

**REGULAR MEETING  
FEBRUARY 11, 2020  
AGENDA**

*A regular meeting of the Chester Board of Education will be held on, February 11, 2020, at 7:00 p.m. in the Courtroom of the Chester Borough Hall, 50 North Road, Chester, NJ*

**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	
Rebekah Forlenza		Rajat Shah	
Sara Kalashian		Mike Tomasco	
Christopher Lowry		Kerri Wright	
Liz Madinabeitia		Quorum	Y N

**4. Pledge of Allegiance**

**5. Administration**—Tanya Dawson and Dr. Christina Van Woert

**6. President’s Comments**

None

**7. Presentations**

None

**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 channels provide the Board consideration and disposition of such matters involving individuals.*

CHESTER BOARD OF EDUCATION

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. Superintendent’s Report**

**10. Business Administrator’s Report**

- Present Capital Improvement Plan

**11. Board Communication**

**12. Approval of Minutes**

**12a. Approves Regular Meeting Minutes from**

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on January 21, 2020.

**12b. Approves Executive Session Minutes from**

RESOLVED, that the Chester Board of Education approves the Executive Session minutes of the meeting held on January 21, 2020.

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

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

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

**13. Committee of The Whole—All.**

None

**14. Buildings, Grounds, Transportation/Finance—Amy Collins, Rebekah Forlenza, Sara**

*Kalashian and Chris Lowry*

**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 1.30.20	\$599,980.34
01.30.20	\$25,255.05
02.11.20	\$276,266.57

**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:

CHESTER BOARD OF EDUCATION

<b>Date</b>	<b><u>Employee</u> Conference/Workshop</b>	<b>Registration- Tuition</b>	<b>Travel Misc.</b>	<b>Estimated Total Expense</b>
03/13/2020	Andrew White <i>NJAMLE Annual Conference</i> Union, NJ	\$99.00	\$22.12	\$121.12
03/16/200	Michelle Fortunato <i>NJCEC Spring Conference</i> Ramapo College, NJ	\$115.00	\$28.70	\$143.70
03/16/2020	Melissa Bene <i>NJCEC Spring Conference</i> Ramapo College, NJ	\$115.00	\$28.70	\$143.70
03/16/2020	Maryanne Vindici <i>NJCEC Spring Conference</i> Ramapo College, NJ	\$115.00	\$28.70	\$143.70
03/18/2020	Erica David <i>2nd Annual Literary Conference</i> Centenary Univ., NJ	\$45.00	\$8.75	\$53.75
03/18/2020	Deb Foster <i>2<sup>nd</sup> Annual Literary Conference</i> Centenary Univ., NJ	\$45.00	\$8.75	\$53.75

**14c. Accepts Donation**

RESOLVED, that the Chester Board of Education, accepts with gratitude the donation of check #1150 in the amount of \$250 for the 2020 Chester School District Science Fair from The Tutoring Center, Chester, NJ.

**14d. Accepts Donation**

RESOLVED, that the Chester Board of Education, accepts with gratitude the donation of check #1100252934 in the amount of \$5,000 for the 2020 Chester School District Science Fair from Bayer.

**14e. Approves RFP 20-01 (Substitute Services)**

RESOLVED, that the Chester Board of Education, approve RFP 20-01 Substitute Services for Teachers and Paraprofessionals to ESS effective March 1, 2020 through June 30, 2020.

CHESTER BOARD OF EDUCATION

**14f. Approves EUS-20-01 (Broker of Record for Health Benefits)**

RESOLVED, that the Chester Board of Education, approve EUS-20-01 Broker of Record for Health Benefits to Brown and Brown effective March 1, 2020 through December 31, 2020.

**14g. Declares Equipment Obsolete**

RESOLVED, that the Chester Board of Education declares equipment obsolete and directs the School Business Administrator to remove these items from the District’s asset inventory if necessary; copy of which is attached.

**14h. Accepts Donation**

RESOLVED, that the Chester Board of Education, accepts with gratitude the donation of check #0023171 in the amount of \$500 for the 2020 Chester School District Science Fair from County College of Morris.

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

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

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

**15. Curriculum/Governance/Personnel—Liz Madinabeitia, Heather Ronco, Rajat Shah and Mike Tomasco**

**15a. Amends Maternity Leave of Absence (Employee #1160)**

RESOLVED: that the Board of Education amends the following maternity leave of absence for employee # 1160:

	From	To
Leave (Start Date)	11/21/2019	11/21/2019
Accumulated Sick Days (Applied)	20	19
FMLA/NJFLI Start Date (unpaid with benefits)	1/3/2020	1/3/2020
Extended Leave Start Date (unpaid without benefits)	N/A	N/A
Date of Return (Anticipated)	4/10/2020	3/27/2020

**15b. Amends Resolution 15o. (Jacot-Guillarmond)**

RESOLVED, that the Chester Board of Education amends Resolution (15o.) from the August 6, 2019 meeting to extend the end date for Gretchen Jacot-Guillarmond a long term substitute teacher for Christa Bedkowski, CAAP. ELA Teacher **from:** February 10, 2020, **to:** February 14, 2020.

**15c. Amends Resolution 15s (Capan)**

RESOLVED, that the Chester Board of Education amends Resolution (15s) from the September 19, 2019 meeting to approve Gretchen Capan to translate documents from English to Spanish **from:** up to 10 hours per month **to:** as needed at the contracted professional hourly rate of \$60, effective for the 2019-2020 school year.

**15d. Amends Resolution 15z Club Advisor (BRMS)**

RESOLVED, that the Chester Board of Education amends **Resolution (15z)** from the September 10, 2019 meeting, that approves staff for extra-curricular activities to the following:

Club	From:	To:
Volleyball	Natalie Tarnacki	Kathleen Vespignani

**15e. Accepts Resignation (Epler)**

RESOLVED, that the Chester Board of Education accepts the resignation of Jacqueline Epler, 5<sup>th</sup> Grade Teacher, effective February 21, 2020.

**15f. Accepts Resignation (Alvarado)**

RESOLVED, that the Chester Board of Education accepts the resignation of Ismael Alvarado, Custodian, effective February 10, 2020.

**15g. Approves Horizontal Advancement on Guide**

RESOLVED, that the Chester Board of Education approves horizontal advancement on the salary guide for the following staff members effective March 1, 2020 prior to ratified contract:

Name	Current Step/Guide	Advance Step/Guide
Tara Bagnole	4-5 BA	4-5 BA +15
Cassandra Cangiano	2 BA	2 BA +15
Russell Schlip	12 MA+15	12 MA+30

**15h. 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 2019-2020 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
Science Fair Chaperone, (3 events per person)	Andrew Gray

**15i. Approves Staff for Extra-Curricular Activities**

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 2019-2020 school year with stipends as determined by Schedule “B” of the

CHESTER BOARD OF EDUCATION

Agreement between The Chester Board of Education and The Chester Education Association prior to ratified contract:

Event/Sport Chaperone: Andrew Gray

**15j. 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 2019-2020 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:

Sport	Assistant Coach
Assistant Softball Coach	Kevin Cullen

**15k Approves Summer Prep**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Colleen Cahill for summer prep work for the 2020 Summer Scholars program to be completed by June 30, 2020 at the professional rate of \$60 per hour for up to a total of 30 hours for up to a total of up to \$1,800.

**15l. Approves Spring Sports Travel Schedule**

RESOLVED, that the Chester Board of Education approves the following the Black River Middle School 2019-2020 Spring Sports trips; a copy of which is available for public review in the Chester Board of Education Business Office.

**15m. Approves SEMI Waiver**

WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2020-2021 school year; and

WHEREAS, the Chester Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students.

NOW THEREFORE BE IT RESOLVED that the Chester Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Morris an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2020-21 school year.

**15n. Approves Substitute**

RESOLVED, that the Chester Board of Education approve the following substitute for the 2019-2020 school year; contingent upon satisfying the criminal history background check and other necessary forms:

Nazia Zaidi Substitute Secretary

**15o. Approves 5<sup>th</sup> grade ILA/SS Teacher (Jacot-Guillarmond)**

CHESTER BOARD OF EDUCATION

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Gretchen Jacot-Guillarmond as a 5<sup>th</sup> grade ILA/SS Teacher at Bragg School beginning February 17, 2020 for the remaining 2019-2020 school year, Step 15 MA, at an annual salary of \$68,095.00 with benefits prior to ratified agreement, pro-rated to up to \$30,642.75.

**15p. Approves Merit Goals**

WHEREAS, the employment contract for Tanya Dawson, School Business Administrator, provides for merit goals pursuant to N.J.A.C. 6A:23A-3.1 (e) (10); and

WHEREAS, Tanya Dawson, School Business Administrator, successfully attained the Qualitative Goal as outlined below.

Qualitative Merit Goals	Percentage
The Business Administrator developed a Five Year Facilities Plan to address our aging facilities both interior and exterior. The plan included input from walk-throughs of each building; Finance and Buildings & Grounds Committee Meetings and Director of Buildings & Grounds Meetings. A detailed list of improvements is included in the Capital Improvement Plan.	2.00% of salary

THEREFORE BE IT RESOLVED, that the Chester Board of Education hereby awards compensation for the above mentioned goal as outlined in the Business Administrator’s contract and detailed below, payable in the 2019-2020 school year pending approval by the County Department of Education office.

**15q. Approves Chester School District Parent Volunteer**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following school volunteer for the 2019-20 school year:

Joseph Galea

**15r. Approves Summer Scholars Program Teachers/Staff**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following teachers/staff for the **2020 Summer Scholars program**, at the contracted hourly rate, 3.5 hours daily (includes one day of prep) from July 6, 2020 through August 6, 2020 for four days a week (20 days):

Teacher	Total
Colleen Cahill - Lead Teacher	\$4,200
Christa Bedowski	\$4,200
Erin Beil	\$4,200

CHESTER BOARD OF EDUCATION

Nicole Hey	\$4,200
Barbara Knowles	\$4,200
Nicole Polkowski	\$4,200

**15s. Approves Unified Sports Club (BRMS)**

RESOLVED, upon the recommendation of the Superintendent, the Chester Board of Education approves a Unified Sports Club to be added at the Black River Middle School to begin in February 2020 through the remainder of the 2019-2020 school year.

**15t. Approves After School Supervision (Hamway)**

RESOLVED, upon the recommendation of the Superintendent, the Chester Board of Education approves Douglas Hamway to provide after school supervision for student # 19812 up to 3 hours a week effective February 14, 2020 through the remainder of the 2019-2020 school year at the \$38 an hour.

**15u. Approves Unified Sports Club Advisor (Duffy)**

RESOLVED, upon the recommendation of the Superintendent, the Chester Board of Education approves Christopher Duffy as the club advisor for Unified Sports Club at Black River Middle School effective February through the remainder of the 2019-2020 school year at the club advisor rate of \$1,805.

**15v. Approves Before School Supervision (Simone)**

RESOLVED, upon the recommendation of the Superintendent, the Chester Board of Education approves Britt Simone to provide up to 9 days of before school supervision for student # 19501 at the chaperone rate for the 2019-2020 school year.

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

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

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

**16. Public Commentary**

**17. 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 February 11, 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	RF	SK	CL	LM	HR	RS	MT	KW

**18. Return to Public Session**



CHESTER BOARD OF EDUCATION

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

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

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

**19. Unfinished Business**

**20. New Business**

**21. Adjournment**

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

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

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