

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, January 19, 2022
Minutes

1. Meeting Opening

A. Call To Order - Pledge of Allegiance\Moment of Silence

The regular meeting of the Chesterfield Township Board of Education was opened at 7:08 p.m., by President Christina Hoggan, with a flag salute and moment of silence.

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.

B. Roll Call

Board Members present:

Ms. Christina Hoggan, President
Mr. Matthew Litt, Vice President
Mrs. Carol Cooper-Braun
Mr. James Ivins
Mrs. Kerri Lynch

Administration present:

Mr. Scott Heino, Superintendent
Mr. Andrew Polo, Business Administrator/Board Secretary

C. 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 9, 2022.

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.

D. Meeting Information/Important Dates

Board of Education Important Dates

February 16, 2022 Regular Monthly Meeting

School District Important Dates

February 21, 2022 School Closed-Presidents Day

February 22, 2022 School Closed-Staff In-Service

E. Presentations

1. School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2020-2021 School Year and Student Safety System Data Report for the 2020-2021 School Year – Mrs. Coletta Graham
2. Start Strong Assessment Results – Mr. Scott Heino
3. Equity District Goal Update – Mr. Scott Heino

F. Public Comment - Agenda Items Only

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Andrew Rochester – Commented on the presentations, asked for more data, information and comparison of other districts.

G. Approval of Minutes

Approval of the following meeting minutes:

December 15, 2021 Regular Minutes
 December 15, 2021 Executive Minutes
 January 5, 2022 Reorganization Minutes

Executive File Attachments

12-15-21 Minutes.pdf (580 KB)
 12-15-21 Exec Minutes .pdf (291 KB)
 1-5-22 Re-org Minutes.pdf (365 KB)

2. Board Committee/Superintendents Report**A. Board Committees/Committee Report**

<u>Board Committees</u>		
Human Resources	Chair	Matthew Litt
		Kerri Lynch
	Admin Reps	Coletta Graham Michael Mazzoni
Curriculum & Instruction	Chair	Kerri Lynch
		Christina Hoggan
	Admin Rep	Jeanine May-Sivieri
Finance	Chair	Christina Hoggan

		Matthew Litt
	Admin Rep	Andrew Polo
Student Services	Chair	Carol Cooper-Braun
		Jim Ivins
	Admin Rep	Lynn Booth
BURLCO School Board Association Executive Committee Delegate:		Christina Hoggan
Legislative Chairperson & Delegate to NJ School Boards Association:		Christina Hoggan
	Alternate:	Matthew Litt
BOE Policy Committee		Matthew Litt
		Christina Hoggan
Compressor Station & Pipeline Impact Committee		Christina Hoggan

B. Student Enrollment

Grade Levels	December 2021	January 2022	Net Change
Pre-School			
<i>Tuition</i>	12	12	
<i>Non-Tuition</i>	10	9	-1
LMD (non-tuition)	4	5	+1
UMD (non-tuition)	3	3	
Kindergarten	74	75	+1
1st	95	96	+1
2nd	96	96	
3rd	103	103	
4th	107	107	
5th	115	114	-1
6th	101	102	+1
Total In-District	713	715	+2
Attending Out-of-District Schools	5	5	
Total	718	720	+2

C. Superintendent's Report

Mr. Heino updated on the following subjects:

COVID update

The lifted travel quarantine

The need for boosters to not quarantine

The number of positive cases in school

Snow days

The introduction of Board Docs

6th Grade Safeties change over

D. Approval of Revised 2021-2022 School Calendars

Approval of the revision of the 2021-2022 school calendars due to two additional snow days on January 3, 2022 and January 7, 2022.

Chesterfield School Calendar

Chesterfield School Little Dragons Preschool Calendar

Chesterfield School Little Dragons 2 Preschool Calendar

Executive File Attachments

2021-2022 Revised School Calendars.pdf (341 KB)

3. Board Policy

A. No Board Policies for Approval

4. Personnel

A. Approval of Extra Time

Approval of the extra time for the following employees:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Boyle, Kristi	Missed Prep (1/11/2022; 1/12/2022; & 1/13/2022)	\$105.00
Cochrane, Rob	Missed Prep (1/4/2022; 1/5/2022; 1/6/2022; & 1/10/2022)	\$140.00
Gauze, Courtney	Additional time for Health Office - December	\$845.00
Hillman, Melissa	Missed Prep (12/21/2021)	\$35.00
Ferraro-Mueller	Missed Prep (1/5/2022; 1/6/2022; & 1/10/2022)	\$105.00
Lawrence, Wendy	Missed Prep (12/16/2021; 12/17/2021; 12/20/2021; 1/4/2022; 1/5/2022; & 1/6/2022)	\$210.00
Perez, Karen	Missed Prep (1/4/2022; 1/5/2022; & 1/6/2022)	\$105.00
Rahey, Lauren	Missed Prep (12/15/2021; 12/16/2021; 12/17/2021; & 12/20/2021)	\$140.00
Ramos, Charmaine	Additional time for Health Office - December	\$671.32
Rigolizzo, Carla	Missed Prep (1/10/2022; 1/11/2022; & 1/12/2022)	\$105.00
Sakimura, Melissa	Missed Prep (12/20/2021; 12/21/2021; & 12/22/2021)	\$105.00
Sakimura, Melissa	Missed Prep (1/4/2022; 1/4/2022; 1/5/2022; 1/6/2022; & 1/10/2022)	\$175.00
Stryker, Karen	Missed Prep (1/6/2022; 1/10/2022; 1/11/2022; & 1/12/2022)	\$140.00
Tringali, Mariel	Missed Prep (1/11/2022; 1/12/2022; & 1/13/2022)	\$105.00

B. Approval of Student Teachers

Approval of the following student teachers:

Approval of the following student teachers from TCNJ in the following classrooms for the spring 2022 semester:

Natalie Gregorio w/Melissa Hillman

Ashley Seeger w/Anne Lawrence

Heather Collins w/Joan Mueller

Madeline Harbach w/Carla Rigolizzo

Angela McEntee w/Kristi Boyle

Nia Watson w/Michael Brayton

C. Approval of Life Skills Curriculum Committee Member

Approval of one additional staff member to the Life Skills Curriculum Committee, Kim Barca up to 10 hours \$52/hour, Total \$520.00.

D. Approval of Lunch/Recess Aide

Approval of Cherelle Shaw as Lunch/Recess Aide for the remainder of the 2021-2022 school year at the rate of \$14.49 per hour, hours to be determined. (Pending background check)

E. Approval of Lunch/Recess Aide

Approval of Patty Stone as Lunch/Recess Aide for the remainder of the 2021-2022 school year (effective 1/20/2022) 2.9 hours per day for 96 days at \$15.74 per hour = \$4,396.80.

F. Approval of Mentor

Approval of Jennifer Maicher as a mentor for Jennifer Surdykowski, Interim 1st grade teacher for the 2021-2022 school year at an annual stipend of \$550.00.

G. Approval of Substitute Lunch/Recess Aide

Approval of Natasha Hopkins as substitute lunch/recess aide for the remainder of the 2021-2022 school year at the rate of \$13.00 per hour. (Pending background check)

H. Approval of Paraprofessional Statement of Assurance

Paraprofessional Statement of Assurance

Approval of Statement of Assurance (SOA) for Paraprofessional Staff for January 2022.

Executive File Attachments
Para SOA.pdf (324 KB)

5. Health & Safety

A. Nurses Report

File Attachments
Health Office Report.pdf (45 KB)

B. Emergency Drill Report

Emergency Drill Report

Lockdown Drill	December 15, 2021
Fire Drill	January 13, 2022
Bomb Threat Drill	January 19, 2022

File Attachments
Emergency Drill Log 2021-2022.pdf (92 KB)

C. Student Code of Conduct

Nothing to Report

D. HIB Incidents

Approval of the following HIB Incidents:

HIB Incidents

October Final Approval:

There was one HIB incident reported and one non-confirmed for October.

November Approval:

There were no HIB incidents reported in November.

December Approval:

There were no HIB incidents reported in December.

6. Staff Professional Development

A. Approval of Workshops

Approval of the following workshops:

Name	Position	Destination	Justification	Date	Reg. Fee	Mileage	Funding
Coletta Graham	Principal	Virtual	HIB Law Update	2/9/2022	\$125.00	\$0.00	-----
Danielle Christiansen	Counselor	Virtual	HIB Law Update	2/9/2022	\$125.00	\$0.00	-----
Jenn Feder	Counselor	Virtual	HIB Law Update	3/10/2022	\$125.00	\$0.00	-----

B. Approval of Tuition Reimbursement

Approval the following tuition reimbursements:

Approval of Tuition Reimbursement

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: Reimbursement up to four (4) courses per fiscal year at \$200/each. Total \$800.00

Stephen Cardona Electrical and Electronic Systems Technician

Executive File Attachments

Tuition Reimbursement SC 1 2022.pdf (254 KB)

C. Approval of Reimbursement for Required Job Improvement

Approval the following tuition reimbursements for job improvement:

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

Lauran Gleason	Practicum In Teaching ESL (1 credit)	\$685.00 (\$685/cr)
Courtney Gauze	Internship in Health Teaching (3 credits)	\$1,540.00 (\$513.33/cr)
Courtney Gauze	Human Exceptionality (3 credits)	\$1,540.00 (\$513.33/cr)

7. Board of Education and Board Secretary Monthly Certifications

A. Financial Certification of the Board

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.

Board of Education and Board Secretary Monthly Certifications

Recommend approval of the following resolution:



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.

B. Financial Approvals

Financial Approvals

Approval of the following financial reports for the month of December 2021:

Expenditures - Approval and ratification of Expenditures for December 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.

Transfers for December

Report of the Secretary

Report of the Treasurer

Monthly Transfer Report

Approval of the following financial reports for the month of January 2022:

Expenditures - Approval and ratification of Expenditures for January 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.

Executive File Attachments

Financial Report Jan 2022.pdf (116 KB)

Financial Report Dec 2021.pdf (945 KB)

C. CPEF Grant Acceptance

Approval of the following CPEF grants:

Second grade teachers are requesting seat sacks (chair pockets) for all 2nd grade students to help organize student materials and alleviate clutter in their desks. Total cost: \$1,257.80.

Executive File Attachments

CPEF Grant 1 2022.pdf (301 KB)

8. Facilities Update/Information

A. Building and Grounds Report

File Attachments

January 2022 report.pdf (513 KB)

B. School Dude Report

File Attachments

School Dude Report Dec 2021.pdf (1,186 KB)

C. Solar Renewable Energy Credits Analysis

File Attachments
Solar.pdf (536 KB)

D. Use of Facilities

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

Name Of Organization	Facility requested	Description of Activity	Date
Hindi USA	Cafeteria	Poetry Competition	1/28/2022

9. Approval of Action Items for Sections 1, 2, 4, 5, 6, 7, 8

A. Approval of Action Items

A motion was made by Mr. Litt and seconded by Mr. Ivins to approve the action items as presented for Sections 1, 2, 4, 5, 6, 7, 8

Ms. Hoggan abstained from the 12/15/2021 Minutes.

Mrs. Lynch abstained from the 12/15/2021 and 1/5/2022 Minutes.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

10. Other Business

No other business was discussed

11. Other Public Comment

A. Other Public Comments

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Ashley Watson commented on the booster shot pertaining to staff.

12. Executive Session

A. Adjourn to Executive Session

Ms. Hoggan stated that the Board will not be taking any action when they return to Public Session after the Executive Session.

A motion was made by Mrs. Cooper-Braun and seconded by Mrs. Lynch to adjourn to executive session at 8:40 p.m. with the 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:

Personnel

RESOLVED, that the aforesated 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.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

B. Return to Public Session

A motion was made by Mrs. Cooper-Braun and seconded by Mr. Ivins to return to public session at 9:44 p.m.

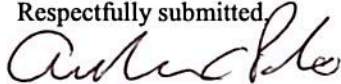
A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

13. Adjournment

A. Adjourn

A motion was made to adjourn the meeting by Mrs. Cooper-Braun and seconded by Mr. Ivins at 9:45 p.m. All agreed.

Respectfully submitted,



Andrew Polo
Business Administrator/Board Secretary