

**REGULAR MEETING
MARCH 16, 2020
MINUTES**

A regular meeting of the Chester Board of Education was held on, March 16, 2020 at 7:00 p.m. in the Courtroom of the Chester Borough Hall, 50 North Road, Chester, NJ

1. Call To Order

Mike Tomasco, Board President, called the meeting to order (remotely) on March 16, 2020 at 7:00 p.m.

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 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
Sara Kalashian	Yes	Mike Tomasco	Yes
Christopher Lowry	Yes	Kerri Wright	Yes
Liz Madinabeitia	Yes	Quorum	Yes

**Dr. Van Woert and Heather Ronco were present in the Courtroom of the Chester Borough Hall, 50 North Road, Chester, NJ 07930. All other Board Members and Board Secretary, Tanya Dawson, were present remotely.*

4. Pledge of Allegiance

Mike Tomasco, Board President, led the Board in the Pledge of Allegiance.

5. Administration—Dr. Christina Van Woert

Chief of Staff and communication of NJ:

- Free and Reduced Lunch
- Post information on Social Media
- All NJ schools will be closed effective March 18, 2020
- 2nd OEM meeting scheduled for 2:00 pm on March 17, 2020.

6. President's Comments

None

7. Presentations

None

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8. Public Commentary on Agenda Items

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

9. Superintendent's Report

None

10. Business Administrator's Report

None

11. Board Communication

None

12. Approval of Minutes

12a. Approves Regular Meeting Minutes from March 2, 2020

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on March 2, 2020.

12b. Approves Executive Session Minutes from March 2, 2020

RESOLVED, that the Chester Board of Education approves the Executive Session minutes of the meeting held on March 2, 2020.

Motion by Mike Tomasco

Seconded by Chris Lowry

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

13. Committee of The Whole—All.

13a. Approves Adoption of Tentative 2020-2021 School Budget

BE IT RESOLVED that the tentative budget be approved for the 2020-2021 School Year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline and to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law;

	GENERAL FUND	CAPITAL RESERVE	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2019-20 Total Expenditures	\$23,053,941	\$175,900	\$643,144	\$1,157,600	\$25,030,585
Less: Anticipated Revenues	\$2,196,915	\$175,900	\$643,144	0	\$3,015,959
Taxes to be Raised	\$20,857,026			\$1,157,600	\$22,014,626

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AND BE IT FURTHER RESOLVED, that a public hearing be held in the Courtroom at the Board of Education Office, 50 North Road, Building 4, Chester, New Jersey on **April 28, 2020 at 7 p.m.** for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

13b. Approves Travel Expense Threshold

WHEREAS, the Chester Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A-7.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.1, to a maximum expenditure not to exceed \$55,000, the amount approved in 2019-2020 was **\$40,900** of which **\$24,112** has been expended as of today's date.

13c. Establishes the 2020-2021 Maximum Level for Professional Services

WHEREAS, the tentative budget includes the following appropriations:

Legal Services	\$25,000
Auditing Services	\$25,500
Architectural Services	\$ 4,000
Medical	\$ 8,000

WHEREAS, the administration needs to notice the board if there arises a need to exceed said maximums; upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

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WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

BE IT RESOLVED, that the Chester Board of Education establishes maximums for professional services in the area listed above at a level of 120% of the amounts listed for the 2020-2021 school year.

13d. Ratifies Memorandum of Agreement with CEA

RESOLVED that the Chester Board of Education ratifies the Memorandum of Agreement and salary guides between the Chester Board of Education and the Chester Education Association, effective July 1, 2019 through June 30, 2022.

Motion by Mike Tomasco

Seconded by Rajat Shah

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
9-0 except 13d.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8-0-1 13.d	Yes	Yes	Yes	Abstain	Yes	Yes	Yes	Yes	Yes

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 bills list as approved by the Finance Committee.

Bills List	Totals
Payroll 03/13/2020	\$608,681.93
Bills List 03/16/2020	\$1,046,497.93

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:

Date	Employee Conference/Workshop	Registration- Tuition	Travel Misc.	Estimated Total Expense
04/29/2020	Brad Currie Visible Learning Institute Mahwah, NJ	\$399	\$0	\$399

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05/11/2020- 05/15/2020	Danielle Meekings Intermediate IMSE Orton Gillingham Training Secaucus, NJ	\$1,275	\$147	\$1,422
05/11/2020- 05/15/2020	Nicole Healy Intermediate IMSE Orton Gillingham Training Secaucus, NJ	\$1,275	\$147	\$1,422
05/11/2020- 05/15/2020	Deb Foster Intermediate IMSE Orton Gillingham Training Secaucus, NJ	\$1,275	\$147	\$1,422
05/11/2020- 05/15/2020	Erin Beil Intermediate IMSE Orton Gillingham Training Secaucus, NJ	\$1,275	\$147	\$1,422
05/11/2020- 05/15/2020	Cassie Bruno Intermediate IMSE Orton Gillingham Training Secaucus, NJ	\$1,275	\$147	\$1,422

14c. Approves Shared Services Agreement

RESOLVED, that the Chester Board of Education approves a Shared Services Agreement with Mine Hill Board of Education for Technical support for the 2020-2021 school year in the amount of \$68,000.

Motion by Mike Tomasco

Seconded by Heather Ronco

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

15a. Accepts Retirement (Dempsey)

RESOLVED, that the Chester Board of Education accepts the retirement of Kim Dempsey, Physical Education Teacher at Black River Middle School with much gratitude for 33 years of service, effective July 1, 2020.

15b. Amends 2019-2020 School Calendar

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education amends the 2019-2020 school calendar to add March 11, 2020 as Teachers' Professional Development Day.

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

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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	08/24/2020

15d. Amends Resolution 15i from November 12, 2019 Meeting (Zisa)

RESOLVED, that the Chester Board of Education amends Resolution 15i from the November 12, 2019 meeting to extend the date of Sharon Zisa as a long term substitute for employee #1220 **from:** May 1, 2020 **to:** June 30, 2020.

15e. Amends Resolution 15f from March 2, 2020 Meeting (Morley)

RESOLVED, that the Chester Board of Education amends Resolution 15f from March 2, 2020 meeting to change the start date of Director of Buildings and Grounds, Evan Morley **from** May 1, 2020 **to** April 1st, 2020.

Motion by Mike Tomasco

Seconded by Heather Ronco

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

16. Public Commentary

There were no members of the public in attendance. There were no comments.

17. Executive Session

There was no Executive Session

18. Return to Public Session

There was no Executive Session, no Return to Public Session

19. Unfinished Business

None

20. New Business

None

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21. Adjournment

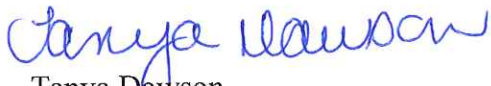
There being no further business to discuss, upon the motion of Mike Tomasco and seconded by Heather Ronco the Board considered a motion to adjourn at 7:28 p.m.

Motion by Mike Tomasco

Seconded by Heather Ronco

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully Submitted,



Tanya Dawson
Board Secretary