

**REGULAR MEETING
BOARD OF EDUCATION, SCHOOL DISTRICT OF THE CHATHAMS
MONDAY, MARCH 16, 2020**

7:30 PM REGULAR BUSINESS MEETING

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

MINUTES

- I. CALL TO ORDER:** Jill Critchley Weber, President called the meeting to order at 7:30 PM.
- 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, Ann Ciccarelli, Michelle Clark, Matthew Gilfillan, Michael Ryan, Michael Valenti, and Jill Critchley Weber
- Absent:** Lata Kenney and Bradley Smith
- Also present:** Dr. Michael LaSusa, Superintendent; Mr. Peter Daquila, Business Administrator/Board Secretary; and 0 members of the public and press.
- IV. PLEDGE OF ALLEGIANCE** – Jill Critchley Weber led the assembly in the Pledge of Allegiance.
- V. BOARD PRESIDENT’S COMMENTS**
- Ms. Critchley Weber thanked Dr. LaSusa and the administration for all their efforts in the past two weeks and all that has been done to provide remote instruction.
The board and district will now only tend to essential business and the March 30, 2020 Board of Education meeting is cancelled.
- VI. ADMINISTRATIVE REPORTS**
- A. SUPERINTENDENT’S REPORT**

- Coronavirus Update – Dr. LaSusa thanked the staff for all of their efforts in providing home instruction. All instruction went well on day one of home instruction.
- Preliminary Budget Presentation – Dr. LaSusa presented the Preliminary Budget for 2020/2021. He responded to questions from the board.

B. BUSINESS ADMINISTRATOR’S REPORT

- Cougar Field - dogs on the track and field
The signs had not stopped the public from using the track and turf field as a dog park. In conjunction with borough, I am suggesting that the gates to the turf and track at Cougar Field be locked and the gates at Hass Field be locked.
The Board wanted the Fields to remain open as a community resource.
Dr. LaSusa will send a district email to all the parents regarding no dogs on the turf and no dogs on the track. One of the board members will post a message on the Chatham Facebook page.
- Construction Update – CMS Auditorium
The construction work has been completed, with the exception of the railings in the balcony. The railings will be installed this week.
The “punch” list inspections are being scheduled for all of the trades. The final building inspections have been requested.
The project should be completed by the end of March.

VII. COMMITTEE REPORTS

- A. Personnel:** Ms. Ciccarelli met with the committee and discussed personnel items for both 2019/2020 and 2020/2021.
- B. Curriculum:** There was nothing to report.
- C. Finance/Facilities:** Mr. Gilfillan had nothing to report.
- D. Policy and Planning:** Mr. Ryan had nothing to report.

Liaisons

Chatham Borough: Ms. Critchley Weber had nothing to report.

Chatham Township: Ms. Clark had nothing to report.

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

Chatham Performing Arts Boosters: Ms. Critchley Weber had nothing to report.

Chatham Education Foundation: There was nothing to report.

Chatham Recreation: Mr. Gilfillan had nothing to report.

PTO District Cabinet: Ms. Ciccarelli had nothing to report.

VIII. MINUTES

Motion by Trustee Ms. Critchley Weber, seconded by Mr. Arnuk Roll call vote: 5-0-2. Ms. Ciccarelli and Ms. Weber abstained.

Approval: Minutes

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

- March 2, 2020 - Public and Executive Sessions

IX. PUBLIC COMMENTARY

NOTICE OF PUBLIC COMMENT TIME LIMIT

Hearing of citizens during the Public Commentary section of the Agenda is an opportunity for any member of the public to be heard about issues which are/are not topics scheduled for the current meeting. To help facilitate an orderly meeting, and to permit all to be heard, speakers will be asked to limit their comments to a reasonable length of time.

None

X. ACTION ITEMS

A. PERSONNEL

Agenda items A.1 to A.13, Motion by Trustee Ms. Ciccarelli, seconded by Trustee Ms. Critchley Weber, Roll call vote: 7-0.

1. Acceptance: Retirement

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

Name	Location/Position	Effective Date
Kravitz, Dean	LAF/Teacher	03/09/2020
Cox-Bradley, Jacqueline	LAF/Teacher	07/01/2020
Ryden, Constance	CMS/Secretary	07/01/2020

2. Acceptance: Resignation

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

Name	Location/Position	Effective Date
Sher, Jean	CHS/Paraprofessional	03/26/2020
Diorio, Daniel	CHS/LRT	04/27/2020
Aquitato, Justine	SBS/Teacher	05/08/2020
Ruta, Kathleen	CMS/Teacher	06/30/2020

3. Approval: Contracts - 2019/2020 School Year

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves contracts for the following individuals for the 2019/2020 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
Kennedy, Kelly	Paraprofessional	CHS	N/A	N/A	\$18.06	TBD	06/30/2020	
Maxwell, Laura	Paraprofessional	CHS	N/A	N/A	\$18.06	TBD	06/30/2020	
Avillion, Karen	Custodian	CMS	1.00	4	\$43,753.00 prorated	04/06/2020	06/30/2020	Salary includes

					\$10,865.28			\$3,000 alternate week and \$2,000 shift differential
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4. *Approval: Contracts - Leave Replacement Assignment*

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves a contract for the following Leave Replacement assignment for the 2019/2020 school year:

Name	Position	Location	Column/Step	Salary	Effective Date	Termination Date	Notes
Zederbaum, Michele	Teacher of ELA	CHS	BA/3	\$287.15 per diem	TBD	06/30/2020	

5. *Approval: 2019/2020 March Degree Change*

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves advancement on the CEA Certified Staff Salary Guide for the 2019/2020 school year. (*Attachment A.5*)

6. *Approval: Hiring Authorization of the Superintendent*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education authorizes the Superintendent to extend offers of employment after consulting with the Board of Education regarding budgeted positions for which there may be a vacancy between March 16, 2020 and August 25, 2020.

7. *Approval: Maternity Leave of Absence*

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following *Maternity Leaves 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# 8059	08/25/2020	N/A	08/25/2020	08/25/2020	N/A	11/18/2020	
ID# 7392	08/25/2020	N/A	08/25/2020	08/25/2020	N/A	11/18/2020	
ID# 8147	07/30/2020	40	09/25/2020	09/25/2020	N/A	12/21/2020	

8. *Amendment: Leave of Absence*

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

Employee #	Leave Start Date	Accumulated Family Illness 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
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ID# 7888	01/31/2020	21	03/06/2020	03/06/2020	N/A	08/25/2020	Supersedes action on 03/02/2020 to amend FMLA/NJFLA date
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9. *Approval: Unpaid Absences*

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

Name	Position	Location	Number of Requested Unpaid Days	Start Date	End Date	Notes
Sullivan, Margaret	Paraprofessional	WAS	1	04/17/2020	04/17/2020	
McKenna, Raymond	Teacher of Special Education	SBS	5.5	03/06/2020 (0.5 PM)	03/13/2020	

10. *Approval: Use of Accumulated Family Illness Days*

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the *Use of Accumulated Family Illness Days*, as listed below:

Employee #	Dates	Total Number of Days	Notes
ID# 5004	TBD	5	To be used as needed during the 2019/2020 school year.
ID# 1105	TBD	10	To be used as needed during the 2019/2020 school year.

11. *Approval: Spring Coaching Staff*

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the contracts for *Spring Coaches*, 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	Notes
Baun, Theresa	Spring	Sailing	Volunteer	N/A	N/A	
Farley, James	* Spring	Track & Field	Volunteer	N/A	N/A	

*Denotes district employee.

12. *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				D'Achille	Anna
x	x	x		Delaney	Kirkland
x	x	x		Fischer	Michele
x	x			McAuliffe	James

13. *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
March	27	2020	Beth	Grant	Manager of Human Resources	William Paterson University	Recruiting	William Paterson University, NJ	\$150.00
March	27 & 28	2020	Nelson	Montoya	Spanish Teacher	FLENJ	Annual Conference	Iselin, NJ	\$245.00
April	29	2020	Kathleen	O’Connor	Principal, SBS	Corwin Institutes	Visible Learning Institute	Mahwah, NJ	\$440.00

B. FINANCE/FACILITIES

Agenda items B.1 to B.6, Motion by Trustee: Mr. Gilfillan, seconded by Trustee: Mr. Ryan; Roll call vote: 7-0

Mr. Gilfillan thanked the Chatham Jaycees and JAG for their generous donations.

1. *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 - 3-16-2020	\$1,271,693.94
Payroll - February	\$2,123,834.59
Total	\$3,395,528.53

2. *Approval: PRELIMINARY Budget 2020/2021 School District of the Chathams*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the PRELIMINARY 2020/2021 school district budget using the 2020/2021 state aid figures and for submission to the Executive County Superintendent for review and approval in accordance with N.J.S.A. 18A:7F-5 and 18A:7F-6 as follows:

General Fund Current Expenses	\$ 71,693,869
Capital Expenditures	\$ 912,469
Summer Instruction	\$ 200,597
Grants and Entitlements	\$ 853,540
Debt Service Fund	\$ <u>3,540,175</u>

Total \$ 77,200,650

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards and is in compliance with N.J.S.A. 18A and N.J.A.C Title 6 and 6A:

The Anticipated Enrollment for the school year 2020/2021 is 4,121 students.

WHEREAS: The district has a taxing authority of the 2% cap increase over the prior year tax levy which totals \$1,307,207 and which can be used in the 2020/2021 budget;

BE IT RESOLVED: The Board approves that there should be raised for the General Fund a tax levy the amount of \$66,657,571, which is a 1.98% tax levy increase for the ensuing 2020/2021 school year; and \$10,000 will be applied to Banked Cap for potential use in future years;

BE IT RESOLVED: The Board requests the approval of a Withdrawal from Capital Reserve in the amount of \$800,000 for the local share of the following projects: ADA upgrade to nurse’s restroom at CMS, new exterior emergency exit stairs at CMS and Restroom improvements in the field house at cougar field;

WHEREAS: School district policy and N.J.A.C. 6A:23A-7.3 et seq. provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement and the 2020/2021 budget includes a maximum travel appropriation of \$150,000. The travel expenses in the amount of \$35,000, have been incurred through February 29, 2020; now, therefore,

BE IT RESOLVED: The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded; and

WHEREAS: NJAC 6A:23A-5.2(1), the proposed budget provides for a maximum expenditure amount that is annually established for each type of professional service including public relations, with appropriate notification to the board of education if it becomes necessary to exceed the maximum; now, therefore

BE IT RESOLVED: Upon such notification, the board of education may adopt a dollar increase to the maximum amount through board action.

BE IT FURTHER RESOLVED: That a public hearing will be held in the Chatham High School Media Center at the Board of Education meeting on April 27, 2020, at 7:30 PM for the purpose of conducting a public hearing on the budget and the board approving the 2020/2021 budget.

3. *Acceptance: JAG-ONE Physical Therapy Donation*

RESOLVED: Upon the recommendation of the Superintendent and approved by the CHS Principal, the Board of Education approves a donation from JAG-ONE Physical Therapy of the following equipment for the CHS fencing team in the amount of \$4,739.79:

Donation	Quantity	Amount
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Ash City Men's Motivate Lightweight Jackets	48	\$1,493.06
Carpeted Deck Panel Truck 30" x 60"	1	\$454.73
AF Cam-Lock Joint Aluminum Strip	1	\$2,792.00

4. *Acceptance: Chatham Jaycees Donation*

RESOLVED: Upon the recommendation of the Superintendent and as approved by the CHS Principal, the Board of Education approves a donation in the amount of \$1,000.00 from the Chatham Jaycees. This donation will help the robotics teams competition costs, such as transportation, lodging and registration.

5. *Approval: ESY Services*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the reimbursement for extended school year services to the parents of special education student #6279317903 in the amount of \$2,290.00.

6. *Approval: Free & Reduced Lunch During Health Shutdown*

RESOLVED: Upon recommendation of the Superintendent, the Board of Education approves the district to offer and serve a packaged lunch to the students that have qualified for free and reduced lunch during the closure of school for the health and safety reasons in the 2019/2020 school year.

C. CURRICULUM

Agenda items C.1 to C.3, Motion by Trustee Ms. Critchley Weber, seconded by Trustee Ms. Ciccarelli; Roll call vote: 7-0

Ms. Clark requested that Dr. LaSusa keep the board up to date on the state testing.

1. *Acceptance: Harassment, Intimidation and Bullying (HIB) Investigative Report for the period from March 2, 2020 through March 13, 2020.*

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education accepts the Harassment, Intimidation and Bullying (HIB) Investigative Report for the period of March 2, 2020 through March 13, 2020 pursuant to N.J.S.A. 18A:37-1 et seq.

2. *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 March 2, 2020 Meeting, which encompasses all HIB findings from February 3, 2020 through February 28, 2020.

3. *Approval: Amend 2019/2020 School Calendar*

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves amending the 2019/2020 School Calendar to add delayed openings at **CHS only** to accommodate the NJSLA testing schedule as follows:

April 20 & 21 - 10:00am start - ELA & Science
May 18 & 19 - 9:40am start - Math

D. POLICY

Agenda item D.1, Motion by Trustee Mr. Ryan, seconded by Trustee Ms. Ciccarelli;
Roll call vote: 7-0

1. Approval: 2nd Reading and Approval of Policies

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the second reading and approval of the Policies as listed below: (*Attachment D.2*)

- Policy 5512 - Harassment, Intimidation and Bullying
- Policy 7742 - Data Privacy and Security Policy

XI. BOARD BUSINESS - None

XII. PUBLIC COMMENTARY - None

XIII. EXECUTIVE SESSION - None

XIV. ADJOURNMENT – On a motion by Ms. Critchley Weber, seconded by Ms. Ciccarelli, and as approved by unanimous voice vote, the meeting adjourned at 8:03 PM.

Minutes recorded by:

Peter Daquila
Business Administrator/Board Secretary