

Chesterfield Township Board of Education  
Regular Meeting 7:00 p.m.  
Wednesday, March 17, 2021  
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](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 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:

April 28, 2021                      Public Hearing and Regular Monthly Meeting

School District Important Dates

March 17, 2021                      End of 2<sup>nd</sup> Trimester  
March 19, 2021                      Early Dismissal/Parent Teacher Conferences

March 30, 2021  
April 2 – April 11, 2021

Report Cards Available Online  
School Closed – Spring Break

4. Presentations

4A. Presentation of the Tentative 2021-2022 Budget  
Presented by Mr. Heino and Mr. Polo

4B. Expanding In-Person Learning Update  
Presented by Mr. Heino

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.

Scott Richter asked is the in-person learning half day or full day.

Rachel Collins asked are you offering remote learning for this year or next year.

Amanda Kenny commented to let parents know the in-person learning plan as soon as you can.

Christy Green thanked the administration and board for all the hard work they have done to put students first and make them happy during this very hard year.

Mr. Heino clarified that in-person learning will remain early dismissal. The plan presented is for this year only through June 2021. We do not know what next year will look like yet. Remote instruction may not be an option for the next school year. We will get the information out as soon as possible – we understand childcare arrangements need to be made.

6. Minutes (Attachment)

Approval of the minutes for the following meetings:

February 24, 2021	Regular Meeting
February 24, 2021	Executive Meeting
March 10, 2021	Budget Work Session
March 10, 2021	Executive Meeting

7. Board of Education/Superintendent Reports

7A. Committee Reports

Human Resources

-Nothing new to report

Curriculum & Instruction

-Nothing new to report

Finance

-Budget for Strategic plan

- Firehouse, have not taken possession yet
- Committee for realtor assistance
- Budget
- OYCC update

#### Student Services

- Nothing new to report

#### Legislative NJ School Boards Association

Ms. Hoggan gave an update on the March 6, 2021 meeting she attended on regionalization and legislative updates.

#### Fair Funding Action Committee

Mrs. Katz gave an update on the negative effect of the new healthcare bill Chapter 44. She asked the board about inviting Mark Magyar to the May meeting to discuss the consolidation bill.

#### Compressor Station & Pipeline Impact Committee

Ms. Hoggan stated results from survey say blowdowns may have potential health effects. Task force meeting with the township is scheduled for March 19, 2021.

<u>Committee</u>			
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 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:			Andrea Katz
Compressor Station & Pipeline Impact Committee:			Christina Hoggan
Fair Funding Action Committee Liaison			Andrea Katz

#### 7B. Superintendent's Report

##### 7B.1 Student Enrollment

Grade Levels	February 2021	March 2021	Net Change
Pre-School			
Tuition	0	0	



<i>Non-Tuition</i>	<b>9</b>	<b>10</b>	<b>+1</b>
<b>LMD (non-tuition)</b>	<b>*3</b>	<b>*3</b>	
<b>UMD (non-tuition)</b>	<b>*4</b>	<b>*4</b>	
<b>Kindergarten</b>	<b>82</b>	<b>82</b>	
<b>1<sup>st</sup></b>	<b>90</b>	<b>90</b>	
<b>2<sup>nd</sup></b>	<b>104</b>	<b>104</b>	
<b>3<sup>rd</sup></b>	<b>96</b>	<b>97</b>	<b>+1</b>
<b>4<sup>th</sup></b>	<b>115</b>	<b>115</b>	
<b>5<sup>th</sup></b>	<b>103</b>	<b>102</b>	<b>-1</b>
<b>6<sup>th</sup></b>	<b>110</b>	<b>110</b>	
<b>Total In-District</b>	<b>711</b>	<b>712</b>	<b>+1</b>
<b>Attending Out-of-District Schools</b>	<b>5</b>	<b>5</b>	
<b>Total</b>	<b>716</b>	<b>717</b>	<b>+1</b>

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

7B.2 2021-2022 School Calendars (Attachment) – Public

Approval of the following 2021-2022 School Calendars

Chesterfield School Calendar

Chesterfield School Little Dragons Preschool Calendar

Chesterfield School Little Dragons 2 Preschool Calendar

8. Personnel

8A. Extra Time

Approval of the following extra time for the following employees:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Angelucci, Sharon	CST meeting (2/18/2021)	\$52.00
Barca, Kim	CST meetings (2/8/2021, 2/11/2021 & 2/18/2021)	\$156.00
Carlton, Melissa	CST meeting (2/18/2021)	\$78.00
Casey, Erin	Professional meeting (3/3/2021)	\$78.00
Cirillo, Jen	CST meeting (2/18/2021)	\$26.00
Johnson, Julia	CST meeting (2/18/2021)	\$26.00
McNally, Cindy	CST meeting (2/18/2021)	\$52.00
Miller, Tracey	Professional meeting (3/3/2021)	\$78.00
Petty, Annemarie	CST meetings and related services in PM (2/2/2021 & 2/11/2021)	\$156.00

Schwartz, Judy	CST meeting (2/18/2021)	\$52.00
Sheridan, Wendi	CST meeting (2/18/2021)	\$52.00
Angelucci, Sharon	CST meeting (2/18/2021)	\$52.00

8B. Resignation

Approval of the resignation of Melanie Wolak, Lunch/Recess Aide effective March 5, 2021.

8C. Maternity Leave of Absence

Approval of maternity leave of absence for Mariel Tringali, Resource Teacher, from April 12, 2021 - June 30, 2021.

8D. Interim Resource Teacher

Approval of Ashlee Gray as an Interim Resource Teacher to act in the place of Mariel Tringali pursuant to N.J.S.A. 18A:16-1.1 from April 13, 2021 until end of school year at a salary of \$14,109.00. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

8E. ELA Curriculum Committee

Approval of additional hours for ELA Curriculum Committee, 10 staff members; up to 10 hours each, \$52/hour Total \$5,200.00.

Carla Rigolizzo	Marissa Holloway
Courtney Kovac	Jen Ancelo
Mike Brayton	Erin Casey
Gayle Poedubicky	Maria Martinez
Karen Stryker	Antoinette DiEleuterio

8F. Sixth Grade End of Year Planning Committee

Approval of the Sixth Grade End of Year Planning Committee, 7 staff members; not to exceed 5 hours each, \$52/hour Total \$1,820.00.

Jen Ancelo	Sharon Angelucci	Antoinette DiEleuterio
Jillian Biddle	Valerie Lydon	
Melissa Sakimura	Amanda Sorensen	

9. Health & Safety

9A. Nurses Report – February (Attachment) – Public

9B. Emergency Drill Report (Attachment) – Public

Class Evacuation	February 24, 2021
Stay in Place Drill	March 5, 2021
Stay in Place Drill	March 9, 2021

9C. Student Code of Conduct

Nothing to report for February.

9D. HIB Incidents

Nothing to report for February.

10. Staff Professional Development

10A. Approval of Workshops


Approval of the following workshops and mileage.

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding Source
Coletta Graham	Principal	Online	NJSLA Series 7 Leading for Equity Revolution: Learning from the New Realities	4/26/2021 5/17/2021 6/17/2021	\$450.00	-----	-----
Jeanine May-Sivieri	Supervisor of C&I	Online	NJSLA Series 7 Leading for Equity Revolution: Learning from the New Realities	4/26/2021 5/17/2021 6/17/2021	\$450.00	-----	-----
Wendi Sheridan	Learning Consultant	Online	Review and Training on the new edition of the WIAT assessment	4/16/2021	\$100.00		

11. 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.

11A. Financial Approvals (Attachment)

Approval of the following financial reports 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 February
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

Approval of the following financial reports for the month of February: (Attachment)

- 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 February



- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

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

Expenditures - Approval and ratification of Expenditures for March 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.

**11B. Tentative 2021-2022 Budget**

Approval of the following resolution for the tentative 2021-2022 Budget:

BE IT RESOLVED to approve a school district budget for the Chesterfield Township Board of Education:

RESOLUTION  
CHESTERFIELD TOWNSHIP BOARD OF EDUCATION  
APPROVAL OF THE TENTATIVE 2021-2022 SCHOOL BUDGET

BE IT RESOLVED that the Chesterfield Township Board of Education does hereby authorize the Business Administrator to transmit the tentative 2021-2022 Budget to Executive County Superintendent for approval.

2021-2022 Budget

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund (Total Operating Budget)	\$13,709,239.00	\$ 9,817,086.00
Special Revenue Fund	\$ 368,010.00	\$ N/A
Debt Service Fund	<u>\$ 2,303,888.00</u>	<u>\$ 1,959,158.00</u>
Total	\$16,381,137.00	\$11,776,244.00

**Regular General Fund Tax Levy-Base Budget**

BE IT RESOLVED that there should be raised for General Funds \$9,817,086.00 for the ensuing School Year (2021-2022).

The supporting documents of this budget also contain an itemization of certain expenditures required under administrative regulations.

NOTE – changes may still be made up until the Public Hearing on April 28, 2021.

**11C. Maximum Travel Expenditure for 2021-2022**

Approval of the following resolution:

CHESTERFIELD TOWNSHIP SCHOOL DISTRICT  
2021-2022 MAXIMUM TRAVEL EXPENDITURE

WHEREAS, the Chesterfield Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, the actual travel and related expenses for the 2019-2020 school year was \$23,181.82, the

amount budgeted in 2020-2021 for travel and related expenses was \$28,400.00, the amount spent to date for travel and related expenditures for the 2020-2021 school year is \$4,579.36 and the estimated travel and related expenditures for the 2020-2021 school year is \$26,079.00; and

THEREFORE, BE IT RESOLVED, that the Chesterfield Township Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$33,800.00 for the 2021-2022 school year for all staff and board members.

11D. Approval of the Following

11D.a Approval to withdraw \$85,000.00 from Maintenance Reserve for utilization in the 2021-2022 budget.

11D.b Approve April 28, 2021 as the date for the Public Hearing on the Budget at 7:00 p.m.

11D.c Authorize Advertising of the Tentative 2021-2022 Budget on April 24, 2021.  
Pending receipt of approval from the Executive County Business Administrator.

11E. Property, Casualty and Student Accident Insurance (Attachment)

Approval to renew the districts membership with the Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF) for Property, Casualty and Student Accident Insurance for a 3 year contract starting on July 1, 2021 through June 30, 2024.

12. Facilities Update/Information

12A. Building & Grounds Report (Attachment) – Public

12B. School Dude Report (Attachment) – Public

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

12C. Solar Renewable Energy Credits Analysis (Attachment) – Public

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

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

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

13. Other Business

Mrs. Halaw asked if the allotted funds for the Fairview Lake buses could be used toward something else for the 6<sup>th</sup> grade students? Mr. Heino answered yes, we are working on that.

Mrs. Katz stated to keep an eye out for the bill passed by the Senate Education Committee which would allow certain students to repeat the grade level which they were enrolled in for the 2020-2021 school year.

14. Other Public Comments

Susan Layton thanked the Board for a very responsible budget and the report on the firehouse. She commented on the meeting with the OYCC developer.

Shamita Alwani thanked the committee, the vote, for the developer meeting and appreciates transparency.



18. Adjournment

*A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Mrs. Katz at 8:44 p.m. All agreed.*

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Andrew Polo", written in a cursive style.

Andrew Polo  
Business Administrator/Board Secretary