

CHESTER BOARD OF EDUCATION

**CHESTER BOARD OF EDUCATION  
REGULAR MEETING**

**February 12, 2018**

**MINUTES**

**1. Call To Order**

Mike Tomasco, Board President, called the meeting to order at 6:05 p.m. on Monday, February 12, 2018, at the Chester Board Office 50 North Road Building 4, Chester, NJ 07930.

**2. Sunshine Announcement**

Mike Tomasco, Board President, announced that this meeting was 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	Yes	Heather Ronco	Yes
Rebekah Forlenza	Yes	Rajat Shah (6:23 p.m.)	Yes
Carolyn Kleppe-Collins (6:08 p.m.)	Yes	Mike Tomasco	Yes
Christopher Lowry (6:06 p.m.)	Yes	Kerri Wright (6:19 p.m.)	Yes
Liz Madinabeitia	Yes	<b>Quorum</b>	<b>Yes</b>

**4. Administration**—*Rhonda Curry-Interim Business Administrator, Drew Vanderzee-Director of Buildings and Grounds; Dr. Christina Van Woert-Superintendent of Schools.*

**5. Pledge of Allegiance**

Mike Tomasco, President, led the Board in the Pledge of Allegiance.

**6. President's Comments**

None.

*Dr. Christina Van Woert expressed her gratitude to the board members in recognition of School Board Recognition Month.*

**7. Presentation**

**1.** Melissa Simmons, former School Business Administrator of the Chester School District, gave a presentation on the 2017-2018 School Budget. She provided information on budget assumptions, proposed capital projects, tax levy analysis, enrollment trends and appropriations.

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*The Board discussed different scenarios to ensure that the District continues to be fiscally responsible.*

2. At 7:12 p.m., John P. McGowan from McGowan Well Water Compliance Mgt. LLC provided a thorough explanation of the water problems in the District. He gave a history on what efforts were made and where the process was at currently. He also gave suggestion on what issues need to be addressed.

*Dr. Van Woert requested that Mr. McGowan provide a recommended solution so that the District could have a plan to resolve the problems.*

**8. Public Commentary on Agenda Items**

*There was only one member of the public present, Tonya Dawson, future School Business Administrator of the Chester School District. There were no comments.*

**9. Superintendent's Report**

- Update on Strategic Planning Goals.
- Destination Imagination Policy Discussion.
- Update on traffic study conducted by Security Coordinator.

**10. Business Administrator's Report**

- Budget Presentation.

**11. Board Communication**

None.

Board Member Liz Madinabeitia left the meeting at 8:17 p.m.

The Board President, Mike Tomasco called for a consent agenda which was seconded by Carolyn Kleppe-Collins.

*Upon the motion of Mike Tomasco and seconded by Carolyn Kleppe-Collins, the Board approved the following Agenda items 12a-16m; except Agenda item 16l.*

**12. Approval of Minutes**

**12a. Approves Regular Meeting Minutes from January 23, 2018**

RESOLVED, that the Chester Board of Education approves the regular meeting minutes of the meeting held on January 23, 2018.

**12b. Approves Executive Session Minutes from January 23, 2018**

RESOLVED, that the Chester Board of Education approves the executive session meeting minutes of the meeting held on January 23, 2018.

**13. Committee of The Whole—All.**

**13a. Approves School Board Recognition Month**

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WHEREAS, the New Jersey State Board of Education, which adopts the administrative code to implement state education law, has established rigorous standards through its promulgation of the New Jersey Student Learning Standards, which set the expectations of academic achievement for nearly 1.4 million public schoolchildren; and

WHEREAS, New Jersey's locally elected and appointed boards of education play a vital role in ensuring that their local school districts meet state standards and adhere to all code provisions, with the goal of providing an outstanding education to prepare all students for college and the workplace and to enable them to compete in a global economy; and

WHEREAS, New Jersey's 5,000 non-partisan local board of education members and charter school trustees are public servants who dedicate their time, without pay or benefit, to the oversight of school district operations, sound financial practices, comprehensive policies, curriculum, staffing, and the well-being and academic achievement of all students in the district; and

WHEREAS, the efforts of local boards of education, in conjunction with state education officials and local educators, have built a foundation of success that has led to New Jersey's status as a leader in student achievement, as evidenced by the National Assessment of Educational Progress scores; and

WHEREAS, the National School Boards Association and the New Jersey School Boards Association have declared January 2018 to be School Board Recognition Month; now, therefore, be it

RESOLVED, that the New Jersey State Board of Education recognizes the contributions of our state's local boards of education to the academic success of its public school students and expresses its sincere appreciation to local board of education members for their continued focus on the achievement of children throughout New Jersey; and

BE IT FURTHER RESOLVED, that the New Jersey State Board of Education encourages qualified New Jersey citizens to consider serving as members on their local school boards.

**14. Committee Reports**

None.

**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—01/30/18	\$631,066.46
Check Run—02/12/18	1,320,840.08

**15b. Approves Monthly Appropriation Transfers for January 2018**

RESOLVED, that the Chester Board of Education approves the following transfers within the 2017-2018 budget for the month of January 2018 in compliance with N.J.A.C. 6A:

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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 January 2018**

RESOLVED, that pursuant to N.J.A.C. 6A:23A-13.3, the Chester Board of Education approves the Monthly Report of Transfers for January 2018.; a copy of which is available for public review in the Chester Board of Education Business Office.

**15d. Approves Board Secretary Report for January 2018**

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 January 2018; a copy of which is available for public review in the Chester Board of Education Business Office.

**15e. Approves Board Treasurer Report for January 2018**

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 January 2018; 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 January 2018**

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 January 2018 and that no major account or fund has been over-expended.

**15g. 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:

Date	Employee	Program Location	Registration	Travel/ Misc	Estimated Total Expense
No Date	Tara Bagnole	WRS Intensive Instruction Online Course	\$1,950.00	No Cost	\$1,950.00
02/13/18	Danielle Meekings	Kate Roberts-Literacy Teaching, New Brunswick, NJ	\$150.00	\$17.11	\$167.11
02/13/18	Jacqueline Epler	Kate Roberts-Literacy	\$150.00	\$17.30	\$167.30

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		<i>Teaching, New Brunsw- wick, NJ</i>			
03/16/18	Danielle Meekings	<i>Teaching the Holocaust, Montclair, NJ</i>	No Cost	\$21.14	\$21.14
03/23/18	Mary Beth Mueller	<i>NJAGC An- nual Confer- ence, West Windsor, NJ</i>	\$144.00	\$27.22	\$171.22
03/24/18	Joseph Pizzo	<i>2018 NJCTR Conference, Montclair, NJ</i>	\$64.00	\$43.01	\$107.01
04/25/18	Lisa Campbell	<i>School Law for Admin. Asst., Montclair, NJ</i>	\$100.00	\$25.54	\$125.54
04/25/18	Lora Orchard	<i>School Law for Admin. Asst., Montclair, NJ</i>	\$100.00	\$25.54	\$125.54

**15h. 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:

<b>Sponsor</b>	<b>Amount</b>
Alstede Farms	\$250.00

**15i. Amends Resolution (15s.) School Depositories and Signatures**

RESOLVED, that the Chester Board of Education amends **Resolution (15s.)** from the **January 23, 2018 Minutes** to add Accounts Payable as an additional signature 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):

<b>Account</b>	<b>Signature</b>	<b>Bank</b>	<b>Account#</b>
Flex Spending (2 Signatures)	Business Administrator or Superintendent Payroll Administrator or <b>Accounts Payable</b>	Valley National Bank	041614690

**15j. Accepts Donation**

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

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Donation Towards	Donation Amount
Drama Club	\$500.00

**15k. Accepts Check**

RESOLVED, that the Chester Board of Education accepts check #120639 from GovDeals in the amount of \$95.00 for the sale of Cisco Ethernet and fiber modules.

**15l. Approve Architect to Submit Plans**

RESOLVED, upon the recommendation of the Superintendent, that the Chester Township School District, in the County of Morris, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and paperwork to the Department of Education concerning the District Wide Restroom Renovations at the Bragg Intermediate School, Dickerson Elementary School, and Black River Middle School, to serve as an application to the Office of School Facilities and an amendment to the District's Long Range Facility Plan; and

BE IT FURTHER RESOLVED, this project shall be an "Other Capital" project and the Board of Education is NOT seeking State funding but will fund the Project through the District's Capital Reserve Account.

**15m. Approves Revised Board Secretary Report for December 2017**

RESOLVED, that the Chester Board of Education approves the revised Report of the Board Secretary for December 2017; a copy of which is available for public review in the Chester Board of Education Business Office.

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

**16a. Approves Spring Sports Travel Schedule**

RESOLVED that the Chester Board of Education approves the Black River Middle School 2017-2018 Spring Sports trips; a copy of which is available for public review in the Chester Board of Education Business Office.

**16b. Approves Mentor**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education the following mentor for new teacher:

New Employee (New to profession must pay mentor \$550 or prorated amount)	Mentor	School
Sarah Warren	Jennifer Yeager	BRMS

**16c. 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:

Samantha Barbella

County Substitute

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Hannah Schroeder

County Substitute.

**16d. Approves Home Instruction**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Francesca Ragonese to provide up to 5 hours per week of home instruction to student #18458 from January 8, 2018 for the remainder of the 2017-2018 school year.

**16e. 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 Volunteers for the 2017-2018 school year:

Ivy Antonio  
Heather Swartz.

**16f. Accepts Resignation (Hantis)**

RESOLVED, that the Chester Board of Education accepts the resignation of Mariah Hantis, Payroll/Benefits Assistant, effective March 1, 2018.

**16g. Approves Summer Scholars Program Teachers/Staff**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following teachers/staff for the **2018 Summer Scholars program**, at the contracted rate per hour from July 9, 2018 through August 9, 2018 for 4 days a week (20 days):

Teacher	Total
Colleen Cahill - Lead Teacher (30 hour advance prep)	\$1,800
Rosemary Haynes-Secretary (30 hour advance prep)	\$405
Colleen Cahill - Lead Teacher (4 hour/day)	\$4,800
Rosemary Haynes - Secretary (4 hour/day)	\$1,080

**16h. Approves Advancement on Guide**

RESOLVED, that the Chester Board of Education approves advancement on the salary guide for the following staff members effective March 1, 2018:

Debra Borchert	Step 15a MA \$72,055 to	Step 15a MA+15 \$72,755
Alexandra Johnson	Step 3-4 BA \$49,855 to	Step 3-4 BA+15 \$51,305.

**16i. Approves the Uniform State Memorandum of Agreement**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the 2017-2018 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials as approved by the New Jersey Department of Law and Public Safety and the New Jersey Department of Education.

**16j. Approves Special Education Paraprofessional (Gallagher)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Julie Gallagher to be a special education paraprofessional aide, 35

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hours per week effective February 13, 2018 for the remainder of the 2017-2018 school year at an annual salary of \$17,422.70, with benefits.

**16k. Approves Bus Paraprofessional (Gallagher)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Julie Gallagher as a bus paraprofessional for two runs daily, at her contracted rate, effective February 13, 2018 for the remainder of the 2017-2018 school year.

*Resolution 16l. was voted on separately*

**16l. Approves Destination Imagination Judge Training**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves David Leckie and MaryRose Walsh to be trained as, and then to serve as, Destination Imagination judges for the New Jersey State Destination Imagination Tournament. The training will occur on February 24, 2018, for three and one half hours each at the hourly rate for a total of up to \$203.00 each, and the judging will be on March 24, 2018, for 10 hours each at the chaperone rate for a total cost of up to \$405.00 each.

**16m. Approves for Second Reading and Adoption Policy 1330**

RESOLVED, that the Chester Board of Education approves for second reading and adoption Policy 1330-Use of School Facilities.

Motion by **Mike Tomasco**

Seconded by **Carolyn Kleppe-Collins**

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW
<b>8-0 Except 16l 5-2-1</b>	Yes <b>16l Abstain</b>	Yes	Yes	Yes	Absent	Yes	Yes	Yes <b>16l Abstain</b>	Yes <b>16l No</b>

**17. Public Commentary**

There were no members of the public at the meeting. There were no comments.

**18. Executive Session**

*Upon the motion of Mike Tomasco and seconded by Rajat Shah, the Board approved the following:*

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 8:55 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 **Mike Tomasco**

Seconded by **Rajat Shah**



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Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW
8-0	Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

**19. Return to Public Session**

Upon the motion of Mike Tomasco and seconded by Kerri Wright the Board returned to public session at 9:03 p.m.

Motion by **Mike Tomasco**

Seconded by **Kerri Wright**

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW
8-0	Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

*The Board took the following action:*

**Committee of the Whole (Continued)**

*Upon the motion of Mike Tomasco and seconded by Heather Ronco, the Board approved the following:*

**13b. Approves the Superintendent's Recommendation for Bullying Case #2**

RESOLVED, that the Chester Board of Education approves the Superintendent's recommendation for Bullying Case #2.

Motion by **Mike Tomasco**

Seconded by **Heather Ronco**

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW
8-0	Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

**20. Unfinished Business**

Dr. Van Woert stated that she will follow up with McGowan Well Water Compliance Mgt. LLC and the Board's architectural firm, Parette Somjen LLC, for recommendations.

**21. New Business**

The Girls' Basketball team will attend the March Board Meeting.

**22. Adjournment**

There being no further business to discuss, upon motion of Mike Tomasco and seconded by Kerri Wright the Board considered a motion to adjourn at 9:05 p.m.

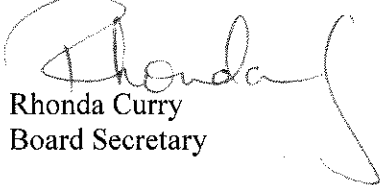
Motion by **Mike Tomasco**

Seconded by **Kerri Wright**

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW
8-0	Yes	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

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Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Rhonda", followed by a long horizontal flourish that extends to the right.

Rhonda Curry  
Board Secretary