

**REGULAR MEETING  
MARCH 15, 2021  
AGENDA**

*A regular meeting of the Chester Board of Education will be held on  
March 15, 2021 at 7:00 p.m. via Google Meet*

**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 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	
Carolyn Kleppe-Collins		Mike Tomasco	
Rebekah Forlenza		Vacant	
Sara Kalashian		Kerri Wright	
Christopher Lowry		Quorum	Y N

**4. Pledge of Allegiance**

**5. Administration- Dr. Christina VanWoert and Tanya Dawson**

**5a. Superintendent's Report**

**5b. Business Administrator's Report**

- Complete School Financial Disclosure Form
- Adopt tentative 2021-22 District budget with Tax Levy increase of 1.95%

**6. President's Comments**

**7. Presentations**

Learning Progressions Through the Pandemic: How the Children of Chester Continue to Move Forward

**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*

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*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 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. Approval of Minutes**

**9a. Approves Regular Meeting Minutes from March 1, 2021**

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on March 1, 2021

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

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

Roll Call Vote	AC	CKC	RF	SK	CL	HR	MT	Vacant	KW

**10. Committee of The Whole—All.**

**10a. Approves Adoption of Tentative 2021-2022 School Budget**

BE IT RESOLVED that the tentative budget be approved for the 2021-2022 School Year using the 2021-2022 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18.A:7F-6:

	GENERAL FUND	CAPITAL RESERVE	SPECIAL REVENUES	DEBT SERVICE	TOTAL
<b>2021-22 Total Expenditures</b>	\$23,431,297	\$350,000	\$622,918	\$1,160,750	\$25,564,965
<b>Less: Anticipated Revenues</b>	\$2,167,559	\$350,000	\$622,918	0	\$3,140,477
<b>Taxes to be Raised</b>	\$21,263,729			\$1,160,750	\$22,424,488

AND, to advertise said tentative budget in the Daily Record in accordance with the form suggested by the New Jersey Department of Education and according to law;

AND, a virtual public hearing on the budget for the 2021-22 school year will be held on April 28, 2021 at 7 p.m. via google meet.

**10b. Approves Maximum Travel**

WHEREAS, Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED, that the Chester Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$55,000 for the 2021-22 school year. The maximum travel expenditure amount for the 2020-21 school year is \$55,000 of which \$0.00 has been spent and \$0.00 is encumbered to date.

**10c. 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 Subchapter 7 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 Subchapter 7 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 Subchapter 7. 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 includes in the tentative budget travel and related expense reimbursement in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$55,000, for all staff and board members for the 2021-22 school year. The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

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**10d. Establishes the 2021-2022 Maximum Level for Professional Services**

WHEREAS, the tentative budget includes the following appropriations:

Legal Services	\$25,000
Auditing Services	\$26,050
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

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 2021-2022 school year.

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

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

Roll Call Vote	AC	CKC	RF	SK	CL	HR	MT	Vacant	KW

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

**11a. 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 03/15/2021	\$639,146.91
Bills List 03/12/2021	\$1,070,860.99

**11b. Approves Administrative Budget Calendar (2021-22)**

RESOLVED, that the Chester Board of Education approves the Administrative Budget Calendar for 2021-2022.

**11c. Approves Commission for the Blind Services Contract**

RESOLVED, that the Chester Board of Education approves student # 20496 to receive Commission for the Blind, Education Level 1 Services at a cost of \$2100 for the 2020-2021 school year.

**11d. Approves Monthly Appropriation Transfers for January 2021**

RESOLVED, that the Chester Board of Education approves the following transfers within the 2019-2020 budget for the month of January 2021 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.

**11e. Approves Monthly Transfer Report for January 2021**

RESOLVED, that pursuant to N.J.A.C. 6A:23A-13.3, the Chester Board of Education approves the Monthly Report of Transfers for January 2021; a copy of which is available for public review in the Chester Board of Education Business Office.

**11f. Approves Board Secretary Report for January 2021**

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 January 2021; a copy of which is available for public review in the Chester Board of Education Business Office.

**11g. Approves Board Treasurer Report for January 2021**

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 January 2021; a copy of which is available for public review in the Chester Board of Education Business Office.

**11h. Approves Certification of Secretary and Treasurer Report for January 2021**

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 January 2021 and that no major account or fund has been over-expended.

**11i. Approves Monthly Appropriation Transfers for February 2021**

RESOLVED, that the Chester Board of Education approves the following transfers within the 2019-2020 budget for the month of February 2021 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.

**11j. Approves Monthly Transfer Report for February 2021**

RESOLVED, that pursuant to N.J.A.C. 6A:23A-13.3, the Chester Board of Education approves the Monthly Report of Transfers for February 2021; a copy of which is available for public review in the Chester Board of Education Business Office.

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**11k. Approves Board Secretary Report for February 2021**

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 February 2021; a copy of which is available for public review in the Chester Board of Education Business Office.

**11l. Approves Board Treasurer Report for February 2021**

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 February 2021; a copy of which is available for public review in the Chester Board of Education Business Office.

**11m. Approves Certification of Secretary and Treasurer Report for February 2021**

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 February 2021 and that no major account or fund has been over-expended.

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

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

Roll Call Vote	AC	CKC	RF	SK	CL	HR	MT	Vacant	KW

**12. Curriculum/Governance/Personnel— Heather Ronco and Mike Tomasco**

**12a. Amends Maternity Leave of Absence**

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

	From	To
Leave (Start Date)	2/1/2021	2/1/2021
Accumulated Sick Days (Applied)	17	17
FMLA/NJFLI Start Date (unpaid with benefits)	4/8/2021	<b>4/26/2021</b>
Date of Return (Anticipated)	8/2021	8/2021

**12b. Approves Summer Scholars Program Teacher/Staff**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following teachers/staff for the **2021 Summer Scholars program**,

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at the contracted hourly rate from July 6, 2021 through August 9, 2021 for 4 days a week (20 days):

Teacher	Total
Colleen Cahill - Lead Teacher (30 hours advance prep)	\$1,860
Lauren Scarfo–Secretary (30 hours advance prep)	\$450
Colleen Cahill - Lead Teacher (3.5 hours/day)	\$4,340
Lauren Scarfo – Secretary (4 hours/day)	\$1,200

**12c. 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 2020-2021 school year with stipends as determined by Schedule “B” of the Agreement between the Chester Board of Education and The Chester Education Association:

BRMS Club	Advisors
Homework Club Hybrid 1 (Split)	Dana Mazza Kathy Vespignani
Homework Club Hybrid 2 (Split)	Christina Sarlo Sarah Warren

**12d. Approves Changes to School Calendar**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves revising the 2020-2021 school calendar to adjust for inclement weather/emergency closure days.

**12e. Awards Compensation**

WHEREAS, the employment contract for Dr. Christina Van Woert, Superintendent of Schools, provides for merit goals pursuant to N.J.A.C. 6A:23A-3.1 € (10); and

WHEREAS, Dr. Christina Van Woert, Superintendent of Schools, successfully attained the following Qualitative Goals as outlined below.

Qualitative Merit Goals	
Create an Action Plan for diagnosing learning gaps in student achievement levels as a result of the pandemic and formulate strategies to mitigate these learning gaps where they exist.	2.5% of salary
Research and update the Chester School District Policy Manual accordingly to ensure that all Chester School District policies currently reflect the educational regulations and code of New Jersey in this current COVID-19 public health crisis.	2.5% of salary

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THEREFORE BE IT RESOLVED, that the Chester Board of Education hereby awards compensation for the above mentioned goal as outlined in the Superintendent's contract and detailed below, payable in the 2020-2021 school year.

**12f. Approves Substitute**

RESOLVED, that the Chester Board of Education approve the following substitute beginning March 1, 2021 through June 30, 2021; the criminal history background check has been completed.

Elizabeth Skrinski

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

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

Roll Call Vote	AC	CKC	RF	SK	CL	HR	MT	Vacant	KW

**13. 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 March 15, 2021 at \_\_\_\_ p.m. to discuss HIB cases #3 and #4. 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	CKC	RF	SK	CL	HR	MT	Vacant	KW

**14. Return to Public Session**

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

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

Roll Call Vote	AC	CKC	RF	SK	CL	HR	MT	Vacant	KW

**15. Unfinished Business**

**16. New Business**

**17. Adjournment**

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

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

Roll Call Vote	AC	CKC	RF	SK	CL	HR	MT	Vacant	KW



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