



# Kenilworth Board of Education

Regular Monthly Meeting Agenda

December 10, 2018

- I. Meeting Called to Order 7:30 p.m. – Board Conference Room
  - Open Public Meeting Statement
  - Salute to the Flag
  - Roll Call
- II. Receiving of the Minutes of the Secretary (November 12, 19 & 20, 2018)
- III. Reading & Acceptance of Monthly Correspondence
- IV. Interim Superintendent's Report & Presentations:
  - a. Student Spotlight: Brearley Girls Varsity Soccer Team
  - b. District/Interim Superintendent Update: Dr. Marilyn Birnbaum
  - c. Interim Superintendent's HIB Report (November 2018)
- V. Report of Committees, Review of Resolutions & Board Discussion:

## FINANCE & FACILITIES

### Interim Superintendent's Report

**RESOLUTION #1:** Be It Resolved, That the Kenilworth Board of Education approves the report of the Interim Superintendent for the month of November 2018.

Be It Further Resolved, That the Board of Education accepts the list of suspensions issued during the month of November 2018 as submitted;

Be It Further Resolved, That the Board of Education accepts the list of emergency drills conducted during the months of November 2018 and December to date as follows:

School	Date	Drill Type
Brearley	11-14-18	Fire
Brearley	11-28-18	Lockdown
Brearley	12-6-18	Bus Evacuation
Harding	11-20-18	Fire
Harding	11-27-18	Lockdown
Harding	12-4-18	Bus Evacuation

**Bill List**

**RESOLUTION #2:** Be It Resolved, That the attached bill list be approved for the month of November 2018 in the amount of \$2,502,342.40.

**Financial Reports**

**RESOLUTION #3:** Pursuant to *N.J.A.C. 6A:23A-16.10(c)(4)*, we, the members of the Kenilworth Board of Education, certify that as of and after review of the secretary's and treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund (Current Expense, Capital Outlay, or Debt Service) has been overexpended in violation of *N.J.A.C. 6A:23A-16.10(a)(1)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Be It Further Resolved, That the Kenilworth Board of Education accepts the reports of the School Business Administrator/Board Secretary and the Treasurer of School Monies and that they are in agreement for the month of October 2018.

**Line Item Transfers**

**RESOLUTION #4:** Whereas, pursuant to Board of Education Policy #3160, the Interim Superintendent and Secretary to the Board have made the following line item transfers (November 2018) in the 2018-2019 school budget, Be It Resolved, That their actions be ratified and recorded in the minutes as per attached.

**Conferences, Workshops & Travel**

**RESOLUTION #5:** Be It Resolved, That the Kenilworth Board of Education approves the attendance of the following personnel at conferences/meetings with reimbursement in accordance with Board Policy No. 6471-School District (M), with full details attached, as follows:

Attendee Name	Conference/Workshop Title	Date	Location City, State
<b><u>Teaching Staff:</u></b>			
Leslie Bedford	Restorative Practices in the Classroom	1/29/2019	West Orange, NJ
Christopher Cuesta	Vibrations and Waves	1/24/2019	New Brunswick, NJ
Phil Giordano	Vibrations and Waves	1/24/2019	New Brunswick, NJ
Carol Carrara	NJ TSS Toolkit for Schools	2/25/2019	New Providence
Carol Carrara	Understanding & Meeting the Needs of Transgender Students	1/7/2019	Scotch Plains, NJ
Bonnie Holt	Yoga and Mindfulness in the Classroom	1/30/2019	Fairfield, NJ
Jamie Lugo	Municipal Drug Alliance Networking Meeting	12/11/2018	Union, NJ
Jamie Lugo	Ocean County Overdose Fatality Review Project	12/6/2018	Scotch Plains, NJ
Melissa Geoghan	NJASPERD Annual Convention	2/25-26/19	Long Branch, NJ

Caitlin Martin	Constructing Explanations Supported by Arguments	2/5/2019	Somerville, NJ
Kelsey Logan	Constructing Explanations Supported by Arguments	2/5/2019	Somerville, NJ
<b><u>Administration:</u></b>			
Michele Tiedemann	Special Education Laws Made Simple	12/2/2018	Hasbrouck Heights, NJ
Michele Tiedemann	Transgender Students	1/7/2019	Scotch Plains, NJ
Brian Luciani	NJASA TECHSPO 2019	1/31-2/1/19	Atlantic City, NJ
Christopher Caponegro	Lunch and Learn	1/7/19	Camden, NJ

**MUJC Transportation Contracts**

**RESOLUTION #6:** Be It Resolved, That the Kenilworth Board of Education approves the Morris-Union Jointure Commission Coordinated Transportation Services contract for the 2018-2019 regular school year as follows:

Route ID	Destination	Ownership	Route Cost	School Year
919	ECLC	MUJC	\$62,047.77	Regular

**January 2019 Regular Meeting Date**

**RESOLUTION #7:** Whereas January 2, 2019 had previously been designated as the Board of Education’s Organization Meeting, and

Whereas at that Organization Meeting, the Board will adopt the schedule of meetings for the new organizational year, and

Whereas the Board of Education would like to provide sufficient notice to the public with regard to their regular monthly meetings, now

Therefore Be It Resolved, that the Kenilworth Board of Education approves January 14, 2019 at 7:30 p.m. as its first Regular Meeting of the organizational year and authorizes the Board Secretary to advertise said meeting.

**NP Security Aid Grant**

**RESOLUTION #8:** Whereas, the Kenilworth Board of Education has received \$10,950 to implement the NJ Nonpublic Security Aid Program in St. Theresa School, and

Whereas, the Kenilworth School District, along with the Kenilworth Police Department consulted with St. Theresa School regarding their specific security needs on November 28, 2018,

Whereas, the recommendation of that meeting was to continue upgrades to their CCTV security system including KPD access to the system, a “blue light” lockdown notification system and room to school communications, to the extent funding is available,

Now Therefore Be It Resolved, that the Kenilworth Board of Education handle the purchasing and processing of the 2018-2019 nonpublic school security aid program.

**Standard Operating Procedures Manual**

**RESOLUTION #9:** Be It Resolved, That the Kenilworth Board of Education adopt the revised Business Office Internal Controls/Standard Operating Procedures Manual.

**Harding & Brearley Student/Parent Handbook 2018-2019**

**RESOLUTION #10:** Be It Resolved, That the Kenilworth Board of Education reaffirms the updated David Brearley and Harding Elementary student handbook.

**NJSAC Approval and Submission**

**RESOLUTION #11:** Whereas The New Jersey Quality Single Accountability Continuum (NJSAC) is the Department of Education's monitoring and district self-evaluation system for public school districts, and

Whereas the system shifts the monitoring and evaluation focus from compliance to assistance, capacity-building and improvement, being a single comprehensive accountability system that consolidates and incorporates the monitoring requirements of applicable state laws and programs and complements federally required improvements, and

Whereas, the system focuses on monitoring and evaluating school districts in five key components that, based on research, have been identified to be key factors in effective school districts: Instruction & Program, Fiscal, Governance, Operations, and Personnel.

Now Therefore Be It Resolved, That the Kenilworth School District has completed its self-assessment and determined the following scores in each of the DPR (District Performance Review) component areas as follows,

<b>DPR Area</b>	<b>District Score</b>
<b>Instruction and Program</b>	83.3%
<b>Fiscal Management</b>	100%
<b>Governance</b>	100%
<b>Operations</b>	100%

<b>Personnel</b>	93%
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Be It Further Resolved, That the Kenilworth Board of Education authorizes the administration to upload (submit) the NJQSAC files into the district files in the NJDOE Homeroom for Department of Education review.

**Custodial Memorandum of Agreement**

**RESOLUTION #12:** Be It Resolved, That the Kenilworth Board of Education ratify the Memorandum of Agreement Between the Kenilworth Board of Education and the Kenilworth Education Association (Custodians' Unit) for a Successor Contract to the Current Contract Between the Board and the Association for the Period of July 1, 2017 to June 30, 2020, and

Be It Further Resolved, That the Kenilworth Board of Education approve the salary guides presented by the Kenilworth Association after review and audit, and

Be It Further Resolved, That the Kenilworth Board of Education authorizes the administration to take the necessary steps to ensure that the complete agreement and retroactive pay be ready for Board approval at the January 2019 Regular KBOE Meeting provided the Association executes all the necessary documentation.

**Secretary/Clerk/Aide Memorandum of Agreement**

**RESOLUTION #13:** Be It Resolved, That the Kenilworth Board of Education ratify the Memorandum of Agreement Between the Kenilworth Board of Education and the Kenilworth Education Association (Secretary/Clerk Aide Unit) for a Successor Contract to the Current Contract Between the Board and the Association for the Period of July 1, 2017 to June 30, 2020, and

Be It Further Resolved, That the Kenilworth Board of Education approve the salary guides presented by the Kenilworth Association after review and audit, and

Be It Further Resolved, That the Kenilworth Board of Education authorizes the administration to take the necessary steps to ensure that the complete agreement and retroactive pay be ready for Board approval at the January 2019 Regular KBOE Meeting provided the Association executes all the necessary documentation.

**Teacher's Memorandum of Agreement**

**RESOLUTION #14:** Be It Resolved, That the Kenilworth Board of Education ratify the Memorandum of Agreement Between the Kenilworth Board of Education and the Kenilworth Education Association (Teacher's Unit) for a Successor Contract to the Current Contract Between the Board and the Association for the Period of July 1, 2017 to June 30, 2020, and

Be It Further Resolved, That the Kenilworth Board of Education approve the salary guides presented by the Kenilworth Association after review and audit, and

Be It Further Resolved, That the Kenilworth Board of Education authorizes the administration to take the necessary steps to ensure that the complete agreement and retroactive pay be ready for Board approval at the January 2019 Regular KBOE Meeting provided the Association executes all the necessary documentation.

## **PERSONNEL & MANAGEMENT**

### **Menendez-Maternity Leave Replacement**

**RESOLUTION #15:** Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Interim Superintendent to employ Emily Menendez as a special education kindergarten maternity leave replacement teacher for Jessica Esposito effective December 18, 2018 to April 5, 2019. Rate of pay from 12/18/18 to receipt of teaching credentials will be \$85 per diem (substitute rate) after which it will be \$135 per diem with no benefits. In accordance with NJSA 18A:16-1.1, time accrued as a replacement teacher does not count towards tenure.

### **Lutz-Maternity Leave Replacement**

**RESOLUTION #16:** Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Interim Superintendent to employ Johanna Lutz as a maternity leave replacement Counselor for Stephanie Scasso effective January 18, 2019 to June 20, 2019 at a rate of \$135 per day with no benefits pending completion of employment process. In accordance with NJSA 18A:16-1.1, time accrued as a replacement teacher does not count towards tenure.

### **Magliocco-Maternity Leave Replacement**

**RESOLUTION #17:** Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Interim Superintendent to employ Nicholas Magliocco as a maternity leave replacement teacher for Cynthia Donough effective January 2, 2019 to June 20, 2019 at a rate of \$135 per day with no benefits. In accordance with NJSA 18A:16-1.1, time accrued as a replacement teacher does not count towards tenure.

### **Scanio-Instructional Aide**

**RESOLUTION #18:** Be It Resolved, That the Kenilworth Board of Education approves Shannon Scanio for an additional 2 hours a day (Total 5) as an instructional aide in the Pre-K effective December 17, 2018 – June 20, 2019 to be paid \$23.50/hour, pending completion of negotiations.

### **ESEA After-School Enrichment Program Staff**

**RESOLUTION #19:** Be It Resolved, That the Kenilworth Board of Education approves the following staff for the ESEA Title I After-School Enrichment Program at a rate of \$42.00/hour as instructors:

Be It Further Resolved, That the Kenilworth Board of Education approves Meaghan Higgins to replace Michele Galpern previously approved at the November 12, 2018 Board of Education Meeting.

Teacher	Program	#Hours	Parent Training	Total Stipend	Account	ESSA Title
Cathy Glacken	After School Grade 2 Enrichment	20	5	\$1,050.00	20-231-100-101-P-00	I
Meaghan Higgins	After School Grade K ELL	20	5	\$1,050.00	20-275-100-100-0-62	III

**2018-2019 Extracurricular Stipends**

**RESOLUTION #20:** Be It Resolved, That the Kenilworth Board of Education approves the following personnel for extra-curricular stipend positions for the 2018-2019 school year as follows:

**Harding:**

Program/Advisor	FY '19		Staff Member
	Stipend		
Family Math	\$ 837		Michael Klimchak
Family Math	\$ 837		Renee Jernigan
Family Science	\$ 837		Tiffany D' Arpa
Family Science	\$ 837		Karen Goger

**Brearley:**

Program/Advisor	FY '19		Staff Member
	Stipend		
Family Math	\$ 837		Michelle Alvarez
Family Math	\$ 837		Jeannine Farber
Family Science	\$ 837		Curtis Cerillo
Family Science	\$ 837		Candace Grimaldi
Family Tools and Technology	\$ 837		Curtis Cerillo
Family Tools and Technology	\$ 837		Candace Grimaldi

**Professional Development Presenters**

**RESOLUTION #21:** Be It Resolved, That the Kenilworth Board of Education approves the following staff as presenters for professional development days and reimbursement for planning time:

Teacher	Program	#Hours	Total Stipend	Account
Edit Ostrom	Google Needs	2	\$84	11-000-223-320-000

Anthony Rosetti	EDPUZZLE	1	\$42	11-000-223-320-000
Pina Devito	Xtra Math	1	\$42	11-000-223-320-000
Karen Goger	Xtra Math	1	\$42	11-000-223-320-000
John Foscolo	Genesis	2	\$84	11-000-223-320-000
Bonnie Holt	How to Correct Articulation Errors in the Classroom	1	\$42	11-000-223-320-000
Christie Fowlkes	How to Correct Articulation Errors in the Classroom	1	\$42	11-000-223-320-000
Regina O'Connor	How to Correct Articulation Errors in the Classroom	1	\$42	11-000-223-320-000

**2018-2019 Establishing Aides Hours**

**RESOLUTION #22:** Be It Resolved, That the Kenilworth Board of Education set the employment hours for paraprofessional aides and lunch/cafeteria aides for the 2018-2019 school year as per the following schedule:

Hourly Rates pending completion of negotiations:

Lunch/Cafeteria Aides: \$14.94

Paraprofessional Aides: \$23.50

Name	Special Education Program				Regular Education			Hours	Annual
	LLD	RC	ICS	PSD	Regular	Cafeteria	Aftercare	Per Day	Salary
Noura Natheer			5.00					5.00	\$ 21,503

**Home Instruction**

**RESOLUTION #23:** Be It Resolved, That the Kenilworth Board of Education approves the following instructors to provide home instruction services for the students below at a rate of \$42.00/hour.

IN DISTRICT STAFF						
Student #	Instructor	Commencing	Ending	# of Hours/Wk	Rate	
20191405	Neal DeLuisi	10/2/2018	10/9/2018	2.00	\$ 42.00	
20231267	Anthony Rossetti	10/3/2018	10/10/2018	1.00	\$ 42.00	
20231267	Bill Hopper	10/3/2018	10/10/2018	1.00	\$ 42.00	
20231267	Kaitlyn Pollock	10/3/2018	10/10/2018	1.00	\$ 42.00	
20231267	Greg Miller	10/3/2018	10/10/2018	1.00	\$ 42.00	
20231267	Caitlin Martin	10/3/2018	10/10/2018	1.00	\$ 42.00	
20241588	Caitlin Martin	10/29/2018	11/2/2018	2.00	\$ 42.00	
20241588	Bobby Kleiven	10/29/2018	11/2/2018	1.00	\$ 42.00	
20241588	Michelle VanSteenacker	10/29/2018	11/2/2018	1.00	\$ 42.00	
20220384	Christa Candon	9/16/2018	UFN	7.00	\$ 42.00	
20220384	Roseann Barilla	9/16/2018	UFN	3.00	\$ 42.00	
203307	Liz Marranca	10/29/2018	UFN	2.00	\$ 42.00	



203307	Neal DeLuisi	10/29/2018	UFN	2.00	\$ 42.00
20180588	Kim McGowan	11/16/2017	12/1/2017	1.00	\$ 42.00
20180588	Michael Adamcik	11/16/2017	12/1/2017	1.00	\$ 42.00
20180588	Ben Devito	11/16/2017	12/1/2017	1.00	\$ 42.00
20200616	Michele Ryan	11/17/2017	12/8/2017	2.00	\$ 42.00
20200616	Liz Marranca	11/17/2017	12/8/2017	4.00	\$ 42.00
20200616	Caitlin Martin	11/17/2017	12/8/2017	2.00	\$ 42.00
20200616	Johanna Quintero	11/17/2017	12/8/2017	2.00	\$ 42.00
CONTRACTED SERVICES					
Student #	Contractor	Commencing	Ending	# of Hours/Wk	Rate
203834	Professional Education Services	10/2/2018	10/12/2018	5.00	\$ 42.00
203834	Silvergate Prep	10/15/2018	11/15/2018	5.00	\$ 42.00
20201146	Professional Education Services	9/21/2018	10/24/2018	5.00	\$ 42.00
203775	Learn Well	10/1/2018	11/2/2018	5.00	\$ 42.00
20201346	Professional Education Services	10/23/2018	12/17/2018	5.00	\$ 42.00

\*UFN: Until Further Notice

#### Volunteer Coach - Batista

**RESOLUTION #24:** Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Interim Superintendent to utilize Jhonny Batista as a volunteer Boys Basketball Coach for the 2018-2019 school year.

#### 2018-2019 District Appointments

**RESOLUTION #25:** Be It Resolved, That the Kenilworth Board of Education approves the following district-level appointment for the 2018-2019 school year:

Position	Appointee
Educational Stability Liaison	Michele Tiedemann

#### Observation Rubrics

**RESOLUTION #26:** Be It Resolved, That the Kenilworth Board of Education reaffirms the use of the following district observation instruments of certificated positions for the 2018-2019 school year and the evaluation software management system T-Eval:

Athletic Trainer  
 Child Study Team Member  
 Classroom Teacher  
 Director of Academics  
 Director of Special Services  
 Principal

School Counselor  
 School Media Specialist  
 School Nurse  
 School Therapist  
 Supervisor of Curriculum and Instruction  
 Supervisor of Health and Physical Education

**CURRICULUM & INSTRUCTION**

**Curriculum Writing**

**RESOLUTION #27:** Be It Resolved, That the Kenilworth Board of Education approves staff to conduct team meetings and write curriculum and guides at a rate of \$42.00/hour as follows:

Teacher	Program	#Hours	Total Stipend	Release Days	Account
Jacob Ulasevich	Web Design Gr 9-12	6	\$252.00	1	11-000-221-104-000
Jacob Ulasevich	Introduction to Java (NEW)	6	\$252.00	1	11-000-221-104-000

**Curriculum Adoption**

**RESOLUTION #28:** Be It Resolved, That the Kenilworth Board of Education adopt the following curriculum which has been updated to be aligned with the NJSLS Standards.

Curriculum	Prior BOE Adoption	Revised
Spanish 1A	6/11/2018	12/10/2018
Spanish 1	1/14/2013	12/10/2018
Spanish 2	1/14/2013	12/10/2018
Spanish 3	1/14/2013	12/10/2018
Spanish 4	1/14/2013	12/10/2018
Spanish 1B	6/11/2018	12/10/2018
Art of Film	New	12/10/2018
Grade 2 ELA	10/13/2015	12/10/2018

**HIB October 2018**

**RESOLUTION #29:** Be It Resolved, That the Kenilworth Board of Education accepts the recommendations of the Interim Superintendent as reflected in her October 1, 2018 to October 31, 2018 HIB Incident Report.

This report was disseminated to the Board of Education in November 2018 and reviewed by the Interim Superintendent at the November 12, 2018 Regular Board of Education Meeting.

The Board reserves the right to discuss this matter in executive session should any Board Member need additional information before voting on the HIB report.

VI. Old Business.

VII. New Business.

VIII. Meeting Opened to the Public for Comment: The Board of Education sets the limit for the public to speak at the board meeting to five (5) minutes per person unless prior permission has been granted by the Board for extended time (pursuant to Kenilworth Board of Education By-Law 0167).

IX. Meeting Closed to the Public for Comment.

X. Roll Call of Resolutions.

XI. Resolution - Closed Executive Session (if called for).

**RESOLUTION:** Be It Resolved by the Board of Education of Kenilworth that the Board of Education meet in private session, from which the public shall be excluded, to discuss the topics of KEA negotiations (all units), personnel (staff matter & Superintendent Search) and to conduct an HIB hearing, potential litigation (Winfield send/receive agreement) which private discussion is being held pursuant to Section 7b and 8 of the Open Public Meetings Act. The matters under discussion will be disclosed to the public as soon as final decisions are made and voted upon.

XII. Return to Public Session-adopt any resolutions necessary after Executive Session.

XIII. Adjournment.