

**KINNELON BOARD OF EDUCATION
REORGANIZATION MEETING
7:00 P.M. KINNELON HIGH SCHOOL AUDITORIUM
JANUARY 5, 2023**

MINUTES

The Reorganization Meeting of the Kinnelon Board of Education was held on Thursday, January 5, 2023 at 7:00 P.M. in the High School Auditorium.

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 7:00 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 **March 13, 2022**, 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 8, 2022

Board Members: 3 members for three years

(X)	Jonathan Eisenmenger	2,337
(X)	Jennifer Portman	2,480
(X)	Carl Myers	2,317
	Write in votes	83

Board Members: 1 member for one year unexpired term

(X)	Dana Leonard	2,476
	Write in votes	34

III. OATH OF OFFICE ADMINISTERED TO NEWLY ELECTED BOARD MEMBERS

Ms. Kerry Keane, Board Secretary, administered the Oath of Office to Jonathan Eisenmenger, Jennifer Portman, Carl Myers, and Dana Leonard.

IV. ROLL CALL

PRESENT Mrs. Jean Donaldson
Mr. Jonathan Eisenmenger
Mrs. Dana Leonard
Mr. Carl Myers
Mrs. Kelly Parrella
Mr. Michael Petruccelli
Mrs. Jennifer Portman

ABSENT None

ALSO PRESENT Kerry A. Keane, Business Administrator/Board Secretary
David C. Mango, Superintendent

V. NOMINATIONS AND ELECTION OF A PRESIDENT

- A. Motion by Mr. Petruccelli to nominate Jean Donaldson for **President** of the Kinnelon Board of Education. Mr. Eisenmenger seconded the motion.
- B. Motion by Mrs. Parrella, seconded by Mr. Petruccelli that nominations be closed.
- C. Motion was carried by roll call vote with all present voting in favor.
- D. Mrs. Donaldson assumes the chair.

VI. NOMINATIONS AND ELECTION OF A VICE-PRESIDENT

- A. Motion by Mrs. Donaldson to nominate Mrs. Petruccelli for **Vice President** of the Kinnelon Board of Education. Mrs. Parrella seconded the motion.
- B. Motion by Mr. Eisenmenger, seconded by Mrs. Donaldson that nominations be closed.
- C. Motion was carried by roll call vote with all present voting in favor.
- D. Mr. Petruccelli was elected 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

MOTION BY MRS. DONALDSON, SECONDED BY MR. PETRUCCELLI TO DISCUSS REORGANIZATION OF COMMITTEES. MOTON CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

Mrs. Parrella – Streamline the committees.

Mr. Mango – District Policy needs to be revised for new committees and agenda.

VIII. PUBLIC COMMENT ON AGENDA ITEMS

IX. APPOINTMENTS AND APPROVALS FOR 2023

A. TIME AND PLACE OF MEETINGS

Motion that the Kinnelon Board of Education will hold their **2023 Meetings** on the second and fourth Thursdays in accordance with the scheduled dates.

MOTION BY MR. EISENMENGER, SECONDED BY MR. PETRUCCELLI TO TABLE NUMBER IX. A – TIME AND PLACE OF MEETINGS. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

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 2023.

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 2023.

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 2023. 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 2023 as listed, and to approve the authorized signatures in accordance with Attachment A.

Lakeland State Bank
Cash Management of New Jersey
Bank of America

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 2022-2023 and 2023-2024 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 2022-2023 and 2023-2024 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 2022-2023 and 2023-2024 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 2022-2023 and 2023-2024 school years.
2. Be it resolved, that the Kinnelon Board of Education approve the Principal Evaluation System for the 2022-2023 and 2023-2024 school years.
3. Be it resolved, that the Kinnelon Board of Education approve the other Certificated Staff Evaluation System for the 2022-2023 and 2023-2024 school years.

4. Be it resolved, that the Kinnelon Board of Education approve the Directors and Supervisors Evaluation System for the 2022-2023 and 2023-2024 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 \$44,000, pursuant to N.J.S.A 18A:18A-3(a), 7a and 37a for 2023.

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 2023 in the following depositories:

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

3. Be it resolved, that the Kinnelon Board of Education approve the following organizations for **cooperative purchasing** functions for 2022-2023 and 2023-2024 school years:

Morris County Cooperative Pricing Council
Educational Services Commission of Morris County
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
TIPS - Cooperative Purchasing

K. PROFESSIONAL SERVICES

1. Be it resolved, that the Kinnelon Board of Education approve Apruzzese, McDermott, Mastro & Murphy, **Board Attorney and Negotiator** for 2023 at an approximate annual cost of \$70,000.
2. Be it resolved, that the Kinnelon Board of Education approve McManimon and Scotland as **Bond Counsel** for 2023 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 2023 and 2024 years.
- 4. Be it resolved, that the Kinnelon Board of Education approve the following as **Civil Engineers and Architects** for 2023:

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 2022-2023 and 2023-2024 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 2023 at an annual cost of approximately \$39,000.
- 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 2023 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 2023.
- 9. Be it resolved, that the Kinnelon Board of Education approve Brown & Brown Benefits Advisors, **Employee Benefits Specialists** for 2023.

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 2022-2023 and 2023-2024 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 2022-2023 and 2023-2024 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 2022-2023 and 2023-2024 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 2022-2023 and 2023-2024 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 2022-2023 and 2023-2024 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 2022-2023 and 2023-2024 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 2022-2023 and 2023-2024 school years:

AXA Equitable

3. Be it resolved, that the Kinnelon Board of Education approve the following **disability insurance providers** for the 2022-2023 and 2023-2024 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 2022-2023 and 2023-2024 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 2022-2023 and 2023-2024 school years:

Custodian of Government Records (OPRA)	Kerry Keane
Public Agency Compliance Officer	Kerry Keane
Affirmative Action Officer	Jodi Mulholland
Section 504 Compliance Officer	Rachel Ciottariello
Integrated Pest Management Coordinator	Alan Bresett
Right to Know Contact	Alan Bresett
AHERA Coordinator	Alan Bresett
Homeless Liaison Representative	Lisa Dunn
Anti-Bullying Coordinator	Rachel Ciottariello
School Safety Specialist	Vincent Shivas
Janet's Law Coordinator	Scott Leiter

MOTION BY MR. PETRUCELLI SECONDED BY MR. EISENMENGER TO APPROVE ITEMS B THROUGH R AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

X. NEW BUSINESS

- 2023 Board Meeting Dates

MOTION BY MRS. DONALDSON, SECONDED BY MR. PETRUCELLI TO APPROVE THE 2ND AND 4TH TUESDAY OF THE MONTH FOR BOARD OF EDUCATION MEETINGS. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

- RFP for Board Counsel/ Architect

**MOTION BY MRS. DONALDSON, SECONDED BY MR. PETRUCCELLI TO DISCUSS.
MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.**

**MOTION BY MRS. DONALDSON, SECONDED BY MR. PETRUCCELLI TO APPROVE RFP
FOR BOARD COUNSEL. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT
VOTING IN FAVOR.**

**MOTION BY MRS. DONALDSON, SECONDED BY MRS. PARRELLA TO APPROVE RFP FOR
BOARD ARCHITECT. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING
IN FAVOR.**

- KEHSA/ Sisco Agreement

**MOTION BY MR. MYERS, SECONDED BY MR. PETRUCCELLI TO APPROVE THE
KEHSA/SISCO AGREEMENT. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT
VOTING IN FAVOR.**

XI. PUBLIC COMMENT

Comments were made regarding:

- Parent – Specifically explain what will be taught in the High School. Nothing was actually told.

Mr. Mango – Thank you to everyone involved in streaming the Board of Education Meetings.

XII. ADJOURNMENT

**MOTION BY MR. MYERS, SECONDED BY MR. PETRUCCELLI TO ADJOURN THE MEETING
AT 7:38 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.**

MEETING ADJOURNED.

Respectfully submitted,

Kerry A. Keane
Board Secretary

ATTACHMENT A

**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 A

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 A

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



KINNELON ELEMENTARY HOME & SCHOOL ASSOCIATION
c/o Kiel School
115 Kiel Avenue
Kinneton, NJ 07405

Proposal and Request for Storage Room for KEHSA at the Sisco Building

KEHSA, along with the Tricky Tray 2023 Planning Committee, is submitting a proposal to request a lockable space in the Glenn Sisco Building (109 Kiel Avenue, Kinneton, NJ 07405) for the purpose of KEHSA storage, specifically as a central location to store decorations, supplies, materials and prizes. As part of this request, we would ask that the KEHSA approved list of volunteers named below have access to this room on specific dates for the purpose of basket wrapping, donation drop off and pick up, and general preparation for the 2023 Tricky Tray. Each time a volunteer needs access to the room, there will always be a Tricky Tray Chair Person or KEHSA Board Member present as well.

**The Tricky Tray event is scheduled for Thursday, March 30, 2023 at
The Legacy Castle in Pompton Plains, NJ.**

Volunteer List

Kelly	Meadows*	meadows.trickytray@gmail.com
Stefanie	Schmitt*	schmitt.trickytray@gmail.com
Nicole	Banki	nicolemarie1102@aol.com
Kathryn	Malko	katymo79@yahoo.com
Shireen	Santelises	shireen.santelises@yahoo.com
Adrianna	Komeshock	akomeshok@gmail.com
Katie	Talbot**	klink1977@gmail.com
Jackie	Brancato	jacklyntaupier@gmail.com
Kelly	Glowacki	kglowacki211@gmail.com

**Tricky Tray Event Co-Chairs*

***KEHSA Executive Board President*

Requested Dates to Access the Room

The Tricky Tray Co-Chairs will email the Board of Education Office **every Tuesday evening** with the small list of volunteers expected the following day.

Kelly Meadows (Event Chair), Stefanie Schmitt (Event Chair), or Katie Talbot (KEHSA President) will always be on location when volunteers are present.

Wednesday & Thursday 9am-12pm – requested time frame to access the room

1/4/23, 1/11/23, 1/12/23, 1/18/23, 1/19/23, 1/25/23, 1/26/23, 2/1/23, 2/2/23, 2/8/23, 2/9/23, 2/15/23, 2/16/23, 2/22/23, 2/23/23, 3/1/23, 3/2/23, 3/8/23, 3/9/23, 3/15/23, 3/16/23

Final Two Weeks, March 20 – March 31

Tricky Tray Co-Chairs will be in direct contact via email with Mr. David Mango, Superintendent, in this final week for access to the room for final preparations. Times are to be determined in consultation with the Superintendent, KEHSA President and Tricky Tray Co-Chairs depending on need and accessibility to the room.

KEHSA's Annual Tricky Tray brought in over \$37,000 in revenue last year that was directly allocated back to Kiel and Stonybrook Elementary School to fund various programs and educational materials for the children and teachers (e.g., Author Day, Book Grants, Assemblies, School Supplies). By advertising the event earlier this year, we hope to bring in more with this year's event.

The Annual Tricky Tray would not be a success without the help of our incredibly hard working and dedicated volunteers, our supportive staff, teachers, administrators and Board of Education. Having the ability to utilize this space for prizes, supplies, and games will enable us to have a central location to ensure an organized, efficient, and successful event.

****All high value Tricky Tray prizes will be kept off site.***

***** KEHSA will not hold the Board of Education responsible for any lost, stolen or damaged items.***

KINNELON ELEMENTARY HOME & SCHOOL ASSOCIATION (KEHSA)

A non-profit 501 (c3) organization; incorporated 06-29-2006

EIN ID #: 20-5087097

MISSION STATEMENT

The purpose of KEHSA is to enhance and support the education experience of the Kiel and Stonybrook Elementary Schools; to develop a closer connection between school and home by encouraging parent involvement; and to improve the environment at the Kiel and Stonybrook Elementary Schools through volunteer and financial support. The organization sponsors assistance to teachers in the classroom setting, holds fundraisers for supplemental education materials and experiences, supports school and family social interaction, and provides a non-biased forum for sharing information on issues that impact the Kinnelon elementary children.

KEHSA appreciates and values your time and input as you consider this request. We look forward to raising even more funds this year to give back to our Elementary Schools!

Don't forget to please join us March 30,2023 at THE LEGACY CASTLE!