

Chesterfield Township Board of Education  
Regular Meeting 6:00 p.m.  
Conducted via Live Video Stream  
Wednesday, May 20, 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 January 12, 2020 and meeting time change on May 10, 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:

June 24, 2020 Regular Monthly Meeting

School District Important Dates

May 22 -25, 2020 School Closed – Memorial Day Weekend  
June 17, 2020 Virtual 6th Grade Graduation  
June 18, 2020 Last Day of School

4. Presentation

CPEF to present a short video of the 2019-2020 Boosterthon Fun Run.

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. Minutes (Attachment)

Recommend approval of the minutes for the following meetings:

April 29, 2020                      Regular Minutes and Public Hearing

7. Board Committee/Superintendent Reports

7A. 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

7B. Superintendent's Report

7B.1 Student Enrollment

Grade Levels	April 2020	May 2020	Net Change
<b>Pre-School</b>			
<i>Tuition</i>	<b>15</b>	<b>15</b>	
<i>Non-Tuition</i>	<b>12</b>	<b>12</b>	
<b>LMD (non-tuition)</b>	<b>*7</b>	<b>*7</b>	

<i>UMD (non-tuition)</i>	<i>*4</i>	<i>*4</i>	
<b>Kindergarten</b>	<b>87</b>	<b>87</b>	
<b>1<sup>st</sup></b>	<b>103</b>	<b>102</b>	<b>-1</b>
<b>2<sup>nd</sup></b>	<b>99</b>	<b>99</b>	
<b>3<sup>rd</sup></b>	<b>116</b>	<b>116</b>	
<b>4<sup>th</sup></b>	<b>105</b>	<b>106</b>	<b>+1</b>
<b>5<sup>th</sup></b>	<b>110</b>	<b>110</b>	
<b>6<sup>th</sup></b>	<b>113</b>	<b>113</b>	
<b>Total In-District</b>	<b>760</b>	<b>760</b>	<b>760</b>
<b>Attending Out-of-District Schools</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Shared</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total</b>	<b>767</b>	<b>767</b>	<b>767</b>

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

7B.2 Presentation of the Following Topics:

Update on fourth quarter grading  
Remote learning  
Summer programs  
Closing of the school year

8. Personnel

8A. Approval of Retirement (Attachment)

Recommend approval, with regret, of the retirement of Linda Nice, Assistant to the Superintendent, effective September 1, 2020.

9. Health & Safety

9A. Nurses Report - April (Attachment) - Public

9B. HIB Incidents

February Final Approval:

There were no HIB incidents reported for February.

10. 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.

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

Recommend approval of the following financial for April:

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

Recommend approval of the following financial report for the month of May: (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.

#### 10B. Approval of Y.A.L.E. School 2019-2020 Tuition Agreement (Attachment)

Recommend approval of the attached 2019-2020 tuition agreement with the Y.A.L.E. School North II, Inc. for SID#2301732692 effective February 18, 2020 through June 30, 2020, in the prorated amount of \$22,986.99.

#### 10C. Approval of the following Resolution Appointing a Risk Management Consultant

### BURLINGTON COUNTY INSURANCE POOL JOINT INSURANCE FUND (BCIPIF)

#### RESOLUTION APPOINTING A RISK MANAGEMENT CONSULTANT

WHEREAS, the Chesterfield Township School District hereinafter referred to as DISTRICT, is a member of the Burlington County Insurance Pool Joint Insurance Fund, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said Fund state that each DISTRICT may appoint a Risk Management Consultant, hereinafter referred to as RMC, to perform various professional services; and

WHEREAS, a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et. seq.) defines Insurance as an Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint The Barclay Group as its RMC and;

BE IT FURTHER RESOLVED that the DISTRICT's Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto.

10D. Approval of Contract to Perform 2019-2020 Audit (Attachment)

Recommend approval of the contract with Holt McNally & Associates, Inc. to perform the audit on the financial records for the 2019-2020 school year not to exceed \$19,000.

10E. CPEF Grant Acceptance (Attachment) - Public

Recommend approval of the following grants:

Melody Khalifa, School Counselor is requesting Master Locker Combination Locks to prepare 6<sup>th</sup> grade students transitioning to middle school. Cost \$454.29

10F. Approval to Post RFP for Food Service Management Company

Recommend approval to solicit for Food Service Management Company through an RFP for the 2020-2021 school year.

11. Facilities Update/Information

11A. Building & Grounds Report (Attachment) - Public

11B. School Dude Report (Attachment) - Public

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

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

**Vote Sections 6, 8, 9, 10, 11**

12. Other Business

13. Other Public Comments

14. Motion to Adjourn

**Vote Section 14**