

**KINNELON BOARD OF EDUCATION  
WORK SESSION  
KINNELON HIGH SCHOOL AUDITORIUM  
MARCH 10, 2016**

**MINUTES**

The Work Session Meeting of the Kinnelon Board of Education was held on Thursday, March 10, 2016 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 10, 2016, 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  
                                  Jessica Barish  
                                  Marianne DeAlessi  
                                  Jemi Gillen-Ruth  
                                  Denise Hatch

ABSENT                    Brian Davin  
                                  Michael Petruccelli, Vice President

ALSO PRESENT          Kerry A. Keane, Business Administrator/Board Secretary  
                                  Diane DiGiuseppe, Superintendent

**III. PLEDGE OF ALLEGIANCE**

**IV. CORRESPONDENCE**

- Thank you note from Debbie Reinhardt regarding Educator of the Year
- Thank you from Avery Hart regarding Sustainable Jersey

**V. REPORT OF THE SUPERINTENDENT**

Ms. DiGiuseppe reported on the following:

- High School show "Addams Family" was great
- Pearl Miller STEM night was a success
- High School Concert
- KEHSA tricky tray
- Students placed 5<sup>th</sup> at the Academic Decathlon
- Mrs. Johnson has worked with the students in Kinnelon for 25 years on the Academic Decathlon
- Mr. Suda, Kinnelon High School Principal spoke briefly about Mrs. Bagarozza, math teacher, who received the Governor's Teacher Recognition.

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

None

## VII. ACTION ITEMS

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

Agenda Item # 1 represents the Education Committee's recommendation.

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts a **settlement agreement** for student #0002033 in the amount \$31,250 for 2015-2016, and \$31,250 for 2016-2017 school years, payable to the student's parents upon presentation to the Business Office of proof of payment of tuition monies to Barnstable Academy.

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

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

Agenda Item #1 represents the Personnel Committee's recommendation.

## CERTIFIED STAFF

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, concurs with a paid Leave of Absence for **Lori Schager** effective March 7, 2016 through May 18, 2016 using 48 accumulated

sick days and an unpaid Leave of Absence from May 19, 2016 through June 30, 2016.

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

Agenda Items #2 and #3 were added to the Agenda. They were voted upon as a group.

### NON-CERTIFIED STAFF

2. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves the appointment of **Jacqueline Tobia** to the position of Para-Professional at Kiel School, 3 hours per day, 5 days per week at a rate of \$18.94 (Step 1) per hour, effective on or about March 28, 2016 through June 30, 2016. 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, approves the appointment of **Kevin Plummer** to the position of Custodian at Kinnelon High School at a salary of \$35,361 (Step 3-4 of the Custodial/Maintenance Guide), effective on or about March 28, 2016 through June 30, 2016. This action is pending successful completion of all required criminal background checks and approval by the New Jersey Department of Education.

MOTION BY MRS. HATCH, SECONDED BY MRS. BARISH TO APPROVE ITEMS #2 AND #3 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

### C. POLICY COMMITTEE (Mrs. DeAlessi, Mr. Davin, Mrs. Gillen-Ruth)

Agenda Item #1 represents the Policy Committee's recommendation.

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, accepts the **HIB Reports** for January/February 2016

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

D. FINANCE COMMITTEE  
(Mrs. Hatch, Mrs. Barish, Mrs. DeAlessi)

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

**BUDGET MOTIONS**

**1. ADOPTION OF THE TENTATIVE 2016-2017 BUDGET**

BE IT RESOLVED, that the tentative budget be approved for the 2016-2017 School Year using the 2016-2017 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>
<b>2016-17 Total Expenditures</b>	36,583,189	496,465	2,186,881	39,266,535
<b>Less: Anticipated Revenues</b>	<u>2,196,290</u>	<u>496,465</u>	<u>59,428</u>	<u>2,752,183</u>
<b>Taxes to be Raised</b>	<u>34,386,899</u>	<u>0</u>	<u>2,127,453</u>	<u>36,514,352</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 auditorium at the Kinnelon High School, 121 Kinnelon Rd., Kinnelon New Jersey on **April 28, 2016 at 7:00 p.m.** for the purpose of conducting a public hearing on the budget for the 2016-2017 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 \$235,308. 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 \$ 94,178 for the purposes of additional increases in health benefits. The district intends to complete said purposes by June 2017.

**4. TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2016-2017**

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 \$96,035 for all staff and board members.

**5. PROFESSIONAL SERVICES 2016-2017**

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 2016-2017 year as follows:

- Legal \$ 42,000
- Audit \$ 40,875
- Physician \$ 24,000
- Therapists \$ 6,500

For a total amount of \$113,375

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

**ADDITIONAL MOTIONS**

6. Be it resolved, that the Kinnelon Board of Education approve submission of the LEA Assurances and Application for Certification of **Special Education-Medicaid Initiative (SEMI)**: Reimbursement System Medicaid Eligible Pupils, Ages 3 to 21: Fiscal Years 2015-2016.
7. Be it resolved, that the Kinnelon Board of Education approve a contract with **Bradley McMurray** as musical consultant at a rate of \$85 per day effective February 29, 2016 through May 31, 2016 on an as needed basis.
8. 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-or-district workshop/conferences, travel and related expenses not to exceed the following amounts:

Noreen LaFergola	National Science Conference	\$1,511
Scott Leiter	Athletic Trainer's Guide to Sports Injury Prevention in Pre-Season	\$ 15
Madelaine Travaille	Edsurge Tech for Schools Summits	\$ 10

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

Agenda Items #9 and #10 were added to the Agenda. They were voted upon as a group.

9. Be it resolved, that the Kinnelon Board of Education approve a **parent transportation contract** to transport one (1) special education student to Pearl R. Miller School on Route PRM-1 from September 1, 2015 through June 30, 2016 at a cost of \$402.
10. Be it resolved, that the Kinnelon Board of Education approve a contract with the **CP Center** (Dr. Bentley) for an annual session with the Multiple Disabilities class at Stonybrook School not to exceed a cost of \$1,071 (\$357 per hour) for 3 hours.

MOTION BY MRS. HATCH, SECONDED BY MRS. BARISH TO APPROVE ITEMS #9 AND #10 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

B. SECURITY/FACILITIES COMMITTEE  
(Mr. Davin, Mrs. Gillen-Ruth, Mrs. Barish)

Agenda Item # 1 represents the Security/Facilities Committee's recommendation.

1. Be it resolved, that the Kinnelon Board of Education approve a building use request from the **New Jersey STEM Academy** for the following, waiving our facility charges per district regulation:

Kinnelon High School Room 103	Spring Break Robotics Camp April 4 through April 8, 2016
Pearl Miller – 3 classrooms	Afterschool STEM Enrichment Program March 14 through June 3, 2016
Stonybrook School – 3 classrooms	Afterschool STEM Enrichment Program March 14 through June 3, 2016
Kinnelon High School –5 classrooms	Summer Camp STEM Enrichment Program June 27 through July 29, 2016

MOTION BY MRS. GILLEN-RUTH, SECONDED BY MRS. HATCH TO APPROVE ITEM #1 AS PRESENTED.

AFTER SOME DISCUSSION, THE BOARD ADDED WORDING TO THE MOTION REGARDING THE FACILITY CHARGES.

MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

**VIII. REVIEW OF MARCH 24, 2016 AGENDA**

The Board reviewed the motions slated for the March 24, 2016 Regular Meeting.

**IX. COMMITTEE REPORTS**

- A. Personnel
  - Committee met and discussed the Director of Curriculum and Instruction position.
- B. Education
  - The Committee met this evening and discussed the Comprehensive Equity Plan.
  - Mr. Suda reviewed block scheduling and its advantages.
- C. Policy
  - Bring your own device (BYOD) policy is in the process of being revised.
- D. Finance/Budget
  - Committee met on 3/7
- 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
  - Committee met on 3/7
- I. Teacher Liaison Committee
- J. KAMELOT
- K. Student Representative

**X. UNFINISHED BUSINESS**

- Every 15 minutes is still going on
- Intergenerational Prom

**XI. NEW BUSINESS**

None

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

None



**XIII. BOARD MEMBER COMMENTS**

Comments were made regarding:

- The High School musical
- Intergenerational Prom

**XIV. ADJOURNMENT**

MOTION BY MRS. HATCH, SECONDED BY MRS. BARISH TO ADJOURN THE MEETING AT 9:00 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

Kerry A. Keane  
Board Secretary