

**December 11, 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 **December 11, 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, Paulette Drogon, Annmarie Duda, Ryan Haberthur, Mark Jankiewicz, Anthony Laudati, and Nancy Zimmerman. Absent was: Gregg David.

**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, Director of Academics; Kathleen Murphy, Principal; Dana Chibbaro, Principal; Michele Tiedemann, Supervisor of Special Services; Ronald Bubnowski, Assistant Principal; John Foscolo, Assistant Principal; Anthony Lepore, Supervisor of Building & Grounds; Christopher Caponegro, Supervisor of Building and Grounds; Lauren Bound, Supervisor of Instruction; and Dana Cansian, Supervisor of Instruction.

Ten (10) members of the public were present.

**Minutes of the Secretary**, a copy having been sent to each Board Member (November 13, 2017) were approved upon motion by Duda, seconded by Braun. Motion carried 8 to 0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, A. Laudati, and Zimmerman.

**Correspondence:** (see attachments)

## **Public:**

*Distributed November 8, 2017:*

1. Letter dated 10/31/17 from NJSBA to Vincent Gonnella. Re: Annmarie Duda Online Training.

*Distributed November 17, 2017:*

1. Letter dated 11/9/17 from Dorteia Krichak to KBOE. Re: Kenilworth's colonial history.

## December 11, 2017

2. Letter dated 11/3/17 from NJSBA to Vincent Gonnella. Re: M. Jankiewicz/Training seminar attendance.
3. Letter dated 11/15/17 from Scott Miller to KBOE. Re: PSA Negotiations.
4. Letter dated 11/13/17 from Joanne Rajoppi to All School Board Secretaries. Re. Certification of Results-General Election, November 7, 2017.

### *Distributed December 1, 2017:*

1. Letter dated 11/27/17 from Assemblyman Jon M. Bramnick to Vincent Gonnella Re: Dept. of Agriculture Procurement changes.
2. Letter dated 11/22/17 from Juan Torres to Maureen Byrne Winfield BOE President. Re: Representation from sending school district to board of receiving district.

### *Distributed December 7, 2017:*

1. Letter dated 11/30/17 from Robert Jeans to Maryellen Duggan Re: Jeans for Troops.

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

## **PRESENTATIONS:**

- a. Student Spotlight-Wendy's High School Heisman Award Recipients: Nicholas Heuschkel & Alyssa Peters
- b. 2017-2018 Annual Audit Presentation: Robert Hulsart & Co.
- c. Tony Lepore Retirement
- d. School Goals Update: Principal Murphy & Principal Chibbaro
- e. District/Superintendent Update: Dr. Tramaglini
- f. Superintendent's HIB Report (November)

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

- The KSEF Red's Run raised several thousand dollars. Special thanks to the KPD for their efforts.
- The PD Committee developed the first draft of the PD Plan. He hopes the plan is constructive and compliant with the law and has a positive impact on student achievement.
- The Brearley schedule is a work in progress and is looking forward to presenting that to the Board.
- The NJDOE was out in November and conducted an interim NJQSAC review. The meeting went well.
- Dr. Tramaglini wished everyone a happy holiday and New Year on behalf of the staff.
- The Board discussed the 2018 Board of Education Meeting Schedule to be approved on January 3, 2018.

**December 11, 2017**

**COMMITTEE REPORTS & REVIEW OF RESOLUTIONS:**

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

- The administrators have been working on their portions of the 2018-2019 budgets. They are due to Mr. Gonnella this week. The Finance Committee will be reviewing them in January.
- The committee met this evening and reviewed some potential facility projects for the summer of 2018. They include the security entrances project, the renovation of office space into a 5<sup>th</sup> Kindergarten and restructuring of office space throughout Harding to increase instructional space.
- The Audit was submitted and as we heard from the auditor. There were no recommendations or exceptions. The Board will be voting this evening to accept the audit report for the 2016-2017 fiscal year.

**Curriculum & Instruction:** Annmarie Duda, Chairperson. (Beiner reporting)

The committee met this evening prior to the meeting and the following topics were discussed:

- The School year assessment calendar was reviewed.
- Curriculum revisions were reviewed.
- Professional Development was reviewed, specifically new teacher training.
- The resolutions on the agenda were reviewed.

**Personnel & Management:** Gregg David, Chairperson. (Jankiewicz reporting)

Personnel resolutions on the agenda were reviewed.

**Policy:** Genean Braun, Chairperson.

There was one policy revision and being considered this evening. Mrs. Braun reviewed the changes and impact.

**OLD BUSINESS:**

- Zimmerman initiated a discussion regarding the Wall of Honor. The policy was discussed and dictates the BOE's need to address this in March, but may wish to review this earlier. The Board agreed to discuss this in January.

**NEW BUSINESS:**

- Drogon announced that the Salvation Army kettle is operational and they need volunteers to assist during the holiday season.
- Jankiewicz suggested we investigate a method of getting the geese off the grounds.
- Zimmerman encouraged parents to heed the call to keep the drop off before school safe. A letter from the principal and SRO recently released outlined the need to obey the safety concerns.

**December 11, 2017**

**PUBLIC PARTICIPATION:**

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

- None

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

Biener asked if there was any type of tutoring program for students. He was informed that the National Honor Society members are required to do tutoring of their peers.

**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 November 2017.

Be It Further Resolved, That the Board of Education accepts the list of emergency drills conducted during the month of November 2017 as follows:

| <b><u>School</u></b> | <b><u>Date</u></b> | <b><u>Drill Type</u></b> |
|----------------------|--------------------|--------------------------|
| Harding              | 11/3/2017          | Fire                     |
| Harding              | 11/16/2017         | Lockdown                 |
| Harding              | 11/20/2017         | Bus Evacuation           |
| Brearley             | 11/17/2017         | Lockdown                 |
| Brearley             | 11/21/2017         | Shelter In Place         |
| Brearley             | 11/29/2017         | Fire                     |

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

**Bill List**

**RESOLUTION #2:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It

## December 11, 2017

Resolved, That the attached bill list be approved for the month of November 2017 in the amount of \$2,472,535.95. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman. Absent was: David.

### 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 October 2017. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman. Absent was: David.

### 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 2017) in the 2017-2018 school budget, Be It Resolved, That their actions be ratified and recorded in the minutes as per attached. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman. Absent was: David.

### 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 |
|------------------------|--|------------|-------------------------|
| <b>Teaching Staff:</b> |  |            |                         |
| Matthew Pitarresi      | U.S. All Star Track & Field Cross Country Clinic     | 12/7/2017  | Atlantic City, NJ       |
| Melissa Geoghan        | NJASPERD Annual Convention                           | 2/26-27/18 | Long Branch, NJ         |
| Alexandra Kartsakalis  | UCCTI Counselor Information Session                  | 12/6/2017  | Scotch Plains, NJ       |
| William Hopper         | NJTESOL/NJBE Spring Conference                       | 6/1/2018   | New Brunswick, NJ       |
| Assunta Abdelaziz      | Legal Requirements When School Provides ABA Services | 1/8/2018   | New Providence, NJ      |
| Jackie Duda            | Strengthen Your Guided Math Instruction              | 1/10/2018  | West Orange, NJ         |

## December 11, 2017

|                        |  |            |                    |
|------------------------|--|------------|--------------------|
| Jamie Monesmith        | Strengthen Your Guided Math Instruction                                      | 1/10/2018  | West Orange, NJ    |
| Jamie Lugo             | UCCTI Counselor Information Session  | 12/6/2017  | Scotch Plains, NJ  |
| Michael Maraviglia     | Anti-bully Specialist Training   | 1/17-19/18 | Monroe, NJ         |
| Janice Marsili         | Accommodations and Modifications for Students with IEP's in the Related Arts | 1/9/2018   | New Providence, NJ |
| Clarice Johnson        | Accommodations and Modifications for Students with IEP's in the Related Arts | 1/9/2018   | New Providence, NJ |
| <b>Administration:</b> |  |            |                    |
| Michele Tiedemann      | NJTESOL/NJBE Spring Conference   | 5/30/2018  | New Brunswick, NJ  |
| John Foscolo           | NJPSAFEH   | 1/17-20/18 | Monroe, NJ         |
| Dana Cansian           | Cross Curriculum Literacy Grades 3-8   | 1/17/2018  | New Providence, NJ |

Motion carried 7-0-1. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Laudati and Zimmerman. Abstaining was: Duda. Absent was: David.

### January 2018 Regular Meeting Date

**RESOLUTION #6:** Introduced by Laudati who moved its adoption, seconded by Drogon, Whereas January 3, 2018 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 8, 2018 at 7:30 p.m. as its first Regular Meeting of the organizational year and authorizes the Board Secretary to advertise said meeting. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman. Absent was: David.

### Comprehensive Annual Financial Report

**RESOLUTION #7:** Introduced by Laudati who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education accepts the Comprehensive Annual Financial Report of the Kenilworth Board of Education covering the financial accounts and records of the Kenilworth Board of Education, the Food Service Fund, and the Student Activity Accounts for the 2016-2017 school year as prepared by Vincent A. Gonnella, Business Administrator/Board Secretary and Robert A. Hulsart & Co., Board of Education Auditors.

Be It Further Resolved, That there were no exceptions or audit findings needing remediation or corrective action. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur,

**December 11, 2017**

Jankiewicz, Laudati and Zimmerman. Absent was: David.

**NP Security Aid Grant**

**RESOLUTION #8:** Introduced by Laudati who moved its adoption, seconded by Drogon, Whereas, the Kenilworth Board of Education has received \$13,200.00 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 December 6, 2017,

Whereas, the recommendation of that meeting was to purchase a CCTV security system upgrade, to the extent funding is available,

Now Therefore Be It Resolved, that the Kenilworth Board of Education handle the purchasing and processing of the 2017-2018 nonpublic school security aid program. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman. Absent was: David.

**PERSONNEL & MANAGEMENT**

**Griffiths-Maternity Leave of Absence Request**

**RESOLUTION #9:** Introduced by Jankiewicz who moved its adoption, seconded by Haberthur, Be It Resolved, That the Kenilworth Board of Education approves the maternity leave request of absence from Amie Griffiths, a guidance counselor at the Harding Elementary School, as follows:

|                     |  |
|---------------------|--|
| 03/05/18 – 04/25/18 | Use of personal illness days   |
| 03/30/18 – 04/08/18 | Spring Break   |
| 04/26/18 – 06/19/18 | Eight (8) weeks of unpaid leave to bond with newly-born child;<br>concurrently designated as FMLA and NJFLA leave. |
| 09/01/18            | Expected return date   |

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

**Outside Evaluator**

**RESOLUTION #10:** Introduced by Jankiewicz who moved its adoption, seconded by Haberthur, Be It Resolved, That the Kenilworth Board of Education approves Mr. Abiezel Rojas to perform bilingual Spanish psychological evaluations for our district for a fee of \$450. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman. Absent was: David.

**Substitute Staff**

**December 11, 2017**

**RESOLUTION #11:** Introduced by Jankiewicz who moved its adoption, seconded by Haberthur, 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, custodian(s) and/or aide(s) for the 2017-2018 school year:

| Name              | Per Diem Rates |         | Hourly Rates   |                |           |           |
|-------------------|----------------|---------|----------------|----------------|-----------|-----------|
|                   | Nurse          | Teacher | Classroom Aide | Cafeteria Aide | Secretary | Custodian |
| Abdelhamid, Hanan |                |         |                | \$13.80        |           |           |
| Doud, Deborah     |                |         | \$15.00        | \$13.80        |           |           |
| Filipe, Kevin     |                | \$85.00 |                |                |           |           |
| Ghigliotty, Amber |                |         | \$15.00        | \$13.80        |           |           |
| Githens, John     |                | \$95.00 |                |                |           |           |
| Sassi, Mary       |                | \$85.00 | \$15.00        |                |           |           |

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

#### **Before and After-Care Substitute Staff**

**RESOLUTION #12:** Introduced by Jankiewicz who moved its adoption, seconded by Haberthur, Be It Resolved, That the Kenilworth Board of Education approves the following substitute aides for the Before and After Care Program to be paid \$23.50/hour:

- Amber Ghigliotty
- Deborah Doud

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

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

**RESOLUTION #13:** Introduced by Jankiewicz who moved its adoption, seconded by Haberthur, Be It Resolved, That the Kenilworth Board of Education approves all properly certified staff to serve as substitutes for the ESEA After-School Enrichment Program at a rate of \$41.00/hour (pending completion of negotiations). Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman. Absent was: David.

### **CURRICULUM & INSTRUCTION**

#### **Home Instruction**



**December 11, 2017**

**RESOLUTION #14:** Introduced by Duda who moved its adoption, seconded by Jankiewicz, 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 \$41.00/hour (pending completion of negotiations).

| Student # | Instructor       | Commencing | Ending    | # of Hours/Wk | Rate     |
|-----------|------------------|------------|-----------|---------------|----------|
| 20180588  | Kim McGowan      | 11/16/2017 | 12/1/2017 | 1.00          | \$ 41.00 |
| 20180588  | Michael Adamcik  | 11/16/2017 | 12/1/2017 | 1.00          | \$ 41.00 |
| 20180588  | Ben DeVito       | 11/16/2017 | 12/1/2017 | 1.00          | \$ 41.00 |
| 20200616  | Michele Ryan     | 11/17/2017 | 12/8/2017 | 2.00          | \$ 41.00 |
| 20200616  | Liz Marranca     | 11/17/2017 | 12/8/2017 | 4.00          | \$ 41.00 |
| 20200616  | Caitlin Martin   | 11/17/2017 | 12/8/2017 | 2.00          | \$ 41.00 |
| 20200616  | Johanna Quintero | 11/17/2017 | 12/8/2017 | 2.00          | \$ 41.00 |

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

**Italian Curriculum Adoption**

**RESOLUTION #15:** Introduced by Duda who moved its adoption, seconded by Jankiewicz, Be It Resolved, That the Kenilworth Board of Education adopt the 7-12 Italian Curriculum which has been updated to be aligned with the NJSL Standards.

| Curriculum              | BOE Approval | Updated |
|-------------------------|--------------|---------|
| Introduction to Italian | 12/11/2017   |         |
| Italian 1               | 12/11/2017   |         |
| Italian 2               | 12/11/2017   |         |
| Italian 3 Honors        | 12/11/2017   |         |
| Italian 4 Honors        | 12/11/2017   |         |
| Italian 5 Honors        | 12/11/2017   |         |

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

**HIB October 2017**

**RESOLUTION #16:** 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 October 1, 2017 to October 31, 2017 HIB Incident Report.

This report was disseminated to the Board of Education in November 2017 and reviewed by the

**December 11, 2017**

Superintendent at the November 2017 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 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman. Absent was: David.

## **POLICY REVIEW**

### **First Reading**

**RESOLUTION #17:** Introduced by Braun who moved its adoption, seconded by Drogon, 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 7441 | Electronic Surveillance in School Buildings and on School Grounds. |
|-----------------|--|

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

## **ADDITIONAL RESOLUTIONS FOR CONSIDERATION:**

### **Approval of Architectural Services**

**RESOLUTION #18:** Introduced by Braun who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education approves the proposal to provide architectural services associated with the project to enhance the security entrances at David Brearley and Warren Harding Schools and the renovation of office space to create additional instructional classroom space at a fixed fee of \$28,700 as per the proposal dated 12/8/17. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman. Absent was: David.

### **Loaiza-Extracurricular Activity Aide**

**RESOLUTION #19:** Introduced by Jankiewicz who moved its adoption, seconded by Duda, Be It Resolved, That the Kenilworth Board of Education approves Stephanie Loaiza to work as a special education aide to provide support for special education student (ID # 20210733) during the extracurricular activity of Winter Track according to the track practice and meet schedule. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman. Absent was: David.

### **Madonia - Volunteer Coach**

**RESOLUTION #20:** Introduced by Jankiewicz who moved its adoption, seconded by Duda, Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to utilize Anthony Madonia as a volunteer Wrestling Coach. Motion carried 8-0-0.

**December 11, 2017**

Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.  
Absent was: David.

**RESOLUTION:** Introduced by Drogon, 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 PSA & KEA negotiations litigation and contract negotiations (Winfield Send/Receive Agreement)**, which private discussion is being held pursuant to Section 7b and 8 of the Open Public Meetings Act. The matters under discussion will be disclosed to the public as soon as final decisions are made and voted upon. Motion carried unanimously. 8:30 p.m.

At 9:07 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 Haberthur, seconded by Laudati, that when the **meeting adjourns, it adjourns to the call of the chair.** Motion carried unanimously.

Meeting adjourned 9:07 p.m.

Respectfully submitted,

Vincent A. Gonnella  
Secretary to the Board