

**KINNELON BOARD OF EDUCATION
WORK SESSION
7:00 P.M.
MARCH 11, 2021**

MINUTES

Please be advised that the Kinnelon Board of Education work session meeting scheduled for March 11, 2021 will take place as planned. However, the meeting will occur electronically on a device or over the phone. In compliance with the Open Public Meetings Act, community members will have the opportunity to witness the BOE conduct business via phone or video conference. Public comments will be facilitated as usual.

The meeting will take place at 7:00 p.m. on Thursday through Zoom Webinar, a video and audio presentation application. The link for the webinar can be found on the Kinnelon Public Schools website just below the picture on the District Home Page.

The Work Session Meeting of the Kinnelon Board of Education was held on Thursday, March 11, 2021 at 7:00 p.m. through Zoom Webinar.

I. OPENING OF THE MEETING BY THE PRESIDENT

Mr. Michael Petruccelli, Board President, called the meeting to order at 7:02 p.m. and read the Meeting Notice.

The New Jersey Open Public Meetings Law was enacted to ensure 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, 2021, posted in the Kinnelon Public Library, filed with the Borough Clerk and posted on the District web site.

II. ROLL CALL

PRESENT	Mr. Michael Petruccelli, Board President Dr. Peter Hughes, Vice President Mrs. Karen D'Amico Mrs. Jean Donaldson Ms. Michelle Donus Mrs. Megan Fischbeck Mr. David Gigante
ABSENT	None
ALSO PRESENT	Kerry A. Keane, Business Administrator/Board Secretary Diane DiGiuseppe, Superintendent

III. PLEDGE OF ALLEGIANCE

IV. CORRESPONDENCE

None

V. SUPERINTENDENT'S UPDATE

Ms. DiGiuseppe reported on the following:

- DECA - Entrepreneurship Team Decision Making – First place regional competition, 6th place state competition
- Creative Word & Art Contest winners, National English Honor Society and National Art Honor Society
- Kinnelon High School Sophomore accepted to the Global Health Conference through Johns Hopkins University
- KPEC and Giveback Club - Spread kindness award
- Pearl Miller National Honor Society – 80 members inducted
- Kinnelon High School Junior/Senior students 4 days per week
- Pearl Miller Special Ed students 4 days per week
- Reviewed the travel guidelines

Mr. Gigante wanted it clarified that it is a Superintendent's decision to open school. It is not an item that is voted on. He also noted that there are "vaccine fairies" working to get teachers vaccinated.

DR. HUGHES MADE A MOTION TO MOVE PUBLIC COMMENT UP ON THE AGENDA AND MRS. FISCHBECK SECONDED THE MOTION. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

PUBLIC COMMENT – NON-AGENDA ITEMS

- Mrs. A. - asked how many juniors/seniors for will be in for 4 days. What method of assuring at end doesn't work. Why are we doing it? There will be 51 seniors and 61 juniors. Will sophomores and freshman be next?
- Mrs. F. – change of policy?
- Mrs. S. – Will we be full time by September?

VI. REPORT OF THE SUPERINTENDENT

- A. PERSONNEL COMMITTEE
(Mr. Petruccelli - Chair, Mrs. Donaldson, Dr. Hughes)

Agenda Item #1 represents the Personnel Committee's recommendation.

COACHES/CO-CURRICULAR/SUBSTITUTES/CLINICAL INTERNS/HOME INSTRUCTORS

1. The Kinnelon Board of Education, upon the recommendation of the Superintendent, approves **Jonathan Melendez** as a **volunteer Coach** for the 2020-2021 school year.

MOTION BY DR. HUGHES, SECONDED BY MS. DONUS TO APPROVE ITEM #1 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

- B. FINANCE COMMITTEE
(Mrs. D'Amico - Chair, Mrs. Donaldson, Mrs. Fischbeck)

Agenda Item #1 represents the Finance Committee's recommendation.

1. **Budget Motions**

KINNELON BOARD OF EDUCATION

ADOPTION OF THE TENTATIVE BUDGET FOR SCHOOL YEAR 2021-2022

BE IT RESOLVED, that the tentative budget be approved for the 2021-2022 school year using state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2021-2022 Total Expenditures	\$41,860,908	\$531,362	\$1,582,181	\$43,974,451
Less: Anticipated Revenues	<u>\$3,526,502</u>	<u>\$531,362</u>	<u>\$68,639</u>	<u>\$4,126,503</u>
Taxes to be Raised	\$38,334,406	\$0	\$1,513,542	\$39,847,948

And, to advertise said tentative budget in the Suburban Trends in accordance with the form suggested by the New Jersey Department of Education and according to law;

AND a public hearing on the budget for the 2021-2022 school year will be held via Zoom Webinar, a video and audio presentation application, on Thursday, April 29, 2021 at 6:00 p.m.

MAXIMUM TRAVEL

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED that the Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$47,555 for the 2021-2022 school year. The maximum travel expenditure amount for the 2020-2021 school year is \$64,485 of which, \$18,561 has been spent and \$5,521 is encumbered to date.

TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2021-2022

The Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

AND, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

AND, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30);

AND, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;

BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education included in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$47,555 for all staff and board members for the 2021-2022 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

PROFESSIONAL SERVICES 2021-2022

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3©14

NOW, THEREFORE, BE IT RESOLVED, that the Kinnelon Board of Education hereby establishes the following maximums for the 2021-2022 year as follows:

- Legal \$110,000
 - Audit \$ 38,500
 - Physician \$ 24,000
 - Therapists \$783,900
- For a total amount of \$956,400

CAPITAL RESERVE

Capital Reserve Account Withdrawal: \$277,800

Be it resolved, that the Kinnelon Board of Education request the approval for the withdrawal of \$277,800 from the **Capital Reserve** in the 2021-2022 budget to provide funding for the following projects:

- Technology \$217,300
- Security \$ 60,500

BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs.

The Finance Committee met on March 8, 2021 and reviewed the Budget bottom line. The Public Hearing on the Budget will be held on April 29, 2021 at 6:00 p.m.

MOTION BY MRS. FISCHBECK, SECONDED BY DR. HUGHES TO APPROVE ITEM #1 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

VII. PETITIONS AND HEARINGS OF CITIZENS – AGENDA ITEMS – AFTER NEW BUSINESS

VIII. REVIEW OF MARCH 25, 2021 AGENDA

The Board reviewed the motions slated for the March 25, 2021 Regular Meeting.

IX. COMMITTEE REPORTS

- A. Personnel
(Mr. Petruccelli - Chair, Mrs. Donaldson, Dr. Hughes)
 - Committee has not met yet.
- B. Education
(Mrs. Fischbeck – Chair, Dr. Hughes, Mr. Gigante)
 - Committee will be meeting on 3/23
- C. Policy
(Dr. Hughes - Chair, Mrs. D'Amico, Mr. Petruccelli)
 - Committee reviewed the First Readings
- D. Finance/Budget
(Mrs. D'Amico - Chair, Mrs. Donaldson, Mrs. Fischbeck)
 - The Committee has been focused on the Budget
- E. Security/Facilities
(Mr. Gigante – Chair, Mrs. D'Amico, Ms. Donus)
 - Committee will be meeting soon
- F. Negotiations
(Ms. Donus - Chair, Mrs. Fischbeck, Mr. Petruccelli)
- G. Delegates
 1. New Jersey School Boards Association
(Dr. Hughes)
 - Training for crisis management
 2. Morris County School Boards Association
(Mrs. Fischbeck)
 - Morris County is meeting tonight
 3. Legislative Representative
(Mrs. D'Amico)
 4. Morris County Educational Services Commission
(Mrs. Donaldson)
- H. Coordinating Committee
(Mrs. Donaldson - Chair, Mrs. Fischbeck, Mr. Petruccelli)
 - Spoke with Mr. Mango from Hackettstown. They are trying to pull together various people in the community to address issues. Turf field and legalization of weed.
- I. Teacher Liaison Committee
(Mr. Gigante - Chair, Ms. Donus, Mr. Petruccelli)
 - Committee is meeting on Tuesday
- J. Kamelot
(Mr. Gigante)
 - Mr. Russo has plans.

- K. Kinnelon Education Foundation
(Ms. Donus)
 - Talked to Karen regarding a few things.
- L. Student Representative
(Claire Zhang)

X. UNFINISHED BUSINESS

- ADHoc Special Ed – Would like to form an ADHoc committee with parents and open to the public.
- Dr. Hughes asked why are we putting this together. What is the end game?
- What can we do to make it easier for parents? This is administrative.
- Mrs. Donaldson – We need formal parameters.
- Mrs. Fischbeck – Asked Mr. Petruccelli if this was formed yet. ADHoc is not an appropriate format.

XI. NEW BUSINESS

None

XII. PETITIONS AND HEARINGS OF CITIZENS – NON AGENDA ITEMS

- Mrs. O. – Doesn't support in person Board of Education meetings
- Mrs. F. – Better forum in person meeting. Lot of contention with this Board. Two committees for Special Ed?

E-Mail

- Ms. L. – Asked about use of common spaces like the gym, cafeteria, etc.

XIII. BOARD MEMBER COMMENTS

- Mr. Gigante thanked Ms. DiGiuseppe for vaccination effort.
- Ms. Donus thanked everyone for working so hard. Be safe.
- Mrs. Donaldson thanked everyone and would prefer to meet in person.
- Mrs. Fischbeck thanked everyone. Wear masks and distance.
- Dr. Hughes is pro Special Ed and hearing from parents. Great accomplishments from the Students.
- Mrs. D'Amico wished everyone a good night and looks forward to bringing ADHoc forward.
- Mr. Petruccelli mentioned that we can all work together.

XIV. ADJOURNMENT

MOTION BY MRS. DONALDSON, SECONDED BY MR. GIGANTE TO ADJOURN THE MEETING AT 8:38 P.M. MOTION WAS CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

Meeting adjourned.

Respectfully submitted,

Kerry A. Keane
Board Secretary