

**CHESTER BOARD OF EDUCATION  
REGULAR MEETING  
March 18, 2019  
MINUTES**

**1. Call To Order**

Mike Tomasco, Board President, called the meeting to order on Monday, March 18, 2019 at 7:00 p.m. in the courtroom of the Chester Municipal Building, 50 North Road, Building 4, Chester, NJ 07930.

**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	Yes	Heather Ronco	Yes
Rebekah Forlenza	Yes	Rajat Shah (7:04)	Yes
Sara Kalashian	Yes	Mike Tomasco	Yes
Christopher Lowry	Yes	Kerri Wright	Absent
Liz Madinabeitia (7:03)	Yes	<b>Quorum</b>	<b>Yes</b>

**4. Administration**—Tanya Dawson and Dr. Christina Van Woert

**5. Pledge of Allegiance**

Mike Tomasco, Board President, led the Board in the Pledge of Allegiance

**6. President's Comments**

None

**7. Public Hearing/Celebration/Presentation**

None

**8. Public Commentary on Agenda Items**

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

**9. Superintendent's Report**

None

**10. Business Administrator's Report**

None

CHESTER BOARD OF EDUCATION

**11. Board Communication**

None

**12. Approval of Minutes**

None

**13. Committee of The Whole—All.**

*Upon the motion of Mike Tomasco and seconded by Rajat Shah, the Board approved the following resolutions:*

**13a. Approves Adoption of Tentative 2019-2020 School Budget**

BE IT RESOLVED that the tentative budget be approved for the 2019-2020 School Year using the 2019-2020 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline and to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law;

	GENERAL FUND	CAPITAL RESERVE	SPECIAL REVENUES	DEBT SERVICE	TOTAL
<b>2019-20 Total Expenditures</b>	\$22,735,187	\$1,910,000	\$328,146	\$1,163,750	\$26,137,083
<b>Less: Anticipated Revenues</b>	\$2,084,666	\$1,910,000	\$328,146	\$84,306	\$4,407,118
<b>Taxes to be Raised</b>	\$20,650,521	0	0	\$1,079,444	\$21,729,965

AND BE IT FURTHER RESOLVED, that a public hearing be held in the Courtroom at the Board of Education Office, 50 North Road, Building 4, Chester, New Jersey on **April 24, 2019 at 7 p.m.** for the purpose of conducting a public hearing on the budget for the 2019-2020 School Year.

**13b. Approves 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

CHESTER BOARD OF EDUCATION

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 of \$50,000 for all staff and board members.

RESOLVED that WHEREAS N.J.A.C.6A:23A-5.2(a)1, mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

**13c. Establishes the 2019-2020 Maximum Level for Professional Services**

WHEREAS, the tentative budget includes the following appropriations:

Legal Services	\$25,000
Auditing Services	\$25,000
Architectural Services	\$147,500
Medical	\$8,000

WHEREAS, the administration needs to notice the board if there arises a need to exceed said maximums; upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

BE IT RESOLVED, that the Chester Board of Education establishes maximums for professional services in the area listed above at a level of 120% of the amounts listed for the 2019-2020 school year.

Motion by Mike Tomasco

Seconded by Heather Ronco

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
<b>8-0</b> Except 13a.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Absent
<b>6-2 (13a.)</b>	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Absent

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

CHESTER BOARD OF EDUCATION

*Upon the motion of Mike Tomasco and seconded by Rajat Shah, the Board approved the following resolutions:*

**14a. Approves Bills List**

RESOLVED, that upon the recommendation of the School Business Administrator, the Chester Board of Education approves payment of the March 18, 2019 bills list as approved by the Finance Committee.

<b>Bills List</b>	<b>Totals</b>
Check Run-3/18/19	\$302,876.60

**14b. 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:

<b>Date</b>	<b>Employee Conference/Workshop</b>	<b>Registration</b>	<b>Travel Misc.</b>	<b>Estimated Total Expense</b>
5/22/19	Cathleen Sullivan NJAAP Annual Conference Somerset, NJ	\$285.00	\$7.38	\$292.38
3/22/19	Mary Beth Mueller NJAGC Annual Conference West Windsor, NJ	\$159.00	\$13.33	\$172.33

**14c. 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.

<b>Quantity</b>	<b>Item</b>	<b>Department</b>	<b>District Id Serial Number</b>
1	Light Speed Sound System	BRMS	REDCAT 070830-0035
1	Printer Office Jet 8100	Dickerson	CM752A
1	Printer HP CP1525	BRMS	CNBF280821

Motion by Mike Tomasco

Seconded by Rajat Shah

<b>Roll Call Vote</b>	<b>AC</b>	<b>RF</b>	<b>SK</b>	<b>CL</b>	<b>LM</b>	<b>HR</b>	<b>RS</b>	<b>MT</b>	<b>KW</b>
8-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Absent

CHESTER BOARD OF EDUCATION

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

*Upon the motion of Mike Tomasco and seconded by Rajat Shah, the Board approved the following resolutions*

- 15a. Rescinds Resolution 16q. from December 10, 2018 Minutes (Vision Therapy)**

RESOVLED, that the Chester Board of Education rescinds **Resolution (16q.)** from the December 10, 2018 meeting approving Vision Therapy services.

- 15b. 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 the 2018-2019 school year effective March 16, 2019 for a total of up to \$3,500.

- 15c. Rescinds Resolution 16r. from December 10, 2018 Minutes (Vision Therapy)**

RESOVLED, that the Chester Board of Education rescinds **Resolution (16r.)** from the December 10, 2018 meeting approving Vision Therapy.

- 15d. Approves Vision Therapy**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the parent reimbursement for Vision Therapy services for student #19492 for the 2018-2019 school year effective July 1, 2018 through March 9, 2019 for a total of up to \$3,405.

Motion by Mike Tomasco

Seconded by Rajat Shah

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
8-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Absent

- 16. Public Commentary**

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

- 17. Executive Session**

None

- 18. Return to Public Session**

None

- 19. Unfinished Business**

None

- 20. New Business**

None

CHESTER BOARD OF EDUCATION

**21. Adjournment**

*There being no further business to discuss, upon the motion of Mike Tomasco and seconded by Rajat Shah the Board considered a motion to adjourn at 7:22 p.m.*

Motion by Mike Tomasco					Seconded by Rebekah Forlenza				
Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
8-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Absent

Respectfully Submitted,



Tanya Dawson  
Board Secretary