

**CHESTER BOARD OF EDUCATION  
REGULAR MEETING  
December 11, 2017  
AGENDA**

*A regular meeting of the Chester Board of Education will be held on Monday, December 11, 2017, 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	
Christopher Lowry		Mike Tomasco	
Liz Madinabeitia		Kerri Wright	
Jonathan Rochelle		Quorum	Y N

**4. Administration—**Melissa Simmons and Dr. Christina Van Woert

**5. Pledge of Allegiance**

**6. President's Comments**

**7. Presentation**

**7a.** Comprehensive Annual Financial Report (CAFR)—William Schroeder Nisivoccia LLP

**8. Public Hearing**

**8a.** Public Hearing on HIB: Pursuant to N.J.S.A. 18A:17-46, the Superintendent will report to the Board of Education all acts of Harassment, Intimidation, or Bullying (HIB) which occurred during the previous reporting period, July 2017 through December 2017.

**9. 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*

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*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 channels 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.*

**10. Superintendent's Report**

**11. Business Administrator's Report**

**12. Board Communication**

**13. Approval of Minutes**

**13a. Approves Regular Meeting Minutes from November 13, 2017**

RESOLVED, that the Chester Board of Education approves the regular meeting minutes of the meeting held on November 13, 2017.

**13b. Approves Executive Session Meeting Minutes from November 13, 2017**

RESOLVED, that the Chester Board of Education approves the executive session meeting minutes of the meeting held on November 13, 2017.

**13c. Approves Special Meeting Minutes from November 27, 2017**

RESOLVED, that the Chester Board of Education approves the special meeting minutes of the meeting held on November 27, 2017.

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

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

**14. Committee of The Whole—All.**

**14a. Approves Reorganization Meeting Date**

RESOLVED, that the Chester Board of Education approves the Reorganization Meeting for January 4, 2018 at 7:00 p.m. at the Chester Board of Education, 50 North Road Building 4, Chester, New Jersey.

**15. Committee Reports**

**16. Buildings, Grounds, Transportation/Finance—Mike Tomasco, Amy Collins, Chris Lowry, and Jonathan Rochelle.**

**16a. Approves Bills List**

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RESOLVED, that upon the recommendation of the Business Administrator, the Chester Board of Education approves payment of the November 13, 2017 bills list as approved by the Finance Committee.

<b>Bills List</b>	<b>Totals</b>
Payroll—11/15/17	\$629,901.81
Payroll—11/30/17	\$624,875.29
Check Run—12/11/17	\$563,654.40

**16b. Approves Monthly Appropriation Transfers for October 2017**

RESOLVED, that the Chester Board of Education approves the following transfers within the 2017-2018 budget for the month of October 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.

**16c. Approves Monthly Transfer Report for October 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 October 2017.

**16d. Approves Board Secretary Report for October 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 October 2017; a copy of which is available for public review in the Chester Board of Education Business Office.

**16e. Approves Board Treasurer Report for October 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 October 2017; a copy of which is available for public review in the Chester Board of Education Business Office.

**16f. Approves Certification of Secretary and Treasurer Report for October 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 October 2017 and that no major account or fund has been over-expended.

**16g. 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> Location</b>	<b>Registration</b>	<b>Travel/ Misc</b>	<b>Estimated Total Expense</b>
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12/12/17	Tara Bagnole	<i>NJSDC- Technology Supports for Special Needs, New Bruns- wick, NJ</i>	No Cost	\$19.84	\$19.84
12/13/17	Danielle Meekings	<i>9<sup>th</sup> Annual Train the Trainer Con- ference-East Windsor, NJ</i>	\$199.00	\$30.00	\$229.00
12/14/17	Colleen Cahill	<i>9<sup>th</sup> Annual Train the Trainer Con- ference-East Windsor, NJ</i>	\$199.00	\$30.00	\$229.00
12/14/17	Nicole Polkowski	<i>9<sup>th</sup> Annual Train the Trainer Con- ference-East Windsor, NJ</i>	\$199.00	\$30.00	\$229.00
12/14/17	Lauren Scarfo	<i>9<sup>th</sup> Annual Train the Trainer Con- ference-East Windsor, NJ</i>	\$199.00	\$30.00	\$229.00
12/14/17	Cynthia Thieringer	<i>9<sup>th</sup> Annual Train the Trainer Con- ference-East Windsor, NJ</i>	\$199.00	\$30.00	\$229.00
12/15/17	Debra Borchert	<i>Indoor Air Quality, Metu- chen, NJ</i>	No Cost	\$19.22	\$19.22
12/15/17	Suzanne Donohue	<i>Trauma &amp; At- tachment, Parsippany, NJ</i>	\$199.00	\$12.87	\$211.87
12/15/17	Robin Matelsky	<i>Indoor Air Quality, Metu- chen, NJ</i>	No Cost	\$20.40	\$20.40
12/15/17	Michael Keenan	<i>Indoor Air Quality, Metu- chen, NJ</i>	No Cost	\$20.40	\$20.40
01/09/18	Janet Aaronson	<i>2018 NJECC Annual Tech- nology Confer-</i>	\$125.00	\$20.46	\$145.46

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		<i>ence</i>			
01/09/18	Laura Garrison	<i>2018 NJECC Annual Technology Conference</i>	No Cost	\$20.46	\$20.46
01/09/18	Tricia Pohan	<i>2018 NJECC Annual Technology Conference</i>	No Cost	\$20.46	\$20.46
01/24/18	Debra Borchert	<i>Develop Effective Medical Emergency Response Teams, West Orange, NJ</i>	\$295.00	\$22.32	\$317.32
01/24/18	Cathleen Sullivan	<i>Develop Effective Medical Emergency Response Teams, West Orange, NJ</i>	\$275.00	\$2.56	\$277.56
01/26/18 01/27/18	Brad Currie	<i>TECHSPO 2018, Atlantic City, NJ</i>	\$425.00	\$305.82	730.82
02/26/18 02/27/18 02/28/17	Timothy Rain	<i>NJASPERD Annual Convention, Long Branch, NJ</i>	\$200.00	\$118.00	\$318.00
04/16/18 04/17/18 04/18/18	Susan Andersen	<i>2018 PSUG Annual Conf, Atlantic City, NJ</i>	\$375.00	\$285.00	\$660.00

**16h. 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	Description
1	Cafeteria Refrigerated Cart
10	Lenovo S10-3 Netbook and charger
2	Smart Table
1	Smart Board SB680-R2-819016

**16i. Accepts Comprehensive Annual Financial Report and Corrective Action Plan**

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WHEREAS, the Chester Board of Education's auditor has completed and submitted the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report (AMR) on Administrative findings-Financial, Compliance and Performance for the fiscal year ending June 30, 2017; and

WHEREAS, the Auditor conducted an exit conference with the administration and publicly presented the annual audit to the Chester Board of Education; and

WHEREAS, as part of the public presentation, the District made copies of the Audit Synopsis and Corrective Plan available to the public;

NOW, THEREFORE BE IT RESOLVED, that the Chester Board of Education accepts the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report on Administrative Findings-Financial, Compliance, Performance and Synopsis for the fiscal year ending June 30, 2017 and submitted by the firm Nisivoccia LLP; and

BE IT FURTHER RESOLVED, that the Chester Board of Education accepts the recommendation of the Business Administrator and approves the Corrective Action Plan for the recommendation included in the aforementioned reports; a copy of which is available for public review in the Chester Board of Education Business Office.

**16j. Approves Submission of Amendment I to 2018 IDEA Grant**

RESOLVED, that the Chester Board of Education approves the submission of Amendment 1 to the 2018 IDEA Grant to carryover 2017-2018 Basic Monies of \$27,102:

Public	\$20,117
Nonpublic Proportionate Share	\$6,985.

**16k. Approves Change Order Number #2**

WHEREAS, the Chester Board of Education previously approved a contract with Iron Mountain Mechanical, LLC, 132 Mt. Pleasant Road Columbia, NJ 07832 for the chiller installation at Bragg School; and

WHEREAS, the contractor has submitted the following change orders; and

Change Order #4:	Additional Valves	\$1,276.74
Change Order #5:	New Electrical Breaker	\$270.00
Change Order #7:	Sound Kit Substitution	(\$13,003.26)

WHEREAS, this change order results in a decrease of costs (\$13,003.26) which will bring the new contract sum to \$552,572.74.

THEREFORE BE IT RESOLVED, that the Chester Board of Education approves Construction Change Order #2 to the contract with Iron Mountain Mechanical, LLC; and

BE IT FURTHER RESOLVED, that the Board Secretary is authorized to sign the necessary documents to effectuate this change order.

**16l. Accepts Donation**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education, accepts with gratitude the donation of \$800 from Nicole Renzetti and Isabella Bosrock, students from West Morris Mendham High School, for their GoFundMe project in the International Baccalaureate Service Learning Project.

**16m. Accepts Rebate Check**

RESOLVED, that the Chester Board of Education accepts the NJ's Clean Energy Smart-Start Buildings Program rebate check in the amount of \$18,955 for the BRMS LED Retrofit project.

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

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

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

**17a. Accepts Resignation (Derendal)**

RESOLVED, that the Chester Board of Education accepts the resignation of Lyndsay Derendal, Kindergarten Literacy Paraprofessional, effective December 5, 2017.

**17b. Approves Revised Job Descriptions**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves revised job descriptions for the following positions: Technology Director and Supervisor of Buildings and Grounds to Director of Buildings and Grounds.

**17c. Approves Bragg/Dickerson/BRMS School Volunteers**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following Bragg/Dickerson/BRMS School Volunteer for the 2017-2018 school year:

Alana Dambrot.

**17d. Approves Substitutes**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following substitutes for the 2017-2018 school year:

Nicole Carey	Substitute Nurse
Deborah Dunne	Substitute Nurse
Molly Spicehandler	Certified
Jillian Soden	Certified.

**17e. Rescinds Resolution Appointing Supervisor of Buildings & Grounds**

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RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education rescinds a resolution from the November 27, 2017 meeting appointing Michael Zulla as Supervisor of Buildings & Grounds.

**17f. Appoints Director of Buildings/Grounds (Vanderzee)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education appoints Drew Vanderzee as Director of Buildings and Grounds for the 2017-2018 school year, effective February 12, 2018, at an annual salary of \$88,000, with other benefits as identified in his job description.

**17g. Approves Interim Business Administrator/Board Secretary**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Rhonda Curry as the Interim Business Administrator/Board Secretary at the rate of \$600 per day, for an average of three (3) days per week, effective January 2, 2018.

**17h. Approves Kindergarten Paraprofessional (Spicehandler)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Molly Spicehandler as a Kindergarten Literacy Paraprofessional at Dickerson School, 3 hours per day, effective December 18, 2017, for the remainder of the 2017-2018 school year at an annual salary of \$10,308.60, without benefits.

**17i. Approves Field Supervision Internship**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves an internship program for Alexandra Golden from Montclair State for the Educational Leadership Program, under the guidance of Mrs. Michele Stanton for the 2017-2018 school year.

**17j. Approves Field Experience Placement**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves field experience placement for Kaylee Green from Caldwell University, New Jersey, for Elementary Education under the guidance of Mrs. Rebecca Gambuti from January 2018 through May 2018.

**17k. Approves Classroom Student Teaching Placement**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves classroom student teaching placement for Kaylee Green from Caldwell University, New Jersey, for Elementary Education under the guidance of Mrs. Rebecca Gambuti for the 2018-2019 school year.

**17l. Awards Compensation**

WHEREAS, the Chester Board of Education established the following criteria and merit goal bonus for the Business Administrator for the 2017-2018 school year:

WHEREAS, Melissa Simmons, Business Administrator, successfully attained the Merit Goals as outlined below;



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Qualitative Merit Goals	Percentage
The School Business Administrator will work to improve the current security system that is manual and includes security cameras, by implementing a number of new and enhanced measures regarding security.	2.125% of salary
The School Business Administrator will continue to implement new measures under the Sustainable Jersey for Schools Program which is a certification program for New Jersey public schools that want to go green, conserve resources and take steps to create a brighter future, one school at a time.	2.125% of salary

THEREFORE BE IT RESOLVED, that the Chester Board of Education hereby awards compensation for the above mentioned goals to Melissa Simmons, Business Administrator payable in the 2017-2018 school year.

**17m. Accepts Resignation (Simmons)**

RESOLVED, that the Chester Board of Education accepts the resignation of Melissa Simmons, School Business Administrator/Board Secretary effective January 18, 2018.

**17n. Amends Resolution Approving Leave of Absence (Freund)**

RESOLVED, that upon the recommendation of the Superintendent the Chester Board of Education *amends* a resolution from the June 19, 2017 meeting approving a child rearing leave effective January 2, 2018 through April 4, 2018 as an unpaid leave in accordance with the FLMA and NJFLA *to*:

*Effective January 2, 2018 through March 15, 2018 as an unpaid leave in accordance with the FLMA and NJFLA.*

**17o. Amends Resolution Approving Staff for Extra-Curricular Activities (BRMS)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education *amends* a resolution from the October 17, 2017 meeting approving Michele Connahan as an 8th Grade Washington DC Chaperone 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 *to*:

*Jennifer Yeager as an 8th Grade Washington DC Chaperone.*

**17p. Approves School Trips**

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

Field Trip	Location	Grade/Group
CASH Building (Senior Citizens)	Chester, NJ	U Matter Ambassadors

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

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

**18. Public Commentary**

**19. 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 December 11, 2017 at \_\_\_\_ p.m. to discuss personnel and . 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	CKC	CL	LM	JR	HR	RS	MT	KW

**14. Committee of The Whole—All. (Continued)**

**14b. Approves the Superintendent's Recommendation for Bullying Case #1**

RESOLVED, that the Chester Board of Education approves the Superintendent's recommendation for Bullying Case #1.

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

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

**20. Return to Public Session**

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

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

**21. Unfinished Business**

**22. New Business**

**23. Adjournment**

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

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