

**REGULAR MEETING
FEBRUARY 7, 2023
MINUTES**

1. Call to Order

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

2. Sunshine Announcement

Sarah Schultz, Board President announced that this meeting was 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	Absent
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:

None

6. Administration-Dr. Christina VanWoert and James Olobardi, Interim Business Administrator/Board Secretary

6a. Superintendent's Report

6b. Business Administrator's Report

•Treasurer report

7. President's Comments

•Inspiration Café
•New Board Member orientation

8. Public Commentary

9. Approval of Minutes

The Board took the following action:

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9a. Approves Meeting Minutes from January 17, 2023

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the Reorganization meeting held on January 17, 2023

9b. Approves Executive Meeting Minutes from January 17, 2023

RESOLVED, that the Chester Board of Education approves the Executive meeting minutes of the meeting held on January 17, 2023.

Motion by Carolyn Byszewski

Seconded by Matthew Downs

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
8-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Yes

10. Committee of The Whole—All.

10a. Amends Appointments from January 5, 2023 Reorganization Meeting

RESOLVED that the Chester Board of Education approves the following appointments effective February 23, 2023 which are in effect until the next board reorganization meeting or changed by resolution:

POSITION	APPOINTMENT
Board Secretary	Peter Frascella
Affirmative Action Officer	Peter Frascella
District Purchasing Agent	Peter Frascella
Open Public Record Act Officer	Peter Frascella
Public Agency Compliance Officer	Peter Frascella
Investments and Wires Designated Officer	Peter Frascella
Custodian of Records-Business and Financial	Peter Frascella

10b. Amends Bank Resolution (11j.) from January 5, 2023 Reorganization Meeting

WHEREAS, the Chester Board of Education (the “Public Entity”) desires to obtain certain cash management services from Valley National Bank (the “Bank”), pursuant to the terms and conditions set forth in the Master Cash Management Services Agreement between the Company and Bank along with the applicable Service Supplements, the Selection of Services Schedule and Service Addenda incorporated therewith (collectively the “Cash Management Documents”); and

WHEREAS, that the Public Entity make, execute and deliver the Cash Management Documents, and make all representations, warranties, covenants and guaranties contained in the Cash Management Documents; and

NOW THEREFORE BE IT RESOLVED, that the Cash Management Documents and any and all other contemporaneous or supporting documents may be in such form and may contain such other terms, provisions, conditions, stipulations and agreements, as shall be consented to, now or at any time in the future, by an officer, manager, or partner, as applicable, of the Chester Board of Education required by Bank to obtain the cash management services from Bank:

Name

Mary Parasugo

Sarah Schultz

John Barounis

Title

Treasurer

Board President

Board Vice President

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Dr. Christina Van Woert
Peter Frascella

Superintendent
Business Administrator/Board Secretary

BE IT FURTHER RESOLVED, that the above officers, managers, or partners are authorized to act any two; and

BE IT FURTHER RESOLVED, that any of the above mentioned officers, managers or partners, as applicable, of the Chester Board of Education, any successors in office and any of their designees is, acting in the manner noted above, authorized, on behalf of the Chester Board of Education and in its name, to perform or receive all activities and services contemplated under the Cash Management Documents, including, without limitation, management of the Public Entity's accounts, transfers of funds between Public Entity's accounts, transfer of funds to or from third parties by ACH, or wire transfer or other electronic means permitted under the Cash Management Documents, receipt of lockbox services and any other cash management activities; and

BE IT FURTHER RESOLVED, that Bank is hereby authorized to honor any order or instruction, whether written (including by email, website functions, or other electronic means, including, without limitation, ACH or wire transfer) or oral (including by telephone), to transfer monies between any accounts of the Public Entity or to an account of any third party by any person representing himself to be one of the authorized signatories or by any use of the functionalities provided by the cash management services under the Cash Management Documents and Bank shall be entitled to rely on such person's statements and the use of such functionalities as to his or her or the user's identity and authority to make the transfer.

- 10c. Amends Purchasing Agent resolution (11m.) from January 5, 2023 Reorganization Meeting**
WHEREAS N.J.S.A. 18A:18A-3 provides that contracts that do not annually exceed in the aggregate, the bid threshold (currently \$44,000) may be awarded by the purchasing agent without advertising for bids when so authorized by Board Resolution, and

WHEREAS N.J.S.A. 18A:18A-37 provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations, if so authorized by Board Resolution,

BE IT RESOLVED that the Chester Board of Education approves **Peter Frascella** as the Purchasing Agent for the district according to the rules and regulations of P.L. 1999 c.440, and

BE IT FURTHER RESOLVED that the Purchasing Agent is authorized to award contracts up to the bid threshold of \$44,000 and establish the quote threshold at \$6,600 as per N.J.S.A. 18A:18A-2.

- 10d. Appoints Water Contamination Ad Hoc Committee**
Whereas, the Chester Board of Education proposes to establish an ad hoc committee for the express purpose of exploring certain liability issues regarding the potential contamination of District "well water" over the past several decades; and

Whereas, the ad hoc committee will initiate fact-finding investigations and review related documentation relevant to the water resources available to the District to determine if the retention of legal counsel is necessary to remedy the issue; and

Whereas, the committee will begin working immediately; and

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Whereas, the Board President has appointed the following Board members to the above referenced ad hoc committee for 2023:

John Barounis, Carolyn Byszewski (Liaison), Adam Sorchini and Matthew Downs.

Now, Therefore, Be It Resolved that the Chester Board of Education Ad Hoc Committee on Water Contamination is hereby established for the year 2023.

Motion by John Barounis Seconded by Carolyn Byszewski

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
8-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Yes

- 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	01/30/2023	\$644,763.18
Bills List	02/07/2023	\$1,518,251.18

11b. 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	Employee Conference/Workshop	Registration- Tuition	Travel Misc.	Estimated Total Expense
3/15/2023	Andrew White NJAMLE Annual Conference, Middletown, NJ	\$0	\$0	\$0
03/15/2023	Joseph Pizzo NJAMLE Annual Conference, Middletown, NJ	\$0 Presenter	\$	\$0
03/15/2023	Millicent Roskie	\$0 Presenter	\$52.72	\$52.72

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	NJAMLE Annual Conference, Middletown, NJ			
03/15/2023	Brad Currie NJAMLE Annual Conference, Middletown, NJ	\$125.00	\$0	\$125.00
03/15/2023	Kevin Cullen NJAMLE Annual Conference, Middletown, NJ	\$125.00	\$0	\$125.00
03/15/2023	Krista Maico NJAMLE Annual Conference, Middletown, NJ	\$125.00	\$0	\$125.00
03/15/2023	Kenneth Piascik NJAMLE Annual Conference, Middletown, NJ	\$125.00	\$0	\$125.00
06/25/2023-06/28/2023	Michael Dougherty ISTELive 23 Philadelphia, Philadelphia, PA	\$645.00	\$1,215.59	\$1,861.21
02/14/2023 02/15/2023 03/21/2023	Cathleen Matthews Leveled Literacy Intervention Training	\$519.00	Virtual	\$519.00

11c. Approves Speech Therapy Services (Springboard Pediatric)

RESOLVED, that the Chester Board of Education approves Springboard Pediatric Therapy to provide speech therapy services for up to 18 hours weekly at \$93.00 per hour effective February 1, 2023 through March 20, 2023 for a total of \$ 6,696.00

Motion by Adam Sorchini

Seconded by Adam Colicchio

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
8-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Yes

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

12a. Approves Professional Work (2023 Science Fair Judge)

RESOLVED: that upon the recommendation of the Superintendent, the Board of Education approves the following staff members for up to 4 hours each to be 2023 Science Fair Judges at the contracted professional hourly rate of \$62.00.

Annabelle Edelmann
Lauren Freund

12b. Approves Professional Work (2023 Science Fair Chaperones)

RESOLVED: that upon the recommendation of the Superintendent, the Board of Education approves the following staff members for up to 4 hours each to be 2023 Science Fair Chaperones at the contracted professional hourly rate of \$62.00.

Bridge, Sarah	Mauger, Lori
D'Auria, Melissa	Roskie, Millicent
Maico, Krista	Willis, Lorri
Matthews, Cathleen	Yankowitz, James

12c. Approves Summer Scholars Program Lead Teacher (Cahill)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following teacher for the **2023 Summer Scholars program**, at the contracted hourly rate from July 10, 2023 through August 10, 2023 for 4 days a week (20 days):

Teacher	Total
Colleen Cahill - Lead Teacher (30 hours advance prep)	\$1,860
Colleen Cahill - Lead Teacher (3.5 hours/day)	\$4,340

12d. Approves Summer Scholars Program Secretary (Scarfo)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following staff member for the **2023 Summer Scholars program**, from July 10, 2023 through August 10, 2023 at an hourly rate of \$15.00 for 4 days a week (20 days):

Teacher	Total
Lauren Scarfo-Secretary (30 hours advance prep)	\$450
Lauren Scarfo-Secretary (4 hours daily)	\$1,200

12e. Approves Summer Scholars Program Teachers/Staff

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves the following teachers/staff for the 2023 Summer Scholars program, at the professional rate of \$62 for 3.5 hours daily from July 10, 2023 through August 10, 2023 for four days a week (includes one day of prep) for a total of \$4,340:

- Laura Allen
- Linda Blazier
- Nicole Polkowski
- Valerie Lemp
- Christa Bedkowski
- Kira Steinmark

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12f. Approves Substitute for Summer Scholars

RESOLVED, that upon the recommendation of the Superintendent, that the Chester Board of Education approves the following substitute teacher for the 2023 Summer Scholars program at the professional rate of \$62:

Lauren Scarfo
Krista Maico
Milli Roskie

12g. Approves Horizontal Advancement on Guide

RESOLVED, that the Chester Board of Education approves advancement on the salary guide for the following staff members effective March 1, 2023.

Name	Current Step/Guide	Advance Step/Guide
Burdi, Tara	Step 8-9 BA+30 \$61,925.00	Step 8-9 MA+15 \$63,425.00
McPherson, Catherine	Step 6 BA +15 \$57,075.00	Step 6 MA \$61,575.00
McQueeney, Sean	Step 13-14 BA+15 \$64,270.00	Step 13-14 MA \$68,770.00
Saucedo, Denielle	Step 11 MA \$65,975.00	Step 11 MA+15 \$66,725.00
Stagg, Michael	Step 21 BA \$86,335.00	Step 21 BA+15 \$87,835.00

12h. RESOLVED: that the Board of Education approves the following extended leave of absence for employee # 1095:

Extended Leave Start Date (Unpaid, without benefits)	02/06/2023
Date of Return	03/20/2023

12i. Approves Destination Imagination Appraiser Training (Rodriguez)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Cinthia Rodriguez to attend 3.5 hours of required training on February 25, 2023 in order to serve as an appraiser for the Destination Imagination program, at the professional rate of \$62 for a total not to exceed \$217.

12j. Approves Destination Imagination Appraiser (Rodriguez)

RESOLVED, that upon the recommendation of the Superintendent, the Chester Board of Education approves Cinthia Rodriguez to serve as an appraiser for the New Jersey State Destination Imagination Tournament on March 18, 2023 for eight hours at the chaperone rate of \$86 for a total cost not to exceed \$688.

12k. Accepts Retirement (Fisher)

RESOLVED, that the Chester Board of Education accepts the retirement of Patricia Fisher with much gratitude for 29 years of service effective June 30, 2023.

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Motion by Matthew Downs

Seconded by Carolyn Byszewski

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
8-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent	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 February 7, 2023 at 7:35 p.m. to discuss HIB. It is expected that the minutes will be made public as soon as official action is taken.

Motion by John Barounis

Seconded by Adam Sorchini

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
8-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Yes

14. Return to Public Session

Upon the motion of Carolyn Byszewski and seconded by Adam Colicchio, the Board returned to Public Session at 7:45 p.m.

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
8-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Yes

15. Unfinished Business

John Barounis wanted to thank Robin from Chester Borough for her assistance with an OPRA request.

16. New Business

None

17. 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 7:48 p.m.

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
8-0	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes	Yes

Respectfully Submitted,



Peter Frascella
Interim Board Secretary