

**OPEN CURRICULUM / REGULAR MEETING  
BOARD OF EDUCATION, SCHOOL DISTRICT OF THE CHATHAMS  
MONDAY, FEBRUARY 5, 2018**

**MINUTES**

An open curriculum meeting of the Board of Education was held this day in the Chatham Township Municipal Building Courtroom, located at 58 Meyersville Road, Chatham, NJ. The regular business session followed.

**OPEN CURRICULUM COMMITTEE MEETING**

The meeting opened at 6:33 PM.

Present: Dr. Michael LaSusa, Superintendent of Schools, Mr. Peter Daquila, Business Administrator/Board Secretary, Ms. Karen Chase, Assistant Superintendent of Curriculum & Instruction, Dr. Vincent D'Elia, Assistant Superintendent of Student Support Services; Ms. Beth Grant, Human Resources Manager; Board Members including Sal Arnuk, Mary Chambers, Ann Ciccarelli, Michelle Clark, Matthew Gilfillan, Lata Kenney, Michael Ryan, and Jill Weber and 32 members of the public and press.

Ms. Weber thank all in attendance for the Open Curriculum Committee Meeting.

Dr. LaSusa introduced Lisa Lattarulo and Alex Emr, who presented the detail of "Wellness" in the district, especially at Chatham High School and Chatham Middle School. Ms. Lattarulo and Ms. Emr presented an overview of the drug and alcohol and mental health issues in the district. Both responded to questions from the board members.

The Open Curriculum Committee Meeting closed at 7:32 PM.

**REGULAR BUSINESS MEETING**

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 7:37 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, Mary Chambers, Ann Ciccarelli, Michelle Clark, Matthew Gilfillan, Lata Kenney, Michael Ryan, and Jill Critchley Weber

**Absent:** Michael Valenti

**Also Present:** Dr. Michael LaSusa, Superintendent; Mr. Peter Daquila, Business Administrator/Board Secretary; Ms. Karen Chase, Assistant Superintendent of Curriculum and Instruction; Dr. Vincent D’Elia, Assistant Superintendent of Student Support Services; Ms. Beth Grant, Human Resources Manager; and approximately 44 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 reported that the Board cannot comment on the pending legal matter. All issues are being handled by the board attorney. The district will defend the lawsuit.

### VI. ADMINISTRATIVE REPORTS

#### A. SUPERINTENDENT’S REPORT

- Dr. LaSusa announced that the 2017/2018 school calendar needs to be amended for delayed openings to allow PARCC testing.
- Dr. LaSusa reported that the 2018/2019 school calendar will be adopted. The difference between Option 1 and 2 is an extra day during the February break. Graduation would then be Thursday, June 20 or Friday, June 21. (The Board prefers Option 1.)
- Dr. LaSusa gave special thanks to Lisa Lattarulo and Alex Emr for this evening’s presentation and for all of their hard work.

#### B. BUSINESS ADMINISTRATOR’S REPORT

- Mr. Daquila gave the following report/construction/facility update

##### **Roof Work – CHS, CMS and LAS**

- The roof company representative did the final inspection on December 7, 2017. There are still punch list items that the roofer needs to address and complete at the three locations.

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

- MAS – contractor is making steady progress. The steel frame is complete and the block work has started.
- CMS – contractor is making steady progress on the footings and the block work for the foundation of the addition.
- CHS Auditorium – contractor is making steady progress on the project.
- Central Office Addition – contractor has started the work on the footings and will begin the foundation. Contractor is behind schedule but claims that they will be able to complete the project on schedule.

## VII. COMMITTEE REPORTS

- A. **Personnel** – Ms. Kenney reported that the committee will meet at 7:30 PM on February 21.
- B. **Curriculum** – Ms. Ciccarelli reported that there was an Open Curriculum Committee meeting at 6:30 this evening. They talked about student wellbeing. The next meeting is scheduled for March 28.
- C. **Finance/Facilities** – Mr. Gilfillan reported that the committee met on January 17 and discussed hiring the new demographer and the contract with Cenergistic for energy savings. The committee will be again on February 7.
- D. **Policy and Planning** – Mr. Arnuk reported that the committee met on January 17 and discussed the sick leave policy to be updated to reflect current procedures. They also discussed the tuition rate for staff and newly enrolled students as well as the demographer's report. The committee will meet again on February 21.

### Liaisons

**Chatham Borough** – Ms. Weber had nothing to report.

**Chatham Township** – Ms. Clark had nothing to report.

**Athletic Boosters** – Ms. Ciccarelli reported the next meeting is scheduled for 7:30 PM on February 6 at the high school. The Annual Booster Bash was well attended and a success. She urged everyone to support the boosters.

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

- Congratulations to the CMS cast, crew, and staff of *Willy Wonka, Jr.* on a spectacular show! The production was a big success and had large, enthusiastic audiences for each performance. Congratulations to Director Jason Stiles, Musical Director Ken Bryson, Choreographer Alexis Pravdiuk, Lighting designer Gina Priano-Keyser, Makeup designer Nina Packie, and Sound Designer Dan Graziano for a job *very* well done!
- The CHS production of *Fiddler on the Roof* is in rehearsal and will be performed on the CMS stage March 22<sup>nd</sup> through 24<sup>th</sup>. Mark your calendars to enjoy a classic Broadway show performed by CHS.
- The Chatham Performing Arts Boosters annual *Broadway Under the Stars* fundraiser was held Friday, February 2<sup>nd</sup> in the CHS cafeteria to a large audience of Broadway aficionados. Congratulations to all performers on an inspiring evening of contemporary Broadway favorites!
- CPAB's annual *Breakfast with the Musicians* is set for Saturday, March 3<sup>rd</sup> in the CHS Cafeteria. The event will feature the district 5<sup>th</sup>-8<sup>th</sup> grade bands, 7/8 jazz band, 7/8 orchestra, and offer a sneak peek at the CHS production of *Fiddler on the Roof*. Tickets are available on Community Pass.
- Congratulations to 8<sup>th</sup> grade singer Dash Green, who was accepted to the 2018 Junior Region Mixed Chorus following the auditions held over the weekend.
- The CMS Glee Club and 8<sup>th</sup> grade band will be performing at the NJ Devils' hockey game at Prudential Center on Thursday, February 22<sup>nd</sup>. Both ensembles are under the direction of Christie Spriggs.
- The CHS Music Department will present a performance of *The Mozart Requiem* on Wednesday, February 21<sup>st</sup> at the Chatham United Methodist Church, 7pm. This performance is sponsored through a CEF grant secured by teachers Ken Bryson and Krystle Graser, and features a full orchestra (comprised of CHS Chamber Orchestra/Wind Ensemble students and district Music staff members) and an 85-voice chorus. The CHS Art department will present visionary art reflecting each movement of the work, and a pre-concert lecture will be presented by Dr. Vincent Rufino, retired Music Educator and Mozart Historian. Dr. Rufino visited the students at CHS this afternoon to offer a student lunchtime lecture on the life of Mozart and his inspiration for the Requiem.
- The Chatham Performing Arts Boosters will have its next meeting this Wednesday, February 7<sup>th</sup> at 7pm in the Lafayette Lounge. All are welcome to join the efforts of this passionate group of SDOC performing arts supporters.

**Chatham Education Foundation** – Ms. Kenney reported that Casino Royale will be on Friday, April 20 at Fairmount Country Club.

**Recreation** – Mr. Gilfillan had nothing to report.

**PTO District Cabinet** – Ms. Ciccarelli reported the next meeting will be on February 7.

## VIII. MINUTES

Ms. Weber moved the following:

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

- January 8, 2018 – public session

The motion was seconded by Ms. Chambers and approved 7-0-1 on a roll call vote (Ms. Clark abstained).

## IX. PUBLIC COMMENTARY

- Gavin Mayes, CHS Senior Class President, noted that Ms. Lattarulo does a great job and the new meditation room is a great benefit to the students. He asked if there can be more outreach and help to deal with vaping, addictions, and coping with issues. He feels that the parents need to push their students to volunteer more and to get involved. He asked for a Chatham High School liaison to the Board of Education.
- Jane Devlin urged the Board to adopt all six suggestions from this evening's curriculum presentation. She asked for assistance with student anxiety issues and to develop a method to deal with fake news. She also asked for a no homework break for President's weekend in February.
- Tracy Ness supports the district and administration for the teaching of various cultures and to expose the students to new cultures, etc.
- Nancy Yacker commented on the counselors' report that failure is part of the road to success. She doesn't see this in the schools with the teachers. She also asked for no homework during the February break.
- Colleen Truppo read a letter from the community stating that based on the presentation last year, the community supports the district and the administration. She requested that the detailed costs to defend the frivolous lawsuit be tracked and reported to the public. She presented over 300 signatures in support of the district.
- The Board asked Dr. LaSusa to track the hours spent on the lawsuit.
- Amy Coates thanked the Board for the Open Curriculum meeting and to inspire wellness, she supports the curriculum for mental health. She asked that all videos be screened prior to the students seeing them and that they be discussed with the students.
- Stacey Ewald thanked Ms. Lattarulo and Ms. Emr for their presentation and all their hard work. The Municipal Alliance's first video on anxiety and stress is on February 27 at the Chatham Cinema. In March there is another video regarding the effects of screen time exposure.
- Stewart Carr, as a follow up to Mr. Heap's question about health care costs, asked what the Board is doing to control costs.
- Mr. Gilfillan noted that this is an ongoing issue. The district has changed providers four times in the last ten years. The district is trying to gain purchasing power and is always looking for ways to control costs. The district just joined the SHIF effective January 1, 2018 to help control cost increases.
- Mr. Carr asked in reference to the Islam issue, if there is anything in the curriculum that violates the First Amendment issue and the law.
- Dr. LaSusa stated that at this time the issue cannot be a case study.
- Mr. Carr then asked about capital reserve and if the public can and should be asked to approve funds spent on projects above a specific dollar amount.

- Ms. Weber responded that the Finance Committee reviews the spending and the finances of the district. She noted that the 2% tax increase doesn't even cover the fixed costs of the district. The public has elected nine board members to advise the district. Moving the vote to April will be detrimental to the district and the students' education. Ms. Weber stated that she is not in favor of having an April budget vote.
- Mr. Arnuk noted that the district is very well run and is very high achieving and is fiscally responsible.
- Jennifer McNally asked about redistricting and current student volumes.
- Dr. LaSusa noted that the earliest redistricting will be 2019/2010 or 2020/2021. To deal with the volumes, programs have been moved to utilize the space in each building most efficiently.
- Ms. McNally then asked if the Township or Borough communicate with the district on their housing plans.
- Dr. LaSusa responded that he and Ms. Weber have met with the Township and Borough to discuss housing plans.
- Mr. Gilfillan and Dr. LaSusa commented on the upcoming demographer's report and the detail that will be provided beyond birth rates.
- Bill Heap attended the Broadway Review, which was terrific and the students were fantastic. He asked about the number of lawsuits the district deals with each year.
- Dr. LaSusa responded that he will gladly speak with Mr. Heap and get the information for him. He noted that part of the Curriculum presentation this evening commented on screen time and indicated that the parents need to set an example and put their phones down.

**X. ACTION ITEMS**

**A. PERSONNEL**

On a motion by Ms. Kenney, seconded by Ms. Ciccarelli, the consent agenda items A.1 – A.22 (A.1, A.6 & A.8 as amended and A.21 and A.22 per addendum) were approved by an 8-0 roll call vote.

Dr. LaSusa noted the retirement of Dr. Klemp, who has spent over 30 years in the district and is a product of the Chatham Schools. He thanked her for all her years of service.

*1. (245-17/18) Acceptance: Resignation – AS AMENDED*

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

<b>Name</b>	<b>Location/Position</b>	<b>Effective Date</b>
Konteatis, Aideen	LAS/Paraprofessional	<b>02/16/2018</b>
Fallon, Theresa	LAS/Paraprofessional	02/09/2018

*2. (246-17/18) Approval: Contracts - 2017/2018 School Year*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the contracts for the following individuals 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	FTE	Column/Step	Salary	Effective Date	Termination Date	Notes
Jakowski, Christine	Teacher of Social Studies	CMS	1.00	BA/3	\$56,823.00 Prorated at \$34,093.80	01/02/2018	06/30/2018	
Suckno, Samantha	Teacher of Special Education	LAF	1.00	MA/6	\$62,703.00 prorated at \$23,200.13	03/12/2018	06/30/2018	Includes up to 3 shadow days payable at \$100 per day

3. (247-17/18) Approval: Contract - Custodial Staff

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the following contract as per the agreement between the School District of the Chathams and the Chatham Custodial Employees:

Name	Position	Location	FTE	Category/Step	Salary	Effective Date	Termination Date	Notes
Lemus, Carlos	Floater Custodian	District	1.00	IV/D	\$39,490.00 Prorated \$16,606.05	01/31/2018	06/30/2018	Salary includes \$2,000.00 night shift differential prorated \$841.00

4. (248-17/18) Approval: Paraprofessional Staff

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the contracts for Paraprofessional Staff 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	Salary	Effective Date	Termination Date	Notes
Sher, Jean	Paraprofessional	CHS	\$17.47/Hourly	01/29/2018	06/30/2018	
Winard, Nancy	Paraprofessional	CMS	\$17.47/Hourly	02/06/2018	06/30/2018	
Serrano-Perez, Susan	Paraprofessional	SBS	\$17.47/Hourly	02/12/2018	06/30/2018	

5. (249-17/18) Amendment: Paraprofessional Staff

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education amends the contract for Paraprofessional Staff 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	Salary	Effective Date	Termination Date	Notes
Holberton, Molly	Paraprofessional	MAS	\$17.47/Hourly	01/19/2018	06/30/2018	Supersedes action on 01/08/18 to include effective date.

6. (250-17/18) Amendment: Maternity Leave of Absence – **AS AMENDED**

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

Employee #	Leave Start Date	Sick, Accumulated Sick, Vacation 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# 442	03/26/2018	39	05/29/2018	05/29/2018	11/06/2018	09/01/2019	Supersedes action on 12/11/2017
ID# 10769	08/07/2017	38	09/29/2017	10/19/2017	01/19/2018	02/14/2018	Supersedes action on 05/15/2017 to amend dates

7. (251-17/18) Amendment: Medical Leave of Absence

**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	01/10/2018	N/A	01/10/2018	01/10/2018	N/A	04/11/2018 or sooner.

8. (252-17/18) Approval: Leave Replacement Teacher – **AS AMENDED**

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the following Leave Replacement Teacher for the 2017/2018 school year:

Name	Position	Location	Column/ Step	Salary	Effective Date	Termination Date	Notes
Tartaglia, Jacquelyn	Teacher of English	CMS	BA/2	\$56,323.00 Prorated \$30,414.46	01/22/2018	06/30/2018	

9. (253-17/18) 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 # 6244	SBS	TBD	7	As needed during the 2017/2018 school year
ID# 4975	CMS	TBD	10	As needed during the 2017/2018 school year

10. (254-17/18) 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
Hyde, Anne	Paraprofessional	CHS	6	03/02/2018	03/09/2018	
Vielguth, Vicki	Paraprofessional	MAS	2	02/12/2018	02/13/2018	
Sher, Jean	Paraprofessional	CHS	3	02/01, 02/02 & 02/07/2018	N/A	
Holberton, Molly	Paraprofessional	MAS	3	01/31/2018	02/02/2018	
Worden, Ann	Teacher	LAF	0.5	01/30/2018	01/30/2018	
Lapchak, Erica	Teacher	LAF	0.5	01/25/2018	01/25/2018	

11. (255-17/18) 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	x		Taylor	Isabelle
x	x	x		O'Connor	Valerie
x				Critelli	Lauren
x	x	x		Pollard	Frances
x	x	x		Konteatis	Aideen

12. (256-17/18) Approval: Mentoring Assignment

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves *Mentoring* for the 2017/2018 school year, as listed below:

Mentor	Novice Teacher	School	Certificate	Weeks
TBD	Tartaglia, Jacquelyn	CMS	CEAS	18

13. (257-17/18) Amendment : Extra Class - Certificated Staff

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education amends an *Extra Class Stipend* for Certificated Staff for the 2017/2018 school year:

Name / Position	Location	Effective Date	End Date	Salary	Notes
Raguseo, Michael Teacher of Special Education	LAF	01/02/2018	06/30/2018	\$3,000.00	Supersedes action on 01/08/18 to amend salary.

14. (258-17/18) Approval: Extra Class - Certificated Staff

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves an *Extra Class Stipend* for Certificated Staff for the 2017/2018 school year:

Name / Position	Location	Effective Date	End Date	Salary	Notes
Weston, Jessica Teacher of Spanish	CMS	01/02/2018	02/16/2018	\$2,760	



Guzman, Marlin Teacher of Spanish	CMS	01/02/2018	02/16/2018	\$2,760	
Friedman, Julie Teacher of Spanish	CMS	01/02/2018	02/16/2018	\$2,760	
Aneiros, Marisa Teacher of Spanish	CMS	01/02/2018	02/16/2018	\$2,760	

15. (259-17/18) Approval: Coaching Staff

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

Name		Season	Sport	Assignment	Ratio	Salary	Notes
Barry, Patrick		Spring	Track	Head Coach, Boys'	0.75	\$7,465.92	
Frost, Stephanie	*	Spring	Track	Head Coach, Girls'	0.75	\$7,465.92	
DeSantis, Nicholas	*	Spring	Track	Assistant Girls' Coach	0.60	\$5,972.74	
Ervin, Todd	*	Spring	Golf	Head Coach, Boys'	0.65	\$6,470.46	
Kniec, Stephen	*	Spring	Golf	Head Coach, Girls'	0.65	\$6,470.46	
Leathers, Todd		Spring	Baseball	Head Coach	0.75	\$7,465.92	
Agree, Adam	*	Spring	Baseball	Assistant Coach	0.60	\$5,972.74	
Arakelian, Michael		Spring	Baseball	Assistant Coach	0.60	\$5,972.74	
McCutcheon, Helen	*	Spring	Lacrosse	Head Coach, Girls'	0.75	\$7,465.92	
Garavente, Paul		Spring	Lacrosse	Assistant Coach, Girls'	0.60	\$5,972.74	
Tara Nolan		Spring	Lacrosse	Assistant Coach, Girls'	0.60	\$5,972.74	
Holmes, April- Chrystal	*	Spring	Lacrosse	Adjunct, Girls'	0.30	\$2,986.37	
McCutcheon, William		Spring	Lacrosse	Volunteer, Girls'	N/A	N/A	
Calandra, Anthony		Spring	Lacrosse	Head Coach, Boys'	0.75	\$7,465.92	
Tripp, Eric		Spring	Lacrosse	Assistant Coach, Boys'	0.60	\$5,972.74	
Hoffman, Cory	*	Spring	Lacrosse	Assistant Coach, Boys'	0.60	\$5,972.74	
Raymond, Shane		Spring	Lacrosse	Adjunct Boys'	0.30	\$2,986.37	
Mangold, Ryan		Spring	Lacrosse	Volunteer	N/A	N/A	
Dougherty, Mike	*	Spring	Lacrosse	Volunteer	N/A	N/A	
Figueiredo, Brian		Spring	Softball	Head Coach	0.75	\$7,465.92	
Shellenhamer, David	*	Spring	Softball	Assistant Coach	0.60	\$5,972.74	
Ryan, Juliana	*	Spring	Softball	Volunteer	N/A	N/A	
Cai, James	*	Spring	Tennis	Head Coach, Boys'	0.65	\$6,470.46	
Beebe, Brenda		Spring	Tennis	Assistant Coach, Boys'	0.60	\$5,913.35	
Eng, Calvin		Spring	Tennis	Volunteer	N/A	N/A	
TBD		Spring	N/A	Weight Room Supervisor	0.30	\$2,956.67	
TBD		Spring	Intramurals	N/A	0.1	\$995.46	
Greg Morgan		Spring	Paddle	Head Coach	N/A	Volunteer	

\*Denotes district employee.

16. (260-17/18) Approval: Extra Hours Paraprofessional Staff

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves Ciaran Quille to provide paraprofessional support for 2 hours a week for 10 weeks, at the rate of \$17.47 per hour, not to exceed \$349.40 during morning extracurricular activities as per the IEP.

17. (261-17/18) Approval: Extra Hours Paraprofessional Staff

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves Arleen Matyas to provide paraprofessional support for 1 hour per week for 8 weeks, at the rate of \$21.72 per hour, not to exceed \$173.76, during ASE activities as per the IEP.

18. (262-17/18) Approval: Extra Hours Paraprofessional Staff

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves Sulakshana Chakrabarty to provide paraprofessional support for 3 hours per week for 8 weeks, at the rate of \$17.47 per hour, not to exceed \$419.28, during ASE activities as per the IEP.

19. (263-17/18) Approval: Time Extension - Leave Replacement - Assistant Business Administrator

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves a time extension for Robert T. Clark as Leave Replacement Interim Business Administrator for the period of February 9, to February 28, 2018 in the 2017/2018 school year at an annualized salary of \$90,000.00 per year, which will be prorated over the time period worked. (*Contract on file in Human Resources*)

20. (264-17/18) 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
Jan	31*	2018	Lauren	LoPorto	Science Teacher	RVCC	NGSS Workshop	Branchburg NJ	\$125
Feb	9	2018	Gabriela	Vintamilla	Spanish Teacher	NorthEast Conference	64th Annual Conference On the teaching of Foreign Languages	New York City	\$190
Feb	10	2018	Marisa	Aneiros	Spanish Teacher	NorthEast Conference	64th Annual Conference on the teaching of Foreign Languages	New York City	\$235
Feb	15	2018	Nicole	Georgio	ELA Teacher	MUJC	Teaching Grammar in a Writing Workshop Model	New Providence	\$145
Feb	15	2018	Ann	Worden	ELA Teacher	MUJC	Teaching Grammar in a Writing Workshop Model	New Providence	\$145

Feb	15	2018	Dinae	Shulman	ELA Teacher	MUJC	Teaching Grammar in a Writing Workshop Model	New Providence	\$145
Feb	22-24	2018	Barbara	Klemp	Supervisor - Fine & Perf Arts	NJMEA	Annual Conference	East Brunswick NJ	\$170
Feb	25-28	2018	Marty	Visitacion	PE Teacher - MAS	NJAHPERD	Annual Convention	Long Branch NJ	\$170
Feb	26 & 27	2018	Kelly	Nydegger	PE Teacher - CMS	NJAHPERD	Annual Convention	Long Branch NJ	\$160
Feb	27	2018	Kathleen	Ruta	ELA Cycles Teacher	MUJC	Effectively Including Students w/Disabilities in the Classroom	New Providence	\$135
March	2	2018	Doree	Kesselbrenner	Special Ed Teacher	NJ Center for Literacy	Strategies for Creating Exemplary Literacy in Reading and Writing	Saddle Brook NJ	\$165
March	9	2018	Jaclyn	Behrens	Speech Pathologist	NJSHA	Literacy Learning Across the Grades	Garwood NJ	\$205
March	9	2018	Allison	Moore	LDTC	NJSHA	Literacy Learning Across the Grades	Garwood NJ	\$205
March	9	2018	Melissa	Quiceno	LDTC	NJSHA	Literacy Learning Across the Grades	Garwood NJ	\$230
March	12	2018	Melissa	Morgan-Convery	Special Ed Teacher	NJCEC	Spring Conference	Ramapo NJ	\$125
March	16 & 17	2018	Karen	Leister	School Nurse	NJSNA	Annual Conference	Princeton NJ	\$280
March	19	2018	Jennifer	Manger	School Psychologist	MUJC	Supporting Social Skill Development	New Providence NJ	\$105
June	7	2018	Laura	Piccola	Grade 1 Teacher	Exemplars	Problem Solving for Instruction & Assessment	New York City	\$245
June	7	2018	Dawn	Kurlak	Grade 3 Teacher	Exemplars	Problem Solving for Instruction & Assessment	New York City	\$245
June	7	2018	Nancy	Volker	Kindergarten Teacher	Exemplars	Problem Solving for Instruction & Assessment	New York City	\$245

*\*Post Approval*

21. (265-17/18) 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
Klemp, Barbara	Supervisor of Performing Arts, K-12	07/01/2018

22. (266-17/18) Approval: Maternity Leave of Absence

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the following Maternity Leaves of Absence:

Employee #	Leave Start Date	Accumulated Days Applied	FMLA Start Date <i>(unpaid with benefits)</i>	NJFLA Start Date <i>(unpaid with benefits)</i>	Extended Leave Start Date <i>(unpaid without benefits)</i>	Date of Return <i>(Anticipated)</i>
ID #10290	06/04/2018	12	09/01/2018	09/01/2018	N/A	11/27/2018

**B. FINANCE/FACILITIES**

On a motion by Mr. Gilfillan, seconded by Mr. Arnuk, the consent agenda items B.1 – B.16 were approved by an 8-0 roll call vote.

Mr. Gilfillan thanked the Chatham Middle School PTO and General Mills Box Tops for Education for their donations as outlined on this evening’s agenda.

1. *(212-17/18) Approval: Payments - Bills List & Payroll*

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

Description	Totals
Bills List - February 5, 2018	\$3,353,888.56
Payroll - January, 2018	\$3,870,921.52
<b>TOTAL:</b>	<b>\$7,224,810.08</b>

2. *(213-17/18) Approval: Transfers - December 2017*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the December 2017 transfers within the 2017/2018 budget in compliance with N.J.A.C. 6A:23-2.11(A)2. *(Attachment B.2)*

3. *(214-17/18) Approval: Monthly Report of County Transfers - December 2017*

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

4. *(215-17/18) Approval: Report of the Board Secretary - December 2017*

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

5. *(216-17/18) Approval: Report of the Board Treasurer - December 2017*

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

6. *(217-17/18) Approval: Finance Certification - December 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 December 2017 that no account or fund has been over-expended in violation of N.J.A.S. 18A:17-36.

7. *(218-17/18) Approval: 2018/2019 Budget Guidelines*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the School District of the Chathams Board of Education Budget Guidelines for the 2017/2018 School Year as follows:

- Continue to provide funding for programs and services as the district strives for educational excellence.
- Provide funding for all programs required by state and federal mandates and Board policy.
- Provide funds necessary for the maintenance and capital improvements to the district facilities.
- Continue to be prudent in the expenditure of district funds, respecting its impact on local taxpayers.
- Build the budget from a zero base, requiring justification for all line items, including contingencies for unanticipated needs.
- Maintain free balance to maximum level of 2 percent.

8. *(219-17/18) Approval: 2018/2019 Budget Development Calendar*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the tentative School District of the Chathams Board of Education Budget Development Calendar for the 2018/2019 budget. *(Attachment B.8)*

9. *(220-17/18) Approval: Application for SEMI Program Waiver*

**WHEREAS:** N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2018/2019 school year; and

**WHEREAS:** The Board of Education desires to apply for this waiver due to the fact that it projects having fewer than forty Medicaid eligible classified students;

**NOW, THEREFORE, BE IT RESOLVED:** That the Board of Education hereby authorizes the Business Administrator to submit to the Executive County Superintendent of Schools an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2018/2019 school year.

10. *(221-17/18) Acceptance: CMS PTO Donation*

**RESOLVED:** Upon the recommendation of the Superintendent, and as approved by the Chatham Middle School Principal, the Board of Education accepts a donation in the amount of \$24,970.00 from the Chatham Middle School PTO to be used for the renovation of the school's interior courtyard into a reading garden for the use of Chatham Middle School students and staff.

11. *(222-17/18) Acceptance: Box Tops for Education Donation to MAS*

**RESOLVED:** Upon the recommendation of the Superintendent, and as approved by the Milton Avenue School Principal, the Board of Education accepts a donation in the amount of \$183.40 from Box Tops for Education to the Milton Avenue School to be used at the discretion of the principal.

12. (223-17/18) *Approval: Architectural Services: Parette Somjen Architects – Department of Education Filing*

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves, a contract with Parette Somjen Architects of Rockaway, NJ to submit all necessary plans and paperwork to the Department of Education concerning the Southern Boulevard School Restroom Renovation Project which will also serve as an application to the Office of School Facilities and an amendment to the District's Long Range Facility Plan.

13. (224-17/18) *Approval: Cenergistic Inc. - Energy Conservation*

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the award of the contract for energy conservation professional services to Cenergistics, Inc. of Dallas, Texas. *(Contract on file in the Business Office)*

14. (225-17/18) *Approval: Richard Gripp, Ed.D., Statistical Forecasting LLC - Demographer Reports*

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the award of the contract for a demographer report professional service to Richard Gripp, Ed.D. - Statistical Forecasting, LLC. *(Contract on file in the Business Office)*

15. (226-17/18) *Approval: Parent Reimbursement*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the reimbursement payment of \$244.00 to the parents of special education student (#4648499304) for assistive technology.

16. (227-17/18) *Approval: Home Instruction*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Education, Inc. to provide home instruction at the rate of \$50.00/hour not to exceed \$1,000.00 for the 2017/2018 school year.

## C. CURRICULUM

On a motion by Ms. Ciccarelli, seconded by Ms. Clark, the consent agenda items C.1 – C.4 were approved by an 8-0 roll call vote.

### **ADDITIONAL BOARD MOTION (C.5) FOLLOWING EXECUTIVE SESSION**

1. (043-17/18) *Acceptance: Harassment, Intimidation and Bullying (HIB) Investigative Report for the period from January 8, 2018 through February 2, 2018.*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education accepts the Harassment, Intimidation and Bullying (HIB) Investigative Report for the period of January 8, 2018 through February 2, 2018 pursuant to N.J.S.A. 18A:37-1 et seq.

2. (044-17/18) *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 January 8, 2018 Meeting, which encompasses all HIB findings between December 11, 2017 and January 5, 2018.

3. (045-17/18) *Approval of the Addition of Delayed Opening Dates to the 2017/2018 School Calendar*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the addition of delayed opening dates in April, May and June, 2018, for Chatham High School only to accommodate the PARCC testing schedule. (*Attachment C.3*)
4. (046-17/18) *Approval of the 2018/2019 School Calendar*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the calendar for the 2018/2019 school year (Option 1). (*Attachment C.4*)

### **ADDITIONAL BOARD MOTION (C.5) FOLLOWING EXECUTIVE SESSION**

#### **D. POLICY**

On a motion by Mr. Arnuk, seconded by Mr. Gilfillan, the consent agenda item D.1 was approved by an 8-0 roll call vote.

1. (012-17/18) *Approval: First and Second Reading and Adoption of Regulation*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the first and second reading and adoption of the regulation listed below: (*Attachment D.1*)
  - Regulation #3432 - Sick Leave

#### **XI. BOARD BUSINESS**

- Ms. Clark indicated that she is not in favor of moving the vote back to April. She noted that all of the Board members were elected and do the best they can; no other budgets are voted on.
- Ms. Weber thanked Kelly Loofbourrow for bringing a speaker to Chatham Middle School regarding teen suicide. The Municipal Alliance will post a link to the information.
- Mr. Ryan said he wishes more people attended the Municipal Alliance presentation.

#### **XII. PUBLIC COMMENTARY**

- Lisa Carey notices that her seventh grade daughter was positively affected by the Municipal Alliance presentation.
- Kelly Loofbourrow noted that Chatham Middle School also deserves the credit for arranging the speaker from the alliance.

#### **XIII. EXECUTIVE SESSION**

At 9:10 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 legal 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. Gilfillan and approved by unanimous voice vote.

**XIV. PUBLIC SESSION** – The board reconvened in Public Session at 10:48 PM.

**XV. ADDITIONAL ACTION ITEM**

**C. CURRICULUM**

On a motion by Ms. Weber, seconded by Mr. Gilfillan, the consent agenda item C.5 was approved by an 8-0 roll call vote.

5. *(047-17/18) Confirmation of HIB Ruling*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education confirms the Superintendent's ruling on HIB investigation CHS 2017-5.

**XVI. ADJOURNMENT**

On a motion by Ms. Weber, seconded by Mr. Gilfillan, and as approved by unanimous voice vote, the meeting adjourned at 10:55 PM.

**Minutes recorded by:**

**Peter Daquila**  
**Business Administrator/Board Secretary**