RESOLVED, that the Kinnelon Board of Education hereby establishes the following maximums for the 2017-2018 year as follows:

- Legal \$ 60,000
- Audit \$ 41,450
- Physician \$ 24,000
- Therapists \$130,000

For a total amount of \$255,450

BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs.

Kerry Keane, Business Administrator, spoke about the 2017-2018 Budget.

- The overall operating Budget is up 3% which includes a 2% increase in the general Budget, a \$114,811 Health Benefits Adjustment and \$225,619 Banked Cap Adjustment.
- There was a 4.76 % increase for Health Benefits
- Salaries increase 2.57%
- The overall Special Education Budget is up \$584,002 from the 2016-2017 original Budget

ADDITIONAL MOTIONS

6. Be it resolved, that the Kinnelon Board of Education accept an anonymous **donation** in the amount of \$5,000 to be used for Professional Development Programs for the teaching staff.

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 following amounts:

Stephanie Finke	Glazier Volleyball Conference	\$ -0-
Jamie Gabriele	Interventions for Students with Dyslexia and Other Reading Differences	\$ -0-
Corrinne Kalafut	Helping Anxious Students: Workshop	\$ -0-
Kerry Keane	NJASBO Annual Conference	\$ 435
Alice Kivlon	Floral Composition Lecture	\$ -0-
Tara McClain	NJSCA Spring Conference (Title I Funds)	\$ 40
Amelia Petrocelli	Supporting All Learners in Working with Grade-Level Mathematics	\$ -0-
Amelia Petrocelli	Engaging All Students with Math Modeling	\$ -0-
Thomas Tufaro	NJASK Science/NJBCT DTC Training	\$ -0-
Thomas Tufaro	ESSA Fiscal Requirements for Non-Public School Services Workshop	\$ 8
Thomas Tufaro	School Improvement in the ESSA Era: The Impact of Trump and DeVoe	\$ -0-

The following workshops are being paid for with Title II Funds:

"Motivating and Managing Hard to Reach, Uninterested and Disruptive Students"

Kelly Egan	\$225	Rosanna Gulla	\$225
Maria Fiuza	\$225	Leslie Horn	\$225

Lourdes Greco \$225 Hope Kowalski \$237

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

VIII. REVIEW OF MARCH 23, 2017 AGENDA

The Board reviewed the motions slated for the March 23, 2016 Regular Meeting.

- ESL different curriculum
- Mediation with KEA on March 20th
- Non-tenured teaching staff reviews will be set up

IX. COMMITTEE REPORTS

- A. Personnel
 - Committee met last week and discussed issues w/personnel and the law regarding Rice Notices
- B. Education
 - Committee met tonight and discussed:
 - World Language Survey
 - Dr. Tufaro is monitoring strategic planning
 - Destination Imagination and ways to offset the costs for the program
- C. Policy
- D. Finance/Budget
- E. Security/Facilities
- F. Negotiations
- 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
- J. Student Representative

X. UNFINISHED BUSINESS

None

XI. NEW BUSINESS

The following was discussed:

- Board Attorney, Bob Merryman, is looking into re-opening the Education Foundation. The cost to re-issue the non-profit License is \$300.

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

None

XIII. BOARD MEMBER COMMENTS

Comments were made regarding:

- The location of the Board Meetings

XIV. ADJOURNMENT

MOTION BY MRS. HATCH, SECONDED BY MR. PETRUCCELLI TO ADJOURN INTO EXECUTIVE SESSION AT 9:05 P.M TO DISCUSS:

1. PERSONNEL – Staff member administrative leave
2. LEGAL – Unilateral placement in Special Education

MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR. NO ADDITIONAL ACTION WILL BE TAKEN.

THE BOARD RECONVENED IN PUBLIC SESSION AT 9:35 P.M.

MOTION BY MRS. HATCH, SECONDED BY MR. PETRUCCELLI TO ADJOURN THE MEETING AT 9:35 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

Kerry A. Keane
Board Secretary