



Kenilworth Board of Education

Regular Monthly Meeting Agenda

August 12, 2019

- I. Meeting Called to Order 7:30 p.m.
 - Open Public Meeting Statement
 - Salute to the Flag
 - Roll Call
- II. Receiving of the Minutes of the Secretary (July 15, 2019)
- III. Reading & Acceptance of Monthly Correspondence
- IV. Superintendent's Report & Presentations:
 - a. District/Superintendent Update: Kyle Arlington
 - b. Superintendent's HIB Report (July 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 July 2019.

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

School	Date	Drill Type
Harding School	7/23/2019	Lockdown/Active Shooter
Harding School	7/29/2019	Fire
Brearley School	7/22/2019	Fire
Brearley School	7/23/2019	Lockdown

Bill List

RESOLUTION #2: Be It Resolved, That the attached bill list be approved for the month of June 2019 (final) in the amount of \$2,867,861.86 and for the month of July 2019 in the amount of \$1,967,222.32.

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 June 2019.

Line Item Transfers

RESOLUTION #4: Whereas, pursuant to Board of Education Policy #3160, the Acting Superintendent and Secretary to the Board have made the following line item transfers (July 2019) in the 2019-2020 school budget, Be It Resolved, That their actions be ratified and recorded in the minutes as per attached.

Proposal to Provide Architectural Services

RESOLUTION #5: Be It Resolved, That the Kenilworth Board of Education approve the proposal for architectural services from SSP Architects for the Energy Savings and Improvement (ESIP) initiative as follows:

Phase 1-A	ESCO RFP: Issuance & Management	Fixed fee of \$5,500
Phase 1-B	ESCO RFP: Interview Management	Fixed fee of \$3,500; only required if interviews with ESCOs are held
Phase 2	ESCO Management & ESP Support	Fixed fee of \$25,000
Phase 3	Design and Construction	Fee between 7.50% and 8.50% of the total ESIP Project hard costs

Reimbursement for phases 2 and 3 of the project will be rolled into the financing of the overall ESIP and will not be a direct expense of the Board of Education.

Revised 2018-2019 Tuition Reimbursement

RESOLUTION #6: Be It Resolved, That the Board of Education reimburses the following teachers for successfully completing graduate courses in education (2018-2019) in accordance with the Agreement between the Board of Education and the KEA:

Courses Taken during the 2018-2019 School Year - Reimbursed in July 2019

Last Name	Amount as Submitted	Eligible at RU Rate	Reimburse	Not Eligible	Credits Taken	Actual CPC (1)	RU Rate @ 85%
Duffy	\$7,080.00	\$7,080.00	\$7,080.00	\$ -	12	\$590.00	\$610.30
Esposito	\$4,976.00	\$3,661.80	\$3,661.80	\$ 1,314.20	6	\$829.33	\$610.30
Gallina	\$1,125.00	\$1,125.00	\$1,125.00	\$ -	9	\$125.00	\$610.30
Galpern	\$1,770.00	\$1,770.00	\$1,770.00	\$ -	3	\$590.00	\$610.30
Marsili	\$3,983.04	\$3,661.80	\$3,661.80	\$ 321.24	6	\$663.84	\$610.30
Marks	\$7,080.00	\$7,080.00	\$7,080.00	\$ -	12	\$590.00	\$610.30
Martin	\$1,410.00	\$1,410.00	\$1,410.00	\$ -	12	\$117.50	\$610.30
Pollock	\$2,174.10	\$2,174.10	\$2,174.10	\$ -	6	\$362.35	\$610.30
Sona	\$1,500.00	\$1,500.00	\$1,500.00	\$ -	12	\$125.00	\$610.30
Tropeano	\$4,739.70	\$4,739.70	\$4,739.70	\$ -	9	\$526.63	\$610.30
Vitale	\$1,620.00	\$1,620.00	\$1,620.00	\$ -	12	\$135.00	\$610.30
	\$37,457.84	\$35,822.40	\$35,822.40		99		

(1) CPC=Cost Per Credit

Cost Per Credit Maximums:

Rutgers Cost Per Credit = \$718.00; 85% rate is \$610.3

Max CAP allowable is \$65,000

PERSONNEL & MANAGEMENT

Foscolo - Resignation

RESOLUTION #7: Be It Resolved, That the Kenilworth Board of Education accepts the resignation of John Foscolo, as Assistant Principal of David Brearley Middle High School, effective September 18, 2019 unless released earlier by the Superintendent.

2019-2020 Paraprofessional/Lunch Aides

RESOLUTION #8: Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ the following as lunchroom/playground aide for the 2019-2020 school year at an hourly rate of \$16.09 and Paraprofessional Aides at an hourly rate of \$25.55 pending completion of employment process:

Name	Special Education Program				Regular Education			Annual Salary
	LLD	RC	ICS	PSD	Regular	Cafeteria	Per Day	
Lahanas, Christine						3.00	3.00	\$8,689.00

Before and After Care Program Administrator

RESOLUTION #9: Be It Resolved, That the Kenilworth Board of Education approves the recommendations of the Superintendent to appoint Kathleen Murphy as the Before and After Care

Program Administrator for the 2019-2020 school year and Ronald Bubnowski as the substitute Before and After Care Administrator for the 2019-2020 school year at an hourly rate of \$43.00.

Before and After-Care Staff

RESOLUTION #10: Be It Resolved, That the Kenilworth Board of Education approves the following teachers/aides for the 2019-2020 Before and After-Care Program, teachers to be paid \$43/hour and aides to be paid \$25.55/hour. This program is funded by parents and operates at no cost to the Board:

Teachers:

Stacie Bussiere
Nicole Collemi
Jennifer Dieckmann
Melissa Geoghan
Lora Kaprowski
Donna Kirkpatrick
Heidi Luerssen
Joseph Mills
Kristine Parente
Mary Santoro
Kelly Starke
Pina Toto
Laura Walsh

Nurse: Lisa Dilts

Instructional Aides:

	<u>Hours/Week</u>
Caroline Budis	As required
Denise Cantalupo	As required
Lorrell Dutkevicz	As required
Tonianne Hart	As required
Jolene Mazza	As required
Robin Ponticello	As required

	<u>Hours/Week Limit</u>
Gail Cantalupo	5
Sherry Ferrante	5
Tina Lynaugh	5
Sandra Manee	10
Marci Martinez	5
Amal Omar	5

Michael Ringler 15
 Gloria Sequeira 5

Be It Further Resolved, That all certified full-time teaching staff members be approved to substitute for 2019-2020 Before/After Care Teachers on an as needed basis at an hourly rate of \$43.00 and

Be It Further Resolved, That all current full-time certified and non-certified staff be approved to substitute for Before/After Care Aides on an as needed basis at an hourly rate of \$25.55.

ACE Program Administrator

RESOLUTION #11: Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to appoint Brian Luciani as the Alternative Classroom Experience (ACE) Program Administrator for the 2019-2020 school year at a stipend of \$18,478.

2019-2020 Appointments

RESOLUTION #12: Be It Resolved, That the Kenilworth Board of Education approves the following district-level appointment for the 2019-2020 school year effective August 19, 2019:

Position	Appointee
Anti-Bullying Coordinator (ABC)	Dawn Cuccolo

Change in Salary

RESOLUTION #13: Be It Resolved, That the Kenilworth Board of Education approves the increase in salary for the following staff who completed the required courses and submitted proper verification, effective September 1, 2019.

STAFF MEMBER	STEP	SALARY
Adamcik, Michael	8 MA+30	\$ 83,028
Gallina, Marie	7 MA+30	\$ 81,388
Martin, Caitlyn	6 MA+30	\$ 80,788
Pollock, Kaitlyn	8 MA+30	\$ 83,028
Sona, Dale	11 MA+30	\$ 85,938
Tropeano, Martha	13 MA	\$ 80,877

Focht – Additional Teaching Section

RESOLUTION #14: Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to agree to the voluntary acceptance from Marisa Focht to teach as an additional section assignment for the 2019-2020 school year, with compensation of a sum of \$10,000 additional salary for the 2019-2020 school year.

Volunteer Coach - Nichols

RESOLUTION #15: Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to utilize David Nichols as a volunteer Football Coach for the 2019-2020 school year.

2019-2020 Athletic Stipend Positions

RESOLUTION #16: Be It Resolved, That the Kenilworth Board of Education approves the following personnel for athletic stipend positions for the 2019-2020 school year as follows:

Position	FY '20 Stipend	Staff Member
Girls Assistant Soccer Coach	\$ 5,635	Sabrina Sirni
Assistant Football Coach	\$ 8,241	David Kaplow

Transfer of Classroom Aide

RESOLUTION #17: Be It Resolved, That the Kenilworth Board of Education approves the transfer of the Toni Chessa, a classroom aide, from Harding Elementary to David Brearley effective 9/1/19.

2019 Extended School Year CST

RESOLUTION #18: Be It Resolved, That the Kenilworth Board of Education approves the following Child Study Team staff members to complete testing of summer cases at the contractual rate of \$425 per evaluation.

CST MEMBER	# OF EVALUATIONS	TOTAL
Hill, Jaime	1	\$425
O'Connor, Regina	1	\$425

Personnel Required at CST Meetings

RESOLUTION #19: Be It Resolved, That the Kenilworth Board of Education approves the following personnel for their required attendance at CST meetings as indicated at a contracted rate of \$43 per meeting.

Employee	CST Meeting	Meeting
Joelle Pizzano	Meeting for student # 203599	1

Breakfast AM/PM Monitor/Chaperone

RESOLUTION #20: Be It Resolved, That the Kenilworth Board of Education approve the recommendation of the Superintendent to employ the following staff to serve as chaperones for AM/PM Breakfast Patrol at a rate of \$24/session:

William Hopper

Lynne Smith
 Janice Marsili
 Vincent McGowan

Be It Further Resolved, That all current full-time certified staff be approved to substitute on an as needed basis.

Substitute Staff

RESOLUTION #21: Be It Resolved, That the Kenilworth Board of Education establish per diem/hour substitute staff rate for the 2019-2020 school year as follows:

Teachers: \$125/day
 Nurse: \$250/day
 Classroom Aide: \$15/hour
 Cafeteria Aide: \$14/hour
 Secretary: \$15/hour
 Custodian: \$13/hour
 Long Term Teaching Assignment: \$150

Be It Further 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), secretaries, and/or aide(s) for the 2019-2020 school year:

Substitute		Per Diem Rates		Hourly Rates		
Last Name	First Name	Nurse	Teacher	Classroom Aide	Cafeteria Aide	Secretary
Almeida	Maria			\$ 15.00		\$ 15.00
Ankudovich	Amanda		\$ 125.00			
Ayala	Melanie		\$ 125.00			
Bandeira	Gia		\$ 125.00	\$ 15.00	\$ 14.00	\$ 15.00
Bivona	Donna		\$ 125.00			
Byrne	Mary-Beth		\$ 125.00	\$ 15.00		
Capizzano	Joanne			\$ 15.00		\$ 15.00
Cariello	Janet		\$ 125.00			
Casalino	James		\$ 125.00	\$ 15.00		
Ceceri	Danielle		\$ 125.00	\$ 15.00		\$ 15.00
Celis	Ana			\$ 15.00		
Clark	Walter		\$ 125.00			
DeBenedetto	Sharon		\$ 125.00			
Dering	Joan		\$ 125.00			
Dino	James		\$ 125.00			
Doud	Deborah			\$ 15.00		

Farnsworth	Melanie		\$ 125.00	\$ 15.00	
Ferrante	Amber		\$ 125.00	\$ 15.00	
Ferrara	Margaret			\$ 15.00	\$ 14.00
Fitzpatrick	Robert		\$ 125.00	\$ 15.00	
Gallego	Shelley		\$ 125.00		
Ghigliotty	Amber			\$ 15.00	\$ 14.00
Graham	Debra			\$ 15.00	
Grobe	Ronald		\$ 125.00		
Harrison	Benjamin		\$ 125.00	\$ 15.00	
Hegna	Cynthia	\$ 250.00			
Imbriaco	Janine		\$ 125.00	\$ 15.00	\$ 15.00
Kaufman	Jeffrey		\$ 125.00		
Klimchak	Michael		\$ 125.00		
Labanowski	Ellen		\$ 125.00		
Lara	Kathleen		\$ 125.00		
Lopez	Jessica			\$ 15.00	\$ 14.00
Lucadema	Emma		\$ 125.00		
Lucadema	Kenneth		\$ 125.00		
Marinero	Angela		\$ 125.00	\$ 15.00	
Marinzulich	Gerald		\$ 125.00		
Mate	Samantha		\$ 125.00		
Matos	Danielle		\$ 125.00		
McHale	Kacie			\$ 15.00	
Menendez	Emily		\$ 125.00		
Montemurro	James		\$ 125.00		
Mucci	John		\$ 125.00		
Muia-Masucci	Dolores		\$ 125.00		
O'Malley	William		\$ 125.00		
Paolercio	Richard		\$ 125.00		
Pentz	Scott		\$ 125.00		
Peterson	Carl		\$ 125.00		
Pugliese	Julia		\$ 125.00	\$ 15.00	\$ 14.00
Puig	Ashley		\$ 125.00	\$ 15.00	
Reichenbach	Donna		\$ 125.00		
Renda	Anthony		\$ 125.00		
Retcho	Caterina		\$ 125.00	\$ 15.00	\$ 14.00
Shah	Siddhi		\$ 125.00		
Smith	Jane		\$ 125.00	\$ 15.00	
Sposaro	Caterina			\$ 15.00	
Szeluga	Sandy		\$ 125.00		
Vastano	Anthony		\$ 125.00		
Walker	Andrew		\$ 125.00		
Walsh	Merle		\$ 125.00		
Wyrick	Dyanne	\$ 250.00			
Yablonsky	Alec		\$ 125.00		

CURRICULUM & INSTRUCTION

Brearley & Harding Student/Parent Handbook 2019-2020

RESOLUTION #22: Be It Resolved, That the Kenilworth Board of Education reaffirms the updated David Brearley and Harding Elementary student handbook.

District Mentoring Plan 2019-2020

RESOLUTION #23: Be It Resolved That, the Kenilworth Board of Education approves the District Mentoring Plan and Statement of Assurance (SOA) of the Mentoring Plan for the 2019-2020 school year.

District Professional Development Plan 2019-2020

RESOLUTION #24: Be It Resolved That, the Kenilworth Board of Education approves the District-Level Professional Development Plan and Statement of Assurance (SOA) of the Professional Development Plan for the 2019-2020 school year.

District Assessment Program 2019-2020

RESOLUTION #25: Be It Resolved That, the Kenilworth Board of Education approves the District-Level Assessment Program for the 2019-2020 school year.

District Academic Support Program 2019-2020

RESOLUTION #26: Be It Resolved That, the Kenilworth Board of Education approves the District-Level Academic Support Program for the 2019-2020 school year.

Curriculum Adoption

RESOLUTION #27: 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
Information Processing	New
Business Management	New
Entrepreneurship	New

Textbook Adoption

RESOLUTION #28: Be It Resolved, That the Kenilworth Board of Education adopts the following new textbook series upon the recommendation of the Superintendent:

Textbook Title	Publisher	Copyright	Grade
Briggs AP Calculus	Pearson	2018	Grade 9-12 Math
Elect Essentials of Anatomy & Physiology	McGraw Hill	2018	Grade 9-12 Science
Glencoe Physics Principles & Problems	McGraw Hill	2017	Grade 9-12 Science

Que Chevere! Level 1	EMC Publishing	2016	Grade 7-12 World Lang.
Century 21 Jr. Computer Applications with Keyboarding	Cengage Learning	2016	Grade 7-12 Bus. & Tech.

Professional Development Presenters

RESOLUTION #29: 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 \$43.00/hr.:

Teacher	Program	#Hours	Total Stipend	Account
Melissa Condo	Medical Overview	1	\$43	11-000-223-110-000
Karen Goger	Xtra Math	1	\$43	11-000-223-110-000
Pina Toto	Xtra Math	1	\$43	11-000-223-110-000
William Hopper	ELL Tips and Strategies	1	\$43	11-000-223-110-000

Curriculum Writing

RESOLUTION #30: Be It Resolved, That the Kenilworth Board of Education approves staff to conduct team meetings and write curriculum and guides at a rate of \$43.00/hour as follows:

Staff Member	Grade	Program	#Hours	Stipend	Account
Martha Tropeano	K-5	ESL	12	\$516.00	11-000-221-104-000

HIB June 2019

RESOLUTION #31: Be It Resolved, That the Kenilworth Board of Education accepts the recommendations of the Superintendent as reflected in her June 1, 2019 to June 30, 2019 HIB Incident Report.

This report was disseminated to the Board of Education in July 2019 and reviewed by the Superintendent at the July 15, 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

Job Descriptions

RESOLUTION #32: Be It Resolved, That the Kenilworth Board of Education approves the following revisions to job descriptions:

- Supervisor of Guidance and Assessment
- Director of Student Personnel Services

ADDITIONAL RESOLUTION FOR CONSIDERATION

Payment to Contractor

RESOLUTION #33: Be It Resolved, That the Kenilworth Board of Education authorizes payment #2 in the amount of \$165,300.00 to the Riefolo Construction Company, Inc. for work performed on the Gymnasium Upgrades at Brearley Middle/High School (Project #2420-010-19-1000) after review by the Business Administrator and Certification of the Architect.

Scasso

Revision-Maternity Leave of Absence

RESOLUTION #34: Whereas, on 6/10/19, the Kenilworth Board of Education approved a maternity leave of absence for Stephanie Scasso, and

Whereas the last request requested to use 94 personal illness days,

Whereas Stephanie Scasso is now requesting the use of 99 personal illness days,

Whereas Stephanie Scasso is no longer requesting one (1) week 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:

01/19/2019	Date of delivery
01/18/19 – 06/21/19	Use of 99 personal illness days
04/19/19 – 04/28/19	Spring Break
07/01/2019	Return date

REVISED 2019 Summer Counselor Staff

RESOLUTION #35: Be It Resolved, That the Kenilworth Board of Education approves the revision of staff for the Summer 2019 Counseling Services, resolution #33 previously approved on 6/10/19, at a per diem rate of \$240 as outlined below:

Staff Member	Position	Days	Total
Griffiths, Aime	Guidance Counselor	2	\$ 480

Harrison, Megan	Guidance Counselor	4	\$	960
Jeans, Kristen	Guidance Counselor	2	\$	480
Kartsakalis, Alexandra	Guidance Counselor	4	\$	960
Lugo, Jamie	Guidance Counselor	4	\$	960
Scasso, Stephanie	Guidance Counselor	4	\$	960

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.