



Kenilworth Board of Education

Regular Monthly Meeting Agenda
David Brearley Cafeteria

November 9, 2020

I. Meeting Called to Order 7:30 p.m.

- Open Public Meeting Statement

This meeting is being held in accordance with the schedule of meetings adopted at the organizational meeting held January 6, 2020. 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.

This will be an **in person** meeting. Due to a recent announcement by Governor Murphy, participation will be limited to 25 individuals. The Board of Education therefore estimates that 12 members of the public will be able to participate in person.

In an effort to encourage and increase public participation, the meeting will be live streamed, and the public will be able to view live via You Tube Live Stream. The link will be available at 7:30 PM by clicking on the ‘Watch the Meeting Live’ icon on the Kenilworth District homepage.

Public comment will be accepted only during the public comment period in the meeting, in person, via email to publiccomments@kenilworthschools.com or by calling 908-931-9696 ext. 2325.

For the record, please include your name and address in all comment requests.

- Salute to the Flag
- Roll Call

II. Receiving of the Minutes of the Secretary (October 13, 2020)

III. Reading & Acceptance of Monthly Correspondence

IV. Superintendent's Report & Presentations:

- Student Spotlights: Jeremy Davies, DBMS Student of Month: Carter Stein (October) & Samantha DeMatos (September)
- Chapter 44/Chapter 78: Anthony Ciardella, Brown & Brown Benefits Advisors
- HIB Self-Assessment Report: Kyle Arlington
- District/Superintendent Update: Kyle Arlington
- Superintendent’s HIB Report (October 2020)

V. Report of Committees, Review of Resolutions & Board Discussion:

- Review and modify Policy 0152 Board Officers

FINANCE & FACILITIES

Superintendent's Report

RESOLUTION #1: Be It Resolved, That the Kenilworth Board of Education approves the report of the Superintendent for the month of October 2020.

Be It Further Resolved, That on September 29, 2020, guidance for Fire Drills was provided to School Safety Specialists. The guidance complies with the guidelines established by the New Jersey Department of Education Office of School Preparedness & Emergency Planning. The guidelines allow for modifications to be made to the drill process during the Public Health Crisis. This guidance will be reassessed on a month by month basis by the Governor.

Now Therefore Be It Resolved, That the Board of Education accepts the list of emergency drills conducted during the month of October 2020 in accordance with the current guidance from the NJDOE as follows:

School	Date	Drill Type
Brearley	10/20/20	Fire Phase II Audible /Cohort A
Brearley	10/21/20	Fire Phase II Audible /Cohort B
Brearley	10/22/20	Evacuation Drill/Cohort A
Brearley	School Closure	Evacuation Drill/Cohort B
Harding	10/20/20	Fire Phase II Audible
Harding	10/22/20	Evacuation Drill/Non Fire

Phase I = Evacuation Drill

Phase II = Audible Drill

Bill List

RESOLUTION #2: Be It Resolved, That the attached bill list be approved for the month of October 2020 in the amount of \$2,681,232.85.

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 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 September 2020.

Line Item Transfers

RESOLUTION #4: Whereas, pursuant to Board of Education Policy #3160, the Superintendent and Secretary to the Board have made the following line item transfers (October 2020) in the 2020-2021 school budget, Be It Resolved, That their actions be ratified and recorded in the minutes as per attached.

Conferences, Workshops & Travel

RESOLUTION #5: 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:			
Carol Carrara	Tools of the Mind Training	11/17/2020	Virtual
Assunta Abdelaziz	Tools of the Mind Training	11/17/2020	Virtual
Erin Healy	Tools of the Mind Training	11/17/2020	Virtual
Noura Natheer	Tools of the Mind Training	11/17/2020	Virtual
Jamie Rifkowitz	ISTE Live (EdTech Conference)	11/29/20-12/5/20	Virtual
Brittany Reale	Ethics For Social Workers in 2020	11/12/2020	Virtual
Monica Bader	What's New in Google Tools And Google Classroom	11/10/2020	Virtual
Administration:			
Kayla Lott	Rethinking Curriculum	11/11/2020	Virtual
Kayla Lott	Fighting Racial Slurs	10/30/2020	Virtual

Cancellation of Checks

RESOLUTION #6: Whereas, after a careful review of reconciling items in the general fund cash reconciliation between the Treasurer and the school business administrator, it was determined that items totaling \$16,853.19 should be liquidated by excess balances in the payroll and operating accounts after cancellation of old checks in those accounts as follows:

Account	Check #'s	Dates	Amount
Operating	Checks #141025-149302	7-1-13 to 6-30-19	\$ 6,083.98
Payroll	Checks #57674-86273	7-1-13 to 6-30-19	\$ 10,769.21
Payroll Agency	Checks #	7-1-13 to 6-30-19	\$ 0.00
Total			\$ 16,853.19

Now Therefore Be It Resolved, That the Kenilworth Board of Education authorizes the cancellation of these checks and the subsequent transaction be recorded as a miscellaneous revenue.

2020-2021 MOA Education & Law Enforcement

RESOLUTION #7: Be It Resolved, That the Kenilworth Board of Education approves the Memorandum of Agreement (MOA) between the Kenilworth Board of Education and Law Enforcement Officials for the 2020-2021 School Year.

CEP Statement of Assurance

RESOLUTION #8: Be It Resolved, That the Kenilworth Board of Education approves the Comprehensive Equity Plan (CEP) Annual Statement of Assurance (SOA) for the 2020-2021 school year.

MUJC Transportation Contracts

RESOLUTION #9: Be It Resolved, That the Kenilworth Board of Education approves the Morris-Union Jointure Commission Coordinated Transportation Services contracts for the 2020-2021 Regular School year as follows:

Route ID	Destination	Ownership	Route Cost	Aide Per Diem
919	ECLC	MUJC	\$93,655.42	\$285.75
923	UCVTS AM/PM	MUJC	\$79,292.92	\$0.00
945	Newmark	MUJC	\$32,024.81	\$95.25
956	Harding School	MUJC	\$74,444.90	\$152.40
992	Hunterdon Prep	MUJC	\$28,020.61	\$0.00
976	Jardine Academy	MUJC	\$84,843.09	\$175.26

COVID-19 RELATED RESOLUTIONS

Union County CARES Act Grant #2

RESOLUTION #10: Be It Resolved, That the Kenilworth Board of Education authorizes the submission of the CARES Act – Coronavirus Relief Funds School District Grant Sub Award Agreement and accepts the award in the amount of \$70,200 to be used to purchase the items outlined below, and

Be It Further Resolved, that the Kenilworth Board of Education authorizes the School Business Administrator to execute and implement the grant as outlined.

Account	Amount	Description
20-064-100-600-000	\$ 70,200.00	Chromebooks & Distance Learning Equipment
20-064-200-600-000	<u>\$ 0.00</u>	

\$ 70,200.00

COVID-19-Expenses

RESOLUTION #11: Be It Resolved, That the Kenilworth Board of Education record and memorialize the expenses incurred related to the COVID-19 pandemic and the move to Virtual Learning, for the period of October 1, 2020 to October 31, 2020:

PO #	Date	Vendor	Description	Amount
100903	10/27/2020	Bio-Shine	Disinfecting Wipes	\$ 4,873.80

Total COVID-19 Related Orders to date: \$ 440,201.57

PERSONNEL & MANAGEMENT

LaCarrubba – MS Science Teacher

RESOLUTION #12: Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ Lindsay LaCarrubba as a MS Science Teacher at David Brearley Middle-High School on Step 9 MA+30 at an annual salary of \$85,413 prorated effective December 14, 2020 (or sooner) with full benefits in accordance with the terms and conditions outlined in the KEA Agreement for the 2020-2021 school year pending completion of employment process.

Reale- Maternity Leave of Absence Request

RESOLUTION #13: Be It Resolved, That the Kenilworth Board of Education approves the maternity leave of absence request from Brittany Reale, a Child Study Team Member at David Brearley School, pending certification of health care provider, as follows:

02/09/2021	Anticipated date of delivery
01/25/21 – 03/19/21	Use of 39 personal illness days
03/22/21 – 06/18/21	Twelve (12) weeks of unpaid leave to bond with newly born child; concurrently designated as FMLA and NJFMLA leave.
04/02/21 – 4/11/21	Spring Break
06/21/21 – 06/23/21	Unpaid Leave
09/01/2021	Anticipated Return

Grimaldi - Payment of Unused Sick Days

RESOLUTION #14: Be It Resolved, That the Kenilworth Board of Education approves unused sick pay for Candace Grimaldi, retired teacher, in accordance with KEA collective bargaining agreements as follows:

Name	Annual Salary	Day's Pay *	Accumulated Days	Reimbursed Amount *
Candace Grimaldi	\$107,980	\$359.93	465	\$50,000.00

*Calculated at 1/600th of annual salary

*Tier I Employee: Maximum Payout of \$50,000.00

2020-2021 Paraprofessional Aides

RESOLUTION #15: Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ the following classroom special education paraprofessional aides at an hourly rate of \$26.26, pending completion of the employment process for the 2020-2021 school year:

Name	SPED Aide	Hours Per Day	Annual Salary
Harrison, Danielle	3.50	3.50	\$ 16,820
Konig, Jason	3.50	3.50	\$ 16,820

Be It Further Resolved, That the Kenilworth Board of Education approves the modification of the employment hours from 3.5 hours per day to 4 hours per day at a rate of \$26.26 for following aides for the 2020-2021 school year.

Name	Hours Per Day	Annual Salary
Chessa, Toni	4.00	\$ 19,222
Scanio, Shannon	4.00	\$ 19,222
Sues, Terry	4.00	\$ 19,222

2020-2021 Evaluation System and Rubrics

RESOLUTION #16: Be It Resolved, That the Kenilworth Board of Education reaffirms the use of the district observation instruments of certificated positions for the 2020-2021 school year and the evaluation software management system T-Eval for the following:

Athletic Trainer
 Child Study Team Member
 Classroom Teacher
 Director of Academics
 Director of Student Personnel Services
 Principal
 School Counselor
 School Media Specialist
 School Nurse

School Therapist
 Supervisor of Curriculum and Instruction
 Supervisor of Guidance and Assessment
 Supervisor of Health and Physical Education

2020-2021 Athletic Stipend Positions

RESOLUTION #17: Be It Resolved, That the Kenilworth Board of Education approves the following personnel for athletic stipend positions for the 2020-2021 school year as follows:

WINTER SPORTS:

Position	FY '21	
	Stipend	Staff Member
Varsity Boys Basketball Coach	\$ 10,238	Ryan Huber
Varsity Girls Basketball Coach	\$ 10,238	Stephanie Gardner
Varsity Wrestling Coach	\$ 10,238	Allen Phillips
Varsity Indoor Track Coach	\$ 7,461	Joseph Capizzano
Athletic Trainer	\$ 7,461	Ryan Jayne
Competition Cheerleading	\$ 3,151	Kimberly McGowan
Competition Cheerleading	\$ 3,151	Amy Burke

Substitute Staff

RESOLUTION #18: 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 2020-2021 school year:

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

CURRICULUM & INSTRUCTION

HIB School Self-Assessment Report 2019-2020

RESOLUTION #19: Be It Resolved, That the Kenilworth Board of Education approves the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the Harding Elementary and David Brearley Middle-High Schools as submitted to the New Jersey Department of Education for the 2019-2020 school year.

HIB September 2020

RESOLUTION #20: Be It Resolved, That the Kenilworth Board of Education accepts the recommendations of the Superintendent as reflected in his September 1, 2020 to September 30, 2020 HIB Incident Report.

This report was disseminated to the Board of Education in October 2020 and reviewed by the Superintendent at the 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.

POLICY REVIEW

Second Reading – Adopt

RESOLUTION #21: Be It Resolved, That the Kenilworth Board of Education adopts, on second reading, the following bylaws/policies and/or regulations, as needed, based on changes in statute, code or law, (M) indicates State Mandated:

- P 3421.13 Postnatal Accommodations
- P 4421.13 Postnatal Accommodations

Revisions – Adopt

RESOLUTION #22: 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:

- P 2464 Gifted and Talented Students (M)
- P 8420 Emergency and Crisis Solutions (M)

VI. Old Business.

VII. New Business.

VIII. Meeting Opened to the Public for Comment: The Board of Education sets the limit for the public to speak at the board meeting to five (5) minutes per person unless prior permission has been granted by the Board for extended time (pursuant to Kenilworth Board of Education By-Law 0167). Public comment will be accepted via email publiccomments@kenilworthschools.com or by calling 908-931-9696 ext. 2325.

IX. Meeting Closed to the Public for Comment.

X. Roll Call of Resolutions.

XI. Resolution - Closed Executive Session.

RESOLUTION: 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.

XII. Return to Public Session-adopt any resolutions necessary after Executive Session.

XIII. Adjournment.