

**REGULAR MEETING  
JUNE 2, 2020  
AGENDA**

*A regular meeting of the Chester Board of Education will be held on, June 2, 2020 at 6:00 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		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- Dr. Christina VanWoert and Tanya Dawson**

**5a. Superintendent’s Report**

**5b. Business Administrator’s Report**

**6. President’s Comments**

**7. Presentations**

- Chester Board of Education Award Ceremony
- Recognition of outstanding achievements of staff and students
- Commemoration of retiring employees

**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.*

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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 May 12, 2020**

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on May 12, 2020.

**9b. Approves Executive Meeting Minutes from May 12, 2020**

RESOLVED, that the Chester Board of Education approves the Executive meeting minutes of the meeting held on May 12, 2020.

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

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

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

**10. Committee of The Whole—All.**  
*None*

**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.

Bills List	Totals
Payroll 05-15-2020	\$670,300.68
Payroll 05-29-2020	\$815,686.08
Bills List 05-21-2020	\$245,133.89

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

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

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

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

**11g. Approves District's Membership and Authorizes Participation**

RESOLVED, that the Chester Board of Education accepts the recommendation of the Business Administrator/Board Secretary and approves the District's membership in the **Educational Services Commission of Morris County**, and authorizes the District's participation in the Educational Services Commission of Morris County programs in accordance with fees established for the 2020-2021 school year included schedule and contracts for:

- Cooperative bidding services for the purchase of various goods and services for the 2020-2021 school year as deemed appropriate by the Business Administrator/Board Secretary.
- Transport public, non-public and special education students for the 2020-2021 school year including extended school year programs.
- Health and Environmental Services Cooperative.
- All Non-Public Services funded through State and Federal grants.
- Non-Public Transportation and Aid in Lieu Transportation processing.
- Occupational and Physical Therapy services, Examination and Classification services, and Speech services.
- Other professional support services offered through this cooperative as may be deemed appropriate by the Business Administrator/Board Secretary.

**11h. Approves Reinstatement of 457(b) Plan**

WHEREAS, the Employer has maintained the Chester Board of Education 457(b) Plan (“Plan”) since 7-1-2004 for the benefit of eligible employees; and

WHEREAS, the Employer is restating the above-referenced Plan to comply with the requirements of the Pension Protection Act of 2006 (PPA), the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act), the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA) and other applicable guidance.

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby adopts the Chester Board of Education 457(b) Plan as a complete restatement of the prior Plan, to be effective on 6-1-2020;

RESOLVED FURTHER that the President of the Employer is authorized to execute the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Plan restatement. The President may designate any other authorized person to execute the restated Plan document and perform the necessary actions to adopt the restated Plan. The Employer will maintain a copy of the restated Plan, as approved by the Board of Directors, along with a copy of the prior Plan, in its files;

RESOLVED FURTHER that the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan; and

RESOLVED FURTHER that Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the restated Plan.

**11i. Approves Reinstatement of 403(b) Plan**

WHEREAS, the Employer has maintained the Chester Board of Education 403(b) Plan (“Plan”) since 9-1-2008 for the benefit of eligible employees; and

WHEREAS, the Employer is restating the above-referenced Plan to comply with the final Section 403(b) regulations and to continue to receive the tax benefits of an IRS pre-approved plan.

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby adopts the Chester Board of Education 403(b) Plan as a complete restatement of the prior Plan, to be effective on 1-1-2010;

RESOLVED FURTHER that the President of the Employer is authorized to execute the restated Plan document and authorize the performance of any other actions necessary to implement the adoption of the Plan restatement. The President may designate any other authorized person to execute the restated Plan document and perform the necessary actions to adopt the restated Plan. The Employer will maintain a copy of the restated Plan, as approved by the Governing Board, along with a copy of the prior plan, in its files;

RESOLVED FURTHER that the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan

**11j. 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, **Roxbury 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.

**11k. Approves Joint Transportation Agreement for the 2030-2021 School Year**

WHEREAS, in accordance with N.J.S.A. 18A:18-22 and 23, the Chester Board of Education may jointly, by agreement, provide for goods and services with other boards of education including transportation services; and

WHEREAS, the **Educational Services Commission of Morris County** are able to provide transportation services to children who are residents of the Chester School District.

WHEREAS, the Commission agrees to transport public, nonpublic and special education pupils on established rates as assigned in writing by the Board.

THEREFORE BE IT RESOLVED, that the Chester Board of Education approves a joint transportation agreement for the 2020-2021 school year with Educational Services Commission of Morris County to provide transportation services as the lead agencies where the cost of transportation services will be prorated based on the contractual requirements and actual costs in accordance with the rules, regulations, and policies established by State law; and

BE IT FURTHER RESOLVED, that the Chester Board of Education authorizes Educational Services Commission of Morris County to receive bids, if necessary, on behalf of the board for these transportation services.

**11l. Approves School Lunch Price**

RESOLVED, that the Chester Board of Education approves an increase in Al la Carte food items (as per attached price list) and the following price increases for school lunch program for the 2020-2021 school year:

*Dickerson School and Bragg School Student Lunch Price*                      **\$3.40**

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*Black River Middle School Student Lunch Price* \$3.50

*Faculty Lunch Meal* \$4.30

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

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

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

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

**12a. Authorizes the Superintendent to Hire New Personnel**

RESOLVED, that the Chester Board of Education authorizes the Superintendent to hire new personnel between board meetings during the months of June, July and August 2020; and

BE IT FURTHER RESOLVED, that all of these actions shall be presented to the Board of Education at its next meeting for final approval.

**12b. Approves Increase**

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves for the 2020-2021 school year a 3.25% increase in salary for the following positions

Position	Account #
Administrative Assistant to the Superintendent of Schools	11-000-230-100-005-000
	11-000-251-100-001-000
	11-000-230-100-002-000
Administrative Assistant to the Business Administrator	11-000-251-100-001-000
	11-000-270-160-000-000
Director of Technology	11-000-252-100-000-000
District Data Coordinator	11-000-211-100-000-000
	11-000-252-100-000-000
Payroll and Benefit Specialist	11-000-251-100-001-000
Purchasing/Accounts Payable Specialist	11-000-251-100-001-000
Technical Support Specialist (1)	11-000-252-100-000-000
Technical Support Specialist (2)	11-000-252-100-000-000

**12c. Rescinds Resolution (12n) Matelsky**

RESOLVED, that the Chester Board of Education rescinds Resolution (12n) from the May 12, 2020 meeting that approves Robin Matelsky for Science Fair preparation and judge training for the 2019-2020 school year at the contracted professional hourly rate of \$62 for 14 hours for a total of up to \$868.00.

**12d. Approves Teacher for Chaperone and Professional Work (Matelsky)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Robin Matelsky for Science Fair preparation and judge training for the 2019-2020 school year at the following contracted rates for a total of up to \$316.

Activity	Rate	Hours	Total
Chaperone	\$86	2	\$172
Professional Work	\$62	2	\$144

**12e. Approves Paraprofessionals for the 2020-2021 School Year**

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

Dickerson School	Bragg School	BRMS
Kelly Bagnole	Dana Bulcavage	Michele Capone
Jean Bartholomew	Maria Jorgensen	Donna Fusco
Jill Cohen	Casandra Middings	Paula Shira
Jill Lattmann	Lisa Pela	Dawn Wozniak
Jennifer Lipnickey	Mary Robinson	
Kathleen MacDonald	Christine Youtz	
Lisa Robinson		
Britt Simone		
Stephanie Weiss		

**12f. Approves Kindergarten Literacy Paraprofessionals for the 2020-2021 School Year**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following Kindergarten Literacy Paraprofessionals for the 2020-2021 school year:

Candace Caddo  
 Liza Harris  
 Cathleen Matthews  
 Heather Nugent  
 Christie Yates

**12g. Approves Aides for the 2020-2021 School Year**

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

Name	Aide Position	School
Teresa Afonso	Office Aide	Bragg
Catherine Beyer	Cafeteria Aide Bus Paraprofessional	BRMS
Katherine Colonna	Cafeteria Aide	Dickerson
Clara Kong	Office Aide	Dickerson
Amanda Mendez	Cafeteria Aide	Dickerson
Sushil Minhas	Cafeteria Aide	BRMS

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Kelly Rice	Library Aide	Bragg/Dickerson
Egidia Sciarello	Cafeteria Aide	Bragg

**12h. Approves Bus Drivers for the 2020-2021 School Year**

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

Tracy Kometani  
 Holly Law  
 Pamela Roberts

**12i. Approves Senior Bus Driver/Mail Person for the 2020-2021 School Year (Roberts)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Pamela Roberts as a bus driver for the senior bus program and mail person for the 2020-2021 school year.

**12j. Approves Professional Work (Azzara)**

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approve Amal Azzara for up to 72 hours of professional work for school counseling at the contracted professional hourly rate of \$60 for a total of up to \$4,320 for the 2020-2021 summer school year.

**12k. Approves Professional Work (Belfiore)**

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Michelle Belfiore for up to 72 hours of professional work for school counseling at the contracted professional hourly rate of \$60 for a total of up to \$4,320 for the 2020-2021 summer school year.

**12l. Approves Business Administrator’s Contract (Dawson)**

RESOLVED, that the Chester Board of Education approves the Business Administrator’s contract effective July 1, 2020 through June 30, 2021.

**12m. Approves Technology Specialist (Leone)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Ryan Leone as Technology Specialist for the 2020-2021 school year, effective July 1, 2020 at a salary of \$41,000 with benefits.

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

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

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

**13. Public Commentary**

**14. Executive Session**



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RESOLVED, that pursuant to NJS.A. 10:4-12 and 10:4-13 the Chester Board of Education holds a closed session on June 2, 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

**15. Return to Public Session**

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

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

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

**16. Unfinished Business**

**17. New Business**

**18. Adjournment**

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

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

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