

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, November 18, 2020
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 7:05 p.m., by President Christina Hoggan, with a flag salute and moment of silence.

Welcome to this meeting of the Chesterfield Township Board of Education. If there is any agenda item, which you would like to discuss with the Board, please do so during that portion of the agenda entitled, "Public Comments-Agenda Items Only".

Should you have any other comments and/or questions once we have passed the "Public Comments-Agenda Items Only" portion in the agenda, please reserve those comments for "Other Public Comments" at the end of the meeting.

The public shall be reminded that they should attempt to resolve any problems and/or complaints through initial contact with the appropriate administrator. Such matters should only be brought to the Board after all avenues within the administrative chain of command have been exhausted. Policy #1312 Community Complaints and Inquiries, 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. Roll Call

Board Members present:

Ms. Christina Hoggan, President
Mr. Matthew Litt, Vice President
Mrs. Jaclyn Halaw
Mrs. Andrea Katz
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 on 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

December 16, 2020 Regular Monthly Meeting

School District Important Dates

| | |
|-------------------|--------------------------------------|
| November 19, 2020 | Evening Parent/Teacher Conferences |
| November 20, 2020 | Afternoon Parent/Teacher Conferences |
| November 23, 2020 | Evening Parent/Teacher Conferences |
| November 24, 2020 | Afternoon Parent/Teacher Conferences |

November 25, 2020 Early Dismissal
November 26-27, 2020 School Closed – Thanksgiving Holiday

4. Presentations

4A. Strategic Plan Presentation by The Dialogue Shop – Mr. Brian John Riggs

4B. Grade Level Goals – Mrs. Coletta Graham

7C. (7C. was presented after 4B.) School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for 2019-2020 and Student Safety Data System Report(SSDS) – Mrs. Coletta Graham

4C. Mission & Vision for ELA Curriculum Development – Mrs. Jeanine May-Sivieri

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. - No Comments

6. Minutes (Attachment)

Recommend approval of the following minutes:

| | |
|------------------|----------------------|
| October 21, 2020 | Regular Minutes |
| October 21, 2020 | Executive Minutes |
| October 28, 2020 | Work Session Minutes |

7. Board of Education/Superintendent Reports

7A. Board Committee Reports

Human Resources

-Two Interim Special Ed Teacher being approved

Curriculum & Instruction

- Parent Survey Results
- Assessments
- Grade Level Goals
- LinkIt –Parent Access
- ELA Curriculum, Mission & Vision
- ELA Curriculum Materials
- Visual Arts Committee
- Science K-5 Curriculum Committee
- 6th Grade PD Piloting Amplify Science materials
- Stressing importance of student attendance in small group sessions in p.m.

Finance

- Long Range Facility Plan
- Playground Update
- Hiring update
- Cost C&I Development
- Parking Lot
- Basketball courts checked
- Budget for Strategic Plan
- Firehouse Inspection

- Architect came out to Firehouse
- Insurance on Firehouse
- Appraisal on Firehouse
- Area in need of Rehabilitation
- Tax Abatement on Old York CC
- Health Benefits

Student Services

- Bus Occupancy
- Virtual Class Sizes
- Full reopening – Continue to evaluate
- G&T recorded sessions & new laws
- SEL/school climate
- Counselors working w/students
- Special Education scheduling
- Instructional Coaches at December BOE meeting
- FVL will be revised in January

At 9:22 p.m a motion was made by Mr. Litt and seconded by Mrs.Katz to approve a five minute recess.

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

NJ School Boards Association update: Mrs. Katz stated that there is a Delegate assembly on Saturday November 21, 2020.

Committee

| | | |
|---|--------------|-----------------------------------|
| Human Resources | Chair | Andrea Katz Matthew Litt |
| | 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 Andrea Katz |
| | Admin. Rep. | Lynn Booth |
| BURLCO School Boards Association Executive Committee Delegate: | | Andrea Katz |
| Legislative Chairperson & Delegate to NJ School Boards Association: | | Andrea Katz |
| Alternate: | | Christina Hoggan |
| 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 | October 2020 | November 2020 | Net Change |
|--|--------------|---------------|------------|
| Pre-School | | | |
| <i>Tuition</i> | 0 | 0 | |
| <i>Non-Tuition</i> | 9 | 9 | |
| <i>LMD (non-tuition)</i> | *3 | *3 | |
| | 2 | 2 | |
| <i>UMD (non-tuition)</i> | *5 | *4 | |
| Kindergarten | 80 | 83 | +3 |
| 1st | 94 | 92 | -2 |
| 2nd | 103 | 103 | |
| 3rd | 101 | 99 | -2 |
| 4th | 115 | 116 | +1 |
| 5th | 103 | 104 | +1 |
| 6th | 110 | 110 | |
| | | | |
| Total In-District | 717 | 718 | +1 |
| Attending Out-of-District Schools | 5 | 5 | |
| Total | 722 | 723 | +1 |

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

COVID Update

Mr. Heino gave an update on COVID. He stated he is pleased to report that we are doing pretty well; school is proving to be a safe place. We do have our first case and it is in our fully virtual model. Cases are rising and it is getting scary. Everyone is working together, social distancing, wearing masks, and staying home when sick. We continue to monitor data and will follow recommendations. We are meeting with our regional schools and keeping a close eye on the numbers. I give credit for things going so well to the community, parents and staff.

7C. (7C. was presented after 4B.) School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for 2019-2020 and Student Safety Data System Report(SSDS) – Mrs. Coletta Graham

8. Personnel

8A. Approval of Mentor

Approval of Melissa Berger as a mentor for Karen Perez for the 2020-2021 school year at 50% of the annual stipend of \$550.00 ÷ 50% = \$275.00. (Ms. Perez has already completed 16 weeks of mentoring at a different position)

8B. Approval of Mentor

Approval of Carla Rigolizzo as a mentor for Kate Augustin for the 2020-2021 school year at an annual stipend of \$550.00.

8C. Approval of Mentor

Approval of Courtney Kovac as a mentor for Nosheen Rana for the 2020-2021 school year at an annual stipend of \$550.00.

8D. Approval of Lunch/Recess Aide

Approval of Sophie Carr-Olschewsil as lunch/recess aide for the remainder of the 2020-2021 school year. Start date and salary to be determined pending background check.

8E. Approval of Interim Special Education Teacher

Approval of Vingra Steponkeviciute as an Interim Special Education Teacher pursuant to N.J.S.A. 18A:16-1.1 from November 20, 2020 to June 30, 2021 at BA Step 1- \$54,936 prorated to \$40,377.96. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

8F. Approval of Interim Special Education Teacher

Approval of June Cantor as an Interim Special Education Teacher pursuant to N.J.S.A. 18A:16-1.1 to act in the place of Taylor Borgstrom through January 29, 2021 at BA Step 1- \$54,936 (start date and prorated salary pending background check). Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

8G. K-5 Science Curriculum Committee

Approval of the following staff members for the K-5 Science Curriculum Committee up to 10 hours per committee member @ \$52/hr. Total \$4,160.00.

| | |
|----------------|------------------------|
| Courtney Kovac | Antoinette DiEleuterio |
| Mike Brayton | Maria Martinez |
| Maria Prince | Erin Casey |
| Tim Hart | Mariel Tringali |

8H. Approval to Increase Secretary Substitute, Lunchroom/Recess/Copy Aide Substitute, Bus Aide Substitute Rates

BE IT RESOLVED THAT the Chesterfield Board of Education does hereby approve the following substitute rates as of January 1, 2021:

New Hire \$12.00 per hour
1-4 years of service \$12.50 per hour
5 + \$13.00 per hour

8I. Approval of Continuation of Leave of Absence

Approval of continuation of leave of absence for Lauren Rahey, First Grade Teacher, for the remainder of the 2020-2021 school year.

8J. Approval of Extension for Interim First Grade Teacher

Approval of extension for Karen Perez as an Interim First Grade Teacher to act in the place of Lauren Rahey pursuant to N.J.S.A. 18A:16-1.1 for the remainder of the 2020-2021 school year at a prorated salary of \$38,455.20. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

9. Curriculum & Instruction

9A. Mentor Plan (Attachment)

Approval of the 2020-2021 Mentor Plan.

10. Health & Safety

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

| | |
|--|------------------|
| 10B. <u>Emergency Drill Report (Attachment)</u> – Public | |
| Communications Drill | October 29, 2020 |
| Communications Drill | October 30, 2020 |
| Fire Drill | November 4, 2020 |

11. Staff Professional Development

11A. Workshops

Approval of the following workshops:

| Name | Position | Destination | Justification | Date | Workshop/Exhibit Cost to District | | |
|-----------------|----------------------------|----------------|--|-----------|-----------------------------------|---------|---------|
| | | | | | Reg. Fee | Mileage | Funding |
| Charmaine Ramos | School Nurse | Online webinar | School Nurses: Best Strategies for Success During School Medical Emergencies | 12/1/2020 | \$279.00 | \$0.00 | ----- |
| Kimberly Barca | Speech-Language Specialist | Online | Language Acquisition Through Motor Planning | 11/9/2020 | \$109.00 | \$0.00 | ----- |

11B. Approval of Reimbursement for Required Job Improvement (Attachment)

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

Lauran Gleason Understanding Immigrant Origin Students Language, (3 credits) \$2,055.00 (\$685.00/cr)
Culture & Mobility

12. Board of Education and Board Secretary Monthly Certifications

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

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)

Approval of the following financial reports for the month of October:

- 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.
- Transfers for October
- Report of the Secretary

- Monthly Transfer Report for County Approval
- Report of the Treasurer

Approval of the following financial report for the month of November: **(Attachment)**

- **Expenditures** - Approval and ratification of Expenditures for November 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 Personnel Waiving Health Benefits (Attachment)**

Approval and payment of the attached list of personnel waiving health benefits as of November 18, 2020.

12C. **Approval of Tentative Budget Calendar for the 2020-2021 Budget (Attachment)**

Approval of the tentative budget calendar for the 2020-2021 school year budget.

12D. **Approval of Submission of Alyssa's Law Grant**

Approval of submission of the Alyssa's Law Compliance and School Security Grant in the amount of \$39,693.00. The funds were used to be in compliance with Alyssa's Law. Additional funds were used for upgrades to site and building security. Local funds were used if the costs of the work exceeded the grant amount.

12E. **CPEF Grant Acceptance (Attachment)**

Approval of the following grants:

5th Grade Teachers are requesting school wide site license for Discovery Education for all students K-6. Cost \$4,000.00.

5th Grade Teachers are requesting Freckle, interactive website with engaging online activities for ELA and Math; differentiated targeted instruction \$24 per student, 104 students. Cost \$2,496.00.

Melody Khalifa, School Counselor is requesting books to be used by the counselors during character education lessons. Cost \$1,048.80.

1st Grade Teachers are requesting a subscription to Bloom Plan online guided reading resource. 3 class subscriptions \$167.00 each. Cost \$501.00.

13. **Facilities Update/Information**

13A. **Building & Grounds Report (Attachment) – Public**

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

Approval of the Health & Safety Evaluation of School Buildings for the 2020-2021 school year.

13C. **Approval of the School Safety and Security Plan (Attachment)**

Approval of the School Safety and Security Plan for the 2020-2021 school year.

13D. **School Dude Report (Attachment) - Public**

The work order and incident reports for October from the School Dude software are attached.

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

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

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

Mrs. Halaw abstained from Item #12A Financials November Bills List Check #19069 \$1,850.00.

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

14. Other Business

Discussion regarding sharing minutes from meetings the Board President has with the CSA to the bylaws.

Add a discussion about the Strategic plan to the December board meeting agenda.

15. Other Public Comments

Ashley Watson – asked has there been any thought to staff traveling over the holidays and having to quarantine after they return?

Stephanie Santoro – stated please explain in your Thursday letter the high risk matrix to help parents understand your decision on whether schools are staying open or closing. All students benefit from being in school in person.

Mr. Heino addressed the comments: I will definitely add the information to my Thursday letter.

16. Adjournment

A motion was made to adjourn the meeting by Mr. Litt and seconded by Mrs. Halaw at 10:36 p.m. All agreed.

Respectfully submitted,

Andrew Polo

Andrew Polo

Business Administrator/Board Secretary