

**REGULAR MEETING  
DECEMBER 10, 2024  
AGENDA**

*A regular meeting of the Chester Board of Education will be held on  
December 10, 2024 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**

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. Celebrations/Presentations**

**5a. Celebrations:**

- Lori Mauger-2024 MCEA Educational Support Professional of the Year
- David Leckie-Retirement (25 years)
- BRMS Boys' Soccer Team County Championship
- Matthew Downs-Board Member 2021-2024

**5b. Presentations:**

- Comprehensive Annual Financial Report (CAFR) and Auditor's Management Report (AMR)- by Nisivoccia, LLP

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

**6a. Superintendent's Report**

**6b. Business Administrator's Report**

- 2025 Reorganization Meeting

**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 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 November 12, 2024**

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on November 12, 2024.

**9b. Approves Executive Meeting Minutes from November 12, 2024**

RESOLVED, that the Chester Board of Education approves the Executive meeting minutes of the meeting held on, November 12, 2024.

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

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

**10. Committee of The Whole—All.**

*None*

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

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

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

**11a. Approves Bills List**

CHESTER BOARD OF EDUCATION

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	11/15/2024	\$745,877.21
Payroll	11/27/2024	\$694,442.67
Bills List	12/10/2024	\$936,807.86

**11b. Approves Monthly Appropriation Transfers for October 2024**

RESOLVED, that the Chester Board of Education approves the following transfers within the 2023-2024 budget for the month of October 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 October 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 October 2024; a copy of which is available for public review in the Chester Board of Education Business Office.

**11d. Approves Board Secretary Report for October 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 October 2024; a copy of which is available for public review in the Chester Board of Education Business Office.

**11e. Approves Board Treasurer Report for October 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 October 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 October 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 October 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:

CHESTER BOARD OF EDUCATION

<b>Date</b>	<b><u>Employee</u> Conference/Workshop</b>	<b>Registration- Tuition</b>	<b>Travel Misc.</b>	<b>Estimated Total Ex- pense</b>
2/24-2/25 2025	Sara Kozlowski NJASPERD Annual Convention Princeton, NJ	\$350.00	\$84.26	\$434.26
12/12/2024	Marisa Cumello Public Just Words Workshop Virtual	\$330.00	\$0.00	\$330.00
12/4/2024	Laura Garrison Regional Women's Educational Leadership Forum Kean University, Union, NJ	\$55.00	\$41.28	\$96.28
12/4/2024	Sara Kozlowski Regional Women's Educational Leadership Forum Kean University, Union, NJ	\$55.00	\$41.28	\$96.28

**11h. Approves School Trips (Black River Middle School & Dickerson School)**

RESOLVED, that the Chester Board of Education approves the following school trip for the 2024-2025 school year for Black River Middle School and Dickerson School:

<b>Field Trip</b>	<b>Location</b>	<b>Grade/Group</b>
Chester Diner & Chester Area Senior Housing (CASH)	Chester, NJ	Peer Leaders BRMS
The Growing Stage	Ledgewood, NJ	Grade 1 Dickerson

**11h. Accepts Comprehensive Annual Financial Report FY 2023-2024**

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 10, 2024; now

Be It Resolved, that the Chester Board of Education accepts the audit for the 2023-2024 school year, FY ended June 30, 2024.

**11i. Approves IDEA Amendment #1**

RESOLVED, that the Chester Board of Education approve amendment #1 to the IDEA Grant to merge carryover funds into IDEA Basic and IDEA Preschool upon the recommendation of the Superintendent. (Attachments)

**11j. Approves Grant Salaries for the 24-25 School Year**

RESOLVED, that the Chester Board of Education approves the following employees'

CHESTER BOARD OF EDUCATION

salaries to be paid by grants for the 24-25 school year based on the recommendation of the Superintendent.

IDEA - Danette Lewis - \$35,000

ESSA (Title 1) – Cathleen Matthews - \$33,000

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

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

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

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

**12a. Approves Professional Work (CANDO Meetings)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following employees to attend CANDO meetings to be paid the professional hourly rate of \$62 as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association:

Gretchen Capan - 2 hours

Ashley Wilhite- 4 hours

Nicole Callahan - 4 hours

Timothy Rain - 2 hours

**12b. Approves BRMS 2024-25 Ski/Snowboard Club Chaperone**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Lauren Marianino as 2024-25 BRMS Ski/Snowboard chaperone to be paid the professional hourly rate of \$86 as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association.

**12c. Approves BRMS 2024-25 Ski/Snowboard Club Parent Chaperones**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following parents to chaperone 2024-25 BRMS Ski/Snowboard Club.

Rafi Sheikh

Dimitri Kourkoulakos

Alissa Goldberg

Saleem Khan

Brianne McBreen

Mike Fergus

Kerri Ercole

Riley Ercole

Mark Broek

Shawn Coughlin

Jeff Strickland

Allen Tresselt

Jonah Swarts

Jacqueline Raia

Dan Monohan

Jenette Monohan

Matt Wilk

Melissa Ash

Tom Ash

Carly Melton

Kelly Strickland

Stephanie Fox

Natalia McTighe

Keith Manning

CHESTER BOARD OF EDUCATION

Melissa Duffy

**12d. Approves Substitute Custodian (Woods)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Sean Woods as a substitute custodian effective December 11, 2024 to be paid \$20.00 hourly pending the approval of the criminal history background check for school employees, required transportation training and compliance with P.L. 2018, c5.

**12e. Accepts Resignation**

RESOLVED, that the Chester Board of Education accepts the resignation of Bragg Principal, Michael DeLoreto effective January 1, 2025.

**12f. Approves Interim Bragg Principal (Stanton)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Michelle Stanton as Bragg Interim Principal Effective January 1, 2025 through March 31, 2025 at a daily rate of \$610.00.

**12g. Approves BRMS Long Term Substitute (Buck)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Rachel Buck as BRMS Social Studies Long Term Substitute effective December 11, 2024 through June 13, 2025 at Step 1-2 BA, \$57,495 prorated pending the approval of the criminal history background check for school employees, required transportation training and compliance with P.L. 2018, c5.

**12h. Approves Horizontal Advancement on Guide**

RESOLVED, that the Chester Board of Education approves advancement on the salary guide for the following staff members effective September 26, 2024.

Name	Current Step	Current Salary	Advance Step	Advance Salary
Jala, Christopher	MA Step 7	\$65,300	MA+30 Step 7	\$69,425
Lewis, Danette (.55FTE)	M Step 13-14	\$40,631.25	MA +15 Step 13-14	\$41,043.75

**12i. Approves Granting Voluntary Recognition to the Chester Education Association**

RESOLVED, that the Chester Board of Education approves granting voluntary recognition to the Chester Education Association as the majority representative of all non-supervisory paraprofessionals and literacy aides it employs.

**12j. Approves Leave of Absence (Employee #1134)**

RESOLVED, that upon the Chester Board of Education approves the following leave of absence for employee #1134:

Sick Leave Start Date	12/10/24

CHESTER BOARD OF EDUCATION

Sick Days Used	9
Date of Return	01/02/25

**12k. Approves BRMS Chaperone (Aiello)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Doreen Aiello as 2024-25 chaperone to be paid the professional hourly rate of \$86 as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association.

**12l. Approves Substitute Custodian (Smith)**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Brandon Smith as substitute custodian effective December 11, 2024 at a rate of \$20.00 per hour pending the approval of the criminal history background check for school employees, required transportation training and compliance with P.L. 2018, c5.

**12m. Approves Statement of Assurance Professional Development/Mentoring Plan and Mentor**

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the submission of the 2024-2025 Statement of Assurance Professional Development/Mentoring Plan and the following mentor for a teacher:

<b>New Employee</b> <i>(New to profession must pay mentor \$550 or prorated amount)</i>	<b>Mentor</b>	<b>School</b>
Rachel Buck	Kevin Cullen	BRMS

**12n. Approves Leave of Absence (Employee #1059)**

RESOLVED: that the Board of Education approves the following leave of absence for employee # 1059:

Leave Start Date	01/02/2025
Sick Days Used	26
FMLA, with Benefits	02/10/2024
Anticipated Date of Return	04/07/2025

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

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

<b>Roll Call Vote</b>	<b>EA</b>	<b>JB</b>	<b>CB</b>	<b>AC</b>	<b>MD</b>	<b>SD</b>	<b>MMD</b>	<b>SS</b>	<b>AS</b>

CHESTER BOARD OF EDUCATION

- 13. Policy-**Adam Sorchini (Chair), Adam Colicchio, John Barounis and Melissa Mauro Duffy  
*None*

**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 December 10, 2024 at \_\_\_\_ p.m. to discuss HIB, personnel 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**

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

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

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

- 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