

**REGULAR MEETING
December 10, 2019
MINUTES**

1. Call To Order

Heather Ronco called the meeting to order on, December 10, 2019, at 6:08 p.m. in the courtroom at the Chester Borough Hall, 50 North Road, Building 4, Chester, NJ

2. Sunshine Announcement

Heather Ronco 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(arrived at 6:11)	Yes	Heather Ronco	Yes
Rebekah Forlenza	Yes	Rajat Shah	Yes
Sara Kalashian	Yes	Mike Tomasco (arrived at 6:15)	Yes
Christopher Lowry	Absent	Kerri Wright (arrived at 6:32)	Yes
Liz Madinabeitia	Yes	Quorum	Yes

3. Pledge of Allegiance

Heather Ronco led the Board in the Pledge of Allegiance

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

4. President's Comments

None

7. Presentation/Hearing

● **Public Hearing on HIB:** Pursuant to N.J.S.A. 18A:17-46, the Superintendent reported 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

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

9. Superintendent's Report

- Preschool Policy for Faculty
- Outsourcing Substitute Teachers-Benefits and Challenges
- Holiday Events

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10. Business Administrator's Report

- Dates for 2020 Board Meetings
- Board Reorganization Meeting –January 7, 2020

11. Board Communication

None

The Board took the following action:

12. Approval of Minutes

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

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 Mike Tomasco

Seconded by Heather Ronco

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
8-0	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes

13. Committee of The Whole—All.

13a. Approves Reorganization Meeting Date

RESOLVED, that the Chester Board of Education approves the Reorganization Meeting for January 7, 2020 at 7:00 p.m. in the Media Center of Black River Middle School, North Road, Chester, NJ 07930

Motion by Mike Tomasco

Seconded by Rajat Shah

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
8-0	Yes	Yes	Yes	Absent	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 November 2019 bills list as approved by the Finance Committee.

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Bills List	Totals
Payroll 11.15.19	\$630,670.48
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.

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14h. Approves Monthly Transfer Report for November 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 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:

Date	Employee Conference/Workshop	Registration- Tuition	Travel Misc.	Estimated Total Expense
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>8th 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

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.

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 Mike Tomasco

Seconded by Rajat Shah

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Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
8-0	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes

- 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:

<u>New Employee</u> (New to profession must pay mentor \$550 or a prorated amount)	Mentor	School
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 Mike Tomasco

Seconded by Heather Ronco

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
8-0 (except 12d, 12e.)	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes
12d.	Yes	Abstain	Yes	Absent	Yes	Yes	Yes	Yes	Yes
12e.	Yes	Abstain	Yes	Absent	Yes	Yes	Yes	Yes	Yes

16. Public Commentary

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

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 10, 2019 at 6:36 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 Heather Ronco

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
8-0	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes

18. Return to Public Session

Motion by Mike Tomasco

Seconded by Rajat Shah

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
8-0	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes

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19. Unfinished Business

20. New Business

21. Adjournment

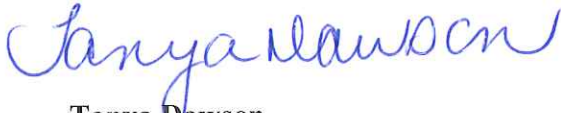
There being no further business to discuss, upon the motion of Mike Tomasco and seconded by Rajat Shah the Board considered a motion to adjourn at 7:57 p.m.

Motion by Mike Tomasco

Seconded by Rajat Shah

Roll Call Vote	AC	RF	SK	CL	LM	HR	RS	MT	KW
8-0	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes

Respectfully Submitted,



Tanya Dawson
Board Secretary