

**CHESTER BOARD OF EDUCATION
REGULAR MEETING
March 13, 2017
MINUTES**

1. Call To Order

Heather Ronco, Board President, called the meeting to order at 7:06 p.m. at the Chester Board Office 50 North Road Building 4, Chester, NJ.

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 the Observer Tribune, 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.

3. Roll Call

Amy Collins	Y	Heather Ronco	Y
Carolyn Kleppe-Collins	Y	Rajat Shah	Y
Christopher Lowry	Y	Mike Tomasco	Y
Liz Madinabeitia	Absent	Kerri Wright	Absent
Jonathan Rochelle	Y	Quorum	Y N

4. Administration—Melissa Simmons and Dr. Christina Van Woert

5. Pledge of Allegiance

Heather Ronco, Board President, led the Board in the Pledge of Allegiance.

6. President's Comments

7. Awards/Presentations/Public Hearings

The Board celebrated the BRMS Girls' Basketball team who won the Morris County Group 3 Championship. Congratulations were given to the girls, the parents and their coaches Theresa Meierhofer and Krista Maico.

8. Public Commentary on Agenda Items

There was one member of the public present, Lisa Connelly. She had no comment.

9. Superintendent's Report

- Board Goals Update
- Strategic Plan
- NJ Student Learning Standards Curricula
- Superintendent Goals Update
- Learning Spaces

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- Realtor Outreach Plan
- Science Curricula Implementation
- Policy Updates
- NJ ESSA Plan

10. Business Administrator’s Report

- Tax Impact
- Security Presentation
- Buildings and Grounds Project List
- Enrollment Study

11. Board Communication

- Legal opinion on Rice Notice for Travel Reimbursement

12. Approval of Minutes

a. Approves Regular Meeting Minutes from February 22, 2017

RESOLVED, that the Chester Board of Education approves the regular meeting minutes of the meeting held on February 22, 2017.

b. Approves Executive Session Meeting Minutes from February 22, 2017

RESOLVED, that the Chester Board of Education approves the executive session meeting minutes of the meeting held on February 22, 2017.

Motion by: **Heather Ronco**

Seconded by: **Mike Tomasco**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
7-0-0	Y	Y	Y	Absent	Y	Y	Y	Y	Absent

13. Committee Reports

A member from each committee gave a report.

14. Committee of The Whole—All.

a. Approves Adoption of Tentative 2017-2018 School Budget

BE IT RESOLVED that the tentative budget be approved for the 2017-2018 School Year using the 2017-2018 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline and to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law;

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2017-18 Total Expenditures	\$22,074,793	\$335,344	\$1,400,500	\$23,810,637
Less: Anticipated Revenues	\$1,790,704	\$335,344		\$2,126,048
Taxes to be Raised	\$20,284,089		\$1,400,500	\$21,684,589

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AND BE IT FURTHER RESOLVED, that a public hearing be held in the Courtroom at the Board of Education Office, 50 North Road, Chester, New Jersey on **April 25, 2017 at 7 p.m.** for the purpose of conducting a public hearing on the budget for the 2017-2018 School Year.

b. Approves Travel Expense Threshold

WHEREAS, the Chester Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A-7.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.1, to a maximum expenditure of \$25,000 for all staff and board members.

RESOLVED that WHEREAS N.J.A.C.6A:23A-5.2(a)1, mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

c. Establishes the 2017-2018 Maximum Level for Professional Services

WHEREAS, the tentative budget includes the following appropriations:

Legal Services	\$35,000
Auditing Services	\$25,000
Architectural Services	\$35,000
Medical	\$8,000.

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WHEREAS, the administration needs to notice the board if there arises a need to exceed said maximums; upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

BE IT RESOLVED, that the Chester Board of Education establishes maximums for professional services in the area listed above at a level of 120% of the amounts listed for the 2017-2018 school year.

Motion by: **Heather Ronco**

Seconded by: **Mike Tomasco**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
7-0-0	Y	Y	Y	Absent	Y	Y	Y	Y	Absent

15. Buildings, Grounds, Transportation/Finance—Mike Tomasco, Amy Collins, Chris Lowry, and Jonathan Rochelle.

a. Approves Bills List

RESOLVED, that upon the recommendation of the Business Administrator, the Chester Board of Education approves payment of the March 13, 2017 bills list as approved by the Finance Committee.

Bills List Including:	Totals
Payroll—02/28/17	\$590,990.58
Check Run	\$796,998.21

b. Approves Monthly Appropriation Transfers for January 2017

RESOLVED, that the Chester Board of Education approves the following transfers within the 2016-2017 budget for the month of January 2017 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.

c. Approves Monthly Transfer Report for January 2017

RESOLVED, that pursuant to N.J.A.C. 6A:23A-13.3, the Chester Board of Education approves the Monthly Report of Transfers for January 2017.

d. Approves Board Secretary Report for January 2017

RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.A.C. 6A:23A-16.2(h), the Chester Board of Education approves the Report of the Board Secretary for January 2017; a copy of which is available for public review in the Chester Board of Education Business Office.

e. Approves Board Treasurer Report for January 2017

RESOLVED, that pursuant to N.J.S.A. 18A:17-36, the Chester Board of Education approves the Report of the Treasurer of School Monies for January 2017; a copy of which is available for public review in the Chester Board of Education Business Office.

f. Approves Certification of Secretary and Treasurer Report for January 2017

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RESOLVED, that pursuant to N.J.A.C. 6A:23-16.10 (c) 3, the Board Secretary does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation; and

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Chester Board of Education has reviewed for the minutes of this meeting the Board Secretary and Treasurer's monthly financial report for January 2017 and that no major account or fund has been over-expended.

g. Approves Travel Requests

BE IT RESOLVED, pursuant to N.J.S.A. 18A:11-1 and N.J.A.C.6A:23A and Board Policy 9250 and upon recommendation of the Superintendent, the Chester Board of Education approves the following travel requests:

Date	Employee	Program Location	Registration	Travel Misc	Estimated Total Expense
03/13/17	Michelle Fortunato	<i>NNJ CEC Spring Conference</i>	\$125.00	\$25.17	\$150.17
03/13/17 03/14/17 03/15/17	Jordan Carroll	<i>NJ School Buildings & Grounds Association Expo</i>	\$200.00	\$244.00	\$444.00
03/22/17	Russell Schilp	<i>Elementary PE JAM, Kinnelon, NJ</i>	No Cost	\$17.36	\$17.36
03/22/17	Linda Mayers	<i>DIMACS Visualizing Problem Solving Grades 3-5, New Brunswick, NJ</i>	\$165.00	\$26.35	\$191.35
03/22/17	Nicole Polkowski	<i>DIMACS Visualizing Problem Solving Grades 3-5, New Brunswick, NJ</i>	\$165.00	\$16.75	\$181.75
03/22/17	Brian Seely	<i>DIMACS Visualizing Problem Solving Grades 3-5, New Brunswick, NJ</i>	\$165.00	\$16.75	\$181.75
03/22/17	Cynthia Thieringer	<i>DIMACS Visualizing Problem Solving Grades 3-5,</i>	\$165.00	\$16.75	\$181.75

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		<i>New Brunswick, NJ</i>			
04/25/17	Debra Borchert	<i>Best Current Practices for School Emergencies, West Orange, NJ</i>	\$249.00	\$22.32	\$271.32
04/27/17	Jane Ellen Furlong	<i>DIMACS Visualizing Fractions Grades 3-5, New Brunswick, NJ</i>	\$165.00	\$16.75	\$181.75
04/27/17	Cynthia Thieringer	<i>DIMACS Visualizing Fractions Grades 3-5, New Brunswick, NJ</i>	\$165.00	\$16.75	\$181.75
05/01/17	Melissa Tuleya	<i>OT's: Practical Strategies for Teaching, Newark, NJ</i>	\$245.00	\$18.84	\$263.84
06/06/17 06/07/17 06/08/17 06/09/17	Melissa Simmons	<i>NJASBO Annual Conference, Atlantic City, NJ</i>	\$275.00	\$685.08	\$960.08
06/23/17	Robert Mullen	<i>Schools to Watch, Washington D.C.</i>	\$385.00	\$436.98	\$821.98

h. Accepts Donation for Science Fair

RESOLVED, that upon the recommendation of the Business Administrator, the Chester Board of Education accepts with gratitude the following donation for the 2017 Chester School District Science Fair:

Sponsor	Amount
Alstede Farms, LLC	\$250.00

i. Accepts Grant

RESOLVED, that upon the recommendation of the Business Administrator, the Chester Board of Education accepts a check for \$500 from the **2015-2016** Exxon Mobil Educational Alliance Grant to be used towards a science or math program at Bragg School.

j. Accepts E-Rate Award on Funding

RESOLVED, that upon the recommendation of the Business Administrator, the Chester Board of Education accepts the award of E-Rate funding in the following amounts:

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Company	Amounts
Verizon Wireless Reimbursement	\$437.49
Xtel Reimbursement	\$17,568.00
Century Link Reimbursement	\$2,183.35
Total:	\$20,188.84

k. Approves Services Agreement with ESCNJ

WHEREAS, the Chester Board of Education wishes to utilize the Bilingual Child Study Team services of Educational Services Commission of New Jersey (ESCNJ) in the county of Middlesex; and

WHEREAS, ESCNJ is willing to provide these services to the Chester Board of Education.

NOW, THEREFORE, BE IT RESOLVED, that the Chester Board of Education approves the ESCNJ to provide Bilingual Child Study Team services as stated within the terms of the agreement.

l. Approves Additional Support Services with Alio

WHEREAS, on April 26, 2016 the Chester Board of Education authorized the administration to use the Competitive Contracting Process to allow for Requests for Proposals (RFP) to be issued to solicit financial software services and purchase a financial software program and;

WHEREAS, based on the evaluation criteria detailed in the RFP, Alio of Wyomissing, PA was determined to be the most advantageous to the Chester Board of Education, price and other factors considered and was awarded a contract in the amount of \$74,930; and

WHEREAS, additional training and support in implementing the Alio software over the amount awarded is required.

THEREFORE NOW BE IT RESOLVED that the Chester Board of Education approves an additional \$15,000 of training and support services changing the total amount to \$89,930.

m. Approves Additional Bills List

RESOLVED, that upon the recommendation of the Business Administrator, the Chester Board of Education an additional bills list approves payment of the March 13, 2017 bills list as approved by the Finance Committee.

Bills List Including:	Totals
Check Run	\$40,132.03

Motion by: **Mike Tomasco** Seconded by: **Heather Ronco**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
7-0-0	Y	Y	Y	Absent	Y	Y	Y	Y	Absent

16. Curriculum/Governance/Personnel—Heather Ronco, Carolyn Kleppe-Collins, Liz Madinabeitia, and Rajat Shah.

a. Approves Field Trips

RESOLVED, that the Chester Board of Education approves the following field trips for the 2016-2017 school year for BRMS

Field Trip	Location	Grade/Group	Date
District Strings Rehearsal	Mendham, NJ	Band	03/21/17
Solar Sprints Race	Great Meadows, NJ	Club	05/15/17
Chester Pool	Chester, NJ	6 th Grade	06/20/17

b. Amends RESOLUTION (103-16/17)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education **amends** Resolution (103-16/17) approving the following staff to conduct board approved extra-curricular activities for the 2016-2017 school year with stipends as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association *to:*

Sport	Coach
Girls Basketball	Theresa Meierhofer, Krista Maico (Asst.)
Girls Lacrosse	Krista Maico, Theresa Meierhofer (Asst.)
BRMS Club	Advisor
8th Grade Washington DC Chaperones	Janet Aaronson, Tara Bagnole, Susan Beringer, Michele Connahan, Christopher Duffy, Andrew Gray, Nicole Hey, Meryl Ironson, David Leckie, Gina Lorusso, Krista Maico, Sean McQueeney, Cinthia Mullen, Robert Mullen, Michael Stagg, Anne Standridge.
Drama Club	Doreen Aiello (Head), Jennifer Yeager (Asst.), Natalie Klarman and Joseph Pizzo (Asst. split)

c. Approves Coaching Longevity Payments

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff members, after completing sports for the 2016-2017 school year to receive longevity payments for Head Coaching as determined by the Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education:

Coach	Sport	Years	Total Longevity
Kevin Cullen	Boys Soccer	7	\$1,000
Kevin Cullen	Baseball	10 +	\$1,500
Christopher Duffy	Boys Lacrosse	6	\$500
Gina Lorusso	Girls Soccer	7	\$1,000
Krista Maico	Girls Lacrosse	5	\$500
Theresa Meierhofer	Girls Basketball	10+	\$1,500
Anne Standridge	Cross Country	8	\$1,000
James Yankowicz	Boys Basketball	9	\$1,000

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d. Adopts 2017-2018 School Calendar

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education adopts the 2017-2018 school calendar; a copy of which is available for public review on the Chester School District's website.

e. Approves Increase in FTE (Batlle-Zahl)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves increasing Margarita Batlle-Zahl from .5 FTE to .6 FTE Step 10 MA+30 effective March 1, 2017.

f. Approves Cafe Aide BRMS (Minhas)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Sushil Minhas to be a café aide at the Black River Middle School, 10 hours per week effective April 3, 2017 for the remainder of the 2016-2017 school year at an annual salary of \$4,507.20.

g. Awards Compensation

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

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

NOW, THEREFORE BE IT RESOLVED, that the Chester Board of Education hereby awards compensation for the above mentioned goal as outlined in the Superintendent's contract and detailed below, payable in the 2016-2017 school year.

Quantitative Merit Goal	Percentage
The Superintendent will completely update the board of education policy manual by working with New Jersey School Boards to ensure that all policies are kept up to date with current regulations.	3.3% of salary
The Superintendent will create a community outreach plan that highlights the many positive and innovative elements of the Chester School District.	3.3% of salary
The Superintendent will direct the process of reviewing and adopting new curricula and programs for grades 6 – 8 science as per the next generation science standards to ensure that our curricula and program, <i>Stem Scopes</i> , are compliant with the new standards.	3.3% of salary

h. Approves Leave of Absence (Ragonese)

RESOLVED, that upon the recommendation of the Superintendent the Chester Board of Education approves a maternity leave of absence for Francesca Ragonese pursuant to the Family Medical Leave Act effective May 30 through June 23, 2017, using up to 19 sick

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days, and a child rearing leave effective August 30, 2017 through November 30, 2017 as an unpaid leave in accordance with the NJ Family Leave Act.

i. Approves Summer School Teachers/Staff

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following teachers/staff for the **2017 Summer School Scholar program**, at the contracted rate per hour from July 10, 2017 through August 10, 2017 for four days a week (20 days):

Teacher	Total
Colleen Cahill - Lead Teacher (30 hour advance prep)	\$1,740
Margaret Salamone–Secretary (30 hour advance prep)	\$405
Colleen Cahill - Lead Teacher (4 hour/day)	\$4,640
Margaret Salamone – Secretary (4 hour/day)	\$1,080

j. Approves Classroom Observation BRMS

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves a one day classroom observation at Black River Middle School for Erica Erath from Ithaca College under the guidance of Dr. Kenneth Piascik between March 14 and March 19, 2017.

k. Approves Substitutes

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following substitutes for the 2016-2017 school year:

Cynthia Ernst	County Substitute
Lisa Pela	Certified
Dawn Wozniak	County Substitute.

l. Approves Special Education Paraprofessional (Pela)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Lisa Pela to be a special education paraprofessional aide, 20 hours per week effective April 3, 2017 for the remainder of the 2016-2017 school year at an annual salary of \$13,478.40.

m. Approves for First Reading and Adoption Policy 4113/4213

RESOLVED, that the Chester Board of Education approves for first reading and adoption Policy 4113/4213–Assignment Transfer.

n. Approves for First Reading and Adoption Policy 2224

RESOLVED, that the Chester Board of Education approves for first reading and adoption Policy 2224–Nondiscrimination/Affirmative Action.

o. Approves for First Reading and Adoption Policy 3570

RESOLVED, that the Chester Board of Education approves for first reading and adoption Policy 3570–District Records and Reports.

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- p. Approves for First Reading and Adoption Policy 4131/4131.1**
RESOLVED, that the Chester Board of Education approves for first reading and adoption Policy 4131/4131.1—Staff Development; In service Education; Visitation; Conferences.
- q. Approves Long Term Substitute (De Los Santos)**
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Sara De Los Santos as a long term leave substitute Guidance Counselor for Jenna Spence and Karen Andolina effective April 17, 2017 through the remainder of the 16-17 school year, Step 1BA , at a salary of \$49,172, prorated to up to \$12,293.
- r. Approves IDEA Compliance Policies and Procedures**
RESOLVED, that the Chester Board of Education approves that the District has demonstrated that it is in compliance with Part B of the IDEA and N.J.A.C. 6A:14-1.1; and the Chester Board of Education shall assure compliance with the above stated policies and procedures.

Motion by: **Heather Ronco**

Seconded by: **Mike Tomasco**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
7-0-0	Y	Y	Y	Absent	Y	Y	Y	Y	Absent

- 17. Public Commentary**
There were no members of the public.

- 18. Executive Session**
On the motion of **Heather Ronco** seconded by Mike Tomasco at 8:10 p.m., the Board approved the following resolution:

RESOLVED, that pursuant to N.J.S.A. 10:4-12 and 10:4-13 the Chester Board of Education holds a closed session to discuss HIB. It is expected that the minutes will be made public as soon as official action is taken.

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
7-0-0	Y	Y	Y	Absent	Y	Y	Y	Y	Absent

- 19. Return to Regular Session**
Upon the motion of **Heather Ronco** seconded by **Chris Lowry** at 8:19 p.m. the Board returned to the regular session meeting:

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
7-0-0	Y	Y	Y	Absent	Y	Y	Y	Y	Absent

- 20. Committee of The Whole—All.**
- b. Approves the Superintendent’s Recommendation for Bullying Case #13**
RESOLVED, that the Chester Board of Education approves the Superintendent’s recommendation for Bullying Case #13.

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- c. **Approves the Superintendent's Recommendation for Bullying Case #14**
RESOLVED, that the Chester Board of Education approves the Superintendent's recommendation for Bullying Case #14.

Motion by: **Heather Ronco**

Seconded by: **Mike Tomasco**

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
7-0-0	Y	Y	Y	Absent	Y	Y	Y	Y	Absent

20. **Unfinished Business**

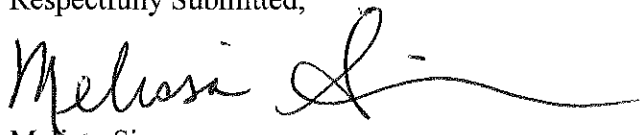
- Heather Ronco, Board President commented on the success of the Science Fair and thanked those on the Board who were involved. There was also a discussion about looking for alternative funding for the Science Fair.
- Transportation for 2017-2018.
- Budget Questions.

21. **Adjournment**

There being no further business to discuss, upon motion of Heather Ronco and seconded by Mike Tomasco the Board considered a motion to adjourn at 8:37 p.m.

Roll Call Vote	AC	CKC	CL	LM	JR	HR	RS	MT	KW
7-0-0	Y	Y	Y	Absent	Y	Y	Y	Y	Absent

Respectfully Submitted,



Melissa Simmons
Board Secretary