

**CHESTER BOARD OF EDUCATION  
REGULAR MEETING  
January 23, 2018  
AGENDA**

*A regular meeting of the Chester Board of Education will be held on Tuesday, January 23, 2018, at 7:00 p.m. at the Chester Board of Education 50 North Road, Chester, Building 4, New Jersey 07930.*

**1. Call To Order**

**2. Sunshine Announcement**

Be advised that this meeting is being held in accordance with the Open Public Meetings Act, Chapter 231 P.L. 1975 (Sunshine Law) and that adequate notice of the date, time and location has been sent to the Daily Record and the Observer Tribune, and has been posted and filed with the Chester Township and Chester Borough Clerks. The annual meeting calendar has also been sent to each District school and the Chester Post Office. Additionally, the agenda will be posted on the District website prior to the Board meeting.

**3. Roll Call**

Amy Collins		Heather Ronco	
Carolyn Kleppe-Collins		Rajat Shah	
Rebekah Forlenza		Mike Tomasco	
Christopher Lowry		Kerri Wright	
Liz Madinabeitia		Quorum	Y N

**4. Administration**—Rhonda Curry and Dr. Christina Van Woert

**5. Pledge of Allegiance**

**6. President's Comments**

**7. Presentation**

**7a.** Ethics Law Training-Jodi M. Howlet, Partner at Cleary, Giacobbe, Alfieri & Jacobs

**8. Public Commentary on Agenda Items**

*When permitted, public participation shall be governed by the following rules under Policy 9325.2:*

- 1. Anyone wishing to speak before the Board shall indicate so during the Public Commentary portion of the agenda. The presenter shall give his/her name and address and make the presentation as brief as possible. Unless an extension of time is granted, each speaker should be limited to 3 minutes.*
- 2. Speakers may offer such objective criticisms of school operations and programs as concern them. But in public session, the Board will not hear concerns about the specific school personnel or any person connected with the school system. Other chan-*

CHESTER BOARD OF EDUCATION

*nels provide the Board consideration and disposition of such matters involving individuals.*

3. *The Board vests in its President or other presiding officer authority to terminate the remarks of any individual when they do not adhere to the rules established above.*

**9. Superintendent's Report**

**10. Business Administrator's Report**

**11. Board Communication**

**12. Approval of Minutes**

**12a. Approves Reorganization/Regular Meeting Minutes from January 8, 2018**

RESOLVED, that the Chester Board of Education approves the reorganization/regular meeting minutes of the meeting held on January 8, 2018.

**12b. Approves Executive Session Minutes from January 16, 2018**

RESOLVED, that the Chester Board of Education approves the executive session meeting minutes of the meeting held on January 16, 2018.

Motion by\_\_\_\_\_ Seconded by\_\_\_\_\_

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW

**13. Committee of The Whole—All.**

**13a. Approves Meeting Schedule of the Chester Board of Education**

WHEREAS, the Chester Board of Education is directed to meet at least once every two months during the period in which the schools in the District are in session (N.J.S.A. 10:4-18, 18A:10-6); and

WHEREAS, the Open Public Meetings Act requires notice of regularly scheduled meetings within seven days following the Annual Organization Meeting of the Board.

THEREFORE BE IT RESOLVED, that the following notice of regularly scheduled meetings be adopted:

NOTICE is hereby given that a Regular Meeting of the Chester Board of Education will be held at Chester Board Of Education Office usually on or about the 2nd Monday of each month commencing at 7:00 p.m. at the Chester Board of Education Office; and

BE IT FURTHER RESOLVED, that the aforesaid notice of regularly scheduled meetings will be posted in the Board of Education Administrative Office, 50 North Road, Building 4, Chester, New Jersey.

CHESTER BOARD OF EDUCATION

BE IT FURTHER RESOLVED, that the aforesaid notice be mailed to the Daily Record and The Observer Tribune, the newspapers designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act.

BE IT FURTHER RESOLVED, that the aforesaid notice be filed with the Clerk of Chester Borough and of Chester Township.

BE IT FURTHER RESOLVED, that the regular meetings during the period of January 2018 through December 2018 shall be as listed below:

Day	Meeting Date	Meeting	Time
Monday	January 8, 2018	Reorganization Meeting	7:00 p.m.
Tuesday	January 23, 2018	Regular Meeting	7:00 p.m.
Monday	February 12, 2018	Committee of the Whole—Budget Prep and Regular Meeting	6:00 p.m.
Monday	March 12, 2018	Regular Meeting— Budget Approval	7:00 p.m.
Tuesday	April 24, 2018	Regular Meeting—Budget Hearing	7:00 p.m.
Monday	May 14, 2018	Regular Meeting	7:00 p.m.
Friday	June 1, 2018	Board Retreat	9:00 a.m.
Monday	June 11, 2018	Regular Meeting	7:00 p.m.
Monday	August 13, 2018	Regular Meeting	7:00 p.m.
Monday	September 17, 2018	Regular Meeting	7:00 p.m.
Monday	October 15, 2018	Regular Meeting	7:00 p.m.
Monday	November 12, 2018	Regular Meeting	7:00 p.m.
Monday	December 10, 2018	Regular Meeting	7:00 p.m.

**Notes:**

- Special Public Meetings where official action is taken will be scheduled as needed with proper notice.
- Closed Executive Sessions with the public excluded for discussion of personnel and legal matters, will be authorized as needed by resolution during public meetings or by special notice.

**14. Committee Reports**

**15. Buildings, Grounds, Transportation/Finance—Amy Collins, Rebekah Forlenza, Chris Lowry, and Mike Tomasco.**

**15a. Approves Bills List**

RESOLVED, that upon the recommendation of the Business Administrator, the Chester Board of Education approves payment of the January 23, 2018 bills list as approved by the Finance Committee.

Bills List	Totals
Payroll—01/15/18	\$618,385.11
Check Run—01/23/18	\$700,644.55

**15b. Approves Monthly Appropriation Transfers for November 2017**

RESOLVED, that the Chester Board of Education approves the following transfers within the 2017-2018 budget for the month of November 2017 in compliance with N.J.A.C. 6A: 23A-16.10 (c);1 a copy of which is available for public review in the Chester Board of Education Business Office.

**15c. Approves Monthly Transfer Report for November 2017**

RESOLVED, that pursuant to N.J.A.C. 6A:23A-13.3, the Chester Board of Education approves the Monthly Report of Transfers for November 2017.

**15d. Approves Board Secretary Report for November 2017**

RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.A.C. 6A:23A-16.2(h), the Chester Board of Education approves the Report of the Board Secretary for November 2017; a copy of which is available for public review in the Chester Board of Education Business Office.

**15e. Approves Board Treasurer Report for November 2017**

RESOLVED, that pursuant to N.J.S.A. 18A:17-36, the Chester Board of Education approves the Report of the Treasurer of School Monies for November 2017; a copy of which is available for public review in the Chester Board of Education Business Office.

**15f. Approves Certification of Secretary and Treasurer Report for November 2017**

RESOLVED, that pursuant to N.J.A.C. 6A:23-16.10 (c) 3, the Board Secretary does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation; and

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Chester Board of Education has reviewed for the minutes of this meeting the Board Secretary and Treasurer's monthly financial report for November 2017 and that no major account or fund has been over-expended.

**15g. Approves Monthly Appropriation Transfers for December 2017**

RESOLVED, that the Chester Board of Education approves the following transfers within the 2017-2018 budget for the month of December 2017 in compliance with N.J.A.C. 6A: 23A-16.10 (c);1 a copy of which is available for public review in the Chester Board of Education Business Office.

**15h Approves Monthly Transfer Report for December 2017**

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**15k. Approves Certification of Secretary and Treasurer Report for December 2017**

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Pursuant to N.J.A.C. 6A:23A–16.10 (c) 4, the Chester Board of Education has reviewed for the minutes of this meeting the Board Secretary and Treasurer’s monthly financial report for December 2017 and that no major account or fund has been over-expended.

**151. Approves Travel Requests**

RESOLVED, that pursuant to N.J.S.A. 18A:11-1 and N.J.A.C.6A:23A and Board Policy 9250 and upon the recommendation of the Superintendent, the Chester Board of Education approves the following travel requests:

<b>Date</b>	<b>Employee</b>	<b><u>Program</u> <u>Location</u></b>	<b>Registration</b>	<b>Travel/ Misc</b>	<b>Estimated Total Expense</b>
01/12/18	Michael Jacoby	<i>Indoor Air Quality Train- ing- Burlington, NJ</i>	No Cost	\$45.82	\$45.82
01/19/18	Michael Jacoby	<i>IPM Coordi- nators- Metuchen, NJ</i>	No Cost	\$20.40	\$20.40
01/29/18	Jane Ellen Furlong	<i>Helping Struggling Students- Piscataway, NJ</i>	\$205.00	\$18.60	\$223.60
02/03/18	Brad Currie	<i>Developing Digital Liter- acies- Madison, NJ</i>	\$105.00	\$10.29	\$115.29
02/03/18	Patricia Pohan	<i>Developing Digital Liter- acies- Madison, NJ</i>	\$105.00	\$10.29	\$115.29
02/03/18	Dr. Christina Van Woert	<i>Developing Digital Liter- acies- Madison, NJ</i>	\$105.00	\$10.29	\$115.29

CHESTER BOARD OF EDUCATION

03/01/18	Debra Borchert	<i>The Role of the School Crisis Team-New Brunswick, NJ</i>	No Cost	\$18.60	\$18.60
03/15/18	Melissa Fair	<i>2018 Women's Leadership Conference-Monroe Twp., NJ</i>	\$175.00	\$27.53	\$202.53
03/15/18	Dr. Jeanette Krone	<i>2018 Women's Leadership Conference-Monroe Twp., NJ</i>	\$175.00	\$27.53	\$202.53
03/15/18	Dr. Christina Van Woert	<i>2018 Women's Leadership Conference-Monroe Twp., NJ</i>	\$175.00	\$27.53	\$202.53
05/18/18	Susan Connelly	<i>Winners! Workshop-Whippany, NJ</i>	\$209.00	\$17.98	\$226.98
05/21/18	Mariah Hantis	<i>Leadership-Management Skills for Women-Saddle Brook, NJ</i>	No Cost	\$14.45	\$14.45

**15m. Declares Equipment Obsolete**

RESOLVED, that the Chester Board of Education declares the following equipment obsolete and directs the School Business Administrator to remove the following items from the District's asset inventory; a copy of which is on file in the Business Office.

Quantity	Item	Description
1	Desktop PC	Dell OptiPlex GX520
1	Desktop PC	HP Compaq Pro 6300 SFF
1	Desktop PC	Lenovo ThinkCentre Core 2 Duo
1	Desktop PC	Dell OptiPlex GX520
1	Desktop PC	Compaq Evo D51c
1	Desktop PC	Dell OptiPlex GX520
1	Desktop PC	IBM ThinkCentre Pentium D
1	CRT Monitor	Dell 1707Fpt
1	LCD Monitor	Planar PT1500MU
1	LCD Monitor	Planar PT1500MU

CHESTER BOARD OF EDUCATION

1	LCD Monitor	Planar PT1500MU
1	LCD Monitor	Planar PT1500MU
1	Freezer	True TS-49F
4	Speakers	Peavey Stadia II B/PR10003
1	PA Head	Peavey XR684
1	CD Player	Tascam A500

**15n. Accepts Donation**

RESOLVED, that the Chester Board of Education, accepts with gratitude the donation of \$100.00 to the BRMS Band department from the McGinniss family to be used for music supplies.

**15o. Accepts Donation**

RESOLVED, that the Chester Board of Education, accepts with gratitude the following donations from the PTO:

Donation Towards	Donation Amount
BRMS Stage Lighting	\$2,508.06
Food for Senior Citizen Dance	\$1,106.00

**15p. Accepts Donation for Science Fair**

RESOLVED, that the Chester Board of Education accepts with gratitude the following donation for the 2018 Chester School District Science Fair:

Sponsor	Amount
BASF Corporation	\$500.00

**15q. Approves Server Project and Vendor**

RESOLVED, that the Chester Board of Education approves the server project for the Board of Education Office and Black River Middle School submitted by Candoris, 9 East Main Street, Annville, PA 17003 in the amount of \$16,350.41 through the NJ NASPO Cooperative purchasing contract # 89967.

**15r. Approves Route Changes for BD01**

RESOLVED, that the Chester Board of Education approves the route changes for BD01 for the remainder of the 2017-2018, a copy of which is on file in the Business Office.

**15s. Approves School Depositories and Signatures**

RESOLVED, that the Chester Board of Education approves that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below (N.J.S.A 19-1):

Account	Signature	Bank	Account#
Flex Spending (2 Signatures)	Business Administrator or Superintendent Payroll Administrator	Valley National Bank	041614690

CHESTER BOARD OF EDUCATION

Motion by\_\_\_\_\_ Seconded by\_\_\_\_\_

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW

- 16. Curriculum/Governance/Personnel**—*Heather Ronco, Carolyn Kleppe-Collins, Liz Madinabeitia, and Rajat Shah*

**16a. Approves School Trips**

RESOLVED, that the Chester Board of Education approves the following field trip for the 2017-2018 school year for Black River Middle School:

Field Trip	Location	Grade/Group
Technology Expo	Long Valley, NJ	Tech Students

**16b. Approves BRMS Volunteer**

RESOLVED, that upon the recommendation of the Superintendent the Chester Board of Education approves WMRHD junior and BRMS graduate Peter Capalbo to serve as a volunteer for the BRMS theatrical production under the supervision of Mrs. Doreen Aiello.

**16c. Approves Substitute Custodian**

RESOLVED, that upon the recommendation of the Superintendent, that the Chester Board of Education approves Paul Troast as a substitute custodian for the remainder of the 2017-2018 school year at the rate of \$11.00 per hour.

**16d. Approves Substitute Custodian/Maintenance Worker**

RESOLVED, that upon the recommendation of the Superintendent, that the Chester Board of Education approves Diego Gil as a substitute maintenance worker/custodian for the remainder of the 2017-2018 school year at the rate of \$18.50 per hour.

**16e. Accepts Retirement (Sklar)**

RESOLVED, that the Chester Board of Education accepts, with much gratitude for 19 years of service, the retirement of Suzanne Sklar, effective February 1, 2018.

**16f. Approves Leave of Absence (Spicehandler)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves an unpaid maternity leave of absence for Molly Spicehandler, effective March 12, 2018 for the remainder of the 2017-2018 school year.

**16g. Declares Textbooks Obsolete**

RESOLVED, that the Chester Board of Education declares the following textbooks obsolete and approves appropriate disposal of same:

Quantity	Book Title	ISBN	Year
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CHESTER BOARD OF EDUCATION

160	English (blue cover)	0-395-50267-5	1998
250	English (pink cover)	0-395-50266-7	1998
57	Literature and life	0-673-12931-4	1982
75	Discoveries in Literature	0-673-27051-3	1987
72	American Heritage Dictionary	395-20360-0	1969
14	Roget's Thesaurus	399-12678-3	1959
9	Jr. Great Books Series Vol. 8	None	1975
17	Beginnings in Literature	0-673-27066-1	1989
2	Literature World Masterpieces (Teacher)	0-13-722547-4	1995
5	World Regions	0-02-147339-0	1998
21	World	0-02-147622-5	1999

**16h. Approves Participation in Future Ready Schools NJ**

WHEREAS, the Chester Board of Education first seeks to support the identification of a Future Ready Schools–New Jersey district team lead and create a team of FRS-NJ specialists that infuse Digital Learning across multiple disciplines including: math, technology, media, arts, science, language arts, and Career and Technical Education; and

WHEREAS, the Chester Board of Education will support and promote the development of individual school Future Ready teams that infuse Digital Learning across multiple disciplines including: math, technology education, media, arts, science, language arts, and Career and Technical Education.

THEREFORE BE IT RESOLVED, that the Chester Board of Education agrees to participate in the Future Ready Schools–New Jersey.

BE IT FURTHER RESOLVED, the Chester Board of Education hereby appoints Brad Currie to be the district's liaison to the Future Ready Schools–New Jersey, who will report to the Board upon the completion of tasks for the certification program; and the Chester Board of Education recognizes that Brad Currie will be the responsible agent at the district level to carry out the district's commitment for its schools to participate in Future Ready Schools–New Jersey, and the Chester Board of Education agrees to follow through with the district's commitment and support our schools achieve certification through the Future Ready Schools–New Jersey Certification Program.

**16i Approves Staff for Professional Development Presentations**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff as presenters for the professional development day on January 15, 2018, at the contracted rate per hour for four hours:

Teacher	Total
Diane Basanese	\$232.00
Kevin Cullen	\$232.00
Laura Garrison	\$232.00
Dana Militante	\$232.00

CHESTER BOARD OF EDUCATION

Kenneth Piascik	\$232.00
Joseph Pizzo	\$232.00
Patricia Pohan	\$232.00
Francesca Ragonese	\$232.00
Stamatia Westberg	\$232.00

**16j. Approves Preschool Services**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Stretch and Grow to provide preschool services four 30 minute sessions at \$50.00 per session once a week beginning February 2018 through the remainder of the school year at a cost of up to \$4,000 to be paid by IDEA grant monies.

**16k. Approves Out of District Placement**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves out of district placement for student #18675 to attend Stepping Forward, Chatham, NJ as of January 12, 2018, at a cost of \$225 per day.

**16l. Approves Staff for Extra-Curricular Activities (BRMS)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff to conduct board approved extra-curricular activities for the 2017-2018 school year with stipends as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association:

Sport	Coach
Softball	Julie Gallagher (Head)

**16m. Approves SEMI Waiver**

WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2018-2019 school year; and

WHEREAS, the Chester Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students.

NOW THEREFORE BE IT RESOLVED that the Chester Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Morris an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2018-2019 school year.

**16n. Approve Submission of QSAC DPR Checklist**

RESOLVED, that the Chester Board of Education approves the submission of the Statement of Assurance and QSAC DPR checklist.

**16o. Approves Memorandum of Agreement with Drew University**

RESOLVED that the Chester Board of Education approves the Memorandum of Agreement and between the Chester Board of Education and Drew University.

**16p. Approves Long Term Substitute - Kindergarten Literacy Paraprofessional (Cairo)**  
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Christine Cairo as a long term substitute–Kindergarten Literacy Paraprofessional at Dickerson School, 15 hours per week, effective March 12, 2018 for the remainder of the 2017-2018 school year at a salary of \$10,308.60, prorated to up to \$3,722.55

**16q. Approves Graduate Student from Loyola to Provide Demo Lesson**  
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Meg Markwith from Loyola, as part of her Masters Program assignment, to work with third grade music students, under the guidance of Robert Gruver for one day in February 2018.

**16s. Approves Special Education Teacher (Warren)**  
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Sarah Warren as a special education teacher at Black River Middle School, effective February 1, 2018, for the remainder of the 2017-2018 school year, Step 1 BA+30, at an annual salary of \$54,022.00 with benefits.

**16t. Awards Compensation**  
WHEREAS, the Chester Board of Education established the following criteria and merit goal bonus for the Superintendent for the 2017-2018 school year; and

WHEREAS, Christina Van Woert, Superintendent, successfully attained the Merit Goals as outlined below.

Qualitative Merit Goals	Percentage
The Superintendent will work with the Board of Education, the faculty and members of the community to create policy and protocol governing the district’s involvement and responsibilities for two of our most worthwhile programs–Destination Imagination and the Chester Science Fair.	2.5% of salary

THEREFORE BE IT RESOLVED, that the Chester Board of Education hereby awards compensation for the above mentioned goal to Christina Van Woert, Superintendent, payable in the 2017-2018 school year.

**16u. Approves for First Reading Policy 1330 – Use of School Facilities**  
RESOLVED, that the Chester Board of Education approves for first reading Policy 1330-Use of School Facilities.

**16v. Approves for First Reading Policy 6141.1 – Destination Imagination**  
RESOLVED, that the Chester Board of Education approves for first reading Policy 1330-Destination Imagination.

CHESTER BOARD OF EDUCATION

**16w. Approves for Second Reading and Adoption Policy 4151.1**

RESOLVED, that the Chester Board of Education approves for second reading and adoption Policy 4151.1-Family Leave.

Motion by\_\_\_\_\_ Seconded by\_\_\_\_\_

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW

**17. Public Commentary**

**18. Executive Session**

RESOLVED, that pursuant to N.J.S.A. 10:4-12 and 10:4-13 the Chester Board of Education holds a closed session on January 23, 2018 at \_\_\_\_ p.m. to discuss personnel and an HIB issue. It is expected that the minutes will be made public as soon as official action is taken.

Motion by\_\_\_\_\_ Seconded by\_\_\_\_\_

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW

**19. Return to Public Session**

Motion by\_\_\_\_\_ Seconded by\_\_\_\_\_

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW

**20. Unfinished Business**

**21. New Business**

**22. Adjournment**

Motion by\_\_\_\_\_ Seconded by\_\_\_\_\_

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW