



**CHESTER  
BOARD OF EDUCATION**

**VIRTUAL VIA GOOGLE MEET**

**ANNUAL REORGANIZATION MEETING  
(N.J.S.A. 18A:10-3)**

**MONDAY, JANUARY 4, 2021**

**7:00 P.M.**

**CHESTER BOARD OF EDUCATION  
AGENDA  
REORGANIZATION MEETING  
January 4, 2021**

*A reorganization meeting of the Chester Board of Education will be held on Monday, January 4, 2021  
At 7:00 p.m. via Google Meet.*

**1. Call to Order**

Tanya Dawson, School Business Administrator and Board Secretary, shall serve as Presiding Officer pro tempore until the election of a President. (Policy 9322.1)

**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 will be posted on the District website prior to the Board meeting.

**REORGANIZATION MEETING OF THE  
CHESTER BOARD OF EDUCATION**

**3. Results of the Annual School Election**

Tanya Dawson, School Business Administrator and School Board Secretary will report on the results of the annual school election held on November 3, 2020.

<b>Candidate for Three Year Term</b>	<b>Votes</b>
Rebekah Forlenza	3,615
Christopher Lowry	3,594
Liz Madinabeitia	3,560
Carolyn Kleppe-Collins (One two year unexpired term)	3,771

**4. Oaths of Office**

Administered by Tanya Dawson, Board Secretary, to the newly elected Board Members: (Policy 9115, N.J.S.A.18A:12-2.1, R.S. 41:1-3) Rebekah Forlenza, Christopher Lowry, Liz Madinabeitia and Carolyn Kleppe-Collins.

**5. Roll Call**

Amy Collins		Liz Madinabeitia	
Carolyn Kleppe-Collins		Heather Ronco	
Rebekah Forlenza		Mike Tomasco	
Sara Kalashian		Kerri Wright	
Christopher Lowry		Quorum	Y N

**6. Pledge of Allegiance**

**7. Election of President**

The Board Secretary declares nominations are in order for the position of President.

Nomination: \_\_\_\_\_ is nominated by \_\_\_\_\_, seconded by \_\_\_\_\_

Nomination: \_\_\_\_\_ is nominated by \_\_\_\_\_, seconded by \_\_\_\_\_

Vote for President	AC	RF	SK	CL	LM	HR	RS	MT	KW
Name									
Name									

**Election Results:**

In accordance with N.J.S.A. 18A:15-1 and Policy 9121, the Chester Board of Education elects \_\_\_\_\_ as President of the Chester Board of Education effective January 4, 2021 for a term prescribed by law.

**8. President Takes Chair**

**9. Election of Vice President**

The President declares nominations are in order for the position of Vice President.

Nomination: \_\_\_\_\_ is nominated by \_\_\_\_\_, seconded by \_\_\_\_\_

Nomination: \_\_\_\_\_ is nominated by \_\_\_\_\_, seconded by \_\_\_\_\_

Vote for Vice President	AC	RF	SK	CL	LM	HR	RS	MT	KW
Name									
Name									

**Election Results:**

In accordance with N.J.S.A. 18A:15-1 and Policy 9121, the Chester Board of Education elects \_\_\_\_\_ as Vice President of the Chester Board of Education effective January 4, 2021 for a term prescribed by law.

**10. Vice President Takes Chair**

**11. Reorganization Action Items**

**11a. Approves Committee and Administrative Appointments**

RESOLVED, that the Chester Board of Education approves the following committee appointments:

Assignments	Members Assigned
Curriculum & Personnel/Governance Committee	
Finance, Buildings/Grounds and Transportation Committee	
Negotiations Committee	

**11b. Appoints Delegate to New Jersey School Boards Association (NJSBA)**

WHEREAS, the Chester Board of Education desires to send a delegate and alternate to the New Jersey School Boards Association; and

WHEREAS, the Board of Education Policy 9140 states that such designation be established by the Board President,

RESOLVED, that Board of Education recognizes the appointment of \_\_\_\_\_ as delegate and \_\_\_\_\_ as an alternate to the New Jersey School Boards Association, (N.J.S.A. 18A:6-46), effective immediately until the next reorganization meeting as prescribed by law.

**11c. Appoints Delegate to Morris County School Boards Association (MCSBA)**

WHEREAS, the Chester Board of Education desires to send a delegate to the Morris County School Boards Association; and

WHEREAS, the Board of Education Policy 9140 states that such designation be established by Board President Appointment,

RESOLVED, that the Board of Education recognizes the appointment of \_\_\_\_\_ as delegate to the Morris County School Boards Association, effective immediately until the next reorganization meeting as prescribed by law.

**11d. Appoints Delegate to Educational Services Commission of Morris County**

WHEREAS, the Chester Board of Education desires to send a delegate to the Educational Services Commission of Morris County, and

WHEREAS, the Board of Education Policy 9140 states that such designation be established by board president appointment,

RESOLVED, that the Board of Education recognizes the appointment of \_\_\_\_\_ as delegate to the Educational Services Commission of Morris County, effective immediately until the next reorganization meeting prescribed by law.

**11e. Approves NJSBA Code of Ethics as Official Code of Ethics**

RESOLVED, that the New Jersey School Boards Association “Code of Ethics” shall be considered the official Code of Ethics of the Chester Board of Education:

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my Board action to policy-making, planning, and appraisal and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.

- f. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

**11f. Approves Meeting Schedule of the Chester Board of Education**

WHEREAS, the Chester Board of Education is directed to meet at least once every two months during the period in which the schools in the District are in session (N.J.S.A. 10:4-18, 18A:10-6); and

WHEREAS, the Open Public Meetings Act requires notice of regularly scheduled meetings within seven days following the Annual Organization Meeting of the Board,

THEREFORE BE IT RESOLVED, that the following notice of regularly scheduled meetings be adopted:

NOTICE is hereby given that a Regular Meeting of the Chester Board of Education will be held at Chester Board Of Education Office on or about the second Tuesday of each month commencing at 7:00 p.m. at the Chester Board of Education Office or during the COVID-19 public health emergency meetings are held via Google Meet;

BE IT FURTHER RESOLVED, that the aforesaid notice of regularly scheduled meetings will be posted in the Board of Education Administrative Office, 50 North Road, Building 4, Chester, New Jersey.

BE IT FURTHER RESOLVED, that the aforesaid notice be mailed to the Daily Record the newspaper designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act.

BE IT FURTHER RESOLVED, that the aforesaid notice be filed with the Clerk of Chester Borough and of Chester Township and the Chester Post Office.

BE IT FURTHER RESOLVED, that the regular meetings during the period of January 2021 through December 2021 shall be as listed below:

Day	Meeting Date	Meeting	Time
Monday	January 4, 2021	Reorganization Meeting	7:00 p.m.
Tuesday	January 19, 2021	Regular Meeting	7:00 p.m.
Tuesday	February 16, 2021	Regular Meeting	7:00 p.m.
Monday	March 1, 2021	Regular Meeting-Budget Prep	7:00 p.m.
Monday	March 15, 2021	Regular Meeting-Budget Approval	7:00 p.m.
Tuesday	April 13, 2021	Regular Meeting	7:00 p.m.
Wednesday	April 28, 2021	Regular Meeting-Budget Hearing	7:00 p.m.

Tuesday	May 11, 2021	Regular Meeting	7:00 p.m.
Friday	May(TBD) 2021	Board Retreat	9:00 a.m.
Tuesday	June 1, 2021	Regular Meeting (BRMS)	7:00 p.m.
Tuesday	June 22, 2021	Regular Meeting	7:00 p.m.
Monday	August 16, 2021	Regular Meeting	7:00 p.m.
Tuesday	September 14, 2021	Regular Meeting	7:00 p.m.
Tuesday	October 12, 2021	Regular Meeting	7:00 p.m.
Monday	November 15, 2021	Regular Meeting	7:00 p.m.
Tuesday	December 14, 2021	Regular Meeting	7:00 p.m.

**Notes:**

- Special Public Meetings where official action is taken will be scheduled as needed with proper notice.
- Closed Executive Sessions with the public excluded for discussion of personnel and legal matters, will be authorized as needed by resolution during public meetings or by special notice.

**11g. Approves Board Policies and Bylaws**

RESOLVED, that the Chester Board of Education adopts and shall be governed in all actions and business to come before this Board by the written Board Policies, Regulations, and Job Descriptions adopted and contained in the Board of Education Policy Manual.

**11h. Approves District-Wide Curriculum**

RESOLVED, that the Chester Board of Education, in accordance with N.J.S.A. 18A:33-1 and Policy 6140 approves the following curriculum for the 2021-2022 school year:

English Language Arts	Mathematics	Science
Social Studies	Technology	World Language
Visual & Performing Arts	Comprehensive Health & Physical Education	21 <sup>st</sup> Century Life & Careers

The above curricula include statutorily required concepts as listed below:

**Health & Physical Education:** includes instruction in drug and alcohol educations under N.J.S.A. 18A:40A-1 and N.J.A.C. 6:29-6.6, in accordance with N.J.S.A. 18A:35-5, 7, 8 and Accident Fire Prevention in accordance with N.J.S.A. 18A:6-2.

**Social Studies:** includes instruction in NJ Civics, History and Geography under N.J.S.A. 19A:35-3 and includes instruction in the United States Constitution under N.J.S.A. 18A:6-3 and the Holocaust N.J.S.A. 18A:35-28. Patriotic exercises in accordance with N.J.S.A. 18A:36-13, Arbor Day in accordance with N.J.S.A. 18A:36-9, and Flag Day in accordance with N.J.S.A. 18A:36-6.

**11i. Approves Appointments**

RESOLVED that the Chester Board of Education approves the following appointments which are in effect until the next board reorganization meeting or changed by resolution:

POSITION	APPOINTMENT
Board Secretary	Tanya Dawson

Assistant Board Secretary	Lora Orchard and Dr. Christina Van Woert
Auditing Firm	Nisivoccia LLP
Treasurer of School Monies	Mary Parasugo
Board Attorney	Matthew Giacobbe <i>Cleary Giacobbe Alfieri Jacobs, LLC</i>
Architect of Record	EI Associates Parette Somjen Architects LLC
School Physician	Dr. Thomas Porter
Risk Management Consultant	Brown & Brown Metro
Continuing Disclosure Agent	Phoenix Advisors, LLC
Right to Know Contact Person	Evan Morley
Asbestos/AHERA Coordinator	Evan Morley
Integrated Pest Management	Evan Morley
Safety Coordinator	Evan Morley
Affirmative Action Officer	Tanya Dawson
District Purchasing Agent	Tanya Dawson
Open Public Records Act Officer	Tanya Dawson
Public Agency Compliance Officer	Tanya Dawson
Investments and Wires Designated Officer	Tanya Dawson
Attendance Officer/Dickerson School	Melissa Fair
Attendance Officer/Bragg School	Michele Stanton
Attendance Officer/BRMS School	Andrew White
American Disability Act Coordinator	Dr. Jeanette Krone
Section 504 Officer/Dickerson School	Melissa Fair
Section 504 Officer/Bragg School	Michele Stanton
Section 504 Officer/BRMS School	Andrew White
School Safety Specialist	Brad Currie
Anti-Bullying Compliance Coordinator (HIB)	Brad Currie
Homeless Student Liaison	Dr. Jeanette Krone
Title IX Coordinator	Dr. Jeanette Krone
Custodian of Records— <i>Personnel and Student</i>	Dr. Christina Van Woert
Custodian of Records— <i>Business and Financial</i>	Tanya Dawson
Tax Sheltered Annuity 403(b) 457 (b)	AXA Equitable Life, Vanguard and Voya Financial

**11j. Approves Standard Operating Procedure Manual**

RESOLVED, that the Chester Board of Education approves, pursuant to N.J.A.C. 6A:23A-6.6, the Standard Operating Procedure Manual for the Chester School District.

**11k. Approves School Depositories and Signatures**

RESOLVED, that the Chester Board of Education approves that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below (N.J.S.A 19-1):

Account	Signature	Bank	Account#
General Operating (3 Signatures)	Treasurer  Board President or Vice President  Business Administrator or Superintendent	Valley National Bank	041-08753-4
Capital Reserve	Business Administrator	Valley National Bank	041-08754-2

(Online Transfer Only)	or Senior Accountant		
Payroll (1 Signature)	Treasurer or Board President	Valley National Bank	041-08755-0
Payroll Agency (1 Signature)	Treasurer or Board President	Valley National Bank	041-08756-9
Cafeteria (2 Signatures)	Treasurer Business Administrator or Superintendent	Valley National Bank	041-08758-5
Unemployment (2 Signatures)	Treasurer Business Administrator or Superintendent	Valley National Bank	041-08757-7
Dickerson General Organization (2 Signatures)	Principal or Principal's Secretary Business Administrator or Superintendent	Valley National Bank	041-08759-3
Bragg General Organization (2 Signatures)	Principal or Principal's Secretary Business Administrator or Superintendent	Valley National Bank	041-08761-5
BRMS General Organization (2 Signatures)	Principal or Principal's Secretary Business Administrator or Superintendent	Valley National Bank	041-08763-1
BRMS Student Athletic (2 Signatures)	Principal or Principal's Secretary Business Administrator or Superintendent	Valley National Bank	041-08765-8
Maintenance Reserve (Online Transfer Only)	Business Administrator or Senior Accountant	Valley National Bank	041-61468-2
BOE Miscellaneous (2 Signatures)	Business Administrator or Superintendent Payroll Administrator or Administrative Assistant to	Valley National Bank	041-08767-4



	Superintendent		
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**11l. Approves Bank Resolution**

WHEREAS, the Chester Board of Education (the “Public Entity”) desires to obtain certain cash management services from Valley National Bank (the “Bank”), pursuant to the terms and conditions set forth in the Master Cash Management Services Agreement between the Company and Bank along with the applicable Service Supplements, the Selection of Services Schedule and Service Addenda incorporated therewith (collectively the “Cash Management Documents”); and

WHEREAS, that the Public Entity make, execute and deliver the Cash Management Documents, and make all representations, warranties, covenants and guaranties contained in the Cash Management Documents; and

NOW THEREFORE BE IT RESOLVED, that the Cash Management Documents and any and all other contemporaneous or supporting documents may be in such form and may contain such other terms, provisions, conditions, stipulations and agreements, as shall be consented to, now or at any time in the future, by an officer, manager, or partner, as applicable, of the Chester Board of Education required by Bank to obtain the cash management services from Bank:

<u>Name</u>	<u>Title</u>
Mary Parasugo	Treasurer
TBD	Board President
TBD	Board Vice President
Dr. Christina Van Woert	Superintendent
Tanya Dawson	Business Administrator/Board Secretary

BE IT FURTHER RESOLVED, that the above officers, managers, or partners are authorized to act any two; and

BE IT FURTHER RESOLVED, that any of the above mentioned officers, managers or partners, as applicable, of the Chester Board of Education, any successors in office and any of their designees is, acting in the manner noted above, authorized, on behalf of the Chester Board of Education and in its name, to perform or receive all activities and services contemplated under the Cash Management Documents, including, without limitation, management of the Public Entity’s accounts, transfers of funds between Public Entity’s accounts, transfer of funds to or from third parties by ACH, or wire transfer or other electronic means permitted under the Cash Management Documents, receipt of lockbox services and any other cash management activities; and

BE IT FURTHER RESOLVED, that Bank is hereby authorized to honor any order or instruction, whether written (including by email, website functions, or other electronic means, including, without limitation, ACH or wire transfer) or oral (including by telephone), to transfer monies between any accounts of the Public Entity or to an account of any third party by any person representing himself to be one of the authorized signatories or by any use of the functionalities provided by the cash management services under the Cash Management Documents and Bank shall be entitled to rely on such person’s statements and the use of such functionalities as to his or her or the user’s identity and authority to make the transfer.

**11m. Approves Designation of Official Newspaper for Legal Notices**

RESOLVED, that the Chester Board of Education designates The Daily Record as the official newspaper for legal notices and the Observer Tribune be so designated should it be impossible to advertise in Daily Record for reasons of timely notice, emergency, or other reasons (N.J.S.A 18A:14-19, 22-11, 39-3 and 10:4-8d), and

BE IT FURTHER RESOLVED, that the board secretary send all notices of any regular, special, or rescheduled meeting to any individual requesting to be placed on a mailing list as provided by N.J.S.A. 10:4-19 and upon the prepayment of a fee of \$30.00 per year. Such requests for notices under this resolution shall terminate at midnight on June 30<sup>th</sup> of each school year.

**11n. Approves Petty Cash Organization Accounts**

WHEREAS, there has been established a petty cash fund for the purpose of making immediate payments of comparatively small amounts as per Policy 3451; and

WHEREAS, the State Board of Education has amended N.J.A.C. 6:20-2.10 to establish requirements which strengthen the fiscal controls and accountability for petty cash funds.

THEREFORE BE IT RESOLVED that the Chester Board of Education authorizes the establishment of the following petty cash funds in the amounts and responsible parties indicated below:

<u>School</u>	<u>Amount</u>	<u>Responsible Party</u>
Athletics	\$2,500	Board Secretary
Board Office	\$750	Board Secretary
Cafeteria	\$250	Board Secretary

*Each responsible person shall insure that:*

- a. Petty cash funds are spent only for budgeted items.
- b. Petty cash funds are not to be used for travel or food reimbursement.
- c. No single purchase for petty cash may exceed \$120 for Athletics or \$75 for Board Office.
- d. Funds are not used to subvert the regular purchasing procedures.
- e. The checking accounts are to be reconciled on a monthly basis and reported to the board.
- f. Petty cash is distributed in check form on the signature of Responsible party.
- g. All disbursements for petty cash shall be reported at the next regular meeting of the Board as it is reimbursed. All petty cash funds shall be established by board approved voucher and all unused cash is to be returned to the depository at the close of each fiscal year.

**11o. Approves Purchasing Agent**

WHEREAS N.J.S.A. 18A:18A-3 provides that contracts that do not annually exceed in the aggregate, the bid threshold (currently \$44,000) may be awarded by the purchasing agent without advertising for bids when so authorized by Board Resolution, and

WHEREAS N.J.S.A. 18A:18A-37 provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations, if so authorized by Board Resolution,

BE IT RESOLVED that the Chester Board of Education approves Tanya Dawson as the Purchasing Agent for the district according to the rules and regulations of P.L. 1999 c.440, and

BE IT FURTHER RESOLVED that the Purchasing Agent is authorized to award contracts up to the bid threshold of \$40,000 and establish the quote threshold at \$6,000 as per N.J.S.A. 18A:18A-2.

**11p. Authorizes the Use of State Contracts**

WHEREAS, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, the Chester Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Chester Board of Education desires to authorize its purchasing agent for the 2021-2022 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED, that Chester Board of Education does hereby authorize the District Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

**11q. Approves Chart of Accounts**

RESOLVED, that the Chester Board of Education designates the NJDOE Chart of Accounts as the minimum Chart of Accounts for use in the district; and

BE IT FURTHER RESOLVED, that the Business Office is authorized to add additional sub-account designations (both within the existing sub-accounts as well as additional positions), as the School Business Administrator may deem necessary; and

BE IT FURTHER RESOLVED, that the Superintendent is authorized to make any necessary transfers below the level of the NJDOE Chart of Accounts.

**11r. Approves Collection and Maintenance of Pupil Records**

RESOLVED, that the Chester Board of Education authorizes certified school personnel to collect and maintain the following mandated pupil records as per N.J.A.C. 6A:32-7.3:

1. Personal data, which identify each pupil, enrolled in the school district. These data shall include the pupil’s name, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed.
2. Record of daily attendance.
3. Description of pupil progress according to the system of pupil evaluation used in the district; including record grade levels or other program assignments.
4. History and status of physical health compiled in accordance with state regulations including results of any physical examination given by qualified district employees.
5. Records pursuant to rules and regulations regarding education of students with disabilities.
6. All other records required by State Board of Education.

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

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

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

**REGULAR MEETING OF THE CHESTER BOARD OF EDUCATION**  
**January 4, 2021**  
**AGENDA**

**12. 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 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.*

**13. Approval of Minutes**

**13a. Approves Regular Meeting Minutes from December 8, 2020**

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on December 8, 2020.

**13b. Approves Regular Meeting Executive Minutes from December 8, 2020**

RESOLVED, that the Chester Board of Education approves the Regular meeting Executive minutes of the meeting held on December 8, 2020.

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

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

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

**14. Buildings, Grounds, Transportation/Finance**

**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 12/15/20	\$612,104.76
Payroll 12/22/20	\$617,023.50
Bills List 12/15/20	\$233,221.62

**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
January- April 2021	Danielle Meekings IMSE Orton-Gillingham Comprehensive Training	\$1,275	Virtual	\$1,275
January- April 2021	Deborah Foster IMSE Orton-Gillingham Comprehensive Training	\$1,275	Virtual	\$1,275

**14c. 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, 2020; and

WHEREAS, the Auditor conducted an exit conference with the administration and publically 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, 2020 and submitted by the firm Nisivoccia LLP; and

**14d. Approves Procedures for Remote Public Board of Education Meetings**

WHEREAS, on September 24, 2020, the New Jersey Department of Community Affairs ("DCA"), Division of Local Government Services, issued Local Finance Notice 2020-21, advising that emergency regulations have been promulgated regarding procedures for remote public meetings, which are codified at N.J.A.C. 5:39-1.1 through 1.7; and,

WHEREAS, for the last several months, in response to the ongoing COVID-19 emergency and the state of emergency that remains in effect throughout New Jersey, the Board of Education has been holding its meetings as both in-person and remote public meetings and,

**WHEREAS**, for reasons of public health and safety, and given the ongoing community spread of COVID-19, remote access is likely to continue for the foreseeable future; and,

**WHEREAS**, the Board of Education has already engaged in considerable efforts to ensure that the public has notice of and the ability to actively participate remotely and consistent with the regulatory requirements, wishes to formally re-confirm certain of these procedures via this Resolution as required by the DCA's emergency regulations.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education as follows:

1. These procedures are applicable to remote public meetings of the Board of Education when it intends to conduct public business during a declared emergency pursuant to N.J.A.C. 5:39-1.2 if the emergency requires capacity restrictions and/or reasonably prevents the Board of Education from safely conducting public business at a physical location with members of the public present.
2. The Board of Education shall follow the requirements of N.J.A.C. 5:39-1.1 through 1.7 to the extent applicable with respect to any remote public meeting held during a declared public emergency.
3. Members of the public shall have the opportunity to make public comment at any remote public meeting of the Board of Education. The time period for public comment at a remote public meeting is limited to 3 minutes per speaker. All speakers must identify themselves by their full names. Speakers are not required to appear on video while making a public comment, but may choose to do so.
4. Additionally, members of the public may submit written comments to be audibly read into the record by the Board Secretary during the public comment portion of any remote public meeting of Board of Education. Such comments may be submitted to the Business Administrator/Board Secretary by e-mailing [publiccomment@chester-nj.org](mailto:publiccomment@chester-nj.org) or via regular mail to 50 North Road, Chester, NJ 07930. Such comments must be received by the Business Administrator/Board Secretary by 12:00 p.m. on the day of the meeting to ensure that they will be read into the record. Any person who speaks during the public comment portion of a remote public meeting may not also have a comment read into the record. The Board Secretary will stop reading a written comment into the public record once the 3 minute limit is reached.
5. The Board of Education retains the authority to pass over duplicate written comments, however, each duplicate comment shall be noted for the record with the content summarized, provided, however, that the Board of Education shall do so in a fair and reasonable manner so as to ensure all of the various sides of a contentious issue are fairly reflected in the record.
6. The Board of Education will not accept text-based public comment received during a remote public meeting held through an electronic communications platform or Internet-accessible technology, even if the platform or technology provides for same.
7. Appropriate decorum should be exercised at all times. After providing an appropriate warning, the Board President or other presiding officer of the meeting

shall have the authority to place a disruptive person on mute, precluding the person from making or continuing to make a public comment, or for gross and repeated violations of the demeanor requirements, expulsion from the meeting, as provided for by N.J.A.C. 5:39-1.4(h).

8. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the communications technology being used, shall be announced at the beginning of each remote public meeting.

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

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

## 15. Curriculum/Governance/Personnel

### 15a. Approves Field Experience and Classroom Student Teaching Placement

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves field experience placement and classroom student teaching placement for Devon Villacampa from Drew University, Madison, NJ, under the guidance of Joseph Pizzo, 7<sup>th</sup> grade ILA Teacher effective January 4, 2021 through the remainder of the 2020-2021 school year.

### 15b. Approves Long Term Substitute (Saucedo)

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Denielle Saucedo as a long term leave replacement for Andrea Varughese assigned to Dickerson School, at a salary of \$57,410.00, Step 1 MA prorated to \$37,038.72 with benefits effective January 4, 2021 through June 30, 2021 pending the approval of the criminal history background check for school employees and compliance with NJ P.L.2018, c 5.

### 15c. Approves Practicum Student (Rinaldi)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Gianna Rinaldi from the Rutgers Graduate School of Applied Professional Psychology as a practicum student under the guidance of Dr. Melissa Scherzer and Dr. Sarah Southwick, school psychologists, for the remainder of the 2020-2021 school year and the 2021-2022 school year, effective January 28, 2021.

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

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

**16. Public Commentary**

**17. Unfinished Business**

**18. Adjournment**

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

<b>Roll Call Vote</b>	<b>AC</b>	<b>CKC</b>	<b>RF</b>	<b>SK</b>	<b>CL</b>	<b>LM</b>	<b>HR</b>	<b>MT</b>	<b>KW</b>