

**CHESTER BOARD OF EDUCATION
REGULAR MEETING
December 10, 2018
AGENDA**

A regular meeting of the Chester Board of Education will be held on Monday, December 10, 2018 at 6:00 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	
Carolyn Kleppe-Collins		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

- **Retirement Celebration:** Michele Connahan (BRMS), Meryl Fuhrman (Bragg) Lisa Penella (Bragg), Donna Price (Board Office).
- **Public Hearing on HIB:** Pursuant to N.J.S.A. 18A:17-46, the Superintendent will report to the Board of Education all acts of Harassment, Intimidation, or Bullying (HIB) which occurred during the previous reporting period, July 2018 through December 2018.

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*

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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 channels 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

RESOLVED, that the Chester Board of Education approves the regular meeting minutes of the meeting held on November 12, 2018.

12b. Approves Special Meeting Minutes

RESOLVED, that the Chester Board of Education approves the special executive session meeting minutes of the meeting held on November 12, 2018.

12c. Approves Executive Session A Meeting Minutes

RESOLVED, that the Chester Board of Education approves the Executive Session A minutes of the meeting held on November 12, 2018.

12d. Approves Executive Session B Meeting Minutes

RESOLVED, that the Chester Board of Education approves the Executive Session B minutes of the meeting held on November 12, 2018.

Motion by_____

Seconded by_____

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

13. Committee of The Whole—All.

13a. Recognizes Board Members

WHEREAS, your personal commitment to quality education, your valued participation in establishing effective policies and your readiness to render services in seeking educational excellence have contributed immeasurably to the progress of our school system.

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BE IT RESOLVED, that on behalf of the Chester Board of Education, our teachers and students, we thank you for your dedicated service and wish you good health and happiness in the years to come:

Caroline Kleppe-Collins

2013-2018

13b. Approves Reorganization Meeting Date

RESOLVED, that the Chester Board of Education approves the Reorganization Meeting for January 7, 2019 at 7:00 p.m. at the Chester Board of Education, 50 North Road Building 4, Chester, New Jersey.

The following agenda items are to be voted on after the Executive Session:

13c. 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_____

Seconded by_____

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

14. Committee Reports

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 School Business Administrator, the Chester Board of Education approves payment of the December 10, 2018 bills list as approved by the Finance Committee.

Bills List	Totals
Payroll—11/15/18	\$623,676.21
Payroll—11/30/18	\$615,739.95
Payroll—12/15/18	\$612,085.28
Check Run—11/30/18	\$229,948.23
Check Run—12/10/18	\$282,414.39

15b. Approves Monthly Appropriation Transfers for November 2018

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

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15c. Approves Monthly Transfer Report for November 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 November 2018; a copy of which is available for public review in the Chester Board of Education Business Office.

15d. Approves Board Secretary Report for November 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 November 2018; a copy of which is available for public review in the Chester Board of Education Business Office.

15e. Approves Board Treasurer Report for November 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 November 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 November 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 November 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	<u>Employee</u> Conference/Workshop	Registration	<u>Travel</u> Misc	Estimated Total Expense
11/29/18	<u>Sarah Southwick Amador</u> <i>Over 75 Quick On the Spot</i> Parsippany, NJ	\$229.00	\$12.40	\$212.39
01/28/19	<u>Anne Pape</u> <i>Keys to Enhancing Your Effectiveness as a School Nurse</i> West Orange, NJ	\$269.00	No Cost	\$269.00

15h. 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, 2018; and

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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 (AMR) on Administrative Findings-Financial, Compliance, Performance and Synopsis for the fiscal year ending June 30, 2018 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.

15i. Declares Equipment Obsolete

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

Quantity	Item	Department	<u>District Id</u> Serial Number
16	Cisco Phones 7942	BOE	NA
1	Rifton Activity Chair 840	CST	
1	Rifton Activity Chair 860	CST	
1	EasyStand Evolve Youth	CST	
1	EasyStand Bantam	CST	V6030164011
4	Document Cameras	BOE	NA

15j. Approves Police Service Agreement

RESOLVED that the Chester Board of Education approves a Police Services Agreement between the Chester Board of Education and the Chester Township for a Class III Officer effective on or about December 15, 2018 through June 30, 2019 with the option of 3 additional (1) year renewals.

15k. Approves Withdrawal from Capital Reserve

RESOLVED, that the Chester Board of Education approves the withdrawal of \$1,825,000 from the Capital Reserve Account in the 2019-2020 school budget for the purpose of adding air conditioning to the Dickerson School and updating an existing roof top unit in the 8th grade wing at Black River Middle School.

Motion by_____

Seconded by_____

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW
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- 16. Curriculum/Governance/Personnel**—*Heather Ronco, Carolyn Kleppe-Collins, Liz Madinabeitia, and Rajat Shah*

16a. Approves School Trip (Bragg School)

RESOLVED, that the Chester Board of Education approves the following Bragg School field trip for the 2018-2019 school year:

Field Trip	Location	Grade/Group	Date
<u>Morristown Theatre</u> <i>Ellis Island Gateway to a Dream</i>	Morristown, NJ	3 rd Grade	03/26/19

16b. Amends Resolution from October 15, 2018 Minutes (Yeager)

RESOLVED, that the Chester Board of Education amends **Resolution (16l.)** from the October 15, 2018 meeting approving staff for extra-curricular activities **from: Jennifer Yeager as an assistant Drama Club Advisor to: Danna Mazza as an assistant Drama Club Advisor.**

16c. Amends Resolution from November 12, 2018 Minutes (Aiello/Pizzo)

RESOLVED, that the Chester Board of Education amends **Resolution (16e.)** from the November 12, 2018 meeting approving curriculum writing **from: Doreen Aiello and Joseph Pizzo 20 hours to: Doreen Aiello 13 hours and Joseph Pizzo 27 hours.**

16d. Approves Therapy Dog Visitations

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Creature Comfort Pet Therapy to provide therapy dog visitations to Bragg special education classrooms for the 2018-2019 school year.

16e. Approves Maternity Leave of Absence (Ragonese)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves a maternity leave of absence for Francesca Ragonese pursuant to the FMLA, effective March 12, 2019 through May 17, 2019, using up to 43 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 NJFLA.

16f. Approves Maternity Leave of Absence (Westberg)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves a maternity leave of absence for Stamatia Westberg pursuant to the FMLA, effective March 1, 2019 through May 22, 2019, using up to 54 sick days, and a child rearing leave effective May 23, 2019 through the remainder of the 2018-2019 as an unpaid leave in accordance with the FMLA and NJFLA.

16g. 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:

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New Employee <i>(Experienced w/Standard Cert.- no fee/payment)</i>	Mentor	School
Lauren Seibert	Christa Bedkowski	Bragg
New Employee <i>(New to profession must pay mentor for of \$550 or prorated amount)</i>	Mentor	School
Julie Gallagher (long term sub –Mottola)	Melissa Tonnessen	Dickerson
Kalee Green	Danielle Meekings	Bragg
Catherine McPherson (has completed mentoring requirement, is in 2 nd year of CEAS licensing, no fee)	Kevin Cullen	BRMS
Michelle Romano	John Christie	Dickerson

16h. Approves Practicum Student

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Melissa Fleuhr from Rutgers University as a practicum psychology graduate student under the supervision of Dr. Scherzer and Dr. Southwick effective January 2019 for the remainder of the 2018-2019 school year.

16i. Approves Increase in Position

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves increasing the Bragg School CAAP (BSIP) Teacher position from .5 FTE to .6 FTE.

16j. Approves Bragg CAAP Teacher (David)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Erica David as a CAAP (BSIP) teacher at Bragg School for the 2018-2019 school year, .6 FTE Step 15a MA+15, at an annual salary of \$43,653, effective December 1, 2018.

16k. Appoints Civics Committee

RESOLVED, that the Chester Board of Education approves the following to serve on the Civics Committee:

Dr. Christina Van Woert
Mr. Andrew White
Mr. Brad Currie
Dr. Jeanette Krone
Ms. Melissa Fair
Ms. Michele Stanton
Ms. Carolyn Kleppe-Collins
Mr. Mike Tomasco
Mr. Rajat Shah
Ms. Joann Pezzano
Ms. Laura Garrison

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LtCol Richard J. Bordonaro USMC (Ret)
Ms. Danielle Meekings
Mr. Ronald Fazekas
Mayor Marcia Asdal
Mayor Janet Hoven
Ms. Kathleen Werner
Ms. Debbie Foster
Ms. Katherine Snow
Ms. Michele Connahan
Ms. Anne McAvinn
Ms. Janet Aaronson
Ms. Sean McQueeney
Mr. Kevin Cullen
Ms. Heather Ronco
Mr. Christopher Duffy
Ms. Alex Halem
Ms. Tracy Puzino
Ms. Christa Bedkowski
Mr. David Boyle

16l. Appoints Health & Wellness Committee

RESOLVED, that the Chester Board of Education approves the following to serve on the Health & Wellness Committee:

Dr. Christina Van Woert
Mr. Andrew White
Mr. Brad Currie
Dr. Jeanette Krone
Ms. Melissa Fair
Ms. Michele Stanton
Mr. Mike Dougherty
Mr. Mike Tomasco
Mr. Rajat Shah
Ms. Laura Garrison
Mr. Ronald Fazekas
Ms. Tara Bagnole
Ms. Susie Christensen
Ms. Shelia Donovan
Ms. Lisa Gause
Ms. Karen Missey
Ms. Anne Pape
Ms. Heather Praml
Ms. Terri Teasdale
Dr. Sarah Southwick
Ms. Taryn Mansolino
Ms. Michelle Elberty
Ms. Katherine Cianci

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Ms. Michelle Lakefield
Ms. Susan Andersen
Ms. Jacqueline Spurr
Ms. Francesca Parrillo
Ms. Rebecca Gambuti
Ms. Karen Andolina
Ms. Jennifer Christal
Ms. Cassie Bruno
Mr. Joseph Pizzo
Ms. Amal Azzara
Ms. Amy Hayes
Ms. Lori Mauger

16m. Approves After School Supervision

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Julie Gallagher to provide supervision at after school events for student #19654 from November 1, 2018 through December 12, 2018, for up to 10 hours at her hourly rate of \$14.11.

16n. Approves Paraprofessional (Lipnickey)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Jennifer Lipnickey as a paraprofessional effective January 1, 2019 through the remainder of the 2018-2019 school year; at an annual salary of \$24,532 with benefits.

16o. Approves Bus Paraprofessional

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Jennifer Lipnickey as a bus paraprofessional for the 2018-2019 school year at her hourly rate of \$19.47 per hour.

16p. Approves Substitutes

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

Heather Brogan

Certified

16q. Approves Vision Therapy

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Dr. Marianne Cidis, O.D. to provide vision therapy for student #19492 from February 1, 2018 through June 30, 2018 for a total of \$1,970.

16r. Approves Vision Therapy

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Dr. Marianne Cidis, O.D. to provide vision therapy for student #19492 for 2018-2019 school year for a total of up to \$7,000.

16s. Approves After School Supervision (Warren)

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RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Sarah Warren to provide after school supervision for special education students for the 2018-2019 school year at the chaperone rate of \$83.

16t. Approves Before/After School Supervision

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff members to provide before/after school supervision for the drama club for special education students effective November 15, 2018 through the remainder of the 2018-2019 school year at the chaperone rate of \$83.

Russel Schilp
Christa Bedkowski
Carol Giulino

16u. Approves After School Supervision (Capan)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff members to provide after school supervision for student #19654 to attend after school clubs effective November 15, 2018 through the remainder of the 2018-2019 school year at the chaperone rate of \$83.

Gretchen Capan
Jillian Soden

16v. Approves After School Supervision (Lipnickey)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Jennifer Lipnickey to provide after school supervision for student #19654 to attend after school clubs effective January 2, 2019 through the remainder of the 2018-2019 school year at her hourly rate of \$19.47

16w. Approves for First Reading Policy 3542.2

RESOLVED, that the Chester Board of Education approves for first reading Policy 3542.2—*School Meal Program Arrears*.

16x. Approves for Second Reading and Adoption Policy 4111.2/4211.2

RESOLVED, that the Chester Board of Education approves for second reading and adoption Policy 4111.2/4211.2—*Domestic Violence*.

16y. Approves for Second Reading and Adoption Policy 5141.21

RESOLVED, that the Chester Board of Education approves for second reading Policy 5141.21—*Administering Medication*.

16z. Approves for First Reading and Adoption Policy 5142.2

RESOLVED, that the Chester Board of Education approves for First reading and adoption Policy 5142.2—*Use of Physical Restraint/Seclusion*.

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16aa. Approve Submission of QSAC DPR Checklist

RESOLVED, that the Chester Board of Education approves the submission of the Statement of Assurance and QSAC DPR checklist.

Motion by_____

Seconded by_____

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

17. Public Commentary

18. 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 December 10, 2018 at ____ p.m. to discuss an HIB case. 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	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

Motion by_____

Seconded by_____

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