

**KINNELON BOARD OF EDUCATION
TENTATIVE BUDGET MEETING
KINNELON HIGH SCHOOL AUDITORIUM
6:00 P.M.
MARCH 20, 2023**

MINUTES

The Tentative Budget Meeting of the Kinnelon Board of Education was held on Monday, March 20, 2023 at 6:00 P.M. in the Kinnelon High School Auditorium.

I. OPENING OF THE MEETING BY THE PRESIDENT

Mrs. Jean Donaldson, Board President, called the meeting to order at 6:00 PM 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 22, 2023, posted in the Kinnelon Public Library, filed with the Borough Clerk and posted on the District web site.

II. ROLL CALL

PRESENT	Mrs. Jean Donaldson, Board President Mr. Michael Petruccelli, Vice President Mr. Jonathan Eisenmenger (arrived at 6:25 pm) Mrs. Dana Leonard Mr. Carl Myers (arrived at 6:25 pm) Mrs. Kelly Parrella Mrs. Jennifer Portman
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ABSENT	None
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ALSO PRESENT	Kerry A. Keane, Business Administrator/Board Secretary David C. Mango, Superintendent
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III. PLEDGE OF ALLEGIANCE

IV. PETITIONS AND HEARINGS OF CITIZENS – AGENDA ITEMS - None

V. AGENDA ITEMS

A. FINANCE, FACILITIES AND SECURITY COMMITTEE
(Mrs. Donaldson - Chair, Mr. Eisenmenger, Mr. Myers)

Agenda Item #1 represents the Finance, Facilities and Security Committee's recommendation.

BUDGET MOTION

KINNELON BOARD OF EDUCATION

ADOPTION OF THE TENTATIVE BUDGET FOR SCHOOL YEAR 2023-2024

BE IT RESOLVED, that the tentative budget be approved for the 2023-2024 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>
2023-2024 Total Expenditures	\$46,128,215	\$700,905	\$1,580,838	\$48,409,958
Less: Anticipated Revenues	<u>\$6,286,914</u>	<u>\$700,905</u>	<u>\$79,623</u>	<u>\$7,067,442</u>
Taxes to be Raised	\$39,841,301	\$0	\$1,501,215	\$41,342,516

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;

BE IT FURTHER RESOLVED, that a public hearing on the budget for the 2023-2024 school year will be held in the New Cafe at the Kinnelon High School, 121 Kinnelon Road, Kinnelon, New Jersey on **Tuesday, April 25, 2023 at 6:00 p.m.**

ADJUSTMENT FOR ENROLLMENT

BE IT RESOLVED, that the Board of Education includes in the tentative budget the adjustment for enrollment in the amount of \$162,267. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

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 \$43,355 for the 2023-2024

school year. The maximum travel expenditure amount for the 2022-2023 school year is \$47,718 of which, \$26,993 has been spent and \$20,725 is encumbered to date.

TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2022-2023

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 \$43,355 for all staff and board members for the 2023-2024 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 2023-2024

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 2023-2024 year as follows:

- Legal \$110,000
- Audit \$ 41,000
- Physician \$ 24,000
- Therapists \$830,000

For a total amount of \$1,005,000

CAPITAL RESERVE

Capital Reserve Account Withdrawal: \$1,654,731

Be it resolved, that the Kinnelon Board of Education request the approval for the withdrawal of \$1,654,731 from the **Capital Reserve** in the 2023-2024 budget to provide funding for the following projects:

Technology	\$568,360
Security	\$163,500
Transportation	\$ 91,892
Custodial/Maint. Equipment	\$ 76,000
Infrastructure Projects	\$754,979

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

MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. PORTMAN TO APPROVE ITEM #1 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

- B. PERSONNEL AND NEGOTIATIONS COMMITTEE
(Mr. Petruccelli - Chair, Mrs. Donaldson, Mrs. Portman)

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

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

APPOINTMENTS

1. The Kinnelon Board of Education, upon recommendation of the Superintendent, approves the following as **volunteer coaches** pending the issuance of their substitute certification by the New Jersey Department of Education.

	School	First Name	Last Name	Sport
1	KHS	Ryan	Baitzel	Lacrosse, Assistant Varsity/JV Coach
2	KHS	Michelle	D'Angelo	Track, Assistant Girls Varsity
3	KHS	Thomas	Jabez	Track, Assistant Boys/Girls Varsity

MOTION BY MR. PETRUCCELLI, SECONDED BY MRS. PARRELLA TO APPROVE ITEM #1 AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

- C. EDUCATION AND STUDENT ACTIVITIES COMMITTEE
(Mrs. Parrella - Chair, Mrs. Donaldson, Mrs. Leonard)
- D. POLICY COMMITTEE
(Chair - Mr. Eisenmenger, Mrs. Leonard, Mr. Myers)
- E. COMMITTEE OF THE WHOLE

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

VIII. CORRESPONDENCE

IX. PETITIONS AND HEARINGS OF CITIZENS – NON-AGENDA ITEMS

X. BOARD MEMBER COMMENTS

- Thank you to Ms. Keane for the Budget

MOTION BY MRS. DONALDSON, SECONDED BY MR. PETRUCCELLI TO BREAK INTO EXECUTIVE SESSION AT 6:20 P.M. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

XI. CLOSED SESSION

MOTION BY MR. PETRUCCELLI SECONDED BY MR. EISENMENGER TO CLOSE EXECUTIVE SESSION. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

XII. ADJOURNMENT

MOTION BY MRS. PARRELLA SECONDED BY MR. PETRUCCELLI TO ADJOURN THE MEETING AT 8:55 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully Submitted,

Kerry A. Keane
Board Secretary