

**REGULAR MEETING
MARCH 14, 2022
AGENDA**

*A regular meeting of the Chester Board of Education will be held on
March 14, 2022 at 7:00 p.m. in the Chester Borough Courtroom, 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

John Barounis		Christopher Lowry		
Matthew Downs		Heather Ronco		
Amy Collins		Sarah Schultz		
Rebekah Forlenza		Kerri Wright		
Sara Kalashian		Quorum	Y	N

4. Pledge of Allegiance

5. Presentations:

6. Administration-Dr. Christina VanWoert and Tanya Dawson

6a. Superintendent’s Report

6b. Business Administrator’s Report

7. President’s Comments

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 Meeting Minutes from March 1, 2022

RESOLVED, that the Chester Board of Education reapproves the Regular meeting minutes of the meeting held on March 1, 2022.

9b. Approves Executive Meeting Minutes from March 1, 2022

RESOLVED, that the Chester Board of Education reapproves the Executive meeting minutes of the meeting held on March 1, 2022.

Motion by _____ Seconded by _____

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW

10. Committee of The Whole—All.

Motion by _____ Seconded by _____

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW

11. Buildings, Grounds, Transportation/Finance— Amy Collins (chair) Matthew Downs, 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 03-15-2022	\$656,291.67
Bills List 03-14-2022	\$807,354.48

11b. 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	Employee Conference/Workshop	Registration- Tuition	Travel Misc.	Estimated Total Expense
05/04/2022	Andrea DiFabrizio The Ten Best Ever Anxiety Treatment Techniques	\$219.00	Virtual	\$219.00
04/26/2022	Valarie Lemp Guided Math: Differentiate Your Math Instruction	\$279.00	Virtual	\$279.00
04/26/2022	Annabelle Edelman Guided Reading: Practical Strategies to Differentiate	\$279.00	Virtual	\$279.00
05/04/2022	Michelle Lakefield The Ten Best Ever Anxiety Treatment Techniques	\$219.00	Virtual	\$219.00
03/17/2022	Vanessa Sturtevant NJASBO-Purchasing	\$150.00	\$12.18	\$162.18
05/17/2022	Lora Orchard NJASBO-Administrative Assistant Workshop	\$100.00	\$12.18	\$112.18

11c. Declares Equipment/Textbooks Obsolete (Purchased with Nonpublic Funding)

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

11d. Approves Spring Sports Travel Schedule

RESOLVED, that the Chester Board of Education approves the following Black River Middle School 2021-2022 Spring Sports trips; a copy of which is available for public review in the Chester Board of Education Business Office.

11e. 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 2022-2023 school year included schedule and contracts for:

CHESTER BOARD OF EDUCATION

- Cooperative bidding services for the purchase of various goods and services for the 2022-2023 school year as deemed appropriate by the Business Administrator/Board Secretary.
- Transport public, non-public and special education students for the 2021-2022 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.

11f. Approves Joint Transportation Agreement for the 2022-2023 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 2022-2023 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.

11g. Approves Out of District Placement

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following out-of-district placement for the 2022-2023 school year:

Student #	School Placement	Tuition Rate
19346	Winston Preparatory School	\$ 75,500

11h. Approves Adoption of Tentative 2022-2023 School Budget

BE IT RESOLVED that the tentative budget be approved for the 2022-2023 School Year using the state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18.A:7F-6:

	GENERAL FUND	CAPITAL RESERVE	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2022-23 Total Expenditures	\$24,057,581	\$1,000,000	\$750,059	\$1,128,150	\$26,935,790
Less: Anticipated Revenues	\$2,389,832	\$1,000,000	\$750,059	0	\$4,139,891
Taxes to be Raised	\$21,667,749			\$1,128,150	\$22,795,899

AND, to advertise said tentative budget in the Daily Record in accordance with the form suggested by the New Jersey Department of Education and according to law;

AND, public hearing on the budget for the 2022-23 school year will be held on April 26, 2022 at 7 p.m. in the Chester Borough Courtroom.

11i. Approves Maximum Travel

WHEREAS, Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED, that the Chester Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$55,000 for the 2022-23 school year. The maximum travel expenditure amount for the 2021-22 school year is \$55,000 of which \$6,020 has been spent and \$2,158 is encumbered to date.

11j. 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 Subchapter 7 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

CHESTER BOARD OF EDUCATION

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 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 Subchapter 7. 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 includes in the tentative budget travel and related expense reimbursement in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$55,000, for all staff and board members for the 2022-23 school year. The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

11k. Establishes the 2022-2023 Maximum Level for Professional Services

WHEREAS, the tentative budget includes the following appropriations:

Legal Services	\$25,000
Auditing Services	\$26,050
Architectural Services	\$ 4,000
Medical	\$ 8,000

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 2022-2023 school year.

11l. Approves Monthly Appropriation Transfers for February 2022

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

11m. Approves Monthly Transfer Report for February 2022

RESOLVED, that pursuant to N.J.A.C. 6A:23A-13.3, the Chester Board of Education approves the Monthly Report of Transfers for February 2022; a copy of which is available for public review in the Chester Board of Education Business Office.

11n. Approves Board Secretary Report for February 2022

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 February 2022; a copy of which is available for public review in the Chester Board of Education Business Office.

11o. Approves Board Treasurer Report for February 2022

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 February 2022; a copy of which is available for public review in the Chester Board of Education Business Office.

11p. Approves Certification of Secretary and Treasurer Report for February 2022

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 February 2022 and that no major account or fund has been over-expended

Motion by_____

Seconded by_____

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW

12. Curriculum/Governance/Personnel—*Heather Ronco (chair) John Barounis, Rebekah Forlenza and Sarah Schultz*

12a. Approves Leave of Absence (Emp. #1106)

RESOLVED: that the Board of Education approves the following leave of absence for employee #1106:

	From
Leave (Start Date)	10/12/2021
Accumulated Sick/Personal Days (Applied)	45
FMLA/NJFLA Start Date (unpaid with benefits)	12/20/2021
Extended Leave without pay and benefits	03/21/2022
Date of Return (Anticipated)	05/02/2022

12b. Approves Social Worker (Kornbluh)

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Brandon Kornbluh as a School Social Worker assigned to Bragg

CHESTER BOARD OF EDUCATION

School, at a salary of \$70,135 Step 15 MA (prorated) effective April 11, 2022 through June 30, 2022 paid from Account # 11-000-219-104-000-000 pending the approval of the criminal history background check for school employees and compliance with NJ P.L.2018, c 5.

12c. Approves Staff for Before School Supervision (Christal)

RESOLVED, that the Chester Board of Education approve Jennifer Christal to provide before school supervision for student #19501 one hour a week at the professional rate of \$62 beginning February 8, 2022 through the remainder of the 2021-2022 school year.

12d. Approves Summer Scholars Program Teacher (Steinmark)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Kira Steinmark as a Summer Scholars Teacher for the 2022 Summer Scholars program, at the professional hourly rate of \$62, for 3.5 hours daily from July 5, 2022 through August 4, 2022 for four days a week (19 days plus one day of prep) for a total cost of up to \$4,340.

12e. Accepts Resignation (Yates)

RESOLVED, that the Chester Board of Education accepts the resignation of Christie Yates, second grade teacher at Dickerson School effective June 30, 2022.

12f. Amends Resolution (Livesey/Viscuso)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education amends Resolution (12bb.) from the October 12, 2021 meeting to designate Micol Viscuso as French Club Advisor in place of Alexandra Livesey effective February 28, 2022.

12g. Approves Statement of Assurance Professional Development/Mentoring Plan and Mentors

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the submission of the 2021-2022 Statement of Assurance Professional Development/Mentoring Plan and the following mentors for new teachers:

New Employee <i>(New to profession must pay mentor \$550 or prorated amount)</i>	Mentor	School
Amanda McGrane	Danielle Meekings	Bragg

12h. Amends Resolution 12uu. (Anderson)

RESOLVED that, the Chester Board of Education amends Resolution 12i. from the October 12, 2021 meeting to change the end date for Alisa Anderson to the end of the school year.

Motion by _____

Seconded by _____

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW

CHESTER BOARD OF EDUCATION

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 March 14, 2022 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	JB	AC	MD	RF	SK	CL	HR	SS	KW

14. Return to Public Session

Motion by_____

Seconded by_____

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW

15. Unfinished Business

16. New Business

17. Adjournment

Motion by_____

Seconded by_____

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW