

**CHESTER BOARD OF EDUCATION
MINUTES
REORGANIZATION MEETING
January 7, 2019**

1. Call to Order

Tanya Dawson, School Business Administrator and Board Secretary, serving as Presiding Officer pro tempore until the election of a President. (Policy 9322.1) called the meeting to order at 7:05 p.m. Monday, January 7, 2019. The meeting was held at the courtroom of the Chester Borough Municipal Building, 50 North Road Building 4, Chester, NJ.

2. Sunshine Announcement

Tanya Dawson serving as Presiding Officer, 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 will be posted on the District website prior to the Board meeting.

**REORGANIZATION MEETING OF THE
CHESTER BOARD OF EDUCATION**

3. Results of the Annual School Election

Tanya Dawson, School Business Administrator and School Board Secretary reported on the results of the annual school election held on November 6, 2018.

Candidate for Three Year Term	Votes
Sara Kalashian	2,259
Rajat Shah	2,218
Michael Tomasco	2,301

4. Oaths of Office

Tanya Dawson, Board Secretary, administered the oath of office to the newly elected Board Members: (Policy 9115, N.J.S.A.18A:12-2.1, R.S. 41:1-3) Sara Kalashian, Rajat Shah, Michael Tomasco.

5. Roll Call

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

6. Pledge of Allegiance

Tanya Dawson Presiding Officer, led the Board in the Pledge of Allegiance

7. Election of President

Tanya Dawson, serving as Presiding Officer declared nominations were in order for the position of President.

Upon the motion of Rajat Shah, seconded by Liz Madinabeitia, the Board considered the following motion:

RESOLVED, that in accordance with N.J.S.A. 18A:15-1 and Policy 9121 the Chester Board of Education elects **Mike Tomasco** as President of the Board of Education effective January 7, 2019 for a term prescribed by law.

Vote for President	AC	RF	SK	CL	LM	HR	RS	MT	KW
Name: Mike Tomasco	Absent	Absent	Yes	Yes	Yes	Yes	Yes	Yes	Yes

8. President Takes Chair

Newly elected President, Mike Tomasco takes the chair.

9. Election of Vice President

Mike Tomasco, President declared nominations were in order for the position of Vice President.

Upon the motion of Heather Ronco, seconded by Mike Tomasco, the Board considered the following motion:

RESOLVED, that in accordance with N.J.S.A. 18A:15-1 and Policy 9121 the Chester Board of Education elects **Rajat Shah** as Vice President of the Board of Education effective January 7, 2019 for a term prescribed by law.

Vote for Vice President	AC	RF	SK	CL	LM	HR	RS	MT	KW
Name: Rajat Shah	Absent	Absent	Yes	Yes	Yes	Yes	Yes	Yes	Yes

10. Vice President Takes Chair

Newly elected Vice President, Rajat Shah takes the chair.

The Board took the following action:

11. Reorganization Action Items

Upon the motion of Mike Tomasco seconded by Heather Ronco, the Board considered the following motions:

11a. Approves Committee and Administrative Appointments

RESOLVED, that the Chester Board of Education approves the following committee appointments:

Assignments	Members Assigned
Curriculum & Personnel/Governance Committee	Heather Ronco, Liz Madinabeitia, Rajat Shah, Mike Tomasco
Finance, Buildings/Grounds and Transportation Committee	Amy Collins, Rebecca Forlenza, Sara Kalashian, Chris Lowry
Negotiations Committee	Amy Collins, Rajat Shah, Mike Tomasco, Kerri Wright

11b. Appoints Delegate to New Jersey School Boards Association (NJSBA)

WHEREAS, the Chester Board of Education desires to send a delegate and alternate to the New Jersey School Boards Association; and

WHEREAS, the Board of Education Policy 9140 states that such designation be established by the Board President,

RESOLVED, that Board of Education recognizes the appointment of Heather Ronco as delegate and Liz Madinabeitia as an alternate to the New Jersey School Boards Association, (N.J.S.A. 18A:6-46), effective immediately until the next reorganization meeting as prescribed by law.

11c. Appoints Delegate to Morris County School Boards Association (MCSBA)

WHEREAS, the Chester Board of Education desires to send a delegate to the Morris County School Boards Association; and

WHEREAS, the Board of Education Policy 9140 states that such designation be established by Board President Appointment,

RESOLVED, that the Board of Education recognizes the appointment of Chris Lowry as delegate to the Morris County School Boards Association, effective immediately until the next reorganization meeting as prescribed by law.

11d. Appoints Delegate to Educational Services Commission of Morris County

WHEREAS, the Chester Board of Education desires to send a delegate to the Educational Services Commission of Morris County, and

WHEREAS, the Board of Education Policy 9140 states that such designation be established by board president appointment,

RESOLVED, that the Board of Education recognizes the appointment of Sara Kalashian as delegate to the Educational Services Commission of Morris County, effective immediately until the next reorganization meeting prescribed by law.

11e. Approves NJSBA Code of Ethics as Official Code of Ethics

RESOLVED, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Chester Board of Education:

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my Board action to policy-making, planning, and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
- f. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

11f. Approves Meeting Schedule of the Chester Board of Education

WHEREAS, the Chester Board of Education is directed to meet at least once every two months during the period in which the schools in the District are in session (N.J.S.A. 10:4-18, 18A:10-6); and

WHEREAS, the Open Public Meetings Act requires notice of regularly scheduled meetings within seven days following the Annual Organization Meeting of the Board,

THEREFORE BE IT RESOLVED, that the following notice of regularly scheduled meetings be adopted:

NOTICE is hereby given that a Regular Meeting of the Chester Board of Education will be held at Chester Board Of Education Office on or about the second Tuesday of each month commencing at 7:00 p.m. at the Chester Board of Education Office;

BE IT FURTHER RESOLVED, that the aforesaid notice of regularly scheduled meetings will be posted in the Board of Education Administrative Office, 50 North Road, Building 4, Chester, New Jersey.

BE IT FURTHER RESOLVED, that the aforesaid notice be mailed to the Daily Record and The Observer Tribune, the newspapers designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act.

BE IT FURTHER RESOLVED, that the aforesaid notice be filed with the Clerk of Chester Borough and of Chester Township.

BE IT FURTHER RESOLVED, that the regular meetings during the period of January 2019 through December 2019 shall be as listed below:

Day	Meeting Date	Meeting	Time
Monday	January 7, 2019	Reorganization Meeting	7:00 p.m.
Monday	January 21, 2019	Regular Meeting	7:00 p.m.
Tuesday	February 12, 2019	Committee of the Whole— Budget Prep and Regular Meeting	7:00 p.m.
Tuesday	March 12, 2019	Regular Meeting— Budget Approval	7:00 p.m.
Wednesday	April 24, 2019	Regular Meeting—Budget Hearing	7:00 p.m.
Tuesday	May 14, 2019	Regular Meeting	7:00 p.m.
Friday	June 7, 2019	Board Retreat	9:00 a.m.
Tuesday	June 18, 2019	Regular Meeting	7:00 p.m.
Tuesday	August 20, 2019	Regular Meeting	7:00 p.m.
Tuesday	September 10, 2019	Regular Meeting	7:00 p.m.
Tuesday	October 15, 2019	Regular Meeting	7:00 p.m.
Tuesday	November 12, 2019	Regular Meeting	7:00 p.m.
Tuesday	December 10, 2019	Regular Meeting	7:00 p.m.

Notes:

- Special Public Meetings where official action is taken will be scheduled as needed with proper notice.
- Closed Executive Sessions with the public excluded for discussion of personnel and legal matters, will be authorized as needed by resolution during public meetings or by special notice.

11g. Approves Board Policies and Bylaws

RESOLVED, that the Chester Board of Education adopts and shall be governed in all actions and business to come before this Board by the written Board Policies,

Regulations, and Job Descriptions adopted and contained in the Board of Education Policy Manual.

11h. Approves District-Wide Curriculum

RESOLVED, that the Chester Board of Education, in accordance with N.J.S.A. 18A:33-1 and Policy 6140 approves the following curriculum for the 2018-2019 school year:

English Language Arts	Mathematics	Science
Social Studies	Technology	World Language
Visual & Performing Arts	Comprehensive Health & Physical Education	21 st Century Life & Careers

The above curricula include statutorily required concepts as listed below:

Health & Physical Education: includes instruction in drug and alcohol educations under N.J.S.A. 18A:40A-1 and N.J.A.C. 6:29-6.6, in accordance with N.J.S.A. 18A:35-5, 7, 8 and Accident Fire Prevention in accordance with N.J.S.A. 18A:6-2.

Social Studies: includes instruction in NJ Civics, History and Geography under N.J.S.A. 19A:35-3 and includes instruction in the United States Constitution under N.J.S.A. 18A:6-3 and the Holocaust N.J.S.A. 18A:35-28. Patriotic exercises in accordance with N.J.S.A. 18A:36-13, Arbor Day in accordance with N.J.S.A. 18A:36-9, and Flag Day in accordance with N.J.S.A. 18A:36-6.

11i. Approves Appointments

RESOLVED that the Chester Board of Education approves the following appointments which are in effect until the next board reorganization meeting or changed by resolution:

POSITION	APPOINTMENT
Board Secretary	Tanya Dawson
Assistant Board Secretary	Sophia Beaudin and Dr. Christina Van Woert
Auditing Firm	Nisivoccia LLP
Treasurer of School Monies	Mary Parasugo
Board Attorney	Matthew Giacobbe <i>Cleary Giacobbe Alfieri Jacobs, LLC</i>
Architect of Record	EI Associates Parette Somjen Architects LLC
School Physician	Dr. Thomas Porter
Risk Management Consultant	Brown & Brown Metro
Employee Health Insurance Broker	Brian Rizor <i>Brown and Brown Benefit Advisors</i>
Continuing Disclosure Agent	Phoenix Advisors, LLC
Right to Know Contact Person	Drew Vanderzee
Asbestos/AHERA Coordinator	Drew Vanderzee
Integrated Pest Management	Drew Vanderzee
Safety Coordinator	Drew Vanderzee
Affirmative Action Officer	Tanya Dawson

District Purchasing Agent	Tanya Dawson
Open Public Records Act Officer	Tanya Dawson
Public Agency Compliance Officer	Tanya Dawson
Investments and Wires Designated Officer	Tanya Dawson
Attendance Officer/Dickerson School	Melissa Fair
Attendance Officer/Bragg School	Michele Stanton
Attendance Officer/BRMS School	Andrew White
American Disability Act Coordinator	Dr. Jeanette Krone
Section 504 Officer/Dickerson School	Melissa Fair
Section 504 Officer/Bragg School	Michele Stanton
Section 504 Officer/BRMS School	Andrew White
School Safety Specialist	Brad Currie
Anti-Bullying Compliance Coordinator (HIB)	Brad Currie
Homeless Student Liason	Dr. Jeanette Krone
Title IX Coordinator	Dr. Jeanette Krone
Custodian of Records— <i>Personnel and Student</i>	Dr. Christina Van Woert
Custodian of Records— <i>Business and Financial</i>	Tanya Dawson
Tax Sheltered Annuity 403(b) 457 (b)	AXA Equitable Life, Vanguard and Voya Financial

11j. Approves Standard Operating Procedure Manual

RESOLVED, that the Chester Board of Education approves, pursuant to N.J.A.C. 6A:23A-6.6, the Standard Operating Procedure Manual for the Chester School District.

11k. Approves School Depositories and Signatures

RESOLVED, that the Chester Board of Education approves that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below (N.J.S.A 19-1):

Account	Signature	Bank	Account#
General Operating (3 Signatures)	Treasurer Board President or Vice President Business Administrator or Superintendent	Valley National Bank	041-08753-4
Capital Reserve (Online Transfer Only)	Business Administrator or Senior Accountant	Valley National Bank	041-08754-2

Payroll (1 Signature)	Treasurer or Board President	Valley National Bank	041-08755-0
Payroll Agency (1 Signature)	Treasurer or Board President	Valley National Bank	041-08756-9
Cafeteria (2 Signatures)	Treasurer Business Administrator or Superintendent	Valley National Bank	041-08758-5
Unemployment (2 Signatures)	Treasurer Business Administrator or Superintendent	Valley National Bank	041-08757-7
Dickerson General Organization (2 Signatures)	Principal or Principal's Secretary Business Administrator or Superintendent	Valley National Bank	041-08759-3
Bragg General Organization (2 Signatures)	Principal or Principal's Secretary Business Administrator or Superintendent	Valley National Bank	041-08761-5
BRMS General Organization (2 Signatures)	Principal or Principal's Secretary Business Administrator or Superintendent	Valley National Bank	041-08763-1
BRMS Student Athletic (2 Signatures)	Principal or Principal's Secretary Business Administrator or Superintendent	Valley National Bank	041-08765-8
Maintenance Reserve (Online)	Business Administrator or	Valley National Bank	041-61468-2

Transfer Only)	Senior Accountant		
BOE Miscellaneous (2 Signatures)	Business Administrator or Superintendent Payroll Administrator or Administrative Assistant to Superintendent	Valley National Bank	041-08767-4

11l. Approves Bank Resolution

WHEREAS, the Chester Board of Education (the "Public Entity") desires to obtain certain cash management services from Valley National Bank (the "Bank"), pursuant to the terms and conditions set forth in the Master Cash Management Services Agreement between the Company and Bank along with the applicable Service Supplements, the Selection of Services Schedule and Service Addenda incorporated therewith (collectively the "Cash Management Documents"); and

WHEREAS, that the Public Entity make, execute and deliver the Cash Management Documents, and make all representations, warranties, covenants and guaranties contained in the Cash Management Documents; and

NOW THEREFORE BE IT RESOLVED, that the Cash Management Documents and any and all other contemporaneous or supporting documents may be in such form and may contain such other terms, provisions, conditions, stipulations and agreements, as shall be consented to, now or at any time in the future, by an officer, manager, or partner, as applicable, of the Chester Board of Education required by Bank to obtain the cash management services from Bank:

<u>Name</u>	<u>Title</u>
Mary Parasugo	Treasurer
Mike Tomasco	Board President
Rajat Shah	Board Vice President
Dr. Christina Van Woert	Superintendent
Tanya Dawson	Business Administrator/Board Secy.

BE IT FURTHER RESOLVED, that the above officers, managers, or partners are authorized to act any two; and

BE IT FURTHER RESOLVED, that any of the above mentioned officers, managers or partners, as applicable, of the Chester Board of Education, any successors in office and any of their designees is, acting in the manner noted above, authorized, on behalf of the Chester Board of Education and in its name, to perform or receive all activities and services contemplated under the Cash Management Documents, including, without limitation, management of the Public Entity's accounts, transfers of funds between Public Entity's accounts, transfer of funds to or from third parties by ACH, or wire transfer or

other electronic means permitted under the Cash Management Documents, receipt of lockbox services and any other cash management activities; and

BE IT FURTHER RESOLVED, that Bank is hereby authorized to honor any order or instruction, whether written (including by email, website functions, or other electronic means, including, without limitation, ACH or wire transfer) or oral (including by telephone), to transfer monies between any accounts of the Public Entity or to an account of any third party by any person representing himself to be one of the authorized signatories or by any use of the functionalities provided by the cash management services under the Cash Management Documents and Bank shall be entitled to rely on such person's statements and the use of such functionalities as to his or her or the user's identity and authority to make the transfer.

11m. Approves Designation of Official Newspaper for Legal Notices

RESOLVED, that the Chester Board of Education designates The Daily Record as the official newspaper for legal notices and the Observer Tribune be so designated should it be impossible to advertise in Daily Record for reasons of timely notice, emergency, or other reasons (N.J.S.A 18A:14-19, 22-11, 39-3 and 10:4-8d), and

BE IT FURTHER RESOLVED, that the board secretary send all notices of any regular, special, or rescheduled meeting to any individual requesting to be placed on a mailing list as provided by N.J.S.A. 10:4-19 and upon the prepayment of a fee of \$30.00 per year. Such requests for notices under this resolution shall terminate at midnight on June 30th of each school year.

11n. Approves Petty Cash Organization Accounts

WHEREAS, there has been established a petty cash fund for the purpose of making immediate payments of comparatively small amounts as per Policy 3451; and

WHEREAS, the State Board of Education has amended N.J.A.C. 6:20-2.10 to establish requirements which strengthen the fiscal controls and accountability for petty cash funds.

THEREFORE BE IT RESOLVED that the Chester Board of Education authorizes the establishment of the following petty cash funds in the amounts and responsible parties indicated below:

<u>School</u>	<u>Amount</u>	<u>Responsible Party</u>
Athletics	\$2,500	Athletic Director
Board Office	\$750	Board Secretary
Cafeteria	\$250	Board Secretary.

Each responsible person shall insure that:

- a. Petty cash funds are spent only for budgeted items.
- b. Petty cash funds are not to be used for travel or food reimbursement.
- c. No single purchase for petty cash may exceed \$120 for Athletics or \$250 for Board Office.
- d. Funds are not used to subvert the regular purchasing procedures.

- e. The checking accounts are to be reconciled on a monthly basis and reported to the board.
- f. Petty cash is distributed in check form on the signature of Responsible party.
- g. All disbursements for petty cash shall be reported at the next regular meeting of the Board as it is reimbursed. All petty cash funds shall be established by board approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year.

11o. Approves Purchasing Agent

WHEREAS N.J.S.A. 18A:18A-3 provides that contracts that do not annually exceed in the aggregate, the bid threshold (currently \$40,000) may be awarded by the purchasing agent without advertising for bids when so authorized by Board Resolution, and

WHEREAS N.J.S.A. 18A:18A-37 provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations, if so authorized by Board Resolution,

BE IT RESOLVED that the Chester Board of Education approves Tanya Dawson as the Purchasing Agent for the district according to the rules and regulations of P.L. 1999 c.440, and

BE IT FURTHER RESOLVED that the Purchasing Agent is authorized to award contracts up to the bid threshold of \$40,000 and establish the quote threshold at \$6,000 as per N.J.S.A. 18A:18A-2.

11p. Authorizes the Use of State Contracts

WHEREAS, Title 18A:18A-10 provides that, "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, the Chester Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Chester Board of Education desires to authorize its purchasing agent for the 2018-2019 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED, that Chester Board of Education does hereby authorize the District Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

11q. Approves Chart of Accounts

RESOLVED, that the Chester Board of Education designates the NJDOE Chart of Accounts as the minimum Chart of Accounts for use in the district; and

BE IT FURTHER RESOLVED, that the Business Office is authorized to add additional sub-account designations (both within the existing sub-accounts as well as additional positions), as the School Business Administrator may deem necessary; and

BE IT FURTHER RESOLVED, that the Superintendent is authorized to make any necessary transfers below the level of the NJDOE Chart of Accounts.

11r. Approves Collection and Maintenance of Pupil Records

RESOLVED, that the Chester Board of Education authorizes certified school personnel to collect and maintain the following mandated pupil records as per N.J.A.C. 6A:32-7.3:

1. Personal data, which identify each pupil, enrolled in the school district. These data shall include the pupil's name, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed.
2. Record of daily attendance.
3. Description of pupil progress according to the system of pupil evaluation used in the district; including record grade levels or other program assignments.
4. History and status of physical health compiled in accordance with state regulations, including results of any physical examination given by qualified district employees.
5. Records pursuant to rules and regulations regarding education of students with disabilities.
6. All other records required by State Board of Education.

Motion by: **Mike Tomasco**

Seconded by: **Heather Ronco**

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