

September 9, 2019

A **regular meeting** of the Kenilworth Board of Education **was called to order** at 7:30 p.m. by Vice President Ryan Haberthur, in the Board of Education Conference Room of the Brearley School on **September 9, 2019**.

This meeting is being held in accordance with the schedule of meetings adopted at the organizational meeting held January 2, 2019. **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**.

Vice President Haberthur led the **salute to the Flag**.

Upon **roll call**, the following members were present: Robert Beiner, Genean Braun (7:34 p.m.), Paulette Drogon, Ryan Haberthur, Mark Jankiewicz, Michelle Panichi and Nancy Zimmerman. Absent was: Gregg David and Anthony Laudati.

Also in attendance were Kyle Arlington, Superintendent, Vincent A. Gonnella, Board Secretary/Business Administrator and M.L. Fabian, Attorney.

Six (6) members of the public were present.

Minutes of the Secretary, a copy having been sent to each Board Member (August 12 and 26, 2019) were approved upon motion by Zimmerman, seconded by Panichi. Motion carried 6 to 0. Voting yes was: Beiner, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

Correspondence:

Distributed August 22, 2019

1. Letter dated 8/12/19 from Carol Linda Pappas to KBOE. Re: Girls Baseball Team.
2. Letter dated 8/15/19 from Porzio to KBOE Re: Role of Board Hiring Administrators.

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

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

PRESENTATIONS:

- a. District/Superintendent Summer Update: Kyle Arlington
- b. School Safety Data System (SSDS) Report 2018-2019: Kyle Arlington
- c. Superintendent's HIB Report (August 2019)
- d. Enrollment Report: Kyle Arlington

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COMMITTEE REPORTS & REVIEW OF RESOLUTIONS:

Finance & Facilities: Anthony Laudati, Chairperson (Gonnella reporting)

- FY '19 Annual Audit: The auditors have completed their fieldwork. We anticipate the audit to be finalized in October and adopted by the BOE in December depending on the release of Pension figures from the State. We do not anticipate any major problems with the audit.

The committee would like to acknowledge the work of Ms. Duggan, Mrs. Rinaldi, Mrs. Sandull and Mrs. Dutkevicz for their continued efforts to maintain quality paperwork and documentation throughout the year. The auditors were very impressed with all documentation reviewed.

- The opening of school went smoothly from an operations standpoint, transportation routes, and cafeteria are all up and running.
- The Brearley Gym project is a bit behind schedule, but with adjustment to logistics we were able to recover the back gym and therefore there is little disruption regarding program or instruction. Completion is scheduled for mid-November which is prior to the Winter Sports Season.
- Resolutions on the agenda were reviewed.

Curriculum & Instruction: Nancy Zimmerman, Chairperson.

The Committee will be meeting next Monday.

Resolutions on the agenda were reviewed.

Personnel & Management: Ryan Haberthur, Chairperson.

Mr. Haberthur reviewed the resolutions on the agenda.

In light of the recent resignation of the part time physical education teacher, Mrs. Zimmerman suggested the administration review the physical education schedule and look at alternatives to hiring a part-time staff.

OLD BUSINESS: None

NEW BUSINESS:

- Mrs. Zimmerman asked about numbering of student spaces and the issuance of student parking passes. Gonnella stated that he believed permits were issued on a first come first serve basis and spots were not assigned to specific students.
- Mrs. Braun asked about the policy regarding dogs on school grounds. Per BOE Policy, dogs are not permitted.
- The Board asked about the morning drop off and parking concerns at Brearley.

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PUBLIC PARTICIPATION:

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

- Mrs. Famiglietti clarified the parking lot matter and stated that tags are issued to students. She also commented that her son was in an extended school year program. When his headsets broke, Mr. Arlington personally made sure that her son got the headphones he needed to complete the course.

Motion was made by Zimmerman, seconded by Beiner, 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 Beiner 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 August 2019.

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

School	Date	Drill Type
Brearley	8-15-19	Fire
Brearley	8-28-19	Lockdown/Active Shooter
Harding	8-29-19	Fire
Harding	8-29-19	Lockdown/Active Shooter

Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

Bill List

RESOLUTION #2: Introduced by Beiner who moved its adoption, seconded by Drogon, Be It Resolved, That the attached bill list be approved for the month of August 2019 in the amount of \$1,375,880.75. Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

Financial Reports

RESOLUTION #3: Pursuant to *N.J.A.C. 6A:23A-16.10(c)(4)*, we, the members of the Kenilworth Board of Education, certify that as of and after review of the secretary's and treasurer's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund (Current Expense, Capital Outlay, or Debt

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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 report of the School Business Administrator/Board Secretary for the month of July 2019. The Treasurer of School Monies Report is in the process of being completed. Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

Line Item Transfers

RESOLUTION #4: Introduced by Beiner 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 (August 2019) in the 2019-2020 school budget, Be It Resolved, That their actions be ratified and recorded in the minutes as per attached. Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

Conferences, Workshops & Travel

RESOLUTION #5: Introduced by Beiner 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 Title	Date	Location City, State
Teaching Staff:			
Cathy Glacken	30 Hours IMSE Comprehensive Training	10/1/19-10/4/19	Secaucus, NJ
Graceann Griffin	MUJC Meeting Steam Meeting	10/15/19, 1/28/20, 3/3/20, 5/19/20	New Providence, NJ
Graceann Griffin	GT Symposium	5/20/2020	New Providence, NJ
Laura Walsh	30 Hours IMSE Comprehensive Training	10/1/19-10/4/19	Secaucus, NJ
Carol Carrara	NJPSA Community Cares Symposium	10/4/2019	Monroe, NJ
Lisa Psychojos	IDA Beyond Decoding	10/4/2019	Somerset, NJ
Secretarial:			
Mary Ellen Duggan	Porzio Employment Law Forum	10/3/2019	Morristown, NJ
Lisa Casamento	Porzio Employment Law Forum	10/3/2019	Morristown, NJ
Administration:			
Dana Cansian	AP English Summit 2019	10/23/2019	Ledgewood, NJ
Brian Luciani	PSA School Updates	9/27/2019	Monroe, NJ
Brian Luciani	PSA School Updates	12/6/2019	Monroe, NJ
Brian Luciani	PSA School Updates	3/20/2020	Monroe, NJ
Vincent Gonnella	Porzio Employment Law Forum	10/3/2019	Morristown, NJ

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Kyle Arlington	Porzio Employment Law Forum	10/3/2019	Morristown, NJ
Joy Przywara	Gangs-Signs, Signals & Awareness	9/26/2019	New Providence, NJ
Dawn Cuccolo	Gangs-Signs, Signals & Awareness	9/26/2019	New Providence, NJ

Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

2019-2020 School Building Goals

RESOLUTION #6: Introduced by Beiner who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education reaffirms the School Building Goals for the 2019-2020 school year as follows:

School Building Goals:

Harding Goal #1 (Links to District Goal #1: We will actively monitor and enhance our district's intervention services and programs in support of the attainment of our building goals.)

- By June of 2020, 85% of our students in grades 2 through 6, who work with our Interventionists, will have shown a 5 point increase in MAPs scores in the area of Language Arts.
- By June of 2020, 85% of our students in grades 2 through 6, who work with our Interventionists, will have shown a 5 point increase in MAPs scores in the area of Mathematics.

Harding Goal #2 (Links to District Goal #1: We will actively monitor and enhance our district's intervention services and programs in support of the attainment of our building goals.)

- By June of 2020, 85% of our students in grades K-1, who work with our Interventionists, will have grown 2 to 3 Guided Reading Levels.

David Brearley Middle-High School Goal #1 (Links to District Goal #5: We will increase opportunities for faculty to engage in targeted and job-embedded professional learning.)

- During the 2019-2020 school year, we will continue to invest in professional capital among our faculty by building capacity during common planning and professional development activities.

David Brearley Middle-High School Goal #2 (Links to District Goal #3: We will be accountable for operating a safe, efficient, and effective school district.)

- During the 2019-2020 school year, we will continue to embed SEL lessons into curriculum and address social and emotional learning programming, particularly in the middle school.

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Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

School Safety Data System (SSDS) Report 2018-2019 Period 2

RESOLUTION #7: Introduced by Beiner who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education approves the School Safety Data System (SSDS) Incident, Trainings and Programs District Report for Period 2 (January 1– June 30, 2019) as submitted to the New Jersey Department of Education. Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

Kean Clinical Intern Affiliation Agreement

RESOLUTION #8: Introduced by Beiner who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education approves the Clinical Intern Affiliation Agreement between the Kenilworth Board of Education and Kean University for three (3) years commencing in the 2019-2020 school year. Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

District Nursing Services Plan 2019-2020

RESOLUTION #9: Introduced by Beiner who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education approves the District Nursing Services Plan for the 2019-2020 school year, pending review of school physician. Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

SOA - Paraprofessional Staff 2019-2020

RESOLUTION #10: Introduced by Beiner who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education approves the Statement of Assurance (SOA) Regarding Use of Paraprofessional Staff for the 2019-2020 school year. Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

NJSBA/NJASA/NJASBO Annual Workshop

RESOLUTION #11: Introduced by Beiner who moved its adoption, seconded by Drogon, 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 2019 NJSBA/NJASA/NJASBO Annual Workshop (October 21-24, 2019) with a group registration cost of \$1,600 and individual reimbursements as follows:

Staying one (1) night

Lodging (BOE Paid):

\$/night (includes tourism & Assessment fees):	\$94.00
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Occupancy Fee	\$20.00
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GSA allowable rate \$/night:	\$97.00
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Reimbursable Expenses:

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Travel 224 miles (\$0.35/mile)	\$78.40
Tolls	<u>\$6.75</u>
Sub-Total Travel	\$85.15
Meals & Incidental Expenses:	\$99.00
Lodging adjustment above allowable rate:	<u>\$0.00</u>
Max Eligible to be reimbursed:	\$184.15

Staying two (2) nights:	
Lodging (BOE Paid):	
\$/night (includes tourism & Assessment fees):	\$94.00
Occupancy Fee	\$20.00
GSA allowable rate \$/night:	\$97.00
Reimbursable Expenses:	
Travel 224 miles (\$0.31/mile)	\$78.40
Tolls	<u>\$6.75</u>
Sub-Total Travel	\$85.15
Meals & Incidental Expenses:	\$165.00
Lodging adjustment above allowable rate:	<u>\$0.00</u>
Max Eligible to be reimbursed:	\$250.15

Staying three (3) nights:	
Lodging (BOE Paid):	
\$/night (includes tourism & Assessment fees):	\$94.00
Occupancy Fee	\$20.00
GSA allowable rate \$/night:	\$97.00
Reimbursable Expenses:	
Travel 224 miles (\$0.31/mile)	\$78.40
Tolls	<u>\$6.75</u>
Sub-Total Travel	\$85.15
Meals & Incidental Expenses:	\$231.00
Lodging adjustment above allowable rate:	<u>\$0.00</u>
Max Eligible to be reimbursed:	\$316.15

M & IE Total	\$66.00
Continental Breakfast/Breakfast	\$16.00

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Lunch	\$17.00
Dinner	\$28.00
Incidentals	\$5.00
First & Last Day of Travel	\$49.50

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 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

A. Michael Services Agreement 2019-2020

RESOLUTION #12: Introduced by Beiner who moved its adoption, seconded by Drogon, Be It Resolved, That the Kenilworth Board of Education approves the Professional Learning Services Agreement between the Kenilworth Board of Education and Dr. Ali Michael for the 2019-2020 school year. Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

PERSONNEL & MANAGEMENT

Sirni – Resignation

RESOLUTION #13: Introduced by Haberthur who moved its adoption, seconded by Panichi, Be It Resolved, That the Kenilworth Board of Education accepts the resignation of Sabrina Sirni, a part-time physical education teacher at Harding Elementary School, effective October 25, 2019. Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

Ponik- Maternity Leave Replacement

RESOLUTION #14: Introduced by Haberthur who moved its adoption, seconded by Panichi, Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ Suzete Costa-Ponik as a 4th Grade maternity leave replacement Teacher for Gina Folgar effective 10/1/19 to 3/26/20 (approximate) at a rate of \$150 per day with no benefits. In accordance with NJSA 18A:16-1.1, time accrued as a replacement teacher does not count towards tenure, pending completion of employment process. Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

Foscolo-Payment of Unused Vacation Days

RESOLUTION #15: Introduced by Haberthur who moved its adoption, seconded by Panichi, Be It Resolved, That the Kenilworth Board of Education reimburses John Foscolo, Assistant Principal, whose last day was August 30, 2019, for his unused accumulated vacation days in accordance with the PSA Agreement as follows:

Annual Salary	Day's Pay*	Accumulated Days	Reimbursed Amount
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\$ 98,455 \$378.67 34 \$ 12,874.78

*calculated at 1/260th of annual salary

Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

ESEA Title I Grant – FY 2020

RESOLUTION #16: Introduced by Haberthur who moved its adoption, seconded by Panichi, Be It Resolved, That the Kenilworth Board of Education assigns the following teaching staff member to work under the FY '19 ESEA: Title I Grant as follows:

	Total Salary	Grant Funded	% Grant	Position
Jennifer Dieckmann	\$96,668	\$ 34,000	35.17%	ELA Intervention

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

Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

Modification-Lead Teacher Stipend

RESOLUTION #17: Introduced by Haberthur who moved its adoption, seconded by Panichi, Be It Resolved, That the Kenilworth Board of Education approves Tiffany D'Arpa as Lead Teacher during the maternity leave absence of Gina Folgar, effective 10/1/19 – 3/31/20:

School	Grade/Program	FY '20 Stipend	Staff Member
Harding	4 and 5	\$ 1,136	Tiffany D'Arpa
Harding	4 and 5	\$ 758	Gina Folgar
Total		\$ 1,894	

Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

Modification of Aide Hours

RESOLUTION #18: Introduced by Haberthur who moved its adoption, seconded by Panichi, Be It Resolved, That the Kenilworth Board of Education modify the employment hours for paraprofessional aides and lunch/cafeteria aides for the 2019-2020 school year as per the following schedule:

Paraprofessional Aide - Sandra Manee: From 3 hours per day to 5 hours per day

Hourly Rates

Lunch/Cafeteria Aides: \$16.09

Paraprofessional Aides: \$25.55

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Be It Further Resolved, That the maximum hours Sandra Manee can work aftercare be limited to 5 hours per week. Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

CST Meetings

RESOLUTION #19: Introduced by Haberthur who moved its adoption, seconded by Panichi, Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent for the following personnel for their required attendance at CST meetings as indicated at a contracted rate below:

CST MEMBER	# OF EVALUATIONS	# OF CASE MANAGEMENT	# CST MEETINGS	TOTAL
Carol Carrara	0	1	1	\$286.00
Regina O'Connor	1	0	2	\$425.00
Michael Maraviglia	2	0	5	\$1065.00

Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

Substitute Staff

RESOLUTION #20: Introduced by Haberthur who moved its adoption, seconded by Panichi, Be It Resolved, That the Kenilworth Board of Education approves the hiring pursuant to the provisions of N.J.S.A. 18A:6.7.1 et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18a:6-4.13 et seq., as applicable to the employment of the following substitute teacher(s), home instructor(s), secretaries, and/or aide(s) for the 2019-2020 school year:

Substitute		Per Diem Rates		Hourly Rates		
Last Name	First Name	Nurse	Teacher	Classroom Aide	Cafeteria Aide	Secretary
Gonzalez	Nelsa		\$ 125.00			
Melendez	Lillian		\$ 125.00			

Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

CURRICULUM & INSTRUCTION

Curriculum Adoption

RESOLUTION #21: Introduced by Zimmerman who moved its adoption, seconded by Jankiewicz, Be It Resolved, That the Kenilworth Board of Education adopt the following curriculum which has been updated to be aligned with the NJSL Standards.

Curriculum	Prior BOE Adoption	Revised
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Psychology	5/11/2015	9/9/2019
AP Psychology	5/11/2015	9/9/2019
Sociology	5/11/2015	9/9/2019

Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

HIB July 2019

RESOLUTION #22: Introduced by Zimmerman 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, 2019 to July 31, 2019 HIB Incident Report.

This report was disseminated to the Board of Education in August 2019 and reviewed by the Superintendent at the August 12, 2019 Regular Board of Education Meeting.

The Board reserves the right to discuss this matter in executive session should any Board Member need additional information before voting on the HIB report. Motion carried 7-0-0. Voting yes was: Beiner, Braun, Drogon, Haberthur, Jankiewicz, Panichi and Zimmerman.

Resolution - Closed Executive Session.

RESOLUTION: Introduced by Zimmerman, who moved its adoption, seconded by Braun, Be It Resolved by the Board of Education of Kenilworth that the Board of Education **meet in private session**, from which the public shall be excluded, **to discuss the topics of KEA Secretary/Clerk/Aide Unit negotiations and potential litigation**, which private discussion is being held pursuant to Section 7b and 8 of the Open Public Meetings Act. The matters under discussion will be disclosed to the public as soon as final decisions are made and voted upon. Motion carried unanimously. 8:12 p.m.

At 8:30 p.m. Vice President Haberthur reconvened the public session, and informed the public that **the Board took no action in private executive session.**

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

Meeting adjourned 8:31 p.m.

Respectfully submitted,

Vincent A. Gonnella
Secretary to the Board