

# Chesterfield Township Board of Education

Regular Meeting 7:00 p.m.

Wednesday, September 22, 2021

## AGENDA



5th & 6th  
Grade Mini  
Monochromatic  
Self-Portraits

Chesterfield Township Board of Education  
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Chesterfield Township School District Vision Statement

Chesterfield Elementary School strives to build a premier institution of learning where students are challenged to their fullest potential in a safe and caring environment.

Chesterfield Township School District Mission Statement

The education of the youngest generation is “THE MISSION” of all adult citizens of Chesterfield Township. We strive to accomplish this in partnership with home and community. As mandated by state and federal guidelines, our goal is to teach our students the skills necessary to achieve proficiency in the most current NJ Core Curriculum Content Standards.

The school leadership must provide the necessary resources and facilities that support a positive learning environment. In a rapidly changing community, Chesterfield Township Elementary School is committed to providing a safe environment in which to prepare all students to become responsible, respectful citizens and active life-long learners, with an appreciation of self and others.

**2021-2022 Board Goals**

1. The Chesterfield Township School District will work in conjunction with Strauss Esmay to update our policies, bylaws, and regulations.
2. The Chesterfield Township School District will create a strategic plan that will guide our district from 2021-2026.

Welcome to this meeting of the Chesterfield Township Board of Education. If there is any agenda item, which you would like to discuss with the Board, please do so during that portion of the agenda entitled, "Public Comments-Agenda Items Only".

Should you have any other comments and/or questions once we have passed the "Public Comments-Agenda Items Only" portion in the agenda, please reserve those comments for "Other Public Comments" at the end of the meeting.

The public shall be reminded that they should attempt to resolve any problems and/or complaints through initial contact with the appropriate administrator. Such matters should only be brought to the Board after all avenues within the administrative chain of command have been exhausted. Regulation #9130 Public Complaints and Grievances, <https://www.straussesmay.com/seportal/Public/DistrictRegulation.aspx?regulationid=9130&search=9130&id=c96bc25240ae4616b56366ea64985ab0>

When you do address the Board, please state your name and address and limit your comments to three minutes. The total length of time for public comment is unrestricted unless a time limit is imposed by the Board President. Please refrain from comments that are likely to invade an individual's privacy rights or are not related to matters before the Board. They will not be permitted.

1. Call To Order

Pledge of Allegiance\Moment of Silence

Roll Call

Ms. Christina Hoggan, President

Mr. Matthew Litt, Vice President

Mrs. Jaclyn Halaw

Mrs. Kerri Lynch

2. Open Public Meetings Act Notice

The Chesterfield Township Board of Education has given public notice of this meeting, pursuant to the Open Public Meetings Act, in the following manner on January 11, 2021, and the date change on September 10, 2021:

- 2A.a Posting written notice on the official bulletin board at the Chesterfield Township School.
- 2A.b Mailing written notice to the Burlington County Times and Trenton Times newspapers.
- 2A.c Filing written notice with the Clerk of Chesterfield Township.
- 2A.d Filing written notice with the Secretary of this body.
- 2A.e Mailing written notice to each person who has requested copies of the regular meeting schedule and who has prepaid any charge fixed for such service.

3. Meeting Information/Important Dates

Board of Education Important Dates:

October 6, 2021 Special Meeting

October 20, 2021 Regular Monthly Meeting

School District Important Dates

October 11, 2021 School Closed – Staff In-Service

4. Presentations

4A. REACH Program

5. Public Comment – Agenda Items Only

The public shall be reminded that they should attempt to resolve any problems and/or complaints through initial contact with the appropriate administrator. Such matters should only be brought to the Board after all avenues within the administrative chain of command have been exhausted.

When you address the Board, please approach the podium, state your name and address and limit your comments to three minutes. Please refrain from comments that are likely to invade an individual's privacy rights or are not related to matters before the Board. They will not be permitted.

6. Minutes (Attachment)

Recommend approval of the following minutes:

August 18, 2021 Regular Minutes

7. Board Committee/Superintendent Reports

7A. Board Committee

Committee

Human Resources	Chair	Matthew Litt Christina Hoggan
	Admin. Reps.	Coletta Graham Michael Mazzoni
Curriculum & Instruction	Chair	Jaclyn Halaw Kerri Lynch
	Admin. Rep.	Jeanine May-Sivieri
Finance	Chair	Christina Hoggan Matthew Litt
	Admin. Rep.	Andrew Polo
Student Services	Chair	Kerri Lynch Jaclyn Halaw
	Admin. Rep.	Lynn Booth
BURLCO School Boards Association Executive Committee Delegate:		Christina Hoggan
Legislative Chairperson & Delegate to NJ School Boards Association:		Christina Hoggan
BOE Policy Committee		Matthew Litt Christina Hoggan
Compressor Station & Pipeline Impact Committee:		Christina Hoggan
Fair Funding Action Committee Liaison		Vacant Seat

7B. Superintendent's Report

7B.1. Student Enrollment

Grade Levels	August 2021	September 2021	Net Change
<b>Pre-School</b>			
<i>Tuition</i>	<b>12</b>	<b>11</b>	<b>-1</b>
<i>Non-Tuition</i>	<b>7</b>	<b>8</b>	<b>+1</b>
<b>LMD (non-tuition)</b>	<b>5</b>	<b>3</b>	<b>-2</b>
<b>UMD (non-tuition)</b>	<b>4</b>	<b>3</b>	<b>-1</b>
<b>Kindergarten</b>	<b>64</b>	<b>74</b>	<b>+10</b>
<b>1<sup>st</sup></b>	<b>88</b>	<b>97</b>	<b>+9</b>
<b>2<sup>nd</sup></b>	<b>85</b>	<b>95</b>	<b>+10</b>

3 <sup>rd</sup>	101	104	+3
4 <sup>th</sup>	97	106	+9
5 <sup>th</sup>	115	116	+1
6 <sup>th</sup>	98	101	+3
<b>Total In-District</b>	<b>667</b>	<b>712</b>	<b>+45</b>
<b>Attending Out-of-District Schools</b>	<b>4</b>	<b>4</b>	
<b>Total</b>	<b>671</b>	<b>716</b>	<b>+45</b>

**\*The enrollment of students in the LMD and UMD classes are reflected in the grade level numbers for those students.**

7B.2. Statement of Assurance – Lead Testing

7B.3 2021-2022 District Mentoring Program (Attachment)

Recommend approval of the 2021-2022 District Mentoring program.

7B.4 Start of School Update

8. Board Policy

8A. Approval of Policy (Attachment) - Public

Recommend approval of the following policy:

Policy #1648.11                      The Road Forward COVID-19-Health and Safety

9. Personnel

9A. Approval of Extra Time

Recommend approval of the extra time for the following employees:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Biddle, Jill	Great Minds Eureka Math Training	\$85.00
Boyle, Kristi	Great Minds Eureka Math Training	\$85.00
Carlton, Melissa	CST Meetings in August	\$312.00
Cochrane, Robert	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
DiEleuterio, Antoinette	Great Minds Eureka Math Training	\$85.00
DiEleuterio, Antoinette	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Ferraro-Mueller, Joan	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Gauze, Courtney	Additional hours in Health Office from 8/16/2021-8/31/2021	\$13.00
Hamer, Jenn	CST Meetings in August	\$312.00
Hart, Tim	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Hart, Tim	Great Minds Eureka Math Training	\$85.00
Hartman, Nicole	Great Minds Eureka Math Training	\$85.00
Kovac, Courtney	Great Minds Eureka Math Training	\$85.00
Lydon, Valerie	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
McGettigan, Shannon	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Metz, Krista	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00

Midora, Melissa	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Miller, Tracey	CST Meetings in August	\$442.00
Petty, Annamarie	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Rahey, Lauren	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Ramos, Charmaine	Additional hours in Health Office from 8/16/2021-8/31/2021	\$637.00
Vizcaino-Angelucci, Sharon	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00

9B. Approval of Movement on Salary Guide

Recommend approval of movement on salary guide for Nicole DiMaiuta from BA +18 Step 5-7 \$59,998 to MA Step 5-7 \$60,998 for the 2021-2022 school year.

9C. Approval of Administrative Assistant to the Supervisor of Special Services

Recommend approval of Corey Massato as Administrative Assistant to the Supervisor of Special Services at an annual salary of \$53,000 effective September 27, 2021 through June 30, 2022, prorated to \$40,633.26. (Pending background check)

9D. Approval of Student Teacher

Recommend approval of the following student teacher from TCNJ, in the following classroom for the 2021 fall semester. Jillian Messineo w/Carla Rigolizzo

9E. ELA Curriculum Committee

Recommend approval of the following staff members to write stage 3 of the ELA Curriculum up to 30 hours per committee member @ \$52/hr. Total \$12,480.00.

Carla Rigolizzo	Courtney Kovac
Mike Brayton	Maria Martinez
Karen Stryker	Marissa Holloway
Jen Ancelo	Erin Casey

9F. Approval of Resignation

Recommend approval, with regret of the resignation of Patty Leech, Lunch/Recess Aide effective September 27, 2021.

9G. Approval of Resignation

Recommend approval, with regret of the resignation of Jessica Carlini, Lunch/Recess Aide effective October 14, 2021.

9H. Approval of Lunch/Recess Aide

Recommend approval of Jaisbeer Kaur as Lunch/Recess Aide for the 2021-2022 school year at \$16.40/hr., hours to be determined. (Pending background check)

9I. Approval of Classroom Visitation

Recommend approval of Gianna Marrano, TCNJ music education student, to observe Mrs. Gwendolyn McCreary, Music Teacher on one Wednesday during the Fall 2021 Semester (date to be determined).

9J. Approval of Salaries for Non-Certificated Part-Time Lunch/Recess Aides (Attachment)

Recommend approval of the attached list of non-certificated part-time lunch/recess aides for the 2021-2022 school year.

9K. Approval of Substitute for 2021-2022

Recommend approval of the Patty Leech as substitute lunch/recess aide for the 2021-2022 school year.



9L. Approval of Home Instruction

Recommend approval of the following staff members to provide home instruction up to 10 hours/week @\$52/hr.  
Kristi Boyle                      Julia Johnson  
Lisa Moore

9M. Approval of Interim Principal (Attachment)

Recommend approval of Joseph H. Slavin, III as Interim Principal commencing September 21, 2021 through October 15, 2021, at a per diem rate of \$400.00.

10. Curriculum & Instruction

10A. Approval of the REACH Program (Attachment)

Recommend approval of the REACH Program.

10B. Approval of Field Trip

Recommend approval of UMD and LMD Field Trip to Jakes Place.

10C. Approval of District Sponsored Clubs & Supervisors for Fall Program (Attachment)

Recommend approval of district sponsored clubs & supervisors for fall 2021 program at a student activity fee of \$45.00 per club each.

11. Health & Safety

11A. Nurses Report – August (Attachment) - Public

11B. Approval of the 2021-2022 Nursing Services Plan (Attachment)

Recommend approval of the 2021-2022 Chesterfield Township School Nursing Services Plan.

11C. Emergency Drill Log (Attachment) - Public  
Fire Drill                      September 16, 2021

12. Staff Professional Development

12A. Approval of Workshop

Recommend approval of the following workshops:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Source of Funding	Reg. Fee	Mileage
Board Members/ District Staff	Board Members/ District Staff	Virtual	NJSBA Virtual Workshop 2020	10/26-10/28/2021		\$900.00 Group rate Up to 25 team members	\$0.00
Michael Mazzoni	Principal	Virtual	Legal One-Hot Issues in School Law	10/6/2021		\$125.00	\$0.00
Michael Mazzoni	Principal	Virtual	Confronting Implicit Bias in School	10/25/2021		\$0.00	\$0.00
Michael Mazzoni	Principal	Virtual	Understanding the power and responsibility of the school climate team	11/8/2021		\$75.00	\$0.00

Michael Mazzoni	Principal	Virtual	Integrating SEL with reading & writing	12/9/2021		\$125.00	\$0.00
Danielle Christiansen	Counselor	Westampton	Burlington County Crisis Response Training	9/23/2021, 12/2/2021, 1/27/2022, 6/2/2022		\$0.00	\$11.83
Jennifer Feder	Resource Teacher	Westampton	Burlington County Crisis Response Training	9/23/2021, 12/2/2021, 1/27/2022, 6/2/2022		\$0.00	\$11.83

12B. Reimbursement for Required Job Improvement (Attachment)

Approval of reimbursement for required job improvement for the following staff member, in accordance with the negotiated agreement, upon successful completion of the following graduate course directly related to the employee's job description in accordance with the requirements of their certification:

Courtney Gauze	Practicum School Nurse	(3 credits) \$1,350.00 (\$450.00/cr)
Courtney Gauze	Method Materials Health	(3 credits) \$1,350.00 (\$450.00/cr)

12C. Approval of Tuition Reimbursement (Attachment)

Mr. Heino has approved tuition reimbursement for the following staff members, in accordance with the negotiated agreement, upon successful completion of the following graduate course:  
(Tuition Reimbursement will be paid at the Rutgers, The State University of NJ 2021-2022 Graduate School Tuition Rates of \$757.50/cr)

Amanda Sorenson	Teaching Reading to Students with Disabilities	(3 credits) \$2,055.00 (\$685.00/cr)
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13. Board of Education and Board Secretary Monthly Certifications

Recommend approval of the following resolution:

BE IT Resolved that: Pursuant to N.J.A.C. 6:23-2.12(c)3\*, I certify that as of the date of this Board meeting, no budgetary line item account has obligations and payments (contractual orders) which in total, exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:22-8-1.

\_\_\_\_\_  
Andrew Polo Date

Financial Certification of the Board

Pursuant to N.J.A.C. 6:23-2.12(c)3\*, the Chesterfield Township Board of Education hereby certifies that after review of the Board Secretary's and Treasurer's monthly financial reports, as recorded in the minutes of the Board each month, and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.12(c)3\*, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

\*Citations are subject to change due to periodic amendments, new rule or repeals.

13A. Financial Approvals (Attachment)

Recommend approval of the following financial for July:

- Expenditures - Approval and ratification of Expenditures for July approval to pay additional bills as needed between this meeting and the next meeting with a list to be presented for ratification at the next meeting.
- Transfers for July
- Report of the Secretary



- Report of the Treasurer
- Monthly Transfer Report

Recommend approval of the following financial report for the month of August: (Attachment)

Expenditures - Approval and ratification of Expenditures for August and approval to pay additional bills as needed between this meeting and the next meeting with a list to be presented for ratification at the next meeting.

Recommend approval of the following financial report for the month of September: (Attachment)

Expenditures - Approval and ratification of Expenditures for September and approval to pay additional bills as needed between this meeting and the next meeting with a list to be presented for ratification at the next meeting.

13B. Approval of K-12 Private Academy Tuition

Recommend approval for student SSID #3639433215 at a cost of \$4,995.00.

Recommend approval for student SID# 20282610 at a cost of \$5,995.00.

13C. Approval of 2021-2022 Joint Transportation Agreement (Attachment)

Recommend approval of the Joint Transportation Agreement between Chesterfield Township Board of Education and Springfield Township Board of Education for the 2021-2022.

13D. Approval of Personnel Waiving Health Benefits (Attachment)

Recommend approval and payment of the attached list of personnel waiving health benefits as of September 15, 2021.

14. Facilities Update/Information

14A. Building & Grounds Report (Attachment) – Public

14B. School Dude Report (Attachment) - Public

The work order and incident reports for August from the School Dude software are attached.

14C. Solar Renewable Energy Credits Analysis (Attachment) – Public

14D. Use of Facilities

Recommend the approval of the following use of facilities for the 2021-2022 school year :

Name Of Organization	Facility requested	Description of Activity	Date
Chesterfield Township	Restrooms	Harvest Festival	9/25/2021
CPEF	Classroom	Monthly Meetings	10/6, 11/10, 12/1, 1/12, 2/2, 3/2, 4/6, 5/4, 6/1
Girl Scout Troop 25100	Classroom	Troop Meetings	9/27, 10/18, 11/1, 11/15, 11/29, 12/13, 1/3, 1/24, 2/7, 2/28, 3/7, 3/21, 4/4, 4/25, 5/9, 5/23, 6/6
Girl Scout Troop 22434	Classroom	Troop Meetings	9/13, 10/18, 11/15, 12/13, 1/10, 2/7, 3/14, 4/11, 5/16, 6/13
PTA	Restrooms	Movie Night	10/08/2021

PTA	Parking Lot	Trunk or Treat	10/30/2021
PTA	Atrium and Gym	Book Fair Set Up	10/15/2021
PTA	Gym	Book Fair	10/18/2021-10/22/2021

**Vote Sections 6, 7, 8, 9, 10, 11, 12, 13, 14**

15. Other Business

16. Other Public Comments

17. Motion to adjourn to Executive Session

Recommend approval of the following resolution:

**EXECUTIVE SESSION RESOLUTION**

WHEREAS, N.J.S.A. 10:4-6, et seq. (Open Public Meetings Act) provides that the Board of Education of the Chesterfield School District may exclude the public from that portion of the meeting at which the Board of Education discusses certain matters as set forth in N.J.S.A. 10:4-12; and,  
WHEREAS, the following subjects shall be discussed in the session of the Board of Education closed to the public:

At the time of printing - No Executive Session is planned

RESOLVED, that the aforesaid meeting is closed to the public for the reason set forth above in accordance with the Open Public Meetings Act; and,

BE IT FURTHER RESOLVED that the discussion in executive session will be available for disclosure to the public at such time as it is no longer necessary to maintain the confidential nature of the items discussed.

**Vote Section 17**

18. Motion to Return to Public Session

**Vote Section 18**

19. Motion to Adjourn

**Vote Section 19**