

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, October 20, 2021
AGENDA



Madelyn L.

Kindergarten: Marvelous Me Mirrors

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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

1A. Swearing In of New Board Member

The Board Secretary administers the Oath of Allegiance to the newly appointed Board Member, Mrs. Carol Cooper-Braun.

1B. Roll Call

Ms. Christina Hoggan, President
Mr. Matthew Litt, Vice President
Mrs. Carol Cooper-Braun
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:

- 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

November 17, 2021 Regular Monthly Meeting

School District Important Dates

November 2, 2021 School Closed – Staff In-Service
November 4-5, 2021 School Closed – NJEA Convention

4. 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.

5. Minutes (Attachment)

Recommend approval of the following minutes:

September 22, 2021	Regular Minutes
October 6, 2021	Special Meeting Minutes
October 6, 2021	Executive Minutes

6. Board of Education/Superintendent Reports

6A. 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
Alternate:		Matt Litt
BOE Policy Committee		Matthew Litt Christina Hoggan
Compressor Station & Pipeline Impact Committee:		Christina Hoggan

6B. Superintendent's Report

6B.1. Student Enrollment

Grade Levels	September 2021	October 2021	Net Change
Pre-School			
<i>Tuition</i>	11	12	+1
<i>Non-Tuition</i>	8	8	
LMD (non-tuition)	3	3	
UMD (non-tuition)	3	4	+1
Kindergarten	74	74	
1st	97	95	-2
2nd	95	95	

3 rd	104	103	-1
4 th	106	106	
5 th	116	114	-2
6 th	101	101	
Total In-District	712	708	-4
Attending Out-of-District Schools	4	5	+1
Total	716	713	-3

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

6B.2 Guidance for Virtual or Remote Instruction Plan Attestation
Recommend approval of Guidance for Virtual or Remote Instruction Plan Attestation for 2021-2022 school year.

6B.3 Approval of Resolution (Attachment)
Recommend approval of the following resolution:

**RESOLUTION
TO APPROVE THE NJQSAC-DPR SELF-ASSESSMENT SUBMISSION**

RESOLVED that the Chesterfield Township School District Board of Education approve the following:

Submission of NJQSAC 2021-2022 District Performance Review in the following areas of Instruction and Program, Fiscal Management, Governance, Personnel, and Operations. (N.J.A.C. 6A:30)

BE IT FURTHER RESOLVED that the District's Chief School Administrator and/or School Business Administrator, be authorized to submit the above NJQSAC 2021-2022 District Performance Review to the executive county superintendent's office.

7. Board Policy

7A. Approval of COVID-19 Policies (Attachment)
Recommend approval of the following COVID-19 policies:

Policy #1648.13 School Employee Vaccination Requirements
Policy #2425 Emergency Virtual or Remote Instruction Program (New) (M)

7B. Approval to Abolish Policies/Regulations
Recommend approval to abolish the following policies:

Policy #1521 Educational Improvement Plans (M)
Policy #5114 Children Displaced by Domestic Violence (Abolished)
Policy # 5117 Inter-District School Choice (Abolished)
Regulation #5117 Inter-District School Choice (Abolished)
Policy #5516.01 Student Tracking Devices (Abolished)
Policy# 5570 Sportsmanship (Abolished)
Policy #5701 Plagiarism (Abolished)
Policy #5710 Student Grievance (Abolished)
Policy #5721 Independent Publications
Policy #8810 Religious Holidays (Abolished)

7C. Approval of First Reading of Revised Policies/Regulations (Attachment)

Recommend approval of the following revised policies/regulations being presented for the first reading:

Policy #0131	Bylaws, Policies, and Regulations (Revised)
Policy #2467	Surrogate Parents and Resource Family Parents (M) (Revised)
Policy #3134	Assignment of Extra Duties (Revised)
Policy #3142	Nonrenewal of Nontenured Teaching Staff Member (Revised)
Regulation #3142	Nonrenewal of Nontenured Teaching Staff Member (Revised)
Policy #3221	Evaluation of Teachers (M) (Revised)
Regulation #3221	Evaluation of Teachers (M) (Revised)
Policy #3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
Regulation #3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
Policy #3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
Regulation #3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
Policy #3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
Regulation #3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
Policy #4146	Nonrenewal of Nontenured Support Staff Member (Revised)
Regulation #4146	Nonrenewal of Nontenured Support Staff Member (Revised)
Policy # 5111	Eligibility of Resident/Nonresident Students (M) Revised
Policy #5116	Education of Homeless Children (Revised)
Policy # 5420	Reporting Student Progress (M) (Revised)
Regulation # 5420	Reporting Student Progress (M) (Revised)
Policy #5511	Dress and Grooming (M) (Revised)
Policy #5519	Dating Policy at School (M) Revised
Policy #5530	Substance Abuse (M) Revised
Policy #5533	Student Smoking (M) Revised
Policy #5535	Passive Breath Alcohol Sensor Device - Revised
Policy #6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
Policy #6115.02	Federal Awards/Funds Internal Controls – Mandatory Disclosures (M) (New)
Policy #6115.03	Federal Awards/Funds Internal Controls – Conflict of Interest (M) (New)
Policy #6311	Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
Policy #6471	School District Travel (M) (Revised)
Regulation #6471	School District Travel (M) (Revised)
Policy #7432	Eye Protection (M) (Revised)
Regulation #7432	Eye Protection (M) (Revised)
Regulation #8220	School Closing (M) Revised
Policy #8420	Emergency and Crisis Situations (M) (Revised)
Policy #8540	School Nutrition Programs (M) (Revised)
Policy #8550	Meal Charges/Outstanding Food Service Bill (M) (Revised)
Policy #8561	Procurement Procedures for School Nutrition Programs (M) (Revised)
Policy #8600	Student Transportation (M) (Revised)
Regulation #8600	Student Transportation (M) (Revised)

Policy #8630
Regulation #8630

Bus Driver/Aide Responsibility (M) (Revised)
Emergency School Bus Procedures (M) (Revised)

Bylaw #9420

Recognition and Condolences (Revised)

8. Personnel

8A. 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>
Bloom, Tanya	Missed Prep - CST meetings (9/16, 9/17, 9/20, 9/21, & 9/22)	\$210.00
Chou, Melissa	Missed Prep - CST meetings (9/17, 9/20, 9/21, 9/22, 9/23 & 9/24/2021)	\$210.00
Cochrane, Rob	Missed Prep - specials cancelled (9/29/2021)	\$35.00
DeLisa, Leia	Missed Prep - CST meetings (9/17, 9/20, 9/21, 9/22, 9/23 & 9/24/2021)	\$210.00
DiEleuterio, Antoinette	Science Lab cleanout (10/13/2021)	\$156.00
Hamer, Jenn	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Hillman, Melissa	Missed Prep - special cancelled & CST meetings (9/28, 10/7, 10/8 & 10/12/2021)	\$140.00
Johnson, Julia	Involuntary Relocation of Classroom for the 2021-2022 School year #1	\$150.00
Johnson, Julia	Involuntary Relocation of Classroom for the 2021-2022 School year #2	\$150.00
Rana, Nosheen	Missed Prep - DIBELS, special cancelled (10/12, 10/13, 10/14, 10/15, & 10/18/2021)	\$175.00
Tiedemann, Sarah	Missed Prep - CST meeting (10/7/2021)	\$35.00

8B. ELA Curriculum Committee Member

Recommend approval of Antoinette DiEleuterio to write stage 3 of the ELA Curriculum up to 30 hours @ \$52/hr.
Total \$1,560.00.

8C. Approval of NJPEPL Evaluation Tool

Recommend approval of the NJPEPL Evaluation Tool for the 2021-2022 school year.

8D. Approval of Marzano Evaluation Model

Recommend approval of the Marzano Evaluation Model for the 2021-2022 school year.

8E. School Improvement Panel

Recommend approval of the following staff members up to 10 hours each for work on the School Improvement Panel (SCIP). Total \$1,560.00.

Michael Brayton
Bayley Hickey

Antoinette DiEleuterio

8F. Chesterfield Elementary School Equity Committee

Recommend approval of the Chesterfield Elementary School Equity Committee and committee members for the 2021-2022 school year.

Jaclyn Schaffer
Colleen McDermott
Jennifer Ancelo
Melissa Chou

Lauran Gleason
Kristi Boyle
Judy Schwartz
Jeanine May-Sivieri

Julia Johnson
Jennifer Feder
Cindy McNally

Coletta Graham
Scott Heino

8G. Chesterfield Elementary School Equity Committee

Recommend approval of the following 10 staff members up to 10 hours of committee related work per committee member for the Chesterfield Elementary School Equity Committee @ \$52/hr. Total \$ 5,200.00

Jaclyn Schaffer	Jennifer Feder
Colleen McDermott	Cindy McNally
Jennifer Ancelo	Lauran Gleason
Melissa Chou	Kristi Boyle
Julia Johnson	Judy Schwartz

8H. SEL/School Climate Committee

Recommend approval of the following staff members up to 10 hours each of committee related work on the SEL/School Climate Committee. Total \$1,040.00

Tracey Miller Antoinette DiEleuterio

8I. Approval of Lunch/Recess Aide

Recommend approval of Jaisbeer Kaur as lunch/recess aide for the remainder of the 2021-2022 school year (effective 10/1/2021), 2.9 hours per day for 153 days at \$16.40/ hour = \$7,301.77.

8J. Approval of Interim Principal

Recommend approval of Joseph H. Slavin, III as Interim Principal commencing October 18, 2021 through November 12, 2021, at a per diem rate of \$400.00.

8K. Approval of Lunch/Recess Aide

Recommend approval of Bhaswati Biswas as Lunch/Recess Aide for the 2021-2022 school year at \$14.00/hr.

8L. Approval of Substitute Lunch/Recess Aide

Recommend approval of Manisha Rana as Substitute Lunch/Recess Aide for the 2021-2022 school year at \$12.00/hr. (Pending background check)

8M. Approval of OTA Clinical Intern

Recommend approval of Jennifer Louie, OTA intern from Jefferson University working with Annemarie Petty, OT October 18, 2021 – December 11, 2021.

8N. Approval of CogAt Assessment Training

Recommend approval of Nicole Dimaiuta to participate in online training for preparation of administering the CogAt Assessment. **Total \$85.00.**

9. Curriculum & Instruction

9A. Approval of 6th Grade Theater and Dance Curriculum (Attachment)

Recommend approval of the 6th Grade Theater and Dance Curriculum.

9B. Approval of Field Trip

Recommend approval of 3rd grade field trip to Franklin Institute, December 2021.

10. Health & Safety

10A. Nurses Report – September (Attachment) - Public

10B. Emergency Drill Report (Attachment) – Public
Lockdown Drill September 24, 2021

Bus Evacuation Drill	September 28 & 29, 2021
Fire Drill	October 8, 2021
Evacuation Drill	October 15, 2021

10C. HIB Incidents (Attachment)

September Preliminary Approval:

There were two HIB incidents reports and two non-confirmed for September.

11. Staff Professional Development

11A. 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
Bayley Hickey	H/PE Teacher	Virtual	Shape NJ Adapted PE Conference	10/11/2021	-----	\$114.00	\$0.00
Courtney Gauze	Nurse	Virtual	School Health Conference	10/20/2021	-----	\$215.00	\$0.00
Charmaine Ramos	Nurse	Virtual	School Health Conference	10/20/2021	-----	\$215.00	\$0.00
Jaclyn Schaffer	Teacher	Virtual	NJPSA Equity in Action Leadership Academy	12/13/2021 1/18/2022 2/8/2022 3/30/2022	-----	\$450.00	\$0.00
Jennifer Ancelo	Teacher	Virtual	NJPSA Equity in Action Leadership Academy	12/13/2021 1/18/2022 2/8/2022 3/30/2022	-----	\$450.00	\$0.00
Melissa Chou	Resource Teacher	Virtual	NJPSA Equity in Action Leadership Academy	12/13/2021 1/18/2022 2/8/2022 3/30/2022	-----	\$450.00	\$0.00
Julia Johnson	Resource Teacher	Virtual	NJPSA Equity in Action Leadership Academy	12/13/2021 1/18/2022 2/8/2022 3/30/2022	-----	\$450.00	\$0.00
Jennifer Feder	School Counselor	Virtual	NJPSA Equity in Action Leadership Academy	12/13/2021 1/18/2022 2/8/2022 3/30/2022	-----	\$450.00	\$0.00
Cindy McNally	Social Worker	Virtual	NJPSA Equity in Action Leadership Academy	12/13/2021 1/18/2022 2/8/2022 3/30/2022	-----	\$450.00	\$0.00
Lauran Gleason	ELL	Virtual	NJPSA Equity in Action Leadership Academy	12/13/2021 1/18/2022 2/8/2022 3/30/2022	-----	\$450.00	\$0.00
Jeanine May-Sivieri	Supervisor of Curriculum & Instruction	Virtual	NJPSA Equity in Action Leadership	12/13/2021 1/18/2022 2/8/2022	-----	\$450.00	\$0.00

			Academy	3/30/2022			
Coletta Graham	Principal	Virtual	NJPSA Equity in Action Leadership Academy	12/13/2021 1/18/2022 2/8/2022 3/30/2022	-----	\$450.00	\$0.00
Scott Heino	Superintendent	Virtual	NJPSA Equity in Action Leadership Academy	12/13/2021 1/18/2022 2/8/2022 3/30/2022	-----	\$450.00	\$0.00
Kristen McIntyre	Instructional Coach	Virtual	Eureka Launch	10/5/2021	-----	\$100.00	\$0.00
Kristen McIntyre	Instructional Coach	Virtual	Eureka Lead	10/14/2021	-----	\$100.00	\$0.00
Jennifer Feder	School Counselor	Virtual	ABS Training	Self-Paced	-----	\$500.00	\$0.00
Danielle Christiansen	School Counselor	Virtual	What's New in HIB Law?	11/17/2021	-----	\$500.00	\$0.00
Wendi Sheridan	LDT-C	Virtual	The Science of Reading: How do LDTC's Effectively Support Teachers	11/11/2021	-----	\$25.00	\$0.00

12. 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.

12A. Financial Approvals (Attachment)

Recommend approval of the following financial reports for the month of August 2021:

- 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.
- Transfers for August
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

Recommend approval of the following financial reports for the month of September 2021: (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.

Recommend approval of the following financial reports for the month of October 2021: (Attachment)

- Expenditures - Approval and ratification of Expenditures for October 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.

12B. Approval of ARP IDEA Grant Application Submission for 2021-2022

Recommend approval of the submission of the ARP IDEA grant application for 2021-2022 school year.

ARP IDEA	\$33,045.00
ARP Preschool	<u>2,822.00</u>
Total Grant	\$35,867.00

12C. Approval of Budget Calendar for the 2022- 2023 Budget (Attachment)

Recommend approval of the budget calendar for the 2022-2023 school year.

12D. Approval of Chapters 192/193 State Funding Addendum (Attachment)

Recommend approval of the addendum to the 2021-2022 Chapters 192/193 agreement between Chesterfield Township School District and Burlington County Special Services School District.

12E. Approval of Special Education Agreement (Attachment)

Recommend approval of the following special education agreement for the SSID# 9686456212.

12F. CPEF Grant Acceptance (Attachment)

Recommend approval of the followings grant:

Sarah Tiedemann, Resource Teacher requesting flexible seating options. Cost \$449.55.

UMD/LMD/Pre K requesting one year membership of the Exercise Buddy Licenses. Cost \$810.00.

Kindergarten Teachers requesting morning tubs for Kindergarten students. Cost \$1,094.25.

12G. Approval of Temporary Purchasing Agent (QPA)

Recommend approval of Andrew Polo as Temporary Purchasing Agent (QPA) following Patricia Austin during the term of the appointment, a contracting unit's bid threshold may remain at the maximum amount allowed. Local Finance Notices 2011-15, and 2011-16.

12H. Approval of Cambridge School Tuition Agreement (Attachment)

Recommend approval of the attached 2021-2022 tuition and related service contracts with Cambridge School for SID#9686456212 effective September 9, 2021 through June 30, 2022 in the amount of \$55,200.00.

13. Facilities Update/Information

13A. Building & Grounds Report (Attachment) - Public

13B. Health & Safety Evaluation of School Buildings Checklist and SOA (Attachment)

Recommend approval of the Health & Safety Evaluation of School Buildings and the Statement of Assurance for the 2021-2022 school year.

13C. Approval of M-1 Form and Comprehensive Maintenance Plan (Attachment)

Recommend approval of the Annual M-1 Form and Comprehensive Maintenance Plan.

13D. School Dude Report (Attachment) - Public
The work order and incident reports for September from the School Dude software are attached.

13E. Solar Renewable Energy Credits Analysis (Attachment) – Public

13F. 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
CTAA	Gym	Basketball Evaluations	11/10/2021, 11/11/2021, 11/12/2021
CTAA	Gym & Cafeteria	Basketball Practice/Games	12/2/2021-3/19/2022 As per the blackout calendar

Vote Sections 5, 6, 7, 8, 9, 10, 11, 12, 13

14. Other Business

15. Other Public Comments

16. 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:

Legal

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 16

17. Motion to Return to Public Session

Vote Section 17

18. Motion to Adjourn

Vote Section 18