

March 16, 2020

A **Special Meeting** of the Kenilworth Board of Education was **called to order** at 7:30 p.m. by President Gregg David, in the Board of Education Conference Room in the Brearley School on **March 16, 2020**.

President David 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 on March 4, 2020. 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, Paulette Drogon, Ryan Haberthur, Mark Jankiewicz, Anthony Laudati, Michelle Panichi and Nancy Zimmerman.

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

President David stated the **purpose of this meeting** is for the Board of Education to review the technical requirements of the 2020-2021 budget and adopt a tentative budget for submission to the Executive County Superintendent of Schools for review.

Prior to the presentation and budget review, the Board of Education discussed the district's efforts regarding the COVID-19 health emergency and the impact on the educational program.

Presentation: 2019-20 Budget Technical Review, Kyle Arlington, Superintendent and Vincent A. Gonnella, SBA/BS

PUBLIC PARTICIPATION:

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

None

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

ROLL CALL WAS TAKEN ON THE FOLLOWING RESOLUTION:

Submission of 2020-2021 Budget to the County Office
RESOLUTION #1: Introduced by Laudati who moved its adoption, seconded by Haberthur:

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Forwarding tentative 2020-2021 annual school budget to Executive County Superintendent for technical review:

**Adjustment
Enrollment**

RESOLVED that the Kenilworth Board of Education includes in the proposed budget the adjustment for enrollment in the amount of \$0. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

**Adjustment
Health Benefits**

RESOLVED that the Kenilworth Board of Education includes in the proposed budget the adjustment for increased costs of health benefits in the amount of \$0. The additional funds are included in the base budget and will be used to pay for the additional increase in health benefits.

**Adjustment
PERS Pension**

RESOLVED that the Kenilworth Board of Education includes in the proposed budget the adjustment for deferral of the PERS pension cost and the additional interest incurred in the amount of \$0. The district intends to utilize this adjustment for the purpose of paying the additional interest charges.

**Adjustment
Responsibility Transferred**

RESOLVED that the Kenilworth Board of Education includes in the proposed budget the adjustment for increase (decrease) of costs associated with the transfer of responsibilities in the amount of \$0. The district intends to utilize this adjustment for increase (decrease) of costs.

**Adjustment
Banked Cap**

RESOLVED that the Kenilworth Board of Education is seeking to use banked cap in accordance with N.J.A.C. 6A:23A-10.3(b) in the amount of \$192,885.

Budgeted Fund Balance

RESOLVED that the Kenilworth Board of Education use budgeted fund balance (unassigned) in the amount of \$308,529

Capital Reserve Account Withdrawal

RESOLVED that the Kenilworth Board of Education requests the approval of a Capital Reserve withdrawal in the amount of \$0.

Maintenance Reserve Account Withdrawal

RESOLVED that the Kenilworth Board of Education requests the approval of a Maintenance Reserve withdrawal in the amount of \$90,000, for work including tennis court rehab, Harding School Bathroom renovations, and Brearley outside classroom renovations.

Emergency Reserve Account Withdrawal

RESOLVED that the Kenilworth Board of Education requests the approval of an Emergency

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Reserve withdrawal in the amount of \$0.

Debt Service Reserve Account Withdrawal

RESOLVED that the Kenilworth Board of Education requests the approval of a Debt Service Reserve withdrawal in the amount of \$1.

**Travel and Related Expense Reimbursement
2020-2021**

WHEREAS, the Kenilworth Board of Education recognizes that school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, the maximum travel expenditure amount for the 2018-2019 school year is \$100,000.00, of which, \$27,573.15 has been spent on travel and related expenses and \$1,662.61 is encumbered to date;

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$150,000 for all staff and board members.

**Adoption of Tentative Budget
2020-2021**

BE IT RESOLVED that the tentative budget be approved for the 2020-2021 School Year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the

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following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline.

	General Fund	Special Revenues	Debt Service	Total
2020-2021 Total Expenditures:	\$28,094,237	\$606,000	\$1,211,763	\$ 29,912,000
Less: Anticipated Revenues:	<u>\$ 7,383,910</u>	<u>\$606,000</u>	<u>\$ 399,773</u>	<u>\$ 8,389,683</u>
Taxes to be Raised:	<u>\$20,710,327</u>	<u>\$ -</u>	<u>\$ 811,990</u>	<u>\$ 21,522,317</u>

BE IT FURTHER RESOLVED, that a public hearing be held in the Board of Education Conference Room of David Brearley High School, Kenilworth, New Jersey on April 29, 2020 at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

BE IT FURTHER RESOLVED, That the Kenilworth Board of Education reserves the right to modify and amend the budget up until formal adoption at the annual public hearing on April 29, 2020, and

BE IT FURTHER RESOLVED, That the supporting documentation of this budget also contains an itemization of certain expenditures required under administrative regulations, and

BE IT FURTHER RESOLVED, That the administration is authorized to advertise said tentative budget in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, That the Board of Education authorizes the Superintendent and Business Administrator, after consultation with the Board President, to make any technical adjustments necessary in order to submit the budget to the ECS by the March 20, 2020 deadline. Motion carried 9-0-0. Voting yes was: Beiner, Braun, David, Drogon, Haberthur, Jankiewicz, Laudati, Panichi and Zimmerman.

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

Meeting adjourned 8:16 p.m.

Respectfully submitted,

Vincent A. Gonnella
Secretary to the Board