

**CHESTER BOARD OF EDUCATION
REGULAR MEETING
March 12, 2019
AGENDA**

A regular meeting of the Chester Board of Education will be held on Tuesday, March 12, 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. Administration—Tanya Dawson and Dr. Christina Van Woert

5. Pledge of Allegiance

6. President's Comments

7. Public Hearing/Celebration/Presentation

- Celebrate BRMS Girls' Basketball County Championship

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
• Review Preliminary Budget

11. Board Communication

12. Approval of Minutes

12a. Approves Regular Meeting Minutes from February 19, 2019

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on February 19, 2019.

12b. Approves Executive Session Meeting Minutes from February 19, 2019

RESOLVED, that the Chester Board of Education approves the Executive Session meeting minutes of the meeting held on February 19, 2019.

Motion by_____

Seconded by_____

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

13. Committee of The Whole—All.

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 12, 2019 bills list as approved by the Finance Committee.

Bills List	Totals
Payroll---2/28/2019	\$632,863.69
Payroll---3/15/2019	\$626,074.35
Check Run—3/8/19	\$315,334.89

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14b. Approves Monthly Appropriation Transfers for February 2019

RESOLVED, that the Chester Board of Education approves the following transfers within the 2018-2019 budget for the month of February 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 February 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 February 2019; a copy of which is available for public review in the Chester Board of Education Business Office.

14d. Approves Board Secretary Report for February 2019

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 February 2019; a copy of which is available for public review in the Chester Board of Education Business Office.

14e. Approves Board Treasurer Report for February 2019

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 February 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 February 2019

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 February 2019 and that no major account or fund has been over-expended.

14g. 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	<u>Employee</u> Conference/Workshop	Registration	<u>Travel</u> Misc.	Estimated Total Expense
4/9/19	Jennifer Christal BER-Special Ed Workshop West Orange, NJ	\$269.00	\$9.92	\$278.92

14h. Accepts Donation

RESOLVED, that the Chester Board of Education, accepts with gratitude the donation of check #3625 in the amount of \$1,318.30 from the PTO Box Top Program.

14i. Accepts Grant Donation

RESOLVED, that the Chester Board of Education accepts with gratitude check # 4143 in the amount of \$495.00 from the Education Foundation of the Chesters for the Generation Genius grant request submitted by Ms. Johnson and Mr. Castro.

14j. Accepts Check

RESOLVED, that the Chester Board of Education accepts with check #0000119498 in the amount of \$14,740.00 from New Jersey's Clean Energy program.

14k. Awards Contract

RESOLVED, that on March 12, 2019 the Chester Board of Education authorized the administration to use the Competitive Contracting Process to allow for Requests for Proposals (RFP) to be issued to solicit financial software services and purchase a financial software program.

WHEREAS an advertisement for Request for Proposals (RFP) for the above named services was published on Thursday, January 31, 2019 in The Daily Record; and

WHEREAS the administration received, opened, and reviewed the submitted proposals at the advertised time and date of Tuesday, February 26, 2019 at 11:00 a.m.; and

WHEREAS based on the evaluation criteria detailed in the RFP, Systems 3000 Inc. of Eatontown, NJ was determined to be the most advantageous to the Chester Board of Education, price and other factors considered, that will provide the highest quality service at fair and competitive prices;

THEREFORE, BE IT RESOLVED that the Chester Board of Education awards a contract to Systems 3000 Inc. of Eatontown, NJ, in the amount of \$71,560.

14l. Awards Contract

WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq. the Chester Board of Education ("Board") advertised and solicited bids for RTU Replacement at Black River Middle School; and

WHEREAS, the Board received bids from the following:

Iron Mountain Mechanical, LLC	\$259,995
C. Dougherty & Co., Inc.	\$287,000
EACM Corp.	\$295,000
Amco Enterprises, Inc.	\$334,000
Echelon Services, LLC	\$309,200
Industrial Cooling Corp.	\$273,000
Envirocon, LLC	\$279,000
Pattman Plumbing, Heating and Air Conditioning, Inc.	\$298,750
Teo Technologies, Inc.	\$297,000
Bill Leary Air Conditioning & Heating	\$297,400

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K & D Contracting, Inc.	\$350,500
ACP Contracting, Inc.	\$308,000
All Coast Service	\$257,776
Centralpak Engineering Corp.	\$288,500
Aqua-Therm Plumbing & Heating Air Conditioning	\$313,890

WHEREAS, the lowest bid received was from All Coast Service in the amount of \$257,776; and

WHEREAS, the Project Architect has reviewed the bids and recommends awarding the project to All Coast Service; and

WHEREAS, the bid submitted from All Coast Service supplied the required documents and materials and is therefore the lowest responsible and responsive bidder.

NOW, THEREFORE BE IT RESOLVED, by the Chester Board of Education that a contract is hereby awarded to All Coast Service in the amount of \$257,776 for the RTU Replacement at Black River Middle 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 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 All Coast Service. Additionally, the Business Administrator verifies that funds are available for this project in the FY 2019-20 Budget utilizing funds from the Board's Capital Reserve Account.

14m. Declares Equipment Obsolete

RESOLVED, that the Chester Board of Education declares the following item obsolete and directs the School Business Administrator to remove this item from the District's asset inventory if necessary; a copy of which is on file in the Business Office.

Quantity	Item	Department	<u>Identification Number</u>
1	Projector Screen	Bragg Cafeteria	On file

14n. Declares Equipment Obsolete

RESOLVED, that the Chester Board of Education declares the following no longer serviceable School Bus obsolete and directs the School Business Administrator to remove the following item for the District's asset inventory if necessary; copy of which is on file in the Business Office.

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Quantity	Item	Department	<u>Identification Number</u>
1	2011Thomas 051Bus	Transportation	1GB6G3AGOA1121193

Motion by_____

Seconded by_____

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

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

15a. 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, 2019:

Name	Current Step/Guide	Advance Step/Guide
Melissa Bene	7-8 MA-\$58,349	7-8 MA+15-\$59,049

15b. Approves Mentors

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following mentors for the 2018-2019 school year for new teachers:

<u>New Employee</u> (New to profession must pay mentor for of \$550 or prorated amount)	Mentor	School
Ashley Rounsaville (long term substitute–Westberg)	Jackie Spurr	Dickerson
David Ward (long term substitute–Ragonese)	Jerry Castro	Dickerson

15c. Approves Maternity Leave of Absence (Schultz)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves a maternity leave of absence for Stephanie Schultz pursuant to the FMLA, effective May 20, 2019 through September 30, 2019, using up to 32 sick days, and a child rearing leave effective May 20, 2019 through the remainder of the 2018-2019 as an unpaid leave in accordance with the FMLA and NJFLI.

15d. Approves Termination of Employee #001035

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the termination of employee #001035 effective February 27, 2019, paid through March 31, 2019 in lieu of notice.

15e. 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 **2019 Summer Scholars program**,

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at the contracted hourly rate, 3.5 hours daily from July 8, 2019 through August 8, 2019 for four days a week (20 days):

Teacher	Total
Colleen Cahill - Lead Teacher	\$4,200
Christa Bedowski	\$4,200
Erin Beil	\$4,200
Nicole Hey	\$4,200
Barbara Knowles	\$4,200
Nicole Polkowski	\$4,200
Krista Maico–Secretary (30 hour advance prep)	\$405
Krista Maico – Secretary (4 hour/day)	\$1,080

15f. Awards Compensation for Merit Goals (Administrators)

WHEREAS, the contract between the Chester Board of Education and the Administrators’ Union provides for merit salary bonuses for Administrators; and

WHEREAS, Brad Currie Melissa Fair, Dr. Jeanette Krone, Michele Stanton, and Andrew White successfully attained criteria as outlined below.

THEREFORE BE IT RESOLVED, that the Chester Board of Education hereby awards compensation for the above criteria as outlined in the Administrators’ contract and detailed below, payable in the 2018-2019 school year.

Merit Goals	Administrator	Bonus
By June 2019, the principal will successfully prepare staff and students for the fall 2019 implementation of a new Social Emotional Learning Program and Curriculum by fulfilling an action plan of 6 tasks.	Melissa Fair Michele Stanton Andrew White	1.5% of salary
By June 2019, Mr. Currie will research, write and submit an application for Silver Level Certification for Future Ready Schools.	Brad Currie	1.5% of salary
By June 2019, Dr. Krone will successfully work with the Chester School District’s Health and Wellness Committee to provide enhanced programming for students and parents around the issues of social/emotional learning and development.	Jeanette Krone	1.5% of salary

15g. Accepts Retirement (Novick)

RESOLVED, that the Chester Board of Education accepts the retirement of Patricia Novick with much gratitude for 31 years of service, effective June 30, 2019.

15h. Approves Substitutes

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

Deanna Fischer	County Substitute
Cassandra Middings	Certified

15i. Approves Submission of ESEA Amendment

RESOLVED, that the Chester Board of Education approve to submit ESEA Amendment #1 application for carryover funds.

15j. Approves Merit Goals

WHEREAS, the employment contract for Tanya Dawson, School Business Administrator, provides for merit goals pursuant to N.J.A.C. 6A:23A-3.1 (e) (10); and

WHEREAS, Tanya Dawson, School Business Administrator, successfully attained the Qualitative Goals as outlined below.

Qualitative Merit Goals	Percentage
In order to continue to improve school security the following steps will be taken: add voice capabilities to the visitor management system; install strobe lighting for incident response; improve hand held radios network and set up; add additional security personnel to the schools; improve policies and procedures and continue to train staff to maintain a secure and safe environment; improve policies and procedures for students and staff; and investigate new signage for all three schools to help create safer areas around campus.	1.75% of salary
In order to transport our students in the safest yet most efficient manner possible, we will look to add quality bus substitute drivers; provide additional training to current drivers and in recognition of the bus driver shortage, look at current B&G personnel for additional support; revise current bus routes; create more jointures with other boards of education to pool together our resources.	1.7% of salary

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

15k. Approves Field Trip

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RESOLVED, that the Chester Board of Education approves a fourth grade spring field trip to Liberty Hall Museum in Union, NJ.

15l. Approves Transfer (Clarke)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves a transfer of Douglas Clarke from Bragg school night custodian to Bragg school day custodian effective March 13, 2019 at an annual salary of \$45,523.86.

15m. Approves Custodian (Brady)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Jesse Brady as night custodian effective April 1, 2019 at an annual prorated salary of \$31,825.00 with benefits.

15n. Approves Bus Driver (Law)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Holly Law as Bus Driver effective April 1, 2019 at an annual prorated salary of \$33,439.00.

Motion by_____

Seconded by_____

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

17. Public Commentary

18. Executive Session

Motion by_____

Seconded by_____

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

19. Return to Public Session

Motion by_____

Seconded by_____

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

20. Unfinished Business

21. New Business

22. Adjournment

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Motion by_____

Seconded by_____

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