

**REGULAR MEETING
DECEMBER 13, 2022
MINUTES**

1. Call to Order

Kerri Wright, Board President, called the meeting to order on December 13, 2022 at 7:01 p.m. in the Chester Borough Courtroom, 50 North Road, Chester, NJ 07930

2. Sunshine Announcement

Kerri Wright, Board President, announced 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 (via phone)	Yes	Christopher Lowry	Yes
Amy Collins	Yes	Heather Ronco	Yes
Matthew Downs	Absent	Sarah Schultz	Yes
Rebekah Forlenza	Yes	Kerri Wright	Yes
Sara Kalashian	Yes	Quorum	Yes

4. Pledge of Allegiance

Kerri Wright, Board President, led the Board in the Pledge of Allegiance.

5. Presentations

Comprehensive Annual Financial Report (ACFR) 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. There was one HIB case.

6. Administration-Dr. Christina VanWoert and Tanya Dawson

6a. Superintendent's Report

- Science Fair Update
- Wished departing Board Members well

6b. Business Administrator's Report

- Approving the annual comprehensive audit
- Snow bids- no bids submitted
- Snow contract

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- Emergent grant (resolution 11r.) for \$22,920

7. **President's Comments**

My last meeting with Chester is bittersweet. I want to thank all past and current Board members over the last 15 years. I also want to thank our staff and administration. I encourage our new board members to lean on our administration. They are truly amazing and do an exceptional job of running the schools. A very special thank you to Dr. VanWoert and Tanya Dawson. It has been a pleasure working with both of you especially the last 15 years with Dr. VanWoert.

8. **Public Commentary**

Mayor Janet Hoven thanked the departing Board Members for their selflessness. Mayor Hoven stated she thinks most people don't understand how much time and work you put in to this.

Melissa Fair-Esposito, Dickerson Principal, thanked the Board members for always listening and making our visions come true.

9. **Approval of Minutes**

The Board took the following action:

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 Rebekah Forlenza

Seconded by Heather Ronco

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW
8-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes

10. **Committee of The Whole—All.**

10a. **Approves Reorganization Meeting Date**

RESOLVED, that the Chester Board of Education approves the Reorganization Meeting for January 5, 2023 at 7:00 p.m. in the cafeteria of BRMS, 133 North Road, Chester, NJ

Motion by Heather Ronco

Seconded by Rebekah Forlenza

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW
8-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes

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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 Rebekah Forlenza

Seconded by Heather Ronco

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW
8-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes

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.

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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.

Resolutions 11b. through 11f. tabled

Motion by Rebekah Forlenza

Seconded by Amy Collins

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW
8-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes

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	Employee 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

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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

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.

Sarah Schultz asked if we have previously used this company and are the rates competitive.

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- 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).
- 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 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.
- 11r. Approves Acceptance and Certification of Emergent and Capital Maintenance Needs Grant**
RESOLVED, that upon the recommendation of the School Business Administrator, the Chester Board of Education approves acceptance and certification of Emergent and Capital Maintenance Needs Grant for fiscal year 2023 in the amount of \$22,920.00 to be used toward the district's water project.
- 11s. Approves Recycling/Disposal of Obsolete Security Equipment**
RESOLVED, that upon the recommendation of the School Business Administrator, the Chester Board of Education approves Recycling/Disposal of obsolete security equipment; a list of which can be viewed at the Board of Education Business office.

Motion by Rebekah Forlenza

Seconded by Amy Collins

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW
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8-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes
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12. Curriculum/Governance/Personnel—Heather Ronco (chair) John Barounis, Rebekah Forlenza and Sarah Schultz

12a. Amends 2023-2024 School Calendar (Resolution pulled)

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 parking lot (4) Prepare final report to administrative team and the board of education on final recommendations.	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.

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	2.5% of salary

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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.	
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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.

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

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)

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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.

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 Heather Ronco

Seconded by Sara Kalashian

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Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW
8-0 12b.-12n.	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes

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 7:44 p.m. to discuss Personnel and HIB. It is expected that the minutes will be made public as soon as official action is taken.

Motion by Heather Ronco

Seconded by Amy Collins

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW
8-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes

14. Return to Public Session: 8:01 p.m.

Motion by Rebekah Forlenza

Seconded by Amy Collins

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW
8-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes

15. Unfinished Business

None

16. New Business

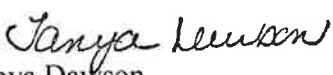
There will be an additional Board meeting on Friday, December 23, 2022 at 8:00 a.m. The meeting will be advertised as soon as possible.

17. Adjournment

There being no further business to discuss, upon the motion of Heather Ronco and seconded by Amy Collins the Board considered a motion to adjourn at 8:05 p.m.

Roll Call Vote	JB	AC	MD	RF	SK	CL	HR	SS	KW
8-0	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully Submitted,


Tanya Dawson
Board Secretary