

**KINNELON BOARD OF EDUCATION  
REORGANIZATION MEETING  
JANUARY 3, 2019  
8:00 P.M. KINNELON HIGH SCHOOL AUDITORIUM**

**MINUTES**

The Re-Organization meeting of the Kinnelon Board of Education was held on Thursday, January 3, 2019 at 8:00 p.m.

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

Ms. Kerry Keane, 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.

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 **January 17, 2018**, 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 6, 2018**

Board Members: 2 members for three years

( )	Jemi Gillen-Ruth	1318
( )	Brian Kimberlin	1180
(X)	Peter Hughes	1527
(X)	Michael Petruccelli	1737

**III. OATH OF OFFICE ADMINISTERED TO NEWLY ELECTED BOARD MEMBERS**

Ms. Kerry Keane, Board Secretary, administered the Oath of Office to Dr. Hughes and Mr. Petruccelli.

**IV. ROLL CALL**

PRESENT	Marianne DeAlessi
	Jason DeAlessi
	Dr. Peter Hughes
	Susan Nogaj-Matteson
	Nathan Nussbaum
	Michael Petruccelli
	Dr. Marcy Pryor

**REORGANIZATION MEETING MINUTES  
JANUARY 3, 2019**

ABSENT                      None

ALSO PRESENT            Kerry A. Keane, Business Administrator/Board Secretary  
Diane DiGiuseppe, Superintendent

**V.        NOMINATIONS AND ELECTION OF A PRESIDENT**

Ms. Kerry Keane Board Secretary asked for nominations for the position of President of the Board of Education.

A. Motion by Mrs. DeAlessi, seconded by Mr. Nussbaum to nominate **Jason DeAlessi** for President of the Kinnelon Board of Education.

Motion by Dr. Hughes, seconded by Mr. Petruccelli to nominate **Mr. Petruccelli** for President of the Kinnelon Board of Education.

There were no other nominations.

B. Motion by Mr. Petruccelli, seconded by Mr. Nussbaum that nominations be closed.

C. Roll call vote on nomination of Mr. Petruccelli for President.

YES	Dr. Hughes Mr. Petruccelli
-----	-------------------------------

NO	Mrs. DeAlessi Mr. DeAlessi Mrs. Nogaj-Matteson Mr. Nussbaum Dr. Pryor
----	---

Roll call on the nomination of Mr. DeAlessi for President.

YES	Mrs. DeAlessi Mr. DeAlessi Mrs. Nogaj-Matteson Mr. Nussbaum Dr. Pryor
-----	---

NO	Dr. Hughes Mr. Petruccelli
----	-------------------------------

Mr. DeAlessi was elected President of the Board of Education for 2019.

D. Mr. DeAlessi, President, assumed the chair.

**VI. NOMINATIONS AND ELECTION OF A VICE-PRESIDENT**

Mr. DeAlessi, Board President, asked for nomination for the position of Vice-President of the Board of Education.

A. Motion by Mrs. Nogaj-Matteson, seconded by Mrs. DeAlessi, to nominate Dr. Marcy Pryor for **Vice President** of the Kinnelon Board of Education. There were no other nominations

B. Motion by Mr. Nussbaum, seconded by Mr. DeAlessi that nominations be closed.

C. Roll call vote on nomination for Vice President.

YES	Mrs. DeAlessi Dr. Hughes Mrs. Nogaj-Matteson Mr. Nussbaum Dr. Pryor Mr. DeAlessi
NO	Mr. Petruccelli

Dr. Pryor was elected Vice-President of the Board of Education for 2019.

**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

The appointment of Committees was tabled to the Board Meeting on January 24, 2019.

VIII. APPOINTMENTS AND APPROVALS FOR 2019

A. TIME AND PLACE OF MEETINGS

Motion that the Kinnelon Board of Education will hold their **2019 Meetings** on the second and fourth Thursdays in accordance with the scheduled dates shown on Attachment A.

**After some discussion, the Meeting Schedule for 2019 was tabled to the meeting on January 24, 2019.**

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 2019.

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 2019.

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 2019. 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 2019 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 2018-2019 and 2019-2020 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 2018-2019 and 2019-2020 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 2018-2019 and 2019-2020 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 2018-2019 and 2019-2020 school years.
2. Be it resolved, that the Kinnelon Board of Education approve the Principal Evaluation System for the 2018-2019 and 2019-2020 school years.
3. Be it resolved, that the Kinnelon Board of Education approve the other Certificated Staff Evaluation System for the 2018-2019 and 2019-2020 school years.
4. Be it resolved, that the Kinnelon Board of Education approve the Directors and Supervisors Evaluation System for the 2018-2019 and 2019-2020 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 2019.
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 2019 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 2018/2019 and 2019/2020 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 2019 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 2019 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

## REORGANIZATION MEETING MINUTES

JANUARY 3, 2019

conjunction with our outstanding Bonds for the 2019 and 2020 years.

4. Be it resolved, that the Kinnelon Board of Education approve the following as **Civil Engineers and Architects** for 2019:

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 2018-2019 and 2019-2020 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 2019 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 2019 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 2019.
9. Be it resolved, that the Kinnelon Board of Education approve Brown & Brown Benefit Advisors, **Employee Benefits Specialists**, for 2019.

### 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 2018-2019 and 2019-2020 school years:

Accounting

Payroll

Personnel

2. Be it resolved, that the Kinnelon Board of Education approve **PowerSchool** as the computer service provider for student record functions for the 2018-2019 school year.

**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 2018-2019 and 2019-2020 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 2018-2019 and 2019-2020 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 2018-2019 and 2019-2020 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 employee payroll deductions for the 2018-2019 and 2019-2020 school years:

AXA Equivest  
Met Life

Lincoln National  
Valic

Lincoln Investment

2. Be it resolved, that the Kinnelon Board of Education approve the following 457 account provider for the 2018-2019 and 2019-2020 school years:

AXA Equitable



## REORGANIZATION MEETING MINUTES

JANUARY 3, 2019

3. Be it resolved, that the Kinnelon Board of Education approve the following disability insurance providers for the 2018-2019 and 2019-2020 school years:

Aflac

Colonial

Prudential

4. Be it resolved that the Kinnelon Board of Education approve the following provider for Flexible Spending Employee Accounts for the 2018-2019 and 2019-2020 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 2018-2019 and 2019-2020 school years:

Custodian of Government Records (OPRA)  
Public Agency Compliance Officer  
Affirmative Action Officer  
Section 504 Compliance Officer  
Integrated Pest Management Coordinator  
Right to Know Contact  
AHERA Coordinator  
Homeless Liaison Representative  
Anti-Bullying Coordinator  
School Safety Specialist

Kerry Keane  
Kerry Keane  
Ivonne Ciresi  
Meridith Charles  
Alan Bresett  
Alan Bresett  
Alan Bresett  
Lisa Dunn  
Meridith Charles  
Vincent Shivas

**MOTION BY DR. PRYOR, SECONDED BY DR. HUGHES TO APPROVE ITEMS B THROUGH R AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.**

**There will be a short Work Session immediately following the Re-Organization Meeting. Action will be taken.**

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

**LEGAL NOTICE**

**2019 MEETING CALENDAR  
DRAFT**

**2019 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 3, 2019 Re-Organization Meeting (Thursday)
	January 24, 2019 (Combined Work Session/Regular Meeting)
February 14, 2019	February 28, 2019
March 14, 2019	March 28, 2019
April 11, 2019	April 25, 2019
May 9, 2019	May 23, 2019
June 6, 2019 (1 <sup>st</sup> Thursday)	June 27, 2019
	*July 25, 2019 (Combined Work Session/Regular Meeting)
	*August 22, 2019 (Combined Work Session/Regular Meeting)
September 12, 2019	September 26, 2019
October 10, 2019	October 24, 2019
	*November 21, 2019 (3 <sup>rd</sup> Thurs.) (Combined Work Session/Regular Meeting)
	*December 19, 2019 (3 <sup>rd</sup> Thurs.) (Combined Work Session/Regular Meeting)

January 6, 2020 Re-Organization Meeting (Monday) 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 13, 2019  
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

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