

**REGULAR MEETING
NOVEMBER 17, 2020
MINUTES**

1. Call To Order

Mike Tomasco, Board President, called the meeting to order on Tuesday, November 17, 2020 at 7:00 p.m. in the courtroom of the Chester Borough Municipal Building, 50 North Road, Chester, NJ 07930. The meeting was also available to the public through the district website quick link page.

2. Sunshine Announcement

Mike Tomasco, Board President, announced 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	Yes	Liz Madinabeitia	Yes
Carolyn Kleppe-Collins	Yes	Heather Ronco	Yes
Rebekah Forlenza	Yes	Mike Tomasco	Yes
Sara Kalashian	Yes	Kerri Wright	Yes
Christopher Lowry (7:06)	Yes	Quorum	Yes

4. Pledge of Allegiance

Mike Tomasco, Board President, led the Board in the 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

●Preliminary Comprehensive Annual Financial Report (CAFR) and Auditor's Management Report (AMR) –Man Lee of Nisivoccia LLP

8. Public Commentary on Agenda Items

None

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The Board took the following action:

9. Approval of Minutes

Upon the motion of Mike Tomasco and seconded by Kerri Wright, the Board approved the following resolutions:

9a. Approves Regular Meeting Minutes from October 13, 2020

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on October 13, 2020.

9b. Approves Regular Meeting Executive Minutes from October 13, 2020

RESOLVED, that the Chester Board of Education approves the Regular meeting Executive minutes of the meeting held on October 13, 2020.

Motion by Mike Tomasco

Seconded by Kerri Wright

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

10. Committee of The Whole—All.

There were no resolutions

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

Upon the motion of Mike Tomasco and seconded by Kerri Wright, the Board approved the following resolutions:

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 10-15-2020	\$619,680.80
Payroll 10-30-2020	\$617,175.51
Payroll 11-13-2020	\$612,972.96
Bills List 10-29-2020	\$291,798.36
Bills List 11-13-2020	\$779,374.01

11b. Approves Monthly Appropriation Transfers for September 2020

RESOLVED, that the Chester Board of Education approves the following transfers within the 2019-2020 budget for the month of September 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 September 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 September 2020; a copy of which is available for public review in the Chester Board of Education Business Office.

11d. Approves Board Secretary Report for September 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 September 2020; a copy of which is available for public review in the Chester Board of Education Business Office.

11e. Approves Board Treasurer Report for September 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 September 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 September 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 September 2020 and that no major account or fund has been over-expended.

11g. Approves Monthly Appropriation Transfers for October 2020

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

11h. Approves Monthly Transfer Report for October 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 October 2020; a copy of which is available for public review in the Chester Board of Education Business Office.

11i. Approves Board Secretary Report for October 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 October 2020; a copy of which is available for public review in the Chester Board of Education Business Office.

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11j. Approves Board Treasurer Report for October 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 October 2020; a copy of which is available for public review in the Chester Board of Education Business Office.

11k. Approves Certification of Secretary and Treasurer Report for October 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 October 2020 and that no major account or fund has been over-expended.

11l. Amends Resolution 11s. from June 23, 2020 (Approves Out-of-District Placement)

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

FROM:

Student #	District	Tuition Rate
19947	New Providence	\$6,244(ESY) \$58,080 (2020-2021 SY)
20379	Mendham Township	\$6,244 (ESY) \$61,180 (2020-2021 SY)

TO:

Student #	District	Tuition Rate
19947	New Providence	\$6,362(ESY) \$60,622 (2020-2021 SY)
20379	Mendham Township	\$58,784 (2020-2021 SY)

11m. Approves Fall Bus Evacuation Drills

RESOLVED, that pursuant to N.J.A.C. 6A:27-11.2, the Chester Board of Education documents that the following bus evacuation drills were held:

1. At Black River Middle School, on October 6th and 7th, 2020 at 1:00 p.m. in the bus pick up line at the front of the school for bus routes 1-11 and Chester BOE Vans 7 and 8 supervised by Principal Andrew White.

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2. At Dickerson and Bragg Schools on October 13th and 14th, 2020 at 2:00 p.m. in the bus pickup/drop-off loop behind the schools for bus routes 1-15 and Chester BOE Vans 5, 7 and 8 supervised by Principals Melissa Fair and Michele Stanton.

11n. Authorizes Submission of Comprehensive Maintenance Plan and M-1

WHEREAS, pursuant to N.J.A.C. 6A:26A, the New Jersey Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities; and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Chester Board of Education are consistent with these requirements; and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid;

NOW THEREFORE BE IT RESOLVED, that the Chester Board of Education hereby authorizes and directs the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 in compliance with New Jersey Department of Education requirements.

11o. Approves Security Grant Submission

RESOLVED, that the Chester Board of Education approves submission of security grant in the amount of \$56,961 to upgrade surveillance cameras district wide.

11p. Approves Capital Improvement Plan

RESOLVED, that the Chester Board of Education approves Approve the District's Capital Improvement Plan presented to the Board in February 2020. The plan will be used to update the Districts Long Range Facility Plan with the Department of Education.

11q. Approves Joint Transportation Agreement for the 2020-2021 School Year

WHEREAS, N.J.S.A. 1SA:39-11 provides that the Boards of Education of two or more school districts may provide jointly for the transportation of pupils to and from any school or schools within or without the district, and

RESOLVED, in order to accomplish the above purposes, **West Morris Regional High School District** and Chester School District are desirous of entering into this non-profit agreement for the transportation of pupils jointly in accordance with the laws of the State of New Jersey, the rules and regulations of the State Board of Education governing the transportation of pupils.

11r. Approves Administrative Budget Calendar

RESOLVED, that the Chester Board of Education approves the Administrative Budget Calendar for the 2021-2022 budget; a copy of which is attached to the minutes of this meeting.

11s. Approve Withdrawal of Funds from the Maintenance Reserve Account

RESOLVED, upon recommendation of the Superintendent of Schools, that per N.J.A.C.

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6A:23A-14.2, the Board of Education approves the withdrawal of funds in the amount of \$34,618 from the Maintenance Reserve Account to be used in General Fund Account 11-000-261-610-006-0X for the purpose of funding enhanced sanitization of school buildings district wide during a health related emergency that is required to make them usable and safe for students and staff related to the COVID-19 health emergency.

11t. Accepts Safety Grant from the New Jersey Schools Insurance Group

RESOLVED, that the Chester Board of Education accepts the New Jersey Schools Insurance Group (NJSIG) award of a safety grant totaling \$14,100.

11u. Accepts IDEA-B Consolidated Grant

RESOLVED, that the Chester Board of Education accepts the IDEA Consolidated-B Grant award amounts for the fiscal year 2021:

Basic	\$284,615.00
Nonpublic	\$33,239.00
Preschool	\$36,785.00

11v. Accepts Preliminary CAFR

RESOLVED that the Chester Board of Education accepts the preliminary Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2020 and the Auditor's Management Report (AMR) for the same period with a recommendation in the CAFR and AMR and attaches a synopsis of the annual audit to the minutes of this meeting.

Motion by Mike Tomasco

Seconded by Kerri Wright

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

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

Upon the motion of Mike Tomasco and seconded by Kerri Wright, the Board approved the following resolutions:

12a. Rescinds Resolution 12i. from October 13, 2020 Meeting

RESOLVED that the Chester Board of Education rescinds Resolution (12i.) from the October 13, 2020 to approve Austin Schuhlein as a Custodian assigned to Black River Middle School.

12b. Amends Resolution 12g. from October 13, 2020 Meeting

RESOLVED that the Chester Board of Education amends Resolution (12g.) from the October 13, 2020 meeting that approves Lorri Willis as a 6th grade Science Teacher assigned to Black River Middle School, at a salary of \$60,010 *to*: \$60,010 Step 8 MA.

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12c. Accepts Retirement (Thieringer)

RESOLVED, that the Chester Board of Education accepts the retirement of Cynthia Thieringer, a Math Coach at Bragg School with much gratitude for 21 years of service, effective December 31, 2020.

12d. Accepts Resignation (Mendez)

RESOLVED, that the Chester Board of Education accepts the resignation of Amanda Mendez, a Cafeteria Aide at Dickerson School effective November 16, 2020.

12e. Approves Job Transfer (Harris)

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves a position transfer for Liza Harris from a .43 FTE Kindergarten Literacy Aide to a 1.0 FTE Paraprofessional assigned to Bragg School at a salary of \$25,524.07, prorated to \$19,143.07 with benefits effective November 16, 2020 through June 30, 2021.

12f. Approves Custodian (Amaya)

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Iris Amaya as a Custodian assigned to Black River Middle School, at a salary of \$36,880 prorated to \$25,354.97 with benefits effective October 26, 2020 through June 30, 2021.

12g. Approves Social Worker (Damiano)

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Stephanie Damiano as a School Social Worker assigned to Bragg School, at a salary of \$63,555 Step 6 MA +30 prorated to \$47,837.09 with benefits effective December 1, 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 Paraprofessional (Hagopian)

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Lisa Hagopian as a .57 FTE Paraprofessional at an annual salary of \$12,852, prorated to \$9,639 with no benefits effective November 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 Kindergarten Literacy Aide (Impellizeri)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Deborah Impellizeri as a Kindergarten Literacy Aide at Dickerson School, at an annual salary of \$9,720 prorated to \$7,290 with no benefits effective November 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.

12j. Approves Additional Hours (Kindergarten Literacy Aides)

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RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves the following Kindergarten Literacy Aides for additional hours as first grade Literacy Aides at the contracted hourly rate on an as needed basis for the remainder of the 2020-2021 school year:

Candace Caddo
Dorian Corcoran
Deborah Impellizeri
Cathleen Matthews
Heather Nugent

12k. Approves Maternity Leave (Emp# 1254)

RESOLVED: that the Board of Education approves the following maternity leave of absence for employee # 1254:

Leave (Start Date)	2/1/2021
Accumulated Sick Days (Applied)	17
FMLA/NJFLA Start Date (unpaid with benefits)	4/8/2021
Date of Return (Anticipated)	8/2021

12l. Approves School Safety and Security Plan Statement of Assurance

RESOLVED, that that upon the recommendation of the Superintendent, the Chester Board of Education approves the 2020-2021 School Safety and Security Plan Annual Review Statement of Assurance.

12m. 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 prior to ratified contract:

BRMS Club	Advisor
Abilities Awareness Club	Jennifer Yeager
Advisory	Sarah Smith
Art Club	Sarah Smith
Athletic Coordinator (2)	Kevin Cullen and Andrew Gray
CARE Club (Split)	Michelle Belfiore, Taryn Mansolino
Chester Library Liaison	Jacquelyn Tasker
Chinese Club	Haiping Wang
Destination Imagination	Andrew Gray

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Digital Media	Cinthia Rodriguez
Environmental Club (Split)	Kathleen Werner, Cinthia Rodriguez
Forensics Club	Nicole Hey
French Club	Alexandra Livesey
Junior Model UN Club	Dana Mazza
Meteorology Club	Michael Stagg
Math League	Nicole Hey
Service Club (split)	Kathleen Werner, Cinthia Rodriguez
Spanish Club	Kathleen Werner
STEM Club	Andrew Gray
Student Government	Sean McQueeney
Technology Club	Laura Garrison
Test Coordinator	Amal Azzara
Yearbook	Alexandra Livesey

12n. Approves Staff for Extra-Curricular Activities (Bragg)

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 prior to ratified contract:

Bragg Club	Advisor
Environmental Club	Sara Kozlowski
Helping Hands Club	Gretchen Capan
Homework Club (3)	Alexandra Johnson, Nicole Polkowski, Maryanne Vindici
Literacy Blog/News Magazine	Christa Bedkowski
Strategy Games and Problem Solving	TBD
Student Council/ Safety Patrol	Gretchen Capan
Technology Club (2)	Jerry Castro
Test Coordinator	Jenna Spence
Yearbook Advisor	Erica David

12o. Approves Staff for Extra-Curricular Activities (Dickerson)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approve 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 prior to ratified contract:

Dickerson Club	Advisor
Art Club (Grade 2)	Dana Katzenoff
Cooking Club	Dylan Mahr
Technology Club	Francesca Ragonese

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12p. Approves Substitute Nurse (Prussack)

RESOLVED, that the Chester Board of Education approves the following substitute nurse for the 2020-2021 school year:

Lori Prussack

12q. Amends Resolution (12x.) Merit Salary Bonus

RESOLVED, that the Chester Board of Education amends Resolution (12x.) from the October 13, 2020 meeting to reclassify the following Superintendent's merit goal from a Qualitative Merit Goal to a Quantitative Merit Goal.

From:

Qualitative Merit Goal	
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

To:

Quantitative Merit Goal	
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.	3.3% of salary

12r. Approves Leave of Absence (Varughese)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves an unpaid leave of absence for Andrea Varughese from November 18, 2020 through the remainder of the 2020-2021 school year.

12s. Accepts Resignation (Afonso)

RESOLVED, that the Chester Board of Education accepts the resignation of Teresa Afonso, an Office Aide at Bragg School effective November 16, 2020.

12t. Approves Professional Work (Meekings)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Danielle Meekings for up to 10 hours curriculum work at the contracted professional hourly rate of \$62 for a total of up to \$620.

12u. Approves Cafeteria Aide

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Josephine Lawall as a Cafeteria Aide assigned to the Dickerson

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School at an annual salary of \$4,784.40, prorated to \$3,468.69 with no benefits effective November 23, 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.

Motion by Mike Tomasco

Seconded by Kerri Wright

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

13. Public Commentary

None

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 November 17, 2020 at 7:57 p.m. to discuss negotiations. It is expected that the minutes will be made public as soon as official action is taken.

Motion by Mike Tomasco

Seconded by Kerri Wright

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

15. Return to Public Session

Upon the motion of Mike Tomasco and seconded by Kerri Wright the Board considered a motion to return to public session at 8:22 p.m.

Motion by Mike Tomasco

Seconded by Kerri Wright

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

16. Unfinished Business

17. New Business

18. Adjournment

There being no further business to discuss, upon the motion of Mike Tomasco and seconded by Kerri Wright the Board considered a motion to adjourn at 8:23 p.m.

Motion by Mike Tomasco

Seconded by Kerri Wright

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

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Respectfully Submitted,



Tanya Dawson
Board Secretary