

Chesterfield Township Board of Education
Regular Meeting and Public Hearing on Budget 6:00 p.m.
Conducted via Live Video Stream
Wednesday, April 29, 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

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 April 10, 2020 and April 24, 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

May 20, 2020 Regular Monthly Meeting

4. Public Hearing - Presentation of Proposed 2020-2021 School Budget

Public Hearing of proposed 2020-2021 School Budget presented by Mr. Scott Heino, Superintendent and Mr. Andrew Polo, Business Administrator.

5. Public Comment – On Public Hearing 2020-2021 School Budget Items Only

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

6A. Approval of the Adoption of the 2020-2021 Budget (Attachment) - Public
Recommend approval of the following resolution for the proposed 2020-2021 School 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 2020-2021 SCHOOL BUDGET

BE IT RESOLVED that the Chesterfield Township Board of Education does hereby authorize the Business Administrator to transmit the 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)	\$13,295,317.00	\$ 9,817,086.00
Special Revenue Fund	\$ 187,398.00	\$ N/A
Debt Service Fund	<u>\$ 2,305,738.00</u>	<u>\$ 1,968,039.00</u>
Total	\$15,788,453.00	\$11,785,125.00

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 (2020-2021).

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

Vote Section 6A

7. 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.

8. Minutes

Approval of Minutes (Attachment)

Recommend approval of the minutes for the following meetings:

February 19, 2020	Regular Meeting
February 19, 2020	Executive Meeting
March 3, 2020	Regular Meeting
March 3, 2020	Executive Meeting
March 31, 2020	Regular Meeting

9. Board Committee/Superintendent Reports

9A. Board Committee

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:		Christina Hoggan
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

9B. Superintendent's Report

9B.1 Student Enrollment

Grade Levels	March 2020	April 2020	Net Change
Pre-School			
<i>Tuition</i>	16	15	-1
<i>Non-Tuition</i>	12	12	
LMD (non-tuition)	<i>*7</i>	<i>*7</i>	
UMD (non-tuition)	<i>*4</i>	<i>*4</i>	
Kindergarten	87	87	
1st	102	103	+1
2nd	99	99	
3rd	115	116	+1
4th	105	105	
5th	109	110	+1
6th	113	113	
Total In-District	758	760	+2
Attending Out-of-District Schools	6	6	
Shared	1	1	
Total	765	767	+2

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

10. Personnel

10A. Approval of Extra Time

Recommend 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>
Jennifer Ancelo	Report Cards for SA	\$104.00
Jillian Biddle	Report Cards for SA	\$104.00
Melissa Hillman	Missed Prep - special cancelled & CST meetings (2/6/2020, 2/21/2020, 2/24/2020, 2/25/2020 & 2/27/2020)	\$175.00
Courtney Kovac	Missed Prep (2/28/2020)	\$35.00
Anne Lawrence	Missed Prep - specials cancelled (2/26/2020, 2/28/2020)	\$70.00
Melissa Sakimura	Report Cards for SA	\$104.00

10B. Approval of Special Education Teacher

Recommend approval of Sarah Tiedemann as a Special Education Teacher, effective March 19, 2020 through June 30, 2020 at BA Step 1, \$54,936.00, prorated in the amount of \$18,952.92.

10C. Approval of Sick Pay Compensation

Recommend approval of sick pay compensation to Earl Worgess, due to his retirement, per the negotiated agreement, not to exceed the amount of \$10,500.00, payable on July 15, 2020.

10D. Approval of Movement on Salary Guide

Recommend approval of movement on salary guide for Nicole DiMaiuta from BA Step 3-5 to BA+9 3-5; \$55,936.00 to \$56,436.00 effective March 4, 2020 (prorated from \$21,815.04 to \$22,010.04).

10E. Approval of Maternity Leave of Absence

Recommend approval of maternity leave of absence for Frances Sielski, Resource Teacher, from approximately May 22, 2020 through June 30, 2020.

10F. Approval to Renew Certificated Staff (Attachment)

Recommend approval of the attached list of certificated staff members for the 2020-2021 school year.

10G. Approval to Renew Non-Certificated Staff (Attachment)

Recommend approval of the attached list of non-certificated staff members for the 2020-2021 school year.

11. Health & Safety

11A. Nurses Report – February and March (Attachment) – Public

11B. Emergency Drill Report (Attachment) – Public
Lock Down Drill February 28, 2020
Lock Down Drill March 6, 2020
Fire Drill March 9, 2020

11C. Student Code of Conduct (Attachment) – Public

11D. HIB Incidents

January Final Approval:

The HIB incident reported was amended by the Board of Education to be both confirmed and non-confirmed for January.

February Preliminary Approval:

There were no HIB incidents reported for February.

12. 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.

12A. Financial Approvals (Attachment)

Recommend the following financial approvals for March:

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

Recommend approval of the following financial report for the month of April: (Attachment)

Expenditures - Approval and ratification of Expenditures for April 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 Physical Therapist (Attachment)

Recommend approval of Clare Fannon as Physical Therapist for the remainder of the 2019-2020 school year at a per diem rate of \$90.00/hour.

12C. Approval of Mercer County Special Services School District 2019-2020 Tuition Agreement (Attachment)

Recommend approval of the attached 2019-2020 tuition agreement with Mercer County Special Services School District for SID#5548170702 effective January 22, 2020 through June 30, 2020, in the prorated amount of \$24,543.00.

12D. CPEF Grant Acceptance (Attachment) - Public

Recommend approval of the following grants:

Melody Khalifa, School Counselor is requesting Camp Fire character ed program for the 2020-2021 school year.
Cost \$7,500.00

Danielle Christiansen, School Counselor is requesting the follow-up to Rockin' for Respect character ed activity for a Home Depot gift card in the amount of \$200.00 for purchase of river rocks.

Joan Mueller, Kindergarten Teacher is requesting the purchase of 22 “Be You” Books to be shared through all grade levels, the library and school counselors. Cost \$222.85

Wendy Lawrence, 1st Grade Teacher is requesting 125 seat sacks for all first grade. Cost \$1,368.75

Tanya Bloom, MD Teacher is requesting Adaptive books for students with special needs. Cost \$200.00

12E. Approval of Medical, Prescription and Dental Coverage Rates (Attachment)
Recommend approval of Medical and Prescription rates through the Schools Health Insurance Fund (SHIF) and Dental Coverage rates through Horizon Blue Cross/Blue Shield of New Jersey effective July 1, 2020 to June 30, 2021 as per the attachments.

12F. Approval of Agreement with Burlington County Special Services (Attachment)
Recommend approval to enter into a shared services agreement with Burlington County Special Services for the 2020-2021 school year for:

Professional Services (PSA)
Non Public Chapters 192/193
Non Public Nursing Services
Non Public IDEA Grant Allocation

13. Facilities Update/Information

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

13B. School Dude Report (Attachment) – Public
The work order and incident reports for February and March from the School Dude software are attached.

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

Vote Sections 8, 10, 11, 12, 13

14. Other Business

15. Other Public Comments

16. Motion to Adjourn

Vote Section 16