

**KINNELON BOARD OF EDUCATION
REORGANIZATION MEETING
JANUARY 4, 2017
8:00 P.M. KINNELON HIGH SCHOOL AUDITORIUM**

MINUTES

The Re-Organization meeting of the Kinnelon Board of Education was held on Wednesday, January 4, 2017 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 December 18, 2016, 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, 2016

Board Members: 3 members for three years

| | | |
|-----|----------------------|-------|
| (X) | Susan Nogaj Matteson | 2,429 |
| (X) | Jason DeAlessi | 2,452 |
| (X) | Marcy Pryor | 2,756 |
| () | Elmer J Bott Third | 2,100 |
| | Write-in | 40 |

III. OATH OF OFFICE ADMINISTERED TO NEWLY ELECTED BOARD MEMBERS

Ms. Kerry Keane, Board Secretary, administered the Oath of Office to Mr. DeAlessi, Mrs. Nogaj Matteson and Dr. Pryor.

IV. ROLL CALL

| | |
|---------|----------------------|
| PRESENT | Marianne DeAlessi |
| | Jason DeAlessi |
| | Jemi Gillen-Ruth |
| | Susan Nogaj Matteson |
| | Michael Petruccelli |
| | Marcy Pryor |

ABSENT Denise Hatch

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

V. NOMINATIONS AND ELECTION OF A PRESIDENT

The Board Secretary asked for nominations for President of the Board of Education.

- A. Motion by Mrs. Gillen-Ruth to nominate Marcy Pryor for **President** of the Kinnelon Board of Education.
- B. Motion seconded by Mr. Petruccelli to nominate Marcy Pryor for President.
- C. Roll call vote on nomination for President.

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

NO None

Dr. Pryor assumes chair.

VI. NOMINATIONS AND ELECTION OF A VICE-PRESIDENT

- A. Motion by Dr. Pryor to nominate Michael Petruccelli for **Vice President** of the Kinnelon Board of Education.
- B. Motion seconded by Mrs. Nogaj Matteson to nominate Michael Petruccelli for Vice President.
- C. Roll call vote on nomination for Vice President.

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

NO None

Mr. Petruccelli was elected Vice President

VII. APPOINTMENT OF COMMITTEES AND CHAIRPERSONS BY THE PRESIDENT

MOTION BY DR. PRYOR, SECONDED BY MR. PETRUCCELLI TO TALBLE THE APPOINTMENT OF COMMITTEES TO THE NEXT BOARD MEETING.

VIII. APPOINTMENTS AND APPROVALS FOR 2016

A. TIME AND PLACE OF MEETINGS

Motion that the Kinnelon Board of Education will hold their **2017 Meetings** on the second and fourth Thursdays in accordance with the scheduled dates shown on Attachment A.

After some discussion, it was decided to change the Board Meeting location to the High School Auxiliary Cafeteria.

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 2017.

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 2017.

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 2017. ~~The Suburban Trends will be used for legal notices; the other papers are being recommended to provide flexibility for emergencies.~~

After some discussion, the motion was approved with the following change:

The suburban Trends will be used for legal meeting notices; all three papers may be used for legal notices and for employment searches.

E. OFFICIAL DEPOSITORIES

Be it resolved, that the Kinnelon Board of Education designate Official Depositories for 2017 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 2016-2017 and 2017-2018 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 2016-2017 and 2017-2018 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 2016-2017 and 2017-2018 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 2016-2017 and 2017-2018 school years.

2. Be it resolved, that the Kinnelon Board of Education, approve the Principal Evaluation System for the 2016-2017 and 2017-2018 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 2017.
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 2017 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 2016/2017 and 2017/2018 school years:

Morris County Cooperative Pricing Council
Middlesex County Regional Educational Services Commission
NJ State Contracts
EdData Services for Time and Materials
Passaic County Educational Services
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 2017 at an approximate annual cost of \$80,000.

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2. Be it resolved, that the Kinnelon Board of Education approve McManimon and Scotland as **Bond Counsel** for 2017 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 2017 and 2018 years
4. Be it resolved, that the Kinnelon Board of Education approve the following as **Civil Engineers and Architects** for 2017:

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 2016-2017 and 2017-2018 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 2017 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 2017 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 2017.
9. Be it resolved, that the Kinnelon Board of Education approve Brown & Brown Benefit Advisors, **Employee Benefits Specialists**, for 2017.

After some discussion, a motion was made by Mr. DeAlessi to table motions K.1 and K.4. There was no second.

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 2016-2017 and 2017-2018 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 2016/2017 and 2017/2018 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 2016/2017 and 2017/2018 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 2016/2017 and 2017/2018 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 2016/2017 and 2017/2018 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

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employee payroll deductions for the 2016/2017 and 2017/2018 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 2016/2017 and 2017/2018 school years:

AXA Equitable

3. Be it resolved, that the Kinnelon Board of Education approve the following disability insurance providers for the 2016/2017 and 2017-2018 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 2016/2017 and 2017/2018 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 2016/2017 and 2017-2018 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 |

DISCUSSION: regarding the Board Attorney and Architects, Mr. DeAlessi asked about possibly going out for a Request for Proposal.

MOTION BY DR. PRYOR, SECONDED BY MR. PETRUCCELLI TO APPROVE RESOLUTIONS A THROUGH R. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

IX. PETITIONS AND HEARINGS OF CITIZENS

Comments were made regarding:

- Sustainable New Jersey
- Congratulations to New Board Members and Dr. Pryor
- Pearl Miller 6th grade honors math program

X. ADJOURNMENT

MOTION BY MRS. NOGAJ MATTESON, SECONDED BY MR. PETRUCCELLI TO ADJOURN THE RE-ORGANIZATION PORTION OF THE MEETING AT 8:15 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

THE BOARD RE-CONVENED IN WORK SESSION AT 8:16 P.M.

Respectfully submitted,

Kerry A. Keane
Board Secretary

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

LEGAL NOTICE

2017 MEETING CALENDAR

2017 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 4, 2017 Re-Organization Meeting (Wednesday) |
| | January 26 2017 (Combined Work Session/Regular Meeting) |
| February 9, 2017 | February 23, 2017 |
| March 9, 2017 | March 23 2017 |
| April 13, 2017 | April 27, 2017 |
| May 4, 2017 (1 st Thursday) | May 18, 2017 (3 rd Thursday) |
| June 8, 2017 | June 22, 2017 |
| | July 27, 2017 (Combined Work Session/Regular Meeting) |
| | August 24, 2017 (Combined Work Session/Regular Meeting) |
| September 14, 2017 | September 28, 2017 |
| October 12, 2017 | October 26, 2017 |
| | *November 16, 2017 (3 rd Thurs.) (Combined Work Session/Regular Meeting) |
| | *December 14, 2017 (3 rd Thurs.) (Combined Work Session/Regular Meeting) |

January 4, 2018 Re-Organization Meeting (Thursday) ANTICIPATED MEETING DATE

NOTE: All meetings will be held at 8:00 p.m. in the Kinnelon High School Auxiliary Cafeteria at 121 Kinnelon Road unless otherwise advertised.

Kerry A. Keane
Business Administrator/Board Secretary

Suburban Trends – via e-mail Publish Wednesday, January 11, 2017
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

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

SCHOLARSHIP CHARLES K. PAYNE

Business Administrator/Board Secretary
and
Superintendent of schools