

**KINNELON BOARD OF EDUCATION  
REGULAR MEETING  
HIGH SCHOOL AUDITORIUM  
OCTOBER 24, 2013**

**MINUTES**

The Regular Meeting of the Kinnelon Board of Education was held on Thursday, October 24, 2013 at 8:00 p.m. in the Kinnelon High School Auditorium.

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

Dr. Steven Fink, Board President, called the meeting to order at 8:05 pm. and read the Meeting Notice followed by the Salute to the American Flag.

**II. ROLL CALL**

**PRESENT**

Steven Fink, Board President  
Marianne DeAlessi, Vice President  
Brian Davin  
Denise Hatch  
Michael Petruccelli

**ABSENT**

Marcy Pryor  
Katie Stylianou

**ALSO PRESENT**

Jim Minkewicz, Business Administrator/Board Secretary  
Diane DiGiuseppe, Superintendent

**III. ROUTINE MATTERS**

**A. Approval of Minutes**

1. Work Session – September 12, 2013
2. Regular Meeting – September 26, 2013

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

**IV. PETITIONS AND HEARINGS OF CITIZENS – AGENDA ITEMS**

None

**V. SUPERINTENDENT 'S UPDATE**

Ms. DiGiuseppe reported on the following:

- Bus issue today with elementary students – heater on the bus was smoking, no students were injured
- The 2012-13 retro was updated
- New professional development at Kiel School taking place
- The last two weeks of October at the High School have been designate weeks-of-respect.
- Teacher convention is coming up in November
- A list of students in the top 5% across the country was read.

2012/2013 Audit Presentation – John Mooney, Nisivoccia & Company, LLP

Mr. Mooney from Nisivoccia & Company talked about the 2012-2013 Audit. The Audit information will keep our Bond Rating in good standing. The Audit recommendations have already been addressed.

## VI. REPORT OF THE SUPERINTENDENT - ACTION ITEMS

### A. EDUCATION COMMITTEE (Dr. Pryor, Mrs. DeAlessi, Mr. Petruccelli)

Agenda Items #1 and #2 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 the following **Curriculum** for the 2013-2014 school year as listed:

Spanish	Grade 2
Biology Honors	Grades 9, 10
Chemistry, College Preparatory	Grade 10-12
Chemistry Foundations	Grades 11-12
Chemistry Honors	Grades 10-12
Comparative Physiology	Grades 11-12
Humanities Honors	Grades 11-12
Music Appreciation	Grade 8

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **field trips** for the 2013-2014 school year:

Kiel/Stonybrook	William Paterson College	Play
Kinnelon High School	St. Elizabeth College	Holocaust Program

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 through #5 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 the **District Nursing Plan** for the 2013-2014 school year.
4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves a Kinnelon High School student to participate in an **Independent Study – Robotics/ Electronics** for the 2013-2014 school year.
5. The Kinnelon Board of Education, upon the recommendation of the Superintendent approves **Karen Elkin** to conduct an independent educational evaluation on student #0001855 at a rate not to exceed \$600 for the 2013-2014 school year.

MOTION BY MRS. DeALESSI, SECONDED BY MRS. HATCH TO APPROVE ITEMS #3 THROUGH #5 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Item #6 was added to the Agenda. It was voted upon separately.

6. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **field trip** for the 2013-2014 school year:

Kinnelon High School

Passaic County Courthouse and Jail

MOTION BY MRS. DeALESSI, SECONDED BY MRS. HATCH TO APPROVE ITEM #6 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

B. NEGOTIATIONS COMMITTEE  
(Mrs. Stylianou, Mr. Petruccelli)

No Action

C. PERSONNEL COMMITTEE  
(Mr. Petruccelli, Mrs. Hatch, Dr. Pryor)

Agenda Items #1 through #6 represent the Personnel Committee's recommendations. They were voted upon as a group.

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Megan Hartline** to the position of Assistant Girls' Basketball Coach, Step 1 of the Coaches Guide, at a stipend of \$6,049 for the 2013-2014 school year.
2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Tom Mongelli** to the position of Volunteer Ice Hockey Coach for the 2013-2014 school year.
3. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointments of **Winter Coaches** for the 2013-2014 school year as listed on Attachment A.
4. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following as a **student teacher** for the 2013-2014 school year:

Sonja Pedersen      William Paterson University      High School Physical Education

5. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **Bedside Instructors** for the 2013-2014 school year as listed:

Matt Goff  
Debbie Kniewel  
Lillian Rizzuto  
Rachel Coviello

Tina Sutphen  
Erin Scheibling  
Amy Feld  
Lynda Elliott

6. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following **Substitute Teachers** for the 2013-2014 school year. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.

Ellen Irizarry  
Melissa Giacoio  
Nancy Ackerman  
Karla Storm

Substitute Lunch Aide  
Substitute Certificate  
Substitute Certificate  
Substitute Certificate

MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. HATCH TO APPROVE ITEMS #1 THROUGH #6 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.



Agenda Items #7 through #13 were added to the Agenda. They were voted upon as a group.

7. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the revised **salary adjustment** for the following staff members for the 2013-2014 school year effective September 1, 2013, as per Attachment B.

8. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the following **Job Descriptions** for the 2013-2014 school year as listed:

Athletic Trainer  
Director of Special Services  
Principal  
Vice/Assistant Principal  
Vice/Assistant Principal for Student Activities and Athletics  
Webmaster stipend position

9. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Brian Scanlon** to the position of Pearl Miller Washington Trip Director at a stipend of \$2,089 for the 2013-2014 school year.

10. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves **Nino Capra** to conduct a CPR/AED course not to exceed 9 hours at a rate of \$50.13/hour for the 2013-2014 school year.

11. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves Kiera Duffy to participate in an **Occupational Therapy Internship** effective on or about January 2, 2014 through June 30, 2014.

12. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Eric Prol** to the position of Head Boy's Winter Track Coach, Step 2 of the Coaches Guide, at a stipend of \$7,204, for the 2013-2014 school year.

13. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **John Standridge** to the position of Custodian at Kinnelon High School at a salary of \$34,245 (pro-rated), Step 4 of the Custodial/Maintenance Guide, effective November 1, 2013 through June 30, 2014. This action is pending completion of all required criminal background checks and approval by the New Jersey Department of Education.

MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. HATCH TO APPROVE ITEMS #7 THROUGH #13 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Agenda Items # 14 and #15 were added to the Agenda. They were voted upon as a group.

14. The Kinnelon Board of Education, upon the recommendation of the Superintendent, rescinds the appointment of **Gary Vesper** to the position of Replacement Social Studies Teacher at Kinnelon High School effective October 24, 2013.

15. The Kinnelon Board of Education, upon the recommendation of the Superintendent, rescinds **Nino Capra** per diem payment for 4 hours of CPR/AED training for the 2013-2014 school year.

MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. HATCH TO APPROVE ITEMS #14 AND #15 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

D. POLICY COMMITTEE  
(Mrs. DeAlessi, Mr. Davin, 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 **Policies** for the 2013-2014 school year as listed:

Policy #5512	Harassment, Intimidation and Bullying
Policy #4124	Employment Contract
Policy #3144.12	Certification of Tenure Charges – Inefficiency
Policy #3144.3	Suspension Upon Certification of Tenure Charges
Policy #3372	Teaching Staff Member Tenure Acquisition
Policy #3374	Tenure Upon Transfer or Promotion

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the **HIB Report** for October 2013.

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. Stylianou, Mr. Davin)

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

1. Be it resolved, that the Kinnelon Board of Education approves the **Treasurer's Report** for the month of August, 2013.
2. Be it resolved, that the Kinnelon Board of Education approves the **Secretary's Report** for the month of August 2013.
3. Be it resolved, that the Kinnelon Board of Education approves the **Budget Transfers** for the months of September, 2013.
4. **Secretary's Certification of Budgetary Line Items**  
Pursuant to N.J.S.A. 18A 17-9, I certify that as of September 30, 2013, 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 13/14 3A.

Disbursements by EFT #99611 thru #99614	\$1,086,668.11
Total Disbursements for September 30, 2013	\$1,086,668.11
  - b. Be it resolved, that the Kinnelon Board of Education approves the Bill List-File Reference 13/14 – 4.

Total Disbursements paid by Computer Checks #26723 thru #27032	\$1,474,298.77
Disbursements by EFT #99615 thru #99621	\$2,633,049.94
Disbursements by Hand Check #26717 thru	

#26722

\$ 50,488.86

Total Disbursements for October 24, 2013

\$4,157,837.57

7. Be it resolved, that the Kinnelon Board of Education accept the **Comprehensive Annual Financial Report** (Audit) for the fiscal year ending June 30, 2013.
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, 2013.
9. Be it resolved, that the Kinnelon Board of Education approve the **Corrective Action Plan** for the 2012-2013 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:

Michael Buesser	I & RS One Day Team Training	\$259
Nino Capra	HeartSaver CPR & AED Instructor Recertification Course	\$ 45
Stephanie Finke	Adolescent Health Conference	\$ 65
Monica Gormley	NJACAC Fall Workshop	\$ 25
Danielle Wysocki	I&RS One day Team Training	\$266
Martha Croley	Successfully "Flip" your Math Instruction Workshop	\$229
Cindy DelTufo	Our Drug Epidemic: Challenges & Solutions	\$ 55
Ana Diaz	Northeast Conference on the Teaching of Foreign Language	\$318
Diane DiGiuseppe	PARCC Assessment Workshop	\$ 75
Michael Ennis	Digital Tools for Teaching Social Studies & Science Workshop	\$100
Christopher Hartmann	Strategies to Prepare Special Education Students for the State's HS Math HSPA	\$195
Wendy Kane	Strategies to Prepare Special Education Students for the Math HSPA	\$195



Wendy Kane	A Visual Approach to Algebra	\$195
Mark Mongon	Differentiation and the Curriculum	
	Assessment Instruction Connection	\$150
Scott Rosenberg	NJ State Athletic Directors Conf.	\$730
Erin Scheibling	NJ Council for History Education	
	Conference Princeton 2013	\$ 75
Christine Seminerio	Helping Students with Special Needs	
	Achieve Greater Success with the	
	Common Core State Standards	\$337
Neil Shechtman	Every Day Mathematics Workshop	\$ 14

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

Agenda Item #11 was added to the Agenda.

11. Be it resolved, that the Kinnelon Board of Education approve a transportation contract addendum with **First Student**, adding 5.2 miles to Route OUT-SB 12-13, at a cost of \$3.50 per mile, for the 2013-2014 school year.

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

F. FACILITIES COMMITTEE  
(Mr. Davin, Mrs. Hatch)

Agenda Items #1 and #2 represent the Facilities Committee's Recommendations. They were voted upon as a group.

1. Be it resolved, that the Kinnelon Board of Education approve the following **PSE&G Direct-Install Lighting Upgrade Projects**:

Kinnelon High School – Account #6658939918  
Pearl Miller Middle School – Account #6627362503  
Stonybrook School - Account #6701928005  
Kiel School – Account #6562965802

2. Be it resolved, that the Kinnelon Board of Education approve submission of the **Comprehensive Maintenance Plan** to the New Jersey Department of Education as required by N.J.A.C. 6A:26A-3(a)1.

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

A discussion took place regarding the appropriation of funds to have an engineering/analysis report prepared for installation of a turf field.

## VII. COMMITTEE REPORTS

### A. Personnel

Mr. Petruccelli reported:

- The committee will meet before the next Board meeting

### B. Education

### C. Policy

### D. Finance/Budget

Mrs. Hatch reported:

- Committee met with the Auditors and reviewed the surplus and capital reserve balances
- Zero-based budget going forward

### E. Facilities

Mr. Davin reported:

- Committee met this evening and discussed engineering report

### F. Negotiations

Mr. Petruccelli reported:

- Committee meeting with Attorney on November 21<sup>st</sup>.

### 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. KAMELOT

Mrs. Hatch reported:

- Last week involved many assemblies regarding drug awareness and bullying

### K. Student Representative

## VIII. UNFINISHED BUSINESS

Mrs. DeAlessi asked about the position for light & sound supervisor at the High School. Ms. DiGiuseppe responded that the person needs complete paperwork for the position.

**IX. NEW BUSINESS**

None

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

None

**XI. BOARD MEMBER COMMENTS**

Comments were made regarding:

- Spirit Week: last night was dance night and the choreography was outstanding.
- Spirit Week was very successful
- Custodians were commended for being security conscious and doing so much hard work

**XII. ADJOURNMENT**

MOTION BY MRS. HATCH, SECONDED BY MR. PETRUCCELLI TO ADJOURN THE MEETING AT 9:15 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

Jim Minkewicz  
Board Secretary

## 2013-2014 WINTER COACHES

ATTACHMENT

Location	Position	0	0	Step	Stipend
Kinnelon High School	Head Boys' Basketball Coach	Arroyo	Matt	3	\$ 8,349.00
Kinnelon High School	Head Girls' Basketball Coach	Finke	Stephanie	3	\$ 8,349.00
Kinnelon High School	Head Ice Hockey Coach	Myhren	Jeff	3	\$ 9,927.00
Kinnelon High School	Assistant Ice Hockey Coach	Patlen	Robert	3	\$ 6,422.00
Kinnelon High School	Volunteer Ice Hockey Coach	Jeremiah	Dea	N/A	n/a
Kinnelon High School	Assistant Ice Hockey Coach	DeVita	Andrew	3	\$ 6,422.00
Kinnelon High School	Assistant Swim Coach	Papendick	Steve	3	\$ 6,358.00
Kinnelon High School	Head Swim Coach	Boardman	Brian	3	\$ 8,703.00
Kinnelon High School	Head Wrestling Coach	McDonald	Brian	3	\$ 8,349.00
Kinnelon High School	Assistant Wrestling Coach	Gallo	Dominick	3	\$ 6,358.00
Kinnelon High School	Volunteer Wrestling	Bennett	Gavin	N/A	n/a
Kinnelon High School	Volunteer Wrestling	Burnett	Don	0	\$ -
Pearl Miller School	MS Girls' Basketball	Kane	Wendy	3	\$ 5,404.00
Pearl Miller School	Volunteer Girls Basketball	Gallagher	Bryan	n/a	n/a
Pearl Miller School	MS Boys Basketball	Goff	Matt	3	\$ 5,404.00
Pearl Miller School	Wrestling	DiColo	Eric	1	\$ 5,245.00



## ATTACHMENT E

[illegible]

