

**REGULAR MEETING
DECEMBER 13, 2022
AGENDA**

*A regular meeting of the Chester Board of Education will be held on
December 13, 2022 at 7:00 p.m. 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	
Amy Collins		Heather Ronco	
Matthew Downs		Sarah Schultz	
Rebekah Forlenza		Kerri Wright	
Sara Kalashian		Quorum	Y N

4. Pledge of Allegiance

5. Presentations

Comprehensive Annual Financial Report (CAFR) and Auditor's Management Report (AMR)- by Nisivoccia, LLP

5a. Public Hearing on HIB - Pursuant to N.J.S.A. 18A:17-46, the Superintendent will report to the Board of Education all acts of Harassment, Intimidation, or Bullying (HIB) which occurred during the previous reporting period, July 2022 through December 2022.

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

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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:

- 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 November 15, 2022

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on November 15, 2022.

9b. Approves Executive Meeting Minutes from November 15, 2022

RESOLVED, that the Chester Board of Education approves the Executive meeting minutes of the meeting held on November 15, 2022.

Motion by_____

Seconded by_____

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

10. Committee of The Whole—All.

10a. Approves Reorganization Meeting Date

RESOLVED, that the Chester Board of Education approves the Reorganization Meeting for January ____, 2023 at 7:00 p.m. at the Chester Board of Education, 50 North Road Building 4, Chester, New Jersey or the cafeteria of BRMS, 133 North Road, Chester, NJ

10b. Approves Superintendent's Recommendation for HIB case #2

RESOLVED, that the Chester Board of Education approves the Superintendent's recommendation for HIB Case #2.

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	11/30/2022	\$654,774.72
Bills List	12/13/2022	\$1,048,347.74

11b. Approves Monthly Appropriation Transfers for November 2022

RESOLVED, that the Chester Board of Education approves the following transfers within the 2022-2023 budget for the month of November 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.

11c. Approves Monthly Transfer Report for November 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 November 2022; a copy of which is available for public review in the Chester Board of Education Business Office.

11d. Approves Board Secretary Report for November 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 November 2022; a copy of which is available for public review in the Chester Board of Education Business Office.

11e. Approves Board Treasurer Report for November 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 November 2022; 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 November 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 November 2022 and that no major account or fund has been over-expended.

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11g. 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	Registration- Tuition	Travel Misc.	Estimated Total Expense
February 27-28, 2023	Sara Kozlowski 2023 SHAPE NJ Annual Convention Princeton, NJ	\$275.00	\$85.20	\$360.20
February 27-28, 2023	Tim Rain 2023 SHAPE NJ Annual Convention Princeton, NJ	\$275.00	\$73.69	\$348.69
February 27, 2023	Joseph Pizzo Pennsylvania AMLE State Conference King of Prussia, PA	\$309.00	\$0	\$309.00
February 27, 2023	Kenneth Piascik Pennsylvania AMLE State Conference King of Prussia, PA	\$309.00	\$0	\$309.00

11h. NO RESPONSE TO BID FOR SNOW REMOVAL SERVICES

WHEREAS, the Chester School District is responsible for providing snow removal services from school properties; and

WHEREAS, the Chester School District currently contracts out for snow removal services; and

WHEREAS, a bid opening was held on November 3, 2022 and no bids were received; and

WHEREAS, a bid opening was held on November 22, 2022 and no bids were received; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-5 when a bid has been advertised pursuant to N.J.S.A. 18A:18A-4 on two occasions and (1) no bids have been received on both occasions in response to advertisement, a contract shall be negotiated and awarded by the board of education; and

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NOW THEREFORE, BE IT RESOLVED, that the Chester School District Board of Education hereby authorize the School Business Administrator, Tanya Dawson to negotiate a contract for Snow Removal Services.

11i. Approves Snow Removal Contract (Harrington & Sons, LLC)

RESOLVED, that upon the recommendation of the School Business Administrator the Chester Board of Education approves Harrington & Sons Landscaping, LLC for snow removal services for the 2022-2023 school year according to the attached schedule.

11j. Declares Equipment Obsolete

RESOLVED, that the Chester Board of Education declares the following no longer serviceable School Buses obsolete and directs the School Business Administrator to remove the following item for the District's asset inventory if necessary; copy of which is on file in the Business Office.

Quantity	Item	Department	Identification Number
1	2014Thomas 051Bus	Transportation -Van 3	1GB3G3BG4C117664
1	2012Thomas 051Bus	Transportation- Van 5	1GD373BG3B110279

11k. Approves Tuition Rates for Preschool for 2023-24 School Year

RESOLVED, that the Chester Board of approve the tuition rates below for Chester School District Preschool Program for the 2023-24 school year:

5 full days per week \$1,050 monthly: \$10,500 for the school year

5 half days per week \$525 monthly: \$5,250 for the school year

11l. Approves Contract with Saint Clare's Behavioral Health

RESOLVED, that upon the recommendation of the School Business Administrator the Chester Board of Education approves the contract with Saint Clare's Behavioral Health to conduct back to school evaluations at a rate of \$250.00 per evaluation for the 2022-2023 school year.

11m. Approves Behavior Consultant Agreement (DiNovi & Associates, LLC)

RESOLVED, that the Chester Board of Education approves Brett DiNovi & Associates, L.L.C. to provide behavior consultation services for up to 5 hours weekly at a rate of \$140.00 per hour for a total of \$19,600.00 effective December 13, 2022, for the remainder of the 2022-2023 school year. (To be funded by the IDEA Preschool grant 20-252-11-300-000-000).

11n. Approves Clinical Behavior Associate Agreement (DiNovi & Associates, LLC)

RESOLVED, that the Chester Board of Education approves Brett DiNovi & Associates, L.L.C. to provide a Clinical Associate for up to 30 hours at a rate of \$60.00 per hour effective December 13, 2022 for a total of \$1,800.00 (To be funded by the IDEA Pre-school grant 20-252-11-300-000-000).

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11o. Approves Speech Therapy Services

RESOLVED, that the Chester Board of Education approves Springboard Pediatric Therapy to provide speech therapy services for up to 16 hours weekly at \$93.00 per hour effective January 9, 2023 through February 4, 2023 for a total of \$ 5,952.00.

11p. Accepts Comprehensive Annual Financial Report FY 22

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 December 13, 2022; now

Be It Resolved, that the Chester Board of Education accepts the audit for the 2021/22 school year, FY ended June 30, 2022.

11q. 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 2022-2023 school year.

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. Amends 2023-2024 School Calendar

RESOLVED that the Chester Board of Education amends the 2023-2024 school calendar to include early dismissal days for spring conferences.

12b. Awards Compensation (Dawson)

WHEREAS, the 2022-2023 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(s) as outlined below.

Qualitative Merit Goal	Percentage
To enhance the safety and traffic flow of cars and busses in the school parking lot between Bragg and Dickerson Schools, the BA will conduct a traffic study to improve safety and congesting during drop off and pickup between the shared lots. The following activities will be completed: (1) Get approval from Finance Committee to hire traffic consultant to assist in the traffic study; (2) Meeting with the administrative team of Bragg and Dickerson along with the School Safety Specialist to address current issues and/or concerns (3) Review consultants finding during their study of our	2.5% of salary

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parking lot (4) Prepare final report to administrative team and the board of education on final recommendations.	
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THEREFORE, BE IT RESOLVED, that the Chester Board of Education hereby awards compensation for the above-mentioned goal(s) as outlined in the Business Administrator's contract, payable in the 2022-2023 school year.

12c. Awards Compensation (Dawson)

WHEREAS, the 2022-2023 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(s) as outlined below.

Qualitative Merit Goal	Percentage
To remediate the PFOS testing standards at set by the Department of Environmental Protection and after looking at several remediation options, it was decided that the district would connect to city water. The BA will oversee the application process for connection to city water through New Jersey American Water Company for Bragg & Dickerson Schools to correct PFOS violations by: (1) Consulting a water professional on facility and water count paperwork for submission; (2) Collecting data from our water professionals (3) Work with Department of Environmental Protection on timeline extension. (4) Work on getting Fire water suppression documentation. Get all approvals needed in order for this project to go out for bid by December 2022.	2.5% of salary

THEREFORE, BE IT RESOLVED, that the Chester Board of Education hereby awards compensation for the above-mentioned goal(s) as outlined in the Business Administrator's contract, payable in the 2022-2023 school year.

12d. Approves 2022-2023 School Field Trips

RESOLVED, that the Chester Board of Education approves the following field trips for the 2022-2023 school year:

Field Trip Date	Location	Grade/Group
April 25-26, 2023	Frelinghuysen Arboretum	1 st Grade Classes
April 4, 2023	Mendham High School	BRMS Strings
January 26, 2023	David Geffen Hall, NY NY Philharmonic	6 th & 8 th Grade Select Musicians
February 23, 2023	Tech Expo Long Valley Middle School	6 th -8 th Grade Select Students
February 8, 2023	Mendham High School	7 th & 8 th Grade Honors Musicians
June 7, 2023	Bronx Zoo	7 th Grade Students

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12e. Accepts Retirement (Campbell)

RESOLVED, that that upon the recommendation of the Superintendent, the Chester Board of Education accepts the retirement of Lisa Campbell effective December 31, 2022.

12f. Approves Parent Volunteer Chaperones (Ski/ Snowboard)

RESOLVED, that that upon the recommendation of the Superintendent, the Chester Board of Education approves the following parent volunteer chaperones for the 2022-2023 Ski/ Snowboard season.

Cossmann, Adam	Moschella, Liane
Chidgey, Paul	Moschella, Michael
Giannattasio, Lucy	Snellings, Jackie
Kourkoulakos, Jim	Swarts, Kim
Lobecker, Heidi	Thrun, Trevor
Melton, Carly	Tresselt, Allen

12g. Approves Staff Member for Extra-Curricular Activity (Kozlowski)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff member to conduct a board approved extra-curricular activity for the 2022-2023 school year with stipend as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association:

Activity	Advisor
Elementary Science Fair Teacher Advisor	Sara Kozlowski

12h. Approves Professional Work (Stagg)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Michael Stagg for professional work for the 2023 Science Fair at the contracted rate per hour of \$62.00 up to 10 hours.

12i. Approves Daily Stipend (Orchard)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves a daily stipend in the amount of \$124.00 for Lora Orchard to assist the School Business Administrator on an as needed basis for the 2022-2023 school year.

12j. Approves Extra Hours (Machusky)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves John Machusky for extra hours for technology for the 2023 Chester Science Fair at the rate \$50.00 per hour for up to 20 hours.

12k. Approves Doctoral Practicum Student (Blachnio)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Rutgers University doctoral practicum student, Veronica Blachnio, under the supervision of Dr. Scherzer and Dr. Southwick effective January 3, 2023 for the remainder of the 2022-2023 school year, pending the approval of the criminal history background check for school employees and compliance with P.L. 2018, c5.

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12l. Approves Substitute Custodian (Brocklehurst)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Lara Brocklehurst effective December 14, 2022 as a substitute custodian for the 2022-2023 school year at a rate of \$15.00 per hour, pending the approval of the criminal history background check for school employees and compliance with P.L. 2018, c5. to be paid from account 11.000.262.100.110.002.

12m. Approves Assistant to the Business Administrator (Babcock)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Donna Babcock effective February 13, 2023 as Assistant to the Business Administrator at an annual salary of \$60,000 for the 2022-2023 school year to be paid from Accounts 11.000.251.100.105.000 and 11.000.270.160.000.000, pending the approval of the criminal history background check for school employees and compliance with P.L. 2018, c5.

12n. Rescinds Termination of Employee #1524

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education rescinds resolution 12r. (11/15/22 Agenda) Termination of Employee #1524.

Motion by_____

Seconded by_____

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	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 December 13, 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 Time_____

Motion by_____

Seconded by_____

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

15. Unfinished Business

16. New Business

17. Adjournment

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Motion by_____

Seconded by_____

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