

**REGULAR MEETING
AUGUST 15, 2023
MINUTES**

1. Call to Order

Sarah Schultz, Board President, called the meeting to order at 7:00 p.m. at Black River Middle School, 133 North Road, Chester, NJ, 07930

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	Yes	Rebekah Forlenza	Yes
Carolyn Byszewski	Yes	Christopher Lowry	Yes
Adam Colicchio	Yes	Sarah Schultz	Yes
Matthew Downs	Yes	Adam Sorchini	Yes
Melissa Mauro-Duffy	Yes	Quorum	Yes

4. Pledge of Allegiance

Sara Schultz, Board President, led the Board in the Pledge of Allegiance.

5. Presentations

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

6a. Superintendent's Report

Dr. VanWoert discussed school opening, summer programs, summer projects. Letter will be going out to parents 8/24/23.

6b. Business Administrator's Report

Mr. Frascella discussed the potential delays with the water project.

7. President's Comments

Sarah Schultz thanked Brad Currie for the Tutor.com update.

8. Public Commentary

None

9. Approval of Minutes

The Board took the following action:

CHESTER BOARD OF EDUCATION

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 John Barounis Seconded by Carolyn Byszewski

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

10. Committee of The Whole—All.

The Board took the following action:

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.

Approves to Table Resolution 10a.

RESOLVED, that the Chester Board of Education approves to table resolutions 10a.

Motion by Carolyn Byszewski Seconded by John Barounis

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

Christopher Lowry, Adam Colicchio & Adam Sorchini

Carolyn Byszewski provided an update on all summer projects.

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

Bills List 08/15/2023

\$526,080.01

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.

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

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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:

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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.

11o. 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	Mendham BOE	BR04, BR06, BR07, BR09, BR11
Bragg & Dickerson	Mendham BOE	BD05, BD06, BD09, BD10, BD11, BD12, BD13, BD14, BD15

11p. Approves Applied ABC aka Applied Behavioral Counseling, P.C. for BCBA and RBT for 2023-2024 School Year

RESOLVED, that the Chester Board of Education approves Applied ABC aka Applied Behavioral Counseling, P.C. to provide BCBA services for the 2023-2024 School Year. 10 hours of BCBA at \$125.00/hour for 36 weeks totaling \$45,000.00 and 10 hours RBT at \$80.00/hour for 36 weeks totaling \$28,800.00.

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Motion by Carolyn Byszewski

Seconded by Adam Sorchini

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5-0-4 (11m)	Yes	Yes	Abstain	Yes	Abstain	Yes	Yes	Abstain	Abstain

- 12. Curriculum/Governance/Personnel**— John Barounis (chair), Matthew Downs, Rebekah Forlenza & Melissa Mauro-Duffy
- 12a. Revises Bragg 5th 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 5th 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 5th Grade Teacher (Pigott)**
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Alison Pigott as Bragg School 5th 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

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:

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

12k. Accepts Retirement (Snow)

RESOLVED, that the Chester Board of Education accepts the retirement of Dickerson Music teacher Kathy Snow effective November 1, 2023 with gratitude for 21 years of service.

12l. Approves Dickerson Kindergarten Literacy Aide (McNamara)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Lisa McNamara as Dickerson Literacy Aide at a salary of \$11,953 effective August 30, 2023 through June 30, 2024 pending approval of criminal history background check for school employees and compliance with NJ P.L.2018, c5.

12m. Approves BRMS Special Education Teacher (Rittenhouse)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Nicole Rittenhouse as Black River Middle School Special Education teacher at Step 14 BA+30 with a salary of \$71,945 effective August 30, 2023 through June 30, 2024 pending approval of criminal history background check for school employees and compliance with NJ P.L.2018, c5.

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12n. Approves Home Instruction (Capan)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Gretchen Capan to provide home instruction for student #19986 for 10 hours in August to be paid the contracted amount of \$50 per hour for a total of \$500.

12o. Approves First Reading of Policy 4151.2

RESOLVED, that the Chester Board of Education approves first reading of Policy 4151.2 -Sick Leave Bank for Illness or Accident.

Motion by Adam Sorchini Seconded by Adam Colicchio

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
9-0	Yes	Yes	Yes	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 August 15, 2023 at 7:20 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 John Barounis Seconded by Carolyn Byszewski

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

14. Return to Public Session

Upon the motion of Carolyn Byszewski and seconded by Adam Sorchini, the Board returned to Public Session at 7:35 pm.

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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 Carolyn Byszewski Seconded by John Barounis

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

15. Unfinished Business

None

16. New Business

None

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17. **Adjournment**

There being no further business to discuss, upon the motion of Adam Colicchio and seconded by Adam Sorchini, the Board considered a motion to adjourn at 7:38 p.m.

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully Submitted,



Peter Frascella
Board Secretary