

**REGULAR MEETING**  
**December 10, 2019**  
**AGENDA**

*A regular meeting of the Chester Board of Education will be held on, December 10, 2019, at 6:00 p.m. in the courtroom at the Chester Borough Hall, 50 North Road, Building 4, Chester, NJ.*

**1. Call To Order**

**2. Sunshine Announcement**

Be advised that this meeting is 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		Heather Ronco	
Rebekah Forlenza		Rajat Shah	
Sara Kalashian		Mike Tomasco	
Christopher Lowry		Kerri Wright	
Liz Madinabeitia		Quorum	Y N

**4. Pledge of Allegiance**

**5. Administration**—Tanya Dawson and Dr. Christina Van Woert

**6. President's Comments**

**7. Presentation/Hearing**

● **Public Hearing on HIB:** Pursuant to N.J.S.A. 18A:17-46, the Superintendent will report to the Board of Education all acts of Harassment, Intimidation, or Bullying (HIB) which occurred during the previous reporting period, July 2019 through December 2019.

**8. Public Commentary on Agenda Items**

*When permitted, public participation shall be governed by the following rules under Policy 9325.2:*

- 1. Anyone wishing to speak before the Board shall indicate so during the Public Commentary portion of the agenda. The presenter shall give his/her name and address and make the presentation as brief as possible. Unless an extension of time is granted, each speaker should be limited to 3 minutes.*

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2. *Speakers may offer such objective criticisms of school operations and programs as concern them. But in public session, the Board will not hear concerns about the specific school personnel or any person connected with the school system. Other channels provide the Board consideration and disposition of such matters involving individuals.*
3. *The Board vests in its President or other presiding officer authority to terminate the remarks of any individual when they do not adhere to the rules established above.*

**9. Superintendent's Report**

**10. Business Administrator's Report**

**11. Board Communication**

**12. Approval of Minutes**

**12a. Approves Regular Meeting Minutes from November 12, 2019**

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on November 12, 2019.

**12b. Approves Executive Session Minutes from November 12, 2019**

RESOLVED, that the Chester Board of Education approves the Executive Session minutes of the meeting held on November 12, 2019.

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW

**13. Committee of The Whole—All.**

**13a. Approves Reorganization Meeting Date**

RESOLVED, that the Chester Board of Education approves the Reorganization Meeting for January\_\_\_\_, 2020 at 7:00 p.m. at the Chester Board of Education, 50 North Road Building 4, Chester, New Jersey.

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

**14a. Approves Bills List**

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

Bills List	Totals
Payroll 11.15.19	\$630,670.48

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Payroll 11.27.19	\$595,484.19
Bills List 11.22.19	\$243,992.79
Bills List 11.27.19	\$24,774.74
Bills List 12.10.19	\$735,205.02

**14b. Approves Monthly Appropriation Transfers for October 2019**

RESOLVED, that the Chester Board of Education approves the following transfers within the 2018-2019 budget for the month of October 2019 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.

**14c. Approves Monthly Transfer Report for October 2019**

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 2019; a copy of which is available for public review in the Chester Board of Education Business Office.

**14d. Approves Board Secretary Report for October 2019**

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 2019; a copy of which is available for public review in the Chester Board of Education Business Office.

**14e. Approves Board Treasurer Report for October 2019**

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 2019; a copy of which is available for public review in the Chester Board of Education Business Office.

**14f. Approves Certification of Secretary and Treasurer Report for October 2019**

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 2019 and that no major account or fund has been over-expended

**14g. Approves Monthly Appropriation Transfers for November 2019**

RESOLVED, that the Chester Board of Education approves the following transfers within the 2018-2019 budget for the month of November 2019 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.

**14h. Approves Monthly Transfer Report for November 2019**

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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 November 2019; a copy of which is available for public review in the Chester Board of Education Business Office.

**14i. Approves Board Secretary Report for November 2019**

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 2019; a copy of which is available for public review in the Chester Board of Education Business Office.

**14j. Approves Board Treasurer Report for November 2019**

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 2019; a copy of which is available for public review in the Chester Board of Education Business Office.

**14k. Approves Certification of Secretary and Treasurer Report for November 2019**

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 November 2019 and that no major account or fund has been over-expended

**14l. 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- Tuition</b>	<b>Travel Misc.</b>	<b>Estimated Total Expense</b>
01/30/2020	Anne McAvinn <i>Maximize the Power of Guided Math to Increase Student Math Learning</i> West Orange, NJ	\$279.00	\$32.90	\$311.90
01/30/2020	Dorianne Taquinto <i>Maximize the Power of Guided Math to Increase Student Math Learning</i> West Orange, NJ	\$279.00	\$18.60	\$297.60
04/08/2020- 04/10/2020	Kathy Maxton <i>8<sup>th</sup> Annual PSUGNJ Conference</i> Atlantic City, NJ	\$375.00	\$469.50	\$850.00

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03/16/2020	Michelle Lakefield <i>Embracing the Whole Child-NJCEC Spring 2020 Conference</i> Mahwah, NJ	\$115.00	\$27.65	\$142.65
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**14m. Accepts Grant from Exxon Mobil**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education accepts a Grant in the amount of \$500 (check # 0005557) from Exxon Mobil Education Alliance Program for Bragg School.

**14n. Accepts Comprehensive Annual Financial Report**

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, 2019; 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;

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, 2019 and submitted by the firm Nisivoccia LLP; and

**14o. Approves Onsite Training for Nurses (PSNI)**

RESOLVED, that the Chester Board of Education approves Professional Software for Nurses, Inc. (PSNI) to provide full day onsite training on the SNAP Health Center software at a cost not to exceed \$2,792.

**14p. Approves Contract with Jed Baker, Ph.D.**

RESOLVED, that the Chester Board of Education approves a contract with Jed Baker, Ph.D. for a presentation on *Managing Frustration, Anxiety, and Teaching Social Skills* at a cost not to exceed \$2,500 to be paid from IDEA funds.

**14q. Approves Health and Safety Evaluation of School Buildings**

RESOLVED that the Chester Board of Education approves the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2019-2020 school year.

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

<b>Roll Call Vote</b>	AC	RF	SK	CL	LM	HR	RS	MT	KW
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- 15. Curriculum/Governance/Personnel**—*Liz Madinabeitia, Heather Ronco, Rajat Shah and Mike Tomasco*

**15a. Amends Resolution 15aa Art Club Advisor (Bragg)**

RESOLVED, that the Chester Board of Education amends **Resolution (15aa)** from the September 10, 2019 meeting, approving staff for extra-curricular activities **from:** *Jackie Epler as Art Club Advisor* **to:** *Robin Kauffer as Art Club Advisor for the remainder of the 2019-2020 school year.*

**15b. Approves Long Term Substitute Replacement (Twillman)**

RESOLVED, that upon the recommendation of the Superintendent the Chester Board of Education approves Carleigh Twillmann as a long term substitute for employee #1106 effective 11/19/2019 through 04/17/2020 at Step 1BA at an annual salary of \$50,599 prorated up to \$24,287.53 with no benefits.

**15c. Approves Mentor**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following mentor for the 2019-2020 school year for the following new teacher:

<b><u>New Employee</u></b> <i>(New to profession must pay mentor \$550 or a prorated amount)</i>	<b>Mentor</b>	<b>School</b>
Carleigh Twillman (long term substitute)	Stacey Thompson	Bragg

**15d. Approves Substitute**

RESOLVED, that upon the recommendation of the Superintendent the Chester Board of Education approves the following substitute for the 2019-2020 school year:

Kelly Duddy	County Substitute
Melissa Wilkinson	County Substitute

**15e. Amends Resolution Assistant Drama Club Advisor**

RESOLVED, that the Chester Board of Education amends **Resolution (15z)** from the September 10, 2019 meeting approving staff for extra-curricular activities **from:** *Kathleen Vespignani as an assistant Drama Club Advisor* **to:** *Melissa Wilkinson as an assistant Drama Club Advisor.*

**15f. Approves Staff for Extra-Curricular Activities (Dickerson)**

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 2019-2020 school year with stipends as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association:

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Dickerson Club	Advisor
Community Outreach (10 hours)	Robin Matelsky

**15g. Accepts Resignation (Ward)**

RESOLVED, that that upon the recommendation of the Superintendent the Chester Board of Education accepts the resignation of David Ward, Leave Replacement STEM Teacher at Bragg School, effective December 20, 2019.

**15h. 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 2019-2020 school year with stipends as determined by Schedule "B" of the Agreement between The Chester Board of Education and The Chester Education Association prior to ratified contract:

Event/Sport Chaperone: Chris Duffy  
Kathy Vespignani

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW

**16. Public Commentary**

**17. Executive Session**

RESOLVED, that pursuant to NJS.A. 10:4-12 and 10:4-13 the Chester Board of Education holds a closed session on December, 2019 at \_\_\_\_ 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\_\_\_\_\_

Seconded by\_\_\_\_\_

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW

**18. Return to Public Session**

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW

**19. Unfinished Business**

**20. New Business**

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**21. Adjournment**

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW