

**CHESTER BOARD OF EDUCATION
REGULAR MEETING
April 30, 2019
AGENDA**

A regular meeting of the Chester Board of Education will be held on Tuesday April 30, 2019, at 7:00 p.m. in the courtroom of the Chester Borough Municipal Building, 50 North Road, Building 4, Chester, NJ 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	
Rebekah Forlenza		Rajat Shah	
Sara Kalashian		Mike Tomasco	
Christopher Lowry		Kerri Wright	
Liz Madinabeitia		Quorum	Y N

4. Pledge of Allegiance

5. Administration—Tanya Dawson and Dr. Christina Van Woert

6. President's Comments

7. Public Hearing/Celebration/Presentation

Budget Public Hearing

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-*

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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 Regular Meeting Minutes from March 12, 2019

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on March 12, 2019.

12b. Approves Executive Session Meeting Minutes from March 12, 2019

RESOLVED, that the Chester Board of Education approves the Executive Session meeting minutes of the meeting held on March 12, 2019.

12c. Approves Regular Meeting Minutes from March 18, 2019

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on March 18, 2019.

Motion by_____

Seconded by_____

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

13. Committee of The Whole—All.

13a. Revise Travel Expense Threshold

WHEREAS, the Chester Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

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WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A-7.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.1, to a maximum expenditure not to exceed \$50,000, the amount approved in 2018-2019 was \$25,000 of which \$22,526 has been expended as of today's date.

Motion by _____

Seconded by _____

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

14. Buildings, Grounds, Transportation/Finance—Amy Collins, Rebekah Forlenza, Sara Kalashian and Chris Lowry

14a. Approves Bills List

RESOLVED, that upon the recommendation of the School Business Administrator, the Chester Board of Education approves payment of the March 29, 2019 bills list as approved by the Finance Committee.

Bills List	Totals
Payroll-3/22/2019	\$629,790.12
Payroll-4/15/2019	\$619,760.30
Payroll-4/30/2019	\$639,359.98
Check Run-	\$620,781.86

14b. Approves Monthly Appropriation Transfers for March 2019

RESOLVED, that the Chester Board of Education approves the following transfers within the 2018-2019 budget for the month of March 2019 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.

14c. Approves Monthly Transfer Report for March 2019

RESOLVED, that pursuant to N.J.A.C. 6A:23A-13.3, the Chester Board of Education approves the Monthly Report of Transfers for March 2019; a copy of which is available for public review in the Chester Board of Education Business Office.

14d. Approves Board Secretary Report for March 2019

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RESOLVED, that pursuant to NJS.A. 18A:17-9 and NJA.C. 6A:23A-16.2(h), the Chester Board of Education approves the Report of the Board Secretary for March 2019; a copy of which is available for public review in the Chester Board of Education Business Office.

14e. Approves Board Treasurer Report for March 2019

RESOLVED, that pursuant to NJS.A. 18A:17-36, the Chester Board of Education approves the Report of the Treasurer of School Monies for March 2019; a copy of which is available for public review in the Chester Board of Education Business Office.

14f. Approves Certification of Secretary and Treasurer Report for March 2019

RESOLVED, that pursuant to NJA.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 NJA.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 February 2019 and that no major account or fund has been over-expended.

14g. Approves Travel Requests

RESOLVED, that pursuant to NJS.A. 18A:11-1 and NJA.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	<u>Employee</u> Conference/Workshop	Registration	<u>Travel</u> Misc.	Estimated Total Expense
6/27/19- 6/29/19	Kenneth Piasik Schools to Watch Convention Arlington, VA	\$475.00	\$1,103.98	\$1,578.98
6/27/19- 6/29/19	Joe Pizzo Schools to Watch Convention Arlington, VA	\$475.00	\$190.00	\$665.00
6/29/19- 7/2/19	Michelle Elberty ASCA Annual Conference Boston, MA	\$389.00	\$1,137.50	\$1,526.50
5/23/19	Michelle Lakefield Mindful Practices for those who give the most-Educators Workshop Brick, NJ	\$149.00	\$48.40	\$197.40
6/5/19- 6/7/19	Tanya Dawson 2019 NJASBO Annual Con-	\$275.00	\$355.95	\$630.95

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	ference Atlantic City, NJ			
5/2/19- 5/3/19	Drew Vanderzee Asbestos Training East Amwell, NJ	\$360.00	\$0	\$360.00
6/23/19	Brad Currie ISTE 2019 Philadelphia, PA	\$220.00	\$60.00	\$280.00

14h. Accepts Donation

RESOLVED, that the Chester Board of Education, accepts with gratitude the donation of check #3661 in the amount of \$500 from the PTO for the Black River Middle School Student Council dance.

14i. Accepts Donation

RESOLVED, that the Chester Board of Education, accepts with gratitude the donation of check #3682 in the amount of \$52,000 from the PTO to purchase various educational items throughout the district.

14j. Approves Flexible Spending Account Increase

WHEREAS, the Chester Board of Education currently offers voluntary membership in a medical Flexible Spending Account through AxisPlus Benefits;

WHEREAS, the current maximum limit for the medical Flexible Spending Account is \$2,600 per plan year;

WHEREAS, the Chester Board of Education may increase the medical Flexible Spending Account limit to \$2,700 per plan year,

BE IT RESOLVED, the Chester Board of Education chooses to increase the voluntary medical Flexible Spending Account limit to \$2,700 per plan year.

14k. Approves Transportation Proposal for the 2019-2020 School Year

RESOLVED, that the Chester Board of Education approves the 2019-2020 transportation proposal (a copy of which is available for public review in the Chester Board of Education Business office) in the amount of \$596,120 with the Mendham Township Board of Education.

14l. Approves Data Coordinator Consultant (Andersen)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Susan Andersen as Data Coordinator Consultant effective May 1, 2019 through June 30, 2019 at an hourly rate of \$31.22.

14m. Approves Camp Achieve Physical Therapy (Detore)

RESOLVED, that the Chester Board of Education approves Dr. Donna Detore to provide physical therapy services at the Camp Achieve summer program from July 8, 2019 through August 8, 2019 at an hourly rate of \$95 for nine hours weekly for a total cost of up to \$4,275.

14n. Approves Camp Achieve Music Therapy Services

RESOLVED, that the Chester Board of Education approves Jammin' Jen Music Therapy to provide music therapy services for the Camp Achieve summer program July 8, 2019-August 8, 2019 for 5 weekly visits at \$245.00 per visit for a total of \$1,225.

14o. Awards FM Sound Systems Financing Quote

RESOLVED, that the Chester Board of Education awards FM Sound System Financing quote to US Bancorp Government Leasing and Financing, Inc. at a rate of 3.3997%

14p. Awards Contract (Dumont Mechanical)

WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq. the Chester Township Board of Education ("Board") advertised and solicited bids for Air Conditioning at Dickerson Elementary School; and

WHEREAS, the Board received bids from the following:

Dumont Mechanical	\$1,810,980.00
Iron Mountain Mechanical, LLC	\$1,999,995.00
AMCO Enterprises, Inc.	\$2,211,000.00
UniTemp HVAC Building Automation Systems	\$2,294,450.00

WHEREAS, the lowest bid received was from Dumont Mechanical in the amount of \$1,810,980.00; and

WHEREAS, the Project Architect has reviewed the bids and recommends awarding the project to Dumont Mechanical; and

NOW, THEREFORE BE IT RESOLVED, by the Chester Township Board of Education that a contract is hereby awarded to Dumont Mechanical in the amount of \$1,810,980.00 for the Air Conditioning at Dickerson Elementary School.

BE IT FURTHER RESOLVED that Board staff and professionals are directed and empowered to take any actions necessary to effectuate the provisions of this resolution.

BE IT FURTHER RESOLVED that Ms. Tanya Dawson, School Business Administrator, is hereby authorized to execute all change orders and such other documents as may be required to effectuate the provisions of this resolution and the contract to be entered into between the Board and Dumont Mechanical.

15. Curriculum/Governance/Personnel—*Liz Madinabeitia, Heather Ronco, Rajat Shah and Mike Tomasco*

15a. Rescinds Non-Tenured Teachers

RESOLVED, that the Chester Board of Education rescinds resolution 15g from the April 12, 2019 meeting that approves the following non-tenured teachers for the 2019-2020 school year:

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Bragg	BRMS	Dickerson
Kimberly Burke	Amal Azzara	Vivian DiGeso-Norman
Cassandra Cangiano	Michelle Elberty	Timothy Rain
Lea Flanagan	Lauren Marianino	Lisa Scarpa
Michelle Fortunato	Catherine McPherson	Jillian Soden
Kalee Green	Sarah Warren	Katherine Turnbull
Patricia Lewis		Andrea Varughese
Lauren Seibert		
Katherine Strauss		
Cathleen Sullivan		

15b. Approves Non-Tenured Teachers

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following non-tenured teachers for the 2019-2020 school year:

Bragg	BRMS	Dickerson
Kimberly Burke	Amal Azzara	Vivian DiGeso-Norman
Cassandra Cangiano	Michelle Elberty	Timothy Rain
Lea Flanagan	Lauren Marianino	Lisa Scarpa
Michelle Fortunato	Catherine McPherson	Jillian Soden
Patricia Lewis	Sarah Warren	Katherine Turnbull
Lauren Seibert		Andrea Varughese
Katherine Strauss		
Cathleen Sullivan		

15c. Creates Instructional Special Education Coach

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves creating the position of a full time Instructional Special Education Coach.

15d. Approves Instructional Special Education Coach (Basanese)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Diane Basanese as a District wide Instructional Special Education Coach for the 2019-2020 school year, BA Step 18 at an annual salary of \$82,133 prior to ratified agreement.

15e. Approves Assistant Track Coach (McPherson)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Catherine McPherson as the Black River Middle School assistant track coach for the 2018-2019 school year with a stipend as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association.

15f. Accepts Resignation (Armbruster)

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RESOLVED, that the Chester Board of Education accepts, with regret, the resignation of Suzanne Armbruster, 8th grade Science Teacher, effective May 9, 2019.

15g. Approves Teachers for Professional Work

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves the following teachers for up to 20 hours of professional work for the 2018-2019 school year at the contracted professional hourly rate of \$60 for a total of up to \$1,200.

Deb Androvette
Diane Basanese

15h. Approves Student to Observe Class

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Zoe Wright a student enrolled in Educational Psychology at the County College of Morris to observe Bragg School teacher Mrs. Kelli Dolan's third grade class as part of her college class requirement.

15i. Awards Compensation

WHEREAS, the employment contract for Dr. Christina Van Woert, Superintendent of Schools, provides for merit goals pursuant to N.J.A.C. 6A:23A-3.1 € (10); and

WHEREAS, Dr. Christina Van Woert, Superintendent of Schools, successfully attained the remainder of the Quantitative Goals as outlined below.

Quantitative Merit Goals	Percentage
The Superintendent will explore opportunities and articulate a strategy to expand the appeal of the Chester School District through realtor presentations, social media, and corporate connections to new families and corporate transfers in light of a decline in enrollment.	3.3% of salary
The Superintendent will strengthen the leadership capacity of the administrative team by guiding them through the process of evaluation under the New Jersey Principal's Evaluation for Professional Learning Program.	3.3% of salary

THEREFORE BE IT RESOLVED, that the Chester Board of Education hereby awards compensation for the above mentioned goal as outlined in the Superintendent's contract and detailed below, payable in the 2018-2019 school year.

15j. Approves Camp Achieve Lead Teacher

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves John Christie as the Camp Achieve Lead Teacher for the Camp Achieve summer program from July 8, 2019 through August 8, 2019 at the contracted hourly rate (includes one prep day) at a total cost of up to \$5,760.00 for up to 4.5 hours daily, prior to ratified agreement.

15k. Approves Camp Achieve Teachers

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following special education teachers for the Camp Achieve summer program from July 8, 2019 through August 8, 2019 at the contracted hourly rate (includes one prep day) for up to 4.5 hours daily, prior to ratified agreement:

Teacher	Up To Total
Kelli Dolan	\$5,670.00
Maryanne Vindici	\$5,670.00
Sarah Warren	\$5,670.00
Jennifer Yeager	\$5,670.00
Jennifer Christal	\$5,670.00
Melissa Bene	\$5,670.00

15l. Approves Camp Achieve Related Arts Teachers

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following related arts teachers for the Camp Achieve summer program from July 8, 2019 through August 8, 2019 at the contracted hourly rate (includes two hours prep) for up to nine hours weekly, prior to ratified agreement:

Teacher	Up To Total
Gretchen Capan—Spanish Teacher	\$2,820.00
Sara Kozlowski—Physical Education	\$2,820.00

15m. Approves Camp Achieve CST Specialists

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following Specialists/CST members to provide related services for the Camp Achieve summer program and/or to complete summer evaluations at the contracted rate per hour from July 8, 2019 through August 8, 2019 for 5 hours daily at total cost of up to \$6,000 prior to ratified agreement:

Robin Kaufer: Speech
 Vivian DiGeso: Norman: LDTC
 Melissa Scherzer: School Psychologist

15n. Approves Camp Achieve ABA Therapist (Mulholland)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Jamie Mulholland as an ABA therapist for the Camp Achieve summer program from July 8, 2019 through August 8, 2019 at her contracted hourly rate of \$32.67 for 4.5 hours daily up to 20 days for a total cost of up to \$2,940.00.

15o. Approves Camp Achieve Nurse (Pape)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Anne Pape as School Nurse for Camp Achieve summer program from July 8, 2019 through August 8, 2019 at the contracted hourly rate (includes one prep day) for 5.5 hours daily at total cost of up to \$6,930.00 prior to ratified agreement.

15p. Approves Camp Achieve Paraprofessionals

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following paraprofessionals for the Camp Achieve summer program from July 8, 2019 through August 8, 2019 at their contracted hourly rate for up to 4.5 hours daily:

Paraprofessional	Up To Total
Jean Bartholomew	\$1,752.30
Jill Cohen	\$1,198.00
Kathleen MacDonald	\$1,647.90
Paula Shira	\$1,647.90

15q. Approves Camp Achieve Paraprofessional (Alban)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Rose Alban to be a paraprofessional for the Camp Achieve summer program from July 8, 2019 through August 8, 2019 at her contracted hourly rate for up to 4.5 hours daily for a total cost of up to \$1,198.00.

15r. Approves Camp Achieve Bus Paraprofessionals

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves bus paraprofessionals for the Camp Achieve summer program from July 8, 2019 through August 8, 2019 at their contracted hourly rate for up to two hours daily:

Paraprofessional	Up To Total
Jennifer Christal	\$1,044.00
Jean Bartholomew	\$778.80
Kathleen MacDonald	\$732.40
Paula Shira	\$732.40

15s. Approves Camp Achieve Bus Drivers

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following bus drivers for the Camp Achieve summer program from July 8, 2019 through August 8, 2019 for up to 4.5 hours daily.

Drive	Up To Total
Tracy Kometani	\$2,250.00
Holly Law	\$2,572.20
Yoslin Lopez	\$1,980.00
Emily Perez	\$1,980.00
Pamela Roberts	\$2,572.20
Gloria Mira	\$1,980.00

15t. Approves Camp Achieve Junior Aides

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RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following junior aides for the Camp Achieve summer program from July 8, 2019 through August 8, 2019 at the hourly rate of \$8.85 for up to 4.5 hours daily:

Junior Aides	Up To Total
Anthony Amador	\$796.50
Olivia Mancuso	\$796.50

15u. Approves Camp Achieve Substitutes

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Chester district teachers as needed to serve as substitute teachers/para-professionals for the Camp Achieve summer program and/or to attend Child Study Team meetings at the contracted rate.

15v. Approves Camp Achieve Substitute Nurses

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following substitute school nurses for the Camp Achieve summer program:

Debra Borchert
Cathleen Sullivan

15w. Approves Child Study Team Members Complete Evaluations

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following Child Study Team member to complete summer evaluations July 8, 2019 through August 8, 2019 for up to 20 hours per person at a as needed basis at the contracted professional hourly rate of \$60 for a total cost of up to \$1,200, prior to ratified agreement:

Sarah Southwick
Kimberly Burke
Andrea Colicchio

15x. Approves Camp Achieve to go to Chester Area Pool

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the Camp Achieve summer program students and staff to attend the Chester Pool on July 10, 2019, July 17, 2019, July 24, 2019, July 31, 2019, and August 7, 2019.

15y. Approves Camp Success Teachers

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following special education teachers for the Camp Success Summer program from July 8, 2019 through August 8, 2019 at the contracted hourly rate (includes one prep day) for up to 12 hours weekly to be paid for by the Title III Grant:

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Teacher	Total
Debra Androvette	\$3,780
Lauren Marianino	\$3,780

15z. Approves Substitutes

RESOLVED, that the Chester Board of Education approves the following substitutes for the 2018-2019 school year:

Shannon McGuire

County

15aa. Approves Job Description Technical Support Specialist Internship

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the job description for the Technical Support Specialist Internship.

15bb. Approves Revised Job Description Data Coordinator

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the revised job description for the Data Coordinator.

15cc. Approves Data Coordinator (Maxton)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Kathryn Maxton as Data Coordinator for the 2018-2019 school year, effective June 1, 2019, at an annual salary of \$55,000, prorated to \$4,583.33 with benefits.

15dd. Approves Long Term Substitute Teacher (Standridge)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Anne Standridge as a long term substitute teacher for Suzanne Armbruster, effective May 7, 2019 through June 30, 2019, at Step 1BA, at an annual salary of \$50,599, prorated up to \$9,866.81 without benefits.

Motion by _____

Seconded by _____

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

16. Public Commentary

17. Executive Session

RESOLVED, that pursuant to NJS.A. 10:4-12 and 10:4-13 the Chester Board of Education holds a closed session on April 30th, 2019 at ____ p.m. to discuss personnel matters and Grievance hearing. 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	SK	CL	LM	HR	RS	MT	KW

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18. Return to Public Session

Motion by_____

Seconded by_____

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

19. Unfinished Business

20. New Business

21. Adjournment

Motion by_____

Seconded by_____

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