

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

MINUTES

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

I. CALL TO ORDER: The meeting was called to order at 7:35 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, Matthew Gilfillan, Lata Kenney, and Jill Critchley Weber

Absent: Kim Cronin and Michael Valenti

Also Present: Dr. Michael LaSusa, Superintendent; Mr. Peter Daquila, Business Administrator/Board Secretary; Dr. Vincent D'Elia, Assistant Superintendent of Student Support Services; Ms. Beth Grant, Human Resources Manager; and approximately twelve (12) 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 passed the meeting directly to Dr. LaSusa so Ms. Christine Cavallo and the two student representatives could do the Teens Connecting with Teens presentation.

VI. ADMINISTRATIVE REPORTS

A. SUPERINTENDENT'S REPORT

- Dr. LaSusa introduced Ms. Christine Cavallo, CHS Teacher, to present the teens working with the ECLC students. Ms. Cavallo presented the details of the Chatham High School students' club working with the ECLC Students. In four years the club has grown from 83 to 175 students. Olivia LeRoy, President and Ritika Ramprasad, Vice President, both Chatham High School seniors, spoke about various aspects of the club and its activities. Both mentioned how the club has grown and the enjoyment that all participants get from participating in the club.

- Dr. LaSusa gave special thanks to Jeff Davis of Specialized Auto Craft for volunteering and replacing the “Welcome to Cougar Field” signs.
- Dr. LaSusa thanked Joe Alfano, a recent CHS graduate, for the “Cougar” sculpture that he created and donated to Chatham High School, noting that Joe spent over 200 hours creating the sculpture.

B. BUSINESS ADMINISTRATOR’S REPORT

- **Board Election Results**

Congratulations to Jill Weber for receiving the most votes and being re-elected to serve on the Board of Education to represent Chatham Borough.

Congratulations to both Mary Chambers and Michael Ryan for being elected to serve on the Board of Education to represent Chatham Township and Chatham Borough, respectively.

All 3 candidates will be sworn in at the January 8, 2018 board meeting. Dr. LaSusa reported that he has contacted the board attorney to have a training session for all board members.

- **Roof Work – CHS, CMS and LAS**

Waiting for the update from the architect and on the status of the contractor on the punch list items at CHS, CMS and LAS.

- **CHS Auditorium Renovation, CMS STEM Addition, MAS Addition & Central Office Addition**

The construction has started on the CMS STEM Addition, MAS Addition & Central Office Addition projects. The work on the CHS Auditorium is scheduled to start in December 2017.

- **WAS Playground**

The installation is complete and the students and public have started using the playground.

VII. COMMITTEE REPORTS

A. Personnel – Ms. Ciccarelli reported that the committee met tonight to discuss ongoing personnel matters and potential staffing priorities for 2018/2019.

B. Curriculum – Ms. Clark reported that the committee has not met.

C. Finance/Facilities – Mr. Gilfillan reported that the committee has not met.

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 on November 7 and that the Boosters have continued to fund the Paddle and Sailing clubs at CHS. He asked that the public support the Boosters.

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

- The CHS marching band celebrated their season Monday, November 13th with an awards banquet for members, friends, and families in the band room. The band is under the inspired direction of Brian Conti, who just completed his 26th season leading the Marching Cougars.
- The CHS Honors Music recital was held Wednesday, November 15th during the school day. Students in grades 11 and 12 who were accepted to this program perform a casual fall and formal spring recital. In addition to having two performances students must also do research and musical community service to earn honors credit. This year, there are 18 student musicians participating in the program. The students are sponsored by CHS music staff members Ken Bryson, Brian Conti, and Krystle Graser.

- Congratulations to the cast & crew of the CHS fall play A Midsummer Night's Dream, which was presented to enthusiastic audiences last weekend. Director Laura Russo, Technical Director John Latona, costumer Barbara Fertakos, production managers Jill Horowitz and Veronica Shaw, and a spectacular group of students teamed up to give outstanding performances. The senior citizen matinee and dinner were well-attended and appreciated by all.
- Six CHS singers have completed their performances with the NJ All-State Chorus. Congratulations to Liam Driscoll, Ronan Green, Peter Hoefler, Camryn Puccio, Adi Roy, and Elizabeth Stuart on their outstanding performances. The CHS six performed in Atlantic City on November 10th and at NJPAC yesterday. The students were sponsored throughout their memberships by CHS Choral Director Ken Bryson.
- Congratulations to Elizabeth Stuart! Following her performances with the NJ All-State Chorus in Atlantic City and NJPAC, Elizabeth will travel to Orlando, Florida next week to perform with the National HS Honor Choir. Finally, Elizabeth was just notified this morning that she has been selected from the large field of outstanding NJ high school singers as the recipient of the Governor's Award in Vocal Music for the 2017-18 year. Elizabeth will be recognized in a ceremony in Trenton in Spring 2018.
- The Region I Choral Festival will be held Thursday, Nov 30 in the CHS auditorium. Joining the CHS Select Choir and Chatham Voices will be choirs from West Orange, Morris Knolls, Passaic County Technical Institute, Verona, and Dover. Each choir will have a performance slot followed by a mini-clinic with a guest adjudicator.
- The final curtain will come down for the CHS auditorium with the Friday, Dec 1 CPAC (Chatham Performing Arts Club) performance, sponsored by CHS Social Studies teacher Jim Meguerian.
- The district holiday/winter concert season will begin Tuesday, December 5th with the CMS 6th grade concert, and end Wednesday, January 12th with the CHS Band concert. Please visit the performing arts calendar on the district website for details.
- The Chatham Performing Arts Boosters welcome all supporters to join them for their meetings and fundraising events. Their next meeting will be Wednesday, January 3rd at 7pm in the Lafayette teachers' lounge.

Chatham Education Foundation – Ms. Kenney reported that the foundation has rolled out a new enhanced donor program.

Recreation – Mr. Gilfillan reported that the committee was complimentary of the district coaches.

PTO District Cabinet – No report available.

VIII. MINUTES

Ms. Weber moved the following:

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

- November 6, 2017 – public and executive sessions

The motion was seconded by Mr. Connors and approved 5-0-2 on a roll call vote (Ms. Clark and Ms. Kenney abstained).

IX. PUBLIC COMMENTARY – None

X. ACTION ITEMS

A. PERSONNEL

On a motion by Ms. Ciccarelli, seconded by Mr. Gilfillan, the consent agenda items A.1 – A.9 (A.3, A.4, and A.10-A.13 per addendum) were approved by a 7-0 roll call vote.

Dr. LaSusa wished Isabelle Taylor all the best in her future endeavors.

1. (201-17/18) Acceptance: Resignation

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

Name	Location/Position	Effective Date
Cooper, Chakira	CMS/Paraprofessional	11/22/2017
Beatty, Megan	CHS/College & Career Coord.	12/06/2017
Taylor, Isabelle	SBS/Paraprofessional	12/22/2017

2. (202-17/18) Approval: Maternity Leave of Absence

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves a maternity leave of absence for the following staff members, detailed as follows:

Employee #	Leave Start Date	Accumulated Family Illness Days Applied	FMLA Start Date (unpaid with benefits)	NJFLA Start Date (unpaid with benefits)	Extended Leave Start Date (unpaid without benefits)	Date of Return (Anticipated)	Notes
ID# 6276	02/22/2018	55	05/18/2018	05/18/2018	N/A	10/01/2018	
ID# 10957	02/08/2018	18	03/07/2018	N/A	N/A	04/14/2018	

3. (203-17/18) Amendment: Medical Leave of Absence - AMENDED

RESOLVED: Upon recommendation of the Superintendent, the Board of Education amends a medical leave of absence for the following staff member, detailed as follows:

Employee #	Leave Start Date	Accumulated Days Applied	FMLA Start Date (unpaid with benefits)	NJFLA Start Date (unpaid with benefits)	Extended Leave Start Date (unpaid without benefits)	Date of Return (Anticipated)
ID# 4103	10/24/2017	16	11/15/2017	11/15/2017	N/A	01/25/2018

4. (204-17/18) Approval: Use of Accumulated Days – AMENDED

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the use of accumulated days, as listed below:

Employee #	Location	Dates	Total Number of Days	Notes
ID # 4582	CMS	11/13/2017 - 06/19/2018	25.5	Accumulated Family Illness Days as needed during the 2017/2018 school year

ID# 4294	LAF	N/A	5.0	Accumulated Family Illness Days as needed during the 2017/2018 school year
ID# 4421	Central Office	11/10/2017	1.0	Accumulated Sick Day
ID# 6281	Maintenance	12/20/2017 - 3/05/2018	53	Accumulated Sick Days

5. (205-17/18) Approval: Unpaid Absences

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the following unpaid absences during the 2017/2018 school year:

Name	Position	Location	Number of Requested Unpaid Days	Start Date	End Date	Notes
Clark, Robert	Interim BA/Bd. Secy.	Central Office	10	11/15/2017	02/01/2018	As needed. Not to exceed 10 days

6. (206-17/18) Approval: Contractual Extra Duty Stipends

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the following contractual stipends for the 2017/2018 school year:

Staff Member	Activity	Ratio	Compensation	Notes
Haeringer, Jean-Eudes	CMS All School Production Set Painter	0.05	\$497.71	
Haeringer, Jean-Eudes	CMS All School Production Set Builder	0.10	\$995.36	
Agree, Adam	Fitness Room Supervisor Winter	0.30	\$2,986.37	

7. (207-17/18) Approval: Additional Paraprofessional Hours

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves Sulakshana Chakrabarty, Paraprofessional at WAS, to provide support during extra-curricular activities as indicated by a student with an IEP, at the rate of \$17.47 per hour for one hour per week for 3 weeks, not to exceed \$52.41, for the 2017/2018 school year.

8. (208-17/18) Approval: District Substitutes

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the following substitutes for the 2017/2018 school year:

Teacher	Para	Clerical	Nurse	Last Name	First Name
x	x			Immerman	Michael
x	x	x		Silver	Donna

9. (209-17/18) 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
Dec	8	2017	Melissa	Quiceno	LDTC	TCNJ	Reading Comprehension Workshop	Trenton NJ	\$140
Dec	12	2017	Tara	Burroughs	Grade 4 Teacher	RVCC	Using Cross Cutting Concepts to Investigate Natural Phenomena	Branchburg NJ	\$140
Dec	13	2017	Ariel	Valverde	CHS Science Teacher	RVCC	Using Cross Cutting Concepts to Investigate Natural Phenomena	Branchburg NJ	\$140
Jan	30	2018	Katie	Hadley	Grade 4 Teacher	RVCC	Constructing Explanations and Arguments for Natural Phenomena	Branchburg NJ	\$145
Jan	30	2018	Justin	Perinotti	Grade 5 Teacher	RVCC	Constructing Explanations and Arguments for Natural Phenomena	Branchburg NJ	\$135
Feb	8 & 9	2018	Tamar	Spitzer	WL Supervisor	NECTFL	Northeast Conference on the Teaching of World Languages	New York City	\$310
March	6	2018	Briane	Marshall	Grade 4 Teacher	RVCC	Planning NGSS Aligned Lessons & Assessments	Branchburg NJ	\$125
March	6	2018	Christina	Valluzzi-Russell	Grade 5 Teacher	RVCC	Planning NGSS Aligned Lessons & Assessments	Branchburg NJ	\$125

10. (210-17/18) Approval: Contracts: 2017/2018 School Year

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the contract for the following individual for the 2017/2018 school year, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Name	Position	Location	Column/Step	Salary	Effective Date	Termination Date
Hoffman, Cory	Teacher of Science	CHS	BA/5	\$57,821 .00 prorated at \$37,005.48	01/22/2018	06/30/2018

11. (211-17/18) Approval: Additional Paraprofessional Hours

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves Decika Wanniarachchi, Paraprofessional at CHS, to provide support during extra- curricular activities as indicated by a WAS student with an IEP, at the rate of \$17.47 per hour for one hour per week for 3 weeks, not to exceed \$52.41, for the 2017/2018 school year.

12. (212-17/18) Approval: Winter Coaching Staff

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the Volunteer Assistant *Winter Coach*, for the 2017/2018 school year:

Season	Sport	Assignment	Ratio	Salary
Winter 2017	Paddle	Volunteer	N/A	N/A

13. (213-17/18) Approval: Confidential Staff

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves a contract for *Kelly Caffrey*, Bookkeeper, at a yearly salary of \$48,000.00, prorated to \$26,923.10, effective December 11, 2017 through June 30, 2018 as per agreement between the School District of the Chathams and Confidentials.

B. FINANCE/FACILITIES

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

Dr. LaSusa thanked the Lafayette School PTO and the Washington Avenue School PTO for their donations which are on this evening’s agenda for Board acceptance.

1. (178-17/18) 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 - November 20, 2017	\$1,032,404.01
TOTAL:	\$1,032,404.01

2. (179-17/18) Acceptance: Audit and CAFR for 2016/2017

RESOLVED: Upon recommendation of the Superintendent, the Board of Education accepts the audit, Comprehensive Annual Report of Finances and Management (CAFR) report for the district accounts for fiscal year 2016/2017; and

BE IT FURTHER RESOLVED: That the School Business Administrator is directed to file copies of this audit with the New Jersey Department of Education via the County Office and the offices for the Nationally Recognized Municipal Securities Information Repository as required by the Municipal Securities Rulemaking Board (since the district has outstanding debt service bonds). (*CAFR on file in the Business Office*)

3. (180-17/18) Approval: Acceptance of Elementary & Secondary Education Act Grant (ESEA) Application

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the acceptance of the 2017/2018 ESEA Grant Application (No Child Left Behind) to the Department of Education with the following amounts:

Title IIA	\$47,419.00
Title III	\$10,466.00
Title III Immigrant	<u>\$10,465.00</u>
TOTAL:	\$68,350.00

BE IT FURTHER RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves that Katharine Jackamiet be paid under Title IIA in the amount of \$34,846.00 toward her annual salary of \$57,953.00.

4. (181-17/18) Approval: Allocation of ESEA Title III Immigration Funds to Salary Stipends

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the following staff members to serve as advisors for the International Culture and Learning Club (ICLC) for the 2017/2018 school year at the rate of \$75.00 per hour as funded by 2017/2018 ESEA Title III Immigration funds:

Name	Salary Stipend Totals
Debra Keeley	Not to exceed \$2,475.00
Lisa Forte	Not to exceed \$2,475.00
Not to Exceed a Total Amount of \$4,950.00	

5. (182-17/18) Acceptance: LAF PTO Donation

RESOLVED: Upon the recommendation of the Superintendent, and as approved by the Lafayette School Principal, the Board of Education accepts a donation in the amount of \$1,115.96 from the Lafayette School PTO for the purchase and installation of a Funnel Ball structure for the school's playground.

6. (183-17/18) Acceptance: WAS PTO Donation

RESOLVED: Upon the recommendation of the Superintendent, and as approved by the Washington Avenue School Principal, the Board of Education accepts a donation in the amount of \$1,000.00 from the Washington Avenue School PTO to be used toward the purchase of a new laminator for the school; any funds remaining from these purchases will be utilized for additional student and staff needs at the discretion of Kristine Dudlo, principal, WAS.

7. (184-17/18) Approval: Erica Lapchak - Supplemental Instruction

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves Erica Lapchak to provide supplemental instruction to special education students per their IEP's for the 2017/2018 school year for 2 hours per week at \$60.00 per hour not to exceed \$1,200.00.

8. *(185-17/18) Approval: Assistive Technology Training and Consultation*

RESOLVED: Upon recommendation of the Superintendent the Board of Education approves Dr. Brian Friedlander of Assistive Tek, LLC to conduct assistive technology training and consultation for special education students as per their IEP's at the rate of \$180.00 per hour not to exceed \$1,080.00.

9. *(186-17/18) Approval: Home Instruction*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves Saint Clare's Hospital to provide home instruction at the rate of \$55.00/hour not to exceed \$1,650.00 for the 2017/2018 school year.

C. CURRICULUM

On a motion by Ms. Clark, seconded by Ms. Ciccarelli, the consent agenda items C.1 – C.3 were approved by a 7-0 roll call vote.

1. *(035-17/18) Acceptance: Harassment, Intimidation and Bullying (HIB) Investigative Report for the period from November 6, 2017 through November 17, 2017.*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education accepts the Harassment, Intimidation and Bullying (HIB) Investigative Report for the period of November 6, 2017 through November 17, 2017 pursuant to N.J.S.A. 18A:37-1 et seq.

2. *(036-17/18) Affirmation: Findings of Harassment, Intimidation and Bully Investigations*

RESOLVED: That the Board affirms the determination made by the Superintendent regarding the HIB Investigations reported by the Superintendent at the Board's November 6, 2017 Meeting, which encompasses all HIB findings between October 16, 2017 and November 3, 2017.

3. *(037-17/18) Approval: 2017/2018 Nursing Services Plan*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the Nursing Services Plan for the 2017/2018 school year.

D. POLICY

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

Mr. Connors asked for clarification on wording in Policy #5111.

Dr. LaSusa clarified that the contract is signed by the parent for the education of the students.

1. *(010-17/18) Approval: Second Reading and Adoption of Policy*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the second reading and adoption of the policy listed below:

- Policy #5111 - Eligibility of Resident/Non-Resident Pupils

XI. BOARD BUSINESS

- Ms. Weber asked if the Chatham High School students can shadow the ECLC students. She asked why all the meetings are at ECLC and if there are events at Chatham High School.
- Ms. Clark asked about the availability of the Chatham students to participate in the ECLC programs.
- Dr. LaSusa responded to both Ms. Weber and Ms. Clark's questions.

XII. PUBLIC COMMENTARY – None**XIII. EXECUTIVE SESSION**

At 8:44 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 a student matter; 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 8:52 PM**XV. ADJOURNMENT**

On a motion by Mr. Connors, seconded by Mr. Arnuk, and as approved by unanimous voice vote, the meeting adjourned at 8:55 PM.

Minutes recorded by:

Peter Daquila
Business Administrator/Board Secretary