

**KITTATINNY REGIONAL HIGH SCHOOL  
BOARD OF EDUCATION MEETING  
WORK SESSION MEETING  
April 19, 2018**

**MOTIONS IN BOLD PRINT – ACTION TO BE TAKEN AT WORK SESSION.**

**\*STATE MANDATED REQUIREMENT – BOARD MUST COMPLY AND MAY NOT DEFEAT BY MAJORITY NO VOTES.**

The Work Session Meeting of the Kittatinny Regional High School Board of Education was held on Thursday, April 19, 2018 in the High School Library. The Board President, Mr. Cooper, called the meeting to order with the salute to the flag and the statement that the meeting was being held in conformity with the Open Public Meetings Act.

Members Present:     Mr. Carl D. Cooper, President  
                              Ms. Eleanore Shaffer, Vice-President  
                              Mrs. Judy Youngs  
                              Mrs. Moira Douglas  
                              Mr. David Ormesher  
                              Mr. James Hunt  
                              Mrs. Barbara Andrews  
                              Mr. Robert Greene

Members Absent:     None

Also present were Mr. Craig Hutcheson, Superintendent, Mrs. Kathleen Kane, Board Secretary, and Public.

At 7:00 p.m., the Board President, Mr. Cooper, called the meeting to order **Call to** with the salute to the flag and the statement that the meeting was being held **Order** in conformity with the Open Public Meetings Act as follows:

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 meeting of the public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Kittatinny Regional High School Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted: The New Jersey Herald, the Sunday New Jersey Herald, Constituent Municipal Buildings, Constituent Boards of Education, and the Kittatinny Regional High School.

INTRODUCTION OF SUPERINTENDENT'S ROUNDTABLE RECIPIENT: KELLY  
INSALACO – APRIL 26, 2018

PUBLIC HEARING ON 2018-2019 BUDGET – APRIL 26, 2018

**FINANCE, BUDGET AND INSURANCE**

A. Discussion to certify pursuant to N.J.A.C. 6A:23A-16.10(c)4 that as of April 26, 2018, after review of the appropriations section of secretary's monthly fiscal report and upon consultation with the Business Administrator to the best of our knowledge that no major account or funds has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and sufficient funds are available for the remainder of the fiscal year.

B. Discussion to approve the following finance items:

Payment of bills – April 2018  
List of transfers – March 2018

C. Discussion to approve membership in the New Jersey Interscholastic Athletic Association (NJSIAA) for the 2018-2019 school year in the amount of \$2,150. (No change from last year.)

D. Discussion to approve the attached monthly travel for administration, Board members and staff as per Board policy. (Attachment F-1)

E. Discussion to approve application for Project Search license. (Attachment F-2)

F. \*\*Discussion to approve the following resolution (Attachment F-3):

The Board of Education of Kittatinny Regional School District hereby adopts the following budget for the 2018-2019 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Common Core State Standards/Core Curriculum Content Standards, and is in compliance with N.J.S.A.18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment: 990

**FINANCE, BUDGET AND INSURANCE** – con't

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$21,989,559	\$14,452,065
Special Revenue Fund	\$ 303,795	\$ -0-
Debt Service Fund	<u>\$ 240,687</u>	<u>\$ 240,687</u>
Total	\$22,534,041	\$14,692,752

Be it further resolved, that included in line 600, Budgeted Withdrawal from Local Share is \$415,000.00 for other capital projects. The total costs of these projects is \$415,000.00, which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the Common Core State Standards/Core Curriculum Content Standards.

- G. Discussion to approve a Food Services Agreement between Kittatinny Regional School District and Maschio's Food Services, Inc. for the 2018-2019 school year as per the following (3% change or \$488 from 2017-2018):
- (1) The Local Education Agency (LEA) shall pay Maschio's an annual management fee in the amount of \$17,111.00. The management fee shall be payable in ten (10) monthly installments of \$1,711.10 per month commencing on September 1, 2018 and ending on June 30, 2019.
  - (2) Maschio's guarantees a return to the Local Education Agency (LEA) in the amount of \$15,000. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount, Maschio's shall be responsible for any shortfall.
- H. Discussion to approve the Vended Meals Contract between the Kittatinny Regional Board of Education and the Sandyston-Walpack Consolidated School for the 2018-2019 school year.
- I. Discussion to approve the charge of \$2.30 for vended meals without milk to Sandyston-Walpack Consolidated School for the 2018-2019 school year. (Increase of ¢.05 from last year.)

**FINANCE, BUDGET AND INSURANCE** – con't

J. Discussion to accept the monthly bank balances for the following accounts:

Bank Accounts	3/31/18 Balance
Adult Education	\$68,125.97
Cafeteria	\$69,784.04
Driver Education	\$4,515.56
Petty Cash	\$512.23
School Store	\$10,168.05
Student Activities	\$280,062.97
Athletics	\$3,524.19
Unemployment Trust	\$257,297.39

**PERSONNEL**

All employees have been given Sunshine Law notices that their employment may be discussed in Executive Session. In the event you wish to discuss any employee, you must go into Executive Session.

- A. \*\*Discussion to approve offering contracts to all tenured certificated staff for the 2018-2019 school year as recommended by the Superintendent. (Attachment P-1)
- B. \*\*Discussion to approve offering contracts to all tenured non-certificated staff (support staff and confidential employees) for the 2018-2019 school year as recommended by the Superintendent. (Attachment P-2)
- C. Discussion to approve the following substitute teachers pending completion of necessary paperwork and satisfactory criminal background check as recommended by the Superintendent:

William Antonucci, Jr.  
Jack Freund  
Daniel Jetter  
Morgan Philhower

- D. Discussion to post/advertise for part time painters (three positions at a rate of \$18/hour), as recommended by the Superintendent.
- E. Discussion to post/advertise for anticipated student summer workers (two positions at a rate of \$10/hour) for maintenance, grounds, painting and custodial work, as recommended by the Superintendent.
- F. Discussion to post/advertise for summer IT assistance.

**PERSONNEL** – con't

- G. Discussion to approve expenses and resolution for Craig Hutcheson to attend the Impact Aid Section 7002 Summer Conference in Oklahoma City, Oklahoma, June 22-24, 2018, General Services Administration (GSA) hotel rate is \$95/day (cost of Skirvin Hilton Hotel is \$169/per night plus tax); GSA meal allowance will be \$59/day, (75%) first and last day. (Note: hotel rate does exceed GSA rate of \$95.) (Attachment P-3)
- H. Discussion to approve expenses and resolution for Kathy Kane to attend the New Jersey Association of School Business Officials (NJASBO) Conference in Atlantic City, New Jersey, June 6-8, 2018, General Services Administration (GSA) hotel rate is \$99/day (cost of Borgata Hotel is \$105/per night plus tax); GSA meal allowance will be \$64 per day, (75%) first and last day. (Note: hotel rate exceeds GSA rate of \$99.) (Attachment P-4)
- I. Discussion to approve Joshua Reed as Head Girls Basketball Coach, Step 3, \$8,550, plus longevity of \$250, as recommended by the Superintendent.
- J. Discussion to approve Jeanette Spooner for the following coaching positions, as recommended by the Superintendent:
- Assistant Girls Basketball Coach, Step 1, \$5,836  
Assistant Girls Soccer Coach, Step 3, \$5,084
- K. Discussion to approve Patrick McCarney as Head Boys Basketball Coach, Step 3, \$8,550, as recommended by the Superintendent. (Attachment P-5)
- L. Discussion to post/advertise for the following anticipated positions:
- Teacher of Business  
Teacher of English (temporary leave replacement)  
Teacher of Social Studies  
Junior High Boys Basketball  
Head Girls Field Hockey  
Assistant Cheerleading Coach (Fall & Winter)  
Freshmen Boys Soccer
- M. Discussion to approve the following Summer Swim Instructors, \$25/hour, as recommended by the Superintendent.
- Lillian Kinney  
Janet Meisner
- N. \*\*Discussion to approve enrollment of a non-tuition, non-resident student on a probationary period beginning May 1, 2018 through June 30, 2018. (This is a request as a result of a family moving out of the district.)

Discussion: Superintendent Evaluation

**CURRICULUM**

- A. Discussion to approve the monthly suspension report. (Attachment C-1)
- B. Discussion to approve the Harassment, Intimidation and Bullying (HIB) report. (Three investigated – One Confirmed HIB; two NO HIB found.) (Attachment C-2)
- C. Discussion to approve Summer Sports Camp Proposal. (Attachment C-3)
- D. Discussion to approve 2018-2019 School Calendar. (Attachment C-4)
- E. Discussion to approve the following High School summer school programs:
  - Educere
  - Lenape Valley High School
  - Mount Olive High School
  - Sussex County Educational Services
- F. Discussion to amend Motion D under Curriculum of the February 15, 2018 Board Meeting minutes approving Summer School date revision of Tuesday June, 26, 2018 – Friday, August 3, 2018 due to additional days added to the 2017-2018 school year. Original date was Monday, June 25, 2018 – Thursday, August 2, 2018.
- G. Discussion to approve Football Mini Camp on July 24, 2018 through July 26, 2018 from 4:00 – 6:00 p.m. for our sending district feeder program. Camp will be run by Kittatinny coaching staff and players. (No cost to the district.)
- H. Discussion to approve Peer Leadership training at Camp Linwood Macdonald on June 26, 2018. Leaders will participate in team building and complete a service project. Cost is \$10 per attendee which will be paid through the Peer Leadership activity account. Students to provide own transportation. (No cost to the district.)
- I. Discussion to approve the following field trips:
  - Ten student athletes to attend the Miles Austin Student Athlete Conference on May 31, 2018, at Monmouth University in Long Branch, New Jersey. The conference will feature presentation and workshops and is designed to inspire leadership skills. No cost to attend the conference. Transportation via Kittatinny bus.
  - Nine Structured Learning Environment (SLE) students to have brunch at Between the Bread on Tuesday, May 29, 2018. Students to pay for their own meal. Transportation via Kittatinny bus. (No cost to the District.)

**CURRICULUM** – con't

- J. A motion was made by Mrs. Douglas, seconded by Ms. Shaffer and carried by a unanimous vote of the members present to approve Kittatinny Madrigals to perform at a benefit concert on April 20, 2018 at Leshowitz Recital Hall at the John J. Cali School of Music at Montclair University to raise money for a memorial scholarship to go to Stoneman Douglas High School in honor of the lives lost in the recent school shooting. Members of the Madrigals will also attend the dress rehearsal on April 18, 2018. Transportation via Kittatinny bus.** **Madrigals Performance**
- K. A motion was made by Mrs. Youngs, seconded by Ms. Shaffer and carried by a unanimous vote of the members present to approve speaker Stephen Hill to give Speak Sobriety presentation to senior students on Wednesday, April 25, 2018. Cost of presentation is \$1,050.** **Speak Sobriety Presentation**
- L. Discussion to approve hosting a “choir exchange” on June 12, 2018 at KRHS in the auditorium (approximately two hours in the morning) with Hardyston Select Choir (approximately 30 members) and KRHS Select Choir (approximately 36 members) to perform for each other. Students would be exposed to different styles of music, directing and the opportunity for all to expand their understanding and appreciation for vocal music. (No cost to the District.)
- M. Discussion to approve the following fundraisers:
- Class of 2021  
Pizza Sale during the half days in June on which the sports physicals fall. Slices will be sold for \$2 each.
- Ice Pop Sale after school in June. Ice pops will be sold every day after school for \$1 each.
- Panera Bread Event to be held on June 19, 2018. Upon showing a flyer at the register on that day, a portion of the money spent will be donated back to the class.
- Peer Leadership  
Peer Leaders will be running a face painting station at Hampton Day on June 2, 2018. No charge for the face painting but donations will be accepted.
- N. Discussion to approve review of the School Performance Report for 2016-2017. (Attachment C-5)

Information:

Homebound Instruction count for March 2018: 5  
 Parent/Teacher Conferences on March 29, 2018 – a total of 445 conferences (239 HS; 206 JH) were held. (Last year 520)

**POLICY**

A. \*\*Discussion to approve 2<sup>nd</sup> reading and adoption of the following policies:

- #2224 – Non-Discrimination/Affirmative Action-Sexual Harassment
- #3100 – Budget Planning, Preparation and Adoption
- #3510 – Operation and Maintenance of Plant
- #3515 – Smoking Prohibition
- #4111/4211 – Recruitment, Selection and Hiring

**TRANSPORTATION**

A. Discussion to approve:

Stocker Bus Company – Quoted Field Trips

<u>Identification#</u>	<u>Destination</u>	<u>Per Bus</u>	<u>Cost Per Bus</u>	<u>Total Cost</u>
FT-34	Sandyston & McKeown	1 – 54 pass bus	\$230.00	\$230.00
FT-35	Stillwater & Fredon School	1 – 54 pass bus	\$230.00	\$230.00
FT-36	Penn Museum	1 – 54 pass bus	\$495.00	\$495.00
FT-37	Sussex County College	4 – 54 pass buses	\$135.00	\$540.00
FT-38	Six Flag Great Adventure	1 – 54 pass bus	\$765.00	\$765.00
FT-39	Moravian & E. Stroudsburg Colleges	1 – 54 pass bus	\$550.00	\$550.00
FT-40	TSA @ TCNJ	1 – 54 pass bus	\$645.00	\$645.00
FT-41	Rutgers	1 – 54 pass bus	\$445.00	\$445.00
FT-42	Pax Amicus Theater	3 – 54 pass buses	\$320.00	\$960.00
FT-45	Kutztown & Dorney Park	4 – 54 pass buses	\$800.00	\$3,200.00
FT-46	Rutgers	1 – 54 pass bus	\$460.00	\$460.00
FT-47	Jazz @ Sparta HS	1 – 54 pass bus	\$305.00	\$305.00
FT-49	Singers @ Newton HS	1 – 54 pass bus	\$160.00	\$160.00
Multi Contract # - QFT17-4– Total Cost				\$8,985.00



**TRANSPORTATION** – con't

B. Discussion to approve:

Havens Bus Service – Quoted Field Trips

<u>Identification#</u>	<u>Destination</u>	<u>Per Bus</u>	<u>Cost Per Bus</u>	<u>Total Cost</u>
FT-43	Princeton & Mercer County Park	3 – 54 pass buses	\$763.00	\$2,289.00
Multi Contract # - QFT17-5 – Total Cost \$2,289.00				

C. Discussion to approve:

First Student, Lafayette – Quoted Field Trips

<u>Identification#</u>	<u>Destination</u>	<u>Per Bus</u>	<u>Cost Per Bus</u>	<u>Total Cost</u>
FT-48	Montclair University	1 – 54 pass bus	\$245.00	\$245.00
Multi Contract # - QFT17-6 – Total Cost \$245.00				

**BUILDING AND GROUNDS**

**A. A motion was made by Mr. Hunt, seconded by Mr. Greene and carried by a unanimous vote of the members present to reject all bids for state project #2465-050-18-1000, Chiller Replacement, and rebid as recommended by Board attorney.**

**Reject All  
Bids for State  
Project,  
Chiller  
Replacement**

**NEGOTIATIONS**

**LEGAL**

**MISCELLANEOUS**

Possible Executive Session for one or more of the exceptions allowable under the Open Public Meetings Act.

Reminders:

Board Self Evaluations

Discussion:

Demographic Study – would like to do this study but not all of the sending districts in the region are interested. I feel it would be beneficial to see where our ten year enrollment numbers would go. We would like to just have ten years out planning of what we are going to look like.

**CORRESPONDANCE** – None

**PETITIONS FROM THE AUDIENCE** – None

**CSA REPORT**

Mr. Hutcheson reported on the following items:

- The Impact Aid Resolution that we sent out to the municipalities Stillwater, Hampton, and Sandyston have all approved them, supported us, and sent them to the legislatures. Thank you to them for supporting Impact Aid.
- We're working on the new Marquee sign. We've ordered a sign and it will take about 30 days to get it. We have a contract with a local landscaper to replace the block and the shrubs. We received \$8,000 from insurance company to replace the sign. We will also recognize the Nazzaro family who were the original donators of the sign.
- We were given additional state aid of \$80,000 which is considered emergency aid.
- Information on an online information sharing service for athletics or co-curricular activities.
- Attended a school security summit and we will be purchasing the lobby guard/visitor management system with Hampton.
- Handouts on doctrine of necessity.
- Next week is Parcc testing and we'll be having half days Monday through Wednesday.
- Mrs. Douglas questioned strobe lights. Mr. Black visited Frankford to investigate the strobe system they currently use.

**EXECUTIVE SESSION**

At 7:40 p.m., the following resolution was approved by Mr. Greene, seconded by Mr. Hunt and carried by a unanimous vote of the members present: **Executive Session**

WHEREAS, The Open Public Meetings Act, Chapter 231, PL 1975, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Kittatinny Regional Board of Education is of the opinion that such circumstances presently exist;

NOW, THEREFORE, BE IT RESOLVED, by the Kittatinny Regional Board of Education, County of Sussex, State of New Jersey, that a closed session of this Board of Education (where the public shall be excluded) will be held at this time for the purpose of discussing: personnel, legal, & negotiations.

**EXECUTIVE SESSION** – con't

BE IT FURTHER RESOLVED, that the action of the Board with regard to the above entitled matters shall be disclosed to the public at a later date and to the extent that the same is not prejudicial to the interests of the parties involved, and would not result in a possible invasion of their right of privacy.

At 7:59 p.m., a motion was made by Mrs. Douglas, seconded by Mr. Greene and carried by a unanimous vote of the members present to adjourn Executive Session, the results of which will not be made public this evening.

**Adjourn  
Executive  
Session**

**ADJOURNMENT**

At 8:00 p.m., a motion was made by Mr. Ormesher, seconded by Mr. Greene and carried by a unanimous vote of the members present to adjourn the meeting.

Respectfully submitted,

Kathleen Kane  
Board Secretary

**COMMENDATIONS**

**April 2018**

**To:**

- The following students for being named Students of the Month for March:

7<sup>th</sup>:

8<sup>th</sup>:

9<sup>th</sup>:

10<sup>th</sup>:

11<sup>th</sup>:

12<sup>th</sup>:

- The following KRHS students as they were selected to attend Boys/Girls State in June:

Girls State Delegates

Kathleen Riva  
Annalyse Svendsen  
Sophia Verhalen

Boys State Delegates

Cole Longcor

- Jessica Taylor for being selected as High School Caring Award recipient.

- TSA students and their accomplishments at The College of New Jersey:

Gabe DeLaTorre-Garcia, Lea Incorvaia, Calvin Grigal and Josh Taylor who placed second in Scientific Visualization.

Cory Gerth, Jake Hickey and Tommy Connors who placed fourth Robotics skills and head to head competition.

- Following Sussex County's Alcohol Awareness PSA Contest winners:

Hannah Calderon and Kathrin Schumacher whose entries will be featured in the NJ Herald during Alcohol Awareness month.

Meghan DePalma, Sarah Douglas, Vanessa Riscinti and Reese Vanderhoof who were all chosen as runner ups and will be recognized at Town Hall and on the Center for Prevention's website.

- KRHS students and their achievements at the Sussex County Teen Arts Festival on March 20, 2018 (see attached).

- Kaleidoscope 8<sup>th</sup> grade students who collected over 1,100 pairs of socks to donate to Sock It to Homelessness.

- The following swimmers on their post-season honors:

Kittatinny Regional High School  
Board of Education – Minutes con't  
Work Session Minutes – April 19, 2018

Sam Russell - NJ Herald Female swimmer of the Year  
Jake Riva – NJ Herald Male Swimmer of the Year

First Team Honors

Sam Russell – 100 Breast  
Jordan Maruska – 200 Free  
Jake Riva – 100 Free  
Sean Sharma – 200 IM  
Boys 200 Free Relay (Sean Sharma, Jake Riva, Noah Leyman, Sasha Stolyarov)  
Boys 400 Free Relay (Sean Sharma, Jake Riva, Ryan Newell, Sasha Stolyarov)

Second Team Honors

Sasha Stolyarov – 200 IM  
Girls 200 Medley Relay (Sam Russell, Jordan Maruska, Hannah Calderon,  
Amanda Newell)

NJAC North Honorable Mention

Ryan Newell  
Noah Leyman  
Hannah Calderon  
Alyssa Amarin