

**CHESTER BOARD OF EDUCATION
REGULAR MEETING
August 13, 2018
MINUTES**

1. Call To Order

Mike Tomasco, Board President, called the meeting to order on Monday, August 13, at 7:06 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	Yes	Kerri Wright (8:13 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. Presentation

Drew Vanderzee, Director of Buildings and Grounds, gave a facilities presentation.

8. Public Commentary on Agenda Items

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

9. Superintendent's Report

Dr. Christina Van Woert reported on the following:

- Opening of the Chester School District—State of the Schools Report
- Personnel Update
- Preparation of Programs, Supplies and Materials
- Board Goals and Merit Goals for Administration

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- Curriculum Update
- QSAC Update
- District-wide Professional Evaluation Metrics Systems
- Policy Update
- Schedule of Board Meetings and Committee Meetings

10. Business Administrator's Report

Tanya Dawson, School Business Administrator, gave a report on the following

- 2018-2019 Transportation Routes

11. Board Communication

None.

The Board President, Mike Tomasco called for a consent agenda which was seconded by Chris Lowry. Resolution Items 12-16 were moved.

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

12. Approval of Minutes

12a. Approves Regular Meeting Minutes from June 11, 2018

RESOLVED, that the Chester Board of Education approves the regular meeting minutes of the meeting held on June 11, 2018.

12b. Approves Executive Session Meeting Minutes from June 11, 2018

RESOLVED, that the Chester Board of Education approves the executive session regular meeting minutes of the meeting held on June 11, 2018.

12c. Approves Special Meeting Minutes from June 27, 2018

RESOLVED, that the Chester Board of Education approves the special meeting minutes of the meeting held on June 27, 2018.

13. Committee of The Whole—*All*.

No Resolutions

14. Committee Reports

Committees did not meet.

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

15a. Approves Bills List

RESOLVED, that upon the recommendation of the School Business Administrator, the Chester Board of Education approves payment of the August 13, 2018 bills list as approved by the Finance Committee.

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Bills List	Totals
Payroll—06/30/18	\$759,371.28
Payroll—07/15/18	\$127,682.31
Payroll—07/30/18	\$169,056.50
Check Run—06/30/18	\$629,528.38
Check Run—07/26/18	\$853,146.01

15b. Approves Monthly Appropriation Transfers for June 2018

RESOLVED, that the Chester Board of Education approves the following transfers within the 2017-2018 budget for the month of June 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 June 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 June 2018; a copy of which is available for public review in the Chester Board of Education Business Office.

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

15e. Approves Board Treasurer Report for June 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 June 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 June 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 June 2018 and that no major account or fund has been over-expended.

15g. Approves Monthly Appropriation Transfers for July 2018

RESOLVED, that the Chester Board of Education approves the following transfers within the 2017-2018 budget for the month of July 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.

15h. Approves Monthly Transfer Report for July 2018

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RESOLVED, that pursuant to N.J.A.C. 6A:23A-13.3, the Chester Board of Education approves the Monthly Report of Transfers for July 2018; a copy of which is available for public review in the Chester Board of Education Business Office.

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

15j. Approves Board Treasurer Report for July 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 July 2018; a copy of which is available for public review in the Chester Board of Education Business Office.

15k. Approves Certification of Secretary and Treasurer Report for July 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 July 2018 and that no major account or fund has been over-expended.

15l. 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	Employee Conference/Workshop	Registration	Travel Misc	Estimated Total Expense
08/17/18 08/18/18 08/19/18	Tanya Dawson Coach Diversity Institute Washington D.C.	No Cost	\$816.00	\$816.00
10/03/18 10/03/18	Brad Currie NJ Learning Visible Learning Monroe Twp., NJ	\$399.00	No Cost	\$399.00
10/18/19 10/19/18	Brad Currie NJPSA/FEA Fall Conference Long Branch, NJ	\$256.00	No Cost	\$256.00
07/11/18 07/12/18 07/13/18	Brad Currie National Principals Confer- ence Chicago, IL	\$195.00	\$1,101.78	\$1,297.00

15m. Declares Equipment Obsolete

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RESOLVED, that the Chester Board of Education declares the following equipment 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	District Id Serial Number
1	Television	BOE #0370
1	20" Panasonic combo VHS/DVD Television	Model # PVD2004
1	19" Toshiba w/VHS combo Television	Model #MV19J1
1	25" Zenith Television	No Model #
1	Laser Jet CP 1525 NW Color	None
1	HP Laser Jet P2055DN	None
1	Smartboard—Bragg School	SB680-M2-E35351
1	Smartboard—Bragg School	SB680-M2-071996
1	Smartboard—Dickerson School	SB680-M2-058865
1	Smartboard—Dickerson School	BOE #543
1	Smartboard—BRMS	SB685-R2-701402
1	Smartboard—BRMS	SB680-M2-E39379
1	Smartboard—BRMS	SB680-M2-D09045
24	Lenovo ThinkCenter M82	Model # BC7
24	Lenovo Wide LCD Monitor	Model #LS1922

15n. Authorizes Equipment Trade

RESOLVED, that the Chester Board of Education authorizes the District's 2003 Toro Grounds Master 328D mower to be traded for another piece of equipment, at a trade in value of \$2,500 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.

15o. Approves Additional 403(b) Provider

RESOLVED, that the Chester Board of Education approves Vanguard as an additional 403 (b) provider.

15p. Revises 403 (b) Plan Document

RESOLVED, that the Chester Board of Education revises the 403 (b) plan document to include Vanguard as a provider.

15q. Approves Bus/Van Routes for the 2018-2019 School Year

RESOLVED, that the Chester Board of Education approves the following bus routes for the 2018-2019 school year, a copy of which is available for public review in the Chester Board of Education Business Office.

School	Contractor/BOE	Route Numbers
Black River Middle School	First Student	BR01-BR11
Black River Middle School	Chester BOE	BRV3, BRV7, BRV8
Bragg/Dickerson Schools	First Student	BD01-BD11

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Bragg/Dickerson Schools	Mendham Township BOE	BD12, BD13, BD15
Bragg/Dickerson Schools	Washington Township BOE	BD14
Bragg/Dickerson Schools	Chester BOE	BDV6, BDV7, BDV8
Dickerson School-Preschool	Chester BOE	PSV6, PSV7 PSV8,

15r. Approves BRMS Fall Sports Travel Schedule

RESOLVED, that the Chester Board of Education approves the Black River Middle School 2018-2019 Fall Sports travel schedule, a copy of which is available for public review in the Chester Board of Education Business Office.

15s. Approves Music Therapy services

RESOLVED, that the Chester Board of Education approves to contract with Jammin' Jen Music Therapy to provide music therapy services for the 2018-2019 school year at a cost of \$70 per 30 minute session and \$90 per 40 minute session for a total cost not to exceed \$16,000.

15t. Approves Stretch and Grow

RESOLVED, that the Chester Board of Education approves to contract with Stretch and Grow to provide preschool services for the 2018-2019 school year at a cost of \$50 per 30 minute session at a cost not to exceed \$7,200.

15u. Approves Physical Therapy Services (Detore)

RESOLVED, that the Chester Board of Education approves to contract with Dr. Donna Detore to provide physical therapy services at an hourly rate of \$95 for a total cost not to exceed \$40,000 for the 2018-2019 school year.

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

16a. Approves Child Study Team Member for Summer Evaluations

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Amy Hayes, a CST member to complete summer evaluations retro-active from July 9, 2018 through August 30, 2018 for up to 20 hours at the contracted professional hourly rate of \$60 for a total cost of up to \$1,200.

16b. Approves Student Surveys for Virtual Reality Program

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves BRMS student surveys for the Foundry10 Virtual Reality Program.

16c. Approves Student Surveys for Knowledge is Power Study

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves student surveys for expanding communication and knowledge of the risks of vaping and other dangerous substances.

16d. Accepts Resignation (Furlong)

RESOLVED, that the Chester Board of Education accepts the resignation of JaneEllen Furlong, Basic Skills Teacher, effective June 30, 2018.

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- 16e. Accepts Resignation (Haynes)**
RESOLVED, that the Chester Board of Education accepts the resignation of Rosemary Haynes, Dickerson Cafeteria Aide, effective July 20, 2018.
- 16f. Accepts Resignation (Porcello)**
RESOLVED, that the Chester Board of Education accepts the resignation of Alisha Porcello, Library Aide Paraprofessional, effective June 30, 2018.
- 16g. Approves Leave of Absence (Mayers)**
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves an unpaid leave of absence for Linda Mayers for the 2018-2019 school year.
- 16h. Approves Guidance Secretary (Vanderwall)**
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Kimberly Vanderwall as Guidance Secretary at Black River Middle School for the 2018-2019 school year, effective August 3, 2018, Step 3, at an annual salary of \$46,239, with benefits.
- 16i. Approves Kindergarten Paraprofessional (Barbella)**
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Samantha Barbella as a Kindergarten Literacy Paraprofessional at Dickerson School, 3 hours per day, for the 2018-2019 school year at an annual salary of \$10,514.77 without benefits.
- 16j. Approves Long Term Substitute (Jacot-Guillarmod)**
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Gretchen Jacot-Guillarmod as a long term substitute teacher for Danielle Miller, First Grade Teacher effective August 29, 2018 through April 30, 2019, at Step 1BA, at an annual salary of \$50,599, prorated up to \$40,479.20, without benefits.
- 16k. Approves Paraprofessional (Gallagher)**
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Julie Gallagher as a paraprofessional for the 2018-2019 school year at an annual salary of \$17,774.32 with benefits.
- 16l. Approves School Social Worker (Burke)**
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Kimberly Burke as School Social Worker at Bragg School for the 2018-2019 school year, Step 11 MA at an annual salary of \$59,449, with benefits.
- 16m. Approves Speech and Language Specialist Teacher (Scarpa)**
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Lisa Scarpa as Speech & Language Specialist Teacher at Dickerson School for the 2018-2019 school year, Step 11 MA at an annual salary of \$59,449, with benefits.

16n. Approves Long Term Substitute (Sevecke)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Alexis Sevecke as a long term leave substitute teacher for Linda Mayers for the 2018-2019 school year, Step 1BA, at a salary of \$50,599, with benefits.

16o. Approves CAAP Teacher (Lewis)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Patricia Lewis as CAAP Math Teacher at Bragg School for the 2018-2019 school year, .5 FTE, Step 2MA+15 at an annual salary of \$28,674.50, without benefits.

16p. Approves Library Paraprofessional Aide (Rice)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Kelly Rice as a library paraprofessional aide for the 2018-2019 school year, 25 hours per week, at an annual salary of \$17,081.00, without benefits.

16q. Approves Substitutes

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

Teresa Afonso – Secretary	Colleen Lowe- Nurse
Rose Alban – Cty. Sub	Cathleen Matthews- Certified
Samantha Barbella – Cty. Sub	Michelle Mayhood- Certified & Secretary
Sharon Bass- Cty. Sub	Carson Michura- Certified
Judith Benvenuti- Certified	Clare Miller- Certified
James Bogert – Certified	Grace Mueller – Cty. Sub
Lisa Bradfield- Cty. Sub	Lisa Nelson – Cty. Sub
Rachel Brunetti – Certified	Bonnie Nichols- Bus Driver
Candace Caddo- Certified	Claire Nines- Cty. Sub
Christine Cairo- Cty. Sub	Heather Nugent - Certified
Simone Campbell – Cty. Sub	Jenifer Parks- Cty. Sub
Nicole Carey – Nurse	Emily Perez- Bus Driver
Lauren Conklin - Nurse	Julia Perkins – Cty. Sub.
Marilyn Curl- Cty. Sub	Michelle Peters- Certified
Catherine Dohm – Cty. Sub	Alisha Porcello- Cty. Sub
Carol Dugan-Bus Driver	Joan Price - Certified
Debra Dunne - Nurse	Lori Prussack - Nurse
Cynthia Ernst- Certified	Tracy Puzino – Cty. Sub.
Lea Flanagan – Certified	Karen Riccobono- Certified
Stefanie Fox – Cty. Sub	Francesca Robbins- Certified
Marcy Gorman	Marian Rolli- Certified
Elizabeth Gugliemini – Cty. Sub	Pamela Roberts- Bus Driver
Nataliya Hentysh- Cty. Sub	Lisa Robinson- Cty. Sub
Latifa Heuer- Certified	Gloria Rodriguez- Bus Driver

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Marie Holl- Certified	Jennifer Rosario- Nurse
Deborah Impellizeri- Certified	Margaret Salamone- Secretary
Maria Jorgensen- Cty. Sub	Beth Scarcella- Certified
Nicole Karas – Cty. Sub	Valerie Schmidt- Certified
Suzanne Kear – Cty. Sub	Hannah Schroeder – Cty. Sub
Jeffrey Kitts – Cty. Sub	Namrta Shah- Cty. Sub
Tracy Kometani – Bus Driver/ Secretary.	Ashley Sheldon – Certified
Clara Kong - Secretary	Jenna Spence - Certified
Carol LaForte- Cty. Sub	Anne Standridge- Cty. Sub & Secretary
Colleen Lane – Cty. Sub	Amy Treff – Cty. Sub
Jill Lattman- Certified & Secretary	Erika Vaughn - Certified
Holly Law- Bus Driver	Cassandra Vince – Cty. Sub
Lindsey LeCrocq – Cty. Sub	Kristen Wohlers - Certified
Patricia Lewis - Certified	Therese Yacenda- Cty. Sub
Yoselin Lopez- Bus Driver	Dennis Zakar- Certified

16r. Approves Translator

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Maria Jorgensen to translate documents from English to Spanish for up to 20 hours per month at her hourly rate of \$15.28 per hour, for the 2018-2019 school year.

16s. Approves Bus Paraprofessional

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Julie Gallagher as a bus paraprofessional for the 2018-2019 school year at her hourly rate of \$14.11 per hour.

16t. Approves School Nurse Practicum Placement

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves school nurse practicum placement for Lauren Conklin from Monmouth University, West Long Branch, NJ, for School Nurse under the guidance of Mrs. Debra Borchert and Mrs. Anne Pape from September through December 2018.

16u. Approves Revised Job Descriptions

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves revised job descriptions for the following positions: Accounting Assistant to Senior Accountant and Payroll-Benefits Assistant to Payroll-Benefits Specialist.

16v. Approves District-Wide Curriculum

RESOLVED, upon the recommendation of the Superintendent, the Chester Board of Education approves the following curriculum for the 2018-2019 school year:

English Language Arts	NJ Student Learning Standards	August 2018
Math	NJ Student Learning Standards	August 2018
Social Studies	NJ Student Learning Standards	August 2018
Visual and Performing Arts	NJ Student Learning Standards	August 2018

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Comprehensive Health and Physical Education	NJ Student Learning Standards	August 2018
Technology	NJ Student Learning Standards	August 2018
21 st Century Life and Careers	NJ Student Learning Standards	August 2018
World Languages	NJ Student Learning Standards	August 2018
Science	NJ Student Learning Standards	August 2018

16w. Approves Adoption of Danielson Model of Effective Training

RESOLVED, that pursuant to N.J.A.C. 6A:10, Educator Effectiveness, the Chester Board of Education approves the adoption of the Danielson Model of Effective Teaching as an evaluation tool in 2018-2019 for the Chester School District's faculty.

16x. Approves Café Aide (Mendez)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Amanda Mendez as a cafeteria aide at Dickerson School for the 2018-2019 school, 10 hours per week, at an annual salary of \$4,597.20, without benefits.

Motion by: **Mike Tomasco**

Seconded by: **Chris Lowry**

Roll Call Vote	AC	RF	CKC	CL	LM	HR	RS	MT	KW
7-0 Except 16i & 16 q	Yes	Yes	Absent	Yes	Absent	Yes	Yes	Yes	Yes
6-1 16i	Yes	Yes	Absent	Yes	Absent	Yes	Yes	Abstain	Yes
6-1 16q	Yes	Yes	Absent	Yes	Absent	Yes	Abstain	Yes	Yes

17. Public Commentary

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

18. Executive Session

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

RESOLVED, that pursuant to N.J.S.A. 10:4-12 and 10:4-13 the Chester Board of Education holds a closed session on August 13, 2018 at 8:33 p.m. to discuss a personnel matter. 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
7-0	Yes	Yes	Absent	Yes	Absent	Yes	Yes	Yes	Yes

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19. Return to Public Session

Upon the motion of Mike Tomasco and seconded by Rajat Shah the Board returned to public session at 8:55 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	Yes	Absent	Yes	Yes	Yes	Yes

20. Unfinished Business

There was no unfinished business.

21. New Business

There was no new business.

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 9:01 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	Yes	Absent	Yes	Yes	Yes	Yes

Respectfully Submitted,



Tanya Dawson
Board Secretary

