

**CHESTER BOARD OF EDUCATION
REGULAR MEETING
November 12, 2018
MINUTES**

1. Call To Order

Mike Tomasco, Board President, called the meeting to order on Monday, November 12, 2018 at 7:02 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	Absent	Mike Tomasco	Yes
Christopher Lowry	Absent	Kerri Wright	Yes
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. Presentation

William Schroeder of Nisivoccia LLP presented a preliminary report on the Comprehensive Annual Financial Report (CAFR) and Auditor's Management Report (AMR)—William Schroeder Nisivoccia LLP. It was a preliminary report because the Treasurer has not given the GASB75 information needed to finalize the audit. However, the GASB75 information will not change any of information presented at this meeting. Mr. Schroeder also discussed the one audit finding as it related to student activities.

8. Public Commentary on Agenda Items

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

9. Superintendent's Report

CHESTER BOARD OF EDUCATION

- 2018 Accountability Reports
- QSAC Preparation Update
- Personnel Update: Retirement and Leaves
- Policy Update
- December Board Meeting-Retirement Celebration

10. Business Administrator's Report

- Budget Calendar
- CAFR

11. Board Communication

None.

The Board took the following action:

12. Approval of Minutes

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

12a. Approves Regular Meeting Minutes from October 15, 2018

RESOLVED, that the Chester Board of Education approves the regular meeting minutes of the meeting held on October 15, 2018.

Motion by: **Mike Tomasco**

Seconded by: **Kerri Wright**

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

13. Committee of The Whole—All.

None.

14. Committee Reports

Mike Tomasco gave a committee report on installing central air at Dickerson School and updating a univent in the 8th grade wing at BRMS. He also reported on the discussion of building a pole barn for Buildings and Grounds.

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

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

15a. Approves Bills List

CHESTER BOARD OF EDUCATION

RESOLVED, that upon the recommendation of the School Business Administrator, the Chester Board of Education approves payment of the November 12, 2018 bills list as approved by the Finance Committee.

Bills List	Totals
Payroll—10/30/18	\$611,958.60
Check Run—10/22/18	\$210,814.79
Check Run—11/12/18	\$460,515.88

15b. Approves Monthly Appropriation Transfers for October 2018

RESOLVED, that the Chester Board of Education approves the following transfers within the 2018-2019 budget for the month of October 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 October 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 October 2018; a copy of which is available for public review in the Chester Board of Education Business Office.

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

15e. Approves Board Treasurer Report for October 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 October 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 October 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 October 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.

CHESTER BOARD OF EDUCATION

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	\$199.00	\$12.40	\$212.39
12/03/18	<u>Janet Aaronson</u> <i>NJASL Fall Conference</i> Long Branch, NJ	\$135.00	\$30.38	\$165.38
12/11/18	<u>Millicent Roskie</u> <i>Mindful Practices</i> Monroe, NJ	\$149.00	\$25.73	\$176.53
12/11/18	<u>Jacqueline Epler</u> <i>Mindful Practices</i> Monroe, NJ	\$149.00	\$25.73	\$176.53
12/11/18	<u>Melissa Bene</u> <i>Mindful Practices</i> Monroe, NJ	\$149.00	\$25.73	\$176.53

15h. Documents School Bus Emergency Evacuation Drill Report

RESOLVED, that pursuant to N.J.A.C. 6A:27-11.2, the Chester Board of Education documents that the following bus evacuation drills were held:

1. At Bragg School and Dickerson School, on October 17, 2018 at 3:20 p.m. in the front parking lot for bus routes 1-15 and vans 6, 7, 8, by Principals Melissa Fair and Michele Stanton.

15i. Rescinds Resolution

RESOLVED, that the Chester Board of Education rescinds **Resolution (15t.)** from the September 17, 2018 meeting that approved a Shared Services Agreement (Class III Officer).

15j. Accepts Preliminary CAFR

RESOLVED that the Chester Board of Education accepts the preliminary Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2018 and the Auditor's Management Report (AMR) for the same period with a recommendation in the CAFR and AMR and attaches a synopsis of the annual audit to the minutes of this meeting.

15k. Approves Administrative Budget Calendar

RESOLVED, that the Chester Board of Education approves the Administrative Budget Calendar for the 2019-2020 budget; a copy of which is attached to the minutes of this meeting.

15l. Accepts Submission of Amendment to the 2019 IDEA Grant

CHESTER BOARD OF EDUCATION

RESOLVED, that the Chester Board of Education, accepts the submission of Amendment 2 to the 2019 IDEA Grant to carry over 2017-2018 monies in the amount of \$41,404.

15m. Declares Equipment Obsolete

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

Quantity	Item	Department	District Id Serial Number
1	SB680-M2-E40581	Dickerson	B012EK16J0822
1	SB680-M2-635202	BRMS	B012DJ19J1558
33	Samsung 303C Chromebooks	BRMS and BOE	List on File

Motion by: **Mike Tomasco**

Seconded by: **Heather Ronco**

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW
7-0	Yes	Yes	Absent	Absent	Yes	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. Amends Resolution from August 13, 2018 Minutes (Jacot-Guillarmod)

RESOLVED, that the Chester Board of Education amends **Resolution (16j.)** from the August 13, 2018 meeting **from:** Step 1BA, at an annual salary of \$50,599, prorated to \$40,479.20 **to:** Step 1MA, at an annual salary of \$56,249, prorated to \$45,279.20.

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

RESOLVED, that the Chester Board of Education amends **Resolution (16y.)** from the October 15, 2018 meeting **from:** January 1, 2018 **to:** January 1, 2019.

16c. Amends Resolution from October 15, 2018 Minutes (Furhman)

RESOLVED, that the Chester Board of Education amends **Resolution (16z.)** from the October 15, 2018 meeting **from:** January 1, 2018 **to:** January 1, 2019.

16d. Amends Resolution from October 15, 2018 Minutes (Mottola)

RESOLVED, that the Chester Board of Education amends **Resolution (16j.)** from the October 15, 2018 meeting **from:** a child rearing leave effective February 11, 2019 through March 31, 2019. **to:** a child rearing leave effective February 11, 2019 through June 2, 2019.

16e. Approves Teachers for Curriculum Writing

CHESTER BOARD OF EDUCATION

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following teachers for curriculum writing for the 2018-2019 school year at the contracted professional rate per hour for a total of up to:

Name	Curriculum	Hours	Pay	Account #
Doreen Aiello	ELA	20 hours	\$1,200	11.000.221.104.000.000
Gina Lorusso	ELA	20 hours	\$1,200	11.000.221.104.000.000
Joseph Pizzo	ELA	20 hours	\$1,200	11.000.221.104.000.000
Suzanne Armbruster	Science	20 hours	\$1,200	11.000.221.104.000.000
Christina Sarlo	Science	20 hours	\$1,200	11.000.221.104.000.000
Michael Stagg	Science	20 hours	\$1,200	11.000.221.104.000.000

16f. Approves Staff for Extra-Curricular Activities (BRMS)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff to conduct board approved extra-curricular activities for the 2018-2019 school year with stipends as determined by Schedule "B" of the Agreement between The Chester Board of Education and The Chester Education Association:

BRMS Club	Advisor	Account #
Chester Library Liaison	Janet Aaronson	11.401.100.100.000.000
Drama Club	Joseph Pizzo (Assistant)	11.401.100.100.000.000

16g. 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.

Nicole Hey
Cynthia Mullen

16h. Approves Substitutes

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

Linda Berliner	Certified
Rachel Fedorov	County Substitute
Julie Gallagher	Certified
Samantha Golden	Nurse
Kalee Green	County Substitute
Maaiké Haight	Nurse
Catherine McPherson	Certified
Robin Rozembersky	Certified
Lauren Seibert	Certified

16i. Approves the Statement of Assurance Regarding the Use of Paraprofessional Staff

CHESTER BOARD OF EDUCATION

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the submission of the 2018-2019 Statement of Assurance Regarding the Use of Paraprofessional Staff.

16j. Approves Classroom Observation BRMS

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves 15 hours of classroom observation at Bragg School for Hannah Ahlert from Drew University under the guidance of Jaqueline Epler effective November 1, 2018 through December 21, 2018.

16k. Approves Social Studies Teacher (McPherson)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Catherine McPherson as a social studies teacher at Black River Middle School, effective December 1, 2018 through the remainder of the 2018-2019 school year; Step 2BA at an annual salary of \$50,999 with benefits.

16l. Approves CAAP Teacher (Green)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Kalee Green as a CAAP ELA Teacher at Bragg School, effective January 28, 2019 through the remainder of the 2018-2019 school year; Step 1 BA+15, at an annual salary of \$52,049, with benefits.

16m. Approves Fifth Grade Teacher (Seibert)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Lauren Seibert as a Fifth Grade Teacher at Bragg School, effective January 2, 2019 through the remainder of the 2018-2019 school year; Step 7-8 MA, at an annual salary of \$58,349, with benefits.

16n. Approves Integrated Preschool Teacher (Romano)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Michelle Romano as an Integrated Preschool teacher at Dickerson School, effective November 13, 2018 through the remainder of the 2018-2019 school year; Step 2MA at an annual salary of \$56,649 with benefits.

16o. Accepts Resignation (Gallagher)

RESOLVED, that the Chester Board of Education accepts the resignation of Julie Gallagher, Dickerson School special education paraprofessional, effective December 13, 2018.

16p. Approves Long Term Substitute (Gallagher)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Julie Gallagher as a long term substitute teacher for second grade teacher, Kerri Mottola effective December 17, 2018 through May 31, 2019 Step 1BA, at an annual salary of \$50,599, prorated to \$26,438, no benefits.

16q. Approves Ski/Snowboard Volunteers

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of

CHESTER BOARD OF EDUCATION

Education approves the following Ski/Snowboard Volunteers/Chaperones for the 2018-2019 school year at no cost to the District.

Carrie Chomiak	James Montaruli
Susie Christensen	Eileen Narozny
Janet Dressel	Allison Porter
David Gambuti	Michael Porter
Vijaya Kesanakurthy	Erik Prince
Shannon Leckie	Shannon Rossi
Joe Leiwant	Melinda Scotti
Connie Lia	Carol Spira
Christopher Ling	Greg Spira
Donna Lowry	Samuel Strum
Mark McKevitt	Micol Viscuso

16r. 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*.

16s. Approves for First Reading Policy 5141.21

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

16t. Approves for First Reading and Adoption Policy 4111.2/4211.2

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

16u. Approves for First Reading and Adoption Policy 5145.7

RESOLVED, that the Chester Board of Education approves for first reading and adoption Policy 5145.7- *Gender Identity and Expression*.

There was no vote on Item (16v.) The resolution was pulled from the agenda.

16v. Approves for First Reading and Adoption Policy _____

RESOLVED, that the Chester Board of Education approves for first reading and adoption Policy _____--*Use of Physical Restraint/Seclusion*.

16w. Approves Paraprofessional (Lattmann)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Jill Lattmann as a paraprofessional effective November 16, 2018 through the remainder of the 2018-2019 school year; at an annual salary of \$23,069 with benefits.

16x. Approves Bus Paraprofessional

CHESTER BOARD OF EDUCATION

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Jill Lattmann as a bus paraprofessional for the 2018-2019 school year at her hourly rate of \$18.31 per hour.

16y. Approves After School Supervision

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Jennifer Yeager to provide after school supervision for Washington School district student #19787 for the remainder of the 2018-2019 school year at the contractual chaperone rate of \$83 per event for up to 30 hours.

16z. Approves Home Instruction

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Douglas Hamway to provide home instruction to student #18458 effective November 13, 2018 for the remainder of the 2018-2019 school year at the home instruction rate of \$38 per hour for up to 10 hours weekly.

16aa. Approves Prep for Success Program Teachers

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following special education teachers for the Prep for Success program effective November 13, 2018 for the 2018-2019 school year at the contractual professional rate of \$60 per hour for up to 3 hours per week to be paid by IDEA grant funds, Account # 20.251.200.100.000.000.

Teacher	Total
Jennifer Christal	\$4,860
Alexis Sevecke	\$4,860
Sarah Warren	\$4,860

16bb. Approves Translator

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Gretchen Capan to translate documents from English to Spanish for up to 10 hours per month at the contractual professional rate of \$60 an hour, effective November 13, 2018 for the remainder of the 2018-2019 school year.

16cc. Approves Submission of Bilingual Waiver

RESOLVED, that upon the recommendation of the Superintendent that the Chester Board of Education approves submission of the Bilingual Waiver for the 2018-2019 School Year.

16dd. Approves Submission of Amendment to the 2019 IDEA Grant

RESOLVED, that the Chester Board of Education, approves the submission of Amendment 2 to the 2019 IDEA Grant to carry over 2017-2018 monies in the amount of \$41,404.

16ee. Approves Amended Master Payroll

CHESTER BOARD OF EDUCATION

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the amended Master Payroll for the 2018-2019 school year; a copy of which is available in the Chester Board of Education Business Office.

16ff. 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.**

16gg. 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.

Doreen Aiello
Michele Capone
Donna Fusco
Lori Mauger
Theresa Meierhofer
Joseph Pizzo
Kimberly Vanderwall
Kathleen Vespignani

16hh. Accepts Retirement (Price)

RESOLVED, that the Chester Board of Education accepts the retirement of Donna Price with much gratitude for 27 years of service, effective February 1, 2019.

Motion by: **Mike Tomasco**

Seconded by: **Heather Ronco**

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

17. Public Commentary

18. Executive Session

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

RESOLVED, that pursuant to NJS.A. 10:4-12 and 10:4-13 the Chester Board of Education holds a closed session on November 12, 2018 at 8:04 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: **Rajat Shah**

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW
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CHESTER BOARD OF EDUCATION

7-0	Yes	Yes	Absent	Absent	Yes	Yes	Yes	Yes	Yes
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19. Return to Public Session

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

Motion by: **Mike Tomasco**

Seconded by: **Kerri Wright**

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

20. Unfinished Business

None.

21. New Business

The Board discussed board meeting dates for next year. They also established January 7, 2019 as the meeting date for the Reorganization of the Board.

22. Adjournment

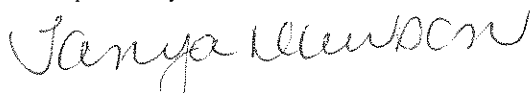
There being no further business to discuss, upon motion of Mike Tomasco and seconded by Rajat Shah the Board considered a motion to adjourn at 8:15 p.m.

Motion by: **Mike Tomasco**

Seconded by: **Rajat Shah**

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

Respectfully Submitted,



Tanya Dawson
Board Secretary

