

**KINNELON BOARD OF EDUCATION
REORGANIZATION MEETING
JANUARY 2, 2020
8:00 P.M. KINNELON HIGH SCHOOL AUDITORIUM**

AGENDA

I. OPENING OF THE MEETING BY BOARD SECRETARY AND SALUTE TO THE AMERICAN FLAG.

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 **December 11, 2019**, posted in the Kinnelon Public Library, filed with the Borough Clerk and posted on the District web site.

II. OFFICIAL RESULTS OF THE ELECTION ON NOVEMBER 5, 2019

Board Members: 3 members for three years

(X)	David Gigante	1072
(X)	Megan Flschbeck	1356
(X)	Michelle Donus	1011
()	Susan Nogaj-Matteson	546
()	Ciro Giue	832
()	Marcy Pryor	733

III. OATH OF OFFICE ADMINISTERED TO NEWLY ELECTED BOARD MEMBERS

IV. ROLL CALL

V. NOMINATIONS AND ELECTION OF A PRESIDENT

- A. Motion to nominate _____ for **President** of the Kinnelon Board of Education.
- B. Motion that nominations be closed.
- C. Roll call vote on nomination for President.
- D. President assumes chair.

VI. NOMINATIONS AND ELECTION OF A VICE-PRESIDENT

- A. Motion to nominate _____ for **Vice President** of the Kinnelon Board of Education.
- B. Motion that nominations be closed.
- C. Roll call vote on nomination for Vice President.

VII. APPOINTMENT OF COMMITTEES AND CHAIRPERSONS BY THE PRESIDENT

- A. Education
- B. Finance
- C. Policy
- D. Negotiations
- E. Security/Facilities
- F. Personnel
- G. Liaison
- H. Coordinating
- I. NJSBA
- J. MCSBA
- K. Legislative
- L. Education Services

VIII. APPOINTMENTS AND APPROVALS FOR 2020

A. TIME AND PLACE OF MEETINGS

Motion that the Kinnelon Board of Education will hold their **2020 Meetings** on the second and fourth Thursdays in accordance with the scheduled dates shown on Attachment A.

B. APPOINTMENT OF BOARD SECRETARY

Be it resolved, that the Kinnelon Board of Education appoint **Kerry Keane** as Secretary to the Board of Education for 2020.

C. APPOINTMENT OF TREASURER OF SCHOOL FUNDS

Be it resolved, that the Kinnelon Board of Education appoint **Jennifer Stillman** as Treasurer of School Funds for 2020.

D. OFFICIAL NEWSPAPERS

Be it resolved, that the Kinnelon Board of Education designate the **Suburban Trends**, the **Daily Record** and the **Star Ledger** as the Official Newspapers of the Kinnelon Board of Education for 2020. The Suburban Trends will be used for legal notices; the other papers are being recommended to provide flexibility for emergencies.

E. OFFICIAL DEPOSITORIES

Be it resolved, that the Kinnelon Board of Education designate Official Depositories for 2020 as listed, and to approve the authorized signatures in accordance with Attachment B.

Lakeland State Bank
PNC Bank
Cash Management of New Jersey
Valley National Bank
Bank of America
TD Bank

F. ADOPTION OF CURRICULUM

Be it resolved, that the Kinnelon Board of Education, based on the recommendation of the Superintendent of Schools, adopt the existing K-12 Curriculum, Programs and Services for the Kinnelon Public Schools for the 2019-2020 and 2020-2021 school years, or until such time that this Board amends the same.

G. ADOPTION OF ACTIONS, POLICIES, CONTRACTS

Be it resolved, that the Kinnelon Board of Education, based on the recommendation of the Superintendent of Schools, readopt all actions, policies, policy manuals, and contracts entered into by the previous boards of education for the 2019-2020 and 2020-2021 school years, or until such time that this Board amends the same.

H. ADOPTION OF TEXTBOOKS

Be it resolved, that the Kinnelon Board of Education, based on the recommendation of the Superintendent of Schools, adopt the existing K-12 Textbooks for the Kinnelon Public Schools for the 2019-2020 and 2020-2021 school years, or until such time that this Board amends the same.

I. ADOPTION OF EVALUATION SYSTEMS

1. Be it resolved, that the Kinnelon Board of Education, approve the Teacher Evaluation System for the 2019-2020 and 2020-2021 school years.

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2. Be it resolved, that the Kinnelon Board of Education approve the Principal Evaluation System for the 2019-2020 and 2020-2021 school years.
3. Be it resolved, that the Kinnelon Board of Education approve the other Certificated Staff Evaluation System for the 2019-2020 and 2020-2021 school years.
4. Be it resolved, that the Kinnelon Board of Education approve the Directors and Supervisors Evaluation System for the 2019-2020 and 2020-2021 school years.

J. PURCHASING

1. Be it resolved, that the Kinnelon Board of Education appoint Kerry Keane, Business Administrator/Board Secretary as Qualified Purchasing Agent and Public Agency Compliance Officer and is authorized to prepare advertisements, advertise for and receive bids and award contracts over the bid threshold up to \$40,000, pursuant to N.J.S.A 18A:18A-3a, 7a and 37a for 2020.
2. Be it resolved, that the Kinnelon Board of Education authorize Kerry Keane, Business Administrator/Board Secretary to invest funds for the Kinnelon Board of Education for 2020 in the following depositories:

Lakeland State Bank
PNC Bank
Cash Management of New Jersey
Valley National Bank
Bank of America
TD Bank

3. Be it resolved, that the Kinnelon Board of Education approve the following organizations for cooperative purchasing functions for 2019-2020 and 2020-2021 school years:

Morris County Cooperative Pricing Council
Middlesex County Regional Educational Services Commission
NJ State Contracts
EdData Services for Time and Materials
Northern Regional Educational Services Commission
Hunterdon County Educational Services Commission

K. PROFESSIONAL SERVICES

1. Be it resolved, that the Kinnelon Board of Education approve Apruzzese, McDermott, Mastro & Murphy, **Board Attorney and Negotiator** for 2020 at an approximate annual cost of \$80,000.
2. Be it resolved, that the Kinnelon Board of Education approve McManimon and Scotland as **Bond Counsel** for 2020 on an as needed basis, at an approximate annual cost of \$1,000.
3. Be it resolved, that the Kinnelon Board of Education appoint **Phoenix Advisors** of Bordentown, New Jersey to act as the continuing disclosure Agent and Registered Municipal Advisor in conjunction with our outstanding Bonds for the 2020 and 2021 years.
4. Be it resolved, that the Kinnelon Board of Education approve the following as **Civil Engineers and Architects** for 2020:

Gianforcaro Architects and Engineers
FKA Architects of Oakland
Keller and Kirkpatrick Civil Engineers
5. Be it resolved, that the Kinnelon Board of Education approve a professional services contract with Aero Environmental Services, Inc., as **Environmental Consultants** for the 2019-2020 and 2020-2021 school years at an approximate cost of \$6,000.
6. Be it resolved, that the Kinnelon Board of Education approve a professional services contract with Nisivoccia, LLP, **School Auditors** for 2020 at an annual cost of \$35,550.
7. Be it resolved, that the Kinnelon Board of Education approve a professional services contract with Dr. Vincent McInerney, **School Medical Inspector of Record** for 2020 at a fee of \$9,000.
8. Be it resolved, that the Kinnelon Board of Education approve Polaris Galaxy Insurance, LLC, **Insurance Agent of Record** for 2020.
9. Be it resolved, that the Kinnelon Board of Education approve Brown & Brown Benefit Advisors, **Employee Benefits Specialists**, for 2020.

L. COMPUTER SERVICE PROVIDERS

1. Be it resolved, that the Kinnelon Board of Education approve **Systems 3000** as the computer service provider for the following functions for the 2019-2020 and 2020-2021 school years:

Accounting Payroll Personnel

2. Be it resolved, that the Kinnelon Board of Education approve **On-Course** as the computer service provider for student record functions for the 2019-2020 and 2020-2021 school years.

M. PARLIAMENTARY PROCEDURES

Be it resolved, that the Kinnelon Board of Education adopt Roberts Rules of Order as the official **parliamentary procedure** manual to be used to conduct meetings and appoint Board President and Board Secretary to act as parliamentarians for the 2019-2020 and 2020-2021 school years.

N. UNIFORM MINIMUM CHART OF ACCOUNTS

1. Be it resolved, that the Kinnelon Board of Education adopt the **Uniform Minimum Chart of Accounts** for New Jersey Public Schools for the 2019-2020 and 2020-2021 school years.

O. BONDING

1. Be it resolved, that the Kinnelon Board of Education approve the bonding of the Board Secretary, Treasurer of School Monies and all other employees as deemed necessary for the 2019-2020 and 2020-2021 school years as per State Law requirements.

P. STANDARD OPERATING PROCEDURES

1. Be it resolved, that the Kinnelon Board of Education approve the Guide for Standard Operating Procedures and Internal Control Manual along with the Position Control Roster per Title 6A: Chapter 23a.

Q. EMPLOYEE TAX SHELTER ANNUITIES AND INSURANCES

1. Be it resolved, that the Kinnelon Board of Education approve the following tax shelter annuities and mutual funds through

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employee payroll deductions for the 2019-2020 and 2020-2021 school years:

AXA Equivest Met Life	Lincoln National Valic	Lincoln Investment
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2. Be it resolved, that the Kinnelon Board of Education approve the following 457 account provider for the 2019-2020 and 2020-2021 school years:

AXA Equitable

3. Be it resolved, that the Kinnelon Board of Education approve the following disability insurance providers for the 2019-2020 and 2020-2021 school years:

Aflac	Colonial	Prudential
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4. Be it resolved that the Kinnelon Board of Education approve the following provider for Flexible Spending Employee Accounts for the 2019-2020 and 2020-2021 school years:

Colonial

R. COMPLIANCE POSITIONS

Be it resolved, that the Kinnelon Board of Education appoint the following persons to the corresponding Compliance Positions for the 2019-2020 and 2020-2021 school years:

Custodian of Government Records (OPRA)	Kerry Keane
Public Agency Compliance Officer	Kerry Keane
Affirmative Action Officer	Ivonne Ciresi
Section 504 Compliance Officer	Meridith Charles
Integrated Pest Management Coordinator	Alan Bresett
Right to Know Contact	Alan Bresett
AHERA Coordinator	Alan Bresett
Homeless Liaison Representative	Lisa Dunn
Anti-Bullying Coordinator	Meridith Charles
School Safety Specialist	Vincent Shivas

IX. ADJOURNMENT

KINNELON BOARD OF EDUCATION
109 KIEL AVE.
KINNELON, NEW JERSEY 07405

LEGAL NOTICE

2020 MEETING CALENDAR
DRAFT

2020 Board of Education Meetings

The Work Session Meetings of the Kinnelon Board of Education will be held on the second Thursday of every month and the Regular Monthly Meetings of the Kinnelon Board of Education will be held on the fourth Thursday of every month (*except as indicated). Formal action may be taken at any of these meetings.

Work Session Meetings

Regular Monthly Meetings

	January 2, 2020 Re-Organization Meeting (Thursday)
	January 23, 2020 (Combined Meeting)
February 13, 2020	February 27, 2020 (HS Auxiliary Cafeteria)
March 12, 2020	March 26, 2020
	April 23, 2020 (Combined Meeting) (Pending Budget Calendar)
May 14, 2020	May 28, 2020
June 11, 2020	June 25, 2020
	July 23, 2020 (Combined Meeting)
	August 27, 2020 (Combined Meeting)
September 10, 2020	September 24, 2020
October 8, 2020	October 22, 2020
	*November 19, 2020 (3 rd Thurs.) (Combined Meeting)
	*December 17, 2020 (3 rd Thurs.) (Combined Meeting)

January 7, 2021 Re-Organization Meeting (Thursday) **ANTICIPATED MEETING DATE**

NOTE: All meetings will be held at 8:00 p.m. in the Kinnelon High School Auditorium at 121 Kinnelon Road unless otherwise advertised. The Board may hold an Executive Session at 7:00 if needed.

Kerry A. Keane
Business Administrator/Board Secretary

Suburban Trends – via e-mail Publish Wednesday, January 15, 2020
Daily Record – INFORMATIONAL ONLY
Borough Hall
Kinnelon Public Library

ATTACHMENT B

**KINNELON BOARD OF EDUCATION
109 KIEL AVENUE
KINNELON, NEW JERSEY**

DEPOSITORIES AND SIGNATURES

PAYROLL AGENCY ACCOUNT:

Business Administrator/Board Secretary
and
Superintendent of Schools

CURRENT ACCOUNT:

Business Administrator/Board Secretary
and
Board President
and
Custodian of School Funds

PAYROLL ACCOUNT:

Custodian of School Funds

KINNELON ENRICHMENT PROGRAM:

Business Administrator/Board Secretary
and
Superintendent of Schools

KINNELON BOARD OF EDUCATION
PETTY CASH ACCOUNT:

Business Administrator/Board Secretary
and
Superintendent of Schools

ATTACHMENT B

KINNELON BOARD OF EDUCATION CAFETERIA ACCOUNT:

Business Administrator/Board Secretary
and
Superintendent of Schools

UNEMPLOYMENT AGENCY ACCOUNT:

Business Administrator/Board Secretary
and
Superintendent of Schools

SENIOR HIGH ATHLETIC ACCOUNT:

High School Principal
Athletic Director
High School Secretary
(Two of three signatures are required.)

SCHOOL ACTIVITIES ACCOUNT:

Business Administrator/Board Secretary
or
Accounts Payable
and
High School Principal or
Pearl R. Miller Middle School Principal or
Stonybrook School Principal or
Kiel School Principal
(Two of three signatures required)

FRANK B. FAY III SCHOLARSHIP FUND:

Business Administrator/Board Secretary
and
Superintendent of Schools

ATTACHMENT B

JOHN RICKER SCHOLARSHIP FUND:

Business Administrator/Board Secretary
and
Superintendent of Schools

CHARLES PAYNE SCHOLARSHIP FUND:

Business Administrator/Board Secretary
and
Superintendent of Schools

CAROL HARGREAVES MACLARY MEMORIAL SCHOLARSHIP:

Business Administrator/Board Secretary
and
Superintendent of Schools

SPORTS ACADEMY CAMPS ACCOUNT:

Athletic Director
and
Business Administrator/Board Secretary

AMERIFLEX (Flexible Spending Account):

Business Administrator/Board Secretary
and
Superintendent of Schools

CAPITAL RESERVE ACCOUNT:

Business Administrator/Board Secretary