

**REGULAR MEETING
BOARD OF EDUCATION, SCHOOL DISTRICT OF THE CHATHAMS
MONDAY, DECEMBER 3, 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 7:32 PM by the Board President, Jill Weber.

II. OPEN PUBLIC MEETING STATEMENT: Ms. Weber read the following statement:

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that the New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice and to attend the meetings of the Public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this act the School District of the Chathams Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted in the Board Administrative Office, sent to the Clerks of Chatham Borough and Chatham Township, the Library of the Chathams, the Chatham Courier, the Daily Record, and the Star Ledger.

III. ROLL CALL

Present: Sal Arnuk, Mary Chambers, Ann Ciccarelli, Michelle Clark, Matthew Gilfillan, Lata Kenney, Michael Ryan, Michael Valenti, and Jill Critchley Weber

Absent: There were no absent board members.

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 Supervisor of Student Support Services; Ms. Beth Grant, Human Resources Manager; and approximately sixty (60) 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 asked for a moment of silence for former President, George H. W. Bush.
- Ms. Weber welcomed Kenneth Bryson, Chatham High School Music Teacher and the students.
- Ms. Weber thanked Connor Henderson and the video crew.

VI. ADMINISTRATIVE REPORTS

A. SUPERINTENDENT'S REPORT

- Dr. LaSusa noted that Mr. Bryson and the chorus will perform for the Board this evening. There are numerous Performance Art concerts planned for the holiday season. He noted that the chorus performances are outstanding and recommended attending any of the upcoming shows.
- The chorus performed.

- Dr. LaSusa announced that Ron Deloatch, CHS Social Studies teacher and four-time CHS Teacher of the Year, has achieved 34 years of military service and was recently named Command Colonel for the 254th Regional Training Institute of the National Guard in Sea Girt, New Jersey.

B. BUSINESS ADMINISTRATOR’S REPORT

- Mr. Daquila congratulated Ms. Ciccarelli, Ms. Clark, and Ms. Kenney on being re-elected to the Board. They will be officially sworn in at the January 7, 2019 Board of Education meeting.
- New Administration Building – Mr. Daquila gave the following update:
 - The contractor is making progress on the interior finishes. The painting and flooring will be completed this week. The exterior doors have been delayed and should be installed this week. Substantial completion will be on December 19. The tentative move date is mid-January, 2019.

VII. COMMITTEE REPORTS

- A. Personnel** – Ms. Kenney reported that the committee is scheduled to meet on December 5.
- B. Curriculum** – Ms. Ciccarelli reported that the committee is scheduled to meet on December 5.
- C. Finance/Facilities** – Mr. Gilfillan reported that the committee will meet after the holiday break.
- D. Policy and Planning** – Mr. Arnuk reported that the committee met earlier this evening. They discussed and reapproved the “Safe Routes to School” policy. They also discussed tuition students, a pilot program for Full Day Kindergarten, and the 2019/2010 school calendar.

Liaisons

Chatham Borough – Ms. Weber reported that the Borough held a planning meeting last week to highlight proposed plans.

Chatham Township – Ms. Clark had nothing to report.

Chatham Athletic Boosters – Ms. Ciccarelli reported that the committee is scheduled to meet on December 4.

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

Current Happenings or Performances

- Concert season is upon us! Please visit our website to see all the performances we offer during the month of December. The high school choirs, which you heard this evening, will be performing this Thursday at the Chatham Performing Arts Center at 7:30pm.
- On Saturday, our Chatham 3rd grade choirs, directed by Veronica Maldonado and Tracy Roskam, braved the weather for a great holiday performance at the Chatham Borough Tree Lighting.
- Last week, the high school choirs hosted the North Jersey Region Choir Festival, with excellent ratings for both of Chathams groups: Select Choir and Chatham Voices.
- Congratulations to Sophie Andrews, who was selected to be a member of the All-Eastern Orchestra. The orchestra will perform this spring at the NAFME (National Association for Music Education) Eastern Division Conference in April.

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 reported that an update will be done during public comments by Amanda Feeman.

Chatham Recreation – Mr. Gilfillan had nothing to report.

PTO District Cabinet – Ms. Ciccarelli reported that the committee is scheduled to meet on December 6.

VIII. MINUTES

Ms. Weber moved the following:

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

- November 19, 2018 – Public Session and Executive Session

The motion was seconded by Ms. Ciccarelli and approved 8-0-1 on a roll call vote (Ms. Clark abstained).

IX. PUBLIC COMMENTARY

- Amanda Feeman announced that the Chatham Education Foundation sent Karen Chase and Kristina McCabe to the TED Conference in California. She reported that Trivia Night raised approximately \$28,000.00 and noted that the fall appeal letter has been mailed. She also indicated that Teacher Tributes are open until December 13, 2018. Chatham Education Foundation has done a Gratitude Board thanking the district. She thanked the district for considering a pilot program for Full Day Kindergarten and noted that she is an advocate for Full Day Kindergarten.
- Bill Heap noted that the district’s concerts and plays are tremendous. He announced that the Jaycees’ annual Christmas tree sale is underway and reminded everyone to get their live tree. Mr. Heap then questioned the talk and discussions of Full Day Kindergarten. He thought re-districting was going to be first and then the pilot program for Full Day Kindergarten. He asked if the effect on the current providers of Full Day Kindergarten has been considered.
- Mr. Gilfillan noted that the pilot program is in discussion stages only. It will be pilot for only one classroom. He indicated that we are not sure of the demand, so the effect on the current schools is unknown.
- Ms. Weber noted that there needs to be space and funds to pay for the program.

X. ACTION ITEMS

A. PERSONNEL

On a motion by Ms. Kenney, seconded by Mr. Valenti, the consent agenda items A.1 – A.12 were approved by a 9-0 roll call vote.

1. (213-18/19) Acceptance: Retirements

RESOLVED: Upon recommendation of the Superintendent, the Board of Education accepts the retirement of the following staff member:

Name	Location/Position	Effective Date
Massam, Barbara	LAF/Paraprofessional	02/01/2019

2. (214-18/19) Acceptance: Resignations

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

Name	Location/Position	Effective Date
Johnson, Michael	CMS/Teacher	01/22/2019
Keenan, Laura	LAF/Paraprofessional	01/03/2019

3. (215-18/19) Approval: Contracts - 2018/2019 School Year

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves a 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
Raymond, Shane	Paraprofessional	CHS	N/A	N/A	\$17.47/hourly	12/04/2018	06/30/2019

4. (216-18/19) Approval: Contracts - Leave Replacement Teachers

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

Name	Position	Location	Column/Step	Salary	Effective Date	Termination Date	Notes
Artale, Dina	Teacher of BSI	SBS	BA/2 0.50 FTE	\$28,176.50 Prorated \$19,019.13	12/10/2018	06/30/2019	Includes 3 shadow days at \$100/diem.

5. (217-18/19) Amendment: Contracts - Leave Replacement Teachers

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

Name	Position	Location	Column/Step	Salary	Effective Date	Termination Date	Notes
Dou, Zhaoyang (Joy)	Teacher of Chinese	CMS	BA/2	\$56,353.00 Prorated \$23,949.53	02/22/2019	06/30/2019	Supersedes action on 10/10/2018 to amend effective date and salary.
McCarthy, Susan	Teacher of BSI	SBS	BA/2 FTE: 0.50	\$28,176.50 Prorated \$9,157.35	09/01/2018	12/07/2018	Supersedes action on 08/27/2018 to amend termination date and salary.
McCarthy, Susan	Teacher of BSI	WAS	BA/2 FTE: 1.0	\$56,353.00 Prorated \$29,867.09	12/11/2018	05/17/2019	Supersedes action on 11/05/2018 to amend termination date and salary. Includes one shadow day @ \$100

6. (218-18/19) Amendment: Contract - Custodial Staff

RESOLVED: Upon recommendation of the Superintendent, the Board of Education amends the contracts of the following district custodial staff for the 2018/2019 school year, as per the agreement between the Board of Education and the Chatham Custodial Employees:

Name	Position	Location	Category/ Step	Salary	Effective Date	Termination Date	Notes
Johnson, Keon	Custodian	CHS	IV/10	\$42,705.00 Prorated \$26,690.70	11/16/2018	06/30/2019	Supersedes action on 05/14/2018 to amend salary to include Night Differential and remove Night Lead pay.
Taylor, Dennis	Custodian	CHS	IV/12	\$45,565.00 Prorated \$28,478.12	11/16/2018	06/30/2019	Supersedes action on 05/14/2018 to amend salary to include Night Differential and include Night Lead pay.
Matthew, Fortune	Custodian	CHS	IV/OG	\$53,603.00 Prorated \$26,801.50	01/01/2019	06/30/2019	Supersedes action on 05/14/2018 to amend salary to include Night Differential and remove Night Lead pay.

7. (219-18/19) 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	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# 7643	03/18/2019	40	05/20/2019	05/20/2019	10/30/2019	12/11/2019	

8. (220-18/19) 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 <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# 8611	04/08/2019	10	04/29/2019	06/11/2019	N/A	09/01/2019	Supersedes action on 10/15/2018 to amend NJFLA date.

9. (221-18/19) Approval: Medical Leave of Absence

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

Employee #	Leave Start Date	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 # 8262	06/20/2018	23	07/24/2018	N/A	N/A	TBD	

10. (222-18/19) 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
Simonetti, Gayle	Teacher	CMS	2	01/25/2019	01/28/2019	
Lacey, Andrea	Teacher	CMS	1	05/13/2019	05/13/2019	
Cordano, Dagmar	Teacher	CHS	0.5	11/21/2018	11/21/2018	

11. (223-18/19) 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			Raymond	Shane
x	x	x		Deatly Ross	Cynthia
x	x	x		Moorehead	Julia

12. (224-18/19) Approval: Travel – AMENDED PER ADDENDUM

WHEREAS: In accordance with the State of New Jersey School District Accountability Act (A-5) and the School District of the Chatham’s *Policy 6471 - School District Travel*, travel by school district employees and Board of Education members must be approved in advance; now

THEREFORE, BE IT RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the following expenses for faculty, staff, administrators, and board members for seminars, conferences and workshops. The expense includes travel costs, if applicable:

Month	Day	Year	First	Last	Position	Vendor	Purpose	Location	Cost
Dec	6	2018	Gina	Bakaj	ELA Teacher	Rutgers	Creating Strong Readers	New Brunswick	\$160
Dec	11	2018	Stephanie	Leggio	Teacher	RVCC	Developing & Using Models to make sense of Natural Phenomena	Branchburg NJ	\$140
Dec	18	2018	Erin	Tromonda	Teacher	MUJC	Strategies & Structures for Teaching Writing	New Providence NJ	\$195
Dec	18	2018	Elizabeth	Rosenstein	Teacher	MUJC	Strategies & Structures for Teaching Writing	New Providence NJ	\$195

Jan	31	2019	Marty	Visitacion	PE Teacher	MUJC	Adaptive PE for Students with Special Needs	New Providence NJ	\$100
Feb	25 & 26	2019	Marty	Visitacion	PE Teacher	NJAHPERD	2019 Annual Convention	Long Branch	\$145
Feb	26	2019	Lisa	Kressler	Kindergarten Teacher	Staff Development for Educators	Annual Conference for Kindergarten Teachers	Atlantic City	\$300
Dec	11-13	2018	Michael	Raguseo	Special Education Teacher	Wilson Learning	Wilson Reading System	Princeton	\$700

B. FINANCE/FACILITIES

On a motion by Mr. Gilfillan, seconded by Ms. Ciccarelli, the consent agenda items B.1 – B.12 were approved by a 9-0 roll call vote.

- Mr. Gilfillan thanked the Washington Avenue School PTO for their donation as listed on the evening’s agenda for Board acceptance.

1. (171-18/19) Approval: Payments - Bills List & Payroll

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

Description	Totals
Bills List - December 3, 2018	\$ 708,804.08
Payroll - November 2018	\$4,218,361.88
TOTAL:	\$4,927,165.96

2. (172-18/19) Approval: Preliminary Transfers - October 2018

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the Preliminary Report of October 2018 Transfers within the 2018/2019 budget in compliance with N.J.A.C. 6A:23-2.11(A)2. (Attachment B.2)

3. (173-18/19) Approval: Preliminary Monthly Report of County Transfers - October 2018

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the Preliminary Monthly Report of County Transfers for October 2018. (Attachment B.3)

4. (174-18/19) Approval: Preliminary Report of the Board Secretary - October 2018

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the Preliminary Report of the Board Secretary for October 2018. (Attachment B.4)

5. (175-18/19) Approval: Preliminary Report of the Board Treasurer - October 2018

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the Preliminary Report of the Board Treasurer for October 2018. (Attachment B.5)

6. *(176-18/19) Approval: Preliminary Finance Certification - October 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 Board Secretary's and Treasurer's preliminary monthly financial reports for October 2018 that no account or fund has been over-expended in violation of N.J.A.S. 18A:17-36.

7. *(177-18/19) Acceptance: Preliminary Audit and CAFR for 2017/2018*
RESOLVED: Upon recommendation of the Superintendent, the Board of Education accepts the Preliminary Audit, Comprehensive Annual Report of Finances and Management (CAFR) report for the district accounts for fiscal year 2017/2018; and
BE IT FURTHER RESOLVED: That the School Business Administrator is directed to file copies of this audit with the New Jersey Department of Education via the County Office and the offices for the Nationally Recognized Municipal Securities Information Repository as required by the Municipal Securities Rulemaking Board (since the district has outstanding debt service bonds). *(Preliminary CAFR on file in the Business Office)*

8. *(178-18/19) Acceptance: WAS PTO Donation*
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 in the amount of \$933.95 to be used for the Towering Gardens Artwork and Trees project at the school.

9. *(179-18/19) Approval: Consultation Services*
RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the payment of consultation services to Behavior Therapy Associates for special education student #7265766056 in the amount not to exceed \$390.00.

10. *(180-18/19) Approval: Nursing Services*
RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves Bayada Home Health Care, Inc. to provide nursing services during the month of December for out of district special education student #8730702700 not to exceed the amount of \$8,400.00.

11. *(181-18/19) Approval: 2018/2019 Nursing Services Plan*
RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the Nursing Services Plan for the 2018/2019 school year. *(Plan is on file in the Special Services Department.)*

12. *(182-18/19) Approval: Executive Session Minutes be Made Available to Public*
RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves that the executive session minutes listed below be made available to the public:

2011	2012	2013	2014
September 6, 2011	January 9, 2012	January 28, 2013	March 17, 2014
September 9, 2011	February 6, 2012	February 11, 2013	April 28, 2014
October 3, 2011	February 27, 2012	February 25, 2013	June 23, 2014
October 17, 2011	March 26, 2012 #1	March 11, 2013	November 3, 2014
November 7, 2011	March 26, 2012 #2	March 18, 2013	November 17, 2014
November 21, 2011 #1	April 16, 2012	March 21, 2013	December 1, 2014
November 21, 2011 #2	May 14, 2012	April 8, 2013	
December 12, 2011	June 4, 2012 #1	April 29, 2013	
December 19, 2011	June 4, 2012 #2	May 13, 2013	
	June 25, 2012	May 22, 2013	
	September 10, 2012	June 3, 2013	
	September 24, 2012	June 17, 2013	
	October 22, 2012	June 24, 2013	
		August 12, 2013	
		September 11, 2013	
		September 25, 2013	
		October 9, 2013	
		November 13, 2013	
		November 18, 2013	
		December 4, 2013	
		December 18, 2013	
2015	2016	2017	2018
January 12, 2015	February 22, 2016	March 6, 2017	February 12, 2018
January 14, 2015	June 20, 2016	March 20, 2017	March 5, 2018
April 8, 2015	October 19, 2016	April 3, 2017	March 12, 2018
August 31, 2015	November 7, 2016	May 1, 2017	March 19, 2018
November 11, 2015	December 5, 2016	May 15, 2017	March 28, 2018
December 2, 2015		June 5, 2017	April 16, 2018
December 7, 2015		June 19, 2017	May 14, 2018 #1
		August 28, 2017	May 14, 2018 #2
		September 25, 2017	June 11, 2018
		October 16, 2017	August 27, 2018
		November 20, 2017	October 1, 2018
		December 11, 2017	

C. CURRICULUM

On a motion by Ms. Ciccarelli, seconded by Mr. Arnuk, the consent agenda items C.1 – C.2 were approved by a 9-0 roll call vote.

1. (056-18/19) *Acceptance: Harassment, Intimidation and Bullying (HIB) Investigative Report for the period from November 19, 2018 through November 30, 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 19, 2018 through November 30, 2018 pursuant to N.J.S.A. 18A:37-1 et seq.

2. (057-18/19) *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 19, 2018 Meeting, which encompasses all HIB findings between November 5, 2018 through November 16, 2018.

D. POLICY

On a motion by Mr. Arnuk, seconded by Mr. Ryan, the consent agenda item D.1 was approved by a 9-0 roll call vote.

1. (008-18/19) Approval: 1st & 2nd Reading & Adoption of Policy

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

- Policy 8681 - Pupils Walking to and From School

X. BOARD BUSINESS

- Dr. LaSusa noted that he is attempting to schedule additional HIB training for the Board.
- Ms. Weber prefers that the attorney address the full board regarding HIB training.
- Ms. Weber and Ms. Clark suggested having a rotating basis of board members to attend the HIB appeals.
- Mr. Arnuk noted that the board members and the district have issues with the HIB law. Currently there is an unnecessary burden on the district administration and teachers.

XI. PUBLIC COMMENTARY

- Bill Heap asked for clarification on the comments made during Board Business regarding HIB.
- Dr. LaSusa responded that HIB is the Anti-Bully law put in place after Tyler Clemente's suicide.
- Mr. Arnuk thanked the Chatham Education and Amanda Feeman for all they do for the district.

XII. ADJOURNMENT

On a motion by Ms. Weber, seconded by Ms. Clark, and as approved by unanimous voice vote, the meeting adjourned at 8:23 PM.

Minutes recorded by:

Peter Daquila (E.S.)

Peter Daquila
Business Administrator/Board Secretary