

**KITTATINNY REGIONAL HIGH SCHOOL  
BOARD OF EDUCATION MEETING  
WORK SESSION MEETING  
March 15, 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, March 15, 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 **Order** held 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.

7:00 P.M. MARCH 22, 2018

DR. GALIPEAU'S STUDENTS TO PRESENT ON 21<sup>ST</sup> CENTURY LEARNING SPACES

**CORRESPONDANCE**

- Letter from Ms. Donae Dotz regarding substitute pay.

**EXECUTIVE SESSION**

At 7:04 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: negotiations.

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 7:17 p.m., a motion was made by Mr. Hunt, seconded by Ms. Shaffer 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**

The Kaleidoscope students presented to the board on gifted student's month in New Jersey and their experiences in the program.

Mr. Hutcheson introduced the Governor's Educator of the Year, Mrs. Heather Anderson. Mrs. Anderson is the art teacher here and we commend her for her efforts to our school and the dedication to our students.

Mr. Hutcheson introduced the Educational Services Professional of the Year, Mrs. Katherine Morelli. Mrs. Morelli is our guidance counselor, she has great ideas and is very caring to our students.

### **PETITIONS FROM THE AUDIENCE**

- Miss Sarah Weiss, sophomore at Kittatinny. Only me and a few fellow classmates could come out but I know that I speak for many students when I say that my fellow classmates grades are suffering. The students are being majorly affected by the teacher's actions being to only work what they are required to do. Personally my grades have been affected and if absent I'm afraid I might have to play catch up on my own. The amount of extra time the teachers put in staying after really does help the students phenomenally. I'm in high school and it's my responsibility to complete my work but without a full understanding I may need to ask for help. Now I am limited to strictly class time only for this help is not okay. Causing all of this is a disagreement between how the board is treating the teachers. With your understanding of the matter I hope you take into consideration the students this has been affecting. On the Kittatinny sign it states educating the future; the teachers are educators in their job without their fair share of giving up there extra time they put in that is not required it hurts the students. We are the future and additional help will only enhance the future.
- Miss Alyssa Amarin, sophomore at Kittatinny. We are here about how the teachers are working without a contract and stopped helping us outside of school hours. The teacher's job is to educate the students; sometimes that means extra help. The teachers do more than expected to, to educate the students to educate the future because they go above and beyond. We are always told to our best and to strive to be great but how can we when do so if we don't have the tools to do that. For example before a test I always come in to meet the teacher and review the material, but now I'm not able to do so and I'm afraid my grades will drop dramatically. I feel the teachers want to provide help but they are not happy with how the district is treating them. Could you please find a way to resolve this situation so we can continue to take advantage of the extra help?

### **CSA REPORT**

Mr. Hutcheson reported on the following items:

- Thank you to the Kaliedescope group for their presentation.
- We are in a group of schools that is a very small group of schools that according to Governor Murphy in his address on Tuesday school districts were going to be a priority for funding and according to what the papers say 94% of school districts were going to receive at least flat or additional state aid, 6% of school districts were going to receive less state aid. We have been planning a budget with a deficit to start with this year and unfortunately today we got our state aid numbers and we lost \$188,000 of adjustment aid which is what we've been afraid of all along. The other side of that is we are lucky to be in the school choice program and to offset that a bit our school choice funding went from \$10,100 per student to \$13,000 per student. We have an overall loss of state aid of \$81,000 as it stands. Our budget we have to go back in now and find an additional \$80,000 of reductions due to the state aid loss. This is not good news for us.

**CSA REPORT** – con't

- We had a shared services meeting on March 1<sup>st</sup>. The sending districts started this and they are meeting quarterly. They discussed a number of issues and would like to invite this board and two members of the board to the shared services committee to be a part of it going forward so we are all in it together to see how we can save money and costs. Let me know if you're interested in the shared services committee. We would like to have two members and an alternate.
- The budget calendar changed the Governor's budget address was Tuesday. We have to have our budget submitted between March 21<sup>st</sup> and March 29<sup>th</sup> which we are going to do and our public hearing will be April 26<sup>th</sup>.
- Talk of a walkout for seventeen minutes as a memorial to the Parkland shootings. About two weeks ago our administration started meeting with our student leaders about what they would like to do. I could not be more proud about what they put together in two weeks, completely planned it, completely organized it, and completely implemented a memorial service that occurred yesterday morning during our cougar period. They had about 12 students who were actively involved four/five students leaders who led the charge to plan it. They would talk about unity, bringing people together, the senseless violence they recognized about 18 different school shootings since going back to Columbine with music renditions from our chorus. It was much longer than 17 minutes but we wanted to provide the time to them, it was truly impressive and we had about 600 students attended. We had some students who chose not to partake, which was their choice. The students were silent for the entire presentation. We have great leadership in these young men and women and what they can accomplish. I couldn't be more proud. We did have a plan in place if any students walked out. There was a strong voice about unity amongst the peers.
- Monday we had a presentation for the Junior's and Senior's called "After the Fire". It was two students from Seton Hall who were in the fire that caused three deaths and 58 injuries. With the documentary they spoke about what happened that night, how they went through their recovery, they spoke about safety and looking at the bigger picture when you go to someplace that's a public entity and how you might get out. It was a good presentation on what students should do when they get to college, the importance of following the drills.
- Sussex Technical school enrollment has gone up. Usually we have nine or ten students going now we are looking at 21 next year going to Tech. We are looking at what is the cause is, we don't want to duplicate services.
- In your packet is legislative updates.
- We always revisit school security. We are looking at a visitor management system and would like the board to consider increased time for our SRO's. We have two events coming up that completely focuses on school security, one done by a freeholder in Sussex County and the other in May with the entire county coming together with the SRO's, Assistant Principals, Superintendents, and Principals with law enforcement to revisit our county wide school emergency plan. We're trying to accomplish a lot of tasks with school security because we want to create an environment where the students are comfortable coming to school each day.

**FINANCE, BUDGET AND INSURANCE**

A. Discussion to certify pursuant to N.J.A.C. 6A:23A-16.10(c)4 that as of March 22, 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 – March 2018  
 List of transfers – February 2018

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

D. \*\*Discussion to approve the following resolution: (Attachment F-2)

The Board of Education of Kittatinny Regional School District hereby adopts the following tentative 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: 987

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$ _____	\$ _____
Special Revenue Fund	\$ _____	\$ _____
Debt Service Fund	\$ _____	\$ _____
Total	\$ _____	\$ _____

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 this 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.

E. \*\*Discussion to approve the maximum expenditure amount that may be allotted for travel and expense reimbursement for the 2018-2019 budget at \$55,000 as required by N.J.A.C. 6A:23B-1.2(b). The Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

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

- F. Discussion to approve and advertise the Public Hearing for the 2018-2019 school budget on April 26, 2018.
- G. Discussion to approve Resolution in support of Impact Aid. (Attachment F-3)
- H. Discussion to accept the monthly bank balances for the following accounts:

Bank Accounts	2/28/18 Balance
Adult Education	\$69,545.30
Cafeteria	\$117,654.48
Driver Education	\$6,097.05
Petty Cash	\$90.33
School Store	\$9,769.77
Student Activities	\$225,983.94
Athletics	\$4,539.86
Unemployment Trust	\$257,276.24

Information: KRHS Budget will be presented to municipalities in April/May.

**PERSONNEL**

- A. Discussion to approve the following substitute teachers pending completion of necessary paperwork and satisfactory criminal background check as recommended by the Superintendent:  

Robert Chirico  
Jennifer DeMartino  
Lauren Driscoll
- B. Discussion to approve Ellen Kolonoski as proctor to administer Gifted and Talented screening assessment for incoming 7<sup>th</sup> grade students on Saturday, May 5 and May 12, 2018 for two hours each day (total of four hours) at a rate of \$40/hour, as recommended by the Superintendent.
- C. Discussion to accept the resignation of Joe Coltelli as Boys Head Basketball Coach, as recommended by the Superintendent.
- D. Discussion to accept the resignation of Chris Cummins as Boys Head Soccer Coach, as recommended by the Superintendent.

**PERSONNEL** – con't

- E. Discussion to post/advertise for the following coaching positions, as recommended by the Superintendent:

Boys Head Basketball Coach  
 Boys Head Soccer Coach

- F. Discussion to post/advertise for Swim Instructor (Adult School Summer Swim) for the summer of 2018 at a rate of \$25/hour, as recommended by the Superintendent.

- G. Discussion to approve the following Consultants for the Girls Lacrosse team, as recommended by the Superintendent:

Taylor Cooper  
 Erin Douglas  
 Jeffrey Shotwell

- H. Discussion to approve the following Summer School teachers and substitutes at a rate of \$40/hour, as recommended by the Superintendent:

<b>Subject</b>	<b>Teacher</b>	<b>Certification</b>
Math	Heidi Meakin	Mathematics (K-12)
English & Lit Reading	Tara Pastor Poe	English (7-12)
Science	Barry Caffrey	Science (K-12)
Social Studies	Patrick Mahon	Social Studies (K-8)
Special Education/Sub	Kimberly Staerker	Teacher of the Handicapped
Substitute	Natasha Gialanella	Teacher of General Business Studies
Substitute	Kurt Heller	Science (K-8)
Substitute	Trevor Hunt	Substitute Teacher Certification (K-12)
Substitute	Brittany Marinaro	Teacher of Students with Disabilities

- I. Discussion to reinstate regular working hours for Cheyenne Borkowski, Guidance Office Assistant, upon completion of Guidance Internship as of April 11, 2018. Hours will be 7:30 a.m. to 1:30 p.m. Monday through Thursday, and 8:00 a.m. to 1:30 p.m. on Friday (29.5 hours per week or .786 FTE, Step 1), as recommended by the Superintendent.
- J. Discussion to approve unpaid medical disability leave of absence for Elizabeth Henke as of March 12, 2018, as recommended by the Superintendent.

**PERSONNEL** – con't

- K. Discussion to approve Zachary Fowler as substitute Athletic Trainer for the 2017-2018 school year, as recommended by the Superintendent.
- L. Discussion to approve the attainment of and payment to CSA for qualitative merit goal #1 (2.5%) for Superintendent to observe all 3<sup>rd</sup> and 4<sup>th</sup> year teachers (14 teachers) in a full 40 minute Danielson Model observation adding to the final determination of tenure for employees to be completed by March 30, 2018. Payment upon approval from the Executive County Superintendent, Dr. Rosalie Lamonte. (Attachment P-1)
- M. Discussion to approve the following Summer Swim Personnel, as recommended by the Superintendent:

Suzanne Freund, WSI Instructor \$30/Hour  
Dana Bitondo, WSI Instructor \$28/Hour  
Frances Gely, WSI Instructor \$26Hour  
Bethany Stobie, WSI Instructor, \$25/Hour

WSI Instructor (Substitute) \$20/Hour

Shannon Crane  
Jessica DeMartini  
Lillian Kinney  
Brittany Marinaro

WSI (Volunteers)

Christine Freund

Lifeguard (Summer Swim, Barracudas, ESY Program & pool rental activities)

\$8.44/Hour

Erica Campbell  
Joyce Davis  
Jack Freund  
Christine Freund  
Suzanne Freund  
Lillian Kinney  
Noah Maruska  
Crystal McSherry  
Thomas Mountford  
Jake Riva  
Kathleen Riva  
Ciana Roman  
Samantha Russell  
Leah Santonastaso

**CURRICULUM**

- A. Discussion to approve the monthly suspension report. (Attachment C-1)
- B. Discussion to approve the Harassment, Intimidation and Bullying (HIB) report. (Six investigated – NO HIB found.) (Attachment C-2)
- C. Discussion to approve proposed School Calendar for 2018-2019. (Attachment C-3)
- D. Discussion to approve Summer School tuition rate of \$300 per subject. (All costs to be borne by parents with remaining funds from No Child Left Behind (NCLB) Title I.)
- E. Discussion to approve a “Week of Lights” for all varsity fall sports teams during the week of September 21, 2018 to September 28, 2018, sponsored by the Kittatinny Cougar Athletic Association.
- F. Discussion to approve an admission charge of \$2 per student/senior citizen and \$3 per adult during the “Week of Lights” at Kittatinny Regional High School during the week of September 21, 2018 to September 28, 2018. Proceeds from the gate will cover employment costs and state police coverage. Any costs above the gate admission will be covered by the Kittatinny Cougar Athletic Association (KCAA).
- G. Discussion to approve Junior Solar Sprints Competition on Tuesday, May 15, 2018, from 7:30 a.m. to 2:00 p.m. at Kittatinny tennis courts (if inclement weather, event will be held in gymnasium). Approximately 11-14 schools will participate with 240 attendees. (Fifth year that Kittatinny Regional High School will host.)
- H. Discussion to approve Benefit Concert of the Arts on Thursday, May 17, 2018. Tri-M Society will host the evening which will consist of choral performances and the sale of items from our Wood Shop, Clothing, Graphics, 3D and 2D Art classes. Donation of \$5 to attend the concert. Proceeds from the event will go to New Jersey Seeds.
- I. Discussion to approve Summer Swim Program to run June 26, 2018, 10:30 a.m. – 11:30 a.m. (Session I Testing), June 27, 2018 – July 6, 2018, 10:30 a.m. – 12:30 p.m. and July 9, 2018, 10:30 a.m. – 11:30 a.m. (Session II Testing), July 10, 2018 – July 18, 2018, 10:30 a.m. – 12:30 p.m. (July 19, 2018 will be the makeup day for either session.) Cost is \$75 (\$10 increase to cover cost of additional lifeguard required by 2018 NJ Bathing Code). All costs to be paid through attendance fees.

**CURRICULUM** – con't

- J. Discussion to approve Summer Swim Mommy & Me Program to run June 27, 2018 – July 6, 2018 (Session I) and July 10, 2018 – July 18, 2018 (Session II). Both sessions will run from 10:00-10:30 a.m. (July 19, 2018 will be the makeup day for either session.) Cost is \$75 (\$10 increase to cover cost of additional lifeguard required by 2018 NJ Bathing Code). All costs to be paid through attendance fees.
- K. Discussion to approve the preliminary 2017 Elementary and Secondary Education Act (ESEA) Accountability Report as provided by the New Jersey Department of Education. (Attachment C-4)

Information:

Homebound Instruction count for February 2018: 5

**POLICY**

- A. Discussion to approve 1<sup>st</sup> reading of the following policies:

- #2224 – Non-Discrimination/Affirmative Action-Sexual Harassment (minor revision) (POL-1)
- #3100 – Budget Planning, Preparation and Adoption (major revision) (POL-2)
- #3510 – Operation and Maintenance of Plant (minor revision) (POL-3)
- #3515 – Smoking Prohibition (minor revision) (POL-4)
- #4111/4211 – Recruitment, Selection and Hiring (minor revision) (POL-5)

- B. \*\*Discussion to approve 2<sup>nd</sup> reading and adoption of the following policy:

- #6171.4 – Special Education

**TRANSPORTATION** – No motions at this time.

**BUILDING AND GROUNDS**

A. Discussion to approve contract with \_\_\_\_\_ in the amount of \$\_\_\_\_\_ for state project #2465-050-18-1000, Chiller Replacement, as recommended by HQW Architects and the Board attorney.

Industrial Cooling Corp.	\$ 347,000.00
C. Dougherty & Co.	\$ 353,000.00
Pennetta Industrial Automation	\$ 387,400.00
Echelon Services	\$ 393,700.00
Unitemp	\$ 398,400.00
Liberty Mechanical Contractors	\$ 405,000.00
Emcor Services	\$ 417,941.00
EACM Corp	\$ 450,000.00
Iron Mountain Mechanical	\$ 459,995.00
AMCO Enterprises	\$ 538,000.00

B. Discussion to approve the following building use requests as per the time, date and place listed on the application as recommended by the Superintendent:

Hampton Township Recreation Trunk or Treat on Friday, October 26, 2018 from 5:00 p.m. to 8:00 p.m. in the parking lot.

Learning and Continuing Education (LACE) Sussex County Community College for a line dancing instruction on Wednesday, April 25, 2018 from 4:15 p.m. to 6:15 p.m. in the cafeteria.

Hampton Recreation/Kittatinny Travel Softball for softball practice from March 15, 2018 to June 15, 2018 from 6:00 p.m. to 8:30 p.m. on the varsity and junior varsity softball fields.

Information:

**School Security**

Mold Remediation in the Faculty Dining Room

**NEGOTIATIONS – Executive Session**

**LEGAL – Executive Session**

**EXECUTIVE SESSION**

At 8:05 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: legal.

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 8:15 p.m., a motion was made by Mr. Hunt, seconded by Mrs. Douglas 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**

**MISCELLANEOUS**

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

Reminder – Scholar Athlete Dinner is Wednesday, April 11, 2018 at the Lake Mohawk Country Club at 7:00 p.m.

**ADJOURNMENT**

At 8:16 p.m., a motion was made by Mr. Ormesher, seconded by Mr. Hunt and carried by a unanimous vote of the members present to adjourn the meeting.

Respectfully submitted,

Kathleen Kane  
Board Secretary

**COMMENDATIONS**

**MARCH 2018**

**TO:**

- **Thomas Hontz, Sarah Calderon, Julia Al-Nawal and Danny Shackleton for planning and running an outstanding Memorial Service for school shooting victims around the country on March 14, 2018. This was a voluntary service attended by most of our student body.**
- The following students for being named Students of the Month for January:
  - 7<sup>th</sup>:
  - 8<sup>th</sup>:
  - 9<sup>th</sup>:
  - 10<sup>th</sup>:
  - 11<sup>th</sup>:
  - 12<sup>th</sup>:
- Aiden Van Wingerden for being chosen as the Junior High Caring Award recipient.
- Caitlin Carbone for making another generous donation to the YNA Said fund.
- Wrestling Team for winning the NJAC Colonial Division.
- Wrestling District II winners:
  - 1<sup>st</sup> Place – Calvin Brook, Jacob Mafaro, Zach Mafaro
  - 2<sup>nd</sup> Place – Perry Maio, Michael Callahan
  - 3<sup>rd</sup> Place – Patrick Franco, Michael Nelson
- Wrestlers Zach Mafaro, 6th Place finish at the NJSIAA Wrestling Championships and Calvin Brook for becoming a state qualifier and competing in the state wrestling tournament in Atlantic City.
- Girls Varsity Basketball team for winning the NJAC Colonial Division, qualifying for the State Sectionals and making it to the second round, and for winning both the Delaware Valley Tournament and the NJAC Colonial Division Championship for the third year in a row.
- Girls Swim team for qualifying for State Sectionals.

Kittatinny Regional High School  
Board of Education – Minutes con't  
Work Session Minutes – March 15, 2018

- Congratulations to both Jake Riva and Samantha Russell for their performances at this year's NJSIAA Meet of Champions.
- Junior High Boys and Girls Basketball teams for placing 2<sup>nd</sup> in the Hardyston Tournament.