

**REGULAR MEETING**  
**November 12, 2019**  
**AGENDA**

*A regular meeting of the Chester Board of Education will be held on, November 12, 2019, at 7:00 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**

●Preliminary Comprehensive Annual Financial Report (CAFR) and Auditor's Management Report (AMR) –Man Lee of Nisivoccia LLP

**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.*
- 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 chan-*

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*nels 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 October 15, 2019**

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on October 15, 2019.

**12b. Approves Executive Session Minutes from October 15, 2019**

RESOLVED, that the Chester Board of Education approves the Executive Session minutes of the meeting held on October 15, 2019.

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

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

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

**13. Committee of The Whole—All.**

None

**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 October 2019 bills list as approved by the Finance Committee.

Bills List	Totals
Payroll 10.15.19	\$605,311.66
Payroll 10.30.19	\$608,066.79
Bills List 10.23.19	\$23,567.40
Bills List 11.12.19	\$556,152.10

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**14b. 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>
1/30/20- 1/31/20	Jerry Castro NJASA Techspo'20 Atlantic City, NJ	\$695.00	\$365.20	\$1,060.20
1/30/20- 1/31/20	Michael Dougherty NJASA Techspo'20 Atlantic City, NJ	\$475.00	\$367.00	\$842.00
11/27/19	Nicole Healy Strategies for Increasing Your Students' Reading Fluency-On line Course	\$149.00	\$0	\$149.00
11/27/19	Deborah Foster Strategies for Increasing Your Students' Reading Fluency-On line Course	\$0	\$0	\$0
11/27/19	Gretchen Jacot Strategies for Increasing Your Students' Reading Fluency-On line Course	\$0	\$0	\$0
11/27/19	Erin Beil Strategies for Increasing Your Students' Reading Fluency-On line Course	\$0	\$0	\$0
11/27/19	Cassie Bruno Strategies for Increasing Your Students' Reading Fluency-On line Course	\$0	\$0	\$0
01/30/20	Samantha Westberg Maximize the Power of Guided Math to Increase Student Math Learning West Orange, NJ	\$279.00	\$18.60	\$297.60
01/15/20	Vivian Norman Executive Function Skills Workshop West Orange, NJ	\$279.00	\$21.28	\$300.28
02/24/20- 02/26/20	Timothy Rain NJASPERD Annual Con- vention Long Branch, NJ	\$200.00	\$133.77	\$333.77

**14c. Amends 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 amends the following travel requests:

From:

1/30/20- 1/31/20	Francesca Ragonese NJASA Techspo '20 Atlantic City, NJ	\$695.00	\$325.42	\$1,020.42
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To:

1/30/20- 1/31/20	Francesca Ragonese NJASA Techspo '20 Atlantic City, NJ	\$695.00	\$338.42	\$1,033.42
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**14d. Authorizes Submission of Comprehensive Maintenance Plan and M-1**

WHEREAS, pursuant to N.J.A.C. 6A:26A, the New Jersey Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities; and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Chester Board of Education are consistent with these requirements; and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid;

NOW THEREFORE BE IT RESOLVED, that the Chester Board of Education hereby authorizes and directs the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 in compliance with New Jersey Department of Education requirements.

**14e. Accepts Safety Grant from the New Jersey Schools Insurance Group**

RESOLVED, that the Chester Board of Education accepts the New Jersey Schools Insurance Group (NJSIG) award of a safety grant totaling \$13,800.

**14f. Accepts IDEA-B Consolidated Grant**

RESOLVED, that the Chester Board of Education accepts the IDEA Consolidated-B Grant award amounts for the fiscal year 2020:

Basic	\$271,633.00
Nonpublic	\$37,755.00
Preschool	\$21,997.00

**14g. Accepts the ESEA**

RESOLVED, that the Chester Board of Education accepts the ESEA Grant Award amounts for fiscal year 2020.

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Title I-A	\$92,512.00
Title II-A	\$23,299.00

**14h. 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, 2019 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.

**14i. Approves Administrative Budget Calendar**

RESOLVED, that the Chester Board of Education approves the Administrative Budget Calendar for the 2020-2021 budget; a copy of which is attached to the minutes of this meeting.

**14j. Approves Capital Improvement Plan**

RESOLVED, that the Chester Board of Education approves Parette Somjen Architects LLC to assist in creating a Capital Improvement Plan for the district for an amount not to exceed \$12,000.

**14k. Approves Joint Transportation Agreement for the 2019-2020 School Year**

WHEREAS, in accordance with N.J.S.A. 18A:18-22 and 23, the Chester Board of Education may jointly, by agreement, provide for goods and services with other boards of education including transportation services; and

WHEREAS, West Morris Regional Board of Education and Sussex County Regional Cooperative of Sussex County are able to provide transportation services to children who are residents of the Chester School District.

THEREFORE BE IT RESOLVED, that the Chester Board of Education approves a joint transportation agreement for the 2019-2020 school year with West Morris Regional and Sussex County Regional Cooperative to provide transportation services as the lead agencies where the cost of transportation services will be prorated based on the contractual requirements and actual costs in accordance with the rules, regulations, and policies established by State law; and

BE IT FURTHER RESOLVED, that the Chester Board of Education authorizes West Morris Regional Board of Education and Sussex County Regional Cooperative of Sussex County to receive bids, if necessary, on behalf of the board for these transportation services.

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

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

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

**15. Curriculum/Governance/Personnel**—*Liz Madinabeitia, Heather Ronco, Rajat Shah and Mike Tomasco*

**15a. Approves the Uniform State Memorandum of Agreement**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the 2019-2020 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials as approved by the New Jersey Department of Law and Public Safety and the New Jersey Department of Education.

**15b. Approves School Safety and Security Plan Statement of Assurance**

RESOLVED, that that upon the recommendation of the Superintendent, the Chester Board of Education approves the 2019-2020 School Safety and Security Plan Annual Review Statement of Assurance.

**15c. Amends Resolution 15z (Middings)**

RESOLVED that the Chester Board of Education amends **Resolution 15z** from the October 15, 2019 meeting **from:** approves Casandra Middings as a full-time Paraprofessional **to:** approves Casandra Middings as a part-time Paraprofessional at an annual salary of \$12,600, prorated to \$10,647 with no benefits. Account# 11-000-270-107-002-000.

**15d. Amends Maternity Leave of Absence (Employee# 1254)**

RESOLVED: that the Board of Education amends the following maternity leave of absence for employee #1254:

	From	To
Leave (Start Date)	09/23/2019	09/23/2019
Accumulated Sick Days (Applied)	28	33
FMLA/NJFLA Start Date (unpaid with benefits)	11/04/2019	11/13/2019
Extended Leave Start Date (unpaid without benefits)	N/A	N/A
Date of Return (Anticipated)	02/03/2020	2/12/2020

**15e. Amends Maternity Leave of Absence (Employee# 1150)**

RESOLVED: that the Board of Education amends the following maternity leave of absence for employee #1150:

	From	To
Leave (Start Date)	10/02/2019	10/02/2019
Accumulated Sick Days (Applied)	25	35

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FMLA/NJFLA Start Date (unpaid with benefits)	11/01/2019	11/22/2019
Extended Leave Start Date (unpaid without benefits)	03/02/2020	03/02/2020
Date of Return (Anticipated)	04/30/2020	04/30/2020

**15f. Amends Maternity Leave of Absence (Employee# 1220)**

RESOLVED: that the Board of Education amends the following maternity leave of absence for employee #1220:

	From	To
Leave (Start Date)	12/02/2019	11/03/2020
Accumulated Sick Days (Applied)	26	31
FMLA/NJFLI Start Date (unpaid with benefits)	01/20/2020	01/02/2020
Extended Leave Start Date (unpaid without benefits)	04/13/2020	04/01/2020
Date of Return (Anticipated)	05/01/2020	5/01/2020

**15g. Approves Maternity Leave of Absence (Employee# 1060)**

RESOLVED, that upon the recommendation of the Superintendent, the Board of Education approves the following maternity leave of absence for employee #1060:

Leave (Start Date)	01/23/2020
Accumulated Sick Days (Applied)	40
FMLA/NJFLA Start Date(unpaid with benefits)	03/23/2020
Date of Return(Anticipated)	08/24/2020

**15h. Approves Personal Leave (Employee# 1263)**

RESOLVED, that upon the recommendation of the Superintendent the Chester Board of Education approves a personal leave of absence for Employee #1263.

Leave(Start Date)	11/04/2019
FMLA/NJFLA Start Date(unpaid with benefits)	11/04/2019
Date of Return (Anticipated)	12/16/2019

**15i. Approves Long Term Substitute Replacement (Zisa)**

RESOLVED, that the Chester Board of Education approves Sharon Zia as a long term substitute for employee #1220 effective 11/11/2019 through 5/01/2020 at Step 1MA at an annual salary of \$56,249 prorated up to \$31,218 with benefits.

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**15j. Awards Compensation for Merit Goal (Administrators)**

WHEREAS, the contract between the Chester Board of Education and the Administrators' Union provides for merit salary bonuses for Administrators; and

WHEREAS, Brad Currie has successfully attained criteria as outlined below.

THEREFORE BE IT RESOLVED, that the Chester Board of Education hereby awards compensation for the criteria as outlined in the Administrators' contract and detailed below, payable in the 2019-2020 school year.

Merit Goal	Administrator	Bonus
By June 2020, Mr. Currie will research, present and integrate the 10 Mind-frames of Visible Learning in order to enhance teacher effectiveness and student achievement.	Brad Currie	1.5% of salary

**15k. Approves Substitute**

RESOLVED, that the Chester Board of Education approves the following substitute for the 2019-2020 school year; contingent upon satisfying the criminal history background check:

Dorian Corcoran	Certified
Alexandra Gilgorri	County Substitute
Kerry Harper	Certified

**15l. Approves Staff for Extra-Curricular Activities**

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:	Kelly Bagnole
	Tara Bagnole
	Cassandra Cangiano
	Gretchen Capan
	Jackie Epler
	Sara Kozlowski
	Patricia Pohan
	Lauren Siebert
	Katie Strauss

**15m. Approves Ski/Snowboard Volunteers**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following Ski/Snowboard Volunteers/Chaperones for the 2019-2020 school year at no cost to the District.



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Dan Belenets	Mike Fergus
Jennifer Gorman	Alex Halew
James Hanson	Bob Hughes
Vijaya Kesanakurthy	Olga Kofman
Shannon Leckie	Joe Leiwant
Wayne Letwink	Connie Lia
Mark McKevitt	Eileen Narozny
Carolina Rodriguez	Shannon Rossi
Niels Schuurmans	Claire Sheaffer
Rob Spence	Carol Spira
Kristen Turner	

**15n. Approves After- School Supervision Substitute**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Stephanie Weiss as a substitute to provide after school supervision for student # 19654 for 1.5 hours at her hourly rate for the remainder of the 2019-2020 school year.

**15o. Approves Bragg/Dickerson/BRMS School Volunteers**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approve the following Bragg/Dickerson/BRMS School Volunteers for the 2019-2020 school year:

Greiner, Amanda  
McCarthy, Megan  
McTighe, Natalia  
McTighe, Shannon  
Vartan, Kim

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 November 12, 2019 at \_\_\_\_ p.m. to discuss \_\_\_\_\_. 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

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**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**

**21. Adjournment**

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

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

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