

Chesterfield Township Board of Education  
Regular Meeting 6:00 p.m.  
Tuesday, March 31, 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 on March 27, 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:

April 29, 2020 Public Hearing and Regular Monthly Meeting

4. Presentations

4A. Presentation of the Tentative 2020-2021 Budget

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.

6. 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.

6A. Financial Approvals (Attachment)

Recommend the following financial approvals for February:

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

Recommend 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.

6B. Approval of the Tentative 2020-2021 Budget

Recommend approval of the following resolution for the tentative 2020-2021 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 2020-2021 SCHOOL BUDGET

BE IT RESOLVED that the Chesterfield Township Board of Education does hereby authorize the Business Administrator to transmit the tentative 2020-2021 Budget to Executive County Superintendent for approval.

2020-2021 Budget

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund (Total Operating Budget)	\$13,102,826.00	\$ 9,624,595.00
Special Revenue Fund	\$ 187,398.00	\$ N/A
Debt Service Fund	<u>\$ 2,305,738.00</u>	<u>\$ 1,968,039.00</u>
Total	\$15,595,962.00	\$11,592,634.00

Regular General Fund Tax Levy-Base Budget

BE IT RESOLVED that there should be raised for General Funds \$9,624,595.00 for the ensuing School Year (2020-2021).

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 29, 2020.

6C. Approval of Maximum Travel Expenditure for 2020-2021

Recommend approval of the following resolution:

CHESTERFIELD TOWNSHIP SCHOOL DISTRICT  
2020-2021 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 2018-2019 school year was \$11,319.32, the amount budgeted in 2019-2020 for travel and related expenses was \$21,475.00, the amount spent to date for travel and related expenditures for the 2019-2020 school year is \$25,156.12 and the estimated travel and related expenditures for the 2019-2020 school year is \$31,973.64; 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 \$40,000.00 for the 2020-2021 school year for all staff and board members.

6D. Recommend Approval of the Following

6D.a Approve April 29, 2020 as the date for the Public Hearing on the Budget at 7:00 p.m.

6D.b Authorize Advertising of the Tentative 2020-2021 Budget on April 24, 2020.  
Pending receipt of approval from the Executive County Business Administrator.

6E. Approval to Pay Contracted Services

Recommend approval to pay contracted services (Delta T Paraprofessionals) through April 9, 2020 or through the rest of the 2019-2020 school year.

**Vote Sections 6A, 6B, 6C, 6D, 6E**

7. Other Business

8. Other Public Comments

9. Motion to Adjourn

**Vote Section 9**