

**REGULAR MEETING  
NOVEMBER 15, 2022  
AGENDA**

*A regular meeting of the Chester Board of Education will be held on  
November 15, 2022 at 7:00 p.m. Chester Borough Courtroom,  
50 North Road, Chester, NJ 07930*

**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**

**6. Administration-Dr. Christina VanWoert and Tanya Dawson**

**6a. Superintendent's Report**

Sarah Schultz will report on the 2022 New Jersey School Boards Conference

**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.*

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*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 October 18, 2022**

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on October 18, 2022.

**9b. Approves Executive Meeting Minutes from October 18, 2022**

RESOLVED, that the Chester Board of Education approves the Executive meeting minutes of the meeting held on October 18, 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 2021-2022 School Year HIB Self Assessments**

RESOLVED, that the Chester Board of Education approves 2021-2022 HIB Self Assessments.

**10b. Approves Superintendent's Recommendation for HIB Case # 1**

RESOLVED, that the Chester Board of Education approves the Superintendent's recommendation for HIB Case # 1

**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.

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Bills List		Totals
Payroll	10/28/22	\$651,419.96
Payroll	11/15/22	\$675,171.94
Bills List	10/27/22	\$96,245.67
Bills List	11/15/22	\$593,511.84

**11b. Approves Monthly Appropriation Transfers for September and October 2022**

RESOLVED, that the Chester Board of Education approves the following transfers within the 2021-2022 budget for the month of September and October 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 September and October 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 September and October 2022; a copy of which is available for public review in the Chester Board of Education Business Office.

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

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

**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:

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Date	<u>Employee</u> Conference/Workshop	Registration-	Travel Misc.	Estimated Total Expense
July 20-21, 2023	Colleen Cahill Simply Coaching Summit Bootcamp: In Person Professional Development Experience for Instructional Coaches	\$447.00	\$1,316.74	\$1,763.54
July 20-21, 2023	Danielle Meekings Simply Coaching Summit Bootcamp: In Person Professional Development Experience for Instructional Coaches	\$447.00	\$1,316.74	\$1,763.54
January 13, 2023	Anne Pape School Nurses: Best Practices for Addressing Mental Health Issues in Your School	\$279.00	Online	\$279.00

**11h. Approves SEB Speech and Feeding Therapy, LLC**

RESOLVED, that upon the recommendation of the Business Administrator, the Chester Board of Education approves SEB Speech and Feeding Therapy, LLC to provide therapy to student #20406 weekly for one hour at a rate of \$215. per hour effective November 18, 2022 through the remainder of the 2022-2023 school year.

**11i. Approves Commission for the Blind Service** RESOLVED, that upon the recommendation of the Business Administrator, the Chester Board of Education approves students #20879 and #20496 to receive Commission for the Blind, Education Level 1 Services at a cost of \$2,200. each for the 2022-2023 school year.

**11j. Approves Joint Transportation Agreement for the 2022-2023 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, **West Morris Regional High School** 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 Administrative Budget Calendar**

RESOLVED, that the Chester Board of Education approves the Administrative Budget calendar for preparation of the 2023-2024 budget.

**11l. Authorizes Submission of Comprehensive Maintenance Plan and M-1**

WHEREAS, pursuant to N.J.A.C. 6A:26A, the New Jersey Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities; and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Chester Board of Education are consistent with these requirements; and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid;

NOW THEREFORE BE IT RESOLVED, that the Chester Board of Education hereby authorizes and directs the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 in compliance with New Jersey Department of Education requirements.

**11m. Accepts Safety Grant from the New Jersey Schools Insurance Group**

RESOLVED, that the Chester Board of Education accepts the New Jersey Schools Insurance Group (NJSIG) award of a safety grant totaling \$13,600.

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 Custodian (Agudelo)**

RESOLVED that upon the recommendation of the Superintendent, the Chester Board of Education approves Jose Agudelo as Custodian at Dickerson School, with an annual salary of \$43,175 (pro-rated) and an annual Black Seal Stipend of \$800 effective November 16, 2022 through June 30, 2023.

**12b. Approves Staff for Winter Sports (BRMS)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff for the following coaching positions for the 2022-2023 school year with stipends as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association:

Winter Sport	Head Coach/Assistant Coach	
Wrestling	Sean McQueeney (Head)	Brett Leistier (Assistant)

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Cheerleading	Sarah Warren (Head)	Gina Ruvolo (Assistant)
Girls' Basketball	Cat McPherson (Head)	Melissa D'Auria (Assistant)
Boys' Basketball	Jim Yankowicz (Head)	Andy Gray (Assistant)
Unified Basketball	Chris Duffy (Head)	

**12c. Approves Staff for Spring Sports (BRMS)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff for the following coaching positions for the 2022-2023 school year with stipends as determined by Schedule "B" of the Agreement between The Chester Board of Education and The Chester Education Association:

Spring Sport	Head Coach/Assistant Coach	
Softball	Taryn Mansolino (Head)	Kevin Cullen (Assistant)
Baseball	Tim Rain (Head)	Sean McQueeney (Assistant)
Girls' Lacrosse	Laura Garrison (Head)	Milli Roskie (Assistant)
Boys' Lacrosse	Chris Duffy (Head)	Andy Gray (Assistant)
Track & Field	Cat McPherson (Head)	Susannah Patience (Assistant)
Unified Track & Field	Melissa D'Auria (Head)	

**12d. Approves Bragg School Office Aide (Jacobsen)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Jill Jacobsen as an Office Aide, Bragg School 19.5 hours weekly at an hourly rate of \$17, at a salary of \$12,928.50 (prorated), paid from Account# 11-000-240-105-000-002, effective November 2, 2022 through the remainder of the 2022-2023 school year.

**12e. Approves Revised Leave of Absence for employee #1010**

RESOLVED: that the Board of Education approves the following revised leave of absence for employee # 1010:

Leave (Start Date)	11/28/2022
NJFLA Start Date (unpaid with benefits)	11/28/2022
Date of Return	02/27/2023

**12f. Approves Extra Work (bus drivers)**

RESOLVED, that upon the recommendation of the Superintendent that the Chester Board of Education approves the following Chester School District Bus Drivers to transport sports/field trips at their hourly rate for the 2022-2023 school year.

Driver	Hourly Rate
Pamela Roberts	\$31.51

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Holly Law	\$32.00
Tracy Kometani	\$28.64

**12g. Approves Long Term Leave Replacement (Budzinski-Flores)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Julie Budzinski-Flores as long term leave replacement teacher at Bragg School for employee #1500 for the 2022-2023 school year effective November 28, 2022 through May 8, 2023 at an annual salary of \$53,870 (Step 1 BA) with benefits to be paid from account 11.000.120.100.101.001.000.

**12h. Approves BRMS Assistant Wrestling Coach (Leister)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Brett Leister as BRMS Assistant Wrestling Coach for the 2022-2023 school year at a stipend of \$2,848.00, effective November 16, 2022 as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association to be paid from account 11.000.402.100.101.000.000.

**12i. Accepts Resignation (Hoffman)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education accepts the resignation of Bragg Guidance Counselor, Heather Hoffman, effective November 28, 2022.

**12j. Approves 2022-2023 School Trips (BRMS)**

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

Field Trip Date	Location	Grade/Group
Jan 23, 2023	West Morris Central	District Chorus
Jan 9, 2023	West Morris Mendham	Music Articulation Concert
5/31/23, 6/1/23, 6/2/23	Washington D.C.	8 <sup>th</sup> Grade

**12k. Approves 2022-2023 School Trips (Dickerson)**

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

Field Trip Date	Location	Grade/Group
11/28/22, 11/30/22, 12/1/22, 12/5/22, 12/8/22	Chester Library	Grade 1

**12l. Approves School Safety and Security Plan Statement of Assurance**

RESOLVED, that that upon the recommendation of the Superintendent, the Chester Board of Education approves the 2022-2023 School Safety and Security Plan Annual Review Statement of Assurance.

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**12m. 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 Quantitative Goal(s) as outlined below.

Quantitative Merit Goal	Percentage
The BA will work towards enhancing food service activities and increase community awareness of program offerings by: (1) Updating food services website (2) Communicating online payment options to student accounts, (3) Communicate refresh menu options (4) Communicate Farm to Table program.	2.0% 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.

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 **November 15, 2022** at \_\_\_\_ p.m. to discuss H.I.B. case #2. 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\_\_\_\_\_



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<b>Roll Call Vote</b>	<b>JB</b>	<b>AC</b>	<b>MD</b>	<b>RF</b>	<b>SK</b>	<b>CL</b>	<b>HR</b>	<b>SS</b>	<b>KW</b>