

**REGULAR MEETING  
AUGUST 15, 2023  
AGENDA**

*A regular meeting of the Chester Board of Education will be held on  
August 15, 2023 at 7:00 p.m. at Black River Middle School  
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**

John Barounis		Rebekah Forlenza	
Carolyn Byszewski		Christopher Lowry	
Adam Colicchio		Sarah Schultz	
Matthew Downs		Adam Sorchini	
Melissa Mauro-Duffy		Quorum	Y N

**4. Pledge of Allegiance**

**5. Presentations**

**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 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*

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*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 June 26, 2023**

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on June 26, 2023.

**9b. Approves Executive Meeting Minutes from June 26, 2023**

RESOLVED, that the Chester Board of Education approves the Executive meeting minutes of the meeting held on June 26, 2023.

Motion by\_\_\_\_\_ Seconded by\_\_\_\_\_

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS

**10. Committee of The Whole—All.**

**10a. Approves Superintendent's Recommendation for HIB Case # 14**

RESOLVED, that the Chester Board of Education approves the Superintendent's recommendation for HIB Case #14.

Motion by\_\_\_\_\_ Seconded by\_\_\_\_\_

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS

**11. Buildings, Grounds, Transportation/Finance— Carolyn Byszewski (chair)**

Christopher Lowry, Adam Colicchio & Adam Sorchini

**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 06/30/2023	\$186,810.55
Payroll 07/14/2023	\$127,101.51

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<b>Payroll 07/28/2023</b>	<b>\$192,597.96</b>
<b>Payroll 08/15/2023</b>	<b>\$226,281.84</b>
<b>Bills List 06/30/2023</b>	<b>\$403,783.04</b>
<b>Bills List 07/31/2023</b>	<b>\$1,111,839.80</b>
<b>Bills List 08/15/2023</b>	<b>\$526,080.01</b>

**11b. Approves Board Secretary Report for June 2023**

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 June 2023; a copy of which is available for public review in the Chester Board of Education Business Office.

**11c. Approves Board Treasurer Report for June 2023**

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 June 2023; a copy of which is available for public review in the Chester Board of Education Business Office.

**11d. Approves Monthly Transfer Report for June 2023**

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

**11e. Approves Certification of Secretary and Treasurer Report for June 2023**

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 June 2023 and that no major account or fund has been over-expended

**11f. Approves Camp Achieve Music Therapy Services**

RESOLVED, that the Chester Board of Education approves Jammin' Jen Music Therapy to provide music therapy services for the Camp Achieve summer program July 10, 2023- August 10, 2023, for 2 weekly visits at \$70 per visit for a total of \$ 700.

**11g. Approves Joint Transportation Agreement for the 2023-2024 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 **Sussex County Regional Cooperative** are able to provide transportation services to children who are residents of the Chester School District.

WHEREAS, the Sussex County Regional Cooperative agrees to transport public, nonpublic and special education pupils on established rates as assigned in writing by the Board.

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THEREFORE, BE IT RESOLVED, that the Chester Board of Education approves a joint transportation agreement for the 2023-2024 school year with Sussex County Regional Cooperative 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 Sussex County Regional Cooperative to receive bids, if necessary, on behalf of the board for these transportation services.

**11h. Approves Bus/Van Routes for the 2023-2024 School Year**

RESOLVED, that the Chester Board of Education approves the following bus routes for the 2023-2024 school year, a copy of which is available for public review in the Chester Board of Education Business Office.

School	Contractor/BOE	Route Numbers
Black River Middle School	Roxbury BOE	BR01, BR02, BR03, BR05, BR08, BR10
Black River Middle School	Chester BOE	BRV7, BRV8
Bragg & Dickerson	Roxbury BOE	BD01, BD02, BD03, BD04, BD07, BD08
Bragg & Dickerson	Chester BOE	BDV7, BDV8, BDV5
Dickerson Preschool	Chester BOE	BDV5, BDV7

**11i. Rescind BCBA ESY Camp Achieve**

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11nn. Approves BCBA United Therapy Solutions, Inc. Camp Achieve RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves United Therapy Solutions, Inc. to provide BCBA services for Camp Achieve at an hourly rate of \$95.00 for 9 hours weekly for a total cost of \$4275.

**11j. Approves Commission for the Blind Services**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Level 1 Commission for the Blind Services. The cost for student # 20496 is \$2,200 and the cost for student #20879 is \$2,200.

**11k. Approves BCBA ESY Camp Achieve**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Applied Behavioral Counseling, P.C. to provide BCBA services for Camp Achieve at an hourly rate of \$125.00 for 7.5 hours weekly for a total cost of \$3750 effective July 17, 2023.

**11l. 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 2023-2024 school year according to the attached schedule.

**11 m. 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
10/23/2023- 10/26/2023	Sarah Schultz NJSBA Fall Conference	Group Registration \$2,200	\$650.00	\$965.00
10/23/2023- 10/26/2023	Dr. VanWoert NJSBA Fall Conference		\$650.00	\$965.00
10/23/2023- 10/26/2023	Peter Frascella NJSBA Fall Conference		\$650.00	\$965.00
10/23/2023- 10/26/2023	Brad Currie NJSBA Fall Conference		\$650.00	\$965.00
10/23/2023- 10/26/2023	Melissa Mauro-Duffy NJSBA Fall Conference		\$650.00	\$965.00
10/23/2023- 10/26/2023	Adam Colicchio NJSBA Fall Conference		\$650.00	\$965.00
10/23/2023- 10/26/2023	Adam Sorchini NJSBA Fall Conference		\$650.00	\$965.00

**11n. Approves Recycling of Obsolete Technology Equipment**

RESOLVED, that upon the recommendation of the School Business Administrator, the Chester Board of Education approves Recycling of obsolete/old technology equipment; a list of which can be viewed at the Board of Education Business office.

Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS

**12. Curriculum/Governance/Personnel—** John Barounis (chair), Matthew Downs, Rebekah Forlenza & Melissa Mauro-Duffy

**12a. Revises Bragg 5<sup>th</sup> Grade Teacher (Budzinski-Flores) From 6/26/23 Agenda**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves revising Julie Budzinski- Flores as Bragg 5<sup>th</sup> Grade Language Arts teacher at a salary of \$60,310 Step 1 BA+15 revised to Step 9-10 BA+15 effective August 30, 2023 through June 30, 2024.

- 12b. Rescinds Human Resources Consultant (Beaudin) From 6/26/23 Agenda**  
Resolved, that the Chester Board of Education rescinds resolution 11bb. From the June 26, 2023 Board Agenda for Sophia Beaudin as a consultant to provide human resources training on an as needed basis for the 2023-2024 school year at an amount not to exceed \$1,000.
- 12c. Accepts Retirement (Kaufer)**  
Resolved, that the Chester Board of Education accepts the retirement of Speech Language Specialist, Robin Kaufer, effective December 31, 2023 with much gratitude for 17 years of service.
- 12d. Accepts Resignation (Schutz)**  
Resolved, that the Chester Board of Education accepts the resignation of Dickerson Literacy Aide, Stacy Schutz effective July 31, 2023.
- 12e. Accepts Resignation (Ruvolo)**  
Resolved, that the Chester Board of Education accepts the resignation of Dickerson BRMS Special Education teacher Gina Ruvolo effective July 31, 2023
- 12f. Approves Professional Hours (Christal)**  
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves 30 professional hours for Special Education Instructional Coach Jennifer Christal for 2023-2024 school year planning at the contracted hourly rate of \$62 effective August 11, 2023.
- 12g. Approves Bragg 5<sup>th</sup> Grade Teacher (Pigott)**  
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Alison Pigott as Bragg School 5<sup>th</sup> Grade Teacher at a salary of \$62,550 Step 3 MA+15 effective August 30, 2023 for the 2023-2024 school year pending approval of criminal history background check for school employees and compliance with NJ P.L.2018, c5.
- 12h. Approves Increase in FTE for CAAP Teacher (Bruno)**  
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves an increase in the FTE for Cassie Bruno (Dickerson CAAP Teacher) from .5 to .6 with a salary change from \$42,592.50 to \$50,751.00 without benefits effective August 30, 2023 for the 2023-2024 school year.
- 12i. Approves Dickerson CAAP Teacher (George)**  
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Margaret George as Dickerson CAAP Teacher effective August 30, 2023 for the 2023-2024 school year at an FTE of .4 with a salary of \$23,042 Step 7 BA without benefits.
- 12j. Approves Statement of Assurance Professional Development/Mentoring Plan and Mentors**

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RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the submission of the 2023-2024 Statement of Assurance Professional Development/Mentoring Plan and the following mentors for new teachers:

<b>New Employee</b> <i>(New to profession must pay mentor \$550 or prorated amount)</i>	<b>Mentor</b>	<b>School</b>
Nicole Callihan	Jennifer Christal	BRMS
Karen Riggi	Liz Madinabeitia	Dickerson
Elizabeth McGookin	Susan Connelly	District
Rebecca Tsihlas	Assigned by NJPSA L2L	BRMS

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

<b>Roll Call Vote</b>	<b>JB</b>	<b>CB</b>	<b>AC</b>	<b>MD</b>	<b>MMD</b>	<b>RF</b>	<b>CL</b>	<b>SS</b>	<b>AS</b>

**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 August 15, 2023 at \_\_\_\_ p.m. to discuss HIB and personnel. It is expected that the minutes will be made public as soon as official action is taken.

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

<b>Roll Call Vote</b>	<b>JB</b>	<b>CB</b>	<b>AC</b>	<b>MD</b>	<b>MMD</b>	<b>RF</b>	<b>CL</b>	<b>SS</b>	<b>AS</b>

**14. Return to Public Session**

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

<b>Roll Call Vote</b>	<b>JB</b>	<b>CB</b>	<b>AC</b>	<b>MD</b>	<b>MMD</b>	<b>RF</b>	<b>CL</b>	<b>SS</b>	<b>AS</b>

**15. Unfinished Business**

**16. New Business**

**17. Adjournment**

Motion by\_\_\_\_\_

Seconded by\_\_\_\_\_

<b>Roll Call Vote</b>	<b>JB</b>	<b>CB</b>	<b>AC</b>	<b>MD</b>	<b>MMD</b>	<b>RF</b>	<b>CL</b>	<b>SS</b>	<b>AS</b>

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