

**KINNELON BOARD OF EDUCATION  
REORGANIZATION MEETING  
JANUARY 11, 2018  
8:00 P.M. KINNELON HIGH SCHOOL AUDITORIUM**

**MINUTES**

The Re-Organization meeting of the Kinnelon Board of Education was held on Wednesday, January 11, 2018 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 10, 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 7, 2017**

Board Members: 2 members for three years

(X)	Marianne DeAlessi	1,251
(X)	Nathan Nussbaum	1,244
	Write-in	72

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

Ms. Kerry Keane, Board Secretary, administered the Oath of Office to Mrs. DeAlessi and Mr. Nathan Nussbaum.

**IV. ROLL CALL**

PRESENT	Marianne DeAlessi Jason DeAlessi Jemi Gillen-Ruth Susan Nogaj-Matteson Nathan Nussbaum Michael Petruccelli Marcy Pryor
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ABSENT                      None

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

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

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

A. Motion by Dr. Pryor to nominate Mrs. Marianne DeAlessi for **President** of the Kinnelon Board of Education. There were no other nominations for President.

B. Motion by Mrs. Nogaj-Matteson that the nominations be closed.

C. Roll call vote on the nomination of Mrs. DeAlessi for President.

YES	Mrs. DeAlessi
	Mr. DeAlessi
	Mrs. Gillen-Ruth
	Mrs. Nogaj-Matteson
	Mr. Nussbaum
	Mr. Petruccelli
	Dr. Pryor

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

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

Mrs. DeAlessi, Board President asked for nominations for the position of Vice-President of the Board of Education.

A. Motion by Mrs. Gillen Ruth to nominate Dr. Marcy Pryor for **Vice-President** of the Kinnelon Board of Education. There were no other nominations for Vice-President.

B. Motion by Mrs. Nogaj-Matteson that nominations be closed.

C. Roll call vote on nomination of Dr. Pryor for Vice President.

YES	Mr. DeAlessi
	Mrs. Gillen-Ruth
	Mrs. Nogaj-Matteson
	Mr. Nussbaum

Mr. Petruccelli  
Dr. Pryor  
Mrs. DeAlessi

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

The appointment of Committees was tabled to the Board Meeting on January 18, 2018.

**VIII. APPOINTMENTS AND APPROVALS FOR 2018**

Motions A through R were voted upon as a group.

**A. TIME AND PLACE OF MEETINGS**

Motion that the Kinnelon Board of Education will hold their **2018 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 2018.

**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 2018.

**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 2018. 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 2018 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 2017-2018 and 2018-2019 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 2017-2018 and 2018-2019 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 2017-2018 and 2018-2019 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 2017-2018 and 2018-2019 school years.
2. Be it resolved, that the Kinnelon Board of Education, approve the Principal Evaluation System for the 2017-2018 and 2018-2019 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

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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 2018.

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 2018 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 2017/2018 and 2018/2019 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 2018 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 2018 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 2018 and 2019 years.
4. Be it resolved, that the Kinnelon Board of Education approve the following as **Civil Engineers and Architects** for 2018:

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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 2017-2018 and 2018-2019 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 & Company, **School Auditors** for 2018 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 2018 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 2018.
9. Be it resolved, that the Kinnelon Board of Education approve Brown & Brown Benefit Advisors, **Employee Benefits Specialists**, for 2018.

**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 2017-2018 and 2018-2019 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 2017/2018 and 2018/2019 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 2017/2018 and 2018/2019 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 2017/2018 and 2018/2019 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 2017/2018 and 2018/2019 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 2017/2018 and 2018/2019 school years:

AXA Equivest	Lincoln National	Lincoln Investment
Met Life	Valic	

2. Be it resolved, that the Kinnelon Board of Education approve the following 457 account provider for the 2017/2018 and 2018/2019 school years:

AXA Equitable

3. Be it resolved, that the Kinnelon Board of Education approve the following disability insurance providers for the 2017/2018 and 2018-2019 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 2017/2018 and 2018/2019 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 2017/2018 and 2018-2019 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 Ludwig
Anti-Bullying Coordinator	Meridith Charles

MOTION BY MR. DeALESSI, SECONDED BY MR. PETRUCCELLI TO APPROVE AGENDA ITEMS A THROUGH R AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

**IX. PETITIONS AND HEARINGS OF CITIZENS**

Mrs. Nogaj-Matteson made a motion to open public comment from citizens. Dr. Pryor seconded the motion.

Comments were made regarding:

- David Gigante commented that he applied for the Head Lacrosse coaching position and the job was given to Mr. DiColo, teacher at the High School. He feels that he is qualified and that he should have been interviewed by Mr. Suda for the position. Ms. DiGiuseppe, Superintendent indicated that in-house staff usually receives preference.
- Several other comments were made regarding the Lacrosse coaching position.
- Ms. DiGiuseppe read the portion of the KEA contract regarding coaching positions.



**X. BOARD MEMBER COMMENTS**

Comments were made regarding:

- Mrs. Nogaj-Matteson welcomed Mr. Nussbaum to the Board. She also congratulated Mrs. DeAlessi and Dr. Pryor.
- Mrs. Gillen-Ruth welcomed Mr. Nussbaum.
- Dr. Pryor commented that she supports Mrs. DeAlessi as President of the Board.
- Mr. Petruccelli commented that he is looking forward to the new year.
- Mr. DeAlessi congratulated his Mom and welcomed Mr. Nussbaum.
- Mr. Nussbaum commented that he is excited to work with the Board of Education.
- Mrs. DeAlessi thanked the residents of Kinnelon and fellow Board Members. She also welcomed Mr. Nussbaum to the Board and is excited to work with another Kinnelon graduate.
- Mrs. DeAlessi commented that the role of the Board is to set Policy and Student achievement.

**XI. ADJOURNMENT**

MOTION BY MRS. NOGAJ-MATTESON, SECONDED BY DR. PRYOR TO ADJOURN THE MEETING AT 8:30 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

Kerry A. Keane  
Board Secretary

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

**LEGAL NOTICE**

**2018 MEETING CALENDAR**

**2018 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**

February 8, 2018  
\*March 15, 2018 (3<sup>rd</sup> Thurs.) (Pearl  
Miller Middle School Gym)  
April 12, 2018  
\*May 3, 2018 (1<sup>st</sup> Thurs.)  
June 14, 2018  
  
September 13, 2018  
October 11, 2018

**Regular Monthly Meetings**

\*January 18, 2018 (3<sup>rd</sup> Thurs.) (Combined Work Session/Regular  
Meeting)  
February 22, 2018  
March 22, 2018  
  
April 26, 2018  
\*May 17, 2018 (3<sup>rd</sup> Thurs.) (Pearl Miller Middle School Gym)  
June 28, 2018  
\*July 26, 2018 (Combined Work Session/Regular Meeting)  
\*August 23, 2018 (Combined Work Session/Regular Meeting)  
September 27, 2018  
October 25, 2018  
\*November 15, 2018 (3<sup>rd</sup> Thurs.) (Combined Work Session/Regular  
Meeting)  
December 13, 2018 (Combined Work Session/Regular Meeting)

January 3, 2019 - 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.**

Kerry A. Keane  
Business Administrator/Board Secretary

Suburban Trends – via e-mail Publish Wednesday, January 17, 2018

**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