

**REGULAR MEETING  
BOARD OF EDUCATION, SCHOOL DISTRICT OF THE CHATHAMS  
MONDAY, JULY 16, 2018**

**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:** Mary Chambers, Ann Ciccarelli, Michelle Clark, Matthew Gilfillan, Michael Valenti, and Jill Critchley Weber

**Absent:** Sal Arnuk, Lata Kenney, and Michael Ryan were absent.

**Also Present:** Dr. Michael LaSusa, Superintendent; Mr. Peter Daquila, Business Administrator/Board Secretary; Ms. Karen Chase, Assistant Superintendent of Curriculum and Instruction; Ms. Beth Grant, Human Resources Manager; and four (4) 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 reported that the School District of the Chathams will receive an additional \$350,000.00 in state aid. The Finance Committee discussed ways to use the funds and will continue to discuss and hopefully make a decision by August or September. Governor Murphy has not signed Bill S-2 yet.
- Dr. LaSusa noted that the student information system is being rolled and the exact number of students will be available in August.
- Dr. LaSusa reported that staffing for 2018/2019 is almost complete. Due to an increase in first grade enrollment a first grade teacher will be added at both SBS and WAS

**B. BUSINESS ADMINISTRATOR'S REPORT**

- **CHS Auditorium Renovation, CMS STEM Addition, MAS Addition & Central Office Addition**
  - MAS – contractor is just about done. The interior work and the exterior work is being completed. In the next two weeks the rooms will be cleaned and the architect will be doing the punch list. During an inspection, it was discovered that the window sub-contractor unbeknownst to the contractor did not install the specified windows. The architect and contractor are working to resolve the issue
  - CMS – contractor is making steady progress. The exterior brick work is in process. The painting, electrical work, ductwork and window installation is almost done. The abandoned oil tank was removed. The soil is being tested to determine if oil from the tank leached into the dirt. Based on the testing results the ground will be treated as necessary and whole will be refilled and the road will be repaved.
  - CHS Auditorium – contractor is making steady progress on the project. The contractor will be finishing the electric work, installing the doors, the wall panels and the railings. Last week the contractor notified the district that after 90+ years in business the seating vendor closed its doors and abruptly went out of business. The contractor is trying to determine if our seats were manufactured and if they can be obtained from the liquidator. In addition the contractor is seeking an alternative vendor to manufacture the seats, which may take up to 12 weeks.
  - Central Office Addition –The roof has been delayed due the availability of the roof membrane. The contractor will start the roof this week, as well as the brick work and install the windows. The contractor is behind schedule and at this time the anticipated completion date is November 1, 2018. We continue to push the contract to finish sooner.
  - LAS Kitchen – The contractor is making steady progress.
  - SBS Restroom – The contractor is making steady progress.
  - SBS/LAS Paving – Both lots have been milled. The paving will start the week of July 23<sup>rd</sup>.

**VII. COMMITTEE REPORTS**

- A. Personnel** – Ms. Clark had nothing to report.
- B. Curriculum** – Ms. Ciccarelli had nothing to report.
- C. Finance/Facilities** – Mr. Gilfillan reported that the committee met earlier tonight. They discussed raising the activity fee to \$150.00. A decision will be made at the August board meeting.
- D. Policy and Planning** – No report available.

**Liaisons**

- Chatham Borough** – Ms. Weber had nothing to report.
- Chatham Township** – Ms. Clark reported that the “Out of Darkness” suicide report will be on September 22 at Cougar Field.
- Chatham Athletic Boosters** – Ms. Ciccarelli had nothing to report.
- Chatham Performing Arts Boosters** – No report available.
- Chatham Education Foundation** – No report available.
- Chatham Recreation** – Mr. Gilfillan had nothing to report.
- PTO District Cabinet** – Ms. Ciccarelli had nothing to report.

**VIII. MINUTES**

Ms. Weber moved the following:

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

- June 25, 2018 – public session and executive sessions

The motion was seconded by Ms. Ciccarelli and approved 6-0 on a roll call vote.

**IX. PUBLIC COMMENTARY - None**

**X. ACTION ITEMS**

**A. PERSONNEL**

On a motion by Ms. Clark, seconded by Ms. Ciccarelli, the consent agenda items A.1 – A.8 (Items A.4 and A.8 as amended) were approved by a 6-0 roll call vote.

1. (097-18/19) 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
LePore, Megan	MAS/Paraprofessional	06/30/2018
Carroll, Christopher	Teacher/CHS	06/30/2018

2. (098-18/19) Approval: Contracts - 2018/2019 School Year

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves contracts for the following individuals for the 2018/2019 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
Leggio, Stephanie	Teacher of Science	CMS	1.0	MA/4	\$60,778.00	09/01/2018	06/30/2019	
Reddan, William	Teacher of Social Studies	CHS/CMS	1.0	MA/2	\$59,718.00	09/01/2018	06/30/2019	
Biancosino, Jaimie	Student Assistance Counselor	CHS	1.0	MA/5	\$61,328.00	09/01/2018	06/30/2019	
Jeremias, Lori	Paraprofessional	CHS	N/A	N/A	\$17.47/hourly	09/01/2018	06/30/2019	
Albert, Alison	Paraprofessional	CHS	N/A	N/A	\$17.47/hourly	09/01/2018	06/30/2019	

3. (099-18/19) Rescission: Contracts - 2018/2019 School Year

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education rescinds the contract for the following individual for the 2018/2019 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
McLaughlin, Thomas	Teacher of Social Studies	CHS	1.00	BA/3	\$56,853.00	09/01/2018	06/30/2019	

4. (100-18/19) Approval: Contracts - Leave Replacement Teacher – As Amended

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves contracts for the following Leave Replacement Teachers for the 2018/2019 school year:

Name	Position	Location	Column/Step	Salary	Effective Date	Termination Date	Notes
Schnell, Taryn	Teacher of Health/Phys Ed	CMS	BA/2	\$56,353.00 prorated at \$28,176.55	09/24/2018	02/22/2019	Eligible for 3 shadow days @ \$100/diem
Hulmes, Brittany	Teacher of Health/Phys Ed	CMS	BA/2	\$56,353.00 prorated at \$25,358.90	10/08/2018	02/22/2019	Eligible for 3 shadow days @ \$100/diem
DeVivo, Danielle	Leave Replacement School Social Worker	MAS	MA/8	\$65,308.00	09/01/2018	06/30/2019	
Zlotnick, Andrew	Leave Replacement Teacher of Students with Disabilities	CMS	BA/2	\$281.77 per diem	09/01/2018	09/30/2018	

5. (101-18/19) Approval: Maternity Leave of Absence

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

Employee #	Leave Start Date	Accumulated Sick 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
#7078	10/22/2018	25	12/21/2018	12/21/2018	03/22/2019	09/01/2019	

6. (102-18/19) Amendment: Maternity Leave of Absence

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education amends the following *Maternity Leave of Absence*:

Employee #	Leave Start Date	Accumulated Sick 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# 7262	09/24/2018	40	11/21/2018	11/21/2018	N/A	02/25/2019	Supersedes action on 4/30/2018.

7. (103-18/19) 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			Taskin	Allen
x	x			Eng	Calvin

8. (104-18/19) Approval: Travel - As Amended

**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
July	30	2018	Dagmar	Cordano	CHS Math Teacher	AMTNJ	Integrating STEM Lessons in the Math Classroom	Summit NJ	\$149
July	31	2018	Kendra	Newman	CHS -Math Teacher	AMTNJ	Teaching Math with Technology	Parsippany NJ	\$170
August	2	2018	Ally	Getch	CMS -Math Teacher	AMTNJ	Middle School Classroom Activities	Montclair NJ	\$170
August	6	2018	James	Cronin	LAF Math Teacher	AMTNJ	Wonder-Full & Event-Full Probability	Summit NJ	\$149
August	7	2018	Catherine	Spano	CHS Math Teacher	AMTNJ	Project Based Learning for Algebra Students	Clifton NJ	\$170
August	9	2018	Carmelo	Sortino	CMS - Math Teacher	AMTNJ	Design with Demos Activity Builder	Annandale NJ	\$170
August	14	2018	Carmelo	Sortino	CMS - Math Teacher	AMTNJ	Developing Instructional Strategies	Montclair NJ	\$170
July - August	30 - 2	2018	Erin	Scheibling	Social Studies Teacher	Rutgers	AP Summer Institute – AP US History	New Brunswick NJ	\$1,150

**B. FINANCE/FACILITIES**

On a motion by Mr. Gilfillan, seconded by Ms. Ciccarelli, the consent agenda items B.1 – B.13 were approved by a 6-0 roll call vote.

Mr. Gilfillan thanked the Chatham Performing Arts Boosters for their donation as listed on this evening’s agenda.

1. (071-18/19) Approval: Payments - Bills Lists & Payroll

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

Description	Totals
Bills List - June 30, 2018	\$1,032,020.43
Bills List - July 16, 2018	\$3,934,390,.92
Payroll - June 2018	\$4,266,011.59
<b>TOTAL:</b>	<b>\$9,232,422.94</b>

2. (072-18/19) Approval: Acceptance of Elementary & Secondary Education Act Grant (ESEA) Funds  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the acceptance of the 2018/2019 ESEA Grant Funds that have been substantially approved by the Department of Education with the following amounts:

- Title II-A \$41,782
- Title III Immigrant \$ 8,932

The School District of the Chathams will participate in a consortium for \$4,568 of Title III funds with the Westfield Board of Education.

**BE IT FURTHER RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves that Aaron Yamamoto be paid under Title IIA in the amount of \$30,424.00 toward his annual salary of \$ 67,394.00.

3. (073-18/19) 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 2018/2019 school year at the rate of \$75.00 per hour as funded by 2018/2019 ESEA Title III Immigration funds:

Name	Salary Stipend Totals
Debra Keeley	Not to exceed \$2,700.00
Lisa Forte	Not to exceed \$2,700.00
	<b>Not to Exceed a Total Amount of \$5,400.00</b>

4. (074-18/19) Approval: ESY Services  
**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the reimbursement for extended school year services for 2018 to the parents of special education student #5306440641 in the amount of \$850.00.
5. (075-18/19) Approval: Contracts through Cooperative Purchasing Agreements  
**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the contracts with Cross Roads Pavement Maintenance, LLC through the ED Data Primary Vendor Macadam Services cooperative for the paving at the Lafayette Avenue School for \$127,840.00 and at the Southern Boulevard School for \$102,840.00. The funds for these projects were included in the 2018/2019 budget.
6. (076-18/19) Approval: ESY & Regular Year Out-of-District Students  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the tuition and the transportation costs for the 2018/2019 Extended School Year (ESY) and Regular School Year out-of-district placements for special education students as listed below:

Primary Location	State ID	ESY	Annual Tuition 2018/2019	1:1 Aide	Total Tuition 2018/2019
Academy 360 - Lower School	3991923834	\$8,083.46	\$67,239.69		\$75,323.15
Academy 360 - Lower School	2119449349	\$8,083.46	\$67,239.69		\$75,323.15
Alexander Hamilton - Morris	3697979311		\$63,409.00		\$63,409.00
Chapel Hill Academy	4381092724		\$61,020.00		\$61,020.00
Institute for Educational Achievement	2207445100	\$16,467.30	\$98,803.80		\$115,271.10
Regional Day School	6367013963	\$3,925.00		\$3,445.00	\$7,370.00

7. (077-18/19) Approval: Transition Services

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves Community Personnel Services, Inc. to provide transitional services to special education student #2754774034 at the rate of \$65.00 per hour not to exceed \$35,880.00 for the 2018/2019 school year.

8. (078-18/19) Approval: Evaluation Services

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves Marilyn A. Kubichek, MD, FAAP to conduct neurological evaluations for the district at the rate of \$575.00 per evaluation not to exceed \$4,600.00.

9. (079-18/19) Approval: Evaluation Services

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves Leyda Sanchez-Ortiz, MD to conduct a neurological evaluation for special education student #2137392378 in the amount of \$600.00.

10. (080-18/19) Approval: Commission For The Blind and Visually Impaired

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves a contract with The Commission for the Blind and Visually Impaired to provide Level 1 services for Visually Impaired student (#6367013963) at a cost of \$1,900.00 for the 2018/2019 school year.

11. (081-18/19) Approval: Settlement Agreement

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the Settlement Agreement between the district and the parents of special education student #1040839639.

12. (082-18/19) Approval: Agreement with Small Factory Innovations

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the agreement between the district and Small Factory Innovations for their SILAS web based program for the 2018/2019 school year for an amount not to exceed \$6,520.00.

13. (083-18/19) Acceptance: Chatham Performing Arts Boosters Donation

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education accepts a donation in the amount of \$9,637.50 from the Chatham Performing Arts Boosters to the district performing arts programs for following equipment:

Teacher	School	Equipment	Amount
Laura Russo	CHS	Shelving for prop room	\$343.88
John Latona	CHS	4 - used 36deg Source 4 (Four Packs)	\$4,780.00
Ken Bryson	CHS	Logitech Speakers	\$143.63
Suzanne Bass	CMS	Violin/Viola Storage Units	\$931.00
Christie Spriggs	CMS	Keyboard - Jazz Band	\$699.00
Joe Bassin	CMS	Bari Saxophone	\$2,740.00
<b>Total</b>			<b>\$9,637.50</b>

**C. CURRICULUM**

On a motion by Ms. Ciccarelli, seconded by Mr. Valenti, the consent agenda items C.1 – C.13 were approved by a 6-0 roll call vote.

1. (013-18/19) *Acceptance: Harassment, Intimidation and Bullying (HIB) Investigative Report for the period from June 25, 2018 through July 13, 2018.*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education accepts the Harassment, Intimidation and Bullying (HIB) Investigative Report for the period of June 25, 2018 through July 13, 2018 pursuant to N.J.S.A. 18A:37-1 et seq. **(NOTHING TO REPORT)**

2. (014-18/19) *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 June 25, 2018 Meeting, which encompasses all HIB findings between June 11, 2018 through June 22, 2018.

3. (015-18/19) *Approval: 2018/2019 Field Trips*

**RESOLVED:** Upon recommendation of the Superintendent, and as approved by the school principals and the superintendent or his designee, the Board of Education approves all field trips for the 2018/2019 school year.

4. (016-18/19) *Approval: Tuition Rate for Non Resident Tuition Student*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the tuition rate for the following nonresident student for the 2018/2019 school year as listed below:

Student State ID #	School	Annual Tuition
619004	CHS	\$17,000

5. (017-18/19) *Approval: Tuition Rates for Incoming Tuition Students*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves tuition rates for the following incoming students for the 2018/2019 school year as listed below:

Student State ID #	School	Annual Tuition
20242597	CMS	\$1,000
20252598	CMS	\$1,000



20273420	LAF	\$1,000
20304987	WAS	\$2,000
20193934	CHS	\$1,000
20232947	CMS	\$1,000
20232013	CMS	\$1,000
20262621	LAF	\$1,000
20285102	MAS	\$2,000
20273167	LAF	\$1,000
20231385	CMS	\$1,000
20204019	CHS	\$1,000
20264655	LAF	\$1,000
20284124	WAS	\$1,000
20244099	CMS	\$1,000
20234160	CMS	\$1,000
20243577	CMS	\$1,000
20213578	CHS	\$1,000

6. *(018-18/19) Approval: District Professional Development Plan*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the district Professional Development Plan for the 2018/2019 school year.

7. *(019-18/19) Approval: Curriculum*

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education, in accordance with Policy 2220, approves the curriculum for Chatham High School (Grades 9-12), Chatham Middle School (Grades 6-8), Lafayette Avenue School (Grades 4-5), Milton Avenue School (Grades pre-K-3), Southern Boulevard School (Grades K-3), and Washington Avenue School (Grades pre-K-3) in the following nine core curriculum content areas, as defined by the State of New Jersey Department of Education: Visual and Performing Arts, Comprehensive Health and Physical Education, Language Arts Literacy, Mathematics, Science, Social Studies, World Language, Technology, and 21<sup>st</sup> Century Life and Careers

**BE IT FURTHER RESOLVED,** that the Board of Education approves the course of study for Chatham High School (Grades 9-12) as contained in the Chatham High School Program of Studies for the 2018/2019 school year; and

**BE IT FURTHER RESOLVED,** that the Board of Education approves the course of study for Chatham Middle School (Grades 6-8) as contained in the Chatham Middle School Program of Studies for the 2018/2019 school year; and

**BE IT FURTHER RESOLVED,** that the Board of Education approve the following K-12 Special Programs and Services for the 2018/2019; and English as a Second Language (ESL), Basic Skills Program, Gifted/Talented Program, and School Counseling; and

**BE IT FURTHER RESOLVED,** that the Board of Education approves all textbooks in use to implement this curriculum for the 2018/2019 school year. Additional/new texts related to curriculum revisions for the 2018/2019 school year will be subject to Board approval.

8. *(020-18/19) Approval: Teacher Evaluation Framework*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the School District of the Chathams Teacher Evaluation Framework, which includes Charlotte Danielson’s, “*A Framework for Teaching*”, as the district’s Teacher Evaluation Instrument.
  
9. *(021-18/19) Approval: Principal Evaluation Framework*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves James Stronge’s, “*Leader Effectiveness Evaluation System*”, as the district’s Principal Evaluation Instrument.
  
10. *(022-18/19) Approval: Comprehensive Equity Plan Statement of Assurance*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the submittal of the Comprehensive Equity Plan *Statement of Assurance* for the 2018/2019 school year to the County Office.
  
11. *(023-18/19) Approval: District Professional Development Plan Statement of Assurance*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the electronic submittal of the District Professional Development Plan *Statement of Assurance* for the 2018/2019 school year to the County Office.
  
12. *(024-18/19) Approval: District Mentoring Plan Statement of Assurance*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the electronic submittal of the District Mentoring Plan *Statement of Assurance* for the 2018/2019 school year to the County Office.
  
13. *(025-18/19) Approval: Course Material Development*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the following staff members to complete course material development at the rate and cap listed below.

Name	Hourly Rate	Not to Exceed
Dagmar Cordano	\$60.70	\$1214.00
Meredith Kempson	\$43.42	\$868.40
Mallory Lynn	\$57.00	\$1,140.00

**D. POLICY - None**

**XI. BOARD BUSINESS**

- Ms. Weber reported that the homeowners of a piece of property on Lafayette Avenue approached the district about purchasing the property. The consensus at this time is not to purchase the property due to no immediate need and funds. Mr. Daquila was directed to contact the homeowners.
- Ms. Weber noted that redistricting will be as a result of the demographer’s report. The redistricting will be for September 2019 at the earliest and possibly not until September 2020.

**XII. PUBLIC COMMENTARY**

- Bill Heap noted that he hopes the tax payers can share in the additional \$350,000.00 of state aid. He has been taking an informal survey about Class III officers and most people in town have no idea of the issue being discussed.

**XIII. ADJOURNMENT**

On a motion by Ms. Weber, seconded by Mr. Gilfillan, and as approved by unanimous voice vote, the meeting adjourned at 8:04 PM.

**Minutes recorded by:**

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