

**KINNELON BOARD OF EDUCATION
REGULAR MEETING
KINNELON HIGH SCHOOL AUXILIARY CAFETERIA
8:00 P.M.
APRIL 27, 2017
MINUTES**

THE REGULAR MEETING OF THE BOARD BEGAN AT 8:00 P.M. FOLLOWING THE PUBLIC HEARING ON THE 2017-2018 SCHOOL DISTRICT BUDGET.

I. OPENING OF THE MEETING BY THE PRESIDENT

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 – Taken at Public Hearing

III. PLEDGE OF ALLEGIANCE – at Public Hearing

IV. ROUTINE MATTERS

A. Approval of Minutes

1. March 9, 2017 – Work Session Minutes
2. March 23, 2017 – Regular Meeting Minutes

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

V. PETITIONS AND HEARINGS OF CITIZENS – AGENDA ITEMS

None

VI. SUPERINTENDENT'S UPDATE – Spotlight – Science Teachers PRM

VII. REPORT OF THE SUPERINTENDENT - ACTION ITEMS

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

Agenda Items #1 and #2 represent the Education Committee's recommendations which were discussed during the Board's Work Session on April 6, 2017. They were voted upon as a group.

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **field trips** for the 2016-2017 school year:

Pearl Miller School

Liberty Science Center on June 15, June 16, 2017 - Grade 6

Kinneon High School

Hershey Park – Choir trip

Brookdale Park – Montclair, NJ

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a Kinnelon High School student to participate in the following **Independent Study** for the 2017-2018 school year:

Engineering and Design II

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.

Agenda Item #3 and #4 were added to the Agenda. They were voted upon as a group.

3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves **Social Strides, LLC**, to provide support for student #200170 for the summer of 2017, in accordance with the IEP, at a cost not to exceed \$2,750.
4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a revision to the contract with the **ARC of New Jersey** for Community Based Vocational Assessment for student #220112 changing the number of hours, from 50 to 178, at a rate of \$51 per hour for the 2016-2017 school year.

MOTION BY MRS. DeALESSI, SECONDED BY MRS. HATCH TO APPROVE ITEMS #3 AND #4 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING 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 #10 represent the Personnel Committee's recommendations which were discussed during the Board's Work Session on April 6, 2017. They were voted upon as a group.

CERTIFIED STAFF

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **job description** for the 2016-2017 school year as per **Attachment A**.

Director of Personnel

RESIGNATIONS/RETIREMENTS

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Michael Ennis**, effective June 30, 2017.

APPOINTMENTS

TRANSFERS

LEAVE OF ABSENCE

ADDITIONAL ASSIGNMENTS

3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves payment to **Karen Stroczyński** not to exceed 8 hours at her contracted rate of pay of \$41.16 per hour, for PARCC test administration/training at Stonybrook School for the 2016-2017 school year.
4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, concurs with the appointment of Stephanie Finke assignment to a **Quarter 4, 6th period class**, (stipend is ¼ of full year) effective April 4, 2017.
5. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following staff members as **8th Grade Philadelphia/Gettysburg chaperones** for the 2016-2017 school year as listed on **Attachment B**.

6. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following to conduct **Kinnelon High School physicals** at their contracted hourly rate of pay for the 2016-2017 school year:

Mary Jane Smith	not to exceed 5 hours (June 6, 2017) at \$69.40/hour
Laura Prall	not to exceed 5 hours (June 6, 2017) at \$57.74/hour
Nino Capra	not to exceed 4 hours (June 6, 2017) at \$73.24/hour
Mary Jane Smith	not to exceed 40 hours- 2017 Summer Physicals at \$69.40/hour
Laura Prall	not to exceed 10 hours – 2017 Summer Physicals at \$57.74/hour

NON-CERTIFIED STAFF

RESIGNATIONS/RETIREMENTS

7. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Fran Gordon**, Administrative Assistant at Kinnelon High School, for the purpose of retirement, effective June 30, 2017.

Mr. DeAlessi and several Board Members expressed their best wishes to Mrs. Gordon for her retirement.

8. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the resignation of **Cathy Beevers**, Para-Professional at Kinnelon High School, for the purpose of retirement, effective June 30, 2017.

APPOINTMENTS

TRANSFERS

LEAVE OF ABSENCE

ADDITIONAL ASSIGNMENTS

9. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the **2017-2018 Custodial/Maintenance Holiday Schedule** as per **Attachment C**.

COACHES/SUBSTITUTES/INTERNS

10. 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 2016-2017 school year. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education:

Nathali Faisca	Substitute Certificate
James Geist	Teaching Certificate
Katarzyna Wszeborowska	Substitute Certificate
Amanda – Leigh Zabransky	Substitute Certificate

MOTION BY MR. PETRUCCELLI, 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 through #17 were added to the Agenda. They were voted upon as a group.

CERTIFIED STAFF

- 11.The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Mark Mongon** to the position of Phil/Gettysburg Trip Chaperone at a stipend of \$781.00 for the 2016-2017 school year.
- 12.The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a revised salary for **Jolene Strunz** to M.A. Degree, Step 1, at a salary of \$58,255 (pro-rated), effective April 24, 2017 through June 30, 2017.

ADDITIONAL ASSIGNMENTS

- 13.The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **AP Teachers** not to exceed 3 hours each for AP exam prep for high school students at a rate of \$51.15 per hour for the 2016-2017 school year:

Sophia Adams	Jason Del Piano	Hope Kowalski
Matt Arroyo	Geoff Flash	Michael Petrucelli
Erik Brescher	Bonnie Hendricks	Lori Robbins
Charlene Buser	Linda Johnson	Adam Smith
Jacqueline Castro	Trevor Johnson	Jamely White
Melissa Conklin	Alice Kivlon	Heather Wolfgang

NON-CERTIFIED STAFF

APPOINTMENTS

14. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Thomas Smith** to the position of Custodian at Kinnelon High School, at a salary of \$35,761, pro-rated, (Step 1 of the Custodial/Maintenance Guide, \$34,761 plus a \$1,000 Boiler License Stipend), effective on or about May 1, 2017 through June 30, 2017. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.

ADDITIONAL ASSIGNMENTS

15. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves payment to **Susan Hirsh**, Para-Professional at Kiel School, for an additional 3 hours per week at her contracted hourly rate of \$18.94, in accordance with the IEP for student #221497, effective on or about April 11, 2017 through June 30, 2017.

16. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following 2017 Spring Semester **After School Enrichment Program** payments:

Artsy Smartsty	4 Courses at Kiel	
	3 Courses at Stonybrook	\$6,580
Bernadine Ferrari	Artistic Expressions – Kiel	
	Artistic Expressions – Stonybrook	\$1,300
Sandra Modersohn	KASE Program Enrollment and Instructor Coordinator	\$2,000
Carol Sventy	Support Staff (80 hours @\$23.60/hr.)	\$1,888

COACHES/SUBSTITUTE/INTERNS

17. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **college student** not to exceed 5 hours of classroom observation at Kinnelon High School for the 2016-2017 school year:

Brian Mondino

MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. HATCH TO APPROVE ITEMS #11 THROUGH #17 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

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

Agenda Items #1 through #3 represent the Policy Committee's recommendations which were discussed during the Board's Work Session on April 6, 2017. They were voted upon as a group.

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

P 5514 Student Use of Vehicles on School Grounds
P 5460 High School Graduation (M)
P 5339 Screening for Dyslexia (M)
P 8441 Care of Injured and Ill Persons
P 8630 Bus Driver Responsibility (M)

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

P1140 Affirmative Action Program
P1523 Comprehensive Equity Plan
P1530 Equal Employment Opportunity (M)
P1550 Affirmative Action Program for Employment & Contract Practices/Employment Practices Plan (M)
P2200 Curriculum Content (M)
P2460 Special Education (M)
P3141 Resignation
P3159 Teaching Staff Member/School District Reporting Responsibilities
P3231 Outside Employment as Athletic Coach
P5350 Pupil Suicide Prevention

R2460 Special Education
R2460.1 Special Education – Location, Identification, and Referral (M)
R2460.8 Special Education-Free and Appropriate Public Education (M)
R2460.9 Special Education-Transition from Early Intervention Programs to Preschool Programs (M)
R2460.15 Special Education – In-Service Training Needs for Professional and Para-Professional Staff (M)
R8420.7 Lockdown Procedures (M)
R8420.10 Active Shooter (M)
P2411 Guidance Counseling (M)
P2423 Bilingual and ESL Education
P2610 Educational Program Evaluation (M)
P2622 Student Assessments (M)
P5750 Equal Educational Opportunity (M)

P5755 Equality in Educational Programs and Services (M)

3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the **HIB Report** for March/April, 2017.

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

Agenda Item # 4 was added to the agenda, it will be voted upon separately.

4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a revision to **2016-2017 school calendar** to reflect the following:
Memorial Day Observation – Friday, May 26, 2017 - Schools closed for students and staff.

MOTION BY MRS. DeALESSI, SECONDED BY MRS. HATCH TO APPROVE ITEM #4 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 #9 represent the Finance Committee's recommendations which were discussed during the Board's Work Session on April 6, 2017. 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 March 2017.
2. Be it resolved, that the Kinnelon Board of Education approves the **Secretary's Report** for the month of March 2017.
3. Be it resolved, that the Kinnelon Board of Education approves the **Budget Transfers** for the month of March 2017.
4. **Secretary's Certification of Budgetary Line Items**
Pursuant to N.J.S.A. 18A 17-9, I certify that as of April 27, 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 16/17 9A.

Disbursements paid by EFT #999174 thru #999177	\$1,106,979.10
--	----------------

Total Disbursements for March 31, 2017	\$1,106,979.10
--	----------------

- b. Be it resolved, that the Kinnelon Board of Education approves the Bill List-File Reference 16/17 – 10.

Total Disbursements paid by Computer Checks #35614 thru #35781	\$1,208,901.86
--	----------------

Disbursements by Hand Check #35613	\$ 875.00
------------------------------------	-----------

Disbursements by EFT #999179 thru #999184	\$1,302,623.63
---	----------------

Total Disbursements for April 27, 2017	\$2,512,400.49
--	----------------

7. Be it resolved, that the Kinnelon Board of Education approve a transportation contract with the **Sussex County Regional Cooperative** to transport Kinnelon students for the 2017-2018 school year.
8. Be it resolved, that the Kinnelon Board of Education approve a Risk Management Consultant **Professional Services Agreement** with **Polaris Galaxy Insurance, LLC** for the period July1, 2017 through June 30, 2020.
9. Be it resolved, that the Kinnelon Board of Education approve membership in the **New Jersey State Interscholastic Athletic Association** for the 2017-2018 school year and adopts as its own policy and agrees to be governed by the Constitution, Bylaws, and Rules and Regulations of the NJSIAA, pursuant to N.J.S.A. 18A:11-3.

MOTION BY MRS. HATCH, SECONDED BY MR. PETRUCCELLI TO APPROVE ITEMS #1 THROUGH #9 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Items #10 and #11 were added to the Agenda. They were voted upon as a group.

10. Be it resolved, that the Kinnelon Board of Education approve and agreement with the **Educational Services Commission of Morris County** for the following **Non-Public Educational Services** for the 2017-2018 school year:

Non Public Nursing
 Non Public Technology
 Non Public Security Aid

11. 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:

Nancy Bosch	Ignite STEM 2017	\$ -0-
Danielle Elia	Hudson County Social Emotional Character Development Consortium Workshop	\$ -0-
Dafna Garrahy	DECA ICDC Workshop (Revised amount)	\$2454
Kerry Keane	Educational Policy and School Law Seminar	\$ -0-
Marie-Elena Naso	IQWST – Planning/Instruction	\$ -0-
Amelia Petrocelli	National Council of Supervisors of Mathematics Annual Conference (REVISED)	\$1785
Sarah Reinmund	Ignite STEM 2017	\$ -0-
Nancy Rinaldi	Waksman Student Scholars Prog. (Title IIA Funds)	\$ 362
Maddie Travaille	Understanding/Using the NGSS	\$ 16
Thomas Tufaro	Title I Statewide Conference (Title IIA Funds)	\$ 38
Alan Bresett	Job Readiness Skills for CEFM's	\$ 229
Ivonne Ciresi	TCRWP's Annual Principal's Conference (Title II Funded)	\$ 289
Corde' Reed	45 th Special Education Law Conference	\$ 195
Scott Rosenberg	NJSIAA State Meeting	\$ 50

MOTION BY MRS. HATCH, SECONDED BY MR. PETRUCCELLI TO APPROVE ITEMS #10 AND #11 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 is meeting next week

B. Education

- Committee is meeting prior to the next Board Meeting

C. Policy

- Committee discussed Morris County School Board E-gov board docs program

D. Finance/Budget

- Committee met prior to tonight's meeting

E. Security/Facilities

F. Negotiations

G. Delegates

1. New Jersey School Boards Association

- Mr. DeAlessi received the plaque from the NJSBA for the re-certification of our Board.

2. Morris County School Boards Association

3. Legislative Representative

- Waiting on the NJ budget

4. Morris County Educational Services Commission

H. Coordinating Committee

Committee met this week and discussed:

- Strategic Planning
- Practice field
- Stigma free Initiative
- Affordable housing
- School Resource Officers
- Fair School Funding

I. Teacher Liaison Committee

J. Student Representative

IX. UNFINISHED BUSINESS

None

X. NEW BUSINESS

- High School recreation meeting with local officials

XI. CORRESPONDENCE

None

XII. PETITIONS AND HEARINGS OF CITIZENS – NON AGENDA ITEMS

Comments were made regarding:

- Mr. Scanlon thanked the teachers for their support during negotiations and he thanked the Board, on behalf of the negotiating team, for working with the KEA toward reaching an agreement
- He also thanked everyone for their support of the music program

XIII. BOARD MEMBER COMMENTS

Comments were made regarding:

- Mr. DeAlessi wished Fran Gordon the best in her retirement
- Mr. DeAlessi – Great Science presentation
- Mrs. Hatch – Nice Science program and great Budget Presentation
- Mr. Petruccelli – Wonderful Science presentation and thanks to Mr. Scanlon and the Negotiations Committee
- Mrs. DeAlessi – liked the Science presentation and the music program at the Morris County School Boards Association meeting
- Mrs. Nogaj-Matteson thanked the negotiations committee and remarked about the Science program
- Dr. Pryor reminded everyone about the Pearl Miller Play and commented on the budget presentation

XIV. ADJOURNMENT

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

1. Student issues
2. Personnel – hiring for 2017-2018

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

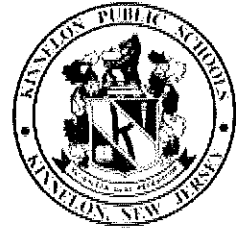
THE BOARD RECONVENED IN PUBLIC SESSION AT 10:40 P.M.

MOTION BY MRS. NOGAJ-MATTESON, SECONDED BY MRS. DeALESSI TO ADJOURN THE MEETING AT 10:40 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

Kerry A. Keane
Board Secretary



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

TITLE: Director of Personnel

QUALIFICATIONS:

1. Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. Progressively responsible experience with administration and/or supervision in a school district setting; education and/or training in personnel- related functions.
2. Knowledge of: Principles, practices, and trends of public personnel administration, in such areas as evaluation of certificated and classified employees, recruitment, examination, classification, and wage and salary administration; related provisions of laws including the New Jersey Education Code; concepts of occupations found in school districts; effective counseling techniques and human relations. Operations of school district educational and administrative functions; principles, practices, and trends of public personnel administration; Federal, State, local statutes and Education Code provisions; all policies and laws which impact employer/employee relations; familiarity with numerous regulatory agency guidelines, content of collective bargaining agreements and approaches to collaboration; contract law; risk management principles; and organizational psychology.
3. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff.
4. Strong leadership and communication skills and ability to, in conjunction with the superintendent and the business administrator, plan, organize, and direct the classified and certificated personnel program; interpret and apply rules and regulations under laws including the Education Code and certificated and classified collective bargaining contracts; assemble and analyze data and make appropriate recommendations to school officials, and the board. The director/manager will work collaboratively with other departments, agencies, and work sites; train subordinates; relate to and communicate with all members of the work force. Participate as a representative of the district during employer/employee contract negotiations; interpret and apply rules and regulations under Federal, State, and local statutes, Education Code, board policy, and collective bargaining agreements; improve and implement policies and procedures; work collaboratively with operating units, site administrators, and public officials, vendors, consultants, and the general public; communicate effectively, orally and in writing; problem solving ability.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent/Business Administrator



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

SUPERVISES: Administrative assistant personnel

JOB GOAL:

The Manager of Human Resources is responsible for the administration and coordination of classified and certificated functions of Human Resources. The Manager of HR plans, organizes, and directs a comprehensive human resources program, including recruitment, selection, classification, wage and salary administration, employee relations and collective bargaining and labor relations matters.

PERFORMANCE RESPONSIBILITIES:

1. Plan, direct, and manage the human resources function for the district's certificated and classified employees.
2. Manage and coordinate school and district programs for attracting, selecting, and developing personnel appropriate to specific programs, roles and job needs.
3. Administer all procedures and policies relative to both the classified and certificated personnel programs of the District in conformity with the requirements of appropriate Federal and State laws including the New Jersey Education Code, and local Board Policy.
4. Manage all personnel actions, assignment, transfer, reassignment, promotion, demotion, and dismissal of personnel.
5. Manage and maintain a district-wide staffing profile.
6. Manage and maintain the record-keeping for a system of performance evaluation for employees.
7. Manage the district's recruitment and selection efforts.
8. Provide specialized assistance in the handling of employee problems of keeping abreast of new theories, trends, and practice pertaining to grievance, legal matters, conflict resolution, suspension and termination.
9. Interpret Board Policies and Administrative Regulations relating to Employer/Employee Relations and advise, direct, and assist, as necessary, in their implementation.
10. Responsibility for representing the district in the investigation and resolution of compliance issues and contractual disputes.
11. Responsibility for employer/employee relations, labor negotiations, contract management, grievance processing.
12. Manages human resources functions related to certificated and classified personnel.
13. Directs and evaluates the work of the clerical and technical staff of human resources.



Kinnelon Public Schools

Kinnelon, New Jersey

Job Description

14. Interprets district policies, practices, and procedures to administrators, teachers, classified staff, and applicants.
15. Serves as a resource person for information relative to the Education Code and legal regulations pertinent to personnel practices.
16. Develops personnel policy proposals and recommendations.
17. Serves as human resources link to Business Services (data processing, payroll, worker's compensation).
18. Coordinates classified and certificated personnel evaluation systems.
19. Assists with collective bargaining for all bargaining units.
20. Conducts analyses for district and state reports. Files reports in a timely manner, seeking Board approval when appropriate.
21. Represents or as appropriate assists in representing the District at compliance agency hearings including but not limited to judicial proceedings and PERC, EEOC, and Workers' Compensation Appeals Board.
22. Monitors District human resource related litigation.

TERMS OF

EMPLOYMENT: 12-month work year. Salary and work year to be determined by the board

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 Approved: 23 March 2017

Phil/Gettysburg Chaperones

TRIP	FIRST	LAST	STIPEND
Phil/Gettysburg Trip Nurse	Laura	Prall	\$920.00
Phil/Gettysburg Trip Chaperone (18)	Brian	Boardman	\$781.00
Phil/Gettysburg Trip Chaperone	Joan	Bracken	\$781.00
Phil/Gettysburg Trip Chaperone	Ben	Contella	\$781.00
Phil/Gettysburg Trip Chaperone	Michelle	Cromwell	\$781.00
Phil/Gettysburg Trip Chaperone	Audrey	Davie	\$781.00
Phil/Gettysburg Trip Chaperone	Laura	Fabsik	\$781.00
Phil/Gettysburg Trip Chaperone	Aileen	Florio	\$781.00
Phil/Gettysburg Trip Chaperone	Matt	Goff	\$781.00
Phil/Gettysburg Trip Chaperone	Karen	Jeczo	\$781.00
Phil/Gettysburg Trip Chaperone	Karen	Juncosa	\$781.00
Phil/Gettysburg Trip Chaperone	Tara	McClain	\$781.00
Phil/Gettysburg Trip Chaperone	Teresa	McMahon	\$781.00
Phil/Gettysburg Trip Chaperone	Mark	Mongon	\$781.00
Phil/Gettysburg Trip Chaperone	Brian	Scanlon	\$781.00
Phil/Gettysburg Trip Chaperone	Amy	Stickley	\$781.00
Phil/Gettysburg Trip Chaperone	Tina	Sutphen	\$781.00
Phil/Gettysburg Trip Chaperone	Lillian	Rizzuto	\$781.00
Phil/Gettysburg Trip Chaperone	Jolene	Strunz	\$781.00

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

TO: All Administrators
Alan Bresett

FROM: Kerry A. Keane, Business Administrator

SUBJECT: 2017-2018 Custodial Holiday Schedule

DATE: April 27, 2017

Listed below is the Holiday Schedule for the 2017-2018 school year.

	<u>HOLIDAY</u>	<u>DATE</u>	<u># OF DAYS</u>
1.	Independence Day (Tuesday)	July 4, 2017	1
2.	Labor Day (Monday)	September 4, 2017	1
3.	NJEA Convention (Thursday)	November 9, 2017	1
4.	NJEA Convention (Friday)	November 10, 2017	1
5.	Thanksgiving Day	November 23, 2017	1
6.	Friday after Thanksgiving	November 24, 2017	1
7.	Christmas Break (Monday)	December 25, 2017	1
8.	Christmas Break (Friday)	December 29, 2017	1
9.	New Year's Day (Monday)	January 1, 2018	1
10.	Winter Break (Friday)	February 16, 2018	1
11.	Winter Break (Monday)	February 19, 2018	1
12.	Spring Break (Friday)	March 30, 2018	1
13.	Spring Break (Monday)	April 2, 2018	1
14.	Memorial Day	May 28, 2018	<u>1</u>
			14

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

Please call me if you have any questions.

C: Diane DiGiuseppe, Superintendent
Principals
Payroll
Jeanne Ratushny, Attendance
Custodial/Maintenance Staff
Brian Scanlon, KEA President
School Secretaries