

**July 17, 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 **July 17, 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, Annmarie Duda, Ryan Haberthur, Mark Jankiewicz, Anthony Laudati, and Nancy Zimmerman. Absent was: Paulette Drogon.

**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: Kathleen Murphy, Principal; Michele Tiedemann, Supervisor of Special Services; Scott Miller, Supervisor of Athletics; Andrew White, Assistant Principal; and Dana Cansian, Supervisor of Instruction.

Four (4) members of the public were present.

**Minutes of the Secretary**, a copy having been sent to each Board Member (June 12, 2017 & June 22, 2017) were approved upon motion by Braun, seconded by David. Motion carried 8 to 0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, A. Laudati, and Zimmerman.

**Correspondence:** (see attachments)

*Distributed June 15, 2017:*

1. Letter dated 6/9/17 from Robert Jeans to Mrs. Walsh & Students; Re: Thank you letter for pictures and letters from students.
2. Letter dated 6/9/17 from Geraldine R. Dodge Foundation to Mr. Luciani Re: Recognizing Anne Phillips for participating in the 2017 Clearing the Spring, Tending the Fountain session.

*Distributed July 6, 2017:*

**July 17, 2017**

1. Letter dated 6/16/17 from Dorothea Krihak to Vincent Gonnella. Re: Thank you note.
2. Card from Irene Ehmann Re: Retirement Thank you.
3. Letter dated 6/28/17 from Juan Torres Re: 2016-2017 Tramaglini Compensation approval.

*Distributed July 13, 2017:*

1. Letter dated 7/7/17 from Senator Kean to all Board Members Re: FY 2018 school aid.

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

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

**PRESENTATIONS:**

- a. District/Superintendent Update: Dr. Tramaglini
  - Tramaglini reviewed school year end activities including Brearley High School Graduation.
  - Dana Cansian, Supervisor and Dana Chibbaro, Principal were introduced to the Board. Tramaglini thanked all those who were involved in the selection process.
  - Tramaglini thanked Mr. White, Assistant Principal for his service to the school and wished him well in his new position as Principal of the Black River Middle School in Chester.
  - Tramaglini updated the Board on the status of NJQSAC
- b. Superintendent's HIB Report (June 2017)

**COMMITTEE REPORTS & REVIEW OF RESOLUTIONS:**

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

- The Business Office is in the process of preparing for the audit which will take place at the end of August.
- We finished the year in a good financial position due to several factors including a mild winter with little snowfall which helped with heating costs and overtime for snow removal. Also, it appears that the electrical upgrades to various systems seem to be positively impacting the budget. Several Special Education out-of-district placements were brought back or never transferred out, assisting further.
- With no major facility projects scheduled this summer the staff will be focusing on preventative maintenance and smaller projects that have been put off for several years.
- The Biosecurity Plan and Crisis Plan are in the process of being updated for Board approval in August.

**July 17, 2017**

- The Committee met earlier this evening and reviewed the CCTV System and Door Access System project, the additional State Aid and Snap Raise, a fundraising program.

**Personnel & Management:** Gregg David, Chairperson.

Mr. David reviewed the resolutions on the agenda for consideration. The Board reviewed and discussed Resolution #19 the Waiver Application Emergent Hire.

**Policy:** Genean Braun, Chairperson.

There were a series of policy revisions and adoptions being considered this evening. Mrs. Braun reviewed the changes and impact.

**OLD BUSINESS: None.**

**NEW BUSINESS:**

- Beiner asked about the additional State Aid and what our plan was for the funds. The F & F Committee met earlier this evening and requested administration will be providing a plan for Board consideration in August.
- Beiner asked whether our students learn about coding.
- Zimmerman welcome our new High School Principal Dana Chibbaro. She also wished Mr. White all the best in his new district. Mr. White thanked the Board and community for their support and thanked the staff for their support.

**PUBLIC PARTICIPATION:**

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

- Maryann Finistrella asked a question about Genesis and GPA on the report card.

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:**

**Superintendent's Report**

**RESOLUTION #1:** Introduced by Laudati who moved its adoption, seconded by Beiner, Be It Resolved, That the Kenilworth Board of Education approves the report of the Superintendent for the month of June 2017.

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

**School**

**Date**

**Drill Type**

## July 17, 2017

Harding	6/9/2017	Fire
Harding	6/12/2017	Evacuation
Brearley	6/9/2017	Fire
Brearley	6/13/2017	Lockdown

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

### Bill List

**RESOLUTION #2:** Introduced by Laudati who moved its adoption, seconded by Beiner, Be It Resolved, That the attached bill list be approved for the month of June 2017 (preliminary) in the amount of \$2,519,480.08. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

### Financial Reports

**RESOLUTION #3:** Introduced by Laudati who moved its adoption, seconded by Beiner, 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 May 2017. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

### Line Item Transfers

**RESOLUTION #4:** Introduced by Laudati who moved its adoption, seconded by Beiner, Whereas, pursuant to Board of Education Policy #3160, the Superintendent and Secretary to the Board have made the following line item transfers (June 2017) in the 2016-2017 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, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

### Conferences, Workshops & Travel

**RESOLUTION #5:** Introduced by Laudati who moved its adoption, seconded by Beiner, 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:

**July 17, 2017**

<b>Attendee Name</b>	<b>Conference/Workshop Title</b>	<b>Date</b>	<b>Location City, State</b>
<b><u>Custodial Staff:</u></b>			
Alfonso De Leo	Tool Box Tuesday	7/18/2017	Manchester, NJ
Chris Parkhill	Tool Box Tuesday	7/18/2017	Manchester, NJ
Peter Price	Tool Box Tuesday	7/18/2017	Manchester, NJ
Drew Vanderzee	Tool Box Tuesday	7/18/2017	Manchester, NJ
Frank Sblendorio	Tool Box Tuesday	7/18/2017	Manchester, NJ
<b><u>Administration:</u></b>			
Tony Lepore	Tool Box Tuesday	7/18/2017	Manchester, NJ
Vincent Gonnella	3rd Annual School Security Symposium	7/18/2017	Wayne, NJ
Michele Tiedemann	Leadership Lessons Learned from Columbine	7/19/2017	Aberdeen, NJ

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

#### **SOA for Security Drills**

**RESOLUTION #6:** Introduced by Laudati who moved its adoption, seconded by Beiner, Be It Resolved, That the Kenilworth Board of Education approves the Security Drill Statement of Assurance pursuant to the requirements of 18A:41-1 for the 2016-2017 School Year. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

#### **ESY ODP Transportation**

**RESOLUTION #7:** Introduced by Laudati who moved its adoption, seconded by Beiner, Be it Resolved That the Kenilworth Board of Education approves the out-of-district placement transportation through the Morris Union Jointure Commission for the following student(s) for the 2017 extended school year:

<b>Route #</b>	<b>Receiving School</b>	<b>Location</b>	<b>Route Cost</b>	<b># Students</b>	<b>Attendant Per Diem</b>	<b>Dates</b>
MU-902S	Harding	Kenilworth	\$6,517.93	7	\$144.50	6/26 - 8/1
MU-902S	JFK Rehabilitation	Edison	\$4,347.26	1	\$144.50	7/1 - 8/4
MU-907S	ECLC	Chatham	\$2,856.18	3	\$0.00	7/5 - 8/1
MU-915S	DLC-Warren	Warren	\$3,631.70	1	\$151.73	6/28 - 8/9
MU-917S	Jardine Academy	Cranford	\$4,825.78	1	\$151.73	7/6 - 8/16
MU-919S	Bright Beginnings	Piscataway	\$7,683.48	1	\$0.00	6/26 - 8/4
MU-933S	Horizon Upper School	Livingston	\$5,303.79	1	\$158.95	7/5 - 8/15

**July 17, 2017**

MU-935S	Newmark School	Scotch Plains	\$3,525.43	2	\$144.50	7/5 - 7/28
MU-936S	Summit Speech School	New Providence	\$7,837.84	2	\$130.05	7/5 - 8/15
MU-943S	Deron II	Montclair	\$7,561.88	1	\$0.00	7/5 - 8/15
MU-945S	Center LLL	Parlin	\$7,663.97	1	\$144.50	6/26 - 8/4
MU-946S	Westlake School	Westfield	\$3,597.37	2	\$0.00	7/5 - 8/15
MU-952S	Crossroads	Westfield	\$2,022.68	1	\$0.00	7/5 - 8/15

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

### 2016-2017 Tuition Reimbursement

**RESOLUTION #8:** Introduced by Laudati who moved its adoption, seconded by Beiner, Be It Resolved, That the Board of Education reimburses the following teachers for successfully completing graduate courses in education (2016-2017), in accordance with the Agreement between the Board of Education and the KEA:

Staff Member Name	Amount as Submitted	Eligible at RU Rate	Reimburse @ 62.4997%	Not Eligible	Credits Taken	Actual CPC (1)	RU Rate @ 85%
Adamcik, M.	\$ 3,300.00	\$ 3,300.00	\$ 2,062.49	\$ 1,237.51	6	\$ 550.00	\$ 585.65
Conte, E.	\$ 1,859.00	\$ 1,859.00	\$ 1,161.87	\$ 697.13	6	\$ 309.83	\$ 585.65
Donough, C.	\$ 6,450.00	\$ 6,450.00	\$ 4,031.23	\$ 2,418.77	12	\$ 537.50	\$ 585.65
Duda, J.	\$ 6,600.00	\$ 6,600.00	\$ 4,124.98	\$ 2,475.02	12	\$ 550.00	\$ 585.65
Gallina, M.	\$ 1,650.00	\$ 1,650.00	\$ 1,031.24	\$ 618.76	3	\$ 550.00	\$ 585.65
Gerenstein, R.	\$ 1,440.00	\$ 1,440.00	\$ 900.00	\$ 540.00	12	\$ 120.00	\$ 585.65
Gibbons, S.	\$ 6,300.00	\$ 6,300.00	\$ 3,937.48	\$ 2,362.52	12	\$ 525.00	\$ 585.65
Higgins, M.	\$ 5,745.00	\$ 5,745.00	\$ 3,590.61	\$ 2,154.39	12	\$ 478.75	\$ 585.65
Jernigan, R.	\$ 2,175.00	\$ 2,175.00	\$ 1,359.37	\$ 815.63	9	\$ 241.67	\$ 585.65
Maraviglia, M.	\$ 4,850.00	\$ 4,850.00	\$ 3,031.23	\$ 1,818.77	10	\$ 485.00	\$ 585.65
Marsilli, J.	\$ 4,428.02	\$ 4,428.02	\$ 2,767.50	\$ 1,660.52	9	\$ 492.00	\$ 585.65
Miller, M.	\$ 6,600.00	\$ 6,600.00	\$ 4,124.98	\$ 2,475.02	12	\$ 550.00	\$ 585.65
Minarik, J.	\$ 3,327.60	\$ 3,327.60	\$ 2,079.74	\$ 1,247.86	12	\$ 277.30	\$ 585.65
Pollack, K.	\$ 6,600.00	\$ 6,600.00	\$ 4,124.98	\$ 2,475.02	12	\$ 550.00	\$ 585.65
Quintero, J.	\$ 7,800.00	\$ 7,027.80	\$ 4,392.35	\$ 2,635.45	12	\$ 650.00	\$ 585.65
Russomanno, D.	\$ 9,492.00	\$ 7,027.80	\$ 4,392.35	\$ 2,635.45	12	\$ 791.00	\$ 585.65
Santoro, M.	\$ 6,600.00	\$ 6,600.00	\$ 4,124.98	\$ 2,475.02	12	\$ 550.00	\$ 585.65
Schilling, J.	\$ 11,400.00	\$ 7,027.80	\$ 4,392.35	\$ 2,635.45	12	\$ 950.00	\$ 585.65
Spampinato, N.	\$ 2,263.30	\$ 2,263.30	\$ 1,414.55	\$ 848.75	9	\$ 251.48	\$ 585.65
Tetzlaff, M.	\$ 9,584.00	\$ 4,685.20	\$ 2,928.23	\$ 1,756.97	8	\$1,198.00	\$ 585.65
Tropeano, M.	\$ 1,744.05	\$ 1,744.05	\$ 1,090.03	\$ 654.02	3	\$ 581.35	\$ 585.65
Vitale, J.	\$ 6,300.00	\$ 6,300.00	\$ 3,937.48	\$ 2,362.52	12	\$ 525.00	\$ 585.65
	\$116,507.97	\$104,000.57	\$65,000.00	\$39,000.57	219		

(1) Cost Per Credit

**July 17, 2017**

Cost Per Credit Maximums:

Rutgers Cost Per Credit = \$689.00: 85% rate is \$585.65

Max CAP allowable is \$65,000

<http://www.studentabc.rutgers.edu/tuition-and-fees>

Prorated Calculation:

Payable in July 2017

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

### **Transportation**

**RESOLUTION #9:** Introduced by Laudati who moved its adoption, seconded by Beiner, Be It Resolved, That the Kenilworth Board of Education approves the following bus companies for extra-curricular and athletic transportation in the event the MUJC is unable to provide transportation for a specific field trip or athletic competition.

Company	Town	Phone	NJ	
			Registration	Insurance
Star Shuttle	East Orange	973-414-9300	x	x
Villani Bus	Linden	908-862-3333	x	x
Breza Bus	Rahway	732-388-2656	x	x
Camptown Bus	Newark	862-236-4173	x	x

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

### **Fiscal Year 2018 IDEA-B, Basic and Preschool Grants**

**RESOLUTION #10:** Introduced by Laudati who moved its adoption, seconded by Beiner, Be It Resolved, That the Kenilworth Board of Education approves the submission of the Fiscal Year 2018 IDEA-B, Basic and Preschool (Individuals with Disabilities Education Improvement Act) Grants and accepts the grant award of funds upon subsequent approval of the FY 2018 IDEA application as follows:

Basic Grant Allocation	\$302,913
Non-Public Share:	\$ 22,438
Preschool Grant Allocation	\$ 9,660

**July 17, 2017**

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

**CCTV & Security Systems**

**RESOLUTION #11:** Introduced by Laudati who moved its adoption, seconded by Beiner, Be It Resolved, That the Kenilworth Board of Education approves the proposal for a Closed Circuit Television Surveillance System and Door Access Control System for the Harding & Brearley Schools from RFP Solutions, Inc. at a total cost of \$103,172.00. This contract is being awarded after solicitation of three (3) proposals and is based on State Contract No. 89980 and WSCA-NASPO Coop # MNWNC-124. Funding for this project is through the use of KBOE Emergency Reserve. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Nonpublic School Nursing Agreement**

**RESOLUTION #12:** Introduced by Laudati who moved its adoption, seconded by Beiner, Whereas, P.L.1991, Chapter 226, requires that each Board of Education of a district in which a nonpublic school is located shall provide certain nursing services to those students who are enrolled full time in the nonpublic school; and

Whereas, the Union County Educational Services Commission has agreed to provide the required nursing services for local public school districts for the purpose of efficient delivery of services and greater cost effectiveness through cooperation and centralized administration;

Therefore, Be It Resolved, That the Kenilworth Board of Education enter into an agreement with the Union County Educational Services Commission whereby the Commission will implement the law and administer the nonpublic school nursing services program for those full time students enrolled in the nonpublic school(s) located within the Kenilworth Board of Education for the 2017-2018 school year, in accordance with applicable law; and

Be It Further Resolved, That the Board will remit the entire entitlement to the Commission to be billed monthly starting on October 1, 2017 and ending July 1, 2018. The Commission will retain six (6%) percent of the entitlement as an administrative fee received by the Kenilworth Board of Education as State aid, per pupil, pursuant to said enactment. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Nonpublic IDEA-B**

**RESOLUTION #13:** Introduced by Laudati who moved its adoption, seconded by Beiner, Be It Resolved, That the Kenilworth Board of Education approves the Union County Educational Services Commission to administer the district's Nonpublic School Individuals with Disabilities Education Act-B Initiative (IDEA-B) funds Basic, pursuant to the requirements of the Individuals with Disabilities Education Act and Grant Application on behalf of the Board, effective July 1, 2017 until June 30, 2018. The Board agrees to pay the Commission for services provided in accordance with



**July 17, 2017**

rates specified in Schedule A. Billing shall commence in October and shall continue until the funds are depleted. It is understood that the Commission will provide services for all of the eligible Nonpublic schools identified by the district's grant application. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

#### **Nonpublic School Textbooks**

**RESOLUTION #14:** Introduced by Laudati who moved its adoption, seconded by Beiner, WHEREAS 18A:58-37-1 et seq. as amended by Chapter 121, Laws of 1984, requires that the State and local community purchase and loan textbooks upon individual request to all students enrolled in grades Kindergarten through 12 in nonpublic schools located within the local school district.

WHEREAS no board of education is required to expend funds for the purchase and loan of textbooks in excess of the amounts provided in State Aid; and

WHEREAS the Union County Educational Services Commission has agreed to handle the purchasing and processing of nonpublic school textbooks for local public school districts for the purpose of greater cost effectiveness through joint purchasing and centralized administration,

THEREFORE, BE IT RESOLVED that the Kenilworth Board of Education enter into an agreement with the Union County Educational Services Commission whereby the Commission will administer a nonpublic textbook program for those eligible students attending nonpublic schools located within Kenilworth for the 2017-2018 school year, in accordance with 18A:58-37.1 et seq; and

BE IT FURTHER RESOLVED that the Kenilworth Board of Education pay a surcharge equal to 10% of the allocation for nonpublic textbooks to cover the Commission's costs for administering the program. The Commission will bill the district for services rendered throughout the 2017-2018 school year. There will be a 10% surcharge on these invoices. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

#### **Chapter 192/193 Nonpublic Services**

**RESOLUTION #15:** Introduced by Laudati who moved its adoption, seconded by Beiner, Chapters 192 and 193, Laws of 1977, require the public schools to offer auxiliary services to nonpublic school pupils on the same terms and conditions that they are offered to public school pupils.

Auxiliary Services include:

- Compensatory Education
- English as a Second Language
- Supplemental Instruction
- Examination and Classification
- Corrective Speech
- Home Instruction

**July 17, 2017**

The Union County Educational Services Commission has again offered to provide these auxiliary services to eligible nonpublic students in Union County from July 1, 2017 to June 30, 2018.

Therefore, the following Resolution is recommended:

WHEREAS, N.J.S.A. 18A:46-6, 8, 19.1, et seq. (Laws of 1977, Chapter 193); N.J.S.A. 18A:46A-1 et seq. (Laws of 1977, Chapter 192) require that the State and local community identify and provide auxiliary and handicapped services for students who attend nonpublic schools; and

WHEREAS, the cost of providing these services is funded entirely by the State of New Jersey; and,

WHEREAS, the Union County Educational Services Commission has agreed to provide these services to eligible students who attend non-public schools in Kenilworth;

THEREFORE, BE IT RESOLVED, that the Kenilworth Board of Education enter into an agreement with the Union County Educational Services Commission whereby the Commission will provide services during the 2016-2017 for those students who attend nonpublic schools in Kenilworth pursuant to N.J.S.A. 18A:46-19.7 and N.J.S.A. 18A:46A-7; and,

BE IT FURTHER RESOLVED, that projected cost will be based on the most recent notification of the Department of Education, Division of Finance and Regulatory Services setting forth anticipated aide to the Public School District pursuant to N.J.S.A. 18A:46A-12 and N.J.S.A. 18A:46-19.8. Invoices shall begin in October and continue for nine (9) successive months based on eligible students. The cost of services provided by the Union County Educational Services Commission shall not exceed the funds provided by the State. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

#### **Nonpublic School Technology**

**RESOLUTION #16:** Introduced by Laudati who moved its adoption, seconded by Beiner, WHEREAS, the New Jersey Nonpublic School Technology Initiative Program has been authorized for Fiscal Year 2018.

WHEREAS, Nonpublic School Technology Initiative Program shall be paid to school districts and allocated for nonpublic school pupils at the state aid rate per pupil in a manner that is consistent with the provisions of the federal and state constitutions, and

WHEREAS, said program requires the Board of Education in each public school district in New Jersey to provide technology to all students attending a nonpublic school located in the public school district, and

**July 17, 2017**

WHEREAS, it is the responsibility of the chief school administrator of the public school district or designee (UCESC) to confer with the administrator of each participating nonpublic school within the district to advise the nonpublic school of the limit of funds available and to agree upon the technology to be provided to the nonpublic school within the limits of the funds that are available for the nonpublic school, and

WHEREAS, it is the responsibility of the public school district to send written verification that conferences were held with each nonpublic school administrator to the County Superintendent, along with a copy of each agreement, and

WHEREAS, it shall be the responsibility of each public school district to provide the agreed upon technology which may include equipment, software, professional development and/or maintenance of equipment, and

WHEREAS, the Union County Educational Services Commission has agreed to administer the responsibilities associated with this program for the purpose of greater cost effectiveness through joint purchasing and centralized administration,

NOW, THEREFORE, BE IT RESOLVED that the Kenilworth Board of Education enter into an agreement with the Union County Educational Services Commission, whereby the Commission will administer the Nonpublic School Technology Initiative Program for nonpublic schools located within its boundaries for the 2017-2018 school year; and

U.C.E.S.C. will bill the Public School District for services rendered to the nonpublic school including a 5% administrative fee. In the event a Public School District fails to remit funds to the U.C.E.S.C. within the schedule set forth, the U.C.E.S.C. shall have the right to give notice of discontinued services. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**UCESC Bloodborne Pathogens Program Agreement**

**RESOLUTION #17:** Introduced by Laudati who moved its adoption, seconded by Beiner, WHEREAS, local public school districts are required to provide environmental safety programs under the worker and community Right to Know Law (P.L. 1983, Ch. 35, N.J.S.A. 34:5A-1) and the Public Employee Occupational Safety and Health Act (P.L. 1983, C 516); and New Jersey Department of Labor regulations N.J.A.C. 12:100-4.2, et. seq; and

WHEREAS, the Union County Educational Services Commission can provide coordination of these services with regard to educational training programs, computerized inventories and labels for hazardous substances, developing a file of material safety data sheets/facts sheets, and bidding for the disposal of unwanted chemical wastes; and implementation of a Bloodborne Pathogens Management Services Program;

**July 17, 2017**

THEREFORE, BE IT RESOLVED: that the Kenilworth Board of Education enters into an agreement with the Union County Educational Services Commission to provide such coordinated services for the 2017-2018 school year, at a fee of \$3.25 per resident pupil enrollment as of October 15, 2016. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Lease agreement Atlantic Tomorrow's Office**

**RESOLUTION #18:** Introduced by Laudati who moved its adoption, seconded by Beiner, Be It Resolved, That the Kenilworth Board of Education approves lease agreement for forty-eight (48) months (effective September 1, 2017) with Atlantic Tomorrow's Office for the following office copier equipment:

The following is the approved pricing for the Kenilworth BOE proposal. The Equipment Pricing includes Delivery/Installation/Networking/Training. Atlantic is a State Contract Vendor: Award A40467. Products and services are contained in Federal GSA (NJ Pass-through) Schedule 36 with \$1 buyout municipal financing.

<b>Savin Model &amp; Configuration</b>	<b>Unit Quantity</b>	<b>Monthly Lease Cost 1 Unit</b>	<b>48-Month Lease Cost</b>
Savin MP 4055 (fax capable): Brearley Sound Room	1.00	\$ 109.00	\$ 5,232.00
Savin MP 4055: Guidance Office	1.00	\$ 114.50	\$ 5,496.00
Savin MP 5055: Business Office	1.00	\$ 127.50	\$ 6,120.00
Savin MP 5055: (Fax capable Postscript 3) Supt Office	1.00	\$ 141.50	\$ 6,792.00
Savin MP 5055: (Fax capable) Harding Main Office	1.00	\$ 135.50	\$ 6,504.00

- All devices will be set up to do color scan file/folder/e-mail/network.
- All devices will be set up as printers on the district network.
- Vendor will provide onsite staff to work with Kenilworth's Technology Department to configure all devices and proposed software.
- Vendor will provide staff training as per proposal specifications.
- Maintenance/Service: Service, parts and labor, all supplies including staples, but excluding paper, included at a per copy cost of \$.0042. Monthly billing on Actual Usage.

All copiers are being awarded under State Contract #A40467/ GSA#GS-03F-0085U. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**PERSONNEL & MANAGEMENT**

**July 17, 2017**

**Waiver Application Emergent Hire 2017-2018**

**RESOLUTION #19:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education approves the submission of the Waiver Application (N.J.A.C.6A:9-6.5c) to the New Jersey Department of Education to permit the employment of full-time, part-time, and long-term leave replacement candidates awaiting receipt of the criminal history approval with the district through the emergent hire process. In addition, the candidates will undergo and pass an independent criminal history review by Easy Backgrounds prior to commencing employment with the district. This waiver will not be used under any circumstance for substitute applicants. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Student Athlete Summer Physical Examinations**

**RESOLUTION #20:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education approves David Brearley school nurse, Melissa Condo, to perform physical examinations in the summer of 2017 and shall be paid \$240.00 per diem, not to exceed one day. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**2017-2018 Stipend Positions**

**RESOLUTION #21:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education approves the following personnel for stipend positions for the 2017-2018 school year pending completion of negotiations as follows:

**Brearley Middle School:**

FY '17 (1)		
Program/Advisor	Stipend	Staff Member
Middle School Play	\$ 1,941	Vacant

**Brearley High School:**

FY '17 (1)		
Program/Advisor	Stipend	Staff Member
Drama Director/Producer	\$ 4,600	Vacant
Assistant Director Drama	\$ 2,767	Vacant
Assistant Director Musical	\$ 2,767	Vacant
Chamber Singers Director	\$ 2,120	Vacant
Freshman Class Advisor	\$ 786	Evan Fuchs, Ben DeVito (Split)
I&RS Coordinator	\$ 821	Caitlin Martin (replaces Russomanno)
Art Show Coordinator	\$ 821	Vacant

July 17, 2017

**ACE Program:**

FY '17 (1)		
Program/Advisor	Stipend	Staff Member
A.C.E. Program Support Staff	\$41/hour	Ewa Lavin
A.C.E. Program Support Staff	\$41/hour	Jill Cagney
A.C.E. Program Support Staff	\$41/hour	Rosanne Barilla

**Fall Sports:**

FY '17 (1)		
Position	Stipend	Staff Member
Assistant Football Coach	\$ 7,921	Allen Phillips
Boys' Assistant Soccer Coach	\$ 5,416	Kevin Filipe

**Lead Teacher:**

FY '17		
Grade/Program	Stipend (1)	Staff Member
Guidance	\$ 3,641	Stephanie Scasso

(1) Pending completion of negotiations

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

**Curriculum Writing**

**RESOLUTION #22:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education approves staff to complete book room maintenance at a rate of \$41.00/hour as follows:

Teacher	Grade Levels	# of Hours	Total
Pina Toto	K-2	6	\$246
Please note Pina Toto is replacing Kristine Parente			

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

**Employment of SPED Paraprofessional Aides**

**RESOLUTION #23:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ the following as special education paraprofessional classroom aides for the 2017-2018 school year at an hourly rate of \$23.50 pending completion of negotiations:

July 17, 2017

Name	Special Education Program						Hours	Annual
	LLD	MD	RC	ICS	Autistic	PSD	Per Day	Salary
Alvarino, Lisette				5.00			5.00	\$ 21,503
Barton, Pat				5.00			5.00	\$ 21,503
Capiro, Maria	2.50			2.50			5.00	\$ 21,503
Clementi, Kelly	-					5.00	5.00	\$ 21,503
DeLuca, Rosemary	5.00						5.00	\$ 21,503
Drivas, Zoe			3.00	2.00			5.00	\$ 21,503
Falcetano, Lillian	-			1.50		3.50	5.00	\$ 21,503
Ferrante, Sherri	1.50			3.50			5.00	\$ 21,503
Filippone, Colleen				5.00			5.00	\$ 21,503
Finistrella, Marianne				5.00			5.00	\$ 21,503
Kaufmann, Maureen			1.50	3.50			5.00	\$ 21,503
Kelly, Donna				5.00			5.00	\$ 21,503
Lospinoso, Patricia				5.00			5.00	\$ 21,503
Lynaugh, Tina		4.00		1.00			5.00	\$ 21,503
Martinez, Marci		1.00		4.00			5.00	\$ 21,503
Mazzeo, Hope				5.00			5.00	\$ 21,503
Meshi, Valbone	2.00			3.00			5.00	\$ 21,503
Palumbo, Joanne			1.00	4.00			5.00	\$ 21,503
Ramos, Jennifer	5.00						5.00	\$ 21,503
Sequeira, Gloria	5.00						5.00	\$ 21,503
Sues, Terry			3.00	2.00			5.00	\$ 21,503
Tancs, Tia						5.00	5.00	\$ 21,503
Zickgraf, Michele	2.50			2.50			5.00	\$ 21,503
Zimmerman, Roccamarie				5.00			5.00	\$ 21,503

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

### 2017 ESEA Summer Program

**RESOLUTION #24:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to approve an additional teaching staff member for the ESEA Summer 2017 program as follows:

Parent	Total	ESEA
--------	-------	------

**July 17, 2017**

Teacher	Program	#Hours	Training	Stipend	Account	Title
Denise Radice	Summer K	36	5	\$1,393	20-231-100-101-P-00	I

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

**Schilling – Change in Salary**

**RESOLUTION #25:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education approves the increase in salary for Jaime Schilling, who completed the required courses and submitted proper verification to move to Step 6, MA+30, at an annual salary of \$76,509 effective September 1, 2017, pending completion of negotiations. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Miller – Change in Salary**

**RESOLUTION #26:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education approves the increase in salary for Monica Miller, who completed the required courses and submitted proper verification to move to Step 4, MA, at an annual salary of \$68,648 effective September 1, 2017, pending completion of negotiations. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Tetzlaff – Change in Salary**

**RESOLUTION #27:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education approves the increase in salary for Michael Tetzlaff, who completed the required courses and submitted proper verification to move to Step 5, MA, at an annual salary of \$69,048 effective September 1, 2017, pending completion of negotiations. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**2017-2018 Evans Resignation**

**RESOLUTION #28:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education accepts the resignation of Danielle Evans who was previously approved to fill in as a maternity leave replacement School Counselor for Megan Harrison at the David Brearley Middle/High School. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**2017-2018 Dotro Resignation**

**RESOLUTION #29:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education accepts the resignation of Alessia Dotro, a part-time Physical Education Teacher at the David Brearley Middle/High School, effective September 7,



**July 17, 2017**

2017 or until a suitable replacement is found. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**2017-2018 Dos Santos Resignation**

**RESOLUTION #30:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education accepts the resignation of Cassiano Dos Santos, a Physical Education Teacher at the David Brearley Middle/High School, effective September 6, 2017 or until a suitable replacement is found. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Brown - Maternity Leave Replacement**

**RESOLUTION #31:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ Richard Brown as a maternity leave replacement for Megan Harrison, effective September 5, 2017 through November 22, 2017 at a rate of \$135 per day with no benefits. In accordance with NJSA 18A:16-1.1, this time accrued as a replacement teacher does not count towards tenure. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Payment of Unused Sick Days**

**RESOLUTION #32:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education reimburses retiring staff members for their unused accumulated sick days in accordance with the KEA Teachers' bargaining agreement as follows:

Name	Agreement	Annual Salary	Days Pay (1)	Accumulated Days	Reimbursed Amount	Note
Brunette, Deborah	Teachers	\$95,824	\$159.71	300.00	\$47,912.00	Tier I Max
Elshiekh, Mirella	Sect/Clerks/Aides	\$17,202	\$28.67	113.00	\$3,239.71	Tier II
Odin, Frances	Teachers	\$82,628	\$137.71	221.00	\$30,434.65	Tier II
Quagliata, Louise	Teachers	\$39,851	\$66.42	300.00	\$15,940.40	Tier II Max
Whritenour, Joan	Teachers	\$81,248	\$135.41	110.50	\$14,963.17	Tier II

(1) Calculated at 1/600<sup>th</sup> of annual salary.

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

**Employment of Chibbaro-Principal**

**RESOLUTION #33:** Introduced by David who moved its adoption, seconded by Braun, Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ Dana Chibbaro as a principal at the David Brearley Middle/High School at an annual salary of \$135,000 (prorated to start date), with full benefits in accordance with the PSA

**July 17, 2017**

Agreement, for the 2017-2018 school year effective upon release of current employer. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**Student Teachers**

**RESOLUTION #34:** Introduced by David who moved its adoption, seconded by Braun, 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
Nufrio, Alivia	Kean University	Jamie Schilling

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

**CURRICULUM & INSTRUCTION**

**HIB May 2017**

**RESOLUTION #35:** 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 May 1, 2017 to May 31, 2017 HIB Incident Report.

This report was disseminated to the Board of Education in June 2017 and reviewed by the Superintendent at the June 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, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

**POLICY REVIEW**

**First Reading**

**RESOLUTION #36:** Introduced by Braun who moved its adoption, seconded by David, 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:

**July 17, 2017**

Policy No. 8550      Unpaid Meal Charges/Outstanding Food Service Charges (M)

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

**Revisions – Adopt**

**RESOLUTION #37:** Introduced by Braun who moved its adoption, seconded by David, Be It Resolved, That the Kenilworth Board of Education approves the revisions to the following bylaws/policies and/or regulations, as needed, based on changes in statute, code or law, (M) indicates State Mandated:

Policy No. 1240	Evaluation of Superintendent (M)
Regulation No. 1240	Evaluation of Superintendent (M)
Policy No. 3126	District Mentoring Program
Regulation No. 3126	District Mentoring Program
Policy No. 3221	Evaluation of Teachers (M)
Regulation No. 3221	Evaluation of Teachers (M)
Policy No. 3222	Eval of Teaching Staff Members, Excl Teachers and Administrators (M)
Regulation No. 3222	Eval of Teaching Staff Members, Excl Teachers and Administrators (M)
Policy No. 3223	Eval of Admin, Excl Principals, Vice Principals, and Assist Principals (M)
Regulation No. 3223	Eval of Admin, Excl Principals, Vice Principals, and Assist Principals (M)
Policy No. 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)
Regulation No. 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)
Policy No. 3240	Professional Development for Teachers and School Leaders (M)
Regulation No. 3240	Professional Development for Teachers and School Leaders (M)
Policy No. 5610	Suspension (M)
Regulation No. 5610	Suspension (M)
Policy No. 5620	Expulsion (M)
Policy No. 8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M)

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

**Job Description**

**RESOLUTION #38:** Introduced by Braun who moved its adoption, seconded by David, Be It Resolved, That the Kenilworth Board of Education in accordance with Policies 1400(M) and 4111 approves the following new job description as recommended by the Superintendent:

Middle-High School Principal

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

**July 17, 2017**

**ADDITIONAL RESOLUTION**

**2017-2018 White Resignation**

**RESOLUTION #39:** Introduced by Braun who moved its adoption, seconded by David, Be It Resolved, That the Kenilworth Board of Education accepts the resignation of Andrew White, Assistant Principal at the David Brearley Middle/High School, effective September 7, 2017 or until a suitable replacement is found. Motion carried 8-0-0. Voting yes was: Beiner, Braun, David, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

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

Meeting adjourned 8:10 p.m.

Respectfully submitted,

Vincent A. Gonnella  
Secretary to the Board

**July 24, 2017**

A **Special 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 in the Brearley School on **July 24, 2017**.

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

Adequate notice of this Special Meeting of the Kenilworth Board of Education has been provided to the Home/News Tribune, The Local Source, and The Star-Ledger July 20, 2017. A copy has been filed with the Kenilworth Borough Clerk, posted in the Board of Education Business Office, Harding and Brearley Schools and the Kenilworth Borough Hall, as is provided by the Open Public Meetings Act.

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

Also in attendance were Dr. Thomas Tramaglini, Superintendent and Vincent A. Gonnella, Business Administrator/Board Secretary.

**President Zimmerman stated the purpose of this meeting:** To determine if the additional State Aid received should be used for FY '18 tax relief; be used to increase appropriations to the 2017-18 school budget; or defer the use of the funds until the 2018-19 school year when it can be used for tax relief or to maintain current or future programs.

**Discussion on how to use the additional State Aid received in the 2017-18 school year budget.**

Options include:

**Option I: Use the funds for tax relief in 2017-18.** This would require the Board to advertise a Special Meeting at which time the Board must pass a resolution by a two-thirds majority vote of the membership. Once approved, the ECS would be contacted to request access to the NJDOE Budget Application which would need to be revised. A revised A4F must be certified and distributed to the listed State and local agencies. On Thursday July 20<sup>th</sup> the Borough CFO forwarded the DLGS 7/14/17 memo stating that this entire process needed to be completed by “no later than 4PM on Friday July 21 unless the municipality and the district agree to a later deadline.”

**Option II: Increase 2017-18 General Fund Appropriations During the Budget Year.** This process is done through a resolution which must be affirmed by a two-thirds affirmative vote of the authorized membership of the board pursuant to *N.J.S.A. 18A:22-8.1*.

**Option III: Defer the appropriation of the additional state aid to the 2018-19 school year.**

**July 24, 2017**

**PUBLIC PARTICIPATION:**

Motion was made by David, seconded by Duda, 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:**

RESOLUTION # 1: Introduced by Laudati, who moved its adoption, seconded by Habarthur:

Whereas, on July 14, 2017 the Kenilworth Board of Education received direction from the NJDOE on how the additional 2017-18 State Aid could be used; and

Whereas, the Kenilworth Board of Education received an additional \$239,314 in State Aid in 2017-18 due to the recalculation of the State Aid formula;

Now Therefore Be It Further Resolved, That the Kenilworth Board of Education not use the additional aid to provide tax relief in the 2017-18 school year and the tax levy approved on April 26, 2017 remains unchanged.

Be It Further Resolved, That Board of Education request the administration to provide a plan of action on the use of the additional aid and determine if the Kenilworth Board of Education should designate the increase in state aid as legally restricted "Assigned Fund Balance – Designated for Subsequent Year's Expenditures" for use in 2018-19 or increase 2017-2018 General Fund Appropriations during the 2017-18 school year or a combination of these two options. Motion carried unanimously 8-0.

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

Meeting adjourned 8:40 p.m.

Respectfully submitted,

Vincent A. Gonnella  
Secretary to the Board