

**KINNELON BOARD OF EDUCATION
REORGANIZATION MEETING
JANUARY 3, 2013
8:00 P.M. KINNELON HIGH SCHOOL AUDITORIUM**

MINUTES

The Reorganization meeting of the Kinnelon Board of Education was held on Thursday, January 3, 2013 at 8:00 p.m.

I. OPENING OF THE MEETING

Mrs. Margaret Zybrick, retiring Board President, called the meeting to order at 8:00 p.m. and read the Meeting Notice followed by the Salute to the American Flag.

Ms. DiGiuseppe, Interim Superintendent, presented Mrs. Zybrick with a plaque and thanked her along with retiring Board Member, Keith Dama, who was not present at the meeting, for their dedication and service to the Students and community of Kinnelon as members of the Board of Education.

Mrs. Zybrick thanked the Staff, prior and current Board Members and the Administration for their support and dedication during her time on the Board.

II. OFFICIAL RESULTS OF THE ELECTION

Board Members: 2 members for three years

(X)	Katie Stylianou	3,039
(X)	Michael R. Petruccelli	3,013

Board Member: 1 member for 1 year

	Keith Dama	1,650
(X)	Brian T. Davin	1,736

III. OATH OF OFFICE ADMINISTERED TO NEWLY ELECTED BOARD MEMBERS

Mr. Jim Minkewicz, Board Secretary, administered the Oath of Office to new Board Members, Michael R. Petruccelli and Brian T. Davin.

IV. ROLL CALL

PRESENT

Brian Davin
Maryanne DeAlessi
Steven Fink
Denise Hatch

Michael Petruccelli
Marcy Pryor
Katie Stylianou

ALSO PRESENT

Jim Minkewicz, Business Administrator/Board Secretary
Diane DiGiuseppe, Interim Superintendent

V. NOMINATIONS AND ELECTION OF A PRESIDENT

Mr. Minkewicz asked for nominations for President of the Board of Education.

Mrs. DeAlessi nominated **Steven Fink** for **President** of the Kinnelon Board of Education. Mrs. Hatch seconded the nomination. There were no further nominations.

Mrs. DeAlessi made a motion to close the nominations for President of the Board of Education. Mrs. Hatch seconded the motion. Motion was carried by roll call vote with all present voting in favor. Mr. Minkewicz closed the nominations for President.

DR. FINK WAS ELECTED PRESIDENT BY THE FOLLOWING ROLL CALL VOTE:

YES	Mr. Davin
	Mrs. DeAlessi
	Dr. Fink
	Mrs. Hatch
	Mr. Petruccelli
	Dr. Pryor
	Mrs. Stylianou

The meeting was turned over to Dr. Fink as Board President.

VI. NOMINATIONS AND ELECTION OF A VICE-PRESIDENT

Dr. Fink asked for nominations for Vice-President of the Board of Education.

Mrs. Hatch nominated **Katie Styloanou** for **Vice President** of the Kinnelon Board of Education. Mr. Davin seconded the nomination.

Dr. Fink nominated **Marianne DeAlessi** for **Vice-President** of the Kinnelon Board of Education. Dr. Pryor seconded the nomination.

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Dr. Fink made a motion to close the nominations for Vice-President of the Board of Education. Dr. Pryor seconded the motion. Motion was carried by roll call vote with all present voting in favor. Dr. Fink closed the nominations for President. Ballots were distributed by Mr. Minkewicz for the vote for Vice-President. Mrs. DeAlessi received 4 votes and Mrs. Stylianou received 3 votes. Mrs. DeAlessi was elected Vice-President by majority vote.

VII. APPOINTMENT OF COMMITTEES AND CHAIRPERSONS BY THE PRESIDENT

Appointment of Committees and Chairpersons were tabled until the next regular Board Meeting by Dr. Fink.

VIII. PETITIONS AND HEARINGS OF CITIZENS

Comments were made regarding:

- A member of the public thanked Mrs. Zybrick for her years of service on the Board.

IX. APPOINTMENTS AND APPROVALS FOR 2013

A. TIME AND PLACE OF MEETINGS

Motion that the Kinnelon Board of Education will hold their **2013 Meetings** on the second and fourth Thursdays in accordance with the scheduled dates shown on Attachment A.

B. APPOINTMENT OF TREASURER OF SCHOOL FUNDS

Be it resolved, that the Kinnelon Board of Education appoint **Jennifer Stillman** as Treasurer of School Funds for the 2012-2013 school year.

C. 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 the 2012-2013 school year. The Suburban Trends will be used for legal notices; the other papers are being recommended to provide flexibility for emergencies.

D. OFFICIAL DEPOSITORIES

Be it resolved, that the Kinnelon Board of Education designate **Official Depositories** for the 2012-2013 school year 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

E. 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, Program and Services** for the Kinnelon Public Schools for the 2012-2013 school year, or until such time that this Board amends the same.

F. ADOPTION OF POLICIES

Be it resolved, that the Kinnelon Board of Education, based on the recommendation of the Superintendent of Schools, adopt the existing **Board Policies** for the Kinnelon Public Schools for the 2012-2013 school year, or until such time that this Board amends the same.

G. 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 2012-2013 school year, or until such time that this Board amends the same.

H. PURCHASING

1. Be it resolved, that the Kinnelon Board appoint Jim Minkewicz, 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 pursuant to N.J.S.A 18A:18A-3a, 7a and 37a for the 2012-2013 school year.
2. Be it resolved, that the Kinnelon Board of Education authorize Jim Minkewicz, Business Administrator/Board Secretary to **invest funds** for the Kinnelon Board of Education for the 2012-2013 school year.
3. Be it resolved, that the Kinnelon Board of Education approve purchasing for the 2012-2013 school year through the **State Contracts** listed below:

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Ackerson Drapery	67363
Action Office Supplies	80979
Artco Bell	67830
BCI Burke	59065
Ben Schaffer & Assoc.	59054
Bretford Mfg.	66909
Central Lewmar	58411
Central Poly Corp.	80263
CMF Business Supplies	80977
Commercial Interiors Direct	67366, 66900, 59063, 65751, 69976, 79564
EMC Corporation	75580
Extel Communications	80807, 64429
Flinn Scientific	75832
Global Industries	69980
Grainger, Inc.	79875
Hertz Furniture	70269
Hewlett Packard	70262
Howell Wakefield Corp.	67819
Lakeshore Learning Materials	80991
Longo Associates	66897
Madison Plumbing Supply	74876
Midwest Folding Prod.	67816
Mitchell Furniture Systems	67820
Paper Mart	58409
Paterson Card & Paper	58413
Perma Bound	80927
Royal Communications	54382
School Specialty	80986
Seating, Inc.	69949
Sharp Electronics	68052
Sico America, Inc.	67824
Staples	77249
Steelcase, Inc.	70355
Steps to Literacy	80980
Stewart Industries	64041
Supplies-Supplies, Inc.	81074
Tanner North Jersey	69948
Telemeasurement	50954
Tri County Pest Control	81119
VWR Scientific	75846
Verizon New Jersey	43338
Verizon Wireless	64428
Virco	67813
WB Mason	69933
Wesco Distribution	74576
Xerox Corporation	68053, 64042, 74851, 51145

I. PROFESSIONAL SERVICES

1. Be it resolved, that the Kinnelon Board of Education approve Apruzzese, McDermott, Mastro & Murphy, **Board Attorney and**

Negotiator for the 2012-2013 school year 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 the 2012-2013 school year on an as needed basis, at an approximate annual cost of \$1,000.
3. Be it resolved, that the Kinnelon Board of Education approve Gianforcaro Architects and Engineers as **Civil Engineers** for the 2012- 2013 school year at an approximate annual cost of \$5,000.
4. Be it resolved, that the Kinnelon Board of Education approve a professional services contract with Birdsall Services Group Engineers and Consultants as **Environmental Consultants** for the 2012-2013 school year at an approximate cost of \$6,000.
5. Be it resolved, that the Kinnelon Board of Education approve a professional services contract with Nisivoccia & Company, **School Auditors** for the 2012-2013 school year at an annual cost of \$35,550.
6. Be it resolved, that the Kinnelon Board of Education approve a professional services contract with Dr. Vincent McInerney, **School Medical Inspector of Record** for the 2012-2013 school year at a fee of \$8,000.
7. Be it resolved, that the Kinnelon Board of Education approve Polaris Galaxy Insurance, LLC, **Insurance Agent of Record** for the 2012-2013 school year.
8. Be it resolved, that the Kinnelon Board of Education approve Brown & Brown Benefit Advisors, **Employee Benefits Specialists**, for the 2012- 2013 school year.

J. CUSTODIAN OF GOVERNMENT RECORDS

Be it resolved, that the Kinnelon Board of Education appoint **Jim Minkewicz**, Business Administrator/Board Secretary as the Custodian of Government Records for the 2012-2013 school year.

AGENDA ITEM A, TIME AND PLACE OF MEETINGS, WAS TABLED.

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MOTION BY MRS. STYLIANOU, SECONDED BY MRS. DeALESSI, TO APPROVE ITEMS B THROUGH J AS PRESENTED. MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

X. PETITIONS AND HEARINGS OF CITIZENS

None

XI. BOARD MEMBER COMMENTS

Comments were made regarding:

- Current Board members welcomed new Board Members, Mr. Petruccelli and Mr. Davin.
- Mr. Petruccelli and Mr. Davin thanked the Board for making them welcome.
- Dr. Fink thanked Mrs. Zybrick and indicated that he was honored to be elected President.

XII. ADJOURNMENT

MOTION BY MRS. DeALESSI, SECONDED BY MRS. HATCH TO ADJOURN THE MEETING AT 8:25 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

Jim Minkewicz
Board Secretary

**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