

**REGULAR MEETING
DECEMBER 10, 2024
MINUTES**

1. Call to Order

Sarah Schultz, Board President, called the meeting to order at 7:00 p.m. at Chester Borough Courtroom, 50 North Road, Chester, NJ 07930

2. Sunshine Announcement

Sarah Schultz, 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

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

**Arrived 7:05 P.M.*

4. Pledge of Allegiance

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

5. Celebrations/Presentations

5a. Celebrations:

Andrew White announced the celebration of Lori Mauger-2024 MCEA Educational Support Professional of the Year.

Andrew White spoke on behalf of David Leckie-Retirement celebrating 25 years.

Andrew White and the soccer team coaches celebrated the BRMS Boys' Soccer Team winning the County Championship for 2024.

Chris VanWoert and Sarah Schultz spoke about the 3 years, Matthew Downs served as Chester Board Member. (2021-2024)

5b. Presentations:

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

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

- 6a. **Superintendent's Report**
None

- 6b. **Business Administrator's Report**
Peter Frascella discussed dates and times for reorganization meeting. Date of meeting is set for January 2, 2025 at 6:00 p.m. at the Chester Borough Courtroom.

7. **President's Comments**
Sarah discussed the Morris County School Boards Meeting, Food Service meeting at the Mendham Elementary School. She also discussed the Think Tank meeting at BRMS and the Superintendent search.

8. **Public Commentary**
None.

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 Carolyn Byszewski

Seconded by John Barounis

Roll Call Vote	EA	JB	CB	AC	MD	SD	MMD	SS	AS
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

10. **Committee of The Whole—All.**

- 10a. **Approves BRMS Code of Conduct**
RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the Black River Code of Conduct.

Motion by Carolyn Byszewski

Seconded by Erick Arostegui

Roll Call Vote	EA	JB	CB	AC	MD	SD	MMD	SS	AS
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

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Carolyn discussed the visit to Mendham Elementary School and plans to look at improving our food service program

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	11/15/2024	\$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:

Date	<u>Employee</u> Conference/Workshop	Registration- Tuition	Travel Misc.	Estimated Total Ex- pense
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. 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' 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

11k. 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 Ex- pense
01/17/20 25	Lauren Freund Strengthen Your Math In- struction for Your English Learners Virtual	\$295.00	\$0.00	\$295.00

11l. 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:

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

Motion by Carolyn Byszewski

Seconded by Melissa Mauro Duffy

Roll Call Vote	EA	JB	CB	AC	MD	SD	MMD	SS	AS
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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

Melissa provided Science Fair update, Community Forum Members at Dickerson and the BRMS Code of Conduct.

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	Jonah Swarts
Dimitri Kourkoulakos	Jacqueline Raia
Alissa Goldberg	Dan Monohan
Saleem Khan	Jenette Monohan
Brianne McBreen	Matt Wilk
Mike Fergus	Melissa Ash
Kerri Ercole	Tom Ash
Riley Ercole	Carly Melton
Mark Broek	Kelly Strickland
Shawn Coughlin	Stephanie Fox
Jeff Strickland	Natalia McTighe
Allen Tresselt	Keith Manning
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.

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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
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:

New Employee (New to profession must pay mentor \$550)	Mentor	School
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<i>or prorated amount)</i>		
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

12o. Approves Staff for 2024-25 Professional Work

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff members to conduct Professional work for the 2024-2025 school year with stipend of \$62 per hour as determined by Schedule “B” of the Agreement between The Chester Board of Education and The Chester Education Association:

Gifted and Talented Study (20 hours)	BRMS	\$1,240.00	Dana Mazza
Gifted and Talented Study (20 hours)	Bragg	\$1,240.00	Kelly Tompkins

12p. Approves Field Experience and Classroom Student Teaching Placement (Spano)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves field experience placement and classroom student teaching placement for Joseph (Joey) Spano from Long Island University, Brookville, NY, under the guidance of Russell Schilp, 3rd-5th Grade Physical Education for the 2024-2025 school year pending the approval of the criminal history background check for school employees, required transportation training and compliance with P.L. 2018, c5.

Motion by Melissa Mauro Duffy

Seconded by Carolyn Byszewski

Roll Call Vote	EA	JB	CB	AC	MD	SD	MMD	SS	AS
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8-0-1 (12c)	Yes	Yes	Yes	Yes	Yes	Yes	Abstain	Yes	Yes

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13. **Policy**-Adam Sorchini (Chair), Adam Colicchio, John Barounis and Melissa Mauro Duffy
None
14. **Executive Session**
None
15. **Return to Public Session**
None
16. **Committee of The Whole—All**
None
17. **Unfinished Business**
None
18. **New Business**
None
19. **Adjournment**
There being no further business to discuss, upon the motion of John Barounis and seconded by Matthew Downs, the Board considered a motion to adjourn at 7:50 p.m.

Roll Call Vote	EA	JB	CB	AC	MD	SD	MMD	SS	AS
9-0	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully Submitted,



Peter Frascella
Board Secretary