

**KINNELON BOARD OF EDUCATION
REORGANIZATION MEETING
JANUARY 5, 2016
8:00 P.M. KINNELON HIGH SCHOOL AUDITORIUM**

MINUTES

The Re-Organization meeting of the Kinnelon Board of Education was held on Tuesday, January 5, 2016 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 8:02 p.m. and read the Meeting Notice followed by the Salute to the American Flag.

II. OFFICIAL RESULTS OF THE ELECTION ON NOVEMBER 3, 2015

Board Members: 2 members for three years

(X)	Michael Petruccelli	635
(X)	Jemi Gillen-Ruth	660
	Write-in	60

III. OATH OF OFFICE ADMINISTERED TO NEWLY ELECTED BOARD MEMBERS

Ms. Kerry Keane, Board Secretary, administered the Oath of Office to Mrs. Gillen-Ruth and Mr. Petruccelli.

IV. ROLL CALL

PRESENT	Jessica Barish Brian Davin Marianne DeAlessi Jemi Gillen-Ruth Denise Hatch Michael Petruccelli Marcy Pryor
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ABSENT	None
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ALSO PRESENT	Kerry A. Keane, Business Administrator/Board Secretary Diane DiGiuseppe, Superintendent
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V. NOMINATIONS AND ELECTION OF A PRESIDENT

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

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

YES	Mrs. Barish Mr. Davin Mrs. DeAlessi Mrs. Gillen-Ruth Mrs. Hatch Mr. Petruccelli Dr. Pryor
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NO	None
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Dr. Pryor was elected President.

- D. President assumes chair.

VI. NOMINATIONS AND ELECTION OF A VICE-PRESIDENT

Dr. Pryor asked for nominations for Vice President.

- A. Motion by Mrs. DeAlessi, seconded by Dr. Pryor to nominate Michael Petruccelli for **Vice President** of the Kinnelon Board of Education.
- B. Motion by Mr. Petruccelli, seconded by Mrs. Barish that nominations for Vice President be closed.
- C. Roll call vote on nomination for Vice President.

YES	Mrs. Barish Mr. Davin Mrs. DeAlessi Mrs. Gillen Ruth Mrs. Hatch
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Mr. Petruccelli
Dr. Pryor

NO None

Mr. Petruccelli was elected Vice President

VII. APPOINTMENT OF COMMITTEES AND CHAIRPERSONS BY THE PRESIDENT

Dr. Pryor, Board President will appoint Committees at 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 **2016 Meetings** on the second and fourth Thursdays in accordance with the scheduled dates shown on Attachment A.

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 2016.

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 2016.

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 2016. 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 the 2016 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 2015-2016 and 2016-2017 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 2015-2016 and 2016-2017 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 2015-2016 and 2016-2017 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 2015-2016 and 2016-2017 school years.
2. Be it resolved, that the Kinnelon Board of Education, approve the Principal Evaluation System for the 2015-2016 and 2016-2017 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 pursuant to N.J.S.A 18A:18A-3a, 7a and 37a for 2016.

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 2016 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 2015/2016 and 2016/2017 school years:

Morris County Cooperative Pricing Council
Middlesex County Regional ESC
NJ State Contracts
EdData Services for Time and Materials

K. PROFESSIONAL SERVICES

1. Be it resolved, that the Kinnelon Board of Education approve Apruzzese, McDermott, Mastro & Murphy, **Board Attorney and Negotiator** for 2016 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 2016 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 2016 and 2017 years
4. Be it resolved, that the Kinnelon Board of Education approve Gianforcaro Architects and Engineers as **Civil Engineers and Architect** for 2016 at an approximate annual cost of \$5,000.

REORGANIZATION MEETING

JANUARY 5, 2016

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 2015-2016 and 2016-2017 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 2016 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 2016 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 2016.
9. Be it resolved, that the Kinnelon Board of Education approve Brown & Brown Benefit Advisors, **Employee Benefits Specialists**, for 2016.

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 2015-2016 and 2016-2017 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 2015/2016 and 2016/2017 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 2015/2016 and 2016/2017 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 2015/2016 and 2016/2017 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 2015/2016 and 2016/2017 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 2015/2016 and 2016/2017 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 2015/2016 and 2016/2017 school years:

AXA Equitable

3. Be it resolved, that the Kinnelon Board of Education approve the following disability insurance providers for the 2015/2016 and 2016-2017 school years:

Aflac	Colonial	Prudential
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4. Be it resolved that the Kinnelon Board of Education approve the following provider for Flexible Spending Employee Accounts for the 2015/2016 and 2016/2017 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 2015/2016 and 2016-2017 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

MOTION BY DR. PRYOR, SECONDED BY MR. PETRUCCELLI TO APPROVE ITEMS A THROUGH R AS PRESENTED.

AFTER SOME DISCUSSION, THE MAY BOARD MEETING DATES WERE REVISED TO THE FIRST AND THIRD THURSDAYS, MAY 5 AND MAY 19, 2016.

MOTION CARRIED BY ROLL CALL VOTE WITH ALL PRESENT VOTING IN FAVOR.

IX. PETITIONS AND HEARINGS OF CITIZENS

None

X. ADJOURNMENT

MOTION BY DR. PRYOR, SECONDED BY MR. PETRUCCELLI TO ADJOURN THE RE-ORGANIZATION MEETING AT 8:10 P.M. MOTION CARRIED BY VOICE VOTE WITH ALL PRESENT VOTING IN FAVOR.

MEETING ADJOURNED.

Respectfully submitted,

Kerry A. Keane
Board Secretary

A SHORT WORK SESSION MEETING WILL IMMEDIATELY FOLLOW.

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

LEGAL NOTICE

2016 MEETING CALENDAR

2016 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

February 11, 2016
March 10, 2016
April 14, 2016
*May 5, 2016 (First Thursday)
June 9, 2016

September 8, 2016
October 13, 2016

Regular Monthly Meetings

*January 28, 2016 (Combined Work Session/Regular Meeting)
February 25, 2016
March 24, 2016
April 28, 2016
*May 19, 2016 (Third Thursday) (Pearl Miller Cafeteria)
June 23, 2016
*July 28, 2016 (Combined Work Session/Regular Meeting)
*August 25, 2016 (Combined Work Session/Regular Meeting)
September 22, 2016
October 27, 2016
*November 17, 2016 (3rd Thurs.) (Combined Work Session/Regular Meeting)
*December 15, 2016 (3rd Thurs.) (Combined Work Session/Regular Meeting)

January 3, 2017 Re-Organization Meeting (Tuesday) ANTICIPATED MEETING DATE

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

Kerry A. Keane
Business Administrator/Board Secretary

Suburban Trends – via e-mail – Publish on Sunday, January 10, 2016
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