

**January 4, 2017**

The **Organization Meeting** of the Kenilworth Board of Education was **called to order** at 7:30 p.m. by Board Secretary/Business Administrator Vincent A. Gonnella, in the Board of Education Conference Room of the Brearley School on **January 4, 2017**.

**Adequate notice** of this Special Meeting of the Kenilworth Board of Education has been provided to the Home/News Tribune, Union County Local Source, Cranford Chronicle, and The Star- Ledger on January 4, 2016. A copy has been filed with the Kenilworth Borough Clerk, posted in the Board of Education Business Office, Harding School, David Brearley School and the Kenilworth Borough Hall, as is **provided by the Open Public Meetings Act**.

Mr. Gonnella stated that the **purpose of this meeting** is to reorganize the Board of Education as a result of the annual school election held on November 8, 2016.

Mr. Gonnella led the **salute to the Flag**.

Mr. Gonnella read the following **Certification of Newly Elected Members**, after which he administered the **oath of office** to the new members:

I, Vincent A. Gonnella, Secretary of the School District of The Borough of Kenilworth, County of Union, New Jersey, do hereby certify that the following named persons received the highest number of votes and were duly elected as members of the Board of Education of the School District of the Borough of Kenilworth, County of Union, New Jersey, at the school election held November 8, 2016 in the Borough of Kenilworth, to wit:

**Three (3) Year Terms expiring in December 31, 2019:**

Robert Beiner  
Annmarie Duda  
Anthony Laudati

and I do further certify that Robert Beiner, Annmarie Duda, and Anthony Laudati were elected for the terms set forth above.

Gonnella **administered the oath of office** to the above referenced newly elected BOE Members.

Upon **roll call**, the following members were present: Robert Beiner, Genean Braun, Gregg David, Paulette Drogon, Annmarie Duda, Ryan Haberthur, Mark Jankiewicz, Anthony Laudati, and Nancy Zimmerman.

**Nomination #1:** Board Secretary Gonnella called for **nominations for President**:

**Zimmerman was nominated** by Jankiewicz, seconded by Duda.

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Hearing no additional nominations, Gonnella called for a **motion to close nominations for President:** Duda, seconded by Braun, made the Motion. Motion carried unanimously.

**A vote was taken on the nomination of Nancy Zimmerman for President:**

Voting yes were: Robert Beiner, Genean Braun, Gregg David, Paulette Drogon, Annmarie Duda, Ryan Haberthur, Mark Jankiewicz, Anthony Laudati, and Nancy Zimmerman.

A majority of the Board having voted in favor of the nomination of Zimmerman for President, Gonnella **declared Nancy Zimmerman President of the Kenilworth Board of Education.**

President Zimmerman made a brief statement thanking the Board for the support and was looking forward to a productive year working with Dr. Tramaglini.

President Zimmerman called for **nominations for Vice President:**

**Jankiewicz was nominated** by Zimmerman seconded by Haberthur.

Motion was made by Braun, seconded by Duda, that the **nominations for Vice President be closed.** Motion carried unanimously.

A vote was taken on the nomination of Jankiewicz for Vice President:

Voting yes were: Robert Beiner, Genean Braun, Gregg David, Paulette Drogon, Annmarie Duda, Ryan Haberthur, Mark Jankiewicz, Anthony Laudati, and Nancy Zimmerman.

A majority of the Board having voted in favor of the nomination of Jankiewicz for Vice President, President Zimmerman **declared Mark Jankiewicz Vice-President of the Kenilworth Board of Education.**

**COMMITTEES:** President Zimmerman asked that the Board Members list their committee preferences and present them to her by the end of the evening. She discussed the possibility of revising the operation of the Policy Committee in the future.

**ANNUAL ETHICS TRAINING:** Gwen Thornton, NJSBA, presented the Annual Review of the Board of Education Code of Ethics which satisfied the board's annual ethics training requirement under N.J.A.C. 6:3-1.3 and N.J.A.C. 6A:30.

**PUBLIC PARTICIPATION:**

Motion was made by David, seconded by Duda, that the **meeting be opened to the public.** Motion carried unanimously.

- None.

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Motion was made by David, seconded by Laudati, that the **meeting be closed to the public.** Motion carried unanimously.

**Roll Call was taken on the following Resolutions:**

**BOARD BUSINESS: ORGANIZATIONAL RESOLUTIONS**

**By-laws, Regulations & Policy**

**RESOLUTION #1:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That **the by-laws, rules and regulations, contracts, policies and job descriptions currently in force and effect are hereby adopted by the Board of Education for the 2017 organizational year.** Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Parliamentary Procedures**

**RESOLUTION #2:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education **adopts Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2017 organizational year.** Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Adoption of Official Newspapers**

**RESOLUTION #3:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That **The Star-Ledger and the Local Source be and are hereby designated as the official newspapers of the Kenilworth Board of Education for its proceedings and that the Local Source and The Star-Ledger be designated for its announcements and legal advertisements for the 2017 organizational year.** Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Open Public Meetings Act  
Meeting Schedule**

**RESOLUTION #4:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, that the Kenilworth Board of Education, **pursuant to Chapter 231, PL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Kenilworth Board of Education Conference Room, 401 Monroe Avenue, Kenilworth, N.J. at 7:30 p.m., as set forth below unless indicated otherwise.** In the event the attendance at the meeting exceeds the capacity of the BOE Conference Room, the Board of Education reserves the right to relocate to another room at Brearley to accommodate the public present.

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BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary,

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than five (5) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED That The Regular Meetings of the Kenilworth Board of Education shall be held on the second Monday of each month, with the exception of July when it will be on the 3<sup>rd</sup> Monday and October when the meeting will be held on the second Tuesday of the month. In January, the Board Reorganizational Meeting will be held on Wednesday, January 3, 2018. **The following meeting dates are scheduled for the 2017 organizational year:**

|                           |                       |                            |                      |
|---------------------------|-----------------------|----------------------------|----------------------|
| Monday, January 9, 2017   | Regular Meeting       | Monday, July 17, 2017      | Regular Meeting      |
| Monday, February 6, 2017  | Budget Meeting        | Monday, August 14, 2017    | Regular Meeting      |
| Monday, February 13, 2017 | Regular Meeting       | Monday, August 28, 2017    | Special Meeting      |
| Monday, March 13, 2017    | Regular Meeting       | Monday, September 11, 2017 | Regular Meeting      |
| Monday, April 3, 2017     | Regular Meeting       | Tuesday, October 10, 2017  | Regular Meeting      |
| Wednesday, April 26, 2017 | Public Budget Hearing | Monday, November 13, 2017  | Regular Meeting      |
| Monday, May 8, 2017       | Regular Meeting       | Monday, December 11, 2017  | Regular Meeting      |
| Monday, June 12, 2017     | Regular Meeting       | Wednesday, January 3, 2018 | Organization Meeting |
| Thursday, June 22, 2017*  | Special Meeting       |                            |                      |

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\*5:30 p.m. starting time

Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Custodian of Records  
Public Access to Records  
Fee for Copies of Public Documents**

**RESOLUTION #5:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, that the Kenilworth Board of Education approves the following resolution:

WHEREAS, P.L.2011, c.404 (C.47:1A-7), known as the Public Access Law, amends and supplements P.L. 1963, c.73.P.L. 1995, c.23 AND P.L. 1998, c.17 regarding public access to government records, and

WHEREAS, the law designates that a person be designated as the custodian of a government record, and

WHEREAS, copies of permitted government records must be provided to persons upon written request and upon prepayment of fees prescribed by law or regulation, and

WHEREAS, except as otherwise provided by law or regulation, **the fee assessed for the copying of a government record shall be \$.05 per page for letter size paper or smaller and \$.07 per page for legal size paper or larger,**

NOW, THEREFORE, BE IT RESOLVED that the Kenilworth Board of Education **appoints the Business Administrator/Board Secretary as the custodian of government records,** and

BE IT FURTHER RESOLVED, that the Kenilworth School District approves the attached form for the use of any person, who request access to a government record, and

BE IT FURTHER RESOLVED, that the fees should be reviewed and approved annually by the Board of Education. Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Doctrine of Necessity**

**RESOLUTION #6:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education **approves the following resolution:**

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et. seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

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WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education had conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set forth in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity.

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that the Boards of Education that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for thirty (30) days and provide the Commission with a copy. Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Authorized Signatures**

**RESOLUTION #7:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That **the signatures of the President or Vice President, the Board Secretary, and the Treasurer of School Monies 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:

Nancy Zimmerman

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|                 |                     |
|-----------------|---------------------|
| Vice President: | Mark Jankiewicz     |
| Secretary:      | Vincent A. Gonnella |
| Treasurer:      | Jeanne Decker       |

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 Treasurer of Monies;

Be It Further Resolved, That the names of the Board Secretary and the Superintendent be subscribed on signature cards for the cafeteria account;

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

Be It Further Resolved, That the names of the Board Secretary and Treasurer of School Monies be subscribed on signature cards for the Employee Summer Savings Account;

Be It Further Resolved, That the names of the Principal, Chief School Administrator, School Business Administrator, and Asst. Principal be subscribed on signature cards for the Harding Student Activities and the Harding Before/Aftercare Account;

Be It Further Resolved, That the names of the Principal, Chief School Administrator, School Business Administrator, and Asst. Principal be subscribed on signature cards for the Brearley Student Activities;

Be It Further Resolved, That the names of the Principal, Asst. Principal and Athletic Director be subscribed on signature cards for the Athletic Officials Fund;

Be It Further Resolved, That the names of the Athletic Director, Chief School Administrator, and School Business Administrator be subscribed on signature cards for the Facility Security Account;

Be It Further Resolved, That the names of the Chief School Administrator, School Business Administrator be subscribed on signature cards for the Heyman Scholarship Account. Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Finance Chair as Acting Treasurer**

**RESOLUTION #8:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It

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Resolved, That **in the absence or unavailability of the Treasurer of School Monies, the 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 on the Kenilworth Board of Education of the Borough of Kenilworth.** When acting as Treasurer of School Monies, he/she shall be bonded for the faithful performance of his/her duties as Acting Treasurer in the amount of \$2,500.00. Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

### **ANNUAL APPOINTMENT RESOLUTIONS**

#### **Appointment of the Business Administrator Board Secretary**

**RESOLUTION #9:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education **appoints Vincent A. Gonnella as Business Administrator/Board Secretary for the 2017 organizational year.** Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

#### **Treasurer of School Monies**

**RESOLUTION #10:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education **appoints Jeanne Decker as Treasurer of School Monies for the 2017 organizational year.** Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

#### **Board Attorney**

**RESOLUTION #11:** Approval of Board Attorney:

Introduced by Laudati who moved its adoption, seconded by Drogon, WHEREAS, there exists a need for board counsel services in connection with Kenilworth Board of Education, for the 2017 organizational year, and

WHEREAS, such board counsel services can be provided only by a board counsel firm and the firm of *Porzio, Bromberg & Newman* of Morristown, NJ, is so recognized as such a firm; and

WHEREAS, any and all work performed beyond the board counsel services will be payable to *Porzio, Bromberg & Newman* of Morristown, NJ, upon the submission of a voucher setting forth the time expended as follows:

Annual Retainer \$12,000 includes:

- Attendance at up to 12 Board Meetings, as needed, or at the discretion of the Board



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- All telephone calls from Board President, Superintendent, and Business Administrator
- Simple legal opinions needing little or no research (verbal opinions)
- Simple review of board documents, policy review not requiring written opinions or extensive research, review of monthly Board meeting agenda

Hourly Rate for other legal matters will be billed at a rate of:

\$185 for all attorneys

\$135 for Paralegals

NOW, THEREFORE, BE IT RESOLVED, BY THE KENILWORTH BOARD OF EDUCATION IN THE COUNTY OF UNION AS FOLLOWS:

1. The board counsel firm of ***Porzio, Bromberg & Newman*** of Morristown, NJ is hereby retained to provide board counsel services necessary in conjunction with the Kenilworth Board of Education.
2. The Contract is awarded without competitive bidding as a “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this resolution as well as the proposal shall be placed on file with the Secretary of the Board.
4. *Porzio, Bromberg & Newman* has completed and submitted a C271 Political Contribution Disclosure Form in accordance with Section 2 of P.L. 2006, c271.

Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

#### **Labor Counsel**

#### **RESOLUTION #12: Approval of Labor Counsel:**

Introduced by Jankiewicz who moved its adoption, seconded by Drogon, WHEREAS, there exists a need for labor counsel services in connection with Kenilworth Board of Education, for the 2017 organizational year, and

WHEREAS, such labor counsel services can be provided only by a labor counsel firm and the firm of *Sciarrillo Cornel L.L.C* of Westfield, NJ, is so recognized as such a firm; and

WHEREAS, any and all work performed beyond the labor counsel services will be payable to *Sciarrillo Cornel L.L.C* upon the submission of a voucher setting forth the time expended as

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follows:

\$160/hour: All administrative hearings, court proceedings, litigation, arbitration, grievances, unfair labor practices, negotiations mediation, fact-finding, all research, preparation, and consultation with the board representatives, interviewing witnesses, and the like, associated with negotiations, litigation, administrative hearings and court proceedings, general research and miscellaneous legal work.

NOW, THEREFORE, BE IT RESOLVED, BY THE KENILWORTH BOARD OF EDUCATION IN THE COUNTY OF UNION AS FOLLOWS:

1. The labor counsel firm *Sciarrillo Cornell, L.L.C.* is hereby retained to provide labor counsel services necessary in conjunction with the Kenilworth Board of Education.
2. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this resolution as well as the proposal shall be placed on file with the Secretary of the Board.
4. *Sciarrillo Cornell, L.L.C.* has completed and submitted a C271 Political Contribution Disclosure Form in accordance with Section 2 of P.L. 2006, c271.
5. The approval of this resolution is based upon the approval of the Board Attorney.

Motion carried 8-0-1. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz and Zimmerman. Abstaining was: Laudati.

#### **Bond Counsel**

#### **RESOLUTION #13: Approval of Bond Counsel:**

Introduced by Laudati who moved its adoption, seconded by Drogon, WHEREAS, there exists a need for bond counsel services in connection with Kenilworth Board of Education, for the 2017 organizational year, and

WHEREAS, such bond counsel services can be provided only by a board counsel firm and the firm of *Wilentz, Goldman and Spitzer*, is so recognized as such a firm; and

WHEREAS, any and all work performed beyond the bond counsel services will be payable to *Wilentz, Goldman and Spitzer*, upon the submission of a voucher setting forth the time.

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NOW, THEREFORE, BE IT RESOLVED, BY THE KENILWORTH BOARD OF EDUCATION IN THE COUNTY OF UNION AS FOLLOWS:

1. The **bond counsel firm *Wilentz, Goldman and Spitzer* is hereby retained to provide bond counsel services necessary in conjunction with the Kenilworth Board of Education.**
2. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this resolution as well as the proposal shall be placed on file with the Secretary of the Board.
4. *Wilentz, Goldman and Spitzer* has completed and submitted a C271 Political Contribution Disclosure Form in accordance with Section 2 of P.L. 2006, c271.
5. The approval of this resolution is based upon the approval of the Board Attorney.

Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

#### **Auditing Services**

#### **RESOLUTION #14: Appointment of Auditor:**

Introduced by Laudati who moved its adoption, seconded by Drogon, Introduced by Jankiewicz who moved its adoption, seconded by Drogon, WHEREAS, there exists a need for Auditing Services, and

WHEREAS, the firm of *Robert Hulsart & Company* is licensed to provide such services, and

WHEREAS, the Board of Education has reviewed the firm's most recent Peer Review report, and

WHEREAS, funds in the amount of \$15,500 are or will be available for this purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE KENILWORTH BOARD OF EDUCATION IN THE COUNTY OF UNION AS FOLLOWS:

1. The **auditing firm of *Robert Hulsart & Company* is hereby retained to provide Auditing services for the 2016-2017 School Year in accordance with the Request for Proposal and their proposal.**

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2. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
3. The Board appoints Robert Hulsart as the Partner in charge of the audit.
4. The Board of Education is required to review firm’s most recent Peer Review report prior to the engagement of the annual audit, and to acknowledge its review of the report in the minutes that authorize the engagement of the public school accountant.
5. *Robert Hulsart & Company* has completed and submitted a C271 Political Contribution Disclosure Form in accordance with Section 2 of P.L. 2006, c271.
6. A copy of this resolution as well as the engagement letter shall be placed on file with the Secretary of the Board.

Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Extraordinary Unspecifiable Services**

**RESOLUTION #15:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education **appoints the following services for the 2017 organizational year:**

***Risk Management/Insurance:***

CBIZ Insurance Agency  
Risk Manager: Lee Nestel

***Health Benefits Broker***

Brown & Brown Benefits Advisors  
Agent: Anthony Ciardella

Be It Further Resolved, that these Contracts are awarded without competitive bidding as a “Extraordinary Unspecifiable Services” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-5a(10) because it is for services performed by persons authorized by law to practice a recognized profession. Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Appointment of Advisors & Consultants**

**RESOLUTION #16:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education **appoints the following professional services for the 2017 organizational year:**

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***Financial Advisory Services***

Phoenix Advisors, LLC.

Advisor: Robbi S. Acampora

***Architect of Record***

SSP Architectural Firm

Representative: Scott Mihalick

***Environmental Services***

Matrix New World

Representative: Gavin Gilmore

***Board Policy Service***

Strauss Esmay Associates, Inc.

Representative: Philip Nicastro

***E-Rate Consultants:***

On-Tech Consulting, Inc.

Representative: Dan Riordon

Be It Further Resolved, that these Contracts are awarded without competitive bidding as a “Professional Services” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession. Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Appointment of PACO**

**RESOLUTION #17:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education **designates Vincent A. Gonnella, Business Administrator as the Public Agency Compliance Officer (PACO) for the 2017 organizational year.** Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

Motion was made by David, seconded by Drogon, that when the **meeting adjourns, it adjourns to the call of the chair.** Motion carried unanimously.

Meeting adjourned 8:44 p.m.

Respectfully submitted,

**January 4, 2017**

Vincent A. Gonnella  
Secretary to the Board

**January 9, 2017**

A **regular meeting** of the Kenilworth Board of Education **was called to order** at 7:30 p.m. by President Nancy Zimmerman, in the Board of Education Conference Room of the Brearley School on **January 9, 2017**.

This meeting is being held in accordance with the schedule of meetings adopted at the organizational meeting held January 4, 2017. **Adequate notice of this Regular Meeting** of the Kenilworth Board of Education has been provided to the Home News Tribune, The Star-Ledger, and the Local Source. A copy has been filed with the Kenilworth Borough Clerk, posted in the Board Office, the Kenilworth Borough Hall, Brearley and Harding Schools, **as is provided by the Open Public Meetings Act**.

President Zimmerman led the **salute to the Flag**.

Upon **roll call**, the following members were present: Robert Beiner, Genean Braun, Gregg David, Paulette Drogon (7:37 p.m.), Annmarie Duda, Ryan Haberthur, Mark Jankiewicz, Anthony Laudati, and Nancy Zimmerman.

**Also in attendance** were Dr. Thomas Tramaglini, Superintendent, Vincent A. Gonnella, Board Secretary/Business Administrator and Vito A. Gagliardi, Jr., Attorney.

The following members of the administrative team were present: Brian Luciani, Principal, Kathleen Murphy, Principal; Michele Tiedemann, Director of Pupil Personnel Services; Scott Miller, Supervisor of Athletics; Ronald Bubnowski, Assistant Principal; Andrew White, Assistant Principal; Joant Rodriguez, Manager of Technology; and Lauren Bound, Supervisor of Instruction.

Twenty-five (25) members of the public were present. After the student spotlight presentation, the public was reduced to four (4).

**Minutes of the Secretary**, a copy having been sent to each Board Member (December 12, 2016) were approved upon motion by Duda, seconded by Laudati. Motion carried 8 to 0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, A. Laudati, and Zimmerman.

**Correspondence:** (see attachments)

*Distributed December 16, 2016:*

1. Letter dated 12/13/16 from Mr. Gonnella to Mr. Moscaritolo thanking him for his interest in the vacant Board position.

Motion was made by Duda, seconded by Braun, that the Board of Education **accepts the correspondence as read**. Motion carried unanimously.

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President Zimmerman called for discussion on the **Superintendent's Report:**

**PRESENTATIONS:**

- a. Student Spotlight: Wendy's Scholarship Award Winners: Mr. Luciani & Ms. Scasso presenting  
Students: Jesse Goncalves, Madison Rosa

All State Cheerleaders: Mrs. McGowan and Ms. Burke presenting  
Athletes: Faith Kelly, Gianna Lospinoso, Olivia Siragusa

- b. District/Superintendent Update: Dr. Tramaglini  
i. Budget Review & Status – Mr. Gonnella.  
ii. Kenilworth School District App is ready for rollout.  
iii. On 1/11/17 Mr. Gonnella and Dr. Tramaglini will be meeting with Senator Kean to discuss district challenges and concerns. Dr. Tramaglini will also be heading to Washington to discuss the same topics.  
iv. The 2017-18 draft of the school calendar was distributed.
- c. Superintendent's HIB Report (December 2016)

**COMMITTEE REPORTS & REVIEW OF RESOLUTIONS:**

**Finance & Facilities:** Anthony Laudati, Chairperson.

- April 10<sup>th</sup> meeting called "Questions & Answers for the Finance Chairperson" open to BOE members.
- Snow removal went well this weekend.
- A new (refurbished) lift was purchased for \$6,800. This will allow the maintenance department to access lights and ceiling tiles in the gyms, auditoriums and cafeteria. The old one was a UCRHS#1 leftover and could not be repaired. Mr. Lepore used some of his repair funds and Mr. Miller kicked in some as well, so technically no single account exceeded the Board's \$5,000 threshold.
- Agenda resolutions were reviewed.

**Curriculum & Instruction:** Annmarie Duda, Chairperson.  
Agenda resolutions were reviewed.

**Personnel & Management:** Gregg David, Chairperson.  
Agenda resolutions were reviewed.



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**TAB Committee: Nancy Zimmerman.**

- No new items, but discussed the High School Schedule and the MS Guidance Program.
- Also reviewed were sports physicals.
- Next meeting will be March 2<sup>nd</sup>.

**OLD BUSINESS: None.**

**NEW BUSINESS:**

- Mr. Laudati requested that Dr. Tramaglini review the Choice Program and target the increase in Academy students.

**PUBLIC PARTICIPATION:**

Motion was made by David, seconded by Laudati, that the **meeting be opened to the public.** Motion carried unanimously.

- None.

Motion was made by David, seconded by Duda, that the **meeting be closed to the public.** Motion carried unanimously.

**ROLL CALL WAS TAKEN ON THE FOLLOWING RESOLUTIONS:**

**FINANCE & FACILITIES**

**Superintendent's Report**

**RESOLUTION #1:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education **approves the report of the Superintendent for the month of December 2016.**

Be It Further Resolved, That the Board of Education accepts the list of emergency drills conducted during the month of December 2016 as follows:

| <u>School</u> | <u>Date</u> | <u>Drill Type</u> |
|---------------|-------------|-------------------|
| Harding       | 12/13/2016  | Fire              |
| Harding       | 12/16/2016  | Lockdown          |
| Brearley      | 12/16/2016  | Lockdown          |
| Brearley      | 12/20/2016  | Fire              |
| Brearley      | 12/21/2016  | Bus Evacuation    |

Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz,

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Laudati and Zimmerman.

**Bill List**

**RESOLUTION #2:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That the attached bill list be **approved for the month of December 2016 in the amount of \$2,324,540.78**. Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Financial Reports**

**RESOLUTION #3:** Introduced by Laudati who moved its adoption, seconded by Drogon, 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 November 2016**. Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Line Item Transfers**

**RESOLUTION #4:** Introduced by Laudati who moved its adoption, seconded by Drogon, Whereas, pursuant to Board of Education Policy #3160, the Superintendent and Secretary to the Board have **made the following line item transfers (November 2016) in the 2016-2017 school budget**, Be It Resolved, That their actions be ratified and recorded in the minutes as per attached. Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Conferences, Workshops & Travel**

**RESOLUTION #5:** Introduced by Laudati who moved its adoption, seconded by Drogon, 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<br>Title              | Date                   | Location<br>City, State |
|------------------------|---|------------------------|-------------------------|
| <u>Teaching Staff:</u> |   |                        |                         |
| Janice Marsili         | American Educational Research Association | 4/27, 4/28 &<br>5/1/17 | San Antonio, TX         |

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|                   |   |              |                    |
|-------------------|---|--------------|--------------------|
| Ruth Burak        | Job Coach Training                        | 1/25/2017    | New Providence, NJ |
| Desirae Piccoli   | Job Coach Training                        | 1/25/2017    | New Providence, NJ |
| Ruth Burak        | Transition from School to Adult Life      | 2/24/2017    | New Providence, NJ |
| Desirae Piccoli   | Transition from School to Adult Life      | 2/24/2017    | New Providence, NJ |
| Tina Lynaugh      | Job Coach Training                        | 1/25/2017    | New Providence, NJ |
| Tina Lynaugh      | Transition from School to Adult Life      | 2/24/2017    | New Providence, NJ |
| Ewa Lavin         | Coordinated Intervention School Avoidance | 2/6/2017     | New Providence, NJ |
| Jill Cagney       | Coordinated Intervention School Avoidance | 2/6/2017     | New Providence, NJ |
| Tony Lepore       | NJSBGA Expo/Conference 2017               | 3/13-3/15/17 | Atlantic City, NJ  |
| Tabitha Bradley   | NJASCD Conference                         | 3/9/2017     | Monroe, NJ         |
| Lauren Bound      | NJASCD Conference                         | 3/9/2017     | Monroe, NJ         |
| Kathy Murphy      | NJASCD Conference                         | 3/9/2017     | Monroe, NJ         |
| Michele Tiedemann | PARCC Training                            | 2/14/2017    | Monroe, NJ         |
| Michele Tiedemann | NJ Special Education Summit               | 2/22/2017    | Newark, NJ         |

Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**NP Security Aid Expenditure Plan**

**RESOLUTION #6:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education **approves the expenditure plan of Nonpublic Security Aid funds for 2016-2017 at St. Theresa's School as follows:**

| Item Description                | Amount     | Account            |
|---------------------------------|------------|--------------------|
| Perimeter Security Enhancements | \$9,200.00 | 20-511-200-420-000 |

Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**PERSONNEL & MANAGEMENT**

**SOA for Paraprofessional Staff**

**RESOLUTION #7:** Introduced by David who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education **approves the Statement of Assurance Regarding the Use of Paraprofessional Staff as of January 1, 2017 for the 2016-2017 School Year.** Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**DelleDonne Resignation**

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**RESOLUTION #8:** Introduced by David who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education **accepts the resignation of Debra DelleDonne, a part-time Special Education Teacher at the Harding School, effective December 23, 2016.** Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Substitute Staff**

**RESOLUTION #9:** Introduced by David who moved its adoption, seconded by Drogon, 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 2016-2017 school year:**

| Substitute<br>Name | Per Diem Rates |         | Hourly Rates |                   |           |           |
|--------------------|----------------|---------|--------------|-------------------|-----------|-----------|
|                    | Nurse          | Teacher | Aide         | Cafeteria<br>Aide | Secretary | Custodian |
| Ceceri, Danielle   |                | \$85.00 | \$15.00      |                   |           |           |
| Decker, James      |                |         |              |                   |           | \$13.00   |
| Neri, Charles      |                | \$85.00 |              |                   |           |           |
| Trotta, Samantha   |                | \$85.00 |              |                   |           |           |
| Zepka, Alana       |                | \$85.00 | \$15.00      |                   |           |           |

Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Student Teachers**

**RESOLUTION #10:** Introduced by David who moved its adoption, seconded by Drogon, 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 |
|-----------------|-------------------------|---------------------|
| Casale, Jerry   | St. Joseph's University | Caitlin Martin      |
| Sesta, Michelle | Kean University         | Monica Miller       |

Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Observations**

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**RESOLUTION #11:** Introduced by David who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education **approves the following observation instruments for certified positions:**

School Media Specialist  
School Nurse

Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

## **CURRICULUM & INSTRUCTION**

### **Home Instruction**

**RESOLUTION #12:** Introduced by Duda who moved its adoption, seconded by Jankiewicz, Be It Resolved, That the Kenilworth Board of Education **approves ten (10) hours/week of home instruction for Student No. 203495 with services provided by Elizabeth Marranca, Neal Deluisi, Christa Candon and Deanna Russomanno at a rate of \$41.00/hour, commencing December 8, 2016 through December 15, 2016.** Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

### **Home Instruction**

**RESOLUTION #13:** Introduced by Duda who moved its adoption, seconded by Jankiewicz, Be It Resolved, That the Kenilworth Board of Education **approves five (5) hours/week of home instruction for Student No. 20170575 with services provided by Kim McGowan and Deanna Russomanno at a rate of \$41.00/hour, commencing December 8, 2016 through December 22, 2016.** Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

### **HIB November 2016**

**RESOLUTION #14:** Introduced by Duda who moved its adoption, seconded by Jankiewicz, Be It Resolved, That the Kenilworth Board of Education **accepts the recommendations of the Superintendent as reflected in his November 1, 2016 to November 30, 2016 HIB Incident Report.**

This report was disseminated to the Board of Education in December 2016 and reviewed by the Superintendent at the December 2016 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. Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

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**RESOLUTION:** Introduced by Duda, who moved its adoption, seconded by Braun, 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, litigation and matters subject to attorney/client privilege**, 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. Motion carried unanimously. (8:10)

At 8:41 p.m. President Zimmerman reconvened the public session, and informed the public that **the Board took no action in private executive session.**

Motion was made by Jankiewicz, seconded by David, that when the **meeting adjourns, it adjourns to the call of the chair.** Motion carried unanimously.

Meeting adjourned 8:41 p.m.

Respectfully submitted,

Vincent A. Gonnella  
Secretary to the Board