

**KITTATINNY REGIONAL HIGH SCHOOL  
BOARD OF EDUCATION MEETING  
WORK SESSION MEETING  
SEPTEMBER 6, 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, September 6, 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. Moira Douglas  
                              Mr. David Ormesher  
                              Mr. James Hunt  
                              Mrs. Judy Youngs  
                              Mrs. Barbara Andrews

Members Absent:     Mr. Robert Greene

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.

PRESENTATION OF PARCC SCORES – BRIAN BOSWORTH, PRINCIPAL – 9/13/18

**CORRESPONDANCE** – None

**PETITIONS FROM THE AUDIENCE** – None

**CSA REPORT**

Mr. Hutcheson reported on the following items:

- We've had a very busy summer. Some of the projects have gone well and some have gone poorly. We opened up last Monday for new teachers, Wednesday and Thursday for staff and Tuesday for students.
- Handouts in your packets includes legislative updates and the new teacher orientation agenda.
- We had special education monitoring and we are in compliance. I would like to commend Deb Merrill; the child study team along with all of the teachers and special education teachers and support staff because this means we are following IEP's and doing the right things.
- The Kittatinny region is doing the April break prior to the Friday of Good Friday. We will come back the Tuesday after Easter and it will give us an additional week to prepare for the Parcc testing.
- A virus update: we continue to battle and fortify our IT structure. We are making progress but we are also spending money. Money we really don't have budgeted so we will be looking at surplus accounts. To date we've spent over \$50,000.00 that is for protections going forward. We have implemented a new sophia anti-virus system. We're in the process now of focusing on student log in's and getting sites available for use in the classroom.
- I want to thank Mrs. Kane for putting together the application for the emergent state aid grant. This year was even more involved in putting it together. We submitted it last week so we'll see what happens.
- I have an impact aid meeting in Washington September 22<sup>nd</sup> and we're going to the hill on Tuesday. We have a request of an additional \$2 million dollars for impact aid federal lands. Right now the House is at \$2 million, the Senate is at a million so they have to rectify that before the budget is approved. We're going to continue to push because now more than ever it's important to us when it comes to the funding.
- A notice came out, the Kean decision about ricing employees on personnel has been overturned by the appellate court. We only have to rice notice matters involving their employment according to the appellate court.

**FINANCE, BUDGET AND INSURANCE**

A. Discussion to certify pursuant to N.J.A.C. 6A:23A-16.10(c)4 that as of September 13, 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 – September 2018  
 List of transfers – August 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 tuition contract with Sussex County Technical School for the 2018-2019 school year at a cost of \$2,184 per student. (Current student count is 45 full-time and 17 share-time. 53.5 students x \$2,184 = \$116,844 in tuition costs.) (No increase in student tuition.)

**E. A motion was made by Mrs. Douglas, seconded by Ms. Shaffer and carried by a unanimous vote of the members present to approve a settlement agreement for educational placement for student #2402, as presented by the School Board Attorney. (Attachment F-2)**      **Settlement Agreement for Student**

F. \*Discussion to approve special education tuition contract for student #2402 with the Fusion School for the 2018-2019 school year in the amount of \$69,646.

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

Bank Accounts	7/31/18 Balance
Adult Education	\$68,676.95
Cafeteria	\$61,653.83
Driver Education	\$3,180.31
Petty Cash	\$568.55
School Store	\$10,546.96
Student Activities	\$201,211.89
Athletics	\$2,664.09
Unemployment Trust	\$272,474.96

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

Bank Accounts	8/31/18 Balance
Adult Education	\$67,719.67
Cafeteria	\$59,178.22
Driver Education	\$2,095.43
Petty Cash	\$563.20
School Store	\$10,547.86
Student Activities	\$186,368.19
Athletics	\$5,413.40
Unemployment Trust	\$272,490.06

**PERSONNEL**

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

David deWit  
Kathleen Ennis  
Larry Duckles (renewal)  
Zach Fowler (renewal)  
Emily Maio  
Amjed Masood (renewal)  
Nick Pentimore (renewal)  
Tasha Wehrenberg

- B. Discussion to amend Motion S under Personnel from the June 14, 2018 Board meeting minutes removing Tara Jones and approving Allie Conklin as chaperone for the Lindsey Meyer Teen Institute Summer Conference at a rate of \$1,000, to be paid through Title 1 funds, as recommended by the Superintendent.
- C. Discussion to amend Motion Z under Personnel from the July 26, 2018 Board meeting minutes approving lifeguard rates (other than seniors) at \$9.50 per hour (originally approved at \$9.00 per hour), as recommended by the Superintendent.

**PERSONNEL** – con't

- D. A motion was made by Ms. Shaffer, seconded by Mrs. Andrews and carried by a unanimous vote of the members present to amend Motion BB under Personnel from the July 26, 2018 Board meeting minutes amending Grace Valenti to move on guide to MA+15 (originally approved at MA), Step TBD, Salary TBD, as recommended by the Superintendent. Amend Motion BB, July 26, 2018 – Move Up On Guide**
- E. A motion was made by Mrs. Douglas, seconded by Mrs. Andrews and carried by a unanimous roll call vote of the members present to approve Michelle Bakker as Administrative Assistant, effective August 23, 2018 (excluding August 27, 28, 2018), Step 2, \$32,780, prorated, final salary to be determined upon settlement of the collective negotiated bargaining agreement, pending completion of necessary paperwork and satisfactory background check as recommended by the Superintendent. (Attachment P-1) Administrative Assistant**
- F. A motion was made by Mr. Hunt, seconded by Ms. Shaffer and carried by a unanimous vote of the members present to approve FMLA medical leave (Federal Medical Leave Act) for Samuel Ciccarella, effective September 1, 2018. FMLA Request**
- G. A motion was made by Mr. Hunt, seconded by Ms. Shaffer and carried by a unanimous vote of the members present to approve FMLA medical leave (Federal Medical Leave Act) for Elizabeth Henke, effective July 18, 2018. FMLA Request**
- H. Discussion to approve the Co-Curricular positions for the 2018-2019 school year, as recommended by the Superintendent. (Attachment P-2)
- I. Discussion to approve the following mentors (fee to be paid by the mentee through the district), as recommended by the Superintendent:

Tara Pastor Poe - Mentor for Theresa Iliff (Business)  
Danielle Tooker - Mentor for Adam Kudlacik (Business)

**PERSONNEL** – con't

- J. Discussion to approve the following teachers to present at the New Teachers Orientation at a rate of \$40 per hour (maximum of three hours), as recommended by the Superintendent:

Doug Carnegie  
Dan Craig  
Jessica Galipeau  
Ellen Kolonoski  
Kristiana Lightcap  
Vicky Recenello

- K. Discussion to approve the following teachers for Rubicon Atlas training at a rate of \$100 each, as recommended by the Superintendent:

Theresa Butler	Heidi Meakin
Holly Ciannella	TJ Orlando
Ali Gely	Tara Pastor Poe
Ellen Kolonoski	Karen Ruitenberg
Kristiana Lightcap	Lindsay Sadowski
Mercedes Lippert	

- L. Discussion to approve Heather Anderson and Kristiana Lightcap for curriculum writing for 7<sup>th</sup> and 8<sup>th</sup> grade Art, at a rate of \$40 per hour (maximum of 4 hours each), as recommended by the Superintendent.

- M. A motion was Mrs. Andrews, seconded by Mrs. Youngs and carried by a unanimous vote of the members present to approve Carmelina Stolzenberg as Junior High Field Hockey Co-Coach, Step 1, \$3,502 (final stipend to be determined pending settlement of the collective negotiated agreement), as recommended by the Superintendent.**      **Junior High Field Hockey Co-Coach**

- N. Discussion to approve the following personnel as special education bus aides for the 2018-2019 school year at a rate of \$15 per hour, as recommended by the Superintendent:

Sophia Gallagher	Linda Fragomeni (substitute)
Jennifer Fuchs	Carmine Gonnella (substitute)
Casey Heinke	Kathy Quinn (substitute)
Aileen Donovan (substitute)	Gillian Raye (substitute)
Cort Enoksen (substitute)	Lauren Seibert (substitute)

**PERSONNEL** – con't

- O. Discussion to approve the following Paraprofessionals for personal care services for the 2018-2019 school year (\$1 per hour additional for personal care services), as recommended by the Superintendent:

Aileen Donovan  
Cort Enoksen  
Linda Fragomeni  
Kathleen Quinn  
Gillian Raye

Lauren Seibert  
Jennifer Fuchs (substitute)  
Sophia Gallagher (substitute)  
Carmine Gonnella (substitute)  
Casey Heinke (substitute)

- P. Discussion to approve Shawn Tuit as Supervisor of Men's Group at a rate of \$40 per hour (paid through the IDEA grant), maximum of 50 hours for the 2018-2019 school year, as recommended by the Superintendent. There will be a High School group and a Junior High group, each held once a week.
- Q. Discussion to approve Amy Dippel as Supervisor of Women's Group at a rate of \$40 per hour (paid through the IDEA grant), maximum of 22 hours for the 2018-2019 school year, as recommended by the Superintendent. The group will meet once a week.
- R. Discussion to approve the following teachers to supervise the After School Homework Help Program at a rate of \$40 per hour (paid through the IDEA grant), maximum of 70 hours total for the 2018-2019 school year, as recommended by the Superintendent:

Alli Conklin  
Patricia Gear  
Michael Lupo  
Patrick Mahon

- S. Discussion to approve Tara Pastor Poe and Carol Fishbone as instructors for the College Essay Writing Workshop in October and November, 2018, at a rate of \$40 per hour to be paid from student registration fees, not to exceed eight hours each, as recommended by the Superintendent.
- T. Discussion to approve the following teachers to be paid at a rate of \$40 per hour, not to exceed a total of \$2,000 per teacher (funded through ESSA Grant), for supervising the Math Roundtable and Writing Club to run through May 2019, as recommended by the Superintendent:

Ric Arias (Math)  
Denis Cook (Math)  
Paul Cashen (Math)

Tara Pastor Poe (English/Language Arts)  
Karyn Soltis (English/Language Arts)  
Tracy Paparella (Substitute)  
Grace Valenti (Substitute)

**PERSONNEL** – con't

- U. Discussion to approve the following faculty as Athletic Department Site Managers for the 2018-2019 school year at a rate of \$100 per athletic event (maximum of 35 events coverage), as recommended by the Superintendent:

Brandt Anderson	Heather Mate
Cynthia Bach	Joseph Mate
Dana Bitondo	Gene McNicholas
Joseph Boyle	Deb Merrill
Steve Butler	Andy Meyers
Doug Carnegie	Thomas Orlando
Chris Cummins	Joshua Reed
Nick DeGennaro	Betty Scymanski
Carol Fishbone	George Soutter
Jeffrey Gely	Andy VanOrden
Matt Majka	Robert Vesper

- V. Discussion to approve Ana Maniago to administer the Access for English Language Learners test for two new students during the month of September at a rate of \$150 per test, as recommended by the Superintendent.
- W. Discussion to approve expenses and the attached resolution for Craig Hutcheson and Kathy Kane to attend the New Jersey School Boards Association (NJSBA) Conference in Atlantic City, New Jersey on October 22-25, 2018. (Attachment P-3)
- X. Discussion to approve Jacqueline Kovach, Jessica Pavlick and Dawn Atkins as band equipment truck drivers at a rate of \$75 per away football game and \$125 for marching band competitions, pending completion of satisfactory background check and motor vehicle check, as recommended by the Superintendent.
- Y. Discussion to approve the following staff members, if needed, as volunteer band equipment truck drivers for away football games and for marching band competitions:

Roy Chiariello  
Chris Henke  
Craig Hutcheson  
Patrice Kane  
Chris Tryde

- AA. Discussion to post/advertise for National Honor Society Advisor or Co-Advisor.

- BB. Discussion to approve Chris Henke as Driver's Education Behind the Wheel Instructor at a rate of \$27/hour, pending completion of New Jersey Motor Vehicle Commission application approval, upon the recommendation of the Superintendent.



**PERSONNEL** – con't

- CC. \*\*Discussion to approve tabled motion from July 26, 2018 Board meeting to approve three-year contract for Jane Junior, Executive Secretary to the Superintendent, for the years 2018-2021, as recommended by the Superintendent. (Attachment P-4)
- DD. \*\*Discussion to approve tabled motion from July 26, 2018 Board meeting to approve three-year contract for Darlene Nardone, Accounts Payable Clerk, for the years 2018-2021, as recommended by the Superintendent. (Attachment P-5)
- EE. \*\*Discussion to approve tabled motion from July 26, 2018 Board meeting to approve three-year contract for Mary Jo Van Kirk, Transportation Coordinator, for the years 2018-2021, as recommended by the Superintendent. (Attachment P-6)
- FF. \*\*Discussion to approve tabled motion from July 26, 2018 Board meeting to approve three-year contract for Lorraine Walther, Assistant Board Secretary/Payroll Clerk, for the years 2018-2021, as recommended by the Superintendent. (Attachment P-7)
- GG. Discussion to post/advertise for IT Support Specialist.

**CURRICULUM**

- A. Discussion to approve the monthly suspension report. No report at this time.
- B. Discussion to approve the Harassment, Intimidation and Bullying (HIB) report. No report at this time.
- C. Discussion to approve 2017-2018 attendance rates as follows:

Administration / Staff – 94.7% / 95.2%  
Students – 94.49%

- D. Discussion to approve the following field trips:

Sussex County Community College for Spring College/Career Fair in April for 10-15 students through the Guidance Department. Transportation via Kittatinny bus. No cost to attend.

Innovation Accelerator Challenge at Rider University on October 1, 2018 (alternate date of October 15, 2018) for 15 Kaleidoscope students. Students will get to hear from a NASA scientist, meet successful entrepreneurs and compete in a game to build on innovation skills. Transportation via Kittatinny bus. No cost to attend.

**CURRICULUM** – con't

Six Flags Great Adventure in Jackson, New Jersey, for 15 students to attend Lindsey Meyer Teen Institute Reunion Conference on Saturday, October 13, 2018. No cost to attend conference. Transportation via Kittatinny bus.

- E. Discussion to approve the following students who moved out of district to remain at Kittatinny Regional High School as non-tuition, non-resident students for the 2018-2019 school year. (Transportation via parents.):

Student #1088 Student #19455

- F. Discussion to approve Kessler Rehab of Sparta to present an informational session on preventing ACL injuries to the Girls Soccer program at KRHS on September 25, 2018 before the start of practice. (No cost to the district.)

**POLICY** – No policy approvals.

**TRANSPORTATION**

- A. Discussion to approve:

Stocker Bus Company – Quoted Sport Trips – Month of August

Identification#	Destination	Per Bus	Cost Per Bus	Total Cost
S-1	B. Soccer @ Morris Knolls	1- 54 pass.	\$290.00	\$290.00
S-2	Football @ Hackettstown HS	2-54 pass.	\$325.00	\$650.00
S-3	Field Hockey @ High Point	1-54 pass	\$290.00	\$290.00
S-4	B. Soccer @ Belvidere HS	1-54 pass	\$290.00	\$290.00
S-5	B. Soccer @ Warren Hills	1-54 pass	\$290.00	\$290.00

Multi Contract # - QST18-1 – Total \$1,810.00

- B. Discussion to approve Jointure between Kittatinny Regional School District and Montague Board of Education to transport sixteen Montague students on Route K-21 to Kittatinny Regional High School for the total price of \$16,000.00 for the 2018-2019 school year. (All costs to be borne by Montague Board of Education.)
- C. Discussion to approve Jointure between Kittatinny Regional School District and North Warren High School District to transport one North Warren student on Route K-3 to Kittatinny Regional High School for the total price of \$639.30 for the 2018-2019 school year. (All costs to be borne by North Warren High School District.)
- D. Discussion to approve the attached bus stops for the 2018-2019 school year. (Attachment T-1)

**TRANSPORTATION** – con't

- E. Discussion to approve Hazardous Routes as outlined in NJSA 18A-1.5 and Board of Education Transportation Policy for the 2018-2019 school year are: K-2, K-4, K-10, K-15, K-16, K-21, K-23, K-26.
- F. Discussion to approve Jointure between Kittatinny Regional School District and Stillwater Township School District to transport six students to Stillwater School on Route SPS at the total price of \$15,713.75 for the 2018-2019 school year. (All costs to be borne by Stillwater Township School District.)
- G. Discussion to approve Jointure between Kittatinny Regional School District and Hampton Township School District to transport four students on Route HPS to Stillwater Township School at the price of \$15,713.75 for the 2018-2019 school year and two students on Route HK to Hampton Township School at a price of \$13,703.85 for the 2018-2019 school year. Total price for the Joint Transportation is \$29,417.60. (All costs to be borne by Hampton Township School District.)

- H. Discussion to approve:  
 First Student, Lafayette – 2018-2019 School Year

<u>Route</u>	<u>Aide</u>	<u># of Days</u>	<u>Inc/Dec</u>	<u>Per Diem</u>
SW-4	N/A	180	1.95	\$216.00

Multi Contract SW-4 / Bid Number SW-4/2018

Total Cost for the school year \$38,880.00.

(All costs to be borne by Sandyston Walpack Board of Education.)

- I. Discussion to approve:  
 Parental Contract – 2018-2019 School Year

<u>Route</u>	<u>Total Contract Amount</u>	<u>Destination</u>
P-1	\$2,140.00	Stillwater Township School

(All costs to be borne by Sandyston Walpack Board of Education.)

**BUILDING AND GROUNDS**

- A. Discussion to approve the Annual Facilities Checklist Health and Safety Evaluation of School Buildings. (Attachment B&G-1)

**BUILDING AND GROUNDS** – con't

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

Learning at College Experience, LACE, for dancing on Wednesday, October 3, 2018 from 4:00 p.m. to 6:30 p.m.

Kittatinny Midget Football League for youth football and cheerleading practices, meetings, and one game from September 15, 2018 to June 11, 2019 utilizing the football field and library.

Hampton Sandyston Wrestling Club for wrestling instruction from November 1, 2018 to March 24, 2019 from 5:30 p.m. to 8:00 p.m. utilizing the gymnasium and auxiliary gym.

Cub Scouts Pack 96 for meetings on Tuesdays from September 2018 through June 2019, from 6:00 p.m. to 8:00 p.m., utilizing athletic fields, gymnasium, classroom and pool.

Discussion:

Computer Virus – we spent a considerable amount of money but we are getting better, we're getting more protected. We are really containing our IT system, but it's going to take a little time to adjust. The system is very locked down. We can't access sites as freely as before because the freeness is what got us in trouble.

Security Updates – We are getting prices and examining them for the strobe lights and purchasing lobby guard. We are also looking at putting in a reception area out by the trophy cases, but right now the first priority is the lobby guard and the strobe lights to let people know we're in a lock down or shelter in place. We have about three or four companies we are working with to get quotes and they range from \$25,000 to \$250,000.

Summer Projects – We have a temporary chiller that we're using again that is being provided by our contractor. They were supposed to be substantially complete by August 24<sup>th</sup>, but there was a delay on the HVAC chiller. It is on the roof, they are hooking it up, it's not completed yet and Kathy sent an email two days ago to get an updated time line. We did replace the carpet in the media center that we didn't do last year. We had great painters over the summer who painted the classrooms, the locker room, very pleased with the progress we made. Our Stem room is complete and usable. We have a number of other projects one being we do have a tear down of our old storage shed. Hopefully next month will begin the process on the foundation for the weight training facility. The bathrooms came out pretty nice, two new complete remodels and two tear down of cement separators and putting in regular dividers. They look really nice and I'm pleased with the outcomes.

## NEGOTIATIONS

Review Fact Finding Report.

## LEGAL

## MISCELLANEOUS

- A. Discussion to approve the Kittatinny Regional School District Shared Services Board Resolution. (Attachment M-1)
- B. Discussion to approve Resolution Opposing the Legalization of Marijuana. (Attachment M-2)

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

## EXECUTIVE SESSION

At 7:35 p.m., the following resolution was approved by Mr. Hunt, seconded by Mrs. Douglas 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 and 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 7:50 p.m., a motion was made by Ms. Shaffer, seconded by Mrs. Andrews 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 7:50 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**

**SEPTEMBER 2018**

**TO:**

- Mike Meehan, Tara Pastor Poe and Vinny White for an outstanding job painting the hallways and classrooms in the building.
- Rob Erlemann, Ric Arias and Mike Hoffmann for working diligently to remedy severe security issues on our network.
- Secretarial staff, custodial staff, buildings and grounds staff and maintenance staff for all of their assistance in preparing us for a successful school opening.
- Tracy Paparella and Karen Ruitenber and Peer Leaders for their help during the 7<sup>th</sup> grade summer orientation.
- Doug Carnegie for receiving the Lindsey Meyer Teen Institute's Sharon McGee Memorial "Advisor of the Year" award.
- Pete DeMartini as recipient of the Golden Apple award for 4<sup>th</sup> marking period 2017-2018.
- Shepherd of the Hills Lutheran Church/Connect with Community for donating 20 backpacks filled with school supplies.
- John Daly for having perfect attendance for the 2017-2018 school year.