

**KINNELON BOARD OF EDUCATION  
WORK SESSION  
KINNELON HIGH SCHOOL AUDITORIUM  
MARCH 5, 2013**

**MINUTES**

The Work Session Meeting of the Kinnelon Board of Education was held on Tuesday, March 5, 2013 at 8:00 p.m.

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

Dr. Steven Fink, Board President, called the meeting to order at 8:00 p.m. 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 Marcy Pryor Katie Stylianou
ABSENT	None
ALSO PRESENT	Jim Minkewicz, Business Administrator/Board Secretary Diane DiGiuseppe, Interim Superintendent

**III. REPORT OF THE SUPERINTENDENT**

Ms. DiGiuseppe reported on the following:

- Two days of Read Across America was great for students and staff
- Several teachers are attending a reading/writing workshop at Columbia University on Saturday
- Stonybrook choir performance at Radio City Music Hall was recognized by the Governor
- Tenure laws have changed for the State of New Jersey – new 4 year tenure requirement

**IV. PETITIONS AND HEARINGS OF CITIZENS**

None

V. ACTION ITEMS

A. PERSONNEL COMMITTEE  
(Mr. Petrucelli, Mrs. Hatch, Dr. Pryor)

1. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the appointment of **Kaitlyn Gianni** to the position of Replacement Physical Education Teacher, B. A. Degree, Step 1, at a salary of \$48,850 (pro-rated), effective on or about March 20, 2013 through May 24, 2013. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.
2. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the appointment of **Huihong Standridge** to the position of Custodian at Kinnelon High School at a salary of \$32,040 (pro-rated), Step 3 of the Custodial/Maintenance Guide effective on or about March 6, 2013 through June 30, 2013. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.
3. The Kinnelon Board of Education, upon the recommendation of the Interim Superintendent, approves the appointment of **Todd LeBlanc** to the position of Part-Time Custodian at Kinnelon High School at a rate of \$15/hour effective on or about March 6, 2013 through June 30, 2013. 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 #1 THROUGH #3 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

B. FINANCE COMMITTEE  
(Mrs. Hatch, Mrs. Stylianou, Mr. Davin)

1. Be it resolved, that the Kinnelon Board of Education, upon the recommendation of the Interim 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:

Melissa Eckert	Co-Teaching that Works	\$225
Janine Gribbin	Autism and Sensory Processing Disorders	\$179

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

2. Adoption of the Tentative 2013-2014 Budget

### **Adjustment Health Benefits**

BE IT RESOLVED, that the Kinnelon Board of Education includes in the proposed budget the adjustment for increased costs of health benefits in the amount of \$160,000. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

### **Travel and Related Expense Reimbursement 2013-2014**

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 \$45,000 for all staff and board members.

**Adoption of Tentative Budget 2013-2014**

BE IT RESOLVED, that the tentative budget be approved for the 2013-2014 School Year using the 2013-2014 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:

General Fund	\$34,031,245
Grants	\$ 410,303
Debt Service	\$ 2,230,959
Total	\$36,672,507

Requiring a tax levy of:

General Fund	\$32,102,343
Debt Service	\$ 2,162,406

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 at Kinnelon High School in Kinnelon, New Jersey on March 28, 2013 at 8:00 p.m. for the purpose of conducting a public hearing on the budget for the 2013-2014 School Year.

MOTION BY MRS. HATCH, SECONDED BY MRS. STYLIANOU TO APPROVE ITEM #2 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

**VI. REVIEW MARCH 28, 2013 MEETING AGENDA**

The Board reviewed the motions slated for the March 28<sup>th</sup> Board Meeting.

- Superintendent report will include a budget presentation
- Additional items will be added as needed

**VII. COMMITTEE REPORT**

A. Personnel

B. Education

The Committee has discussed:

- NJ ASK Common Core
- New K-8 testing
- Science/Math/Technology Common Core
- Critical thinking

Ms. DiGiuseppe discussed Common Core content standards, Race to the Top, Teacher Evaluation and Student achievement

C. Policy

D. Finance/Budget

- Committee will meet before the next Board Meeting

E. Facilities

- Committee looking at comments and feedback for security survey to the community

F. Negotiations

- Working on Salary guides

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

- Provided a bullying presentation for 9<sup>th</sup> and 10<sup>th</sup> grade students

K. Student Representative

**VIII. UNFINISHED BUSINESS**

None

**IX. NEW BUSINESS**

- French honors class went to Montclair

**X. PETITIONS AND HEARINGS OF CITIZENS**

Comments were made regarding:

- Sound system for the spring musical
- Purchase of new sound equipment
- Appointing a sound and lighting supervisor

- Budget on the website
- Superintendent search
- Tutoring policy
- Budget questions – e-mail comments

#### **XI. BOARD MEMBER COMMENTS**

Comments were made regarding:

- The Spring Musical was an impressive production.

#### **XII. ADJOURNMENT**

MOTION BY MRS. HATCH, SECONDED BY MRS. STYLIANOU TO ADJOURN INTO EXECUTIVE SESSION AT 9:07 P.M. TO DISCUSS:

Personnel – Superintendent evaluation

MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOITING IN FAVOR. ACTION MAY BE TAKEN.

The Board reconvened in public session at 11:02 p.m.

A MOTION WAS MADE BY MRS. STYLIANOU, SECONDED BY MRS. HATCH THAT THE BOARD OF EDUCATION APPROVES THE SUPERINTENDENT EVALUATION OF 2012-2013 AND AGREES THAT THE DOCUMENT BE REVIEWED WITH MS. DiGIUSEPPE DURING EXECUTIVE SESSION ON MARCH 28<sup>TH</sup>. MOTION CARRIED BY VOICE VOTE WITH A MAJORITY VOTING IN FAVOR.

MOTION BY MRS. HATCH SECONDED BY MR. DAVIN TO ADJOURN THE MEETING AT 11:05 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

Jim Minkewicz  
Board Secretary