

September 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 **September 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 (7:34 p.m.), 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; Dana Chibbaro, Principal; Michele Tiedemann, Supervisor of Special Services; Scott Miller, Supervisor of Athletics; Ronald Bubnowski, Assistant Principal; John Foscolo, Assistant Principal; Lauren Bound, Supervisor of Instruction; and Dana Cansian, Supervisor of Instruction.

Four (4) members of the public were present.

President Zimmerman acknowledged the events of September 11, 2001 and the Board recognized a moment of silence for those impacted by that day in our Country's history.

Minutes of the Secretary, a copy having been sent to each Board Member (August 14 & August 28, 2017) were approved upon motion by Laudati, seconded by Haberthur. Motion carried 7 to 0. Voting yes was: Beiner, Drogon, Duda, Haberthur, Jankiewicz, A. Laudati, and Zimmerman.

Correspondence: (see attachments)

Public:

Distributed September 1, 2017:

1. Letter dated September 1, 2017 to Dr. Tramaglini & Mr. Gonnella. Re: Anthony Lepore Retirement/Resignation

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Motion was made by Drogon, 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:

District/Superintendent Update: Dr. Tramaglini

- Dr. Tramaglini reviewed the opening of the day of school for teachers and students. The in-service days were very well received by the staff. It is nice to have students and teachers back in the building.
- The School Messenger app was reviewed by Dr. Tramaglini. It is an effective means of communicating with parents.
- PARCC scores have been received by the State. We are in the process of reviewing the data and it will be mailed to parents this week.
- Superintendent's HIB Report (August 2017)

COMMITTEE REPORTS & REVIEW OF RESOLUTIONS:

Finance & Facilities: Anthony Laudati, Chairperson.

Audit: The auditors have completed their fieldwork. We anticipate the audit to be finalized in late September, early October and adopted by the BOE in November/December. We do not anticipate any major problems with the audit. Ms. Duggan, Ms. Stavros, Mrs. Rinaldi and Mrs. Sandull do an excellent job keeping the business office records in good order and should be commended for their work.

B & G: Facility projects are winding down and we are happy to report the buildings are good shape for 2017-2018 school year. Mr. Gonnella has distributed the BOE approved classroom protocols to the principals and asked that they review them with the staff at their faculty meetings.

Tony and his crew concentrated on preventative maintenance items including painting 28 classrooms and touching up an additional 20.

Mr. Laudati thanked Mr. Lepore for his service to the school district. His dedication to the district has been excellent. Through his leadership, the school facilities are in fine shape and his staff has been instrumental in completing many major projects which saved the district thousands of dollars over the years. Mr.

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Lepore will truly be missed.

The resolutions on the agenda were reviewed.

Curriculum & Instruction: Annmarie Duda, Chairperson.
Board Members had no questions on the proposed resolutions.

Personnel & Management: Gregg David, Chairperson.

Mrs. Zimmerman reviewed the resolutions on the agenda.

Policy: Genean Braun, Chairperson.
There was only one resolution on the agenda to approve two revised job descriptions.

OLD BUSINESS: None.

NEW BUSINESS:

- Mr. Jankiewicz asked about the Middle/High School start time and whether the administration ever considered changing the time. Dr. Tramaglini stated that that is a topic of discussion on the Scheduling Committee agenda. He reviewed the complexities involved and it will be addressed in concert with modification of the schedule.
- Mr. Jankiewicz asked about the Harding lunch schedules and classes and what the philosophy was behind the grouping. Dr. Tramaglini said he would discuss it with Mrs. Murphy.
- Mrs. Zimmerman stated that the Class of 2018 Food Truck Festival was held this past weekend in support of Project Graduation. It was very successful.

PUBLIC PARTICIPATION:

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

- Joe Grimaldi mentioned the NJSAF (NJ Second Amendment Firearms Education) Conference on 9/23/17 in Princeton. He outlined what the conference was about.

Motion was made by Duda, seconded by Laudati, 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 Haberthur, Be It Resolved, That the Kenilworth Board of Education approves the report of the Superintendent for the

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month of August, 2017.

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

<u>School</u>	<u>Date</u>	<u>Drill Type</u>
Harding	8/30/2017	Fire
Harding	8/30/2017	Lockdown
Brearley	8/16/2017	Fire

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

Bill List

RESOLUTION #2: Introduced by Laudati who moved its adoption, seconded by Haberthur, Be It Resolved, That the attached bill list be approved for the month of August 2017 in the amount of \$1,000,884.72. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

Financial Reports

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

Line Item Transfers

RESOLUTION #4: Introduced by Laudati who moved its adoption, seconded by Haberthur, Whereas, pursuant to Board of Education Policy #3160, the Superintendent and Secretary to the Board have made the following line item transfers (August 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.

Conferences, Workshops & Travel

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RESOLUTION #5: Introduced by Laudati who moved its adoption, seconded by Haberthur, Be It Resolved, That the Kenilworth Board of Education approves the attendance of the following personnel at conferences/meetings with reimbursement in accordance with Board Policy No. 6471-School District (M), with full details attached, as follows:

Attendee Name	Conference/Workshop Title	Date	Location City, State
<u>Teaching Staff:</u>			
Nicole Warchol	NCTE Annual Conference	11/16-19/17	St. Louis, Missouri
<u>Secretarial Staff:</u>			
Lisa Casamento	NJDOE Teacher Certification	9/26/2017	Westfield, NJ
<u>Administration:</u>			
Michele Tiedemann	Legal One Affirmative Action Officer Training	10/10/2017	Monroe, NJ

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

Substitute Certified Athletic Trainer

RESOLUTION #6: Introduced by Laudati who moved its adoption, seconded by Haberthur, Be It Resolved, That the Kenilworth Board of Education approves a contract with JAG Physical Therapy to provide substitute certified athletic trainers for Brearley athletic events in the event our on-staff trainer is unavailable to provide the services. Substitute coverage is \$50 per hour for the 2017-18 school year. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

ESEA Title I Grant – FY 2018

RESOLUTION #7: Introduced by Laudati who moved its adoption, seconded by Haberthur, Be It Resolved, That the Kenilworth Board of Education assigns the following teaching staff member to work under the FY '18 ESEA: Title I Grant as follows:

	Total Salary	Grant Funded	% Grant	Position
Jennifer Dieckmann	\$ 89,909	\$ 34,000	38%	ELA Intervention

Charged to Account: 20-231-100-101-000

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

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NJSBA/NJASA/NJASBO Annual Workshop

RESOLUTION #8: Introduced by Laudati who moved its adoption, seconded by Haberthur, Be It Resolved, That the members of the Board of Education, Superintendent, School Business Administrator, Supervisor of IT and Supervisor of B & G be authorized to attend the 2017 NJSBA/NJASA/NJASBO Annual Workshop (October 23-26, 2017) with a group registration cost of \$1,400 and individual reimbursements as follows:

Staying one (1) night

Lodging (BOE Paid):

\$/night (includes tourism & Assessment fees):	\$92.00
Occupancy Fee	\$45.00
GSA allowable rate \$/night:	\$99.00

Reimbursable Expenses:

Travel 224 miles (\$0.31/mile)	\$69.44
Tolls	<u>\$6.75</u>
Sub-Total Travel	\$76.19

Meals & Incidental Expenses: \$96.00

Lodging adjustment above allowable rate: \$0.00

Max Eligible to be reimbursed: \$172.19

Staying two (2) night:

Lodging (BOE Paid):

\$/night (includes tourism & Assessment fees):	\$92.00
Occupancy Fee	\$45.00
GSA allowable rate \$/night:	\$99.00

Reimbursable Expenses:

Travel 224 miles (\$0.31/mile)	\$69.44
Tolls	<u>\$6.75</u>
Sub-Total Travel	\$76.19

Meals & Incidental Expenses: \$160.00

Lodging adjustment above allowable rate: \$0.00

Max Eligible to be reimbursed: \$236.19

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Staying three (3) night:	
Lodging (BOE Paid):	
\$/night (includes tourism & Assessment fees):	\$92.00
Occupancy Fee	\$45.00
GSA allowable rate \$/night:	\$99.00
Reimbursable Expenses:	
Travel 224 miles (\$0.31/mile)	\$69.44
Tolls	<u>\$6.75</u>
Sub-Total Travel	\$76.19
Meals & Incidental Expenses:	\$224.00
Lodging adjustment above allowable rate:	<u>\$0.00</u>
Max Eligible to be reimbursed:	\$300.19

M & IE Total	\$64.00
Continental Breakfast/Breakfast	\$15.00
Lunch	\$16.00
Dinner	\$28.00
Incidentals	\$5.00
First & Last Day of Travel	\$48.00

Be It Further Resolved, That the Kenilworth Board of Education seek the approval of the Executive County Superintendent of Schools pursuant to 6A:23A-5.9c. Motion carried 7-0-1. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Laudati and Zimmerman. Abstaining was: Duda.

Investors Bank-Authorized Signatures

RESOLUTION #9: Introduced by Laudati who moved its adoption, seconded by Haberthur, Be It 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;

Principal David Brearley Middle-High School:	Dana Chibbaro
Assistant Principal David Brearley Middle-High School:	John Foscolo
Superintendent, Chief School Administrator:	Dr. Thomas Tramaglino
Business Administrator, Board Secretary:	Vincent A. Gonnella

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Athletic Director:

Scott Miller

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

Kenilworth Healthy Kids-Grant Letter of Intent

RESOLUTION #10: Introduced by Laudati who moved its adoption, seconded by Haberthur, Be It Resolved, That the Kenilworth Board of Education approves the letter of intent to the New Jersey Communities Network for the Kenilworth Healthy Kids and Community Grant in the amount of \$20,000 for the period of 2017-2018 School Year and the 2018-2019 School Year. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

PERSONNEL & MANAGEMENT

Substitute Staff

RESOLUTION #11: Introduced by Jankiewicz who moved its adoption, seconded by Duda, 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:

Substitute		Per Diem Rates		Hourly Rates			
Last Name	First Name	Nurse	Teacher	Classroom Aide	Cafeteria Aide	Secretary	Custodian
Alcid	Jessica		\$95.00				
Ayala	Melanie		\$85.00	\$15.00			
Ferizi	Qefsere		\$85.00	\$15.00			
Hoag	Samantha		\$85.00				
Montemurro	James		\$95.00				
Recki	Lidia			\$15.00	\$13.80		
Renda	Anthony		\$85.00				
Sesta	Michelle		\$85.00	\$15.00			

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

Loaiza-Replacement Staff Member

RESOLUTION #12: Introduced by Jankiewicz who moved its adoption, seconded by Duda, Be It

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Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ Stephanie Loaiza as a medical leave replacement Aide for Patricia Barton effective 9/15/17 to 11/21/2017 at a rate of \$15/hour. Ms. Loaiza will suspend her employment as Before and After-Care Aide while filling in for Mrs. Barton. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

Burns-Summer Schedule Work

RESOLUTION #13: Introduced by Jankiewicz who moved its adoption, seconded by Duda, Be It Resolved, That the Kenilworth Board of Education approves Nicole Burns to work 5 hours on August 31, 2017 at the contracted rate of \$14.00 per hour, for the purpose of processing vouchers for Officials and associated scrimmage fees. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

Harrison Revised-Maternity Leave of Absence Request

RESOLUTION #14: Introduced by Jankiewicz who moved its adoption, seconded by Duda, Whereas, on April 3, 2017 the Kenilworth Board of Education approved a maternity leave of absence for Megan Harrison, and

Whereas the original request did not include a request to use personal illness days,

Whereas Megan Harrison is now requesting the use of personal illness days,

Now Therefore Be it Resolved, That the Kenilworth Board of Education approves the revised maternity leave of absence request from Megan Harrison as follows:

7/23/17	Expected date of delivery
9/5/17 -10/13/17	Use of personal illness days
10/16/17 – 11/24/17	Six (6) weeks of unpaid leave to bond with newly-born child; concurrently designated as FMLA and NJFLA leave
11/27/17	Anticipated Return Date

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

Ehmann - Payment of Unused Sick Days

RESOLUTION #15: Introduced by Jankiewicz who moved its adoption, seconded by Duda, Be It Resolved, That the Kenilworth Board of Education reimburses Irene Ehmann, Classroom Aide, whose last day was August 1, 2017 for her unused accumulated sick days in accordance with the KEA Collective Bargaining Agreement as follows:

Annual	Day's	Accumulated	Reimbursed
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Salary	Pay*	Days	Amount
\$21,503	\$35.84	169	\$6056.68

*Calculated at 1/600th of annual salary

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

SOA for Paraprofessional Staff

RESOLUTION #16: Introduced by Jankiewicz who moved its adoption, seconded by Duda, Be It Resolved, That the Kenilworth Board of Education approves the Statement of Assurance Regarding the Use of Paraprofessional Staff 2017-2018 School Year. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

2017-2018 Extra-curricular Stipend Positions

RESOLUTION #17: Introduced by Jankiewicz who moved its adoption, seconded by Duda, Be It Resolved, That the Kenilworth Board of Education approves the following personnel for extra-curricular stipend positions for the 2017-2018 school year:

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	Jessica Alcid
Assistant Director Drama	\$ 2,767	Vacant
Assistant Director Musical	\$ 2,767	Jessica Alcid
Chamber Singers Director	\$ 2,120	Jessica Alcid

(1) Pending completion of Negotiations

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

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2017-2018 Classroom Aides

RESOLUTION #18: 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 employ the following as classroom aides for the 2017-2018 school year at an hourly rate of \$23.50 pending completion of negotiations.

Name	Regular Education Paraprofessional	Hours Per Day	Annual Salary
Manee, Sandra	3.00	3.00	\$ 12,902
McGlade, Karoline	2.00	2.00	\$ 8,601
Pecoraro, Christine	2.00	2.00	\$ 8,601
Scanio, Shannon	3.00	3.00	\$ 12,902
Shaw, Donna	4.00	4.00	\$ 17,202

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

Classroom Aide – Change in Schedule

RESOLUTION #19: 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 adjust the daily hours for the following classroom aides for the 2017-2018 school year:

Katherine Camacho: From 3 hours/day to 4.75 hours/day (Effective 9/12/17) at an annual salary \$20,427 (183 days x 4.75 hours/day x \$23.50/hour) pro-rated to start date, pending completion of negotiations. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

Classroom Aide – Change in Assignment

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 reassign Toni Chessa from a lunch aide to a SPED Classroom Aide effective 9/12/17 for the 2017-2018 school year at an annual salary \$21,503 (183 days x 5 hours/day x \$23.50/hour) pro-rated to start date, pending completion of negotiations. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

Lepore-Retirement

RESOLUTION #21: Introduced by Jankiewicz who moved its adoption, seconded by Duda, Be It Resolved, That the Kenilworth Board of Education accepts with regret, the retirement of Anthony

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Lepore, Supervisor of Buildings and Grounds effective December 31, 2017, and thanks him for his dedicated service to the district. Motion carried 8-0-0. Voting yes was: Beiner, Braun, Drogon, Duda, Haberthur, Jankiewicz, Laudati and Zimmerman.

CURRICULUM & INSTRUCTION

HIB July 2017

RESOLUTION #22: 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 July 1, 2017 to July 31, 2017 HIB Incident Report.

This report was disseminated to the Board of Education in August 2017 and reviewed by the Superintendent at the August 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.

POLICY REVIEW

Job Descriptions

RESOLUTION #23: Introduced by Braun who moved its adoption, seconded by Beiner, Be It Resolved, That the Kenilworth Board of Education in accordance with Policies 1400(M) and 4111 approves the following job descriptions as recommended by the Superintendent:

Assistant Principal- Middle/High School
Lead Counselor

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

RESOLUTION: Introduced by Laudati, who moved its adoption, seconded by Drogon, 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** 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. (8:11 p.m.)

At 8:24 p.m. President Zimmerman reconvened the public session, and informed the public that **the**

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Board took no action in private executive session.

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

Meeting adjourned 8:25 p.m.

Respectfully submitted,

Vincent A. Gonnella
Secretary to the Board