

Chesterfield Township Board of Education  
Regular Meeting 6:00 p.m.  
Wednesday, February 19, 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

Roll Call

Ms. Christina Hoggan, President  
Mr. Matthew Litt, Vice President  
Mrs. Jaclyn Halaw  
Mrs. Andrea Katz  
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 12, 2020 and meeting time change on February 9, 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. NJSBA Training Session

New Jersey School Boards Association Ethics Training - Presented by Mr. Jesse Adams, Field Service Representative.

4. Meeting Information/Important Dates

Board of Education Important Dates:

March 18, 2020 Regular Monthly Meeting

School District Important Dates

February 21, 2020	Boosterthon Fun Run
March 2, 2020	Mid-Marking Period
March 4, 2020	CPEF Monthly Meeting
March 6, 2020	Read Across America/Dr. Seuss Day
March 10, 2020	PTA Monthly Meeting
March 11, 2020	6 <sup>th</sup> Grade Parent Orientation Meeting at Northern
March 20, 2020	Early Dismissal-Parent Teacher Conferences

5. Presentations

5A. Presentation of the Tentative 2020-2021 Budget

6. 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.

7. Minutes

Approval of Minutes (Attachment)

Recommend approval of the minutes for the following meetings:

January 22, 2020	Regular Minutes
January 22, 2020	Executive Minutes

**Vote Section 7**

8. Board of Education/Superintendent Reports

Committee Reports

8A. Board Committee

Committee

Human Resources	Chair	Andrea Katz
	Admin. Reps.	Matthew Litt 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
	Admin. Rep.	Andrea Katz Lynn Booth
BURLCO School Boards Association Executive Committee Delegate:		Christina Hoggan
Legislative Chairperson & Delegate to NJ School Boards Association:		Christina Hoggan
Alternate:		Andrea Katz
Compressor Station & Pipeline Impact Committee:		Matthew Litt Christina Hoggan

Community Heritage Committee:

Matthew Litt  
Christina Hoggan

Fair Funding Action Committee Liaison

Andrea Katz

8B. Superintendent's Report

8B.1 Student Enrollment

<b>Grade Levels</b>	<b>January 2019</b>	<b>January 2020</b>	<b>Net Change</b>
<b>Pre-School</b>			
<i>Tuition</i>	<b>16</b>	<b>16</b>	
<i>Non-Tuition</i>	<b>14</b>	<b>12</b>	<b>-2</b>
<i>LMD (non-tuition)</i>	<i>*7</i>	<i>*</i>	
<i>UMD (non-tuition)</i>	<i>*4</i>	<i>*</i>	
<b>Kindergarten</b>	<b>86</b>	<b>87</b>	<b>+1</b>
<b>1<sup>st</sup></b>	<b>102</b>	<b>103</b>	<b>+1</b>
<b>2<sup>nd</sup></b>	<b>100</b>	<b>99</b>	<b>-1</b>
<b>3<sup>rd</sup></b>	<b>117</b>	<b>115</b>	<b>-2</b>
<b>4<sup>th</sup></b>	<b>106</b>	<b>105</b>	<b>-1</b>
<b>5<sup>th</sup></b>	<b>109</b>	<b>109</b>	
<b>6<sup>th</sup></b>	<b>113</b>	<b>113</b>	
<b>Total In-District</b>	<b>763</b>	<b>759</b>	<b>-4</b>
<b>Attending Out-of-District Schools</b>	<b>6</b>	<b>7</b>	
<b>Total</b>	<b>769</b>	<b>766</b>	<b>-3</b>

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

- 8C. Approval of 2020-2021 School Calendars (Attachment)  
Recommend approval of the following 2020-2021 School Calendars  
Chesterfield School Calendar  
Chesterfield School Little Dragons Preschool Calendar  
Chesterfield School Little Dragons 2 Preschool Calendar

9. Board Policy

- 9A. Second Reading of Revised Policy (Attachment) – Public  
The following revised policy is being presented for the second reading:

Policy 3515.1                      Personal Electronic Devices/Personal Cell Phones

10. Personnel

10A. Approval of Extra Time

Recommend approval of the extra time for the following employees:

<b><u>Staff Member</u></b>	<b><u>Brief Description of Work Completed</u></b>	<b><u>Total amount</u></b>
Melissa Berger	Missed Prep - lack of coverage (1/27/2020, 1/28/2020, 1/29/2020)	\$105.00

Tanya Bloom	Missed Prep - lack of coverage (1/7/2020, 1/9/2020, 1/10/2020, 1/15/2020, 1/22/2020, 1/28/2020, 1/29/2020)	\$245.00
Melissa Hillman	Missed Prep - CST meetings (1/21/2020 & 1/31/2020)	\$70.00
Valerie Lydon	FVL Luggage drop off	\$39.00
Valerie Lydon	Report Card grading and Prep for SA	\$364.00
Karen Stryker	Missed Prep - I&RS meeting (1/28/2020)	\$35.00

10B. Approval of NJFLA Leave of Absence

Recommend approval of NJFLA for Sharon Vizcaino-Angelucci, from January 21, 2020 through April 23, 2020.

10C. Approval to Rescind Approval of Lunch/Recess/Copy Aide

Recommend approval to rescind approval of Carol Gibson as a lunch/recess/copy aide at a total salary of \$7,107.32 that originally appeared on the January 22, 2020 board agenda. She will continue to work as a substitute lunch/recess/copy aide.

10D. Approval of Retirement

Recommend approval, with regret, of the retirement of Earl Worgess, Health/Physical Education Teacher, effective April 1, 2020.

10E. Approval of Maternity Leave of Absence

Recommend approval of maternity leave of absence for Jennifer O'Brien, Music Teacher, from April 20, 2020 through January 31, 2021.

10F. Approval of Resignation

Recommend approval, with regret, of the resignation of Marylyn Campanella, School Nurse, effective March 3, 2020.

10G. Approval of Proctors for CogAT Testing

Recommend approval of 2 lunch/recess aides to proctor for 2 hrs/day paid at their hourly rate to monitor kindergarten CogAT testing March 10<sup>th</sup> and 11<sup>th</sup>, 2020.

10H. Approval of Proctors for Terra Nova Testing

Recommend approval of 5 lunch/recess aides to proctor for 2.5 hrs/day paid at their hourly rate to monitor 2<sup>nd</sup> grade Terra Nova testing the week of March 16<sup>th</sup> through the 20<sup>th</sup> 2020.

10I. Approval of Substitute

Recommend approval of the following substitute for the remainder of the 2019-2020 school year.

Donna Skrzenta                      Lunch/Recess Aide (pending background check)

10J. Approval of Part-Time Custodian

Recommend approval of Carlos Benitez as a part-time custodian for the remainder of the 2019-2020 school year, effective February 21, 2020 for 3.5 hours per day (43.8%) at Custodial Step 6 at a prorated amount of \$7,321.25.

11. Curriculum & Instruction

11A. Approval of Field Trips

Recommend approval of the following field trips:

DATE	REASON	DESTINATION	GRADE
3/12/2020	6 <sup>th</sup> Grade Orientation	Northern Burlington Middle School	6 <sup>th</sup> Grade
4/3/2020	Enhance Math and Science Curriculum	East Windsor Bowling	Kindergarten
5/19/2020	Enhance Social Studies Curriculum	Washington Crossing Historical Park	4 <sup>th</sup> Grade
5/20/2020	Enhance Science Curriculum	Johnson's Corner Farm	1st Grade

11B. Approval of District Sponsored Clubs & Supervisors for Winter Program (Attachment)

Recommend approval of district sponsored clubs & supervisors for Winter 2020 program at a student activity fee of \$35.00 per club.

12. Health & Safety

12A. Nurses Report – January (Attachment) - Public

12B. Emergency Drill Report (Attachment) - Public

12C. Student Code of Conduct (Attachment) - Public

12D. HIB Incidents (Attachment)

December Final Approval:

There were no HIB incidents reported in December.

January Preliminary Approval:

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

13. Staff Professional Development

13A. Approval of Workshops

Recommend approval of the following workshops and mileage:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding Source
Andrea Katz	Board Member	Trenton, NJ	NJSBA Ready, Set, Bargain	1/24/2020	\$149.00		
Scott Heino	Superintendent	Lawrenceville, NJ	NJASA – A Path Toward Excellence Through Equity	2/13/2020	\$149.00	\$12.18	
Marissa Holloway	5th Grade	Mt. Laurel, NJ	Strengthen Students' Mindfulness: Increase	3/17/2020	\$279.00		

			Your Students' Self-Control While Reducing Anxiety and Challenging Behaviors				
Charmaine Ramos	Nurse	Princeton, NJ	NJSSNA 2020 Spring Conference	3/27-28/2020	\$229.00	\$15.40	
Jaclyn Schaffer	Kindergarten	Princeton, NJ	Elementary Math: Anxiety to Mastery	7/7-7/9/2020	\$150.00	\$44.94	
Jeanine May-Sivieri	Supervisor of C&I	Monroe, NJ	Schools That Promote Self-Efficacy and Productive Struggle	2/25/2020	\$149.00		
Laura DiMeola	Media Specialist	Mt. Laurel, NJ	What's New in Children's Literature	3/26/2020	\$279.00	\$11.31	
Michael Mazzoni	Principal of Operations	Monroe Twp, NJ	School Security: Evolving Challenges and Opportunities	3/5/2020	\$150.00	\$14.28	
Michael Mazzoni	Principal of Operations	Monroe Twp, NJ	Social Emotional Learning and the Arts	4/20/2020	\$149.00	\$14.28	

13B. Approval to Accompany Students on Operation Dreamlift

Recommend approval for Michael Mazzoni, Melissa Carlton, and Ruben Moncada to accompany students on Operation Dreamlift to Orlando, Florida on May 5, 2020 at no cost to the district.

14. 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.

14A. Financial Approvals (Attachment)

Recommend the following financial approvals for January:

- Expenditures - Approval and ratification of Expenditures for January 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 January
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report
- Unemployment Ratification List

Recommend approval of the following financial report for the month of February: (Attachment)  
Expenditures - Approval and ratification of Expenditures for February 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.

14B. Approval of SEMI Waiver

Recommend approval of the submission of a request for a waiver to be exempt from the SEMI program for the 2020-2021 school year.

15. Facilities Update/Information

15A. Building & Grounds Report (Attachment) – Public

15B. School Dude Report (Attachment) - Public

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

15C. Solar Renewable Energy Credits Analysis (Attachment) – Public

15D. Use of Facilities

Recommend approval of the attached use of facilities for the 2019-2020 school year.

Name Of Organization	Facility requested	Description of Activity	Date
CTAA	Media Center & Classroom	Baseball Draft Night	2/24/2020
PTA	Media Center	Childhood Anxiety Seminar	2/26/2020
Girl Scout Troop 21559	Art Room	Meetings	3/4, 3/18, 4/1, 4/22, 5/6, 5/20, 6/3/2020
PTA	Atrium	Gertrude Hawk Pick-Up	4/2, 4/3/2020
Child Evangelism Fellowship	Media Center	Good News Club	4/22, 4/29, 5/6, 5/13, 5/20/2020
PTA	Cafeteria	Blingo	4/24/2020
PTA	Cafeteria	5th and 6th Grade Fun Night	4/3/2020
Champions	Cafeteria; Tables and Benches	Summer Camp	6/22 – 8/28/2020

**Vote Sections 8, 9, 10, 11, 12, 13, 14, 15**

16. Other Business

Field Trips

Census 2020

17. Other Public Comments

18. 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 18

19. Motion to Return to Public Session

20. Motion to Adjourn

Vote Section 20