

Chesterfield Township Board of Education  
Regular Meeting 7:00 p.m.  
Wednesday, January 22, 2020  
AGENDA

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.

**2019-2020 District Goals**

- 1A. Develop a Vision and Mission Statement to reflect the desires of the school district in the areas of teaching and learning as we grow as a district.
- 1B. Revise strategic plan goals, objectives, and action plans to be aligned with newly developed vision and mission.
- 2. Develop grade level academic based goals in the area of English language arts or math based on relevant data.

**2019-2020 Board Goals**

- 1. Improve board operations through assessment and development of formalized meeting and committee structures that improve efficiency and allow for informed decision making by the board.
- 2. Improve community engagement, familiarity, and trust through the development of processes and opportunities for the board of education to interact with stakeholders.

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. Policy #1312 Community Complaints and Inquiries, [https://boardpolicyonline.com/?b=chesterfield\\_township](https://boardpolicyonline.com/?b=chesterfield_township)

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. Andrea Katz  
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 January 12, 2020:

- 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:

February 19, 2020 Regular Monthly Meeting

School District Important Dates

|                        |  |
|------------------------|--|
| January 24, 2020       | End of 2 <sup>nd</sup> Marking Period    |
| January 31, 2020       | Report Cards Available On-Line           |
| February 4-7, 2020     | 6 <sup>th</sup> Grade Fairview Lake Trip |
| February 5, 2020       | CPEF Monthly Meeting                     |
| February 11, 2020      | PTA Board Meeting                        |
| February 14 - 17, 2020 | School Closed – President's Day Weekend  |
| February 18, 2020      | School Closed - Staff In-Service         |

4. Presentations

- 4A. Instrumental Music Program - Gwendolyn McCreary and Instrumental Students

4B. Holman Frenia Allison, P.C. will present the Final Audit Report for the year ending June 30, 2019

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

Approval of Minutes (Attachment)

Recommend approval of the minutes for the following meetings:

|                   |                                |
|-------------------|--------------------------------|
| November 20, 2019 | Regular Meeting Minutes        |
| December 18, 2019 | Executive Minutes              |
| December 18, 2019 | Regular Meeting Minutes        |
| January 8, 2020   | Reorganization Meeting Minutes |

**Vote Section 6**

7. Board of Education/Superintendent Reports

Committee Reports

7A. Board Committee

Committee

|   |              |                                   |
|---|--------------|-----------------------------------|
| Human Resources   | Chair        | Andrea Katz<br>Matthew Litt       |
|   | Admin. Reps. | Coletta Graham<br>Michael Mazzoni |
| Curriculum & Instruction  | Chair        | Jaclyn Halaw<br>Kerri Lynch       |
|   | Admin. Rep.  | Jeanine May-Sivieri               |
| Finance   | Chair        | Christina Hoggan<br>Matthew Litt  |
|   | Admin. Rep.  | Andrew Polo                       |
| Student Services  | Chair        | Kerri Lynch<br>Andrea Katz        |
|   | Admin. Rep.  | Lynn Booth                        |
| BURLCO School Boards Association Executive Committee Delegate:      |              | Christina Hoggan                  |
| Legislative Chairperson & Delegate to NJ School Boards Association: |              | Christina Hoggan                  |
| Alternate:  |              | Andrea Katz                       |
| District Advisory Committee:  |              | Christina Hoggan<br>Jaclyn Halaw  |

Compressor Station & Pipeline Impact Committee:

Matthew Litt  
Christina Hoggan

Community Heritage Committee:

Matthew Litt  
Christina Hoggan

Fair Funding Action Committee Liaison

Andrea Katz

7B. Superintendent's Report

7B.1 Student Enrollment

| Grade Levels                                     | December 2019 | January 2020 | Net Change |
|--|---------------|--------------|------------|
| <b>Pre-School</b>                                |               |              |            |
| <i>Tuition</i>                                   | <b>16</b>     | <b>16</b>    |            |
| <i>Non-Tuition</i>                               | <b>14</b>     | <b>14</b>    |            |
| <b>LMD (non-tuition)</b>                         | <b>*5</b>     | <b>*7</b>    | <b>+2</b>  |
| <b>UMD (non-tuition)</b>                         | <b>*5</b>     | <b>*4</b>    | <b>-1</b>  |
| <b>Kindergarten</b>                              | <b>86</b>     | <b>86</b>    |            |
| <b>1<sup>st</sup></b>                            | <b>103</b>    | <b>102</b>   | <b>-1</b>  |
| <b>2<sup>nd</sup></b>                            | <b>99</b>     | <b>100</b>   | <b>+1</b>  |
| <b>3<sup>rd</sup></b>                            | <b>114</b>    | <b>117</b>   | <b>+3</b>  |
| <b>4<sup>th</sup></b>                            | <b>106</b>    | <b>106</b>   |            |
| <b>5<sup>th</sup></b>                            | <b>108</b>    | <b>109</b>   | <b>+1</b>  |
| <b>6<sup>th</sup></b>                            | <b>113</b>    | <b>113</b>   |            |
|  |               |              |            |
| <b>Total In-District</b>                         | <b>759</b>    | <b>763</b>   | <b>+4</b>  |
| <b>Attending<br/>Out-of-District<br/>Schools</b> | <b>6</b>      | <b>6</b>     |            |
| <b>Total</b>                                     | <b>765</b>    | <b>769</b>   | <b>+4</b>  |

8. Board Policy

8A. First Reading of Revised Policy (Attachment) - Public

The following revised policy is being presented for first reading:

Policy 3515.1                      Personal Electronic Devices/Personal Cell Phones

9. Personnel

9A. Approval of Parent Chaperones for Fairview Lake (Attachment)

Recommend approval of the attached list of parent chaperones for the sixth grade trip to Fairview Lake from February 4-7, 2020.

9B. Approval of Lunch/Recess Aides' Resignations

Recommend approval of resignations, with regret, of the following lunch/recess aides:

Michelle Petro-Raymond, effective January 2, 2020

Jamie Bruno-Dick, effective January 23, 2020

9C. Approval of Lunch/Recess Aide

Recommend approval of Sherry Hirth as a lunch/recess aide for the remainder of the 2019-2020 school year (effective 1/23/2020), at 2.92 hours per day for 91 days at \$14.00/ hour for a total salary of \$3,720.08.

9D. Approval of Homebound Instructor

Recommend approval of Julia Johnson as homebound instructor. The homebound instruction is not to exceed 10 hours per week, January 2, 2020 through January 31, 2020 at \$52.00 per hour, for a maximum of \$2,600.00.

9E. Approval of Homebound Instruction Speech Services

Recommend approval of Kim Barca to provide homebound instruction speech services. The homebound instruction is not to exceed 30 minutes per week, January 13, 2020 through January 31, 2020 at \$52.00 per hour, for a maximum of \$78.00.

9F. Approval of Lunch/Recess/Copy Aide

Recommend approval of Carol Gibson as follows: January 23, 2020 - June 30, 2020 to work as a lunch/recess/copy aide for 5 hours per day at an hourly rate of \$15.34 for 95 days (copy aide – 2.08 hours per day) and 91 days (lunch/recess aide – 2.92 hours per day) at a total salary of \$7,107.32.

9G. Approval of Lunch/Recess/Copy Aide

Recommend approval of Vasanthi Iyer as follows: January 23, 2020 - June 30, 2020 to work as a lunch/recess aide for 2.92 hours per day at an hourly rate of \$14.00 for 91 days at a salary of \$3,720.08.

9H. 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> |
|---------------------|---|---------------------|
| Tanya Bloom         | Missed Prep - lack of coverage (10/23/19, 10/24/19, 10/29/19, 11/4/19 & 11/14/19) | \$175.00            |
| Melissa Hillman     | Missed Prep - CST meetings (1/9/2020, 1/10/2020 & 1/15/2020)                      | \$105.00            |

10. Curriculum & Instruction

10A. Approval of English as a Second Language Curriculum (Attachment) - Public

Recommend approval of the final unit of the ESL Curriculum.

10B. Approval of Field Trip

Recommend approval of the following field trip:

| <b>DATE</b> | <b>GRADE</b>          | <b>REASON</b>                     | <b>DESTINATION</b>         |
|-------------|-----------------------|-----------------------------------|----------------------------|
| 3/30/2020   | 3 <sup>rd</sup> Grade | Enhance Social Studies Curriculum | University of Pennsylvania |

11. Health & Safety

11A. Nurses Report – December (Attachment) – Public

11B. Emergency Drill Report (Attachment) - Public

Fire Drill January 6, 2020  
Lock Down Drill January 21, 2020

11C. Student Code of Conduct (Attachment) – Public  
Report for December.

11D. H.I.B. Incidents

November Final Approval:

There were no HIB incidents reported in November.

December Preliminary Approval:

There were no HIB incidents reported in December.

12. Staff Professional Development

12A. Approval of Workshops

Recommend approval of the following workshops and mileage.

| Name                   | Position            | Destination     | Justification  | Date           | Workshop/Exhibit Cost to District |         |                |
|------------------------|---------------------|-----------------|--|----------------|-----------------------------------|---------|----------------|
|                        |                     |                 |  |                | Reg. Fee                          | Mileage | Funding Source |
| Victoria Weisgarber    | 3rd Grade           | Mt. Laurel, NJ  | Powerful Strategies to Boost Success of Struggling Readers                               | 2/27/2020      | \$279.00                          | \$8.75  |                |
| Lauran Gleason         | ESL                 | Cherry Hill, NJ | Strengthen Your ESL Program  | 2/12-2/13/2020 | \$595.00                          |         |                |
| Antoinette DiEleuterio | Instructional Coach | Clark, NJ       | Guided Math Conference   | 3/23-3/24/2020 | \$479.00                          | \$31.99 |                |
| Melissa Chou           | Resource            | Ewing, NJ       | Games to Reinforce Reading Skills  | 2/7/2020       | \$175.00                          | \$9.73  |                |
| Timothy Hart           | 5th Grade           | Princeton, NJ   | Trauma-Informed Compassionate Classrooms   | 3/16/2020      | \$179.98                          | \$13.08 |                |
| Laura Flynn            | 4th Grade           | Mt. Laurel, NJ  | Matching Instruction to Your Readers Using Conferring, Small Groups, And Strategy Groups | 3/27/2020      | \$279.00                          |         |                |
| Michael Mazzoni        | Principal           | Monroe Twp., NJ | 2020 Statewide Assessment...Training   | 3/3/2020       | \$0.00                            | \$14.21 |                |
| Angie Manning          | Computers           | Monroe Twp., NJ | 2020 Statewide Assessment...Training   | 3/3/2020       | \$0.00                            | \$14.21 |                |
| Timothy Hart           | 5th Grade           | Piscataway, NJ  | Bar Modeling and the Role of Visualization in Problem Solving                            | 5/27/2020      | \$120.00                          | \$26.53 |                |
| Melissa Berger         | 1st Grade           | Mt. Laurel, NJ  | Strengthen Students' Mindfulness   | 3/17/2020      | \$279.00                          | \$17.01 |                |
| Nicole DiMaiuta        | G&T                 | Burlington, NJ  | Burlington Gifted and Talented Consortium  | 2/7/2020       | \$0.00                            | \$10.22 |                |

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 the following financial approvals for December:

- Expenditures - Approval and ratification of Expenditures for December 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

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

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.

13B. Approval to Accept 2018-2019 Burlington County Insurance Pool Joint Insurance Fund Safety Grant (Attachment)

Recommend approval to accept the 2018-2019 BCIP JIF Safety Grant in the amount of \$1,000.00 for safety related purchases.

13C. Approval to accept the IDEA Grant Carryover from 2018-2019 (Attachment)

Recommend approval to accept the grant carryover of Basic \$8,201.00 and Preschool \$773.00 from the 2018-2019 school year to be appropriated in the 2019-2020 school year.

13D. Approval to accept the 2018/19 Comprehensive Annual Financial Report as presented for the Fiscal Year Ended June 30, 2019 (Attachment) – Public

13E. Approval to Recycle Old Computer Equipment (Attachment)

Recommend approval to recycle of the attached list of old computer equipment.

13F. Approval of MCSSSD Transportation Agreement (Attachment)

Recommend approval of the agreement between Chesterfield Township Board of Education and Mercer County Special Services School District to provide transportation for one student SSID #5548170702, effective January 22, 2020 – June 30, 2020 in the amount of \$10,871.14.

14. Facilities Update/Information

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

14B. School Dude Report (Attachment) - Public

The work order and incident reports for December 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:

| <b>Name Of Organization</b> | <b>Facility requested</b> | <b>Description of Activity</b> | <b>Date</b>        |
|-----------------------------|---------------------------|--------------------------------|--------------------|
| PTA                         | Cafeteria                 | Dance                          | 2/7/2020           |
| Cub Scouts Pack 55          | Cafeteria                 | Pack Meeting                   | 2/20/2020          |
| Cub Scouts Pack 55          | Cafeteria                 | Pinewood Derby Set up          | 3/13/2020          |
| Cub Scouts Pack 55          | Cafeteria                 | Pinewood Derby                 | 3/14/2020          |
| PTA                         | Cafeteria                 | Popcorn Bingo                  | 3/27/2020          |
| Mrs. McCreary               | Cafeteria                 | School Play                    | 5/7, 5/8, 5/9/2020 |
| Girls Scouts                | Cafeteria                 | Father/Daughter Dance          | 5/15/2020          |
| FVL 2021                    | Atrium                    | Sensonics Fundraiser           | 1/28/2020          |

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

16. Other Business

17. Other Public Comments

18. 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:

Negotiations

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.

**Vote Section 18**

19. Motion to Return to Public Session

**Vote Section 19**



20. Motion to Adjourn

Vote Section 20