



Kenilworth Board of Education

Regular Monthly Meeting Agenda

December 9, 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 (November 11, 2019)
- III. Reading & Acceptance of Monthly Correspondence
- IV. Superintendent's Report & Presentations:
 - a. Student Spotlight: Kathleen Murphy: Harding School Student Council President, Elisa Capra
 - b. Superintendent’s HIB Report (November 2019)
- V. Report of Committees, Review of Resolutions & Board Discussion:
 - 2020 Organization Calendar/Meeting Schedule Review

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 November 2019.

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

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

School	Date	Drill Type
Brearley School	11/05/19	Shelter in place
Brearley School	11/13/19	Lockdown
Brearley School	11/22/19	Fire
Harding School	11/19/19	Bomb threat
Harding School	11/20/19	Fire

Bill List

RESOLUTION #2: Be It Resolved, That the attached bill list be approved for the month of November 2019 in the amount of \$2,797,273.46.

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 for the month of October 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 (November 2019) in the 2019-2020 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
Teaching Staff:			
Melissa Geoghan	NJASPERD Annual Convention	2/24/20 - 2/25/20	Long Branch, NJ
Christa Candon	Powerful Strategies for Reaching "I Don't Care" Students and Increase their School Success	11/22/2019	Freehold, NJ
Roseanne Barilla	Powerful Strategies for Reaching "I Don't Care" Students and Increase their School Success	11/22/2019	Freehold, NJ
Michelle Ventura	The Math Workshop Model	3/19/2020	New Brunswick, NJ
Graceann Griffin	MUJC Technology	2/20/2020	New Providence, NJ
Karen Goger	MUJC Technology	2/20/2020	New Providence, NJ
Administration:			

Ron Bubnowski	30 Hours IMSE Comprehensive Training	1/6/20 - 1/10/20	Secaucus, NJ
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January 2020 Regular Meeting Date

RESOLUTION #6: Whereas January 6, 2020 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 13, 2020 at 7:30 p.m. as its first Regular Meeting of the organizational year and authorizes the Board Secretary to advertise said meeting.

Municipal Tax Levy Overpayment

RESOLUTION #7: Whereas, in July 2019, during a review of receivables, the School Business Administrator discovered an overpayment of the municipal tax levy for the 2019 fiscal year, and

Whereas, the School Business Administrator confirmed this overpayment with the Board of Education’s auditors, and

Whereas, on July 30, 2019, the School Business Administrator informed the Borough’s Chief Financial Officer of the overpayment, and

Whereas on November 13, 2019, the Borough’s Chief Financial Officer confirmed the overpayment,

Now Therefore Be It Resolved, that the Kenilworth Board of Education authorize the refunding of the overpayment of the fiscal year 2019 tax levy payment in the amount of \$117,743.20, and

Be It Further Resolved, that the School Business Administrator continue to monitor the monthly municipal tax levy payment to determine its accuracy.

Payment to Contractor

RESOLUTION #8: Be It Resolved, That the Kenilworth Board of Education authorizes payment #6 in the amount of \$157,596.00 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.

NP Security Aid Grant

RESOLUTION #9: Whereas, the Kenilworth Board of Education has received \$19,650.00 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 security needs on November 6, 2019,

Whereas, the recommendation of that meeting was to purchase security items and systems*, to the extent funding is available,

Now Therefore Be It Resolved, that the Kenilworth Board of Education handle the purchasing and processing of the 2019-2020 nonpublic school security aid program.

*Itemization of these items and systems could impair protecting the safety and property of the public therefore they will not be disclosed to the public.

**THE USE OF COMPETITIVE CONTRACTING
FOR THE SOLICITATION OF BIDS FOR A
SOLAR POWER PURCHASE AGREEMENT**

RESOLUTION #10: WHEREAS, The Board of Education of the Borough of Kenilworth in the County of Union, New Jersey (the “Board” when referring to the governing body and the “School District” when referring to the territorial boundaries governed thereby) desires to contract with a vendor for a power purchase agreement (the “Solar PPA”) involving the installation of solar panels on school sites in the School District (the “Solar Project”) in an effort to provide energy savings to the School District; and

WHEREAS, the School District anticipates that it will utilize such energy savings as a part of its proposed Energy Savings Improvement Program (“ESIP”) which is being undertaken by the School District; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.1(j) and (k), the Board may use competitive contracting in lieu of public bidding for procurement of specialized goods and services, the price of which exceeds the bid threshold, for concessions, and also for the operation, management or administration of other services, with the approval of the Division of Local Government Services in the New Jersey Department of Community Affairs (the “Division”); and

WHEREAS, the Division has, by its Local Finance Notice (LFN 2009-10) dated June 12, 2009 (“Local Finance Notice 2009-10”), authorized the use of competitive contracting (in accordance with, in relevant part, N.J.S.A. 18A:18A:4.1 through 4.5) for solar power purchase agreements, pursuant to either N.J.S.A. 18A:18A-4.1(j) or (k); and

WHEREAS, the Board desires to use competitive contracting to procure the above mentioned specialized services; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.3(a), the Board is required to adopt a resolution authorizing the use of competitive contracting; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.3(b), 4.4 and 4.5, the competitive contracting process, including the preparation of a request for proposal documentation (the “Solar RFP”),

solicitation of proposals, and award of a contract based upon the methodology set forth in the aforesaid Solar RFP, must be administered by the Board's purchasing agent; and

WHEREAS, in connection with such Solar PPA, and pursuant to Local Finance Notice 2009-10, the Board is required, to amend its Long Range Facilities Plan, to the extent required, to incorporate the Solar Project.

NOW, THEREFORE, BE IT RESOLVED by The Board of Education of the Borough of Kenilworth in the County of Union, New Jersey, pursuant to the aforesaid statutes, as follows:

1. The Board hereby authorizes a competitive contracting process for the solicitation of bids for the Solar PPA, including the distribution of a Solar RFP in connection therewith.
2. SSP Architects and Wilentz, Goldman & Spitzer, P.A. are hereby authorized and directed to undertake the drafting and distribution of such Solar RFP, including the evaluation of such Solar PPA bids, and to finalize a Solar PPA with a selected solar provider, to the extent awarded by the Board and in conjunction with the Board's professionals and administration.
3. SSP Architects is hereby authorized and directed, to the extent not otherwise already accomplished, to (i) submit an application to the New Jersey Department of Education to amend the School District's Long Range Facilities Plan to include the Solar Project, to the extent it is not incorporated therein and (ii) submit the Solar RFP to the Kenilworth Planning Board, as applicable, for its review.
4. The Board hereby authorizes and directs the Superintendent and the Business Administrator/Board Secretary to appoint a committee to evaluate the Solar PPA bids and to report same to the Board.
5. The President, Vice-President and Business Administrator/Board Secretary or any other appropriate officer or representative of the Board, are hereby authorized and directed to execute and deliver any and all documents and to do and cause to be done any and all acts and things necessary or proper for carrying out the transaction contemplated by this resolution, and the Solar RFP. The execution by such officials and officers of any such documents, with changes, insertions or omissions approved by the Business Administrator/Board Secretary, in consultation with the Board's professionals, shall be conclusive, and no further ratification or other action by the Board shall be required with respect thereto.
6. This resolution shall take effect immediately.

**SELECTING AN ENERGY SERVICES COMPANY
FOR THE IMPLEMENTATION OF AN**

ENERGY SAVINGS IMPROVEMENT PROJECT

RESOLUTION #11: WHEREAS, the Board of Education of the Borough of Kenilworth in the County of Union, New Jersey (the “Board”) has issued a request for proposals (the “RFP”) in accordance with N.J.S.A. 18A:4.1 et seq. for a qualified Energy Service Company (“ESCO”) in connection with the Board’s proposed implementation of an Energy Saving Improvement Project (“ESIP”) in accordance with P.L 2012, c.55 (P.L.2009, c.4); and

WHEREAS, one proposal was submitted by Wildan Energy Solutions (“Wildan”); and

WHEREAS, a selection committee has been established to review the responses to such RFP in accordance with the specific evaluation criteria as outlined in the RFP and to interview such proposers; and

WHEREAS, the selection committee has reviewed the proposal and conducted an interview of the proposer on November 14, 2019; and

WHEREAS, the selection committee has determined that Wildan Energy Solutions (“Wildan”) is a qualified ESCO in accordance with the evaluation criteria; and

WHEREAS, selection committee has provided to the Board all required evaluation documentation of the RFP response and the interview; and

WHEREAS, Wildan will provide an Energy Savings Plan (the “ESP”), including certain engineering, construction, project management as part of their proposal and the total cost of services will be a predetermined amount and paid for out of the energy savings as calculated in accordance with P.L. 2012, c.55,

WHEREAS, the BOE will have an option to continue the process to full implementation of the ESIP project once the ESP has been reviewed and approved by an independent 3rd party in accordance with P.L.2012, c.55, and adopted by the Board; and

NOW, THEREFORE, BE IT RESOLVED that:

1. Based upon the recommendations of the selection committee, the Board hereby designates Wildan to be the ESCO to implement the School District’s ESIP.
2. The Board authorizes Wildan to prepare the Investment Grade Audit and ESP in accordance with the RFP.
3. This resolution shall take effect immediately.

Morris-Union Jointure Commission Agreement 2019-2020

RESOLUTION #12: Be It Resolved, That the Kenilworth Board of Education approves the agreement made between the Morris-Union Jointure Commission and the Kenilworth Public School District to provide 1:1 aide services for student #20270432.

PERSONNEL & MANAGEMENT

ESEA After-School Enrichment Program Staff

RESOLUTION #13: 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 \$43.00/hour as instructors:

Teacher	Program	#Hours	Parent Training	Total Stipend	Account	ESSA Title
Megan LoConte	After School Grade K Enrichment	20	5	\$1075.00	20-231-100-101-P-00	I

Decker Resignation/Treasurer of School Monies

RESOLUTION #14: Whereas, Jeanne Decker has served as the district’s Treasurer of School Monies since 1989, and

Whereas, Jeanne Decker has served the Kenilworth School District with distinction and dedication, and

Whereas, Jeanne Decker has submitted a letter of resignation effective November 25, 2019,

Now Therefore Be It Resolved, That the Kenilworth Board of Education accepts with regret the resignation of Jeanne Decker, Treasurer of School Monies.

Be It Resolved, That in the absence or unavailability of the Treasurer of School Monies, Anthony Laudati, Chairperson of the Finance Committee of the Kenilworth Board of Education shall be and is hereby appointed as Acting Treasurer of School Monies, and is hereby empowered to deposit and withdraw funds of the Kenilworth Board of Education of the Borough of Kenilworth. When acting as Treasurer of School Monies, he shall be bonded for the faithful performance of his duties as Acting Treasurer in the amount of \$2,500.00.

Be It Resolved, That the signatures of the President or Vice President, the Board Secretary, and the Superintendent shall be affixed to the check warrants of the Board Operating Account before same shall be delivered to any payee. The names of the respective parties above mentioned are:

President:	Gregg David
Vice President:	Ryan Haberthur
Superintendent:	Kyle C. Arlington
Secretary:	Vincent A. Gonnella

Be It Further Resolved, That the signatures of the parties above mentioned shall be subscribed on signature cards of the designated depositories of the Board.

Be It Further Resolved, That the Kenilworth Board of Education approves as mandated by N.J.S.A. 18A:19-10 amended which requires that authorized signatories on the payroll and payroll agency checks must include the Board Secretary and the Superintendent;

Be It Further Resolved, That the names of the Board Secretary and the Superintendent be subscribed on signature cards for the Unemployment Trust Fund Account;

Be It Further Resolved, That the names of the Board Secretary and Superintendent be subscribed on signature cards for the Employee Summer Savings Account.

Folgar Revision-Maternity Leave of Absence

RESOLUTION #15: Whereas, on 5/13/19, the Kenilworth Board of Education approved a maternity leave of absence for Gina Folgar, and

Whereas the last request requested to use 35 personal illness days,

Whereas Gina Folgar is now requesting the use of 53 personal illness days,

Now Therefore Be It Resolved, That the Kenilworth Board of Education approves the revised maternity leave of absence request from Gina Folgar as follows:

10/6/2019	Delivery date
10/01/19 – 12/21/19	Use of 53 personal illness days
12/23/19 – 01/01/20	Winter recess
01/02/20 – 03/26/20	Twelve (12) weeks of unpaid leave to bond with newly born child; concurrently designated as FMLA and NJFMLA leave.
03/27/20 – 03/31/20	Unpaid leave
04/01/2020	Anticipated return date

Dunn-Maternity Leave of Absence Request

RESOLUTION #16: Be It Resolved, That the Kenilworth Board of Education approves the maternity leave of absence request from LeAnne Dunn, a teacher at the David Brearley Middle/High School, pending certification of health care provider, as follows:

04/09/2020	Expected date of delivery
04/10/20 – 04/17/20	Spring Break
04/20/20 – 05/22/20	Use of 25 sick days
05/26/20 – 06/23/20	Unpaid leave
09/08/20 – 11/20/20	Twelve (12) weeks of unpaid leave to bond with newly born child; concurrently designated as FMLA and NJFMLA leave.
11/23/20 – 01/31/21	Unpaid leave
02/01/2021	Anticipated return date

Ferdinandi-Maternity Leave of Absence Request

RESOLUTION #17: Be It Resolved, That the Kenilworth Board of Education approves the maternity leave of absence request from Brianna Ferdinandi, a teacher at the Harding Elementary School, pending certification of health care provider, as follows:

03/28/2020	Expected date of delivery
03/23/20 – 05/08/20	Use of 29 sick days
04/10/20 – 04/17/20	Spring Break
05/11/20 – 05/29/20	Three (3) weeks of unpaid leave to bond with newly born child; concurrently designated as FMLA and NJFMLA leave.
06/01/2020	Anticipated return date

Before and After-Care Staff

RESOLUTION #18: Be It Resolved, That the Kenilworth Board of Education approves Harding School Teacher, Debra Terranova for the 2019-2020 Before and After-Care Program to be paid \$43/hour. This program is funded by parents and operates at no cost to the Board.

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.

Home Instruction

RESOLUTION #19: 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 \$43.00/hour.

IN DISTRICT STAFF					
Student #	Instructor	Commencing	Ending	# of Hours/Wk	Rate
20211849	William Hopper	9/5/2019	1/12/2020	2.00	\$ 43.00
20211849	Joelle Pizzano	9/5/2019	1/12/2020	1.00	\$ 43.00
20211849	Catherine Allan	9/5/2019	1/12/2020	1.00	\$ 43.00
20211491	Nichole Spampinato	11/14/2019	1/14/2020	2.00	\$ 43.00
20211491	Kelsey Logan	11/14/2019	1/14/2020	2.00	\$ 43.00
20211491	Christa Candon	11/14/2019	1/14/2020	4.00	\$ 43.00
20211491	Albert Gonzalez	11/14/2019	1/14/2020	2.00	\$ 43.00
204073	Katie Pollock	11/19/2019	12/4/2019	1.00	\$ 43.00
204073	Michelle Alvarez	11/19/2019	12/4/2019	1.00	\$ 43.00
204073	Lauren Blizzard	11/19/2019	12/4/2019	1.00	\$ 43.00
204073	Alejandro Meija	11/19/2019	12/4/2019	1.00	\$ 43.00
204073	Caitlin Martin	11/19/2019	12/4/2019	1.00	\$ 43.00
202678	Neil DeLuisi	11/21/2019	11/27/2019	2.00	\$ 43.00

202678	Caitlin Martin	11/21/2019	11/27/2019	1.00	\$ 43.00
20200832	Joelle Pizzano	11/13/2019	11/20/2019	1.00	\$ 43.00
20200832	Mendy Petti	11/13/2019	11/20/2019	1.00	\$ 43.00
20200832	Philip Giordano	11/13/2019	11/20/2019	1.00	\$ 43.00
20200832	Eileen McGrath	11/13/2019	11/20/2019	1.00	\$ 43.00
20200832	Alejandro Meija	11/13/2019	11/20/2019	1.00	\$ 43.00
CONTRACTED SERVICES					
# of					
Student #	Instructor	Commencing	Ending	Hours/Wk	Rate
20190081	Professional Education Services	10/11/2019	11/5/2019	5.00	\$ 43.00
203814	Professional Education Services	10/10/2019	11/27/2019	10.00	\$ 43.00

Baptista Volunteer Coach

RESOLUTION #20: Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to utilize Jhonny Baptista as a volunteer Basketball Coach for the 2019-2020 school year.

Student Teachers

RESOLUTION #21: 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
Clement, Joseph	County College of Morris	Gregory Miller
Dautruche-Tingling, Nadia	Kean University	Jaime Hill
Esposito, Jessica	Rutgers University	Jennifer Ruopp
Oguh II, Austine	Penn State University	Ryan Jayne

Substitute Staff

RESOLUTION #22: 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), 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
*Hart	Emily		\$ 125.00			
Fitzsimmons	Eleanor		\$ 125.00			
Fox	Karim		\$ 125.00			
*Morsillo	Thalia		\$ 125.00			

*Pending competition of the employment process

CURRICULUM & INSTRUCTION

Mental Health Support Services Agreement

RESOLUTION #23: Be It Resolved, That the Kenilworth Board of Education approve an agreement with Tri-County Behavioral Care, LLC. for Mental Health Service Support including but not limited to mental health screenings, mental health consultations, substance abuse testing and substance abuse clearance.

HIB October 2019

RESOLUTION #24: Be It Resolved, That the Kenilworth Board of Education accepts the recommendations of the Superintendent as reflected in his October 1, 2019 to October 31, 2019 HIB Incident Report.

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

POLICIES

First Readings, Revisions and Adoptions

RESOLUTION #25: 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:

Policy 1642	Earned Sick Leave Law (M)
Regulation 1642	Earned Sick Leave Law (M)

Be It Further 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 0141.2	Board Member and Term - Receiving District
Policy 7440	School District Security (M)
Regulation 7440	School District Security (M)
Policy 8630	Bus Driver/Bus Aide Responsibility (M)
Regulation 8630	Emergency School Bus Procedures (M)
Policy 8670	Transportation of Special Needs Students (M)

ADDITIONAL RESOLUTION

Nichols– Resignation

RESOLUTION #26: Be It Resolved, That the Kenilworth Board of Education accepts the resignation of David Nichols, a sixth grade teacher at Harding Elementary School, effective February 7, 2019.

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 topic of KEA negotiations (all units) and pending litigation, 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.