

Chesterfield Township Board of Education
Reorganization Meeting 7:00 p.m.
Wednesday, January 5, 2022
MINUTES

The Board Secretary of the Chesterfield Township Board of Education, Mr. Andrew Polo, opened the meeting at 7:03 p.m. 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.

1A. Swearing in of New Board Member

The Board Secretary administers the Oath of Allegiance to the newly elected Board Member, Mr. James Ivins.

1B. Roll Call

Board Members present:

Mrs. Carol Cooper-Braun
Ms. Christina Hoggan
Mr. James Ivins
Mr. Matthew Litt

Board Members absent:

Mrs. Kerri Lynch

Administration present:

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

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 11, 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. Important Dates

January 14, 2022	School Closed – Staff In-Service
January 17, 2022	School Closed – Martin Luther King Day

4. Election of Board of Education Members

4A. Election of Board of Education Members

Election of Board of Education President - The Board Secretary calls for nominations for President.

Nominating and voting information as provided by NJSBA: A person may nominate and vote for himself or herself.

Nominations cannot be closed until everyone has had a chance to make a nomination.

Nomination for Christina Hoggan as president made by Matthew Litt.

No other Nominations were made for President. Nominations were closed.

A call of the roll indicated an affirmative vote for Ms. Christina Hoggan as President. All ayes. No nays. Motion carried.

Ms. Christina Hoggan, President, took the chair.

Election of Board of Education Vice-President - The President called for nominations for Vice-President.

Nomination for Matthew Litt as Vice-President was made by Carol Cooper-Braun.

No other Nominations were made for Vice-President. Nominations were closed.

A call of the roll indicated an affirmative vote for Mr. Matthew Litt as Vice-President. All ayes. No nays. Motion carried.

4B. Adoption of the New Jersey School Board Member Code of Ethics (Attachment) - Public

To ensure that board members fully understand their roles and responsibilities pursuant to the School Ethics Act and the Code of Ethics for School Board Members, the State Board of Education has adopted administrative code N.J.A.C. 6:3-1.3 with a number of requirements for board members. The Board of Education is required to discuss the School Ethics Act (N.J.S.A. 18A:12-24.1) at a regularly scheduled public meeting annually and the Business Administrator/Board Secretary must provide a signed certification from each member indicating they have received, reviewed and are fully cognizant of their legal responsibilities as set forth in the Code of Ethics.

THE ENTIRE CODE OF ETHICS SHOULD BE READ BY THE BOARD PRESIDENT AT THIS TIME.
BE IT RESOLVED THAT the Chesterfield Board of Education does hereby adopt the New Jersey School Board Member Code of Ethics.

A motion was made by Mr. Litt and seconded by Mr. Ivins to approve the adoption of the New Jersey School Board Member Code of Ethics.

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

5. Resolution - Meeting Dates - Sunshine Law

Recommend approval of the following Resolution:

WHEREAS, the "Open Public Meetings Act" requires that advance written notice of all meetings of the Chesterfield Township Board of Education be posted in one public place designated by the Chesterfield Township Board of Education and mailed, telephoned, telegrammed, faxed, or hand delivered to newspapers designated by resolution, and mailed to all persons requesting a copy of the same upon payment of the established fee;

NOW, THEREFORE, BE IT RESOLVED by the Chesterfield Township Board of Education as follows:

1. All advance written notices of regular and special meetings shall be posted by the Secretary on the bulletin board located in the lobby of the Chesterfield Township School.

2. All advance written notices of regular and special meetings shall be given to the following newspapers: The Trenton Times and Burlington County Times.

3. All advance written notices of regular and special meetings throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee of \$12.00. News media shall be exempt from such fee.

4. The times and place of regular official monthly meetings for the period from and after this organization meeting until the reorganization meeting of next year shall be in accordance with the list annexed hereto, designating the dates, times and place of such meetings and entitled, "Form A, Notice of Annual Scheduled Meetings" which is hereby adopted as the form of notice to be given of such meetings and used by the Chesterfield

Township Board of Education for that purpose.

BE IT RESOLVED THAT the regular meeting of the Chesterfield Township Board of Education be held at 7:00 p.m. on the third Wednesday of the month. Adjustments to the calendar will be made when necessary and publically advertised.

FORM A

NOTICE OF ANNUAL SCHEDULED MEETINGS

NOTICE IS HEREBY GIVEN by the Chesterfield Township Board of Education that the following is a list of the regular meetings of the Chesterfield Township Board of Education until the reorganization meeting on January 4, 2023.

REGULAR MONTHLY OFFICIAL PUBLIC MEETINGS

All such meetings to be held as listed, at 7:00 p.m., unless otherwise noted, at the Chesterfield Township School, Chesterfield, New Jersey. Formal official action may be taken at such meetings on any and all business involving the Chesterfield Township Board of Education. The Board may go into executive session for any of these meetings.

January 19, 2022	August 17, 2022
February 16, 2022	September 21, 2022
March 16, 2022	October 19, 2022
April 27, 2022	November 16, 2022
May 18, 2022	December 21, 2022
June 15, 2022	January 4, 2023– Re-organization
July 20, 2022	

A motion was made by Mrs. Cooper-Braun and seconded by Mr. Ivins to approve the Resolution - Meeting Dates –Sunshine Law.

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

6. Board of Education Board Committees

Ms. Hoggan stated that the Board of Education Board Committees will be announced at the next board meeting.

<u>Committee</u>		
Human Resources	Chair	_____
	Admin. Reps.	Coletta Graham Michael Mazzoni
Curriculum & Instruction	Chair	_____
	Admin. Rep.	Jeanine May-Sivieri
Finance	Chair	_____
	Admin. Rep.	Andrew Polo
Student Services	Chair	_____
	Admin. Rep.	Lynn Booth
BURLCO School Boards Association Executive Committee Delegate:		_____
Legislative Chairperson & Delegate to NJ School Boards Association:		_____
Alternate:		_____
BOE Policy Committee		_____
Compressor Station & Pipeline Impact Committee:		_____

7. Public Comments – Agenda Reorganization 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. **No Public Comments were made.**

8. Resolutions for Appointments and Designations are listed below:

8A. Board Secretary

Recommend approval as follows:

BE IT RESOLVED THAT Andrew Polo be appointed Board Secretary for the Chesterfield Township School District for the 2022 calendar year.

8B. School Physician

Recommend approval as follows:

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Dr. Joyce Leonetti as School Physician for the Chesterfield Township School District for the remainder of the 2021 – 2022 school year at an annual rate of \$2,400.00.

8C. Designation of Public Agency Compliance Officer

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Andrew Polo, Business Administrator/Board Secretary as the Public Agency Compliance Officer for the 2022 calendar year as per the attached Designation Form.

8D. Designation of District Qualified Purchasing Agent/Bid Threshold

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Andrew Polo, Business Administrator/Board Secretary as the District Qualified Purchasing Agent for the 2022 calendar year and recommend the Board establishes the bid threshold as \$40,000 and the quote threshold as \$6,000, which is 15% of the bid limit as established by law. Such appointment includes authority to award contracts for the procurement of goods and services through State Agencies (State Contracts).

8E. Designation of District Alternate Purchasing Agent

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Scott Heino, Superintendent, as an alternate Purchasing Agent for the 2022 calendar year in the event that the Qualified Purchasing Agent is not available. Such appointment includes authority to award contracts for items or service under state contract.

8F. Designation of District Public Access Officer

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Andrew Polo, Business Administrator/Board Secretary as the District Public Access Officer for the 2022 calendar year.

8G. Designation of Affirmative Action Officer, 504 Coordinator and ADA Officer

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint and approve Dr. Lynn Booth, Supervisor of Special Services as Affirmative Action Officer, 504 Coordinator and ADA (American Disability Act) Officer for the 2022 calendar year.

8H. Designation of Anti-Bullying Coordinator and Anti-Bullying Specialists

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint and approve Coletta Graham, Principal of Instruction & Community Engagement as Anti-Bullying Coordinator and Danielle Christiansen and Jennifer Feder as Anti-Bullying Specialists for the 2022 calendar year.

8I. Designation of Special Appointments

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Charmaine Ramos, School Nurse, as Child Protective Services Liaison, Homeless Liaison, Substance Awareness Coordinator and as the School District Attendance Officer for the 2022 calendar year.

8J. Designation of School Safety Specialist

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Michael Mazzoni, Principal of Operations as school safety specialist for the district as required by NJDOE for the 2022 calendar year.

8K. Designation of Alternate School Safety Specialist

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Andrew Polo, Business Administrator as alternate school safety specialist for the district as required by NJDOE for the 2022 calendar year.

9. Professional Services

WHEREAS, the Public Schools Contract law permits adoption of a Resolution authorizing the award of contracts for "Professional Services" without competitive bids and

WHEREAS, the Business Administrator publicly advertised a request for qualifications for Architect of Record, Auditing, Bond Counsel and Financial Advisor Services in accordance with the law; on an as needed basis and

WHEREAS, the following Architect of Record, District Solicitor, Auditing, Financial Advisor and Bond Counsel Services presented the required documentation in response to said advertisement.

9A. Architect of Record

Recommend approval as follows:

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby extend the appointment of the firm of FVHD, P.C., as Architect of Record to the Board of Education for the 2022 calendar year until the reorganization meeting on January 4, 2023, to perform the professional services ordinarily provided by an Architect of Record of the State of New Jersey and to receive such compensation as may be reasonable for such services.

9B. District Solicitor

Recommend approval as follows:

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby extend the appointment of Cooper Levenson Attorneys at Law to perform the professional services ordinarily provided by a Solicitor as required by the Board of Education for the 2022 calendar year until the reorganization meeting on January 4, 2023.

9C. District Auditor

Recommend approval as follows:

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Chesterfield Township, County of Burlington, that Holt McNally & Associates be appointed Auditor for the Chesterfield Township Board of Education for the 2022 calendar year until the reorganization meeting on January 4, 2023.

The auditing firm will provide all the necessary reports required by the State of New Jersey Department of Education including the audit of all enterprise funds, the CAFR and ASSA reporting.

9D. Financial Advisor

Recommend approval as follows:

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Chesterfield Township, County of Burlington, that Phoenix Advisors be appointed Financial Advisor for the Chesterfield Township Board of Education for the 2022 calendar year until the reorganization meeting on January 4, 2023.

9E. Bond Counsel

Recommend approval as follows:

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Chesterfield Township, County of Burlington, that McManimon, Scotland & Baumann, LLC be appointed Bond Counsel for the Chesterfield Township Board of Education for the 2022 calendar year until the reorganization meeting on January 4, 2023.

9F. Insurance Risk Management Consultant

Recommend approval as follows:

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby extend the appointment of The Barclay Group, Riverton, NJ 08077, as Insurance Broker of Record to perform the services ordinarily provided by an insurance consultant as required by the Board of Education for the 2022 calendar year until the reorganization meeting on January 4, 2023 as an extraordinary unspecifiable service.

9G. Health Insurance Consultant

Recommend approval as follows:

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby extend the appointment of Brown & Brown Group, Moorestown, NJ 08057, as Insurance Broker of Record to perform the services ordinarily provided by an insurance consultant as required by the Board of Education for the 2022 calendar year until the reorganization meeting on January 4, 2023 as an extraordinary unspecifiable service.

10. Bank Depository, Newspaper, Board Policy Manual, Bylaws, Meeting Rules of Order, Board-Approved Curricula, Textbooks, Emergency Management Plan

Recommend approvals as follows:

BE IT RESOLVED THAT First Bank be designated as official depository for all accounts of the Chesterfield Township Board of Education for the 2022 calendar year; and that the ABCO Federal Credit Union, First Bank and any financial institution approved and authorized by the State of New Jersey be designated as a legal depository for investment purposed for the Chesterfield Township Board of Education for the 2022 calendar year.

BE IT RESOLVED THAT the Burlington County Times be designated the official newspaper for legal notices for the Chesterfield Township Board of Education for the 2022 calendar year; and

BE IT RESOLVED THAT all Policies and By Laws as set forth in the Board Policy Manual of the Chesterfield Township Board of Education be re-adopted for the 2022 calendar year; and

BE IT RESOLVED that the Board of Education will conduct their meetings according to Roberts Rules of Order as revised; and

BE IT RESOLVED THAT all existing Board-Approved Curricula and Textbooks for the Chesterfield Township School District be re-adopted for the 2022 calendar year.

BE IT RESOLVED THAT the Chesterfield School's Emergency Management Plan be re-approved for the 2022 calendar year.

11. Approval of Standard Operating Procedures (SOP) (Attachment)

Recommend approval of the Standard Operating Procedures (SOP) for the 2022 calendar year.

12. Authorization for Signatories

Recommend approval of the following resolution and approval to designate the following signatories on the following accounts:

BE IT RESOLVED THAT First Bank designated as the official depository of the Chesterfield Board of Education written order of the signatories so entitled to payment, and without reference to the original ownership of the moneys deposited; all withdrawals must contain signatures as indicated below.

on Accounts: #2040001204 General Fund

3 Signatories: Christina Hoggan, President or Matthew Litt, Vice President and
Janice Jones, Treasurer and Andrew Polo, Business Administrator/Board Secretary

on Account: #2040001212 Lunchroom

2 Signatories: Janice Jones, Treasurer and Andrew Polo, Business Administrator/Board Secretary

on Accounts: #2040001220 Payroll
#2040001253 Unemployment
#2040001261 Summer Pay

2 Signatories: Janice Jones, Treasurer and Andrew Polo, Business Administrator/Board Secretary

on Accounts: #2040001246 Student Activity

2 Signatories: Scott Heino, Superintendent, Lorraine Jordan, Administrative Secretary and/or
Andrew Polo, Business Administrator/Board Secretary

on Accounts: #2040001279 Construction Account
#2040000147 Capital Investment

3 Signatories: Christina Hoggan, President or Matthew Litt, Vice President and
Janice Jones, Treasurer and Andrew Polo, Business Administrator/Board Secretary

on Account #2040001220 Payroll

Mary Merrick, Assistant to the Business Administrator, and Marnie Briel, Board Secretary/Payroll

to transfer Payroll deduction payments as needed.

13. Authorization of Actions by Administration between Meetings

13A. Transfers between Board Meetings

Recommend approval to grant authority for the Superintendent and the Business Administrator/Board Secretary to authorize the transfers of funds between meetings during the 2022 calendar year to ensure that no line-item accounts are over expended. Said transfers will be presented to the Board at their next regular meeting for ratification.

13B. Chart of Accounts and Expenditures Between Board Meetings

Recommend approval of the Adoption of the Uniform Chart of Accounts as promulgated by the NJ Department of Education for the 2022 calendar year and approval to grant authority for the Superintendent and the Business Administrator/Board Secretary to authorize the payment of bills as needed between meetings during the 2022 calendar year with a list to be presented for ratification at the next meeting of the Board of Education.

13C. Employment of Staff Members Between Board Meetings

Recommend approval to authorize the Superintendent of Schools to employ faculty and staff members between Board meetings during the 2022 calendar year upon consultation with the Board President and to report such employment at the next meeting of the Board of Education for ratification.

14. Companies to Offer Tax Sheltered Annuity Plans/Flex Spending Plan

WHEREAS, the Board of Education desires to provide its employees with a number of financial institutions where its employees may enter into tax sheltered annuity plans, and

WHEREAS, the Chesterfield Township Board of Education's employees desire a wide market of plans,

THEREFORE BE IT RESOLVED THAT, the following companies may offer their tax shelter plans to the Chesterfield Township Board of Education employees:

1. Metlife Resources
2. Lincoln Investment Planning, Inc.
3. AXA Equitable
4. Colonial Life – Flex Spending Plan, Section 125

15. Companies to Offer Disability Insurance

WHEREAS, the Chesterfield Township Board of Education desires to provide its employees with companies to which they can purchase, at their expense, disability insurance,

THEREFORE BE IT RESOLVED that the following companies may offer their disability insurance to the Chesterfield Township Board of Education employees:

1. Prudential Insurance Company of America
2. Hartford Life Insurance Company
3. AFLAC

16. Approval of Vendors (Attachment)

BE IT RESOLVED THAT the Chesterfield Board of Education does hereby approve the attached vendor list for the 2022 calendar year.

17. Co-Op

BE IT RESOLVED THAT the Chesterfield Township Board of Education reaffirms the approval of Educational Data Services, Middlesex Regional Educational Services Commission Co-Op, Burlington County Educational Services Unit, Camden County Educational Services Commission Co-Op, Hunterdon County Educational Services Commission, and Monmouth-Ocean Education Services Commission for cooperative bidding programs for the 2022 calendar year.

18. Personnel

18A. Resignation

Approval, with regret of the resignation of Eric Stewart, Administrative Assistant to the Supervisor of Special Services effective immediately.

19. Shared Service Agreements

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby approve continuing the Joint Transportation Agreement and Technology Service Agreement with the Northern Burlington Regional School District for the 2022 calendar year.

20. Approval of Resolution (Attachment)

Recommend approval as follows:

CHESTERFIELD SCHOOL DISTRICT BOARD OF EDUCATION
RESOLUTION AUTHORIZING SETTLEMENT WITH FAMILY AND STUDENT ID #7217247731

WHEREAS, the Board of Education wishes to authorize settlement with regard to a student matter;
BE IT RESOLVED, that the Board hereby consents to settlement with Family and Student Identification Number 7217247731 pursuant to the terms of the Release and Settlement Agreement attached hereto and authorizes the Board of Education President to execute the Agreement on behalf of the Board.

A motion was made by Mr. Litt and seconded by Mrs. Cooper-Braun to approve the following sections:

VOTE Section 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20

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

21. Other Business

Mr. Heino stated that he sent a letter to parents today regarding COVID, we are monitoring the pandemic very closely, it is exploding all around us. We may have to go remote at any moment, we are prepared.

Mr. Heino stated Mrs. Graham is back, we are very happy to have her back.

Mr. Litt asked for clarification on possible shift to remote. Mr. Heino stated we are looking at the numbers, I am checking with our nurses daily. Checking to make sure we don't have a shortage of staff. I will reach out to the DOH if numbers are large and ask them for help.

22. Other Public Comments

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. **No Public Comments were made.**

23. Adjournment

A motion was made to adjourn the meeting by Mrs. Cooper-Braun and seconded by Mr. Ivins at 7:38 p.m. All agreed.

Respectfully submitted,



Andrew Polo
Business Administrator/Board Secretary