



# Kenilworth Board of Education

Regular Monthly Meeting Agenda

April 8, 2019

- 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 (March 11 & 18, 2019)
- III. Reading & Acceptance of Monthly Correspondence
- IV. Superintendent's Report & Presentations:
  - a. Harding School's Tails for Tales reading program: Dana Cansian
  - b. Educators of the Year: Kyle C. Arlington
    - i. Michael Klimchak, Teacher of the Year – Harding Elementary School
    - ii. Nancy Bechtler, Teacher of the Year – David Brearley Middle School
    - iii. Anthony LaBruno, Teacher of the Year – David Brearley High School
    - iv. Regina O'Connor, Educational Services Professional of the Year – Harding Elementary School
    - v. Megan Harrison, Educational Services Professional of the Year – David Brearley Middle-High School
  - c. District/Superintendent Update: Kyle Arlington
  - d. Superintendent's HIB Report (March 2019)
- V. Report of Committees, Review of Resolutions & Board Discussion:

## FINANCE & FACILITIES

### Superintendent's Report

**RESOLUTION #1:** Be It Resolved, That the Kenilworth Board of Education approves the report of the Superintendent for the month of March 2019.

Be It Further Resolved, That the Board of Education accepts the list of suspensions conducted during the month of March 2019 as submitted;

Be It Further Resolved, That the Board of Education accepts the list of emergency drills conducted during the months of March 2019 as follows:

School	Date	Drill Type
Brearley	3/13/19	Shelter in place
Brearley	3/14/19	Fire

Brearley	3/29/19	Lockdown
Harding	3/21/19	Shelter in place/Lockdown
Harding	3/25/19	Fire

**Bill List**

**RESOLUTION #2:** Be It Resolved, That the attached bill list be approved for the month of March 2019 in the amount of \$2,738,650.78.

**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 February 2019.

**Line Item Transfers**

**RESOLUTION #4:** Whereas, pursuant to Board of Education Policy #3160, the Superintendent and Secretary to the Board have made the following line item transfers (March 2019) 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><i>Teaching Staff:</i></b>			
Nicole Warchol	2019 NCTE Advocacy & Leadership Summit	4/8-9/19	Washington, D.C.
Christa Candon	Restorative Discipline	4/30/2019	Newark, NJ
Rosanne Barilla	NJ Wage and Hour and Wage Payment and Child Labor Laws, Regulations, and Hazardous Orders Course	5/16/2019	Morris Plains, NJ
Rosanne Barilla	OSHA 10 Plus	5/8-9/19	Morris Plains, NJ

Rosanne Barilla	Designing & Implementing Student Training Plans	5/20-22/19	Morris Plains, NJ
Rosanne Barilla	Federal W&H-Child Labor Laws	Online	Online
Johanna Lutz	2019 Annual School Counselor Conference	4/12/2019	Union, NJ
Alexandra Kartsakalis	2019 Annual School Counselor Conference	4/12/2019	Union, NJ
Jacob Ulasevich	CTE PD Seminar	5/8/2019	Lincroft, NJ
Jennifer Vitale	Church of St. Josephs NJ Coaches Clinic	4/12/2019	Roselle, NJ
Ben DeVito	Church of St. Josephs NJ Coaches Clinic	4/12/2019	Roselle, NJ
Leslie Bedford	School Climate- Adults It Matters	4/9/2019	Brick Township, NJ
Jamie Lugo	19th Annual Addiction Conference	5/10/2019	Atlantic City, NJ
Saveria Campanile	Phenomena & CER Grades 5-12	5/3/2019	Montclair, NJ
Erin Healy	Tools of the Mind Pre-K Open House	5/1/2019	Mercerville, NJ
Jamie Hill	Tools of the Mind Pre-K Open House	5/1/2019	Mercerville, NJ
Monica Jurkiewicz	Tools of the Mind Pre-K Open House	5/1/2019	Mercerville, NJ
Kristie Fowlkes	NJSHA Convention	5/2-3/19	Long Branch, NJ
Regina O'Connor	NJSHA Convention	5/2-3/19	Long Branch, NJ
<b>Administration:</b>			
Michele Tiedemann	NJCIE Summer Conference	6/25-26/19	Berkley Heights, NJ
Kyle Arlington	School Security	4/11/2019	New Providence
Michele Tiedemann	School Security	4/11/2019	New Providence
Kyle Arlington	MUJC Special Education	5/8/2019	New Providence
Michele Tiedemann	MUJC Special Education	5/8/2019	New Providence
Dana Cansian	NJCIE Summer Conference	6/25-26/19	Berkley Heights, NJ
Kyle Arlington	NJASA District Image	4/2/2019	Monroe Township, NJ
Kyle Arlington	School Climate- Adults It Matters	4/9/2019	Brick Township, NJ
Vincent Gonnella	NJASBO Annual Conference	6/5-7/19	Atlantic City, NJ

### **Kenilworth Recreation Summer Program**

**RESOLUTION #6:** Be It Resolved, That the Kenilworth Board of Education authorizes the use of school facilities by the Kenilworth Recreation Department for their summer 2019 camp beginning June 24, 2019 to August 16, 2019 from 7:30 a.m. to 3:15 p.m.

### **2019-2020 School District Calendar**

**RESOLUTION #7:** Be It Resolved, That the Kenilworth Board of Education approves the 2019-2020 Kenilworth School District Calendar.

### **Travel and Related Expense Reimbursement 2019-2020**

**RESOLUTION #8:** WHEREAS, the Kenilworth Board of Education recognizes that 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

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. 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

WHEREAS, 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

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., 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; now

WHEREAS, the maximum travel expenditure amount for the 2018-2019 school year is \$150,000.00, of which, \$42,406.03 has been spent on travel and related expenses and \$11,836.23 is encumbered to date;

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. 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 approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$100,000 for all staff and board members.

#### **Healthy Kids Initiative Transfer**

**RESOLUTION #9:** Be It Resolved, That the Kenilworth Board of Education transfer the unspent Year 1 2018 New Jersey Collaborating Center for Nursing (NJCCN) for Kenilworth Healthy Kids Initiative grant funds to the Borough of Kenilworth in the amount of \$3,285.84 and

Be It Further Resolved, That Year 2 grant funding in the amount of \$10,000 be forwarded to the Borough of Kenilworth if funds are delivered to the Board of Education, and

Be It Further Resolved, That the Borough's Recreation Department be permitted access to school grounds for the execution of the grant, and

Be It Further Resolved, That any future landscaping initiatives be coordinated with the Supervisor of Buildings and Grounds and educational programming be coordinated with the building principals.

**Trinitas Children’s Therapy Services**

**RESOLUTION #10:** Be It Resolved, That the Kenilworth Board of Education approves the agreement with Trinitas Children’s Therapy Services to provide Occupational Therapy services to the District at terms as ascribed in the attached agreement, at a rate of \$86 for each hour of service rendered.

**PERSONNEL & MANAGEMENT**

**Greten-Resignation**

**RESOLUTION #11:** Be It Resolved, That the Kenilworth Board of Education accepts the resignation of Margaret Greten, a Language Arts Teacher at David Brearley Middle High School, effective July 1, 2019.

**Dutkevicz – Central Office Secretary (Confidential)**

**RESOLUTION #12:** Be It Resolved, That the Kenilworth Board of Education accept the recommendation of the Superintendent of Schools to reassign Lorrell Dutkevicz from the position of Harding Principal’s Secretary to the position of Central Office Secretary (Confidential) at an annual salary of \$45,188 effective April 16, 2019 pro-rated to start date.

**Scasso**

**Revised-Maternity Leave of Absence**

**RESOLUTION #13:** Whereas, on 11/12/18, the Kenilworth Board of Education approved a maternity leave of absence for Stephanie Scasso, and

Whereas the original request requested to use 39 personal illness days,

Whereas Stephanie Scasso is now requesting the use of 58 personal illness days,

Whereas the original request requested Twelve (12) weeks of unpaid leave to bond with newly born child; concurrently designated as FMLA and NJFMLA leave.

Whereas Stephanie Scasso is now requesting Nine (9) weeks of unpaid leave to bond with newly born child; concurrently designated as FMLA and NJFMLA leave.

Now Therefore Be it Resolved, That the Kenilworth Board of Education approves the revised maternity leave of absence request from Stephanie Scasso as follows:

January 19, 2019	Date of delivery
01/18/19 – 04/15/19	User of 58 personal illness days (with proper physician certification)
04/19/19 – 04/28/19	Spring Break
04/16/19 – 06/21/19	Nine (9) weeks of unpaid leave to bond with newly born child; concurrently designated as FMLA and NJFMLA leave.
09/03/2019	Return date

**Employment Leave Replacement - Walker**

**RESOLUTION #14:** Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ Andrew Walker as a leave replacement teacher for Samantha Gibbons effective 4/29/19 to 6/21/19 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.

**2018-2019 Educators of the Year**

**RESOLUTION #15:** Be It Resolved, That the Kenilworth Board of Education recognizes the following teachers and educational services professionals as recipients of the 2019 Educator of the Year recognition programs:

- Michael Klimchak - Teacher of the Year – Harding Elementary School
- Nancy Bechtler - Teacher of the Year - David Brearley Middle School
- Anthony LaBruno - Teacher of the Year – David Brearley High School
- Regina O’Connor - Educational Services Professional – Harding Elementary School
- Megan Harrison - Educational Services Professional – David Brearley Middle-High School

**Home Instruction**

**RESOLUTION #16:** 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.

<b>IN DISTRICT STAFF</b>					
<b>Student #</b>	<b>Instructor</b>	<b>Commencing</b>	<b>Ending</b>	<b># of Hours/Wk</b>	<b>Rate</b>
203307	Elizabeth Marranta	1/2/2019	5/31/2019	2.00	\$ 42.00
203307	Neal DeLuisi	1/2/2019	5/31/2019	2.00	\$ 42.00
20330384	Christa Candon	1/2/2019	5/31/2019	10.00	\$ 42.00
20190383	Christa Candon	1/2/2019	5/31/2019	10.00	\$ 42.00
20241510	Caitlin Martin	3/6/2019	3/13/2019	2.00	\$ 42.00
20241510	Robert Kleiven	3/6/2019	3/13/2019	1.00	\$ 42.00
20241510	Michelle VanSteenacker	3/6/2019	3/13/2019	2.00	\$ 42.00
203834	Caitlin Martin	3/12/2019	3/19/2019	2.00	\$ 42.00
203834	Kaitlyn Pollock	3/12/2019	3/19/2019	1.00	\$ 42.00
203834	Michelle VanSteenacker	3/12/2019	3/19/2019	2.00	\$ 42.00
20221393	Johanna Quintero	3/6/2019	3/19/2019	2.00	\$ 42.00
20221393	Christa Candon	3/6/2019	3/19/2019	8.00	\$ 42.00
<b>CONTRACTED SERVICES</b>					

Student #	Instructor	Commencing	Ending	# of Hours/Wk	Rate
203991	Silvergate	3/27/2019	4/30/2019	5.00	\$ 42.00
20220788	St. Clare's Hospital	3/21/2019	3/26/2019	5.00	\$ 42.00
20200734	Professional Education Services	3/29/2019	4/30/2019	10.00	\$ 42.00

### Student Teachers

**RESOLUTION #17:** Be It Resolved, That the Kenilworth Board of Education approves the following to participate as practicum student(s)/observer(s)/student teacher(s) in the Kenilworth School District as directed by their individual college/university, at no cost to the Board.

Student Teacher	College/University	Cooperating Teacher
Samantha Chibbaro	West Chester University	Anthony LaBruno

### Substitute Staff

**RESOLUTION #18:** Be It Resolved, That the Kenilworth Board of Education approves the hiring pursuant to the provisions of N.J.S.A. 18A:6.7.1 et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18a:6-4.13 et seq., as applicable to the employment of the following substitute teacher(s), home instructor(s), custodian(s), secretaries and/or aide(s) for the 2018-2019 school year:

Substitute Name	Per Diem Rates		Hourly Rates			
	Nurse	Teacher	Classroom Aide	Cafeteria Aide	Secretary	Custodian
Gonzalez, Nelsa		\$105.00	\$15.00			
Puig, Ashley		\$ 85.00	\$15.00			
Walker, Andrew		\$ 95.00				
Yablonsky, Alec		\$ 95.00				

## CURRICULUM & INSTRUCTION

### Professional Development Presenters

**RESOLUTION #19:** Be It Resolved, That the Kenilworth Board of Education approves the following staff as presenters for professional development and reimbursement for planning time at a rate of \$42.00/hr.:

Teacher	Program	#Hours	Total Stipend	Account
Carol Carrara	Modification	1	\$42	11-000-223-320-000
Jennifer Ruopp	Modification	1	\$42	11-000-223-320-000

**Homebound Instruction/ Art Portfolio**

**RESOLUTION #20:** Be it Resolved, That the Kenilworth of Education approves services provided by Gina Cesaro, Brush Strokes by Gina, at a rate not to exceed \$750, for portfolio preparation for student #20190383.

**GSA - Co-Curricular Organization**

**RESOLUTION #21:** Be It Resolved, That the Kenilworth Board of Education approves the addition of the Gay Straight Alliance (GSA) Club to the extra-curricular activities offered at David Brearley Middle-High School beginning in the 2019-2020 school year with all co-curricular activity requirements being met as set forth in Policy/Regulation #2430, Co-Curricular Activities.

**Curriculum Writing**

**RESOLUTION #22:** 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 (Account 11-000-221-104-000) as follows:

Curriculum Content Area	Sub Needed	Hours Needed	Unit Cost	Total Cost	Staff Member	Account Number
Web Design II	1	6	\$42.00	\$252.00	Jacob Ulasevich	11-000-221-104-000

**Curriculum Adoption**

**RESOLUTION #23:** Be It Resolved, That the Kenilworth Board of Education adopt the following curriculum which has been updated to be aligned with the NJSL Standards.

Curriculum	Prior BOE Adoption	Revised
Information Science Cycle 7	New	4/8/2019
Information Literacy Cycle 8	New	4/8/2019
Physical Education 9-12	1/14/2013	4/8/2019
Academic Seminar 7	New	4/8/2019
Academic Seminar 8	New	4/8/2019
Physical Education K-2	1/14/2013	4/8/2019
Physical Education 3-6	1/14/2013	4/8/2019
Keyboarding 7	New	4/8/2019
Math Foundations 7	New	4/8/2019
Math Foundations 8	New	4/8/2019
Anti-Bullying K-6	10/15/2013	4/8/2019
Spanish 8	1/14/2013	4/8/2019



**2019 Summer School**

**RESOLUTION #24:** Be It Resolved, That the Kenilworth Board of Education approves the district to operate Summer School Programs for Summer 2019 in accordance with Policy #2440 Summer Session, as follows:

David Brearley Summer School  
 Special Education Extended School Year  
 Title I and III Summer Programs

**HIB February 2018**

**RESOLUTION #25:** Be It Resolved, That the Kenilworth Board of Education accepts the recommendations of the Superintendent as reflected in her February 1, 2019 to February 29, 2019 HIB Incident Report.

This report was disseminated to the Board of Education in March and reviewed by the Superintendent at the March 11, 2019 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.

**POLICY REVIEW****First Reading**

**RESOLUTION #26:** Be It Resolved, That the Kenilworth Board of Education approves the first reading of the following bylaws/policies and/or regulations, as needed, based on changes in statute, code or law, (M) indicates State Mandated:

Regulation 5330.04	Administering an Opioid Antidote (M)
Policy 5337	Service Animals
Policy 8860	Memorials

**Revisions – Adopt**

**RESOLUTION #27:** Be It Resolved, That the Kenilworth Board of Education approves the revisions to the following bylaws/policies and/or regulations, as needed, based on changes in statute, code or law, (M) indicates State Mandated:

Policy 2415.06	Unsafe School Choice Option (M)
Policy 2422	Health and Physical Education (M)
Policy 2431.3	Practice and Pre-Season Heat Acclimation for School-Sponsored Athletics & Extra-Curricular Activities (M)
Regulation 2460.8	Special Education – Free & Appropriate Public Education (M)
Policy 2610	Educational Program Evaluation (M)
Policy 4219	Commercial Driver’s License Controlled Substance and Alcohol Use Testing (M)

Policy 5330.04	Administering an Opioid Antidote (M)
Regulation 5530	Substance Abuse (M)
Policy 5600	Student Discipline/Code of Conduct (M)
Regulation 5600	Student Discipline/Code of Conduct (M)
Policy 5611	Removal of Students for Firearms Offenses (M)
Regulation 5611	Removal of Students for Firearms Offenses (M)
Policy 5612	Assaults on District Board of Education Members or Employees (M)
Regulation 5612	Assaults on District Board of Education Members or Employees (M)
Policy 5613	Removal of Students for Assaults with Weapons Offenses (M)
Regulation 5613	Removal of Students for Assaults with Weapons Offenses (M)
Policy 5756	Transgender Students (M)
Policy 7440	School District Security (M)
Regulation 7440	School District Security (M)
Policy 8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol & Other Drug Offenses (M)
Regulation 8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol & Other Drug Offenses (M)
Policy 8561	Procurement Procedures for School Nutrition Programs (M)

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, 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