



# Kenilworth Board of Education

Regular Monthly Meeting Agenda  
David Brearley Cafeteria

December 13, 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 (November 8, 2021)

III. Reading & Acceptance of Monthly Correspondence

IV. Superintendent's Report & Presentations:

- a. Start Strong Assessment Results
- b. Superintendent's HIB Report (November 2021)

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

- 2022 Board of Education Meeting Schedule
- By-Law #0155 Board Committees Structure 2022

## 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 November 2021.

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

School	Date	Drill Type
Brearley	11/01/21	Lockdown
Brearley	11/08/21	Shelter in Place
Brearley	11/18/21	Fire Evacuation

Harding	11/18/21	Fire Evacuation
Harding	11/29/21	Lockdown (Active Shooter)
District	11/23/21	Emergency Notification Announcement

**Bill List**

**RESOLUTION #2:** Be It Resolved, That the attached bill list be approved for the month of November 2021 in the amount of \$2,950,114.09.

**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 October 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 (November 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:

Attendee Name	Conference/Workshop Title	Date	Location City, State
<b>Teaching Staff:</b>			
Donna Kirkpatrick	ADHD in Your Classroom	1/24/2022	New Providence, NJ
Lora Kaprowski	ADHD in Your Classroom	1/24/2022	New Providence, NJ
Dawn Horling	ADHD in Your Classroom	1/24/2022	New Providence, NJ
William Hopper	State Seal of Biliteracy Information and Updates	12/1/2021	Virtual
Jamie Lugo	HESSA School Counseling Training	11/17/21	South Orange, NJ
Karly Bohri	HESSA School Counseling Training	12/3/2021	South Orange, NJ
Jamie Condrack	Exploring the Climate Change Website	12/2/2021	Virtual

Assunta Abdelaziz	Exploring Behavioral RTI	2/15/2022	New Providence, NJ
Elizabeth Hopkins	Rutgers Complex Trauma in Children	12/1/21-12/2/21	Virtual
Jackie Duda	Orton Gillingham Intermediate	1/5/22-1/7/22	Virtual
Elizabeth Hopkins	Sound Mind & Body	12/13/2021	New Providence, NJ
Justin Connolly	Gang Awareness for Educators	1/14/2022	Scotch Plains, NJ
Nicole Warchol	Murphy Writing Poetry & Prose Getaway	1/14/22-1/17/22	Galloway, NJ
<b>Administration:</b>			
Dana Cansian	State Seal of Biliteracy Information and Updates	11/20/2020	Virtual
Brian Luciani	NJASA TECHSPO 22	1/26/22-1/28/22	Atlantic City, NJ
Lauren Bound	NJASA TECHSPO 22	1/26/22-1/28/22	Atlantic City, NJ
Dana Cansian	Inquiry Across Curriculum	3/16/2022	Virtual
Dana Cansian	Adapting the Units of Study in Reading	5/16/22-5/18/22	Virtual
Carol Carrara	Gang Awareness for Educators	1/14/2022	Scotch Plains, NJ

**January 2022 Regular Meeting Date**

**RESOLUTION #6:** Whereas January 5, 2022 had previously been designated as the Board of Education’s Organization Meeting, and

Whereas at that Organization Meeting, the Board will adopt the schedule of meetings for the new organizational year, and

Whereas the Board of Education would like to provide sufficient notice to the public with regard to their regular monthly meetings, now

Therefore Be It Resolved, that the Kenilworth Board of Education approves January 10, 2022 at 7:30 p.m. as its first Regular Meeting of the organizational year and authorizes the Board Secretary to advertise said meeting.

**Revised School District Calendar 2021-2022**

**RESOLUTION #7:** Whereas, inclement weather on September 2, 2021 resulted in the cancellation of a contractual work day for all staff members and the loss of a professional development opportunity, and

Whereas, Friday, February 18, 2022 is designated as a school day for both students and staff in the school calendar approved on March 8, 2021, and

Whereas, the Superintendent has designated Friday, February 18, 2022 as the make-up day to offset the lost professional day for staff, and

Whereas, this modification to the calendar will decrease the allocated emergency/inclement weather days originally included in the school calendar from three (3) days to two (2) days,

Now, Therefore Be It Resolved, that the Board of Education designate February 18, 2022 as a staff professional development day and a non-academic day for students, and

Be It Further Resolved, That the Kenilworth Board of Education approves the revision to the 2021-2022 school calendar to accommodate these modifications.

**NJQSAC Approval and Submission**

**RESOLUTION #8:** Whereas The New Jersey Quality Single Accountability Continuum (NJQSAC) is the Department of Education's monitoring and district self-evaluation system for public school districts, and

Whereas the system shifts the monitoring and evaluation focus from compliance to assistance, capacity-building and improvement, being a single comprehensive accountability system that consolidates and incorporates the monitoring requirements of applicable state laws and programs and complements federally required improvements, and

Whereas, the system focuses on monitoring and evaluating school districts in five key components that, based on research, have been identified to be key factors in effective school districts: Instruction & Program, Fiscal, Governance, Operations, and Personnel.

Now Therefore Be It Resolved, That the Kenilworth School District has completed its self-assessment and determined the following scores in each of the DPR (District Performance Review) component areas as follows,

DPR Area	District Score
Instruction and Program	81.3%
Fiscal Management	100%
Governance	100%
Operations	100%
Personnel	100%

Be It Further Resolved, That the Kenilworth Board of Education authorizes the administration to submit the NJQSAC scores in the NJDOE Homeroom for Department of Education review.

**Cancellation of Checks**

**RESOLUTION #9:** 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 \$3,565.04 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	Check Range #149628 - 150809	7-1-19 to 6-30-20	\$1,763.00
Payroll	Check Range #86629 - 87396	7-1-19 to 6-30-20	<u>\$1,802.04</u>
Total		7-1-19 to 6-30-20	\$3,565.04

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 10-1990-000.

#### **NJTSS Services**

**RESOLUTION #10:** Be It Resolved, That the Kenilworth Board of Education approves a contract with F. Jones Consulting for NJTSS Intervention Services for the period of January 1 to June 30, 2022 at a cost not to exceed \$36,450 with the cost to be charged to the following ESSER II Accounts:

ESSER II Accounts	Total
20-483-200-300-000	\$ 26,513
20-484-200-300-000	\$9,937

#### **Secretary/Clerk/Aide Memorandum of Agreement**

**RESOLUTION #11:** Be It Resolved, that the Kenilworth Board of Education, upon the recommendation of the Negotiations Committee, approves the Memorandum of Agreement and Salary Guides with the Kenilworth Education Association and authorizes the Board President and Board Secretary to execute the Collective Bargaining Agreement between the Kenilworth Board of Education and the Kenilworth Education Association, Secretaries', Clerks' & Aides' Unit for the period of July 1, 2021 to June 30, 2024.

#### **Custodial Memorandum of Agreement**

**RESOLUTION #12:** Be It Resolved, that the Kenilworth Board of Education, upon the recommendation of the Negotiations Committee, approves the Memorandum of Agreement and Salary Guides with the Kenilworth Education Association and authorizes the Board President and Board Secretary to execute the Collective Bargaining Agreement between the Kenilworth Board of Education and the Kenilworth Education Association, Custodial Unit for the period of July 1, 2021 to June 30, 2024.

#### **Teacher's Memorandum of Agreement**

**RESOLUTION #13:** Be It Resolved, that the Kenilworth Board of Education, upon the recommendation of the Negotiations Committee, approves the Memorandum of Agreement and Salary Guides with the Kenilworth Education Association and authorizes the Board President and Board Secretary to execute the Collective Bargaining Agreement between the Kenilworth Board of Education and the Kenilworth Education Association, Teachers' Unit for the period of July 1, 2021 to June 30, 2024.

**NP Security Aid Grant**

**RESOLUTION #14:** : Whereas, the Kenilworth Board of Education has received \$29,750.00 to implement the NJ Nonpublic Security Aid Program in St. Theresa School, and

Whereas, the Kenilworth School District, along with the Kenilworth Police Department, consulted with St. Theresa School regarding their security needs on November 18, 2021,

Whereas, the recommendation of that meeting was to purchase security items and systems\*, to the extent funding is available,

Now Therefore Be It Resolved, that the Kenilworth Board of Education handle the purchasing and processing of the 2021-2022 nonpublic school security aid program.

\*Itemization of these items and systems could impair protecting the safety and property of the public, therefore they will not be disclosed to the public.

**FY '22 IDEA Basic Grant Amendment**

**RESOLUTION #15:** Be It Resolved, That the Kenilworth Board of Education approves the amended Fiscal Year 2022 IDEA Basic Grant application to take into consideration carryover funds from FY '21 as follows:

<b>IDEA: Grant</b>	<b>Original Allocation</b>	<b>Prior Year Carryover</b>	<b>Amended Grant</b>
IDEA Basic-Local	\$ 320,267	\$ 5,476	\$ 325,743
IDEA Basic-Nonpublic	\$ 6,130	\$ 7,144	\$ 13,274
Total Grant:	\$ 326,397	\$ 12,620	\$ 339,017

**Payment to Contractors**

**RESOLUTION #16:** Be It Resolved, That the Kenilworth Board of Education authorizes payment to the Mobilease Modular Space for work performed on the Brearley Modular Classroom after review by the Business Administrator and Certification of the Architect:

<b>Payment App #</b>	<b>Date</b>	<b>Amount</b>
1	11/30/2021	\$135,326.00

## PERSONNEL & MANAGEMENT

### Smith Resignation/Retirement

**RESOLUTION #17:** Be It Resolved, That the Kenilworth Board of Education accepts the retirement of Helynne Smith, a math teacher at David Brearley High School, effective January 5, 2022.

### Konig Resignation/Retirement

**RESOLUTION #18:** Be It Resolved, That the Kenilworth Board of Education accepts the resignation of Jason Konig, a classroom aide at David Brearley High School, effective December 3, 2021.

### Bunero - Supervisor of Special Services & Projects

**RESOLUTION #19:** Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ Kelly Bunero as the Supervisor of Special Services and Projects for the Kenilworth School District at an annual salary of \$100,000, prorated to a February 16, 2022 start date, with full benefits in accordance with the PSA Agreement, for the 2021-2022 school year, pending completion of the employment process.

### Springsteen – MS Science Teacher

**RESOLUTION #20:** Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to employ James Springsteen as a Middle School Science Teacher at David Brearley Middle-High School on Step 7 BA at an annual salary of \$67,747, prorated for the start date of February 16, 2022 pending completion of negotiations with full benefits in accordance with the terms and conditions outlined in the KEA Agreement for the 2021-2022 school year pending completion of employment process.

### Hopkins – Maternity Leave of Absence Request

**RESOLUTION #21:** Be It Resolved, That the Kenilworth Board of Education approves the maternity leave of absence for Elizabeth Hopkins, a social worker at David Brearley Middle High School, pending certification of health care provider, as follows:

01/23/2022	Delivery date
01/10/22 – 03/06/22	Use of 30 personal illness days
03/07/22 – 03/25/22	Twelve (12) days of unpaid leave
03/28/22 – 06/20/22	Twelve (12) weeks of unpaid leave to bond with newly born child; concurrently designated as FMLA and NJFMLA leave.
09/01/2022	Anticipated return

### Additional Teaching Sections for 2021-2022

**RESOLUTION #22:** 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>
Mike Adamcik	12/13/21	2/15/22	James Springsteen
Lindsay LaCarrubba	12/13/21	2/15/22	James Springsteen
Kelsey Logan	12/13/21	2/15/22	James Springsteen
Catherine Allan	12/13/21	2/15/22	James Springsteen

Be It Further Resolved, That Caitlin Martin cover the 5<sup>th</sup> teaching period for James Springsteen by adjustment to the schedule which requires no additional compensation.

### 2021-2022 Co-Curricular Stipend Positions

**RESOLUTION #23:** Be It Resolved, That the Kenilworth Board of Education approves the recommendation of the Superintendent to approve the following personnel for co-curricular stipend positions for the 2021-2022 school year as follows, pending completion of negotiations with the KEA.

#### Harding School:

<b>Program/Advisor</b>	<b>FY '22 Stipend (1)</b>	<b>Staff Member</b>	<b>Approval Date</b>
Student Government	\$ 2,209	Gina Folgar	6/23/2021
Yearbook	\$ 2,269	Jennifer Dieckmann/Dawn Horling (Split)	8/9/2021
Band Director	\$ 3,517	John Ondrey	12/13/2021
Computer Lab Coordinator	\$ 2,088	Amie Griffiths/Leslie Bedford (Split)	6/23/2021
Chorus Director	\$ 3,017	Gabrianna Boomer	8/9/2021
Family Math	\$ 854	Michael Klimchak	6/23/2021
Family Math	\$ 854	Renee Jernigan	6/23/2021
Family Science	\$ 854	Tiffany D'Arpa	6/23/2021
Family Science	\$ 854	Karen Goger	6/23/2021
Family Tools and Technology	\$ 854	Graceann Griffin	6/23/2021
Family Tools and Technology	\$ 854	Karen Goger	6/23/2021
Elementary School Play	\$ 1,346	Gabrianna Boomer	8/9/2021
Elementary School Play	\$ 1,346	Joseph Mills	6/23/2021
Elementary School Play	\$ 1,346	Janet Spony	6/23/2021



**2021-2022 Athletic Positions**

**RESOLUTION #24:** Be It Resolved, That the Kenilworth Board of Education approves the following athletic stipend replacement & volunteer position for the 2021-2022 school year as follows:

**WINTER SPORTS:**

Program/Advisor	FY '22			Replacing	Approved
	Stipend (1)	Staff Member	Approved		
Assistant Wrestling Coach	\$6,982	Jacob Ulasevich	12/13/2021	Anthony Madonia	6/23/2021

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

Volunteer Position	Staff Member
Boys Basketball Volunteer	Evan Collier

**Home Instruction**

**RESOLUTION #25:** Be It Resolved, That the Kenilworth Board of Education approves the following instructors to provide home instruction services for the students below at a rate of \$43.00/hour.

IN DISTRICT STAFF				
Student #	Instructor	Commencing	Ending	# of Hours/Wk
20321785	Magliocco	10/13/2021	10/21/2021	3.00
20311446	Mills	10/18/2021	10/25/2021	3.00
20291349	Decavalles	10/15/2021	11/3/2021	3.00
20302200	Gerenstein/McSherry	10/18/2021	10/26/2021	3.00
20282201	Horling/Kaprowski/Kirkpatrick	10/18/2021	10/26/2021	3.00
20321963	DeCristoforo	10/18/2021	10/26/2021	3.00
20280851	Horling/Kaprowski/Kirkpatrick	10/25/2021	11/3/2021	3.00
20282157	Horling/Kaprowski/Kirkpatrick	10/25/2021	11/1/2021	3.00
20280888	Horling/Kaprowski/Kirkpatrick	10/20/2021	11/8/2021	3.00
20301025	Smith/Matos	10/20/2021	11/8/2021	3.00
20282201	Kirkpatrick/Kaprowski/Horling	10/20/2021	10/28/2021	3.00
20301329	Gerenstein/McSherry	11/1/2021	11/11/2021	3.00
20291420	Jernigan	11/8/2021	11/12/2021	3.00
20292312	Jernigan/D'Arpa	11/8/2021	11/12/2021	3.00
20291096	Klimchak	11/8/2021	11/12/2021	3.00
20280920	Kaprowski	11/1/2021	11/8/2021	3.00

20280686	Kaprowski/Horling	11/8/2021	11/12/2021	3.00
20311565	D'Alessandro	11/8/2021	11/15/2021	3.00
20311300	D'Alessandro	11/8/2021	11/15/2021	3.00
20270380	Marks	11/9/2021	11/15/2021	3.00
20311134	Smith/Matos	11/10/2021	11/15/2021	3.00
20332178	Higgins	11/8/2021	11/12/2021	3.00
20332063	Higgins	11/8/2021	11/12/2021	3.00
20342280	Parente	11/8/2021	11/15/2021	3.00

### Substitute Staff

**RESOLUTION #26:** 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
Camarinha	Ana		\$ 125.00			
Lospinoso	Gianna		\$ 125.00			
Zavodnick	Jessica		\$ 125.00			

## CURRICULUM & INSTRUCTION

### Curriculum Adoption

**RESOLUTION #27:** 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
Spanish Grade 5	1/14/2013	12/13/2021
Italian 8	5/13/2019	12/13/2021
Spanish I	1/14/2013	12/13/2021
Science Grade 1	7/11/2016	12/13/2021
Spanish Grade 7	4/8/2019	12/13/2021

**Addendum Evaluation System and Rubrics**

**RESOLUTION #28:** Be It Resolved, That the Kenilworth Board of Education approves the addendum to Resolution #33 Evaluation System and Rubrics from August 9, 2021, to include the evaluation instrument used for positions for the 2021-2022 school year as follows:

Classroom Teacher – The Kenilworth Teacher Evaluation Instrument  
Principal – The Marshall Principal Evaluation Rubrics

**HIB October 2021**

**RESOLUTION #29:** Be It Resolved, That the Kenilworth Board of Education accepts the recommendations of the Superintendent as reflected in his October 1, 2021 to October 31, 2021 HIB Incident Report.

This report was disseminated to the Board of Education in November 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 #30:** 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 1648.13 School Employee Vaccination Requirements (M)
- P 1648.14 Safety Plan for Healthcare Settings in School Buildings - COVID-19 (M)

**Revisions – Adopt**

**RESOLUTION #31:** 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 0131 Bylaws, Policies, and Regulations
- P 2421 Career and Technical Education
- P 3134 Assignment of Extra Duties

**Job Description**

**RESOLUTION #32:** Be It Resolved, That the Kenilworth Board of Education, in accordance with Policy and Regulation 1400 and Policy 3111, and the recommendation of the Superintendent, approves the following new job description:

Supervisor of Special Services and Projects

## OTHER RESOLUTIONS

**RESOLUTION #33:** Whereas, The Kenilworth Board of Education (KBOE) and the Kenilworth Education Association (KEA) have entered into a settlement agreement with regards to KEA Grievance #21-2,

Now Therefore Be It Resolved, That the KBOE authorize the Board President and Board Secretary to execute the settlement agreement and initiate the terms of the agreement.

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 litigation, attorney client privilege and a student personnel matter**, 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.