

**REGULAR MEETING
MARCH 19, 2024
AGENDA**

*A regular meeting of the Chester Board of Education will be held on
March 14, 2024 at 7:00 p.m. Black River Middle School Cafeteria.
133 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

Erick Arostegui		Suzanne Dundon	
John Barounis		Melissa Mauro-Duffy	
Carolyn Byszewski		Sarah Schultz	
Adam Colicchio		Adam Sorchini	
Matthew Downs		Quorum	Y N

4. Pledge of Allegiance

5. Presentations:

- Pandemic Recovery: Grade 3-8 Mathematics- Stanford University presented by Mr. Brad Currie, Director of Planning, Research, and Evaluation
- 2024-2025 Chester School Budget Presentation by Mr. Peter Frascella, School Business Administrator

6. Administration-Dr. Christina VanWoert and Peter Frascella Business Administrator/Board Secretary

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 February 13, 2024

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the Reorganization meeting held on February 13, 2024

9b. Approves Executive Meeting Minutes from February 13, 2024

RESOLVED, that the Chester Board of Education approves the Executive meeting minutes of the meeting held on February 13, 2024.

Motion by_____

Seconded by_____

Roll Call Vote	EA	JB	CB	AC	MD	SD	MMD	SS	AS

10. Committee of The Whole—All.

None

11. Buildings, Grounds, Transportation/Finance— Carolyn Byszewski (Chair), Adam Sorchini, Adam Colicchio and John Barounis

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	02/15/2024	\$700,208.27
Payroll	02/29/2024	\$683,675.94
Payroll	03/15/2024	\$683,250.92

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Bills List	\$1,450,205.30
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11b. Approves Monthly Appropriation Transfers for December 2023, January 2024 and February 2024

RESOLVED, that the Chester Board of Education approves the following transfers within the 2023-2024 budget for the month of December 2023, January 2023 and February 2024 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 December 2023, January 2024 and February 2024

RESOLVED, that pursuant to N.J.A.C. 6A:23A-13.3, the Chester Board of Education approves the Monthly Report of Transfers for December 2023, January 2024 and February 2024; a copy of which is available for public review in the Chester Board of Education Business Office.

11d. Approves Board Secretary Report for December 2023, January 2024 and February 2024

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 December 2023, January 2024 and February 2024; a copy of which is available for public review in the Chester Board of Education Business Office.

11e. Approves Board Treasurer Report for December 2023, January 2024 and February 2024

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 December 2023, January 2024 and February 2024; 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 December 2023, January 2024 and February 2024

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 December 2023, January 2024 and February 2024 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/Work-shop	Registration-	Travel Misc.	Estimated Total Expense
04/17/24	Danielle Guli Shifting the Balance Rutgers University, NJ	\$180.00	\$25.38	\$205.38
04/17/2024	Julie Flores Shifting the Balance Rutgers University, NJ	\$180.00	\$25.38	\$205.38
6/5 – 6/7 2024	Peter Frascella NJASBO Atlantic City, NJ	\$500.00	\$494.98	\$994.98
6/19-6/22 2024	Dr. Kenneth Piascik National School to Watch Conference Alexandria, VA	\$499.00	\$1696.35	\$2195.35
6/19-6/22 2024	Joseph Pizzo National School to Watch Conference Alexandria, VA	\$499.00	\$1174.51	\$1673.51

11h. Approves School Trip (Dickerson)

RESOLVED, that the Chester Board of Education approve the following school trip for the Dickerson School:

Field Trip	Location	Grade/Group
Mayo Performing Arts Center	Morristown	Grade K

11i Approves the Professional Services Agreement-Special Council

RESOLVED, the Chester Board of Education approves a Professional Services Agreement between the Chester Board of Education and Cleary, Giacobbe, Alfieri, Jacobs LLC as the Special Council for the 2024 calendar year.

11j. Approves 2024 Camp Achieve Field Trips

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following social skills trips chaperoned by Brandon Kornbluh, school social worker, Denielle Saucedo, Gretchen Capan, Kathleen Werner.

July 18th - Buttermilk Falls, Mendham Township, NJ
 July 25th - Great Swamp Wildlife Refuge, Harding, NJ
 August 1st - Hacklebarney Park/Chester Diner

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11k. Approves Camp Achieve/Camp Success to attend Chester Pool

RESOLVED, that the Chester Board of Education approves Camp Achieve/Camp Success to attend Chester Pool on Mondays and Wednesdays from July 8, 2024 through August 8, 2024.

11l. Approves Renewal of Joint Transportation Sports Agreement (Byram Bus Company)

RESOLVED, that upon the recommendation of the School Business Administrator, the Chester Board of Education approves renewal of Joint Transportation Sports Agreement with Byram Bus Company effective March 2024 to June 30, 2024.

11m. Approves Adoption of Tentative 2024-2025 School Budget

BE IT RESOLVED that the tentative budget be approved for the 2024-2025 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	MAINT RESERVE	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2024-25 Total Expenditures	\$25,328,969	\$4,448,180	\$300,000	\$358,829	\$1,139,230	\$31,575,208
Less: Anticipated Revenues	\$3,116,139	\$4,338,487	\$300,000	\$358,829	\$109,693	\$8,223,148
Taxes to be Raised	\$22,212,830				\$1,029,537	\$23,242,367

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 2024-25 school year will be held on _____, 2024 at 7 p.m. in the Chester Borough Courtroom.

11n. 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 \$95,000 for the 2024-25 school year.

11o. 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

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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

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 \$95,000, for all staff and board members for the 2024-25 school year. The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

11p. Establishes the 2024-2025 Maximum Level for Professional Services

WHEREAS, the tentative budget includes the following appropriations:

Legal Services	\$28,000
Auditing Services	\$28,000
Architectural Services	\$36,000
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 abo for the 2024-2025 school year.

Motion by_____

Seconded by_____

Roll Call Vote	EA	JB	CB	AC	MD	SD	MMD	SS	AS

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- 12. Curriculum/Governance/Personnel—** Melissa Mauro Duffy (Chair), Erick Arostegui, Suzanne Dundon and Matthew Downs

12a. Approves Camp Achieve/Camp Success Bus Drivers

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following bus drivers for Camp Achieve and Camp Success programs for the 2024-2025 ESY from July 8, 2024 through August 8, 2024 (20 days) at their contracted hourly rate:

Driver	Hourly Rate
Tracy Kometani	\$28.96
Holly Law	\$32.35
Yoslin Lopez	\$29.44
Emily Perez	\$29.44
Pamela Roberts	\$31.86

12b. Approves Horizontal Advancement on Guide

RESOLVED, that the Chester Board of Education approves advancement on the salary guide for the following staff member effective March 1, 2024.

Name	Current Step/Guide	Advance Step/Guide
Elizabeth Madinabeitia	Step 16 MA \$75,510	Step 16 MA +15 \$76,260

12c. Approves Guidance Practicum/Internship Student (Yamashita)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves The College of New Jersey Graduate School of Counseling student, Maggie Yamashita, to complete her practicum/internship under the supervision of Chester School District Guidance Counselors effective August 28, 2024 through June 13, 2025 pending the approval of the criminal history background check for school employees and compliance with P.L. 2018, c5.

12d. Approves Professional Work (2024 Science Fair Judge-Hey)

RESOLVED, that upon the recommendation of the Superintendent, the Board of Education approves Nicole Hey to be a 2024 Science Judge to be paid the professional hourly rate of \$62 per hour for up to 4 hours each as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association.

12e. Approves Professional Work (2024 Science Fair Chaperones)

RESOLVED, that upon the recommendation of the Superintendent, the Board of Education approves the following staff members to be 2024 Science Fair Chaperones to be paid \$86 for the first two hours and \$43 per each additional hour for up to four hours total as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association.

Liz Madinabeitia	Grace Cooper
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12f. Approves 5th Grade Teacher (O’Melia)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Cheryl O’Melia as Bragg School 5th Grade Teacher at Step 17 MA+30 with benefits and a salary of \$82,560 effective March 1, 2024 through June 30, 2024 pending approval of criminal history background check for school employees and compliance with NJ P.L.2018, c5.

12g. Approves Professional Work (Ragonese)

RESOLVED, that upon the recommendation of the Superintendent, the Board of Education approves Francesca Ragonese for professional work to write STEM lesson plans to be paid the professional hourly rate of \$62 for up to 10 hours as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association.

12h. Approves Substitute Assistant to the Superintendent (Beaudin)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Sophia Beaudin as substitute assistant to the Superintendent for effective April 1, 2024 to be paid \$25.00 per hour.

12i. Awards Compensation (Van Woert)

WHEREAS, the employment contract for Dr. Christina Van Woert, Superintendent of Schools, provides for merit goals pursuant to N.J.A.C. 6A:23A-3.1 € (10); and

WHEREAS, Dr. Christina Van Woert, Superintendent of Schools, successfully attained the following Qualitative Goals as outlined below.

Qualitative Merit Goals	
<p>The Superintendent will lead the district in the production of the Science Fair PART 2 which for more than 30 years has been organized, chaired and administered by a Chester municipal organization from outside the schools. Over the past few years, that committee has disbanded due to a number of factors including the pandemic.</p> <p>After accepting the following responsibilities for the successful production of the Science Fair last year, the Superintendent will set the following goals to build upon and expand on the success of our 2023 Science Fair including securing additional funding for the Fair, increasing the number of volunteers working on the Fair; recruiting additional out of district science professionals to serve as judges for the Fair; encouraging additional teachers and students through the process of preparing to compete in the Fair and offering a larger number of workshops for their projects. The Fair will be held this year on Saturday, March 16, 2024.</p>	<p style="text-align: center;">2.5% of salary</p>

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12j. Approves Professional Work (2024 Science Fair Judge-Jacot)

RESOLVED, that upon the recommendation of the Superintendent, the Board of Education approves Gretchen Jacot to be 2024 Science Judge to be paid the professional hourly rate of \$62 per hour for up to 4 hours each as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association.

12k. Approves Professional Work (Gray)

RESOLVED, that upon the recommendation of the Superintendent, the Board of Education approves BRMS teacher Andrew Gray for professional work for the Chester Science Fair to be paid the professional hourly rate of \$62 per hour for up to 8 hours total as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association.

Motion by_____

Seconded by_____

Roll Call Vote	EA	JB	CB	AC	MD	SD	MMD	SS	AS

13. Policy-Adam Sorchini (Chair), Adam Colicchio, John Barounis and Melissa Mauro Duffy

13a. Approves First Reading of Policy 2021 Line of Responsibility

RESOLVED, that upon the recommendation of the Superintendent, the Board of Education approves the first reading of Policy 2021-Line of Responsibility.

13b. Approves First Reading of Policy 3280 Gifts, Grants and Requests

RESOLVED, that upon the recommendation of the Superintendent, the Board of Education approves the first reading of Policy 3280-Gifts, Grants and Requests.

14. 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 19, 2024 at ____ p.m. to discuss HIB, personnel, negotiations and items falling under attorney client privilege. It is expected that the minutes will be made public as soon as official action is taken.

Motion by_____

Seconded by_____

Roll Call Vote	EA	JB	CB	AC	MD	SD	MMD	SS	AS

15. Return to Public Session Time_____

Motion by_____

Seconded by_____

Roll Call Vote	EA	JB	CB	AC	MD	SD	MMD	SS	AS

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16. Committee of The Whole—All.
None

17. Unfinished Business

18. New Business

19. Adjournment

Motion by_____

Seconded by_____

Roll Call Vote	EA	JB	CB	AC	MD	SD	MMD	SS	AS