

**CHESTER BOARD OF EDUCATION  
REGULAR MEETING  
November 13, 2017  
MINUTES**

**1. Call To Order**

Heather Ronco, Board President, called the meeting to order at 7:04 p.m. Monday, November 13, 2017, at the Chester Board Office 50 North Road Building 4, Chester, NJ.

**2. Sunshine Announcement**

Heather Ronco, Board President, announced 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	Absent	Heather Ronco	Yes
Carolyn Kleppe-Collins	Yes	Rajat Shah	Yes
Christopher Lowry	Yes	Mike Tomasco	Yes
Liz Madinabeitia	Yes	Kerri Wright	Yes
Jonathan Rochelle	Absent	Quorum	Y 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**

None.

**7. Presentation**

1. E&I Associates—21<sup>st</sup> Century Media Centers

**8. Public Commentary on Agenda Items**

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

**9. Superintendent's Report**

*The Superintendent gave a report on the following:*

- Strategic Planning Update
- Virtual Committee Meetings
- Policy Update

**10. Business Administrator's Report**

None.

**11. Board Communication**

None.

*The Board took the following action:*

**12. Approval of Minutes**

Upon the motion of Heather Ronco and seconded by Kerri Wright, the Board approved the following:

**12a. Approves Regular Meeting Minutes from October 16, 2017**

RESOLVED, that the Chester Board of Education approves the regular meeting minutes of the meeting held on October 16, 2017.

**12b. Approves Executive Session Meeting Minutes from October 16, 2017**

RESOLVED, that the Chester Board of Education approves the executive session meeting minutes of the meeting held on October 16, 2017.

Motion by **Heather Ronco**

Seconded by **Kerri Wright**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
7-0	Absent	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

**13. Committee of The Whole—All.**

No Resolutions.

**14. Committee Reports**

A member of each committee gave a report.

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

Upon the motion of Mike Tomasco and seconded by Kerri Wright, the Board approved the following:

**15a. Approves Bills List**

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.

Bills List	Totals
Payroll—10/30/17	\$615,906.04
Check Run—11/13/17	\$840,959.52

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

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

CHESTER BOARD OF EDUCATION

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 September 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 September 2017.

**15d. Approves Board Secretary Report for September 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 September 2017; a copy of which is available for public review in the Chester Board of Education Business Office.

**15e. Approves Board Treasurer Report for September 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 September 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 September 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 September 2017 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	<u>Program Location</u>	Registration	Travel/ Misc	Estimated Total Expense
11/29/17	Debra Borchert	<i>Anxiety in the Classroom, South Plainfield, NJ</i>	\$199.00	\$18.60	\$217.60
11/29/17	Katherine Cianci	<i>Anxiety in the Classroom, South Plainfield, NJ</i>	\$217.16	\$31.00	\$248.16
11/29/17	Michelle Lakefield	<i>Anxiety in the Classroom, South Plainfield, NJ</i>	\$199.00	No Cost	\$199.00

CHESTER BOARD OF EDUCATION

12/11/17	Sara Kozlowski	<i>NJAHPERD Health Education Conference, Monroe, NJ</i>	\$85.00	\$25.42	\$110.42
12/13/17	Melissa Fair	<i>NGSS Implementation Roundtable, Montclair, NJ</i>	\$30.00	\$21.00	\$51.00
12/15/17	Jenna Spence	<i>Trauma and Attachment, Parsippany, NJ</i>	\$199.99	\$11.16	\$211.15
12/15/17	Cathleen Sullivan	<i>Trauma and Attachment, Parsippany, NJ</i>	\$199.99	\$11.16	\$211.15
01/24/18	Anne Pape	<i>Enhance Effective Emergency Teams, West Orange, NJ</i>	\$295.00	No Cost	\$295.00
02/07/18	Mariah Hantis	<i>FMLA Compliance, Princeton, NJ</i>	No Cost	\$26.00	\$26.00
02/26/18 02/27/18 02/27/18	Sara Kozlowski	<i>NJAHPERD Annual Convention, Long Branch, NJ</i>	\$200.00	\$109.74	\$309.74
03/21/18	Mariah Hantis	<i>Writing Effective Policies &amp; Procedures, Princeton, NJ</i>	No Cost	\$26.00	\$26.00

**15h. Accepts Payment from Sale of Wrestling Mats**

RESOLVED, that the Chester Board of Education accepts payment from GovDeals Inc. for the sale of wrestling mats in the amount of \$940.52.

**15i. Accepts Payment from Sale of Lenovo Laptops**

RESOLVED, that the Chester Board of Education accepts payment from GovDeals Inc. for the sale of Lenovo laptops in the amount of \$2,907.00.

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

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

Sponsor	Amount
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CHESTER BOARD OF EDUCATION

County College of Morris	\$500.00
Second Shot Services LLC	\$250.00

**15k. Approves Additional Bills List**

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

<b>Bills List</b>	<b>Totals</b>
Check Run—11/13/17	\$40,736.30

**15l. Authorizes Submission of Paperwork for Restroom Renovations**

RESOLVED, that upon the recommendation of the Superintendent, the Chester 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. Authorizes Submission of Paperwork for Media Center Renovations**

RESOLVED, that upon the recommendation of the Superintendent, the Chester School District, in the County of Morris, New Jersey authorizes EI Associates to submit all necessary plans and paperwork to the Department of Education concerning the District Wide Media Center 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.

**15n. Approves Purchases for Non-public Schools**

RESOLVED, that upon the recommendation of the Business Administrator, the Chester Board of Education approves the requested expenditures of the non-public schools as per the goods and services listed below; and

BE IT FURTHER RESOLVED, that the Chester Board of Education acknowledge that the Administration has reviewed the purchases for compliance with the guidelines of the State's Nonpublic School expenditures.

<b>Non-public School</b>	<b>Category</b>	<b>Purchased</b>	<b>Amount</b>
Gill St. Bernard's School	Textbooks	Manipulatives	\$17,091.00
Gill St. Bernard's School	Technology	Computers and related	\$11,544.00

CHESTER BOARD OF EDUCATION

		supplies	
Gill St. Bernard's School	Admin Fees		\$577.20
Gill St. Bernard's School	Security	Cameras	\$48,750.00
<b>Non-public School</b>	<b>Category</b>	<b>Purchased</b>	<b>Amount</b>
Westmont Montessori School	Textbooks	Manipulatives	\$767.00
Westmont Montessori School	Technology	IPads and related supplies	\$518.00
Westmont Montessori School	Admin Fees		\$25.90
Westmont Montessori School	Security	Supplies	\$1,050.00

Motion by **Mike Tomasco**

Seconded by **Kerri Wright**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
7-0	Absent	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

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

Upon the motion of Heather Ronco and seconded by Chris Lowry, the Board approved the following:

- 16a. 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:

Tony Pajunas.

- 16b. 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:

Lea Flanagan	Certified
Suzanne Kear	County Substitute
Rachel Tasch	Certified
Amy Treff	County Substitute.

- 16c. Amends Resolution Approving Leave of Absence (Roskie)**

RESOLVED, that the Chester Board of Education **amends** resolution from the September 18, 2017 meeting approving a maternity leave of absence for Millicent Roskie *from* December 11, 2017, through January 15, 2018, using up to 19.5 sick days, and a child rearing leave effective January 16, 2018 through April 1, 2018

*to: November 22, 2017 through January 2, 2018, using up to 22 sick days for maternity leave and January 3, 2018 through March 20, 2018 for child rearing leave.*

**16d. Approves for First Reading Policy Employee Drug and Alcohol**

RESOLVED, that the Chester Board of Education approves for first reading Policy - Employee Drug and Alcohol.

**16e. Approves for First Reading Policy Family Leave.**

RESOLVED, that the Chester Board of Education approves for first reading Policy Family Leave.

**16f. Approves PE Jam Participants**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following out of district participants for the PE Jam to be held on December 8, 2017:

Dan Clark	Butler, NJ
Sean Pasioka	Kinnelon, NJ
Christine Rodriguez	Allamuchy, NJ
Michael Jones	Rockaway Borough, NJ
Lyndsay Magenheimer	Mendham Borough, NJ
Danielle Sudak	Boonton, NJ
Amanda Sheehan	Boonton, NJ
Ann Martini	Roxbury, NJ
Joyce Brookes	Roxbury, NJ
Sharon Jones	Mt. Olive, NJ
Patti Ressler	Washington Twp., NJ
Kenni McPeck	Hanover Twp., NJ
Sean Peterson	Hanover Twp., NJ
Corie Blasi	Rockaway Twp., NJ
Lauran Wisse	Rockaway Twp., NJ
Tom Notte	Bedminster, NJ
Jenna Thomas	Bedminster, NJ
Gregg Montgomery	Lake Conference
Stephen Tiberi	Sandyston-Walpack
Elizabeth Collins	Wayne, NJ
Cindy Contella	Wayne, NJ

**16g. Approves BRMS Winter Sports Travel Schedule**

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

**16h. Approves Home Instruction**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Jacqueline Epler to provide up to 10 hours a week of home instruction at the contracted hourly rate for student #18458 for the 2017-2018 school year.

**16i. Approves Additional CST Hours**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Suzanne Donohue for up to 40 hours of additional CST hours at the contracted hourly rate for the 2017-2018 year.

**16j. Rescinds Resolution Approving Merit Salary Bonus for Business Administrator**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education rescinds a resolution from the September 18, 2017 meeting approving criteria and merit salary for the Business Administrator.

**16k. Establish Merit Salary Bonus for Business Administrator (Simmons)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education establishes the following criteria and merit salary bonuses for the Business Administrator for the 2017-2018 school year:

<b>Quantitative Merit Goals</b>	<b>Administrator</b>	<b>Percentage</b>
The School Business Administrator will work to turn around the Food Service department to ensure that it is a profitable entity once more by turning our net loss to a net gain.	Melissa Simmons	2.125% of salary
The School Business Administrator will reduce the costs of energy and custodial services by 5-10%.	Melissa Simmons	2.125% of salary
<b>Qualitative Merit Goals</b>	<b>Administrator</b>	<b>Percentage</b>
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.	Melissa Simmons	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.	Melissa Simmons	2.125% of salary

Motion by **Heather Ronco**

Seconded by **Chris Lowry**

<b>Roll Call Vote</b>	<b>AC</b>	<b>CKC</b>	<b>CL</b>	<b>LM</b>	<b>JR</b>	<b>HR</b>	<b>RS</b>	<b>MT</b>	<b>KW</b>
7-0	Absent	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

Kerri Wright walked on the following resolution



CHESTER BOARD OF EDUCATION

Upon the motion of Kerri Wright and seconded by Mike Tomasco, the Board approved the following:

**16l. Approves Acting Buildings and Grounds Supervisor**

RESOLVED, that the Chester Board of Education approves Sophia Beaudin as acting Buildings and Grounds Supervisor from September 27, 2017-January 1, 2018 with a salary of \$78,000 prorated.

Motion by **Kerri Wright**

Seconded by **Mike Tomasco**

<b>Roll Call Vote</b>	<b>AC</b>	<b>CKC</b>	<b>CL</b>	<b>LM</b>	<b>JR</b>	<b>HR</b>	<b>RS</b>	<b>MT</b>	<b>KW</b>
7-0	Absent	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

**17. Public Commentary**

None.

**18. Executive Session**

Upon the motion of Heather Ronco and seconded by Mike Tomasco, 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 November 13, 2017 at 8:39 p.m. to discuss a HIB case and personnel matters. 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**

<b>Roll Call Vote</b>	<b>AC</b>	<b>CKC</b>	<b>CL</b>	<b>LM</b>	<b>JR</b>	<b>HR</b>	<b>RS</b>	<b>MT</b>	<b>KW</b>
7-0	Absent	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

**19. Return to Public Session**

Upon the motion of Heather Ronco and seconded by Mike Tomasco, the Board returned to regular session at 9:10 p.m.

**20. Unfinished Business**

None.

**21. New Business**

None.

**22. Adjournment**

Upon the motion of Heather Ronco and seconded by Mike Tomasco, the Board adjourned the meeting at 9:12 p.m.

CHESTER BOARD OF EDUCATION

Motion by **Heather Ronco**

Seconded by **Mike Tomasco**

<b>Roll Call Vote</b>	<b>AC</b>	<b>CKC</b>	<b>CL</b>	<b>LM</b>	<b>JR</b>	<b>HR</b>	<b>RS</b>	<b>MT</b>	<b>KW</b>
7-0	Absent	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes

Respectfully Submitted,

Melissa Simmons  
Board Secretary