

**REGULAR MEETING  
BOARD OF EDUCATION, SCHOOL DISTRICT OF THE CHATHAMS  
MONDAY, NOVEMBER 18, 2019**

**7:32 PM REGULAR BUSINESS MEETING**

**CHATHAM HIGH SCHOOL - MEDIA CENTER  
255 LAFAYETTE AVENUE, CHATHAM, NEW JERSEY**

**MINUTES**

- I. CALL TO ORDER:** The meeting was called to order at 7:32 PM by Board President, Jill Critchley Weber.
- II. OPEN PUBLIC MEETING STATEMENT:** In accordance with the requirements of the Open Public Meetings Act, Chapter 231, P.L. 1975 Announcement, I wish to announce that:

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of 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 Offices, sent to the Clerks of Chatham Borough and Chatham Township, the Library of the Chathams, the Chatham Courier, the Daily Record, the Star Ledger and TAP (news online).

**III. ROLL CALL:**

**Present:** Sal Arnuk (departed at 7:45 PM), Ann Ciccarelli, Michelle Clark, Lata Kenney, Matthew Gilfillan, Michael Ryan and Jill Critchley Weber

**Absent:** Michael Valenti

**Also present:** Dr. Michael LaSusa, Superintendent; Mr. Peter Daquila, Business Administrator/Board Secretary; Ms. Karen Chase, Assistant Superintendent of Curriculum and Instruction; Dr. Vincent D’Elia, Assistant Superintendent of Student Support Services; Ms. Beth Grant, Human Resources Manager; and 12 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. Critchley Weber reported that Ms. Bass and part of the 7<sup>th</sup> and 8<sup>th</sup> grade strings band will perform for the public during the brief executive session.
- Ms. Critchley Weber thanked Ms. Bass and the students for their performance.

**EXECUTIVE SESSION**

At 7:32 PM moved by Ms. Critchley Weber and seconded by Ms. Clark

**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: (select one or more)

1. a matter rendered confidential by federal or state law;
2. a matter in which release of information would impair the right to receive government funds;
3. material the disclosure of which constitutes an unwarranted invasion of individual privacy;
4. a collective bargaining agreement and/or negotiations related to it;
5. a matter involving the purchase, lease, or acquisition of real property with public funds;
6. protection of public safety and property and/or investigations of possible violations or violations of law;
7. pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege;
8. specific prospective or current employees unless all who could be adversely affected request an open session;
9. deliberation after a public hearing that could result in a civil penalty or other loss; and be it further

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

The executive session meeting ended at 7:39 PM and the Board reconvened in Public Session at 7:39 PM

**VI. ADMINISTRATIVE REPORTS****A. SUPERINTENDENT'S REPORT**

- Tenure Recognition – Dr. Michael LaSusa acknowledged 3 staff members that received tenure: Sheri Rivera, Kristen Crawford and Samantha Kenney.

**B. BUSINESS ADMINISTRATOR'S REPORT**

- **Board of Education election results** – It was noted that Sal Arnuk, Matthew Gilfillan and Micheal Valenti have all been re-elected to the board of education.
- **Construction/Facility Update** - CMS Auditorium – Progress is being made. The ductwork installation is almost complete. The electrical work and lighting installation is ongoing. The steel fabrication is complete and the steel is being installed as it is delivered. The installation of the “catwalk” is in progress. Once the duct work in the main area is completed the ceiling can be given the final coat of paint and then the lights and clouds can be installed.  
The stage area has been painted.  
The installation of the stage rigging has started.  
The flooring material has been delivered and is being stored on site  
The railings and grill are in fabrication and almost finished.  
The seats are in production but there is not an update from the seating contractor at this time about the seat installation.

Except for the seats, all construction should be completed by the substantial completion date of December 13, 2019.

Per the construction official a TCO can be issued prior to the seats being installed as long as the space can be safely occupied.

Next construction meeting is 11/26.

## VII. COMMITTEE REPORTS

**A. Personnel:** Ms. Ciccarelli announced that the next meeting will take place on 12/02.

**B. Curriculum:** Ms. Clark reported that Doug Walker provided the report on CHS graduates which will be giving to the public on 12/16. The change of start times for CHS was discussed.

**C. Finance/Facilities:** Mr. Gilfillan reported that the housing developments and projects for the referendum in September 2020 were discussed. A survey regarding the referendum will be sent to the public.

**D. Policy and Planning:** Ms. Kenney announced that the next meeting will take place on 12/02

### Liaisons

1. Chatham Borough: Ms. Critchley Weber reported on the Borough's plan for the housing development on River road and at the post office plaza.
2. Chatham Township: Ms. Clark had nothing to report.
3. Chatham Athletic Boosters: Ms. Ciccarelli and Ms. Critchley Weber had nothing to report.
4. Chatham Performing Arts Boosters:
  - Ms. Critchley Weber thanked Ms. Bass and the CMS students who played for the board of education this evening. On 12/16, a high school string ensemble led by Mr. Keller will be performing prior to the start of the board meeting.
  - December 5th is a busy day for performing arts! The high school Jazz Band will be sharing the stage with Kean University's Jazz Band on December 5th at Kean University. Additionally, the high school choral program will be hosting and participating in the North Jersey Region Choral Festival and will be performing their Winter Concert that evening.
  - This Friday and Saturday (Nov 22nd and 23rd), the CHS Theatre department presents The Crucible, at 7:30PM in the CHS Performing Arts Center. Pre-sale has concluded, but tickets will be available at the door for both performances.
  - In keeping with tradition, the senior citizens performance will be held Thursday, Nov 21st at 3:30 followed by dinner for the senior citizens
  - The December concert season is here! Please check the calendar on the performing arts page of [chatham-nj.org](http://chatham-nj.org) to find any performance you would like to attend. December features 17 different concerts, so there are plenty of opportunities to see Chatham students perform this holiday season.

- 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!
  - Chatham Education Foundation: Ms. Kenney: Ms. Kenney reported that Trivia Night was very successful. The fall appeal is underway. Teacher tributes will be soon.
5. Chatham Recreation: Mr. Gilfillan had nothing to report.
6. PTO District Cabinet: Ms. Ciccarelli had nothing to report.

### VIII. MINUTES

Regular Session Minutes – November 4, 2019.

Motion by Ms. Critchley Weber, Seconded by Mr. Ryan. Roll call vote: 5-0-1. Ms. Ciccarelli Abstained.

Executive Session Minutes – November 4, 2019.

Motion by Ms. Critchley Weber, Seconded by Mr. Ryan. Roll call vote: 4-0-2. Ms. Ciccarelli and Ms. Clark Abstained.

*1. Approval: Minutes*

**RESOLVED:** That the Board of Education approves the minutes from the following meetings:

- November 4, 2019 - Public and Executive Sessions

### IX. PUBLIC COMMENTARY

- Amy Reali, SEDAG, reported that Dr. D’Elia spoke 2 weeks ago and will speak again next week. The joint meeting is 12/5/2019
- Rosalinda Rubio Williams spoke on behalf of the CEF presenting a check in the amount of \$38,412.49 for the 10 grants that have been approved in the 1<sup>st</sup> cycle.
- Amy Reali spoke about the CHS start times and the impact on the students. She prefers no change to the existing schedule.
- Bill Heap announced Jay Cee’s 52<sup>nd</sup> annual tree sale will occur again this year. There is a tree shortage which will cause higher tree prices this year. All the money raised goes back to the community.

### X. ACTION ITEMS

#### A. PERSONNEL

Agenda items A.1 to A.11 and A.7 on the Addendum, Motion by Trustee Ms. Ciccarelli, seconded by Trustee Ms. Critchley Weber. Roll call vote: 6-0.

Ms. Clark stepped out

Agenda item A.12 on the addendum, Motion by Trustee Mr. Gilfillan, seconded by Trustee Ms. Ciccarelli. Roll call vote: 5-0-1.

Mr. Gilfillan spoke about the board ratifying the MOA with the CEA pending the CEA approval on 11/19/19. Mr. Gilfillan feels it is a fair proposal.

Ms. Clark returned.

1. (0180-19/20) Approval: Resignation

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

Name	Location/Position	Effective Date
DeBiasse, Jean	CHS/Paraprofessional	11/15/2019

3. (0181-19/20) Approval: Contracts - Leave Replacement Assignments

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves contracts for the following Leave Replacement assignments for the 2019/2020 school year, pending negotiations:

Name	Position	Location	Column/Step	Salary	Effective Date	Termination Date	Notes
Pfister, Emily	Elementary School Teacher	LAF	BA/2	\$56,353 Prorated \$33,811.80	01/02/2020	06/30/2020	Includes one shadow day @ \$100/day.
Larson, Catherine	Elementary School Teacher	LAF	BA/2	\$56,353 Prorated \$30,712.39	11/14/2019	04/24/2020	Includes up to 3 shadow days @ \$100/day

4. (0182-19/20) Approval: Staff Transfer of Assignment

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the following transfer of assignment for the 2019/2020 school year:

Name	Position	Location	Column/Step	Salary	Effective Date	Termination Date	Notes
Auer, Kimberly	School Nurse	SBS	BA30/13	\$75,257.00	01/01/2020	06/30/2020	Supersedes action on 04/29/2019. Salary pending negotiations.

5. (0183-19/20) Approval: Unpaid Absence

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the following unpaid absence during the 2019/2020 school year:

Name	Position	Location	Number of Requested Unpaid Days	Start Date	End Date	Notes
Neuner, Sharon	Paraprofessional	MAS	1	12/17/2019	N/A	

6. (0184-19/20) Approval: District Substitutes

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the following substitutes for the 2019/2020 school year:

Teacher	Para	Clerical	Nurse	Last Name	First Name
x	x			Bury	John
x	x			Ivans	Paul
x	x	x		O'Rourke	Maureen

**CONSENT AGENDA ITEM A.7 and A.12 ADDED PER ADDENDUM**

7. (0185-19/20) Approval - Mentoring 2019/2020

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves Mentoring for the 2019/2020 school year, as listed below:

Mentor	Novice Teacher	School	Certificate	Weeks	Rate
Catherine Larson	<b>Christine Nigro</b>	LAF	CEAS	20	\$366.66

8. (0186-19/20) Amendment: Contracts - Extra Duty Stipends

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education amends the Contract for Extra Duty Stipend, for the 2019/2020 school year, pending negotiations, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Staff Member	Activity	Ratio	Compensation	Notes
Leister, Karen	Play Area/Bus Supervisor	N/A	\$504.18	Supersedes action on 09/26/2019 to prorate and amend contract to the end date 11/15/2019

9. (0187-19/20) Approval: Contracts - Extra Duty Stipends

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves a Contract for Extra Duty Stipend, for the 2019/2020 school year, pending negotiations, as per the agreement between the School District of the Chathams and the Chatham Education Association (CEA):

Staff Member	Activity	Ratio	Compensation	Notes
Dalton, Christopher	Play Area/Bus Supervisor	0.2	\$1,508.03	Prorated from 11/18/2019 - 06/18/2020

10. (0188-19/20) Approval: Winter Coaching Staff

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves a contract for *Winter Coach*, for the 2019/2020 school year as per agreement between School District of the Chathams and CEA, as listed below:

Name	Season	Sport	Assignment	Ratio	Salary
John Bury	Winter 2019	Wrestling	Assistant Coach	0.6	\$6,032.46

11. (0189-19/20) 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 the 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
January	30 & 31	2020	John	Abdelmalak	Director of Technology	TechSPO	Annual Conference	Atlantic City	\$750
March	26 & 27	2020	Tamar	Spitzer	Supervisor of World Languages	NJASA	Women’s Conference	Somerset	\$400

*\*denotes post approval*

12. **A.12 ADDED PER ADDENDUM**

(0190-19/20) Approval: Ratification of CEA MOA & Salary Guides: 2019/2020 to 2022/2023

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education ratifies, pending the approval by the CEA, the Memorandum of Agreement between the Chatham Education Association, (CEA - Chatham Teachers, Secretaries, Paraprofessionals, District Technology, Custodians and Maintainers, as covered in this agreement) and the Board of Education of the School District of the Chathams for the contract period July 1, 2019 through June 30, 2023, inclusive of all economic provisions.

**B. FINANCE/FACILITIES**

**CONSENT AGENDA ITEMS B.9 to B. 12 ADDED PER ADDENDUM**

Agenda items B.1 to B.8, Motion by Trustee: Mr. Gilfillan, seconded by Trustee: Mr. Ryan, Roll call vote: B.1-11 6-0, item B.12 5-0-1, Mr. Ryan Abstained B.12.

Mr. Gilfillan thanked the groups for their donations: B.2, B.3, B.4 and B.9.

Ms. Critchley Weber reported that the BOA will donate to the school for her volunteer hours. The 1<sup>st</sup> donation of \$250.00 will be used to purchase lunch for the custodians and maintainers to thank them for all their efforts in the summer and during the school year. The 2<sup>nd</sup> donation of \$250.00 will be used for landscaping around the Central Office.

1. (0168-19/20) Approval: Payments - Bills List & Payroll

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

Description	Totals
Bills List -	\$1,261,798.53
<b>TOTAL:</b>	<b>\$1,261,798.53</b>

2. (0169-19/20) *Acceptance: Donation to School District of the Chathams*

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education accepts a donation in the amount of \$250.00 from Jill Weber through the Bank of America Charitable Foundation Matching Contribution. The donation will be used for landscaping around the Central Office.

3. (0170-19/20) *Acceptance: The EJ Schmeltz Scholarship Fund Charitable Trust Donation*

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education accepts the donation from the EJ Schmeltz Scholarship Fund Charitable Trust in the amount of \$8,000.00 to be used for two \$4,000.00 scholarships for the CHS class of 2020.

4. (0171-19/20) *Approval: Chatham Education Foundation Grants*

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education accepts a donation from Chatham Education Foundation in the amount of \$35,412.49 as outlined below:

School	Project	Amount
LAF	National Geographic for kids	\$3,840.00
MAS	Write Away!	\$4,077.07
CMS	To Kill a Mockingbird - a graphic novel approach	\$1,080.65
District	Building More Voices	\$7,350.00
CMS	Explore Learning with Gizmos	\$875.00
CMS	Safe Seating	\$5,561.29
WAS	Social Emotional Library	\$445.59
LAF	Minds In Motion (Furniture Grant)	\$8,346.00
CHS	Life-saving Crisis Skills Practice for All Juniors	\$2,851.65
District	Redefining Mathematics	\$985.24

5. (0172-19/20) *Approval: Home Instruction*

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves Silvergate Prep to provide home instruction at the rate of \$60.00/hour not to exceed \$3,600.00 for the 2019/2020 school year.

6. (0173-19/20) *Approval: Home Instruction*

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves Saint Clare’s Behavioral Health to provide home instruction at the rate of \$55.00/hour not to exceed \$1,000.00 for the 2019/2020 school year.



7. (0174-19/20) Approval: Home Instruction

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves Stepping Forward Counseling Center to provide home instruction at the rate of \$75.00/hour not to exceed \$3,000.00 for the 2019/2020 school year.

8. (0175-19/20) Approval: 1:1 Aide Services

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves 1:1 aide services for student #4582048155 for the 2019/2020 school year not to exceed the amount of \$31,000.00.

**CONSENT AGENDA ITEMS B.9 to B. 12 ADDED PER ADDENDUM**

9. (0176-19/20) Acceptance: Donation WAS PTO

**RESOLVED:** Upon the recommendation of the Superintendent, and as approved by the Washington Avenue School Principal, the Board of Education accepts the donation of \$6,348.44 which will be used for the following:

Item	Value
Math/ELA Supplies for Kindergarten	\$1,584.02
Back Jack Chairs for Kindergarten	\$311.12
Magna Tiles for 1st Grade	\$537.56
Buddy Rugs for 2nd Grade	\$1,426.80
Graphic Novels for 3rd Grade	\$494.39
Hallway Dry Erase Board	\$556.16
IPad	\$499.00
Author's Day Luncheon	\$500.00
Book Racks	\$439.39
Total	\$6,348.44

10. (0177-19/20) 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 #4789973037.

11. (0178-19/20) 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 #8834548866.

12. (0179-19/20) Approval: ESY Services

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the reimbursement for extended school year services to the parents of special education student #4272961703 in the amount of \$437.50

**C. CURRICULUM**

Agenda items C.1 to C.3, Motion by Trustee Ms. Clark, seconded by Trustee Ms. Kenney, Roll call vote: 6-0

1. (0106-19/20) *Acceptance: Harassment, Intimidation and Bullying (HIB) Investigative Report for the period from November 4, 2019 through November 15, 2019.*

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education accepts the Harassment, Intimidation and Bullying (HIB) Investigative Report for the period of November 4, 2019 through November 15, 2019 pursuant to N.J.S.A. 18A:37-1 et seq.

2. (0107-19/20) *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 4, 2019 Meeting, which encompasses all HIB findings from October 14, 2019 through November 1, 2019.

3. (0108-19/20) *Approval: School Counseling Practicum*

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the following school counseling practicum assignment:

Student Name	University	School	Term
Kimberly Lang	Montclair State University	High School	January - May, 2020

**D. POLICY**

Agenda item D.1, Motion by Trustee Ms. Kenney, seconded by Trustee Ms. Clark, Roll call vote: 6-0

1. (006-19/20) *Approval: 1st Reading of Policies / Regulations*

**RESOLVED:** Upon the recommendation of the Superintendent, the Board of Education approves the first reading of the Policies / Regulations as listed below: (*Attachment D.1*)

- Policy / Regulation 2417 - Pupil Intervention and Referral Services
- Policy / Regulation 2418 - Section 504 of the Rehabilitation Act of 1973 - Students
- Policy 2466 - Needless Public Labeling of Students with Disabilities
- Policy 3351 - Healthy Workplace Environment - Teaching Staff
- Policy 4351 - Healthy Workplace Environment - Support Staff

**XI. BOARD BUSINESS**

- November 2020 calendar - Ms. Critchley Weber proposes that school be closed on Election Day and open on Columbus Day instead.

The board discussed the positives and negatives of making the change.

Dr. LaSusa will create a few options of the calendar for the board to review if school is closed on Election Day.

- District name – Ms. Critchley Weber discussed the district name. At times the district is referred to as The SDOC, SDOC and Chatham. She prefers it to be named Chatham Schools or Chatham Public Schools.  
Dr. LaSusa will evaluate it.
- Ms. Clark reported that she did not attend the Executive Session and stepped out of the room during the Personnel section, since she is a member of the NJEA and a public school teacher in Milburn.
- Ms. Critchley Weber thanked the 2 CHS students, Ryan & Nolan for videotaping the meeting.

## **XII. PUBLIC COMMENTARY**

## **XIII. EXECUTIVE SESSION**

**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: (select one or more)

1. a matter rendered confidential by federal or state law;
2. a matter in which release of information would impair the right to receive government funds;
3. material the disclosure of which constitutes an unwarranted invasion of individual privacy;
4. a collective bargaining agreement and/or negotiations related to it;
5. a matter involving the purchase, lease, or acquisition of real property with public funds;
6. protection of public safety and property and/or investigations of possible violations or violations of law;
7. pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege;
8. specific prospective or current employees unless all who could be adversely affected request an open session;
9. deliberation after a public hearing that could result in a civil penalty or other loss; and be it further

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

## **XIV. PUBLIC SESSION**

## **XV. ADJOURNMENT**

Moved by Ms. Critchley Weber and seconded by Ms. Clark and approved by unanimous voice vote, the meeting adjourned at 8:39 PM.

Minutes recorded by:

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