

**KINNELON BOARD OF EDUCATION
REORGANIZATION MEETING
JANUARY 7, 2014
8:00 P.M. KINNELON HIGH SCHOOL AUDITORIUM**

MINUTES

The Reorganization meeting of the Kinnelon Board of Education was held on Tuesday, January 7, 2014 at 8:00 p.m.

I. OPENING OF THE MEETING

Mr. Jim Minkewicz, Board Secretary, called the meeting to order at 8:00 p.m. and read the Meeting Notice followed by the Salute to the American Flag.

II. OFFICIAL RESULTS OF THE ELECTION ON NOVEMBER 5, 2013

Board Members: 3 members for three years

Jessica Barish
Brian Davin
Marcy Pryor

III. OATH OF OFFICE ADMINISTERED TO NEWLY ELECTED BOARD MEMBERS

Mr. Jim Minkewicz, Board Secretary, administered the Oath of Office to Mrs. Barish, Mr. Davin, and Dr. Pryor.

IV. ROLL CALL

PRESENT	Jessica Barish Brian Davin Marianne DeAlessi Denise Hatch Michael Petruccelli Marcy Pryor Katie Stylianou
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ABSENT	None
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ALSO PRESENT	Jim Minkewicz, Business Administrator/Board Secretary Diane DiGiuseppe, Superintendent
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V. NOMINATIONS AND ELECTION OF A PRESIDENT

Mr. Minkewicz, Board Secretary, asked for nominations for President of the Board of Education.

**REORGANIZATION MEETING
JANUARY 7, 2014**

Mrs. DeAlessi nominated Michael Petruccelli for President of the Board of Education.

Mrs. Stylianou nominated Denise Hatch for President of the Board of Education.

Mr. Minkewicz, Board Secretary, closed the nominations for President and the following roll call vote was taken:

<u>Board Member</u>	<u>Vote</u>
Mr. Petruccelli	Michael Petruccelli
Mr. Davin	Denise Hatch
Mrs. DeAlessi	Michael Petruccelli
Mrs. Stylianou	Denise Hatch
Dr. Pryor	Michael Petruccelli
Mrs. Hatch	Denise Hatch
Mrs. Barish	Denise Hatch

MRS. HATCH WAS ELECTED PRESIDENT.

The meeting was turned over to Mrs. Hatch as Board President.

VI. NOMINATIONS AND ELECTION OF A VICE-PRESIDENT

Mrs. Hatch asked for nominations for Vice President of the Board of Education

Dr. Pryor nominated Brian Davin for Vice President of the Board of Education.

Mr. Davin nominated Katie Stylianou for Vice President of the Board of Education.

Mrs. Hatch, Board President, closed the nominations for Vice President and the following roll call vote was taken:

<u>Board Member</u>	<u>Vote</u>
Mr. Petruccelli	Brian Davin
Mr. Davin	Katie Stylianou
Mrs. DeAlessi	Brian Davin
Mrs. Stylianou	Katie Stylianou
Dr. Pryor	Brian Davin
Mrs. Barish	Katie Stylianou
Mrs. Hatch	Katie Stylianou

VII. **APPOINTMENT OF COMMITTEES AND CHAIRPERSONS BY THE PRESIDENT**

Mrs. Hatch, Board President, will appoint Committees at the next meeting.

VIII. **PETITIONS AND HEARINGS OF CITIZENS – AGENDA ITEMS**

Comments were made regarding:

- Congratulations to the new Board Members
- Board Meeting calendar

IX. **APPOINTMENTS AND APPROVALS FOR 2014**

A. **TIME AND PLACE OF MEETINGS**

Motion that the Kinnelon Board of Education will hold their **2014 Meetings** on the second and fourth Thursdays in accordance with the scheduled dates shown on Attachment A.

B. **APPOINTMENT OF TREASURER OF SCHOOL FUNDS**

Be it resolved, that the Kinnelon Board of Education appoint **Jennifer Stillman** as **Treasurer of School Funds for 2014**.

C. **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 2014. The Suburban Trends will be used for legal notices; the other papers are being recommended to provide flexibility for emergencies.

D. **OFFICIAL DEPOSITORIES**

Be it resolved, that the Kinnelon Board of Education designate **Official Depositories** for 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

E. 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, Program and Services** for the Kinnelon Public Schools for the 2013-2014 and 2014-2015 school years, or until such time that this Board amends the same.

F. ADOPTION OF POLICIES

Be it resolved, that the Kinnelon Board of Education, based on the recommendation of the Superintendent of Schools, adopt the existing **Board Policies** for the Kinnelon Public Schools for the 2013-2013 and 2014-2015 school years, or until such time that this Board amends the same.

G. 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 2013-2014 and 2014-2015 school years, or until such time that this Board amends the same.

H. PURCHASING

1. Be it resolved, that the Kinnelon Board of Education appoint Jim Minkewicz, 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 pursuant to N.J.S.A 18A:18A-3a, 7a and 37a for 2014.
2. Be it resolved, that the Kinnelon Board of Education authorize Jim Minkewicz, Business Administrator/Board Secretary to **invest funds** for the Kinnelon Board of Education for 2014.
3. Be it resolved, that the Kinnelon Board of Education approve purchasing for the 2013-2014 and 2014-2015 school years through the **State Contracts** listed below:

Ackerson Drapery	67363
Action Office Supplies	80979
Artco Bell	83733
BCI Burke	81430
Central Lewmar	81662
Central Poly Corp.	80263, 83723
CMF Business Supplies	80977

**REORGANIZATION MEETING
JANUARY 7, 2014**

Commercial Interiors Direct	79564, 81414
EMC Corporation	75580
Extel Communications	80807
Flinn Scientific	75832
Global Industries	79567
Grainger, Inc.	79875
Hewlett Packard	70262, 83081
Lakeshore Learning Materials	80991
Madison Plumbing Supply	74876
Paper Mart	81663, 84070
Perma Bound	80927
Royal Communications	83898
School Specialty	80986
Seating, Inc.	81637
Sharp Electronics	68052
Staples	77249
Steelcase, Inc.	79565, 81639
Steps to Literacy	80980
Stewart Business Systems	64041
Supplies-Supplies, Inc.	81074
Tri County Pest Control	81119
VWR Scientific	75846
Verizon New Jersey	43338
Verizon Wireless	82583
Virco	83753
WB Mason	80975
Wesco Distribution	74576
Xerox Corporation	68053, 64042, 74851

I. PROFESSIONAL SERVICES

1. Be it resolved, that the Kinnelon Board of Education approve Apruzzese, McDermott, Mastro & Murphy, **Board Attorney and Negotiator** for 2014 at an annual cost not to exceed \$80,000.
2. Be it resolved, that the Kinnelon Board of Education approve McManimon and Scotland as **Bond Counsel** for 2014 on an as needed basis, at an approximate annual cost of \$1,000.
3. Be it resolved, that the Kinnelon Board of Education approve Gianforcaro Architects and Engineers as **Civil Engineers** for 2014 at an approximate annual cost of \$5,000.
4. Be it resolved, that the Kinnelon Board of Education approve a professional services contract with Nisivoccia & Company, **School Auditors** for 2014 at an annual cost of \$35,550.
5. Be it resolved, that the Kinnelon Board of Education approve a professional services contract with Dr. Vincent McInerney, **School Medical Inspector of Record** for 2014 at a fee of \$8,000.

6. Be it resolved, that the Kinnelon Board of Education approve Polaris Galaxy Insurance, LLC, **Insurance Agent of Record** for 2014.
7. Be it resolved, that the Kinnelon Board of Education approve Brown & Brown Benefit Advisors, **Employee Benefits Specialists**, for the 2014 school year.

J. CUSTODIAN OF GOVERNMENT RECORDS

Be it resolved, that the Kinnelon Board of Education appoint **Jim Minkewicz**, Business Administrator/Board Secretary as the Custodian of Government Records for 2014.

MOTION BY MRS. STYLIANOU, SECONDED BY MR. DAVIN TO APPROVE ITEMS A THROUGH J AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

X. PETITIONS AND HEARINGS OF CITIZENS – NON-AGENDA Items

Comments were made regarding:

- Ms. DiGiuseppe noted that there would not be a Superintendent report this evening.
- Letters are being sent to Kiel School parents regarding the broken water pipe and damage in the library.
- Extra help will be needed to help re-catalog the books in the Kiel Library.

XI. BOARD MEMBER COMMENTS

Comments were made regarding:

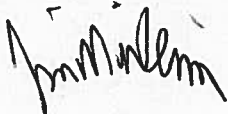
- Mr. Davin asked about procedures for extreme cold weather fire/security drills. Mrs. Mulholland indicated that students would not be permitted to stop for their coats. Drill procedures are followed regardless of the weather.
- Mrs. Hatch indicated that she would like the Board Members to consider diversifying their committee choices.

XII. ADJOURNMENT

MOTION BY MRS. STYLIANOU, SECONDED BY MR. DAVIN TO ADJOURN THE MEETING AT 8:25 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jim Minkewicz". The signature is written in a cursive, somewhat stylized font.

Jim Minkewicz
Board Secretary

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

LEGAL NOTICE

2014 MEETING CALENDAR

2014 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 7, 2014 Re-Organization Meeting (1 st Tuesday)
February 13, 2014	January 23, 2014 (Combined Work Session/Regular Meeting)
March 13, 2014	February 27, 2014
April 10, 2014	Public Hearing - School Budget (Date to be determined)
May 8, 2014	*April 17, 2014 (3 rd Thursday)
June 12, 2014	May 22, 2014
	June 26, 2014
	July 24, 2014 (Combined Work Session/Regular Meeting)
September 11, 2014	August 28, 2014 (Combined Work Session/Regular Meeting)
October 9, 2014	*September 18, 2014 (3 rd Thursday)
	October 23, 2014
	*November 20, 2013 (3 rd Thursday)
	(Combined Work Session/Regular Meeting)
December 11, 2014	*December 18, 2014 (3 rd Thursday)
	January 6, 2015 Re-Organization Meeting (Tuesday) ANTICIPATED MEETING DATE

All meetings will be held at 8:00 p.m. in the Kinnelon High School Auditorium at 121 Kinnelon Road unless otherwise advertised.

Jim Minkewicz
Business Administrator/Board Secretary

Suburban Trends – via e-mail – Publish on Wednesday, January 15, 2014
Daily Record – INFORMATIONAL ONLY
Borough Hall
Kinnelon Public Library

**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

**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

JOHN RICKER SCHOLARSHIP FUND

Business Administrator/Board Secretary
and
Superintendent of Schools