

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

1. Call To Order

Heather Ronco, Board President, called the meeting to order at 7:04 p.m. Monday, December 11, 2017, at the Chester Board Office 50 North Road Building 4, Chester, NJ.

2. Sunshine Announcement

Heather Ronco, 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
Carolyn Kleppe-Collins	Absent	Rajat Shah		Yes
Christopher Lowry	Yes	Mike Tomasco		Yes
Liz Madinabeitia	Absent	Kerri Wright		Absent
Jonathan Rochelle	Yes	Quorum	Yes	N

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

5. Pledge of Allegiance

Heather Ronco, President, led the Board in the Pledge of Allegiance.

6. President's Comments

The President had no comments at this time.

7. Presentation

7a. Auditor, William Schroeder, from the firm, Nisivoccia LLP, gave the annual financial report on the District.

8. Public Hearing

A motion was made by Heather Ronco and seconded by Mike Tomasco to open the public hearing on the Harassment, Intimidation and Bullying (HIB) report.

Pursuant to the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122), Dr. Van Woert reported that during the period of July 1, 2017 and December 31, 2017, one HIB investigation was conducted: one from Bragg School which was found not to be HIB.

As there were no comments from the public, a motion was made by Heather Ronco and seconded by Mike Tomasco to close the public hearing.

9. Public Commentary on Agenda Items

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

10. Superintendent's Report

The Superintendent gave a report on the following:

- Introduction of the candidate for Buildings and Grounds Director.
- Update on hiring of Business Administrator.

11. Business Administrator's Report

The Business Administrator gave a report on the following:

- Update on Facilities.
- Architect Services.
- Insurance Broker.

12. Board Communication

None.

The Board took the following action:

13. Approval of Minutes

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

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: **Heather Ronco**

Seconded by: **Mike Tomasco**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
6-0	Yes	Absent	Yes	Absent	Yes	Yes	Yes	Yes	Absent

14. Committee of The Whole—All.

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

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.

Motion by: **Heather Ronco**

Seconded by: **Mike Tomasco**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
6-0	Yes	Absent	Yes	Absent	Yes	Yes	Yes	Yes	Absent

15. Committee Reports

A member from each committee gave a report.

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

Upon the motion of Mike Tomasco and seconded by Amy Collins, the Board approved the following:

16a. Approves Bills List

RESOLVED, that upon the recommendation of the Business Administrator, the Chester Board of Education approves payment of the December 11, 2017 bills list as approved by the Finance Committee.

Bills List	Totals
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); 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

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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:

Date	Employee	<u>Program Location</u>	Registration	Travel/ Misc	Estimated Total Expense
12/12/17	Tara Bagnole	<i>NJSDC-Technology Supports for Special Needs, New Brunswick, NJ</i>	No Cost	\$19.84	\$19.84
12/13/17	Danielle Meekings	<i>9th Annual Train the Trainer Conference-East Windsor, NJ</i>	\$199.00	\$30.00	\$229.00
12/14/17	Colleen Cahill	<i>9th Annual Train the Trainer Conference-East Windsor, NJ</i>	\$199.00	\$30.00	\$229.00
12/14/17	Nicole Polkowski	<i>9th Annual Train the Trainer Conference-East Windsor, NJ</i>	\$199.00	\$30.00	\$229.00
12/14/17	Lauren Scarfo	<i>9th Annual Train the Trainer Conference-East Windsor, NJ</i>	\$199.00	\$30.00	\$229.00

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12/14/17	Cynthia Thieringer	<i>9th Annual Train the Trainer Conference-East Windsor, NJ</i>	\$199.00	\$30.00	\$229.00
12/15/17	Debra Borchert	<i>Indoor Air Quality, Metuchen, NJ</i>	No Cost	\$19.22	\$19.22
12/15/17	Suzanne Donohue	<i>Trauma & Attachment, Parsippany, NJ</i>	\$199.00	\$12.87	\$211.87
12/15/17	Robin Matelsky	<i>Indoor Air Quality, Metuchen, NJ</i>	No Cost	\$20.40	\$20.40
12/15/17	Michael Keenan	<i>Indoor Air Quality, Metuchen, NJ</i>	No Cost	\$20.40	\$20.40
01/09/18	Janet Aaronson	<i>2018 NJECC Annual Technology Conference</i>	\$125.00	\$20.46	\$145.46
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	Timothy Rain	<i>NJASPERD Annual Con-</i>	\$200.00	\$118.00	\$318.00

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02/28/17		<i>vention, Long Branch, NJ</i>			
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

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.

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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.

16n. Approves Additional Bills List

RESOLVED, that upon the recommendation of the Business Administrator, the Chester Board of Education approves an additional payment of the December 11, 2017 bills list as approved by the Finance Committee.

Bills List	Totals
Check Run—12/11/17	\$4,521.89

16o. Approve the Roof Repairs at the Dickerson School

WHEREAS, roof leaks have persisted at the Dickerson School and The WeatherProofing Technologies Inc. 735 Green Road, Beachwood, Ohio, 44122 have accessed the issue.

RESOLVED, that upon recommendation of the Business Administrator, the Chester Board of Education approves the roof and related repairs to the Dickerson Elementary School to the WeatherProofing Technologies Inc. in the amount of \$10,861.48;

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BE IT FURTHER RESOLVED, that the Chester School District utilizes the Middlesex Regional Educational Services Commission Coop contract #ESCNJ/AEPA IFB #017-F for the WeatherProofing Technologies, Inc.

16p. Approve the Roof Repairs at the Bragg Elementary School

WHEREAS, roof leaks have persisted at the Bragg School and The WeatherProofing Technologies Inc. 735 Green Road, Beachwood, Ohio, 44122 have accessed the issue.

RESOLVED, that upon recommendation of the Business Administrator, the Chester Board of Education approves the roof and related repairs to the Bragg Elementary School to the WeatherProofing Technologies Inc. in the amount of \$61,426.99;

BE IT FURTHER RESOLVED, that the Chester School District utilizes the Middlesex Regional Educational Services Commission Coop contract #ESCNJ/AEPA IFB #017-F for the WeatherProofing Technologies, Inc.

16q. Approve the contract for the Morris County Educational Services for Occupational Therapy

RESOLVED, that upon recommendation of the Superintendent, the Chester Board of Education approves the contract to the Morris County Educational Services Commission for Occupational Therapy at rate of \$110 for up to 12 hours a week of services for the 2017-18 school year not to exceed \$47,520.

Motion by: **Mike Tomasco**

Seconded by: **Amy Collins**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
6-0	Yes	Absent	Yes	Absent	Yes	Yes	Yes	Yes	Absent

Upon the motion of Mike Tomasco and seconded by Amy Collins, the Board approved the following:

16r. Approves Acting Buildings and Grounds Supervisor

RESOLVED, that the Chester Board of Education approves Sophia Beaudin to continue as acting Buildings and Grounds Supervisor from January 2, 2018 to February 12, 2018 at the prorated annual salary of \$78,000.

Motion by: **Mike Tomasco**

Seconded by: **Amy Collins**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
6-0	Yes	Absent	Yes	Absent	Yes	Yes	Yes	Yes	Absent

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

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

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

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

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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;

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

Motion by: **Heather Ronco**

Seconded by: **Mike Tomasco**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
6-0	Yes	Absent	Yes	Absent	Yes	Yes	Yes	Yes	Absent

18. Public Commentary

There were no members of the public at the meeting.

19. President’s Comment

Heather Ronco, Board President, thanked outgoing Board Member, Jonathan Rochelle for his service.

20. 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 8:11 p.m. to discuss personnel. It is expected that the minutes will be made public as soon as official action is taken.

Motion by: **Heather Ronco**

Seconded by: **Mike Tomasco**

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Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
6-0	Yes	Absent	Yes	Absent	Yes	Yes	Yes	Yes	Absent

21. Return to Public Session

Upon the motion of Heather Ronco and seconded by Mike Tomasco, the Board returned to regular session at 8:41 p.m.

Motion by: **Heather Ronco**

Seconded by: **Mike Tomasco**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
6-0	Yes	Absent	Yes	Absent	Yes	Yes	Yes	Yes	Absent

The Board took the following action:

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

Upon the motion of Heather Ronco and seconded by Rajat Shah, the Board approved the following:

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: **Heather Ronco**

Seconded by: **Rajat Shah**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
6-0	Yes	Absent	Yes	Absent	Yes	Yes	Yes	Yes	Absent

22. Unfinished Business

None.

23. New Business

The Business Administrator discussed the Pomptonian food Services guaranty.

24. Adjournment

Upon the motion of Heather Ronco and seconded by Mike Tomasco, the Board adjourned the meeting at 8:53 p.m.

Motion by: **Heather Ronco**

Seconded by: **Mike Tomasco**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
6-0	Yes	Absent	Yes	Absent	Yes	Yes	Yes	Yes	Absent

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Respectfully Submitted,

Melissa Simmons
Board Secretary