



# Kenilworth Board of Education

Regular Monthly Meeting Agenda  
David Brearley Cafeteria

October 12, 2021

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, 2021. 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.

- Salute to the Flag
- Roll Call

II. Receiving of the Minutes of the Secretary (September 13, 2021)

III. Reading & Acceptance of Monthly Correspondence

IV. Superintendent's Report & Presentations:

- Student Spotlight: Ronald Bubnowski, Kenilworth Girl Scouts (K-12)
- District/Superintendent Update: Leadership Team; Report of Student Achievement
- Superintendent's HIB Report (September 2021)

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

## 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 September 2021.

Be It Further Resolved, That the Board of Education accepts the list of emergency drills conducted during the month of September 2021 in accordance with the current guidance from the NJDOE as follows:

School	Date	Drill Type
Brearley	9/14/2021	Fire
Brearley	9/15/2021	Bus Evacuation
Brearley	9/20/2021	Shelter in Place
Harding	9/15/2021	Fire
Harding	9/20/2021	Lockdown

**Bill List**

**RESOLUTION #2:** Be It Resolved, That the attached bill list be approved for the month of September 2021 in the amount of \$2,741,051.99.

**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 August 2021.

**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 (September 2021) in the 2021-2022 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:

<b>Attendee Name</b>	<b>Conference/Workshop Title</b>	<b>Date</b>	<b>Location City, State</b>
<b>Teaching Staff:</b>			
Alexis Pawlowski	NJIDA	10/1/21 & 10/2/21	Virtual
Jamie Rifkowitz	FETC	1/25/22-1/28/22	Orlando, Florida
Lisa Psychojos	NJIDA	10/1/21 & 10/2/21	Virtual
Megan Loconte	IMSE Intermediate Training	11/15/21-11/19/21	Virtual
Joseph Mills	IMSE Intermediate Training	11/29/21-12/3/21	Virtual
Brittany Reale	Suicide Prevention in School Setting	10/18/2021	Virtual
Brittany Reale	Shame: The Master Emotion	10/29/2021	Virtual
Jamie Rifkowitz	Applied Digital Skills Launch Edition	10/12/2021	Virtual
Jamie Rifkowitz	Student Choice Boards - Applied Digital Skills	11/16/2021	Virtual

Jamie Rifkowitz	MUJC Tech Subcommittee	9/22/21,10/19/21,1 2/1/21,1/4/22,2/1/2 2,3/1/22 & 5/10/22	New Providence, NJ
Tiqua Knight	IMSE Intermediate Training	10/18/21-10/29/21	Virtual
Alexis Pawlowski	MUJC Developing a Toolbox of Interventions	10/25/2021	Virtual
Alexis Pawlowski	MUJC Using Data to Address the Academic Slide	10/7/2021	Virtual
Alexis Pawlowski	MUJC How to use social emotional and academic data	10/25/2021	Virtual
Brittany Reale	Current Drug Trends	11/3/2021	Virtual
Marie Gallina	2021 National Association of Biology Teachers	11/11/21-11/14/21	Atlanta, GA
Lisa Psychojos	Moving into the Same Direction: Partners in the Science of Reading	10/13/2021	Virtual
Jamie Rifkowitz	Using Applied Digital Skills with Google Classroom	12/14/2021	Virtual
<b>Administration:</b>			
Vincent Gonnella	Porzio Employment Law Forum	10/20/2021	Morristown, NJ
Mary Ellen Duggan	Porzio Employment Law Forum	10/20/2021	Morristown, NJ
Kyle Arlington	Porzio Employment Law Forum	10/20/2021	Morristown, NJ
Lisa Casamento	Porzio Employment Law Forum	10/20/2021	Morristown, NJ
Brian Luciani	MUJC Curriculum Council Meeting	10/4/21,11/17/21,1 2/7/21,1/12/22,3/9/ 22 & 5/9/22	New Providence, NJ

### **CMP and M1 Facilities Approval**

**RESOLUTION #6:** Be It Resolved, That the Kenilworth Board of Education approves the Comprehensive Maintenance Plan for Fiscal Year 2021, (2020-2023), the Annual Maintenance Budget Amount Worksheet Form M-1, and the Detailed Actual Expenditures by Year by Building Worksheet.

### **Standard Operating Procedures Manual**

**RESOLUTION #7:** Be It Resolved, That the Kenilworth Board of Education adopt the revised Business Office Internal Controls/Standard Operating Procedures Manual.

### **Payment to Contractors**

**RESOLUTION #8:** Be It Resolved, That the Kenilworth Board of Education authorizes payment to the Michael J. Malpere Co. Inc. for work performed on the Harding Masonry Restoration after review by the Business Administrator and Certification of the Architect:

Payment App #	Date	Amount
4	9/30/2021	\$ 60,686.00

### **Construction Change Orders**

**RESOLUTION #9:** Be It Resolved, That the Kenilworth Board of Education approves the following change orders associated with the Brearley Modular Classroom Project:

<b>Contractor</b>		<b>Amount</b>	<b>Purpose</b>	<b>Increase or Allowance</b>
Mobilease Modular	CO-01a	\$40,000.00	Additional underground sewer piping	Increase
Mobilease Modular	CO-01b	\$15,000.00	Additional underground sewer piping	Allowance

#### **Two Revolutions, LLC Service Agreement**

**RESOLUTION #10:** Be It Resolved, That the Kenilworth Board of Education approves the service agreement with Two Revolutions, LLC for the 2021-2022 school year to assist with student-centered and competency-based outcomes, at a cost of \$50,000 as outlined in the contract attached.

Be It Further Resolved, That the funding for these services be charged to the ARP ESSER 20-483-200-300-000.

#### **MUJC Transportation Contracts**

**RESOLUTION #11:** Be It Resolved, That the Kenilworth Board of Education approves the Morris-Union Jointure Commission Coordinated Transportation Services contracts for the 2021-2022 School year as follows:

<b>Route ID</b>	<b>Destination</b>	<b>Ownership</b>	<b>Route Cost</b>	<b>Aide Per Diem</b>
919	ECLC	MUJC	\$79,170.30	\$81.61
922	UCVTS/DBHS	MUJC	\$12,793.40	
923 AM/PM/MID	UCVTS/DBHS	MUJC	\$50,488.20	
945	Newmark Grammar	MUJC	\$23,745.91	\$101.04
956	Harding/DBMHS	MUJC	\$54,543.62	\$186.54
945s	Center for Lifelong Learning	MUJC	\$12,040.35	\$178.77

#### **Access Control Systems**

**RESOLUTION #12:** Be It Resolved, That the Kenilworth Board of Education authorizes the purchase of the Avigilon Access Control Services from PMC Associates as per NJ State Contract #83900 at a cost of \$34,650, and

Be It Further Resolved, That the Kenilworth Board of Education authorize the purchase/upgrade to the Access/Wireless Lock System from RMC Associates as per the Hunterdon County Coop#HCEC-CAT-18-06 at a cost of \$49,986.16 and

Be It Further Resolved, That the expenditures be charged to the following accounts:

School Security Grant    12-000-200-600-OSS    \$ 82,165.00

NJSIG Safety Grant	20-061-200-600-000	\$ 2,623.16
Total		\$ 84,788.16

**PERSONNEL & MANAGEMENT**

**Akay – PT Occupational Therapist**

**RESOLUTION #13:** Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ Anastasiya Akay as a part-time Occupational Therapist for the CST on Step 4 MA at an annual salary of \$21,491 (600 minutes/2080 minutes X \$74,502 full salary) pro-rated to start date in accordance with the KEA Agreement, for the 2021-2022 school year, pending completion of employment process with no benefits effective November 1, 2021.

**Woodruff-Stoeckel Resignation**

**RESOLUTION #14:** Be It Resolved, That the Kenilworth Board of Education accepts the resignation of Karen Woodruff-Stoeckel, a substitute Preschool teacher at Harding Elementary School.

**Sanchez Resignation**

**RESOLUTION #15:** Be It Resolved, That the Kenilworth Board of Education accepts the resignation of Jennifer Sanchez, a lunch aide at Harding Elementary School.

**Adao Resignation**

**RESOLUTION #16:** Be It Resolved, That the Kenilworth Board of Education accepts the resignation of Sandra Adao, a lunch aide at Harding Elementary School.

**DeCristoforo Retirement**

**RESOLUTION #17:** Be It Resolved, That the Kenilworth Board of Education accepts the retirement of Kathleen DeCristoforo, a teacher at Harding Elementary School.

**Connolly - Employment of Supervisor of B & G**

**RESOLUTION #18:** Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ Justin Connolly as the Supervisor of Buildings & Grounds for the Kenilworth School District at an annual salary of \$95,000, prorated to November 1, 2021 start date, with full benefits in accordance with the PSA Agreement, for the 2021-2022 school year, pending completion of the employment process.

**Montemurro - Leave Replacement Elementary Ed. Teacher**

**RESOLUTION #19:** Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ James Montemurro as a leave replacement Elementary Education Teacher for Jennifer Lange effective 10/18/21 to 3/11/22 at a rate of \$150 per day with no benefits, pending completion of employment process. In accordance with NJSA 18A:16-1.1, time accrued as a replacement teacher does not count towards tenure.

**Additional Teaching Sections for 2021-2022**

**RESOLUTION #20:** Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to agree to the voluntary acceptance from the following certificated staff members to teach an additional section assigned for the 2021-2022 school year, with compensation of a sum of \$10,000 (prorated based on assignment) additional salary for the 2021-2022 school year:

<b>Teacher Name:</b>	<b>Start Date</b>	<b>End Date</b>	<b>Coverage</b>
Katie Pollock	9/1/2021	10/31/2021	B. Balazse
Liz Marranta	9/1/2021	10/31/2021	B. Balazse

**Before and After-Care Staff**

**RESOLUTION #21:** Be It Resolved, That the Kenilworth Board of Education approves the following teachers/aides for the 2021-2022 Before and After-Care Program, teachers to be paid \$43/hour and aides to be paid \$26.26/hour, pending completion of negotiations. This program is funded by parents and operates at no cost to the Board:

<b>Teachers:</b>	<b>Hours/Week</b>	<b>Approved</b>
Renee Jernigan	As required	10/12/2021
Stacie Bussiere	As required	9/13/2021
Nicole Collemi	As required	9/13/2021
Jennifer Dieckmann	As required	9/13/2021
Lora Kaprowski	As required	9/13/2021
Mallory McElroy	3	9/13/2021
Joseph Mills	As required	9/13/2021
Kristine Parente	As required	9/13/2021
Mary Santoro	As required	9/13/2021
Pina Toto	As required	9/13/2021

<b>Nurses</b>	<b>Hours/Week</b>	<b>Approved</b>
Lisa Dilts	As required	9/13/2021
Amy-Lynn Padlo	As required	9/13/2021

<b>Instructional Aides</b>	<b>Hours/Week</b>	<b>Approved</b>
Hope Mazzeo	3	10/12/2021
Rose DeLuca	3	10/12/2021
Valentina Calello	4	10/12/2021
Hanan Abdelhamid	3	10/12/2021
Rocca Marie Zimmerman	1	10/12/2021
Sherry Ferrante	3	10/12/2021
Denise Cantalupo	As required	9/13/2021
Lorrell Dutkevicz	As required	9/13/2021

Robin Ponticello	As required	9/13/2021
Gail Cantalupo	7.5	9/13/2021
Sandra Manee	5	9/13/2021
Elizabeth Herron-Rodriguez	5	9/13/2021
Maria Capiro	3	9/13/2021

Be It Further Resolved, That all certified full-time teaching staff members be approved to substitute for 2021-2022 Before/After Care Teachers on an as needed basis at an hourly rate of \$43.00 pending completion of negotiations, and

Be It Further Resolved, That all current non-certified staff be approved to substitute for Before/After Care Aides on an as needed basis at an hourly rate of \$26.26 pending completion of negotiations.

**Ventura – Revised Maternity Leave of Absence Request**

**RESOLUTION #22:** Be It Resolved, That the Kenilworth Board of Education approves the revised maternity leave of absence for Michelle Ventura, a teacher at Harding Elementary School, pending certification of health care provider, as follows:

08/01/2021	Delivery date
09/01/21 – 11/01/21	Use of 39 personal illness days
11/01/21 – 01/24/22	Twelve (12) weeks of unpaid leave to bond with newly born child; concurrently designated as FMLA and NJFMLA leave.
01/25/22 – 01/29/22	Four (4) days of unpaid leave
01/31/2022	Anticipated Return Date

**Van Orden – Revised Maternity Leave of Absence Request**

**RESOLUTION #23:** Be It Resolved, That the Kenilworth Board of Education approves the revised maternity leave of absence for Lauren Van Orden, a teacher at David Brearley Middle/High School, pending certification of health care provider, as follows:

08/25/2021	Delivery date
09/01/21 – 01/02/22	Use of 73 personal illness days
01/03/22 – 03/13/22	Eleven (11) weeks of unpaid leave to bond with newly born child; concurrently designated as FMLA and NJFMLA leave.
03/14/2022	Anticipated Return Date

**Professional Development Presenters**

**RESOLUTION #24:** Be It Resolved, That the Kenilworth Board of Education approves the following staff as presenters for professional development and reimbursement for planning time at a rate of \$43.00/hr, pending completion of negotiations for the 2021-2022 school year as follows:

Teacher	Program	#Hours	Total Stipend	Account
Karen Goger	The Merge Cube 10/27, 11/6, 11/22/2021	4	\$172	11-000-223-320-000
Graceann Griffin	The Merge Cube 10/27, 11/6, 11/22/2021	4	\$172	11-000-223-320-000

### Student Teachers

**RESOLUTION #25:** Be It Resolved, That the Kenilworth Board of Education approves the following students 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	University	Cooperating Teacher
Lospinoso, Gianna	Kean University	Angela McGee

### 2021-2022 AM/Lunchroom Aides & Paraprofessional Aides

**RESOLUTION #26:** Be It Resolved, That the Kenilworth Board of Education approves the following new/revised special education para-professional aides assignments at an hourly rate of \$26.26 and new/revised cafeteria aides assignments at an hourly rate of \$16.55 pending completion of negotiations for the 2021-2022 school year as follows, pending completion of the employment process:

Name	Hours Per Day	Annual Salary	Effective Date	End Date
Carreiro, Anabela	3.25	\$9,682	10/18/2021	6/20/2022
Guevara, Joanna	3.50	\$16,820	10/18/2021	6/20/2022
King, Malissa	3.25	\$9,682	10/18/2021	6/20/2022
Miklas, Marleen	4.0	\$19,222	10/18/2021	6/20/2022
Oliva, Jason	3.25	\$9,682	10/18/2021	6/20/2022
Power, Lorraine	3.50	\$16,820	10/18/2021	6/20/2022
*Vellanti, Deborah	2	\$5,958	09/08/2021	6/20/2022

\*Revised Hours

### 2021-2022 Athletic Stipend Positions

**RESOLUTION #27:** Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to approve Benjamin DeVito for the athletic stipend position below for the 2021-2022 school year as follows, pending completion of negotiations with the KEA.

### WINTER SPORTS:

Program/Advisor	FY '22 Stipend (1)	Staff Member	Approved
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Varsity Boys Basketball Coach	\$10,238	Ryan Huber	6/23/2021
Assistant Coach	\$6,982	Jamie Condrack	6/23/2021
MS Boys Basketball Coach	\$4,332	Benjamin DeVito	10/12/2021
Varsity Girls Basketball Coach	\$10,238	Stephanie Gardner	6/23/2021
JV Girls Basketball Coach	\$6,982	Allison Rayano	6/23/2021
MS Girls Basketball Coach	\$4,332	Timothy Ryan	6/23/2021
Varsity Wrestling Coach	\$10,238	Allen Phillips	6/23/2021
Assistant Wrestling Coach	\$6,982	Anthony Madonia	6/23/2021
Varsity Indoor Track Coach	\$7,461	Matthew Pitarresi	6/23/2021
Assistant Indoor Track Coach	\$4,786	Dennis Lonergan	8/30/2021
Assistant Indoor Track Coach	\$4,786	Vincent McGowan	6/23/2021
Winter Cheerleading Coach	\$4,020	K. McGowan/A.Burke - Split	6/23/2021

(1) FY '21 Rate used pending completion of Negotiations

### Home Instruction

**RESOLUTION #28:** Be It Resolved, That the Kenilworth Board of Education approves the following instructors to provide home instruction services for the attached students at a rate of \$43.00/hour.

### Substitute Staff

**RESOLUTION #29:** 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 2021-2022 school year:

Substitute		Per Diem Rates		Hourly Rates		
Last Name	First Name	Nurse	Teacher	Classroom Aide	Cafeteria Aide	Secretary
Chiommino	Roseann		\$ 125.00			
Lawrence	Caleigh		\$ 125.00			

## CURRICULUM & INSTRUCTION

### Curriculum Adoption

**RESOLUTION #30:** Be It Resolved, That the Kenilworth Board of Education adopts the following curriculum which has been updated to be aligned with the NJ Student Learning Standards.

Curriculum	Prior BOE Adoption	Revised
Creative Design Cycle	New	New
Gifted & Talented	8/13/2012	10/12/2021

**Integrated Translation Services Agreement**

**RESOLUTION #31:** Be It Resolved, That the Kenilworth Board of Education approves the service agreement with Integrated Translation Services, LLC to provide foreign language translation and interpretation services for documents, communication and parent meetings as needed for the 2021-2022 school year.

**HIB August 2020**

**RESOLUTION #32:** Be It Resolved, That the Kenilworth Board of Education accepts the recommendations of the Superintendent as reflected in his August 1, 2021 to August 31, 2021 HIB Incident Report.

This report was disseminated to the Board of Education in September 2021 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**

**First Reading**

**RESOLUTION #33:** 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:

- P 2425      Emergency Virtual or Remote Instruction Program (M)
- P 6115.01    Federal Awards/Funds Internal Controls - Allowability of Costs (M)
- P 6115.02    Federal Awards/Funds Internal Controls - Mandatory Disclosures (M)
- P 6115.03    Federal Awards/Funds Internal Controls - Conflict of Interest (M)

**Revisions – Adopt**

**RESOLUTION #34:** 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 2467      Surrogate Parents and Resource Family Parents (M)
- P 5116      Education of Homeless Children
- P 7432      Eye Protection (M)
- R 7432      Eye Protection (M)

**Abolish**

**RESOLUTION #35:** Be It Resolved, That the Kenilworth Board of Education abolishes the following bylaws/policies and/or regulations, as needed, based on changes in statute, code or law, (M) indicates State Mandated:

- P 1648 Restart and Recovery Plan (M)
- P 1648.02 Remote Learning Options for Families (M)
- P 1648.03 Restart and Recovery Plan – Full-time Remote Instruction (M)
- P 5114 Children Displaced by Domestic Violence
- P 8810 Religious Holidays

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).

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 a Negotiations (KEA) and Review of Grievance**, 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.