

**REGULAR MEETING  
BOARD OF EDUCATION, SCHOOL DISTRICT OF THE CHATHAMS  
MONDAY, AUGUST 27, 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 7:33 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, Mary Chambers, Ann Ciccarelli, Michelle Clark, Matthew Gilfillan, Michael Ryan, and Jill Critchley Weber

**Absent:** Lata Kenney and Michael Valenti were absent.

**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 six (6) 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 reminded the Board that in advance of the new administration building, starting September 17, the Board of Education meetings will be in the Chatham High School Library/Media Center (a special note of thanks to Tom Salvas for recording the Board of Education meetings in the past).
- Dr. LaSusa reported an enrollment of 4,119 students as of August 27, 2018 and went on to say he feels this will be the starting enrollment for September. The district is fully staffed as of today.

- Dr. LaSusa shared that he attended a four-day state sponsored school safety/security training session. The session also covered school safety Class III officers and the security experts strongly recommend Class III officers in the schools.
- Dr. LaSusa reported that he is attempting to schedule Captain Gibbons and Lieutenant Miller to address the Board (tentative date is October 1, 2018).

## **B. BUSINESS ADMINISTRATOR'S REPORT**

- Mr. Daquila gave the following update on the Chatham High School auditorium renovation, Chatham Middle School STEM addition, Milton Avenue School addition and Central Office addition:
  - Roof Work at Chatham High School, Chatham Middle School and Southern Boulevard School - All the roof work on these three projects will be completed this week.
  - LAF Kitchen – The contractor has done a fantastic job and the final inspections are this week. The kitchen looks great and will be ready for the start of school next week.
  - SBS Restrooms – The final inspections are this week. The bathrooms look great and will be ready for the start of school next week.
  - MAS – When the contractor called for the final building inspections, it was discovered that the K&M site supervisor had not called for a few of the required building inspections during the last four months of the project. There has been a meeting with the contractor, the Madison building inspector, the Parette Somjen architects, and the district staff to create a solution to the problem. We are hopeful that the issues can be resolved prior to the start of school next week.
  - CMS – The contractor has done a fantastic job and the final inspections are this week. There will be some minor site work that will be completed after school opens. The furniture and equipment is being installed this week and the rooms will be ready for the opening of school.
  - CHS Auditorium – The contractor has done a great job and the auditorium looks terrific. We have a TCO (temporary certificate of occupancy), so there can be partial use prior to the installation of the seats. The seats have been ordered and the contractor is waiting for the vendor to provide an anticipated delivery date.
  - Central Office Addition – The roof has been completed and the brick work is about 60% complete. Once the brick is completed, the windows will be installed. After this the majority of the interior work can be completed. The relocation of both a water line and a gas line needs to be done. The contractor is behind schedule and at this time the anticipated completion date is November 1, 2018. We continue to push the contractor to finish sooner.
  - The schools are ready to be opened for staff and students.

## **VII. COMMITTEE REPORTS**

- A. Personnel** – No report available. The next meeting is scheduled for September 12.
- B. Curriculum** – Ms. Ciccarelli reported that the next meeting is scheduled for September 12.
- C. Finance/Facilities** – Mr. Gilfillan had nothing to report (the committee is in the process of scheduling their next meeting).
- D. Policy and Planning** – Mr. Arnuk reported that the committee met earlier this evening. The discussed six policies/regulations due to Strauss Esmay updates resulting from State changes. The committee is planning to meet again on Wednesday (August 29) to continue reviewing policy.

**Liaisons**

**Chatham Borough** – Ms. Weber reported that the Borough is considering redeveloping a parcel on River Road to include up to 340 units. This could be a potential strain for the district without receiving any additional tax funding. The Board discussed potential costs to the district.

**Chatham Township** – Ms. Clark reported the “Walk Into Darkness” is scheduled for September 22. Safe Schools Sidewalk discussions continue.

**Chatham Athletic Boosters** – Ms. Ciccarelli/Ms. Weber had nothing to report.

**Chatham Performing Arts Boosters** – Mr. Arnuk had nothing to report.

**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):

- July 16, 2018 – Public Session

The motion was seconded by Ms. Ciccarelli and approved 5-0-2 on a roll call vote (Mr. Arnuk and Mr. Ryan abstained).

**IX. PUBLIC COMMENTARY**

- Maureen Kelly, a Chatham resident, asked about additional state aid; if the budget passed, how is the additional state aid included in the budget and how will it be spent.
- Mr. Gilfillan responded that additional state aid does not affect the property tax basis. The additional funds is state money and the district is underfunded per the state’s calculations. The finance committee and district have not finalized any plans for spending the additional funds.

**X. ACTION ITEMS**

**A. PERSONNEL**

On a motion by Ms. Clark, seconded by Mr. Arnuk, the consent agenda items A.1 – A.27 (Items A.1, 6, 7, & 17 adjusted per addendum and Items A.15 and 27 adjusted verbally at the meeting) were approved by a 7-0 roll call vote.

*1. (105-18/19) Acceptance: Resignation - AS AMENDED PER ADDENDUM*

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

<b>Name</b>	<b>Location/Position</b>	<b>Effective Date</b>
Holberton, Molly	MAS/Paraprofessional	06/30/2018
Tobin, Krista	MAS/Paraprofessional	06/30/2018
Serrano, Susan	SBS/Paraprofessional	06/30/2018
Quille, Ciaran	SBS/Paraprofessional	06/30/2018
Eager, Lauren	SBS/Paraprofessional	06/30/2018
Hajjar, Michele	CHS/Paraprofessional	06/30/2018

Lasaracino, Laura	CHS/Paraprofessional	06/30/2018
Nacer, Carly	CMS/Teacher	10/09/2018
Jurist, Susan	CMS/Teacher	10/21/2018
<b>Chakrabarty, Sulakshana</b>	<b>CMS/Paraprofessional</b>	<b>06/30/2018</b>

2. (106-18/19) Approval: Achievement of Superintendent's Professional Merit Goals

**RESOLVED:** The Board of Education approves the achievement of the Superintendent's professional merit goals for the 2017/2018 school year as on file in the Department of Human Resources.

3. (107-18/19) Approval: District School Safety Specialist

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Marco Freyre, Assistant Principal at Lafayette Avenue School, and Michael LaSusa, Superintendent of Schools, as the District School Safety Specialists for the 2018/2019 school years.

4. (108-18/19) 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
Vaughan, Sarah	Teacher of Students w/Disabilities	SBS	1.00	MA/3	\$60,248.00	09/01/2018	06/30/2019
Sperlazzo, Jessica	Teacher of English	CHS	1.00	MA/5	\$61,328.00	09/01/2018	06/30/2019
Tompkins, Megan	Teacher of Elementary	WAS	1.00	BA/3	\$56,853.00	09/01/2018	06/30/2019
Emrich, Caitlyn	Teacher of Elementary	LAF	1.00	BA/4	\$57,353.00 Prorated \$48,750.05	10/16/2018	06/30/2019
Patrone, Doreen	Paraprofessional	CHS	N/A	N/A	\$17.47/hour	09/01/2018	06/30/2019
Fischer, Michele	Paraprofessional	CMS	N/A	N/A	\$17.47/hour	09/01/2018	06/30/2019
Gomez, Isabel	Paraprofessional	CMS	N/A	N/A	\$17.47/hour	09/01/2018	06/30/2019
Sidoli, Max	Paraprofessional	CMS	N/A	N/A	\$17.47/hour	09/01/2018	06/30/2019
Rosenberg, Melissa	Paraprofessional	CMS	N/A	N/A	\$17.47/hour	09/01/2018	06/30/2019
Ross, Nicole	Paraprofessional	MAS	N/A	N/A	\$17.47/hour	09/01/2018	06/30/2019
Nelson, Karen	Paraprofessional	MAS	N/A	N/A	\$17.47/hour	09/01/2018	06/30/2019
Salvaterra, Christina	Paraprofessional	MAS	N/A	N/A	\$17.47/hour	09/01/2018	06/30/2019
Einhorn, Lori	Paraprofessional	CHS	N/A	N/A	\$17.47/hour	09/01/2018	06/30/2019
DeBiasse, Jean	Paraprofessional	CHS	N/A	N/A	\$17.47/hour	09/01/2018	06/30/2019

Posthill (Perkins), Suzanne	Paraprofessional	CHS	N/A	N/A	\$17.47/hour	09/01/2018	06/30/2019
Tafro, Lisa	Paraprofessional	MAS	N/A	N/A	\$17.47/hour	09/01/2018	06/30/2019
Goldfield, Denise	Paraprofessional	CHS	N/A	N/A	\$17.47/hour	09/01/2018	06/30/2019

5. (109-18/19) Amendment: Contract - 2018/2019 School Year

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education amends 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
Crawley, MaryLea	Teacher of English	CHS	1.00	MA15/4	\$61,918.00	09/01/2018	06/30/2019	Supersedes action on 06/25/2018 to amend column/step and salary.

6. (110-18/19) Approval: Contracts - Leave Replacement Teachers – **AS AMENDED PER ADDENDUM**

**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
Conway, Mackenzie	Teacher of English	CHS	BA/2	\$56,353.00 Prorated \$28,176.50	09/01/2018	01/31/2019	
McCarthy, Susan	Teacher of BSI	SBS	BA/2	\$28,176.50 Prorated \$11,270.64	09/01/2018	12/21/2018	FTE: 0.50
Tomassi, Nancy	Teacher of Students w/Disabilities	LAF	BA/2	\$56,353.00	09/01/2018	06/30/2019	
Phillips, Pamela	Teacher of Mathematics	CMS	BA/2	\$56,353.00 Prorated \$22,541.20	09/01/2018	12/21/2018	
Turner, Christine	Teacher of Elementary	LAF	N/A	\$281.45/per diem	09/01/2018	11/26/2018	
Johnson, Michael	Teacher of HPE	CMS	BA/2	\$56,353.00 Prorated \$28,176.45	09/24/2018	02/22/2019	Approval of up to three shadow days @ \$100/diem.
<b>Bogert, James</b>	<b>Leave Replacement Teacher of Music</b>	<b>LAF</b>	<b>BA/2</b>	<b>\$56,353.00</b>	<b>09/01/2018</b>	<b>06/30/2019</b>	

7. (111-18/19) Amendment: Contract - Leave Replacement Teacher – **AS AMENDED PER ADDENDUM**

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education amends the contract for the following Leave Replacement Teacher for the 2018/2019 school year:

Name	Position	Location	Column/Step	Salary	Effective Date	Termination Date	Notes
Hulmes, Brittany	Teacher of Health/Phys Ed	CMS	BA/2	\$56,353.00 Prorated to \$36,353.13	10/31/2018	05/13/2019	Supersedes action on 07/14/2018 to amend dates and salary.
<b>Turner, Christine</b>	<b>Leave Replacement Teacher of Elementary</b>	<b>LAF</b>	<b>BA/2</b>	<b>\$56,353.00</b>	<b>09/01/2018</b>	<b>06/30/2019</b>	

8. (112-18/19) Rescission: Contracts - Leave Replacement Teachers

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education rescinds the 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	Supersedes the action on 07/16 action to approve contract.
Zlotnik, Andrew	Leave Replacement Teacher of Students with Disabilities	CMS	BA/2	\$281.77 per diem	09/01/2018	09/30/2018	Supersedes the action on 07/16 action to approve employment.

9. (113-18/19) Approval: Contract - Maintenance Staff

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the following contract for the 2018/2019 school year, as per the agreement between the School District of the Chathams and the Chatham Maintenance Employee:

Name	Position	Location	FTE	Category/Step	Salary	Effective Date	Termination Date	Notes
Erekovcanski, Veselin	Maintainer	District	1.00	K (11)	\$53,390.00 Prorated at \$40,042.62	10/01/2018	06/30/2019	

10. (114-18/19) Approval: Contract - Custodial Staff

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the following contract for the 2018/2019 school year, 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
Green, Britton	Floating Custodian	District Wide	1.00	IV/E	\$40,446.00 Prorated \$36,634.73	08/06/2018	06/30/2019	Salary includes \$2,000 night differential

11. (115-18/19) Amendment: Contracts - Custodial Staff

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education amends the following contracts for the 2018/2019 school year, 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
Leon, Victor	Custodian	CMS	1.00	OG	\$55,103.00	07/01/2018	06/30/2019	Supersedes action on May 14, 2018 to amend salary to include longevity.
Bassolino, Raffalina	Custodian	SBS	1.00	C/6	\$39,154.00 Prorated \$32,628.40	09/01/2018	06/30/2019	Supersedes action on May 14, 2018 to amend night differential due to change in shift.
Ardolino, Joseph	Custodian	SBS	1.00	C/8	\$40,469.00 Prorated \$33,724.20	09/01/2018	06/30/2019	Supersedes action on May 14, 2018 to amend night differential due to change in shift.

12. (116-18/19) Approval: Contract - Technology Staff

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the appointment of Ian Wills, Technology Specialist, effective August 29, 2018 through June 30, 2019, at an annual salary of \$54,000, prorated to \$45,623.10, for the 2018/2019 school year, as per the agreement between the Board of Education and the Technology Staff.

13. (117-18/19) Amendment: New Position

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the creation of one full time twelve-month and one part time twelve-month Student Help Desk Specialist positions, within the department of Technology, for the 2018/2019 school year. This amends the action on June 25, 2018.

14. (118-18/19) Approval: Amendment to Job Title/Job Description

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the amended title of Supervisor of Student Support Services, effective 09/01/2018 and forward, and

**BE IT FURTHER RESOLVED:** the additional duties associated with the aforementioned title change have been included in the updated job description. (*Job description on file in the Office of Human Resources*).

15. (119-18/19) Approval: Staff Transfer of Assignment – **AS AMENDED VERBALLY AT MEETING**

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the following transfers of assignment for the 2018/2019 school year:

Name	Position	Location	Column/Step	Salary	Effective Date	Termination Date	Notes
Braviak, Susan	Student Help Desk Specialist (12 month)	CMS	N/A	\$42,000.00 Prorated \$35,000.00	09/01/2018	06/30/2019	Supersedes action on 06/11/2018 to transfer assignment and salary from library paraprofessional.
Sgroi, Marisa	Teacher of English	CMS	BA/4	\$57,353.00	10/10/2018	06/30/2019	Supersedes action of 05/14/2018 to amend assignment and location.
Oliver, Helen	Teacher of Special Education	SBS	MA/7	\$64,413.00	09/01/2018	06/30/2019	Supersedes action of 05/14/2018 to amend assignment.

16. (120-18/19) Approval: Maternity Leaves 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 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# 8331	10/05/2018	25	11/13/2018	12/06/2018	N/A	03/08/2019	
ID# 5020	12/11/2018	40	02/15/2019	02/15/2019	N/A	05/20/2019	
ID# 7013	11/12/2018	40	01/18/2019	01/18/2019	N/A	04/22/2019	
ID# 7435	11/19/2018	40	01/26/2019	01/26/2019	04/30/2019	09/01/2019	
ID# 7619	10/24/2018	40	01/03/2019	01/03/2019	N/A	03/29/2019	

17. (121-18/19) Amendment: Maternity Leave of Absence – **AS AMENDED PER ADDENDUM**

**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 <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>	Notes
ID# 7850	06/04/2018	12	09/01/2018	09/01/2018	11/28/2018	09/01/2019	Supersedes action on 02/05/2018 to extend and amend return date.
ID# 2191	02/22/2018	55	05/18/2018	10/02/2018	N/A	10/22/2018	Supersedes action on 11/20/17 to extend and amend return date

18. (122-18/19) Approval: Medical Leave of Absence

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

Employee #	Leave Start Date	Sick & Accumulated Sick 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>	Notes
ID# 7109	09/01/2018	78	N/A	N/A	01/09/2019	09/01/2019	

19. (123-18/19) 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 <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>	Notes
ID# 2147	10/18/2017	74.5	02/26/2018	N/A	05/21/2018	09/01/2018	Supersedes action on 05/14/2018 to amend date of return.

20. (124-18/19) 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
Medvin, Kelly	School Counselor	SBS	2.5	11/19/2018	11/21/2018	
Tolkin, Sara	Paraprofessional	LAF	4	09/11/2018	09/14/2018	

## 21. (125-18/19) Approval: Extra Class - Certificated Staff

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves an *Extra Class Leave Replacement Assignment* for Certificated Staff for the 2018/2019 school year:

Name / Position	Location	Effective Date	End Date	Salary	Notes
Karen Rutkowski Teacher of Special Education	CMS	09/01/2018	09/28/2018	\$1,440.00	
Daniel Hrdina Teacher of Special Education	CMS	09/01/2018	09/28/2018	\$1,440.00	
Michael Raguseo Teacher of Special Education	CMS	09/01/2018	09/28/2018	\$1,440.00	
Lauren Flood Teacher of Special Education	CMS	09/01/2018	09/28/2018	\$1,440.00	

## 22. (126-18/19) Approval: Contractual Extra Duty Stipends

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves staff members to hold various contractual stipends for the 2018/2019 school year as detailed in attachment (*Attachment A.22* )

## 23. (127-18/19) Approval: 2018 Fall Coaching Staff

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the contracts for *Fall Coaches*, for the 2018/2019 school year as per agreement between School District of the Chathams and CEA, as listed below:

Name		Season	Sport	Assignment	Ratio	Salary
Czepiga, Dan	*	Fall 2018	Football	Head	1.00	\$10,054.11
Picariello, Evan	*	Fall 2018	Football	Assistant	0.6	\$6,032.46
Tripp, Eric		Fall 2018	Football	Assistant	0.6	\$6,032.46
Moskowitz, Dan		Fall 2018	Football	Assistant	0.6	\$6,032.46
Agree, Adam	*	Fall 2018	Football	Assistant	0.6	\$6,032.46
Solomon, Greg		Fall 2018	Football	Assistant	0.6	\$6,032.46
TBD		Fall 2018	Football	Volunteer	N/A	N/A
Palladino, Vincent	*	Fall 2018	Football	Volunteer	N/A	N/A
Pellis, Vincent		Fall 2018	Football	Volunteer	N/A	N/A
Maka, Mark	*	Fall 2018	Soccer	Boys' Head	0.75	\$7,540.58
Pacelli, Vinnie		Fall 2018	Soccer	Boys' Assistant	0.6	\$6,032.46
Dougherty, Mike		Fall 2018	Soccer	Boys' Assistant	0.6	\$6,032.46
de Oliveira, Juliano		Fall 2018	Soccer	Boys' Adjunct	0.3	\$3,016.23
Adair, Gary	*	Fall 2018	Soccer	Girls' Head	0.75	\$7,540.58
Cavallo, Christine	*	Fall 2018	Soccer	Girls' Assistant	0.6	\$6,032.46
Turton, Amanda	*	Fall 2018	Soccer	Girls' Assistant	0.6	\$6,032.46

Condon, Laura	*	Fall 2018	Soccer	Girls' Adjunct	0.3	\$3,016.23
Barry, Pat		Fall 2018	Cross Country	Boys' Head	0.75	\$7,540.58
Guerriero, Julie	*	Fall 2018	Cross Country	Head Girls'	0.75	\$7,540.58
DeSantis, Nicholas	*	Fall 2018	Cross Country	Assistant	0.6	\$6,032.46
Amster, Anna	*	Fall 2018	Volleyball	Head	0.75	\$7,540.58
Biegaj, Ed		Fall 2018	Volleyball	Assistant	0.6	\$6,032.46
Ferguson, Terrence	*	Fall 2018	Volleyball	Assistant	0.6	\$6,032.46
Leyden, Kaitlin	*	Fall 2018	Field Hockey	Head	0.75	\$7,540.58
Hennelly, Michelle	*	Fall 2018	Field Hockey	Assistant	0.6	\$6,032.46
Chambers, Doug	*	Fall 2018	Field Hockey	Assistant	0.6	\$6,032.46
Fallon, Kristen	*	Fall 2018	Field Hockey	Volunteer	N/A	N/A
Pyhel, Kim		Fall 2018	Field Hockey	Volunteer	N/A	N/A
DiSturco, Tara		Fall 2018	Cheerleading	Head	0.6	\$6,032.46
Cai, James	*	Fall 2018	Tennis	Girls' Head	0.65	\$6,535.17
Beebe, Brenda		Fall 2018	Tennis	Girls' Assistant	0.6	\$6,032.46
Daniel Sacco		Fall 2018	Tennis	Girls' Adjunct	0.3	\$3,016.23
Connor Henderson	*	Fall 2018	Intramurals	N/A	0.3	\$3,016.23
Jason Mariano	*	Fall 2018	Fitness Room Supervisor	N/A	0.3	\$3,016.23

\*Denotes District Employee

24. (128-18/19) Approval: District Substitutes

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves all substitutes for the 2018/2019 school year as detailed in the attachment (*Attachment A.24* )

25. (129-18/19) Approval: Additional ESL Screening Hours

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Debra Keeley and Lisa Forte to provide ESL Screening, at their contracted hourly rate, not to exceed three hours each, for the 2018/2019 school year.

26. (130-18/19) Approval: Additional ESY Hours

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves additional hours for Marci Carovillano to provide occupational therapy during the Extended School Year program at the rate of \$80.00 per hour not to exceed \$1,080.00.

27. (131-18/19) Approval: Travel – **AS AMENDED VERABLLY AT MEETNG**

**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
Aug	15	2018	Bill	Librera	Assistant Principal	NJIAA	Legal Issues Webinar	CHS	\$125
Oct	10 & 16	2018	Kelly	Caffrey	District Bookkeeper	Rutgers	Public School Purchasing Workshops	New Brunswick	\$475
Oct	18 & 19	2018	Kathleen	O'Connor	Director of Elementary Ed	FEA	2018 Fall Conference	Long Branch NJ	\$375
Nov	12-16	2018	Tamar	Spitzer	Supervisor of World Languages	ACTFL/NADSFL	Annual National Conferences	New Orleans	\$1500
Nov	<del>15-19</del>	<del>2018</del>	<del>Oona</del>	<del>Abrams</del>	<del>English Teacher - CHS</del>	<del>NCTE &amp; CEL</del>	<del>National Conventions</del>	<del>Houston Texas</del>	<del>\$1,000</del>
Nov	<del>18-20</del>	<del>2018</del>	<del>Christine</del>	<del>Cavallo</del>	<del>Special Ed Teacher - CHS</del>	<del>CEL</del>	<del>National Convention</del>	<del>Houston Texas</del>	<del>\$840</del>
Nov	<del>18-20</del>	<del>2018</del>	<del>Christina</del>	<del>McCabe</del>	<del>English Teacher - CHS</del>	<del>CEL</del>	<del>National Convention</del>	<del>Houston Texas</del>	<del>\$840</del>

**B. FINANCE/FACILITIES**

On a motion by Mr. Gilfillan, seconded by Ms. Ciccarelli, the consent agenda items B.1 – B.25, were approved by a 7-0 roll call vote.

Dr. LaSusa noted that Item B.7 regarding additional state aid – funds will be used for two additional teachers hired due to increased enrollment. Other items will be discussed.

Mr. Gilfillan thanked the Southern Boulevard School PTO and the Washington Avenue School PTO for their donations as listed on this evening’s agenda for Board acceptance.

1. (084-18/19) 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 - July 26, 2018	\$1,095,486.72
Bills List - August 27, 2018	\$3,500,106.78
Payroll - July 2018	\$ 806,886.53
<b>TOTAL:</b>	<b>\$5,402,480.03</b>

2. (085-18/19) Approval: Preliminary Transfers - June 2018

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

3. *(086-18/19) Approval: Preliminary Monthly Report of County Transfers - June 2018*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the Preliminary Monthly Report of County Transfers for June 2018. *(Attachment B.3)*
4. *(087-18/19) Approval: Preliminary Report of the Board Secretary - June 2018*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the Preliminary Report of the Board Secretary for June 2018. *(Attachment B.4)*
5. *(088-18/19) Approval: Preliminary Report of the Board Treasurer - June 2018*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the Preliminary Report of the Board Treasurer for June 2018. *(Attachment B.5)*
6. *(089-18/19) Approval: Preliminary Finance Certification - June 2018*  
**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 preliminary Board Secretary's and Treasurer's monthly financial reports for June 2018 that no account or fund has been over-expended in violation of N.J.A.S. 18A:17-36.
7. *(090-18/19) Approval: Additional State Aid for 2018/2019*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the additional state aid of \$350,043.00 for 2018/2019 to be used for security enhancements, additional teaching staff required due to enrollment and class size, maintenance repairs and other items that were not included in the 2018/2019 final budget.
8. *(091-18/19) Approval: Submission and Acceptance of Funds for the 2018/2019 IDEA Consolidated Grant Award*  
**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the submission and acceptance of funds for the 2018/2019 IDEA Consolidated Grant Award for the following amounts for special education programs:
  - IDEA Basic                      \$819,462.00
  - IDEA Preschool                \$ 24,513.00The IDEA Basic amount includes \$33,962.00 of Non-Public Funds. The district's spending amount for IDEA Basic is \$785,500.00.
9. *(092-18/19) Approval: Cooperative Pricing Agreement with the U.S. Commodities Government Purchasing Alliance National Cooperative*  
**WHEREAS:** N.J.S.A. 40A:11-11(5) et seq, N.J.S.A. 18A:18A et seq and N.J.A.C. 5:34-7.29(c) and per Local Finance Notice No. LFN 2011-35 authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and  
**WHEREAS:** U. S. Communities Government Purchasing Alliance National Coop has offered voluntary participation in a Cooperative Pricing System through multiple lead agencies, for the purchase of goods and services;

**WHEREAS:** on July 18, 2018, the governing body of the School District of the Chathams, County of Morris, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

**NOW, THEREFORE BE IT RESOLVED** as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the School District of the Chathams pursuant to the provisions of N.J.S.A. 40A:11-11(5), N.J.S.A. 18A:18A et seq. and N.J.A.C. 5:34-7.29(c) and per Local Finance Notice No. LFN 2011-35 the Board President is hereby authorized to enter into a Cooperative Pricing Agreement with multiple lead agencies which will be put before the board on an as needed basis.

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

10. (093-18/19) Approval: Implementation of the School Bio-Security Plan and Management Team

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the implementation of the School Bio-Security Plan for the 2018/2019 school year consistent with USDA guidelines; and

**BE IT FURTHER RESOLVED:** That the Board of Education approves the members of the Food Service Bio-Security Management Team for the 2018/2019 school year as follows:

Name	Title
Peter Daquila	Business Administrator/Board Secretary
Tatiana Gilbert	Assistant Business Administrator/Assistant Board Secretary
Michael LaSusa	Superintendent of Schools
Robert McBreen	Food Services Director
Darren Groh	CHS Principal
Jill Gihorski	CMS Principal
Cheryl Russo	LAS Principal
Nicholas Andrezza	MAS Principal
Robert Gardella	SBS Principal
Kristine Dudlo	WAS Principal
Aaron Hairston	Chartwell's Food Service Chef
John Cataldo	Buildings and Grounds Supervisor
Karen Leister	School Nurse

11. (094-18/19) Approval: Transportation Services for 2018/2019

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the renewals of the First Student 2007/2008 (Renewal #11), 2010/2011 (Renewal #8) and 2012/2013 (Renewal #6) contracts, in accordance with N.J.A.C. 6A:27-9.13, for student transportation services for the 2018/2019 school year, for the State mandated CPI increase of 1.51% for goods/services provided beyond what was stated in their 2017/2018 contract rates, for a total route per diem amount of \$4,203.78 effective September 1, 2018 through June 30, 2019.

12. (095-18/19) Approval: Transportation Services for 2018/2019 Athletics and School Related Activities

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the bid from First Student, Inc. (only bidder) for athletics and school related activities, in accordance with specifications outlined in the contract: *(Contract on file in Business Office)*

Basis of Bid Per Bus	Cost Per Bus	Cost Each Additional Hour
School bus trips between 8:45 AM - 2:30 PM	\$220.00	\$ 65.00
School bus after 4:00 PM, 4 hour minimum	\$400.00	\$ 85.00
Coach bus with or without seatbelts	\$625.00	\$105.00

13. (096-18/19) Approval: Transportation Routes and Stops for 2018/2019

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the bus routes and stops for the 2018/2019 school year (bus routes are on file in the Business Office).

CHS AM	CHS PM	CMS AM	CMS PM	LAS AM	LAS PM
H-1	H-1	M-1	M-1	L-1	L-1
H-2		M-2	M-2	L-2	L-2
H-3	H-2, 3 combined	M-3	M-3	L-3	L-3
H-4	H-4	M-4	M-4	*S/L-4 LAF/SB	L-4
		M-5	M-5	*S/L-5 LAF	L-5
		M-6	M-6	L-6	L-6
		M-7	M-7		
		M-8	M-8		

*\*Same Routes*

SBS AM	SBS Mid Day	SBS PM	WAS AM	WAS Mid Day	WAS PM
S-1		S-1	WA-1	WA-2	WA-1
S-2		S-2			
S-3		S-3			
S/L-4 LAF/SB		S-4			
	S-1, 2, 3				
	S-6 PM				

14. (097-18/19) Approval: Addition of CMS Late Bus Route

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the Chatham Middle School late bus route for the 2018/2019 school year as needed, for the State mandated CPI increase of 1.51% beyond their 2017/2018 rates for goods/services provided, for a per diem cost of \$103.93 effective September 1, 2018 through June 30, 2019; and

**BE IT FURTHER RESOLVED:** That the Board of approves bus stops for the Chatham Middle School late bus for the 2018/2019 school year *(Bus routes are on file in the Business Office)*.

15. (098-18/19) *Acceptance: SBS PTO Donation*

**RESOLVED:** Upon recommendation of the Superintendent, and as approved by the Southern Boulevard School Principal, the Board of Education accepts a donation from the Southern Boulevard School PTO in the amount of \$38,800.00 to be used to enhance the playground at the school.

16. (099-18/19) *Acceptance: WAS PTO Donation*

**RESOLVED:** Upon recommendation of the Superintendent, and as approved by the Southern Boulevard School Principal, the Board of Education accepts two donations from the Washington Avenue School PTO for a total amount of \$3,000.00 to be used as follows:

- New Lines on Blacktop: \$1,000.00
- New Trees \$2,000.00

17. (100-18/19) *Approval: Cenergistic Energy Guidelines and Energy Conservation Policy*

**RESOLVED:** Upon recommendation of the Superintendent, and as approved by the Business Administrator and the Supervisor of Buildings & Grounds, the Board of Education approves the Guidelines and Energy Conservation Policy in accordance with the contract with Cenergistic for energy savings. *(Guidelines and Policy are on file in the Business Office)*

18. (101-18/19) *Approval: Tuition Students to Attend Morris County Vocational School District for the 2018/2019 School Year*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the tuition of students in the program indicated below at the Morris County Vocational School District for the 2018/2019 school year:

STUDENT	PROGRAM	SESSION	COST
519012	ABI	Part Time	\$4,450.00
20192753	WELDI	Part Time	\$4,550.00
800039	CULNY	Full Time	\$9,100.00
20213134	VETN	Full Time	\$9,100.00
2022258	CULNY	Full Time	\$9,100.00
20222015	MMEDIA	Full Time	\$9,100.00

19. (102-18/19) *Approval: Itinerant Teacher Services*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Summit Speech School to provide itinerant teacher of the deaf services for student #1942036617 for 4 consults per year, at the rate of \$155 per session from September 2018 to June 2019 not to exceed the amount of \$620.00.

20. (103-18/19) *Approval: Itinerant Teacher Services*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Summit Speech School to provide itinerant teacher of the deaf services for student #6806525951 for 3 consults per year, at the rate of \$155 per session from September 2018 to June 2019 not to exceed the amount of \$465.00.



## 21. (104-18/19) Approval: Itinerant Teacher Services

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Summit Speech School to provide itinerant teacher of the deaf services for student #4455015926 for 2 sessions per week, at the rate of \$155.00 per session from September 2018 to June 2019 not to exceed the amount of \$10,540.00.

## 22. (105-18/19) Approval: Itinerant Teacher Services

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Summit Speech School to provide itinerant teacher of the deaf services for student #3276642331 for 2 sessions per week, at the rate of \$155.00 per session from September 2018 to June 2019 not to exceed the amount of \$10,540.00.

## 23. (106-18/19) Rescission: ESY &amp; Regular Year Out-of-District Students

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education rescinds the tuition and 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
Alexander Hamilton - Morris	3697979311		\$63,409.00		\$63,409.00

## 24. (107-18/19) Approval: ESY &amp; Regular Year Out-of-District Students

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the tuition and 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	8834548866	\$8,083.46	\$65,938.56		\$74,022.02
Academy 360 - Upper School	5764070648		\$65,938.56	\$26,535.00	\$92,473.56
Celebrate the Children	3838358274		\$71,500.00	\$27,000.00	\$98,500.00
ECLC of NJ (Chatham)	8735598395	\$5,826.60	\$52,439.40		\$58,266.00
ECLC of NJ (Chatham)	3017327135	\$5,826.60	\$52,439.40		\$58,266.00
ECLC of NJ (Chatham)	2611060353	\$5,826.60	\$52,439.40		\$58,266.00
ECLC of NJ (Chatham)	3319253055	\$5,826.60	\$52,439.40		\$58,266.00
ECLC of NJ (Chatham)	4625635455	\$5,826.60	\$52,439.40		\$58,266.00
ECLC of NJ (Chatham)	9723306089		\$52,439.40		\$52,439.40
Frelinghuysen Middle School	3697979311		\$63,409.00		\$63,409.00
Lakeview School	8730702700	\$14,239.50	\$85,437.00		\$99,676.50
Regional Day School	6367013963		\$63,950.00	\$27,990.00	\$91,940.00

## 25. (108-18/19) Approval: Nursing Services

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves Bayada Home Health Care, Inc. to provide extended school year nursing services during July and August for out of district special education student #8730702700 not to exceed the amount of \$14,307.00.

**C. CURRICULUM**

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

Ms. Weber noted that she hopes the additional funds from activities fees aren't used just for sports and asked that other activities receive funding for items they may need.

Ms. Clark requested that a secure way be developed for families who need assistance.

1. *(026-18/19) Acceptance: Harassment, Intimidation and Bullying (HIB) Investigative Report for the period from July 16, 2018 through August 24, 2018.*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education accepts the Harassment, Intimidation and Bullying (HIB) Investigative Report for the period of July 16, 2018 through August 24, 2018 pursuant to N.J.S.A. 18A:37-1 et seq. **(NOTHING TO REPORT)**

2. *(027-18/19) 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 July 16, 2018 Meeting, which encompasses all HIB findings between June 25, 2018 through July 13, 2018. **(NOTHING TO REPORT)**

3. *(028-18/19) Approval: Rescission of Tuition Student*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the rescission of the following tuition student from Chatham Middle School for the 2018/2019 school year:

Student ID #	School	Tuition Amount
20234160	CMS	\$1,000

4. *(029-18/19) Approval: CHS Activity Participation Fee*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the activity participation fee for Chatham High School students to be increased to \$150.00 for the 2018/2019 school year.

5. *(030-18/19) Approval: Shunpike Road Sidewalk Replacement Project - Safe Routes to School Program*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the "Shunpike Road Sidewalk Replacement Project" that will replace the asphalt path on the Northern side of Shunpike Road including the area near Cougar Field, as part of promoting and supporting the Safe Routes to School Program;

**WHEREAS:** There is a need to promote the health and safety of our children; and

**WHEREAS:** Lack of physical activity has had a significant impact on children's health and well-being, resulting in higher rates of obesity, diabetes, heart disease, and other related health concerns compared to 30 years ago; and

**WHEREAS:** Driving children to school by private vehicle and idling in the school vicinity contributes to traffic congestion and air pollution near the school; and

**WHEREAS:** Air pollution near schools can have adverse effects on student health, including decreased lung development, allergies and asthma, as well as on the local environment; and

**WHEREAS:** Congress has designated federal funding to develop the National Safe Routes to School Program to address these challenges; and

**WHEREAS:** Bicycling and walking to school can have a positive mental and physical impact on the health of children and youth, and helps them arrive at school ready to learn; and

**WHEREAS:** Providing safer routes to and from schools aims to decrease pedestrian and bicycling related injuries, not just for students but for the entire community; and

**WHEREAS:** The Safe Routes to School program uses education, encouragement, infrastructure and enforcement strategies to help make walking and bicycling to school safer and more attractive to children; and

**WHEREAS:** A successful Safe Routes to School program involves schools, school boards, citizens and local government to collaborate to enable and encourage children, including those with disabilities, to walk and bicycle to school safely; now, therefore,

**BE IT RESOLVED:** Upon recommendation of the Superintendent, the Board of Education supports the Safe Routes to School program and are proponents of developing and maintaining safe ways to walk and bicycle to school.

6. *(031-18/19) Approval: Overnight Field Trip*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves the overnight field trip of the Chatham High School LINKS Team.

7. *(032-18/19) Approval: Doctoral Research Study – Using AAI Dog Based Therapy Programs to Improve Communication Skills for Students with ASD*

**RESOLVED:** Upon recommendation of the Superintendent, the Board of Education approves Jennifer Friedrich, Special Education Teacher, Lafayette School, and Doctoral candidate at Walden University, to conduct the following study, "Using Animal-Assisted Interventions to Increase Communication Skills in Children with Autism," during the first half of the 2018/2019 school year. This study will explore how elementary and middle school special education teachers use AAI dog-based therapy programs in their classrooms to prompt social communication skills for students with ASD, and how this program can change the way children interact with their peers. It will also assess how these teachers perceive the benefits of using AAI dog based therapy programs in their self-contained classrooms for children with ASD and will demonstrate how public school special education supervisors and/or child-study team members can provide support for the integration of AAI programs within their special education programs.

**D. POLICY - None**

**XI. BOARD BUSINESS**

- Mr. Arnuk noted that the Finance Committee discussed the activity fee at length and that the increase is a short term solution until a cost based fee for the activities can be developed.
- Ms. Chambers asked that the meeting with the police be advertised to foster public attendance.

**XII. PUBLIC COMMENTARY**

**XIII. EXECUTIVE SESSION**

At 8:35 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 and personnel 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 9:05 PM**

**XV. ADJOURNMENT**

On a motion by Ms. Weber, seconded by Mr. Gilfillan, and as approved by unanimous voice vote, the meeting adjourned at 9:08 PM.

**Minutes recorded by:**

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