

**REGULAR MEETING  
NOVEMBER 9, 2021  
AGENDA**

*A regular meeting of the Chester Board of Education will be held on  
November 9, 2021 at 7:00 p.m. in the Chester Borough Courtroom,  
50 North Road, Chester, NJ 07930*

**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		Billy Webster	
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:**

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

**8. Public Commentary**

*Please be aware that this portion is your opportunity to comment, and is not a forum for the Board to respond to your comments. However, the Board will certainly give all comments appropriate consideration.*

*When permitted, public participation shall be governed by the following rules under Policy 9325.2:*

CHESTER BOARD OF EDUCATION

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.*

**9. Approval of Minutes**

**9a. Approves Regular Meeting Minutes from October 12, 2021**

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on October 12, 2021.

**9b. Approves Regular Meeting Executive Minutes from October 12, 2021**

RESOLVED, that the Chester Board of Education approves the Regular meeting Executive minutes of the meeting held on October 12, 2021.

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

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

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

**10. Committee of The Whole—All.**

**10a. Approve Submission of QSAC DPR Checklist**

RESOLVED, that the Chester Board of Education approves the submission of the Statement of Assurance and QSAC DPR checklist.

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

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

Roll Call Vote	AC	CKC	RF	SK	CL	HR	MT	BW	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.

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Bills List		Totals
Payroll	10-15-21	\$649,345.21
Payroll	10-30-21	\$655,767.14
Bills List	10-27-21	\$197,872.02
Bills List	11-09-21	\$680,315.27

**11b. Approves Monthly Appropriation Transfers for September 2021**

RESOLVED, that the Chester Board of Education approves the following transfers within the 2021-2022 budget for the month of September 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.

**11c. Approves Monthly Transfer Report for September 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 September 2021; a copy of which is available for public review in the Chester Board of Education Business Office.

**11d. Approves Board Secretary Report for September 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 September 2021; a copy of which is available for public review in the Chester Board of Education Business Office.

**11e. Approves Board Treasurer Report for September 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 September 2021; 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 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 September 2021 and that no major account or fund has been over-expended

**11g. Approves Monthly Appropriation Transfers for October 2021**

RESOLVED, that the Chester Board of Education approves the following transfers within the 2021-2022 budget for the month of October 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.

**11h. Approves Monthly Transfer Report for October 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 October 2021; a copy of which is available for public review in the Chester Board of Education Business Office.

**11i. Approves Board Secretary Report for October 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 October 2021; a copy of which is available for public review in the Chester Board of Education Business Office.

**11j. Approves Board Treasurer Report for October 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 October 2021; 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 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 October 2021 and that no major account or fund has been over-expended

**11l. 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	Regis- tration- Tuition	Travel Misc.	Estimated Total Expense
11/05/21 <i>Revised</i>	Evan Morley Asbestos Operations & Maintenance Refresher	\$210.00	\$0	\$210.00
11/18/21	Michelle Lakefield Self-Regulation Interven- tions for Children & Adoles- cents Parsippany, NJ	\$219.99	\$11.90	\$231.89
11/16/21 12/21/21 01/20/22 02/01/22 02/22/21	Tanya Dawson NJASBO Workshops: Maintaining & Protecting School Buildings, OPRA, Financial Planning, Budget	\$625.00	\$0	\$625.00

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03/17/22 04/21/22	Prep, School Law and Legislation, School Purchasing and Audit Review			
01/04/22 01/11/22 01/18/22 01/25/22 02/01/22	Rebecca Gambuti IMSE Orton Gillingham comprehensive virtual training	\$1,275	\$0	\$1,275

**11m. Approves to submit American Rescue Plan ESSER funding**

RESOLVED, that upon the recommendation of the School Business Administrator, the Chester Board of Education approves to submit the American Rescue Plan ESSER funding in the amount of \$213,192 as follows:

- Accelerated Learning, Coaching and Educator Support \$88,192
- Evidence-Based Summer Learning and Enrichment Activities \$40,000
- Evidence-Based Comprehensive Beyond the School Day Activities \$40,000
- Mental Health Support and Staffing \$45,000

**11n. 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 13, 2021 at 2:25 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.
2. At Dickerson and Bragg Schools on October 26, 2021 at 3:25 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.

**1o. Approves Orientation and Mobility Services**

RESOLVED, that the Chester Board of Education approves Shore Orientation and Mobility to provide orientation and mobility training services to student #20496 for one hour monthly at \$350 an hour for 2021-2022 school year.

**11p. Approves Supplemental Contract (Porter)**

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves a supplemental contract for COVID-19 services for the 2021-2022 school year for a total cost of \$6,000 for Dr. Matthew Porter.

**11q. Approves Administrative Budget Calendar**

RESOLVED, that the Chester Board of Education approves the Administrative Budget calendar for preparation of the 2022-2023 budget.

**11r. Approves Stepping Forward Counseling Center Placement (#18982)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves students # 18982 to attend Stepping Forward Counseling Center LLC., Chatham, NJ for 10 hours a week at \$75.00 per hour effective November 2, 2021 through the remainder of the 2021-2022 school year.

**11s. Approves Certification of Implementation (COI) FY21**

RESOLVED, that the Chester Board of Education approves certification of Implementation for fiscal year 2020-21. All corrective actions listed on the Corrective Action Plan have been fully implemented.

**11t. Accepts Comprehensive Annual Financial Report FY 21**

Whereas, the Chester Board of Education in accordance with N.J.S.A. 18A:23-1 must have a certified External Audit of the district's accounts and financial transactions; and

Whereas, the Board of Education received the audit performed by Nisivoccia LLP, CPAs, and discussed said audit at its public meeting held on November 9, 2021; now

Be It Resolved, that the Chester Board of Education accepts the audit for the 2020/21 school year, FY ended June 30, 2021 and approves the Corrective Action Plan (CAP).

**11u. 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.

**11v. 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 \$13,900.

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**11w. 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 2021-2022 school year.

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

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

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

**12. Curriculum/Governance/Personnel—** *Heather Ronco, Mike Tomasco, Carolyn Kleppe Collins and Billy Webster*

**12a. Amends Resolution (Spence)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education amends Resolution (12bb.) from the October 12, 2021 meeting to add Jenna Spence as BRMS Test Coordinator with the stipend to be split with Amal Azzara.

**12b. Amends Resolution (Rodriguez)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education amends Resolution (12bb.) from the October 12, 2021 meeting to add Cinthia Rodriguez to Service Club in place of Michele Connahan.

**12c. Amends Resolution (Hunt)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education amends Resolution (12cc.) from the October 12, 2021 meeting to add Cara Hunt to Homework Club in place of Alexandra Johnson.

**12d. Amends Leave of Absence (Employee #1151)**

Resolved: that the Board of Education amends the following leave of absence for employee #1151.

	From	To
Leave (Start Date)	11/03/2021	<b>11/01/2021</b>
Accumulated Sick Days (Applied)	27	<b>28</b>
FMLA/NJFLI Start Date (unpaid with benefits)	NA	NA
Date of Return (Anticipated)	12/16/2021	12/16/2021

**12e. Approves Leave of Absence (Emp. #1133)**

RESOLVED: that the Board of Education approves the following leave of absence for employee #1133.

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	<b>From</b>
Leave (Start Date)	3/17/2021
Accumulated Sick/Personal Days (Applied)	123
FMLA/NJFLA Start Date (unpaid with benefits)	N/A
Date of Return (Anticipated)	12/3/2021

**12f. Approves Leave of Absence (Emp. #1201)**

RESOLVED: that the Board of Education approves the following leave of absence for employee #1201.

	<b>From</b>
Leave (Start Date)	10/01/2021
Accumulated Sick/Personal Days (Applied)	15
FMLA/NJFLA Start Date (unpaid with benefits)	N/A
Date of Return (Anticipated)	10/22/2021

**12g. Approves Staff for Winter Sports (BRMS)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff for the following coaching positions for the 2021-2022 school year with stipends as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association.

<b>Sport</b>	<b>Head Coach/Assistant Coach</b>
Basketball (Boys)	James Yankowicz (Head), Andrew Gray (Assistant)
Basketball (Girls)	Catherine McPherson (Head), Melissa D’Auria (Assistant)
Cheerleading	Sarah Warren (Head), Gina Ruvolo (Assistant)
Wrestling	Sean McQueeney (Head), Dennis Zakar (Assistant)

**12h. 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 2021-2022 school year with stipends as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association.

<b>BRMS Club</b>	<b>Advisor</b>
Ski/Snowboard Crew (2)	Theresa Meierhofer, Patricia Pohan



**12i. Approves Winter Band and Chorus Concert (BRMS)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves to combine the annual BRMS Winter Band and Chorus Concert and to hold the combined events at the West Morris Mendham High School on Thursday, December 16, 2021 at 7:00 p.m.

**12j. 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 2021-2022 school year with stipends as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association

<b>Bragg Club</b>	<b>Advisor</b>
Super Scientists	Katherine Strauss

**12k. 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 2021-2022 school year with stipends as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association.

<b>Dickerson Club</b>	<b>Advisor</b>
Art Club K-1 (Additional)	Taylor Liska
Crazy 8s Math	Anne Collins McAvinn
Mindfulness/Yoga Club	Courtney Nealon

**12l. Approves Teachers for Professional Work Related to QSAC**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following teachers for professional work related to QSAC for the 2021-2022 school year at the contracted professional hourly rate of \$62.

<b>Name</b>	<b>Hours</b>	<b>For a Total Up To</b>
Colleen Cahill	8	\$496
Jerry Castro	8	\$496
Jennifer Christal	8	\$496
John Christie	8	\$496
Kelli Dolan	8	\$496
Laura Garrison	8	\$496
Sara Kozlowski	8	\$496
Dana Mazza	8	\$496
Danielle Meekings	8	\$496
Patricia Pohan	8	\$496
Kathleen Vespignani	8	\$496

**12m. Approves Teacher for Curriculum Writing (Tompkins)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following teacher for curriculum writing for the 2021-2022 school year at the contracted professional hourly rate of \$62.

Name	Curriculum Writing	Hours	For a Total Up To
Kelly Tompkins	K-5 Gifted and Talented	40	\$2,480

**12n. Approves Kindergarten Literacy Aides for Extended Hours**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following Kindergarten Literacy Aides for extended hours to provide literacy support due to the impact of COVID-19 on academic learning to first grade students, at their individual hourly rate for a total not to exceed \$24,000 to be paid from ARP ESSER III funding Account# 20-487-200-106-000-001.

Candance Caddo  
Cathleen Matthews  
Deborah Impellizeri

**12o. Approves Salaries Funded by CRRSA ESSER II**

RESOLVED, that the Chester Board of Education approves the following salaries to be funded by CRRSA ESSER II Funding.

Name	Position	Account
Jill Cohen, Donna Fusco, Christine Youtz	Nurse's Assistant	20-483-200-100-000-000

**12p. Approves Salaries Funded by ARP ESSER III**

RESOLVED, that the Chester Board of Education approves the following salaries to be funded by ARP ESSER III Funding.

Name	Position	Account
Alisa Anderson	Long Term Leave Replacement	20-487-100-101-000-000
Robyn Cawood	Math Teacher (.5 FTE)	20-487-100-101-000-000
Susannah Patience	Special Education Teacher	20-487-100-101-000-000

**12q. Approves Increase in Hourly Rate (Impellizeri)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves an hourly rate increase from \$18.50 to \$21.80 at a salary rate of \$11,237.40 for Deborah Impellizeri, Kindergarten Literacy Aide at Dickerson School effective November 1, 2021.

**12r. Approves Bus Aide (Colonna)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Catherine Colonna, cafeteria aide, Dickerson School to serve as a substitute bus aide for the 2021-2022 school year at her hourly rate of \$13.66.

**12s. Approves Bus Aides**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following non-certified staff, to serve as a substitute bus aides for the 2021-2022 school year at their hourly rate of \$25.69.

Jill Cohen  
Donna Fusco  
Christine Youtz

**12t. Approves Merit Salary Goals for Business Administrator (Dawson)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following criteria and merit goals for the Business Administrator, Tanya Dawson, for the 2021-2022 school year as per her contract:

Qualitative Merit Goal	Percentage
The BA will participate in the districts development of a five year strategic plan involving all stakeholders through the following steps: (1) Attend meetings with stakeholders; (2) Identify how the budget can support in areas of Student Achievement, Curriculum and Instruction, Buildings & Grounds, Board Governance & Policy; (3) Report to the Board on key budget areas on how to support the recommendations of the strategic plan.	2.5% of salary
Qualitative Merit Goal	Percentage
The BA will explore the expansion and utilization of additional outdoor learning spaces at our schools through the following activities: (1) Preliminary meetings with the Finance and B&G committee to explore available spaces; (2) Then meetings to involve stakeholders and architects to define design; (3) Report to the Board, Superintendent and the public on the recommendations of the committee.	2.5% of salary

**12u. Approves Black River Middle School Sports Winter 2021-22 Travel Schedule**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Black River Middle School Winter 2021-22 Sports travel schedule.

Boys Mendham Borough  
Girls Basketball Mendham Twp  
Girls Basketball Harding  
Boys Basketball Long Valley  
Boys Basketball Bernardsville  
Girls Basketball Frelinghuysen  
Girls Basketball Long Valley  
Girls Basketball Mendham Borough  
Girls Basketball Bernardsville  
Boys Basketball to Mendham Twp  
Wrestling to Roxbury  
Girls Basketball to Roxbury

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**12v. Approves for Second Reading and Adoption Policy 2224.1**

RESOLVED, that the Chester Board of Education approves for second reading and adoption Policy 2224.1.-Title IX-Sex Based Discrimination.

**12w. Approves for Second Reading and Adoption Policy 6140**

RESOLVED, that the Chester Board of Education approves for second reading and adoption Policy 6140-Curriculum Adoption.

**12x. Approves the Virtual or Remote Instruction Plan Attestation**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the Virtual or Remote Instruction Plan Attestation for the 2021-2022 school year.

**12y. Adopts 2022-2023 School Calendar**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education adopts the 2022-2023 school calendar; a copy of which is available for public review on the Chester School District's website.

**12z. Approves Custodian (Perez)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Fatima Perez as a Custodian, Dickerson School at a salary of \$36,000 (prorated), paid from Account# 1-000-262-100-001-000, effective December 1, 2021 through the remainder of the 2021-2022 school year, pending the approval of the criminal history background check for school employees and compliance with NJ P.L.2018, c 5.

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

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

Roll Call Vote	AC	CKC	RF	SK	CL	HR	MT	BW	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 November 9, 2021 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	HR	MT	BW	KW

**14. Return to Public Session**

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

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

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

CHESTER BOARD OF EDUCATION

**15. Unfinished Business**

**16. New Business**

**17. 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>HR</b>	<b>MT</b>	<b>BW</b>	<b>KW</b>