

Chesterfield Township Board of Education  
Reorganization Meeting 7:00 p.m.  
Wednesday, January 8, 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

1A. Swearing in of New Board Members

The Board Secretary administers the Oath of Allegiance to the newly elected Board Member, Mr. Matthew Litt.

Senate President, Senator Stephen Sweeney administers the Oath of Allegiance to the newly elected Board Member, Mrs. Andrea Katz.

1B. Roll Call

Mrs. Jaclyn Halaw  
Ms. Christina Hoggan  
Mrs. Andrea Katz  
Mr. Matthew Litt  
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 8, 2019:

- 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, 2020	PTA General Meeting
January 15, 2020	CPEF Monthly Meeting
January 20, 2020	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 \_\_\_\_\_ as president made by \_\_\_\_\_.

Other Nomination for \_\_\_\_\_ as president made by \_\_\_\_\_.

**VOTE**

\*(After the vote is complete, the President takes the chair.)

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

Nomination for \_\_\_\_\_ as vice-president made by \_\_\_\_\_.

Other Nomination for \_\_\_\_\_ as vice-president made by \_\_\_\_\_.

#### VOTE

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.

#### VOTE Section 4B

#### 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, telegraphed, 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 6, 2021.

#### 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 22, 2020  
February 19, 2020  
March 18, 2020  
April 22, 2020  
May 20, 2020  
June 24, 2020  
July 15, 2020

August 19, 2020  
September 16, 2020  
October 21, 2020  
November 18, 2020  
December 16, 2020  
January 6, 2021– Re-organization

**VOTE Section 5**

6. Board of Education Board Committees

Committee

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:

District Advisory Committee:

Compressor Station & Pipeline Impact Committee:

Community Heritage Committee:

**VOTE Section 6**

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.

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 2020 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 2019 – 2020 school year at an annual rate of \$2,400.00.

8C. Designation of Public Agency Compliance Officer (Attachment)

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 2020 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 2020 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 2020 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 2020 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 Lynn Booth as Affirmative Action Officer, 504 Coordinator and ADA (American Disability Act) Officer for the 2020 calendar year.

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

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint and approve Coletta Graham as Anti-Bullying Coordinator and Danielle Christiansen and Melody Khalifa as Anti-Bullying Specialist for the 2020 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 2020 calendar year.

8J. Designation of School Safety Specialist

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Michael Mazzoni as school safety specialists for the district as required by NJDOE for the 2020 calendar year.

**VOTE Section 8**

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 2020 calendar year until the reorganization meeting on January 6, 2021, 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 2020 calendar year until the reorganization meeting on January 6, 2021.

9C. District Auditor

Recommend approval as follows:

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Chesterfield Township, County of Burlington, that Holman Frenia Allison, P.C. be appointed Auditor for the Chesterfield Township Board of Education for the 2020 calendar year until the reorganization meeting on January 6, 2021.

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 2020 calendar year until the reorganization meeting on January 6, 2021.

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 2020 calendar year until the reorganization meeting on January 6, 2021.

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 2020 calendar year until the reorganization meeting on January 6, 2021 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 2020 calendar year until the reorganization meeting on January 6, 2021 as an extraordinary unspecifiable service.

**VOTE Section 9**

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 2020 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 2020 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 2020 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 2020 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 2020 calendar year.

BE IT RESOLVED THAT the Chesterfield School's Emergency Management Plan be re-approved for the 2020 calendar year.

**VOTE Section 10**

11. Approval of Standard Operating Procedures (SOP) (Attachment)  
Recommend approval of the Standard Operating Procedures (SOP) for the 2020 calendar year.

**VOTE Section 11**

12. Approval of Organization Chart (Attachment) - Public  
Be it resolved that the Chesterfield Township Board of Education approves the Organization Chart for the Board of Education.

**VOTE Section 12**

13. 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:    #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, Linda Nice, Administrative Secretary and/or  
                  Andrew Polo, Business Administrator/Board Secretary

on Accounts:    #2040001279    Construction Account  
                  #2040000147    Capital Investment on Accounts:    #2040001204    General Fund  
3 Signatories:   \_\_\_\_\_, President or \_\_\_\_\_, 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

3 Signatories:   \_\_\_\_\_, President or \_\_\_\_\_, 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.

**VOTE Section 13**

14. Authorization of Actions by Administration between Meetings

14A. 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 2020 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.



14B. 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 2020 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 2020 calendar year with a list to be presented for ratification at the next meeting of the Board of Education.

14C. 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 2020 calendar year upon consultation with the Board President and to report such employment at the next meeting of the Board of Education for ratification.

VOTE Section 14

15. 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

VOTE Section 15

16. 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

VOTE Section 16

17. Approval of Vendors (Attachment)

BE IT RESOLVED THAT the Chesterfield Board of Education does hereby approve the attached vendor list for the 2020 calendar year.

VOTE Section 17

18. 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 2020 calendar year.

VOTE Section 18

19. Personnel



19A. Approval of Substitute Rates for the 2020 Calendar Year  
 BE IT RESOLVED THAT the Chesterfield Board of Education does hereby approve the following substitute rates for the 2020 calendar year:

Teacher Substitute	\$90.00 per day
Nurse Substitute	\$125.00 per day
Bus Driver	\$20.00 per hour
Paraprofessional	\$12.00 per hour
Custodian	\$13.25 per hour

19B. Approval to Adjust Hourly Rates and Salaries for Non-Certificated Aides (Attachment)  
 Recommend approval to adjust the hourly rates and salaries of all Lunch/Recess and Lunch/Recess/Copy Aides effective January 1, 2020.

**VOTE Section 19**

20. 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 2020 calendar year.

**VOTE Section 20**

21. 2020-2021 School Year Preschool Tuition Rate Increase  
 Recommend approval to increase the preschool tuition rate to \$3200.00 for the 2020-2021 school year. Effective July 1, 2020 – June 30, 2021.

**VOTE Section 21**

22. Staff Professional Development

22A. Approval of Workshop  
 Recommend approval of the following workshops:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding
Colleen McDermott	3rd Grade	Mt. Laurel, NJ	Dyslexia: Help Children Who Struggle to Successfully Read, Write and Spell	1/8/2020	\$279.00	\$15.13	

**VOTE Section 22**

23. Other Business

24. Other Public Comments

25. 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 aforestated 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 25

26. Motion to Return to Public Session

VOTE Section 26

27. Motion to Adjourn

VOTE Section 27