

**REGULAR MEETING  
MARCH 20, 2023  
MINUTES**

**1. Call to Order**

Sarah Schultz, Board President, called the meeting to order at 7:02 p.m. at the 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**

John Barounis	Yes	Rebekah Forlenza <i>Arrived @ 7:08 PM</i>	Yes
Carolyn Byszewski	Yes	Christopher Lowry *	Yes
Adam Colicchio	Yes	Sarah Schultz	Yes
Matthew Downs	Absent	Adam Sorchini	Yes
Melissa Mauro-Duffy	Yes	<b>Quorum</b>	<b>Yes</b>

\*Left meeting @ 7:30 PM and returned @ 9:00 PM

**4. Pledge of Allegiance**

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

**5. Presentations:**

- Eagle Scout Presentation – Jeevan Shah
- Celebration of BRMS Boys’ Basketball Championship Win
- Teacher Observation & Evaluation Module presented by Brad Currie
- Budget Presentation by Peter Frascella, SBA

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

**6a. Superintendent’s Report**

Discussed the Science Fair being a huge success.

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

**7. President’s Comments**

**8. Public Commentary**

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**9. Approval of Minutes**

**9a. Approves Meeting Minutes from March 14, 2023**

RESOLVED, that the Chester Board of Education approves the Regular meeting minutes of the meeting held on March 14, 2023

**9b. Approves Executive Meeting Minutes from March 14, 2023**

RESOLVED, that the Chester Board of Education approves the Executive meeting minutes of the meeting held on March 14, 2023.

Motion by Carolyn Byszewski

Seconded by John Barounis

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
7-0	Yes	Yes	Yes	Absent	Yes	Yes	Absent	Yes	Yes

**10. Committee of The Whole—All.**

**Approves to Table Resolutions 10a.,10b., 10c., and 10d.**

RESOLVED, that the Chester Board of Education approves to table resolutions 10a., 10b.,10c. and 10d

Motioned by Rebekah Forlenza

Seconded by Carolyn Byszewski

Roll Call Vote	JB	CB	AC	MD	MMD	RF	CL	SS	AS
7-1-0	Yes	Yes	Yes	Absent	Yes	Yes	Abstain	Yes	Yes

**10a. Approves Superintendent’s Recommendation for HIB Case # 8**

RESOLVED, that the Chester Board of Education approves the Superintendent’s recommendation for HIB Case #8.

**10b. Approves Superintendent’s Recommendation for HIB Case # 9**

RESOLVED, that the Chester Board of Education approves the Superintendent’s recommendation for HIB Case#9.

**10c. Approves Superintendent’s Recommendation for HIB Case # 10**

RESOLVED, that the Chester Board of Education approves the Superintendent’s recommendation for HIB Case#10.

**10d. Approves Superintendent’s Recommendation for HIB Case # 11**

RESOLVED, that the Chester Board of Education approves the Superintendent’s recommendation for HIB Case#11.

**11. Buildings, Grounds, Transportation/Finance— Carolyn Byszewski (chair)  
Christopher Lowry, Adam Colicchio & Adam Sorchini**

**11a. Approves Adoption of Tentative 2023-2024 School Budget**

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BE IT RESOLVED, that the tentative budget be approved for the 2023-2024 School Year using the state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18.A:7F-6:

	<b>GENERAL FUND</b>	<b>CAPITAL RESERVE</b>	<b>SPECIAL REVENUES</b>	<b>DEBT SERVICE</b>	<b>TOTAL</b>
<b>2023-24 Total Expenditures</b>	\$24,801,090	\$0	\$208,151	\$1,141,275	\$26,150,516
<b>Less: Anticipated Revenues</b>	\$2,721,654	\$0	\$208,151	\$0	\$2,929,805
<b>Taxes to be Raised</b>	\$22,079,436	\$0	\$0	\$1,141,275	\$23,220,711

AND, to advertise said tentative budget in the Daily Record in accordance with the form suggested by the New Jersey Department of Education and according to law;

AND, public hearing on the budget for the 2023-24 school year will be held on April 25, 2023 at 7 p.m. in the Chester Borough Courtroom.

**11b. Approves Maximum Travel**

WHEREAS, Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED, that the Chester Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$64,000 for the 2023-24 school year. The maximum travel expenditure amount for the 2022-23 school year is \$55,000 of which \$32,377 has been spent and \$2,534 is encumbered to date.

**11c. Approves Travel Expense Threshold**

WHEREAS, the Chester Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement

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Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education includes in the tentative budget travel and related expense reimbursement in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$64,000, for all staff and board members for the 2023-24 school year. The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

**11d. Establishes the 2023-2024 Maximum Level for Professional Services**

WHEREAS, the tentative budget includes the following appropriations:

Legal Services	\$25,000
Auditing Services	\$28,000
Architectural Services	\$ 3,500
Medical	\$15,000

WHEREAS, the administration needs to notice the board if there arises a need to exceed said maximums; upon which the board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes to minimize the amount of paperwork involved in this area;

BE IT RESOLVED, that the Chester Board of Education establishes maximums for professional services in the area listed above at the amounts listed for the 2023-2024 school year.

Motion by John Barounis

Seconded by Adam Colicchio

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

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

**12m. Approves Professional Work (Gray)**

RESOLVED: that upon the recommendation of the Superintendent, the Board of Education approves Andrew Gray for up to 8 hours for the 2023 Science Fair at the contracted professional hourly rate of \$62.00.

Motion by Rebekah Forlenza

Seconded by John Barounis

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

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8-0	Yes	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes
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**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 March 20, 2023 at 9:15 p.m. to discuss HIB. It is expected that the minutes will be made public as soon as official action is taken.

Motion by Christopher Lowry                      Seconded by Carolyn Byszewski

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

**14. Return to Public Session Time**

Upon the motion of John Barounis and seconded by Carolyn Byszewski, the Board returned to Public Session at 9:35 p.m.

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

**10a. Approves Superintendent’s Recommendation for HIB Case # 8**

RESOLVED, that the Chester Board of Education approves the Superintendent’s recommendation for HIB Case #8.

Motioned by Rebekah Forlenza                      Seconded by Carolyn Byszewski

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

**10b. Approves Superintendent’s Recommendation for HIB Case # 9**

RESOLVED, that the Chester Board of Education approves the Superintendent’s recommendation for HIB Case#9.

Motioned by Rebekah Forlenza                      Seconded by Carolyn Byszewski

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

**10c. Approves Superintendent’s Recommendation for HIB Case # 10**

RESOLVED, that the Chester Board of Education approves the Superintendent’s recommendation for HIB Case#10.

Motioned by Rebekah Forlenza                      Seconded by Carolyn Byszewski

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

- 10d. Approves Superintendent’s Recommendation for HIB Case # 11**  
 RESOLVED, that the Chester Board of Education approves the Superintendent’s recommendation for HIB Case#11.

Motioned by Rebekah Forlenza

Seconded by Carolyn Byszewski

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

- 15. Unfinished Business**  
 None


- 16. New Business**  
 Dr. VanWoert discussed unused snow days. Board came to consensus.

- 17. Adjournment**

*There being no further business to discuss, upon the motion of Carolyn Byszewski and seconded by John Barounis the Board considered a motion to adjourn at 9:45 p.m.*

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

Respectfully Submitted,

  
 Peter Frascella  
 Board Secretary