

**REGULAR MEETING
BOARD OF EDUCATION, SCHOOL DISTRICT OF THE CHATHAMS
MONDAY, NOVEMBER 19, 2018**

MINUTES

A regular meeting of the Board of Education was held this day in the Chatham High School Media Center located at 255 Lafayette Avenue, Chatham, NJ.

I. CALL TO ORDER: The meeting was called to order at 7:34 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, Matthew Gilfillan, Lata Kenney, Michael Ryan, Michael Valenti, and Jill Critchley Weber

Absent: Michelle Clark

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 ten (10) 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 thanked the public for their attendance and thanked the students for their work recording/filming the board meeting.
- Ms. Weber introduced Scott Clelland and John Farina of Wiss & Company. Mr. Clelland thanked Dr. LaSusa, Mr. Daquila, and Ms. Gilbert for their time and efforts during the annual audit. The 2017/2018 report is a "clean" opinion. There are no findings for two years in a row. The district's finances are managed very well.
- Mr. Arnuk complimented Mr. Daquila and the board and staff. Mr. Daquila thanked the entire central office staff for their efforts and noted they are the reason for the "clean" opinion."

VI. ADMINISTRATIVE REPORTS

A. SUPERINTENDENT'S REPORT

- **Program of Studies - CMS/CHS** – Dr. LaSusa introduced Darren Groh and Jill Gihorski. Mr. Groh presented the Program of Studies for Chatham High School and Ms. Gihorski presented the Program of Studies for Chatham Middle School. They both responded to questions from the Board.

B. BUSINESS ADMINISTRATOR'S REPORT

- **Bus Evacuation Drills** – Mr. Daquila gave the following report:
 CHS: October 12, 2018 Routes H-1, H-2, H-3, H-4, H-5
 CMS: October 10, 2018 Routes M-1, M-2, M-3, M-4, M-5, M-6, M-7, M-8
 LAS: October 19, 2018 Routes L-1, L-2, L-3, S/L-4, S/L-5, L-6
 SBS: October 17, 2018 Routes S-1, S-2, S-3, S/L-4
 WAS: October 11, 2018 Route WA-1
- **Construction/Facility Update** – Mr. Daquila gave the following update:
CHS Auditorium – The seats were installed and the auditorium was used for the fall play last weekend. There are a few issues with seat spacing that will be corrected.
Central Office Addition – The interior work is ongoing. The electrical work, painting, and ceilings are being finished. The tentative completion date is December 14 and the targeted move date needs to be determined.
CMS Auditorium – Architect is finalizing the specifications and is working on the bid documents.

VII. COMMITTEE REPORTS

- A. **Personnel** – Ms. Kenney had nothing to report.
- B. **Curriculum** – Ms. Ciccarelli had nothing to report.
- C. **Finance/Facilities** – Mr. Gilfillan reported that the committee met this evening prior to the board meeting. They discussed the use of additional state aid. They also discussed adding window film as an additional security measure. The auditor presented the 2017/2018 financial results. They determined that the issue concerning tuition students is a policy decision. Dr. LaSusa presented a preliminary concept for a pilot program for a full day Kindergarten class. Mr. Gilfillan noted that the Chatham High School auditorium looks fantastic and the refurbishment was long overdue. Dr. LaSusa responded to questions regarding full day Kindergarten.
- D. **Policy and Planning** – Mr. Arnuke reported that the next meeting is on December 3. They will discuss out-of-district tuition students.

Liaisons

Chatham Borough – Ms. Weber reported that on November 28 She noted that A Public Workshop will be held on Wednesday, November 28th at 7:00pm at the Library of the Chathams to discuss potential redevelopment concepts for Post Office Plaza and refine community vision. Borough residents can also participate online. See Chatham Borough web site for additional information. She noted that there are five planned developments in the Borough and Township that will add students to the district's headcount. Preliminary housing unit projections are as follows: Skate park – 24 units; Christmas Tree farm – 54 units; dentist property as you enter town from Madison (585 Main St, Chatham)– 18 units; River Road

Development (one parcel closest to the Shunpike/Watchung corner - 48 units; and the Post Office Plaza – unknown # of units)

Chatham Township – No report available.

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

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

Current Happenings or Performances

- Our Theatre Department had a weekend of great performances of Radium Girls. Congratulations to the students and their advisors for an amazing production in the new Chatham Performing Arts Center!
- On Sunday, CHS Students Liam Driscoll, Matthew Markay, Ronan Green, and Aditya Roy represented Chatham in the All-State Mixed Chorus in Prudential Hall at NJPAC. Congratulations to the students and their teacher, Ken Bryson, on this great achievement!

Upcoming Performance Dates and Reminders

- The Performing Arts Department will be hosting the North Jersey Region Choir Festival on November 29th, featuring choirs from West Orange, Verona, Mahwah, East Orange, Randolph, and Chatham High School.
- Looking forward into December, please visit the Performing Arts page on chatham-nj.org to stay up to date on our slate of 18 Winter Concerts.

Other News

- A reminder to follow us on Facebook under “Chatham Performing Arts” and Twitter under @arts_chatham! We will be posting updates about the goings on in the department through these accounts and look forward to seeing you online!

As always, thank you to the board of education for your constant support of the Performing Arts in Chatham. We look forward to continuing to provide experiences for our students that foster growth and opportunity, and we hope to see you at our performances throughout the year!

Chatham Education Foundation – Ms. Kenney announced that the annual appeal has been mailed.

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):

- November 5, 2018 – Public Session

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

Ms. Weber moved the following:

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

- November 13, 2018 – Public Session and Executive Session

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

IX. PUBLIC COMMENTARY

- Ms. Jane Devlin noted that the district does not have a set homework policy. Principal Darren Groh has mandated that there is no homework at Chatham High School during the Thanksgiving holiday. She urges both Chatham High School and Chatham Middle School to review the no homework break so the students can participate in family activities.

X. ACTION ITEMS

A. PERSONNEL

On a motion by Ms. Kenney, seconded by Mr. Valenti, the consent agenda items A.1 – A.10 were approved by an 8-0 roll call vote.

1. (203-18/19) *Acceptance: Resignations*

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

Name	Location/Position	Effective Date
Tolkin, Sarah	LAF/Paraprofessional	10/26/2018
Zevlikaris, Zoe	SBS/Paraprofessional	12/01/2018

2. (204-18/19) *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
Annunziata, Karen	Paraprofessional	LAF	N/A	N/A	\$17.47/hourly	11/12/2018	06/30/2019
Snarr, Kimberly	Paraprofessional	CMS	N/A	N/A	\$17.47/hourly	11/16/2018	06/30/2019
Doyle, Yana	Paraprofessional	CHS	N/A	N/A	\$17.47/hourly	11/26/2018	06/30/2019
Maragelis, April	Paraprofessional	SBS	N/A	N/A	\$17.47/hourly	12/10/2018	06/30/2019

3. (205-18/19) *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# 7383	02/22/2019	30	04/08/2019	04/08/2019	N/A	09/01/2019	Supersedes action on 10/01/2018 to amend start dates.

4. (206-18/19) *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	Sick Days Applied	Leave Start Date (unpaid with benefits)	Extended Leave Start Date (unpaid without benefits)	Date of Return (Anticipated)	Notes
ID# 8699	02/05/2018	10	02/20/2019	N/A	04/03/2019	Supersedes action on 10/15/2018

5. (207-18/19) Approval: Unpaid Absences

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the following unpaid absences during the 2018/2019 school year:

Name	Position	Location	Number of Requested Unpaid Days	Start Date	End Date	Notes
Dick, Elizabeth	Paraprofessional	MAS	2	06/17/2019	06/18/2019	
Hyland, Nancy	Teacher	CMS	5	03/25/2019	03/29/2019	

6. (208-18/19) Amendment Extra Class - Certificated Staff

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

Name / Position	Location	Effective Date	End Date	Salary	Notes
Leonardis, Christine Teacher of Spanish	LAF	11/19/2018	06/20/2019	\$9,000.00	Supersedes action on 11/05/2018 to amend salary.
Pires-Neto, Maria Teacher of Spanish	LAF	11/19/2018	06/20/2019	\$9,000.00	Supersedes action on 11/05/2018 to amend salary.

7. (209-18/19) Approval: Mentors 2018/2019

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the following staff member as a Mentor for the 2018/2019 school year:

Mentor	Novice Teacher	School	Certificate	Weeks	Rate
Epsy (Meri) Walters	Heaney, Thomas	CHS	CEAS	21	\$384.93
Lisa Koellmann	Kupper, Patricia	CHS	CE	30	\$1,000.00

8. (210-18/19) Approval: District Substitutes

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

Teacher	Para	Clerical	Nurse	Last Name	First Name
x	x	x		Sena	Kathryn

9. (211-18/19) Approval: 2018 Winter Coaching Staff

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves Winter 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
Agree, Adam	*	Winter	N/A	Weight Room Supervisor	0.3	\$3,016.23
Stusnick, Hunter		Winter	Fencing	Volunteer	N/A	N/A

*Denotes District Employee

10. (212-18/19) 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
Nov	20	2018	Kimberly	Lanza	Supervisor of Student Support Services	ASHA	Strengthen Your Special Needs Students	Newark	\$260
Jan	15	2019	Laura	Phillips	ELA/SS Teacher	Rutgers	Literacy Series	New Brunswick	\$150
Feb	4	2019	LaMont	Freeman	Maintainer	Rutgers	Simple Repairs for Small Engines	New Brunswick	\$310
Feb	26	2019	Elizabeth	Gaynor	School Psychologist	MUJC	Beyond Rewards & Consequences	New Providence	\$110
Feb	27	2019	Laura	Phillips	ELA/SS Teacher	Rutgers	Literacy Series	New Brunswick	\$150
April/ May	28/ 1	2019	Elizabeth	Tully-Cano	Counselor	SUCH Counselor Tour	Counselor Tour of Skidmore, Union, Colgate & Hamilton	Saratoga Spings, NY	\$330

B. FINANCE/FACILITIES

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

- Mr. Gilfillan thanked Themis Trading and the Washington Avenue School PTO for their donations as listed on this evening’s agenda for board acceptance.
- Ms. Chase explained that the white board in the 3rd grade hall at WAS will be used to reinforce math learning.
- Ms. Chambers questioned the IDEA grant and ESEA grant. Dr. LaSusa responded regarding the grants. Mr. Daquila responded about the application and use of the IDEA grant. Ms. Chase responded about the uses of ESEA Title II funds.

1. *(163-18/19) Approval: Payments - Bills List*

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

Description	Totals
Bills List - November 19, 2018	\$1,854,403.13
TOTAL:	\$1,854,403.13

2. *(164-18/19) Approval: Admin Partners, LLC - Third Party Administrator*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the Admin Partner, LLC as the Third party Administrator for the district’s 403(b) plan and the district’s 457(b) plan.; and

BE IT FURTHER RESOLVED: that the board authorizes Admin Partners to act on the district’s behalf with respect to these plans, and to take any and all actions necessary or desirable to implement, maintain and administer the District’s 403(b) Plan and the District’s 457(b) plan in accordance with the Board’s intentions, and with all applicable state and federal laws.

3. *(165-18/19) Approval: Acceptance of Funds from Amended 2018/2019 IDEA Grant Application*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the acceptance of funds resulting from the Amended 2018/2019 IDEA Grant Application for the following amounts for special education programs:

- IDEA Basic \$847,778.00
- IDEA Preschool \$24,513.00

The IDEA Basic amount includes \$62,278.00 of Non-Public Funds. The district's spending amount for IDEA Basic is \$785,500.00.

4. *(166-18/19) Approval: Approval of Submission of the Amended Elementary & Secondary Education Act Grant (ESEA) Funds Application*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the submission of the Amended 2018/2019 ESEA Grant Funds Application with the following amounts to include carryover:

- Title II-A \$41,782
- Title III Immigrant \$ 9,152

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

5. *(167-18/19) Approval: Nomad Automotive Services*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the Nomad Automotive Services, LLC of Montclair, NJ to access the district parking lots to offer and provide basic automobile service to the district employees. There is no cost to the district and each transaction is between the employee and Nomad. *(Agreement on file in the Business Office)*

6. *(168-18/19) Acceptance: Themis Trading Donation to CHS Robotics Team*

RESOLVED: Upon recommendation of the Superintendent, and as approved by the Chatham High School Principal, the Board of Education accepts a donation in the amount of \$300.00 from Themis Trading to be used for the Chatham High School Robotics Team.

7. *(169-18/19) Acceptance: WAS PTO Donation of Items*

RESOLVED: Upon recommendation of the Superintendent, and as approved by the Washington Avenue School Principal, the Board of Education accepts a donation from the Washington Avenue School PTO of the items as listed below:

- blood pressure cuff
- 1 white board (for the 3d grade hallway)
- electric pencil sharpeners for each classroom
- acrylic frames for bathrooms
- 12 power pens and 15 boxes of accompanying cards (for basic skills)

8. *(170-18/19) Approval: Regular Year Out-of-District Student*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the tuition and transportation costs for the 2018/2019 Regular School Year out-of-district placement effective October 23, 2018 through the remainder of the 2018/209 school year for the special education student listed below:

Primary Location	State ID	ESY	Annual Tuition 2018/2019	1:1 Aide	Total Tuition 2018/2019
Sage Day	5150518377		\$60,300.00		\$60,300.00

C. CURRICULUM

On a motion by Ms. Ciccarelli, seconded by Mr. Ryan, the consent agenda items C.1 – C.2 were approved by an 8-0 roll call vote.

1. *(053-18/19) Acceptance: Harassment, Intimidation and Bullying (HIB) Investigative Report for the period from November 5, 2018 through November 16, 2018.*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education accepts the Harassment, Intimidation and Bullying (HIB) Investigative Report for the period of November 5, 2018 through November 16, 2018 pursuant to N.J.S.A. 18A:37-1 et seq.

2. *(054-18/19) 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 November 5, 2018 Meeting, which encompasses all HIB findings between October 15, 2018 through November 2, 2018, exclusive of the following incident to be discussed at an Appeal Meeting following the Board of Education Meeting on 11/19/18:

- *District Incident #8 - CMS Incident #6*

D. POLICY

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

- Ms. Chambers asked about the new law on 20 years of employment history.
- Ms. Grant noted that the new law started on June 1, 2018 and that HR is going through the process and gathering the required documentation.
- Dr. LaSusa noted that this is yet another of the state's unfunded mandates.
- Mr. Ryan noted the paraprofessionals must also follow the "Pass the Trash" mandate.

1. *(007-18/19) Approval: 2nd Reading & Adoption of Policy/Regulation*

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

- Policy/Regulation 1613 - Disclosure and Review of Applicant's Employment History (M)

XI. BOARD BUSINESS - None**XII. PUBLIC COMMENTARY**

- Ms. Jane Devlin suggested that the Chatham ASL students could buddy with students from the Summit Speech School.

XIII. EXECUTIVE SESSION

At 8:39 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 personnel and student matters; and be it

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

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

XIV. PUBLIC SESSION – The board reconvened in Public Session at 9:30 PM**XV. ADDITIONAL ACTION ITEM****C. CURRICULUM**

On a motion by Mr. Arnuk, seconded by Ms. Ciccarelli, Item C.3 was approved by an 8-0 roll call vote.

3. *(055-18/19) Confirmation of HIB Ruling*

RESOLVED: The Board of Education confirms the Superintendent's ruling on HIB investigation CMS 2018-19:6.

XVI. ADJOURNMENT

On a motion by Ms. Weber, seconded by Mr. Arnuk, and as approved by unanimous voice vote, the meeting adjourned at 9:33 PM.

Minutes recorded by:

Peter Daquila
Business Administrator/Board Secretary