

**CHESTER BOARD OF EDUCATION
REGULAR MEETING
January 21, 2019
MINUTES**

1. Call To Order

Mike Tomasco, Board President, called the meeting to order on Monday, January 21, 2019 at 7:00 p.m. in the courtroom of the Chester Borough Municipal Building, 50 North Road, Building 4, Chester, NJ 07930.

2. Sunshine Announcement

Mike Tomasco, Board President, announced that this meeting was 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 has been posted on the District website prior to the Board meeting.

3. Roll Call

Amy Collins	Yes	Heather Ronco	Yes
Rebekah Forlenza (7:05)	Yes	Rajat Shah	Absent
Sara Kalashian	Yes	Mike Tomasco	Yes
Christopher Lowry	Yes	Kerri Wright	Absent
Liz Madinabeitia	Yes	Quorum	Yes

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

- Ethics Law Training-*Jodi M. Howlet, Partner at Cleary, Giacobbe, Alfieri & Jacobs Rescheduled for February 12, 2019 meeting*
- Stigma- Free Schools – *Amal Azzarra, BRMS Guidance Counselor*
- Chester Borough Mayor Janet Hoven presented the Chester Pool Facility Bathroom renovation project.

8. Public Commentary on Agenda Items

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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 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

- Mid-year progress report on district goals.
- Policy update-School meal program arrears

10. Business Administrator's Report

- Budget Process
- New curriculum

11. Board Communication

None

The Board took the following action:

12. Approval of Minutes

Upon the motion of Mike Tomasco and seconded by Rebekah Forlenza, the Board approved the following resolutions:

12a. Approves Regular Meeting Minutes from December 10, 2018

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on December 10, 2018

12b. Approves Executive Session Meeting Minutes from December 10, 2018

RESOLVED, that the Chester Board of Education approves the Executive Session meeting minutes of the meeting held on December 10, 2018

12c. Approves Special Meeting Minutes from December 21, 2018

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RESOLVED, that the Chester Board of Education approves the Special meeting minutes of the meeting held on December 21, 2018

12d. Approves Reorganization Meeting Minutes from January 7, 2019

RESOLVED, that the Chester Board of Education approves the Reorganization meeting minutes of the meeting held on January 7, 2019

Motion by: Mike Tomasco

Seconded by: Rebekah Forlenza

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Absent

13. Committee of The Whole—All.

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

13a. Approves the Superintendent's Recommendation for Bullying Case #2

RESOLVED, that the Chester Board of Education approves the Superintendent's recommendation for Bullying Case #2.

Motion by: Mike Tomasco

Seconded by: Rebekah Forlenza

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
6-1-0	Yes	Yes	Abstain	Yes	Yes	Yes	Absent	Yes	Absent

14. Committee Reports

None

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

15a. Approves Bills List

RESOLVED, that upon the recommendation of the School Business Administrator, the Chester Board of Education approves payment of the January 21, 2019 bills list as approved by the Finance Committee.

Bills List	Totals
Payroll—1/15/19	\$620,718.88
Check Run—1/21/19	\$601,042.49

15b. Approves Monthly Appropriation Transfers for December 2018

RESOLVED, that the Chester Board of Education approves the following transfers within the 2018-2019 budget for the month of December 2018 in compliance with NJA.C.

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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 December 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 December 2018; a copy of which is available for public review in the Chester Board of Education Business Office.

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

15e. Approves Board Treasurer Report for December 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 December 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 December 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 December 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
2/21/19- 2/22/19	<u>Kathy Snow</u> <i>NJ. Music Educators Association Annual Conference</i> East Brunswick, NJ	\$180.00	\$20.00	\$200.00
2/28/19	<u>Danielle Meekings</u> <i>Strategies and Structures for Teaching Reading and Writing</i> , Livingston, NJ	\$249.00	\$13.58	\$262.58
2/25/19- 2/27/19	<u>Tim Rain</u> <i>NJASPERD Annual Conven-</i>	\$200.00	\$118.11	\$318.11

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	tion , Long Branch, NJ			
2/25/19- 2/27/19	Ron Fazekas <i>NJAHPERD Annual Conven- tion, Long Branch, NJ</i>	\$200.00	\$119.04	\$319.04
2/25/19- 2/26/19	Sara Kozlowski <i>NJAHPERD Annual Conven- tion, Long Branch, NJ</i>	\$125.00	\$217.74	\$342.74
3/22/19	Jennifer Yeager <i>NJCEC Spring Conference Mahwah, NJ</i>	\$125.00	\$25.42	\$150.42

15h. Accepts Donation

RESOLVED, that the Chester Board of Education, accepts with gratitude the donation of check #3638 in the amount of \$2,500.00 to the BRMS Drama Club from the Chester PTO.

15i. Authorizes Purchasing Agent to Use Competitive Contracting

WHEREAS, the Chester School District in Morris County, New Jersey (the "Board" when referring to the governing body) desires to contract with a vendor to provide the School Finance Software – Integrated with Human Resources and Payroll; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.1 et seq., the Board may use competitive contracting in lieu of public bidding for procurement of specialized goods and services, the price of which exceeds the bid threshold; and

WHEREAS, N.J.S.A. 18A:18A-4.1(b) (2) permits the use of competitive contracting for the Operation, Management and Administration of Data Processing Services; and

WHEREAS, N.J.S.A. 18A:18A-4.3(a) the Board is required to adopt a resolution authorizing the use of competitive contracting; and

WHEREAS, under the competitive contracting process, the contract for the purchasing of proprietary software related to School Finance Software – Integrated with Human Resources and Payroll will be awarded to that entity submitting a proposal that, when evaluated, most successfully meets the stated criteria and, therefore, achieves the highest ranking, rather than based solely on the lowest price; and

WHEREAS, the Board desires to conduct the bidding process for the aforesaid goods and services pursuant to the competitive contracting process as set forth by N.J.S.A. 18A:18A-4.1 et seq.

NOW, THEREFORE, BE IT RESOLVED, by the Chester School District in Morris County, New Jersey that the Purchasing Agent is hereby authorized to utilize and administer the competitive contracting process as set forth in N.J.S.A 18A:18A-4.1 et seq., to procure a contract with a vendor to provide Operating, Management and Administration

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of Data Processing Services, pursuant to the rules governing the competitive contracting process.

15j. Authorizes Restroom Redesign at the Chester Borough Pool

RESOLVED that the Chester Board of Education authorizes Chester Borough to redesign and add a family restroom to the Chester Borough pool facility.

15k. Rescinds Resolution

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education rescinds **Resolution (15h.)** from the December 10, 2018 meeting that approved **Accepting Comprehensive Annual Financial Report and Corrective Action Plan.**

Motion by: Mike Tomasco

Seconded by: Heather Ronco

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Absent

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

16a. Approves 8th Grade Field Trip

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves BRMS 8th Grade to attend Drug Awareness Presentation at West Morris Mendham High School on February 21, 2019.

16b. Approves After School Supervision

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff members to provide supervision at after school events for the 2018-2019 school year, at the chaperone rate of \$83:

Cassandra Cangiano
Jacqueline Epler
Andrew Gray
Sara Kozlowski
Alexandra Johnson
Christina Sarlo
Alexis Sevecke
Kelly Tompkins

16c. Approves After School Supervision

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff members to provide supervision at after school events for the 2018-2019 school year, at the following hourly rate:

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Staff Member	Rate
Dana Bulcavage	\$18.31
Donna Fusco	\$19.47

16d. Approves Substitutes

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

Donna Appelgate	County Substitute
Richard Bordonaro	County Substitute
Jeana Nalavany-Kane	County Substitute
Nicole Casey	County Substitute
Rose Alban	Secretary Substitute

16e. Approves Dickerson School Volunteer

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following Dickerson School Volunteer for the 2018-2019 school year:

Sara Valenz

16f. Approves for Second Reading and Adoption Policy 3542.2

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

16g. Accepts Retirement (Rosko)

RESOLVED, that the Chester Board of Education accepts the retirement of Beverly Rosko with much gratitude for 21 years of service, effective June 30, 2019.

16h. Approves Transfer of Employment

RESOLVED that the Chester Board of Education transfers the employment of Arnel Vilalobos from the Chester Board of Education to the Chester Township Police Department effective December 15, 2018.

16i. Amends CAAP Teacher (Green)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education amends **Resolution (16l)** from the November 12, 2018 meeting minutes to Kalee Green as a CAAP ELA Teacher at Bragg School, effective January 28, 2019 to:

effective January 14, 2019

16j. Amends Fifth Grade Teacher (Seibert)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education amends Resolution (16m) from the November 12, 2018 meeting minutes from Lauren Seibert as a Fifth Grade Teacher at Bragg School, effective January 2, 2019 to:
effective January 14, 2019

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6k. Approves Designation of BRMS as a Stigma-Free School

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the designation of BRMS as a Stigma-Free School.

16l. Approves Home Instructor for Student #20173

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Jean Gilbert to provide up to 5 hours weekly of home instruction to student #20173 as of December 2018 through the remainder of the 2018-2019 school year at the hourly rate of \$38.00.

6m. Approves After School Supervision for Student #19654

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Stephanie Weiss to provide after school supervision for student #19654 to attend after school clubs at the hourly rate of \$17.71 for the 2018-2019 school year effective December 21, 2018.

16n. Approves Bus Paraprofessional for 2018-2019 School Year (Colonna)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Katherine Colonna as a bus paraprofessional at the hourly rate of \$11.49 for the 2018-2019 school year effective January 21, 2019.

6o. Approves Increase on Salary Guide (Marianino)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Lauren Marianino as an ELL teacher at Black River Middle School for the 2018-2019 school year .76 FTE Step 2 MA at a annual salary of \$43,053.00 effective January 15, 2019.

Motion by: Mike Tomasco

Seconded by: Heather Ronco

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Absent

17. Public Commentary

Yvette Long, Board member of Preschool Advantage, a local non-profit organization introduced their program. Preschool Advantage pays tuition for 3&4 year olds from families with less financial stability. They are currently partnered with the Dogwood School in Chester and Westmont Montessori in Mendham.

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 January 21, 2019 at 8:01 p.m. to discuss an HIB case. It is expected that the minutes will be made public as soon as official action is taken.

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Motion by: Mike Tomasco

Seconded by: Heather Ronco

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Absent

19. Return to Public Session

Upon the motion of Mike Tomasco and seconded by Chris Lowry the Board returned to public session at 8:07 p.m.

Motion by: Mike Tomasco

Seconded by: Chris Lowry

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Absent

20. Unfinished Business- none

21. New Business-none

22. Adjournment

There being no further business to discuss, upon the motion of Mike Tomasco and seconded by Heather Ronco the Board considered a motion to adjourn at 8:12 p.m.

Motion by: Mike Tomasco

Seconded by: Heather Ronco

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
7-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Absent

Respectfully Submitted,



Tanya Dawson
Board Secretary