

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

**1. Call To Order**

Mike Tomasco, Board President, called the meeting to order on Monday, December 10, 2018 at 6:04 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	Yes	Rajat Shah	Yes
Carolyn Kleppe-Collins	Yes	Mike Tomasco	Yes
Christopher Lowry (6:10 p.m.)	Yes	Kerri Wright (7:04 p.m.)	Yes
Liz Madinabeitia	Absent	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**

**• Retirement Celebration**

The following retirees Michele Connahan (BRMS), Meryl Fuhrman (Bragg) Lisa Penella (Bragg), Donna Price (Board Office).were honored by Dr. Christina Van Woert. She spoke about their service and dedication to the Chester School District; and how much they would be missed. Afterwards, cake and coffee were served as part of the celebration.

*Once, the celebration ended, the meeting continuing*

- Public Hearing on HIB:** Pursuant to N.J.S.A. 18A:17-46, Dr. Van Woert gave a report to the Board of Education all acts of Harassment, Intimidation, or Bullying (HIB) which

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occurred during the previous reporting period, July 2018 through December 2018. There were two cases at Bragg School but none of them were found to be HIB.

**8. Public Commentary on Agenda Items**

There were several members of the public at the meeting. They had come to the meeting to voice their concerns about a recent incident concerning a student on social media. The incident had been reported to the Chester Twp. Police Department. The parents asked why the student was allowed to return to school and why the school had not sent any information concerning the incident to parents.

Dr. Van Woert stated to the parents that the details of the incident could not be discussed under the advisement of the Prosecutor's Office and other agencies. We followed all appropriate protocol.

**9. Superintendent's Report**

- QSAC preparation for the State Inspection on January 4, 2019

**10. Business Administrator's Report**

**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**

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: **Mike Tomasco**

Seconded by: **Rebekah Forlenza**

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

**13. Committee of The Whole—All.**

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

**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.

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.

Motion by: **Mike Tomasco**

Seconded by: **Kerri Wright**

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

*The following was voted on after the Executive Session:*

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

**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: **Mike Tomasco**

Seconded by: **Rajat Shah**

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

**14. Committee Reports**

None.

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- 15. Buildings, Grounds, Transportation/Finance**—*Amy Collins, Rebekah Forlenza, Chris Lowry, and Mike Tomasco.*

*Upon the motion of Mike Tomasco and seconded by Chris Lowry, the Board approved the following resolutions*

**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.

<b>Bills List</b>	<b>Totals</b>
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.

**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

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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:

<b>Date</b>	<b><u>Employee</u> Conference/Workshop</b>	<b>Registration</b>	<b><u>Travel</u> Misc</b>	<b>Estimated Total Expense</b>
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

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**

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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	District Id 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 8<sup>th</sup> grade wing at Black River Middle School.

Motion by: **Mike Tomasco**

Seconded by: **Chris Lowry**

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

**16. Curriculum/Governance/Personnel—Heather Ronco, Carolyn Kleppe-Collins, Liz Madinabeitia, and Rajat Shah**

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

**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
Morristown Theatre <i>Ellis Island Gateway to a Dream</i>	Morristown, NJ	4 <sup>th</sup> Grade	03/26/19

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

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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:

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

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**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  
Lt Col 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



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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  
Ms. Michelle Lakefield  
Ms. Susan Andersen  
Ms. Jacqueline Spurr  
Ms. Francesca Ragonese  
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**

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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)**

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

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**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*.

**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.

**16bb. Approves Transfer (Beaudin)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves a transfer of Sophia Beaudin from Administrative Assistant to the Business Administrator/Board Secretary/Transportation Coordinator to Administrative Assistant to the Superintendent of Schools, effective January 1, 2019 at an annual salary of \$63,915.

Motion by: **Mike Tomasco**

Seconded by: **Heather Ronco**

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

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**17. Public Commentary**

There were several members of the public at the meeting. One member, asked why the school had not made any official comment.

**18. Executive Session**

*Upon the motion of Mike Tomasco and seconded by Amy Collins, the Board approved the following resolution:*

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 8:09 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: **Mike Tomasco**

Seconded by: **Amy Collins**

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

**19. Return to Public Session**

*Upon the motion of Mike Tomasco and seconded by Kerri Wright the Board returned to public session at 8:28 p.m.*

Motion by: **Mike Tomasco**

Seconded by: **Kerri Wright**

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

**20. Unfinished Business**

None.

**21. New Business**

None.

**22. Adjournment**

*There being no further business to discuss, upon motion of Mike Tomasco and seconded by Rebekah Forlenza the Board considered a motion to adjourn at 8:29 p.m.*

Motion by: **Mike Tomasco**

Seconded by: **Rebekah Forlenza**

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

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Respectfully Submitted,

A handwritten signature in cursive script that reads "Tanya Dawson".

Tanya Dawson  
Board Secretary