

**REGULAR MEETING
BOARD OF EDUCATION, SCHOOL DISTRICT OF THE CHATHAMS
MONDAY, MARCH 20, 2017**

MINUTES

OPEN FINANCE MEETING

An open finance meeting of the Board of Education was held this day in the Chatham Township Municipal Building located at 58 Meyersville Road, Chatham, NJ.

The meeting opened at 7:02 PM.

Present: Dr. Michael LaSusa, Superintendent of Schools, Ms. Tatiana Gilbert, Assistant to the Business Administrator/Assistant Board Secretary, Ms. Karen Chase, Assistant Superintendent of Curriculum & Instruction, Board Members including Sal Arnuk, Ann Ciccarelli, Michelle Clark, Michael Valenti, and Jill Weber and seven (7) members of the public.

Dr. LaSusa presented the financial report and preliminary 2017/2018 budget with changes made from the previous open finance meeting held on March 6, 2017.

Dr. LaSusa responded to all questions from the Board.

The Board was content with the changes made in the budget to get the tax increase to 2.87%.

The Open Finance Meeting closed at 7:29 PM.

REGULAR BUSINESS MEETING

A regular business meeting of the Board of Education was held this day in the Chatham Township Municipal Building located at 58 Meyersville Road, Chatham, NJ.

I. CALL TO ORDER: The meeting was called to order at 7:33 PM by the Board President, Jill Weber.

II. OPEN PUBLIC MEETING STATEMENT: Ms. Weber read the following statement:

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that the New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice and to attend the meetings of the Public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act the School District of the Chathams Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Board Administrative Office, sent to the Clerks of Chatham Borough and Chatham Township, the Library of the Chathams, the Chatham Courier, the Daily Record, and the Star Ledger.

III. ROLL CALL

Present: Sal Arnuk, Ann Ciccarelli, Michelle Clark, Richard Connors (arrived at 7:42 PM), Lata Kenney, Michael Valenti, and Jill Critchley Weber

Absent: Kim Cronin and Matthew Gilfillan were absent.

Also Present: Dr. Michael LaSusa, Superintendent, Ms. Tatiana Gilbert, Assistant to the Business Administrator/Assistant Board Secretary, Ms. Karen Chase, Assistant Superintendent of Curriculum & Instruction, Ms. Beth Grant, Human Resources Manager, and approximately sixteen (16) members of the public and press.

IV. PLEDGE OF ALLEGIANCE: Ms. Weber led the assembly in the Pledge of Allegiance.

V. BOARD PRESIDENT’S COMMENTS - Ms. Weber had no comments at this time.

VI. ADMINISTRATIVE REPORTS

A. SUPERINTENDENT’S REPORT

- Dr. LaSusa commended the Robotics Team for their success at the competition in Scranton, Pennsylvania this past weekend.
- Dr. LaSusa reminded everyone of the Chatham High School “Addams Family” musical that will take place March 23 – 25.
- Dr. LaSusa reported that administration is monitoring enrollment, especially in the elementary schools.

B. BUSINESS ADMINISTRATOR’S REPORT

- There was discussion regarding recent security costs as a result of the curriculum concerns at CMS, which amounted to approximately \$6,800.00.

VII. COMMITTEE REPORTS

- A. Personnel** – Ms. Ciccarelli reported that the committee met on March 8, 2017 and discussed RICE requirements and staffing. The next meeting is scheduled for April 3, 2017.
- B. Curriculum** – Ms. Clark reported that the committee met on March 8, 2017 and discussed ACE restructuring. The committee received an update on the first full year of a teacher evaluation system, which resulted in positive feedback.
- C. Finance/Facilities** – Ms. Weber reported that the committee met briefly this evening prior to the Open Finance meeting. They reviewed the estimated costs of the new special services building, the projects that close for bids on March 29 (Cougar Field is being rebid). They also discussed the sailing and paddle clubs and determined that the district cannot fund the clubs entirely at this time; however, if some funds become available the clubs may be partially if not fully funded by the district.
- D. Policy and Planning** – Mr. Connors reported that the committee has not met.

Liaisons

Chatham Borough – Mr. Connors had nothing to report.

Chatham Township – Ms. Clark had nothing to report.

Athletic Boosters – Mr. Connors reported that the committee met, but unfortunately, he was unable to attend the meeting.

Chatham Performing Arts Boosters – Mr. Arnuk gave the following update:

- **Chatham Voices** had the great pleasure of performing at the CHS Fashion show on Friday March 10th, invited to honor show director Jennifer Cosgrove, who is retiring from the show after 14 years.
- Congratulations to CMS cellist **Stephen Andrews**, who has been accepted in to the All-State Junior Orchestra. Stephen will perform at Summit High School with fellow accomplished middle school string players on May 13th.
- Da-da-da-dah, Snap! Snap! (sung to the melody of the Addams Family theme song) In the kooky, upside-down world of the Addams Family, to be sad is to be happy, to feel pain is to feel joy, and death and suffering are the stuff of their dreams. Nonetheless, this quirky family still has to deal with many of the same challenges faced by any other family, and the spookiest nightmare faced by every family creates the focus - the Addams' kids are growing up! Gomez and Morticia's daughter, Wednesday, is now an eighteen year-old who has fallen in love with a boy from a normal family. In one hilarious night when the families meet, secrets are disclosed, relationships are tested, and the Addams family must face up to the one horrible thing they've managed to avoid for generations: change. Please mark your calendars to join Gomez, Morticia, Wednesday, Pugsley, Lurch, Fester, Grandma, Cousin Itt, Thing, and their many ancestors for the the final production on the existing CHS stage, *The Addams Family*. Shows are Thursday, March 23rd at 6pm, and Friday/Saturday March 24th & 25th at 7:30pm. Tickets are available through brownpaperbagtickets.com, and will also be available at the door prior to each performance if available. Following the March 22nd senior citizen dress rehearsal matinee, the popular (and highly festive) senior citizen dinner will take place in the CHS Band room.
- The Chatham Performing Arts Boosters invites new members to support the Performing Arts throughout our district schools. Their next meeting will be Wednesday, April 5th at 7pm in the Lafayette Faculty room.

Chatham Education Foundation – Ms. Kenney reminded everyone of the Casino Royale fundraising event on April 21 at the Fairmont Country Club. Tickets are currently available at a cost of \$100.00.

Recreation – No report available.

PTO District Cabinet – No report available as they have not met since the last meeting. However, Michelle Clark, Mike LaSusa, and the Board thanked Jennifer Cosgrove for all of her efforts over the past few years.

VIII. MINUTES

The December 19, 2016 minutes for both the public and private sessions were not moved. There was not a quorum of board members at the meeting to approve these minutes.

Ms. Weber moved the following:

RESOLVED: That the Board of Education approves the minutes from the following meeting(s):

- March 6, 2017 - public and private sessions

The motion was seconded by Mr. Connors and approved 7-0 on a roll call vote.

IX. PUBLIC COMMENTARY

- Pam Polomeni, a Chatham Township resident, stated that as a volunteer of the Southern Boulevard School library for the past 12 years, she has seen how hard the part-time library paraprofessionals work and she hopes that the Board will reconsider this being cut from the budget. She asked why not go up to the 3.2% tax increase if it means that the Board can add some of the teachers desperately needed at the high school and keep those part-time paraprofessionals in the library.
- Jane Devlin, a Chatham Township resident, commended the Chatham High School Robotics Team for a job well done this past weekend at the competition in Pennsylvania.

X. ACTION ITEMS

A. PERSONNEL

On a motion by Ms. Ciccarelli, seconded by Mr. Arnuk, the consent agenda items A.1 – A.12 were approved by a 7-0 roll call vote.

1. (296-16/17) *Acceptance: Retirement*

RESOLVED: Upon *recommendation* of the Superintendent, the Board of Education accepts the *retirement* of the following staff member:

Name	Location/Position	Effective Date
Repsha, Doreen	WAS/Teacher	07/01/2017

2. (297-16/17) *Acceptance: Resignation*

RESOLVED: Upon *recommendation* of the Superintendent, the Board of Education accepts the *resignation* of the following staff member:

Name	Location/Position	Effective Date
Azzaro, Stephanie	LAF/Paraprofessional	03/27/2017

3. (298-16/17) *Amendment: Resignation*

RESOLVED: Upon *recommendation* of the Superintendent, the Board of Education amends the *resignation* of the following staff member:

Name	Location/Position	Effective Date	Notes
Rosenau, Brenda	Teacher/CHS	03/06/2017	Supersedes action on 02/06/2017 to amend effective date.

4. (299-16/17) *Approval: Contract - Leave Replacement Teacher*

RESOLVED: Upon *recommendation* of the Superintendent, the Board of Education approves the following Leave Replacement Teacher for the 2016/2017 school year:

Name	Position	Location	Column/Step	Salary	Effective Date	Termination Date	Notes
Johnson, Barbara	Teacher of PE	CHS	N/A	\$281.45 per diem	04/03/2017	06/23/2017	Action includes approval of up to three shadow days, payable via timesheet at \$100 per diem.

5. (300-16/17) Approval: Medical Leave of Absence/Use of Accumulated Sick Days
RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the *Medical Leave/Use of Accumulated Sick Days*, as listed below:

Employee #	Location	Dates	Total Number of Days
ID # 6339	CMS	04/05/2017 - 05/17/2017	18

6. (301-16/17) Approval: Use of Accumulated Family Illness Days
RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the use of accumulated family illness days, as listed below:

Employee #	Location	Dates	Total Number of Days	Notes
ID# 5573	LAF	N/A	18.5	To be used intermittently during the 2016/2017 School year.
ID# 9997	MAS	N/A	18.0	To be used intermittently during the 2016/2017 School year.

7. (302-16/17) Approval: Unpaid Absences
RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the following unpaid absences during the 2016/2017 school year:

Name	Position	Location	Number of Requested Unpaid Days	Start Date	End Date
Gallart, Linda	Paraprofessional	CHS	2	05/02/2017	05/03/2017
Brandt, Jillian	Teacher	CMS	1	05/12/2017	n/a
McCarthy, Susan	Teacher	WAS	2	06/15/2017	06/16/2017

8. (303-16/17) Approval: Contracts - Paraprofessionals
RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the contracts for Paraprofessional Staff for the 2016/2017 school year as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA).

Name	Position	Location	Salary	Effective Date	Termination Date
Wallden, Vanessa	Paraprofessional	SBS	\$17.47 hourly	03/20/2017	06/30/2017
Marino, Catherine	Paraprofessional	LAF	\$17.47 hourly	03/09/2017	06/30/2017
Cruz, Emilee	Paraprofessional	SBS	\$17.47 hourly	Pending	06/30/2017

9. (304-16/17) Approval: District Substitutes
RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the following substitutes for the 2016/2017 school year:

Teacher	Para	Clerical	Nurse	Last Name	First Name
x	x	x		Pryce	Alexis
x	x			Raccioppi	Joseph
x	x	x		Donohoe	Mary Denice

10. (305-16/17) Approval: Extra Class - Certificated Staff

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves an Extra Class for Certificated Staff, detailed as follows:

Name/Position	Location	Effective Date	End Date	Salary	Notes
Naumova, Yelena Teacher of Chemistry	CHS	03/06/2017	06/23/2017	\$4,800.00	
Cai, James Teacher of Chemistry	CHS	03/06/2017	06/23/2017	\$3728.00	

11. (306-16/17) Approval: Mentor 2016/2017

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the following staff member as a Mentor for the 2016/2017 school year:

Mentor	Novice Teacher	School	Certificate	Weeks
Cook, Laura	Tompkins, Megan	MAS	CEAS	30

12. (307-16/17) Approval: Travel

WHEREAS: In accordance with the State of New Jersey School District Accountability Act (A-5) and the School District of the Chatham’s **Policy 6471 - School District Travel**, travel by school district employees and Board of Education members must be approved in advance; now

THEREFORE, BE IT RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the following expenses for faculty, staff, administrators, and board members for seminars, conferences and workshops. The expense includes travel costs, if applicable:

Month	Day	Year	First	Last	Position	Vendor	Purpose	Location	Cost
April	7	2017	Beth	Grant	Manager of Human Resources	TCNJ	Education Interview Day	Ewing, NJ	\$200
April	7	2017	Nicole	Kimball	HR Assistant	TCNJ	Education Interview Day	Ewing, NJ	\$40
April	25-26	2017	Beth	Grant	Manager of Human Resources	University of Delaware	Project Search	Newark, DE	\$550
April	25-26	2017	Nicole	Kimball	HR Assistant	University of Delaware	Project Search	Newark, DE	\$550
May	12	2017	John	Cataldo	Supervisor Buildings and Grounds	Rutgers	Asbestos Refresher Course	Piscataway, NJ	\$210

May	12	2017	Gasper	Major	Assistant Supervisor Buildings and Grounds	Rutgers	Asbestos Refresher Course	Piscataway, NJ	\$210
May	12	2017	Michael	Klein	Maintainer	Rutgers	Asbestos Refresher Course	Piscataway, NJ	\$200

B. FINANCE/FACILITIES

On a motion by Ms. Weber, seconded by Mr. Connors, the consent agenda items B.1 – B.9 were approved by a 7-0 roll call vote.

1. (256-16/17) Approval: Payments - Bills List

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the following payments: (Attachment B.1)

Description	Totals
Bills List - March 20, 2017	\$1,274,773.51
TOTAL:	\$1,274,773.51

2. (257-16/17) Approval: Transfers - February 2017

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the February 2017 transfers within the 2016/2017 budget in compliance with N.J.A.C. 6A:23-2.11(A)2. (Attachment B.2)

3. (258-16/17) Approval: Monthly Report of County Transfers - February 2017

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the Monthly Report of County Transfers for February 2017. (Attachment B.3)

4. (259-16/17) Approval: Report of the Board Secretary - February 2017

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the Report of the Board Secretary for February 2017. (Attachment B.4)

5. (260-16/17) Approval: Report of the Board Treasurer - February 2017

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the Report of the Board Treasurer for February 2017. (Attachment B.5)

6. (261-16/17) Approval: Finance Certification - February 2017

RESOLVED: Pursuant to N.J.A.S. 18A:17-9, the Board Secretary does certify that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.S. 18A:17-9. Pursuant to N.J.A.S. 18A:17-36, the School District of the Chathams Board of Education has reviewed for the minutes of this meeting the Board Secretary’s and Treasurer’s monthly financial reports for February 2017 that no account or fund has been over-expended in violation of N.J.A.S. 18A:17-36.

7. *(262-16/17) Approval: Investment Management Account Signature Authority*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves that all checks, drafts, wires or other orders for payment or withdrawal of money from the Investors Bank Referendum Bond Proceeds Account be signed by the following person(s) holding the appropriate title as listed below (N.J.S.A 18A:19-1):

Superintendent - Dr. Michael LaSusa

Business Administrator - Peter Daquila

Assistant Business Administrator - Tatiana Gilbert

8. *(263-16/17) Acceptance: CMS PTO Donation*

RESOLVED: Upon recommendation of the Superintendent, and as approved by the Chatham Middle School Principal, the Board of Education accepts a donation of four tables with benches valued at \$5,596.00 to be used in the school's Sunshade structure.

9. *(264-16/17) Acceptance: Chatham Athletic Boosters Donation – AS AMENDED*

RESOLVED: Upon recommendation of the Superintendent, and as approved by the Chatham High School Principal and Athletic Director, the Board of Education accepts a donation in the amount of \$4,100.00 from the Chatham Athletic Boosters to be used for videotaping the Boys' and Girls' **Lacrosse** team's spring season.

C. CURRICULUM

On a motion by Ms. Clark, seconded by Ms. Ciccarelli, the consent agenda item C.1 was approved by a 7-0 roll call vote.

1. *(047-16/17) Acceptance: Harassment, Intimidation and Bullying (HIB) Investigative Report for the period from March 7, 2017 through March 20, 2017.*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education accepts the Harassment, Intimidation and Bullying (HIB) Investigative Report for the period of *March 7, 2017 through March 20, 2017* pursuant to N.J.S.A. 18A:37-1 et seq.

D. POLICY

On a motion by Mr. Connors, seconded by Ms. Ciccarelli, the consent agenda items D.1 was approved by a 7-0 roll call vote.

1. *(013-16/17) Approval: Second Reading and Adoption of Policy/Regulation*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the second reading and adoption of the following policy/regulation: *(Attachment D.1)*

- Policy/Regulation 9150 - School Visitors

XI. BOARD BUSINESS

- Ms. Weber requested that the administration keep an eye out for any funding that might free up that can be used for the paraprofessionals who were cut from the budget, as well as funding for the sailing/paddle clubs.

- Dr. LaSusa stated that the tax levy cannot change after a certain date, but there can be reallocation within the funds once the new school year begins.
- Ms. Weber stated that for now, the 2.87% tax increase is acceptable.

XII. PUBLIC COMMENTARY

- Jane Devlin, a resident of Chatham Township, noted that with the upcoming spring break, teachers should be reminded of the “no homework dates” over the spring break. She would like to note that some teachers are assigning homework the day before the last day of school prior to the break and making it due one day after the return from break, hence not “technically” assigning homework over the break. Ms. Devlin indicated that by teachers assigning homework in this fashion, it is giving the message to the students that it is okay to go around the policies and/or recommendations. She would like the children to be rejuvenated over the break and requests that this be looked into.
- Bill Heap, a Chatham Borough resident, spoke about the new office complex. He questioned the Board about the need to spend \$2.1 million of capital reserve for a central office building. He stated that the \$85,000 savings figure needs to be qualified. He went on to say he believes the current space is “perfectly suitable” and the taxpayers give money to spend on the kids, not on administrative overhead.
- Ms. Weber responded that she stands firm by the \$85,000 figure of savings. One hundred percent of this amount would go back into the operating budget with the construction of the new building. She stated that the current space is insufficient. The new building would be funded using capital reserve money. Capital reserve money cannot be used to fund any educational needs and must be used only for capital improvements. Conversely, the current rent and savings in the fiber optics system would, in fact, put money back into the operating budget.
- Mr. Connors responded as well, saying that the simple fact of that matter is that the building in question in its current condition is no longer safe to use. The central office does not have the space for intended/necessary purposes. In the long term, the new building will benefit the district. We need to also invest in the brick and mortar. He disagreed with the comment that the Board is “frivolously spending money.” He stated that the board routinely keeps the tax increase as tight as they can.
- Mr. Arnuk responded as well and pointed out that Chatham’s per student costs were second from the bottom per Dr. LaSusa’s presentation during the Open Finance Meeting. Based on this information, he is confident that the district is not spending frivolously.

XIII. EXECUTIVE SESSION

At 8:23 PM Ms. Weber moved the following:

WHEREAS: The Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED: The Board of Education adjourns to closed session to discuss student matters; and be it

FURTHER RESOLVED: The minutes of this closed session be made public when the need for confidentiality no longer exists.

The motion was seconded by Mr. Connors and approved by unanimous voice vote.

XIV. PUBLIC SESSION – The board reconvened in Public Session at 9:10 PM

XV. ADJOURNMENT

On a motion by Ms. Weber, seconded by Mr. Connors, the meeting adjourned at 9:12 PM.

Minutes recorded by:

Tatiana Gilbert

Assistant to the Business Administrator/Assistant Board Secretary