

Chesterfield Township Board of Education  
Regular Meeting 7:00 p.m.  
Wednesday, December 15, 2021  
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 7:01 p.m., by Vice President Matthew Litt, 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.

1. Roll Call

Board Members present:

Mr. Matthew Litt, Vice President  
Mrs. Carol Cooper-Braun  
Mrs. Jaclyn Halaw

Board Members absent:

Ms. Christina Hoggan, President  
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:

January 5, 2022 Reorganization Meeting

School District Important Dates

December 22, 2021	Report Cards Available Online
December 23, 2021	Early Dismissal-Winter Break Begins
December 24, 2021 – January 2, 2022	School Closed – Winter Break
January 3, 2022	School Re-Opens

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: No Comments

5. Minutes (Attachment)

Approval of the following minutes:

November 17, 2021 Regular Minutes

November 17, 2021 Executive Minutes

6. Board of Education/Superintendent Reports

6A. Board Committee

6A.1 Committee Reports

Human Resources

-Nothing to report

Curriculum & Instruction

-Grade level goals

-Presentation shared with full board

-K-3 Dibels

-3-6 LinkIt

-Public presentation in Feb/Mar

-ELA Implementation

Finance

-Sale of firehouse/protocol

-How to move forward

Student Services

-Reading program

-Orton Gillingham

-Rutgers Behaviorist

Committee

Human Resources	Chair	Matthew Litt
	Admin. Reps.	Christina Hoggan Coletta Graham Michael Mazzoni
Curriculum & Instruction	Chair	Jaclyn Halaw
	Admin. Rep.	Kerri Lynch Jeanine May-Sivieri
Finance	Chair	Christina Hoggan
	Admin. Rep.	Matthew Litt Andrew Polo
Student Services	Chair	Kerri Lynch Carol Cooper-Braun

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. November 2, 2021 Election Results

Statement of Results for the Annual School Election - Following is the Statement of Results for the School Election of the Chesterfield Township School District in the County of Burlington, held in conjunction with the General Election at the Chesterfield Township Municipal Building on November 2, 2021. Polling Districts 1 & 2 (General Election Districts 1 and 2) were declared open at 6:00 a.m. and were closed at 8:00 p.m.

Registered voters in Chesterfield: 4,496

For members of the Chesterfield Board of Education (1) for a three-year term:

Rachel Collins	713
Jim Ivins	1,128
Personal Choice	<u>7</u>
Total votes cast	1,848

6C. Superintendent's Report

6C.1 Student Enrollment

Grade Levels	November 2021	December 2021	Net Change
<b>Pre-School</b>			
<i>Tuition</i>	12	12	
<i>Non-Tuition</i>	10	10	
<i>LMD (non-tuition)</i>	4	4	
<i>UMD (non-tuition)</i>	3	3	
<b>Kindergarten</b>	74	74	
<b>1<sup>st</sup></b>	96	95	-1
<b>2<sup>nd</sup></b>	95	96	+1
<b>3<sup>rd</sup></b>	103	103	
<b>4<sup>th</sup></b>	106	107	+1
<b>5<sup>th</sup></b>	114	115	+1
<b>6<sup>th</sup></b>	101	101	
<b>Total In-District</b>	711	713	+2
<b>Attending Out-of-District Schools</b>	5	5	
<b>Total</b>	716	718	+2

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

6D. Health and Safety Update

Mr. Heino updated on COVID19 with a power point presentation, discussed the spike following Thanksgiving, quarantine rules, the current high risk level for Burlington county, COVID testing, mitigation, and guidance from



the BCDOH.

***A motion was made by Mr. Litt and seconded by Mrs. Cooper-Braun to lift the travel quarantine for domestic travel from December 24, 2021 through January 3, 2022.***

***A call of the roll indicated a negative vote. Two ayes. One nay. (Halaw) Motion failed.***

7. Personnel

7A. Extra Time

Approval of the extra time for the following employees:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Gauze, Courtney	Additional time for Health Office - November	\$195.00
Prince, Maria	Science Lab cleanup	\$156.00
Ramos, Charmaine	Additional time for Health Office - November	\$858.00
Sakimura, Melissa	Science Lab cleanup	\$156.00

7B. Resignation

Approval, with regret of the resignation of Lashay Johnson, Basic Skills Teacher effective January 16, 2022.

7C. Substitute Secretary

Approval of Dorothea Brown as substitute secretary for the remainder of the 2021-2022 school year at the rate of \$14.00 per hour. (Pending background check)

7D. Teacher Prep for Math Night

Approval of the following 6 staff members up to 2 hours each @52/hr. Total \$624.00 for preparation for Math Night.

Victoria Wolochow	Anne Lawrence
Kristen McIntyre	Nicole Hartman
Frankie Sielski	Antoinette DiEleuterio

7E. Mentor

Approval of Bayley Hickey as a mentor for Courtney Gauze for the 2021-2022 school year at an annual stipend of \$550.00.

7F. Administrative Assistant to the Supervisor of Special Services

Approval of Eric Stewart as Administrative Assistant to the Supervisor of Special Services at an annual salary of \$38,700. Start date TBD and the salary prorated based on start date. (Pending background check)

7G. Memorandum of Agreement between the Chesterfield Township Board of Education and the Chesterfield Administrators Education Association

Agreement for July 1, 2021 through June 30, 2026

Approval of a memorandum of agreement between the Chesterfield Township Board of Education and the Chesterfield Administrators Education Association for the term of July 1, 2021 through June 30, 2026.

8. Health & Safety

8A. Nurses Report – November (Attachment) – Public

8B. Emergency Drill Report (Attachment) – Public  
Fire Drill December 1, 2021

8C. Student Code of Conduct  
Nothing to report for November

8D. H.I.B. Incidents (Attachment)

October Preliminary Approval:

There was one HIB incident reported and one non-confirmed for October.

November Approval:

There were no HIB incidents reported in November.

9. Staff Professional Development

9A. Workshops

Approval of the following workshops and mileage:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding
Lynn Booth	Supervisor of Special Services	Atlantic City	NJPSA Annual Conference	3/24 & 3/25 /2022	\$320.00	\$0.00	-----

9B. Tuition Reimbursement

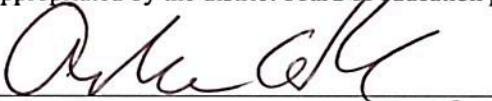
Mr. Heino has approved tuition reimbursement for the following staff members, in accordance with the negotiated agreement, upon successful completion of the following graduate course: (Tuition Reimbursement will be paid at the Rutgers, The State University of NJ 2020-2021 Graduate School Tuition Rates of \$754.00/cr)

Michael Brayton	Educational Organization and Leadership	(3 credits) \$2,055.00	(\$685/cr)
Michael Brayton	School Finance and Records	(3 credits) \$2,055.00	(\$685/cr)
Laura Flynn	Young Children's Literature and Curriculum Design	(3 credits) \$2,313.00	(\$771/cr)
Bayley Hickey	UDL in General Physical Education	(3 credits) \$2,055.00	(\$685/cr)
Amanda Sorensen	Neurological Bases of Ed Disorders	(3 credits) \$2,055.00	(\$685/cr)

10. 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 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.

#### 10A. Financial Approvals (Attachment)

Approval the following financial for October:

- Expenditures - Approval and ratification of Expenditures for October 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
- Report of the Treasurer
- Monthly Transfer Report

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

- Expenditures - Approval and ratification of Expenditures for November 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 November
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

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

Expenditures - Approval and ratification of Expenditures for December 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.

#### 10B. IDEA- ARP Non Public Grant Services Agreement (Attachment)

Approval of the agreement between Chesterfield Township School District and Burlington County Special Services School District, ESU to provide IDEA-ARP services pursuant to the school districts grant.

#### 10C. CPEF Grant Acceptance (Attachment)

Approval of the following grant:

Speech teachers are requesting 2 mesh playground core language board banners to install on new fencing. Cost \$840.00.

Vicki Weisgarber, 3<sup>rd</sup> grade teacher is requesting 24 sets of "Fuzzy Feet Chair Glides" for her classroom. Cost \$120.87.

### 11. Facilities Update/Information

#### 11A. Building & Grounds Report (Attachment) – Public

#### 11B. School Dude Report (Attachment) – Public

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

#### 11C. Solar Renewable Energy Credits Analysis (Attachment) - Public

#### 11D. Use of Facilities

Approval of the following use of facilities for the 2021-2022 school year:



Name Of Organization	Facility requested	Description of Activity	Date
Child Evangelism Fellowship of NJ	Media Center	Good News Club	1/31 - 3/14/2022 Monday's only

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

***Vote Sections 5, 7, 8, 9, 10, 11***

***A call of the roll indicated an affirmative vote. All ayes. No nays. (Litt - abstained from Item 5 – Minutes)***

***Motion carried.***

**12. Other Business**

Mrs. Halaw asked about the QSAC committee.

**13. 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.

Agnes Marsala commented on COVID testing and time frame for quarantine.

James Marsala commented on COVID testing.

Stephanie Santoro commented on her confusion regarding voting to remove travel quarantine. She commented on quarantine time frame.

Molly Cannizzaro commented on parents having a choice for virtual learning.

Mrs. Halaw asked are we allowed to offer a virtual option. Mr. Heino stated we are not allowed, we checked with the attorney. We must be directed from the department of health.

Gina Supal asked if parents can receive extra information such as how many students have been hospitalized. Stated she agrees with Stephanie Santoro.

James Marsala asked can you vote on keeping testing an option.

Mr. Heino responded that he will be in contact with Mr. Marsala to answer his question.

**14. Adjourn to Executive Session**

Mr. Litt stated that the Board will not be taking any action when they return to Public Session after the Executive Session.

***A motion was made by Mrs. Halaw and seconded by Mrs. Cooper-Braun to adjourn to executive session at 8:08 p.m. with the 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:

Sale of Property  
Negotiations

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.

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

15. Return to Public Session

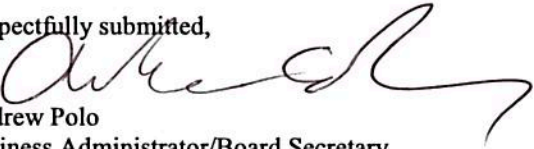
*A motion was made by Mrs. Halaw and seconded by Mrs. Cooper-Braun to return to public session at 8:25 p.m.*

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

16. Adjournment

*A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Mrs. Cooper-Braun at 8:26 p.m. All agreed.*

Respectfully submitted,

  
Andrew Polo  
Business Administrator/Board Secretary