

**REGULAR MEETING  
OCTOBER 13, 2020  
AGENDA**

*A regular meeting of the Chester Board of Education will be held on  
October 13, 2020 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		Liz Madinabeitia	
Carolyn Kleppe-Collins		Heather Ronco	
Rebekah Forlenza		Mike Tomasco	
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**

**6. President's Comments**

**7. Presentations**

**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. Approval of Minutes**

**9a. Approves Regular Meeting Minutes from September 14, 2020**

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on September 14, 2020.

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>

**10. Committee of The Whole—All.**

**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.

<b>Bills List</b>	<b>Totals</b>
Payroll 09-15-2020	\$123,809.51
Payroll 09-30-2020	\$645,845.76
Bills List 09-29-2020	\$38,766.38
Bills List 10-13-2020	\$715,300.08

**11b. Approves Monthly Appropriation Transfers for August 2020**

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

**11c. Approves Monthly Transfer Report for August 2020**

RESOLVED, that pursuant to N.J.A.C. 6A:23A-13.3, the Chester Board of Education approves the Monthly Report of Transfers for August 2020; a copy of which is available for public review in the Chester Board of Education Business Office.

**11d. Approves Board Secretary Report for August 2020**

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 August 2020; a copy of which is available for public review in the Chester Board of Education Business Office.

**11e. Approves Board Treasurer Report for August 2020**

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 August 2020; a copy of which is available for public review in the Chester Board of Education Business Office.

**11f. Approves Certification of Secretary and Treasurer Report for August 2020**

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 August 2020 and that no major account or fund has been over-expended.

**11g. 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	<u>Employee</u> Conference/Workshop	Registration- Tuition	Travel Misc.	Estimated Total Expense
11/19/2020- 11/20/2020	Joseph Pizzo NCTE Annual Conference	\$250	Virtual	\$250
11/11/2020, 11/12/2020 12/15/2020	Christa Bedkowski Intervening for Literacy Success-hosted by Heinemann	\$635	Virtual	\$635
11/11/2020, 11/12/2020 12/15/2020	Erica David Intervening for Literacy Success-hosted by Heinemann	\$635	Virtual	\$635
11/11/2020, 11/12/2020 12/15/2020	Deb Foster Intervening for Literacy Success-hosted by Heinemann	\$635	Virtual	\$635
10/15/2020	Dr. Melissa Scherzer 38 <sup>th</sup> Annual Autism Conference	\$148	Virtual	\$148

**11h. Approves Out-of-District Placement**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following out-of-district placement for the 2020-2021 school year:

Student #	School Placement	Tuition Rate
19024	Windsor Learning Center	\$52,808.00

**11i. Approves Snow Removal (Fairmount Services, LLC)**

RESOLVED, that the Chester Board of Education renews Snow Bid 20-02 for snow removal services by Fairmount Services, LLC (year2) for the 2020-21 school year.

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

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

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

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

**12a. Amends Resolution 12e from September 14, 2020 Meeting (Mahr)**

RESOLVED, that the Chester Board of Education amends Resolution 12e from the September 14, 2020 meeting to extend the date of Dylan Mahr as a long term substitute for employee #1088 **from:** November 25, 2020 **to:** December 23, 2020.

**12b. Approves Long Term Substitute (Lemp)**

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Valerie Lemp as a long term maternity leave replacement at Dickerson School for employee #1232 effective August 24, 2020 through June 30, 2020 at Step 1 BA at an annual salary of \$51,580 with benefits.

**12c. Approves Advancement on Guide**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves advancement on the salary guide for the following staff members effective October 1, 2020:

Name	Current Step/Guide	Advance Step/Guide
Brian Seely	BA	BA+15

**12d. Approves Submission of Self-Assessments of HIB Grades Statement of Assurance**

RESOLVED, that upon the recommendation of the Superintendent that the Chester Board of Education approves submission of the 2020-2021 Statement of Assurance for self-assessments for determining HIB grades under the Anti-Bullying Bill of Rights Act.

**12e. Accepts Resignation (Norton)**

RESOLVED that the Chester Board of Education accepts the resignation of Jamie Norton, a Social Worker at Bragg School, effective October 23, 2020.

**12f. Accepts Retirement (Gilbert)**

RESOLVED, that the Chester Board of Education accepts the retirement of Jean Gilbert, a 6<sup>th</sup> grade Science Teacher at Black River Middle School with much gratitude for 19 years of service, effective October 1, 2020.

**12g. Approves 6<sup>th</sup> Grade Science Teacher for BRMS (Willis)**

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Lorri Willis as a 6<sup>th</sup> grade Science Teacher assigned to Black River Middle School, at a salary of \$60,010 prorated to \$50,708.45 with benefits effective October 19, 2020 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.

**12h. Approves Custodian (Tursi)**

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Iris Tursi as a Custodian assigned to Dickerson School, at a salary of \$36,500 prorated to \$25,854.19 with benefits effective October 16, 2020 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.

**12i. Approves Custodian (Schuhlein)**

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Austin Schuhlein as a Custodian assigned to Black River Middle School, at a salary of \$35,500 prorated to \$24,406.22 with benefits effective October 26, 2020 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.

**12j. Amends Resolution 12c from September 14, 2020 Meeting (Capan)**

RESOLVED, that the Chester Board of Education amends Resolution 12c. from the September 14, 2020 meeting to translate documents from English to Spanish **From:** for up to 10 hours per month **To:** for up to 20 hours per month for the 2020-2021 school year at the professional hourly rate of \$62 for a total cost of up to \$6,200.

**12k. Amends 2020-2021 School Calendar**

RESOLVED that the Chester Board of Education amends the 2020-2021 school calendar to add November 3, 2020 as an All Virtual Day for learning.

**12l. Designates Week of Respect**

WHEREAS, N.J.S.A. 18A:37-29 establishes the first Monday in October to be Week of Respect; and

WHEREAS, the Chester Board of Education recognizes the importance of character education, shall observe the week by developing age appropriate instruction focusing on preventing harassment, intimidation or bullying as defined in section 2 of P.L.2002, c.83; and

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WHEREAS, the law also directs throughout the school year that a school district shall provide ongoing age appropriate instruction on preventing harassment, intimidation, bullying in accordance with core curriculum content standards.

RESOLVED that the Chester Board of Education designates October 5-9, 2020 as “Week of Respect.”

**12m. Designates School Violence Awareness Week**

WHEREAS, N.J.S.A. 18A:36-5.1. establishes the third Monday in October to be School Violence Awareness Week; and

WHEREAS, the Board of Education has provided certified specialists to develop age appropriate opportunities for student discussion on conflict resolution, issues of student diversity, and tolerance; and

WHEREAS, the law identifies this week as a Week of School Violence Awareness.

BE IT RESOLVED that the Chester Board of Education designates October 19-23, 2020 as “School Violence Awareness Week.”

**12n. Designates School Red Ribbon Week**

WHEREAS, alcohol and drug abuse affect individuals, families and communities across the nation; and

WHEREAS, it is imperative that visible, unified prevention education efforts by community members be launched to prevent drug abuse; and

WHEREAS, Red Ribbon Week offers citizens the opportunity to demonstrate their commitment to drug-free lifestyles; and

WHEREAS, Red Ribbon Week will be celebrated in communities across the nation on October 23-31; and

WHEREAS, business, government, law enforcement, media, health care providers, religious institutions, schools, and other community-based organizations will demonstrate their commitment to healthy, drug-free lifestyles by wearing red ribbons and participating in drug prevention activities; and

WHEREAS, the community of the Chester School District further commits its resources to ensure the success of the Red Ribbon Campaign;

NOW, THEREFORE, BE IT RESOLVED the Chester Board of Education does hereby proclaim October 23-31, 2020, as RED RIBBON WEEK, and encourages all to participate in drug prevention education activities, not only during Red Ribbon Week, but all year long, making a visible statement that we are strongly committed to a drug-free community.

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**12o. Approves Organization Chart**

RESOLVED, that the Chester Board of Education approves the Organization Chart for the 2020-2021 school year and affixes a copy to the minutes of this meeting.

**12p. Approves Title I Salaries-ESSA Grant**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following Title 1 teachers for the 2020-2021 school year, at the following annual salaries of including any benefits, to be paid from the ESSA Grant award:

Teacher	Salary
Robyn Cawood	\$25,990
Deborah Foster	\$52,945

**12q. Accepts Resignation (Middings)**

RESOLVED that the Chester Board of Education accepts the resignation of Casandra Middings, a Paraprofessional at Bragg School, effective October 30, 2020.

**12r. Approves Leave (EMP#1125)**

RESOLVED: that the Board of Education approves the following personal leave of absence for employee #1125:

Description	Dates
Leave (Start Date)	10/05/2020
Accumulated Sick Days (Applied)	16.5
FMLA/NJFLA Start Date (unpaid with benefits)	10/29/2020
Date of Return (Anticipated)	02/01/2021

**12s. Approves Leave (EMP#1016)**

RESOLVED: that the Board of Education approves the following EFMLEA leave of absence for employee # 1016:

EPSLA Dates 1 week designated as EFMLEA	11/30/2020-12/4/2020
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**12t. Approves Staff to Provide Home Instruction**

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Christa Bedkowski to provide home instruction to student #19024 up to 6 hours per week starting September 21, 2020 through October 7, 2020.

**12u. Approves CST Members as Case Managers**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following CST members as case managers at the professional

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hourly rate of \$62.00 up to 10 hours per case from July 6, 2020, through August 23, 2020.

Sarah Southwick: School Psychologist up to 3 cases  
Amy Hayes: Social Worker 1 case

**12v. Approves Staff to Provide Supplemental Services**

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Jennifer Yeager to provide supplemental services of 4 hours to student #19812 at the contract professional rate of \$62 an hour for the week of August 16, 2020.

**12w. Approves Salary Increase (Bruhn)**

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves a salary increase for Matthew Bruhn up to \$41,000, prorated, to \$40,113, effective November 1, 2020 for the 2020-2021 school year.

**12x. Approves Merit Salary Bonuses for Superintendent's Contract**

WHEREAS, N.J.A.C. 6A:23A-3.1 permits a board of education to include in its contract with the Superintendent of Schools, quantitative and qualitative criteria and associated merit salary bonuses in recognition of their achievement during the school year, and

WHEREAS, the Chester Board of Education has now developed a set of annual goals for the 2020-2021 school year that it wishes to include in its contract with the Superintendent,

NOW, THEREFORE BE IT RESOLVED that the Chester Board of Education establishes the following quantitative and qualitative criteria and merit salary bonuses:

Quantitative Merit Goals	Percentage
Strategically manage the loss of state aid and the increased costs associated with returning to school during this unprecedented pandemic period for PPE, additional personnel and equipment while maintaining a balanced budget by reallocating resources and utilizing our capital and maintenance reserved for these purposes.	3.3% of salary
Research and analyze the current state of the school district to ensure that even in this current COVID-19 climate, the district is prepared to successfully comply with QSAC regulations.	3.3% of salary
Qualitative Merit Goals	
Research, analyze and incorporate all provisions and regulations from the State of New Jersey's Road Back Plan throughout the continual planning process and full implementation of the Chester School District's Road Back to Chester Plan.	2.5% of salary
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



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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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**12y. Approves Merit Salary Bonus for Business Administrator (Dawson)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following criteria and merit salary bonus for the Business Administrator, Tanya Dawson, for the 2020-2021 school year:

Quantitative Merit Goal	Percentage
Strategically manage the loss of state aid and the increased costs associated with returning to school during this unprecedented pandemic period for PPE, additional personnel and equipment while maintaining a balanced budget by reallocating resources and utilizing our capital and maintenance reserved for these purposes.	2.% of salary

**12z. Approves First Reading and Adoption Policy 6171.2**

RESOLVED, that the Chester Board of Education approves the first reading and adoption of policy 6171.2-Gifted and Talented.

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

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

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

**13. Public Commentary**

**14. 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 October 13, 2020 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	CKC	RF	SK	CL	LM	HR	MT	KW

**15. Return to Public Session**

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

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

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

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**16. Unfinished Business**

**17. New 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>