Chesterfield Township Board of Education Regular Meeting 6:00 p.m. Conducted via Live Video Stream Wednesday, June 24, 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. <u>Call To Order</u>

Pledge of Allegiance\Moment of Silence

Roll Cal

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 12, 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:

July 15, 2020 Regular Monthly Meeting

School District Important Dates

July 6-30, 2020 Remedial/ESY/Pre-K ESY Virtual Summer Program Monday – Thursday

4. 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.

5. <u>Minutes</u> (Attachment)

Recommend approval of the following minutes: May 20, 2020 Regular Minutes

6. <u>Board Committee/Superintendent Reports</u>

6A. <u>Board Committee</u>

\sim		•		
Co	mı	m11	tte.	Δ
$ \circ$	ш	ш	$\iota\iota\iota$	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

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

6B. Superintendent's Report

6B.1. Student Enrollment

Grade Levels	May 2020	June 2020	Net Change
Pre-School			
Tuition	15	15	
Non-Tuition	12	12	
LMD (non-tuition)	7	*7	
UMD (non-tuition)	4	*4	
Kindergarten	87	87	
1 st	102	102	
2 nd	99	99	
3 rd	116	116	
4 th	106	106	
5 th	110	110	
6 th	113	113	

Total In-District	760	760	760
Attending			
Out-of-District	6	6	6
Schools			
Shared	1	1	1
Total	767	767	767

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

6B.2. <u>Presentation of the Following Topics</u>

Summer Planning
Summer Committee Work
Champions Summer Program
2020-21 Budget Update
Parent Survey
FVL 2021
Emergency Preparedness Plan (EPP)

Emergency Preparedness Plan (Attachment)

Recommend approval of the Emergency Preparedness Plan.

7. Personnel

7A. Reappointment of Business Administrator/Board Secretary for 2020-2021 (Attachment) RESOLVED that the Board of Education approve an employment contract between the Chesterfield Township Board of Education and Andrew Polo effective July 1, 2020 through June 30, 2021 at a salary of \$111,564.00. This employment contract has been approved by the Executive County Superintendent of Schools in accordance with N.J.A.C. 6A:23A-3.1.

7B. Approval of Maternity Leave of Absence

Recommend approval of maternity leave of absence for Leia DeLisa, 3rd Grade Teacher, from approximately September 1, 2020 through April 12, 2021.

7C. <u>Approval of Resignation</u>

Recommend approval, with regret of the resignation of Nicole Loftus, Resource Teacher effective June 30, 2020.

7D. <u>Approval of Elementary Special Education Teacher</u>

Recommend approval of Mariel Tringali as Elementary Special Education Teacher for the 2020-2021 school year at BA Step 4 - \$56,437.00.

7E. <u>Approval of Health/Physical Education Teacher</u>

Recommend approval of Gabrielle Kruzik as Health/Physical Education Teacher for the 2020-2021 school year at BA Step 3 - \$55,936.00.

7F. Approval of Interim Music Teacher

Recommend approval of Amandalis Barrood as an Interim Music Teacher to act in the place of Jennifer O'Brien pursuant to N.J.S.A. 18A:16-1.1 from September 1, 2020 to February 1, 2021 at a salary of \$22,775.68, including one transition day upon Mrs. O'Brien's return. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

7G. <u>Approval of Basic Skills Teacher</u>

Recommend approval of Lashay Johnson as Basic Skills Teacher for the 2020-2021 school year at MA Step 7 - \$60,998.00.

7H. Approval of Interim Third Grade Teacher

Recommend approval of Ashlee Gray as an Interim Third Grade Teacher to act in the place of Leia DeLisa pursuant to N.J.S.A. 18A:16-1.1 from September 1, 2020 to April 12, 2020 at a salary of \$35,198.42, including one transition day upon Mrs. O'Brien's return. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

7I. <u>Approval of Elementary Special Education Teacher</u>

Recommend approval of Haley Price as Elementary Special Education Teacher for the 2020-2021 school year at BA Step 2 - \$55,436.00.

7J. Approval of Observation

Recommend approval for Montclair University supervisor to observe Elizabeth Schauer during the fall of 2020.

7K. Summer Hours 2020

Approval of Remote Summer School Program Positions

(July 6, 2020, through July 30, 2020 – Monday through Thursday)

Recommend approval of the following summer school positions for 2020. Teachers and nurse will be compensated at \$52.00 per hour per negotiated agreement.

Remedial Summer School (Remote Instruction)

Courtney Kovac – Teacher	$\frac{1}{4} \text{ hrs./day x } 16 \text{ days, } + 3 \text{ hrs. Prep} = 67 \text{ hrs. } $3,484.00$
Laura Garafalo – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. 3,484.00
Antoinette DiEleuterio – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. 3,484.00
Nicole Hartman – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. 3,484.00
Jillian Biddle – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. 3,484.00
Tim Hart – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00

<u>Substitute Teacher for Summer Programs</u> (ESY and remedial, or as paraprofessional) as needed. Krista Metz

ESY and Reading Clinic Teachers (Remote Instruction)

4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00
4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. 3,484.00
4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. 3,484.00
4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. 3,484.00
4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00
4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. 3,484.00
4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. 3,484.00

School Counselors

Melody Khalifa and Danielle Christensen to provide 20 hours of counseling services during Summer, 2020. This work to include group/individual sessions with students and design work for SEL and Diversity supports for the 2020/21 school year. 20 hrs/x 2 @ \$52/hour Total \$2,080.00.

Kindergarten Screening

Kindergarten Screenings to be conducted virtually during the month of July. Total hours anticipated are 26 hours per teacher. The following individuals will be conducting the screening design, screening, scoring and documentation: 26 hrs/x 5 @ \$52/hour Total \$6,760.00.

Joan Mueller Jaclyn Schaffer Sue Woodruff Carla Rigolizzo

Victoria Wolochow

Related Services - ESY

<u>PT</u> – Debra Yuhas Per IEPs-Approx. 20 hrs. + 1 evaluation as per contract

Child Study Team & Related Services

 Wendy Sheridan
 LDT/C
 25 hours @ \$52/hour + 7 evaluations @ \$375.00 = \$3,925.00

 Cindy McNally
 Social Worker
 25 hours @ \$52/hour + 3 evaluations @ \$375.00 = \$2,425.00

 Melissa Carlton
 School Psychologist
 25 hours @ \$52/hour + 10 evaluations @ \$375.00 = \$5,050.00

School Nurse

Charmaine Ramos to provide nursing support during period 7/6/2020 - 7/23/2020 as needed for in-person CST evaluations. Days/hours to be scheduled through CST office. Maximum 4 hrs. per day @ \$52/hour Total \$2,496.00 - Mon through Thurs.

Extra Time-Special Education Meetings

Teachers (to be determined based upon class placements and availability) to attend CST meetings virtually during summer, 2020.

General Ed Teachers - 17 hrs. @ \$52/hour Total \$884.00 Special Ed Teachers - 17 hrs. @ \$52/hour Total \$884.00

Life Skills Curriculum Development

Kim Barca - Summer, 2020 work to include development of AAC materials/presentation and participation in Life Skills curriculum development - 5 hrs. @ \$52/hour Total \$260.00.

Enrichment Activities

Nicole DiMauita - 10 hrs. to research; prepare enrichment activities to be offered to students during summer, 2020. 10 hrs. @ \$52/hour Total \$520.00.

Technology Summer Hours

Angela Manning Technology 80 hours @ \$52/hr. = \$4,160.00

Summer Custodians

Approval of the following as part-time summer custodian commencing June 22, 2020 through August 28, 2020, 26 hours per week at an hourly rate of \$13.25.

Christopher Tulli

Approval of the following as part-time summer custodian commencing June 22, 2020 through August 28, 2020, up to 26 hours per week at an hourly rate of \$13.25.

Joseph Buscarnara

Miranda Briel - pending background check

Approval of the following part-time summer custodian commencing June 22, 2020 through August 28, 2020, 10 hours per week at an hourly rate of \$13.25.

Heather Merrick

Extra Summer Custodial Hours

Approval of extra summer custodial hours for Carlos Benitez, additional 8.5 hours per week at his hourly rate.

Summer Clerical

Recommend approval for Carol Gibson (\$12.00/hour) and Kelly D'Oria, (\$15.85/hour), as needed to perform clerical duties during the summer months not to exceed 20 hours each.

Media Center Summer Hours

Laura DiMeola 25 hours @ \$52/hr. = \$1,300.00 Vivian Cacace 25 hours @ \$18.18/hr. = \$454.50

7L. Curriculum Revision Committees

Recommend approval of the following personnel to work on the curriculum revision:

Visual and Performing Arts

3 staff members; up to 20 hours each, \$52/hour Total \$3,120.00

Gwendolyn McCreary

Jen O'Brien

Karen Brilliant

Science

8 staff members; up to 20 hours each, \$52/hour Total \$8,320.00

6 teachers TBD

Jillian Biddle Valerie Lydon

Grade Level Work - Planning for Fall

5 Teachers per grade level - total 35 teachers up to 6 hours each, \$52/hour Total \$10,920.00

9 Specialists – up to 6 hours each, \$52/hour Total \$2,808.00

ELA Curriculum Review Work

9 staff members; up to 6 hours each, \$52/hour Total \$2,808.00.

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

Karen Stryker

7M. 2020-2021 School Year Planning Committee

Recommend approval of the following staff for up to 10 hours of summer work on the 2020-2021 School Year Planning Committee Total \$4,680.00.

Melissa CarltonAngie ManningGwendolyn McCrearyLiz SchauerAmanda SorensenCarla RigolizzoGayle PoedubickyKaren Stryker

Maria Prince

7N. <u>Vision and Mission Committee</u>

Recommend approval of the following staff for up to 5 hours of summer work on the Vision and Mission Committee.

Carla Rigolizzo Jen Feder Marnie Briel Maria Martinez

1 - TBD

8. Curriculum & Instruction

8A. <u>Approval of Remote Remedial Summer School Program</u>

Recommend approval of the 2020 Remote Remedial Summer School Program to run 16 days commencing July 6, 2020, through July 30, 2020, Monday through Thursday.

8B. <u>Approval of Remote Extended School Year Program</u>

Recommend approval of the 2020 Remote Extended School Year Program to run for 16 days commencing July 6, 2020, through July 30, 2020, Monday through Thursday.

8C. Approval of Remote Preschool Extended School Year Program

Recommend approval of the 2020 Remote Preschool Extended School Year Program to run for 16 days commencing July 6, 2020, through July 30, 2020, Monday through Thursday.

8D. Approval of Bayada Home Health Care, Inc. Contract (Attachment)

Recommend approval of Bayada Home Health Care, Inc. contract for one on one nursing care for the 2020-2021 school year for student SSID# 8023814607 at a rate of \$45.00/hour.

9. <u>Health & Safety</u>

9A. <u>Nurses Report</u> - May (Attachment) – Public

10. Staff Professional Development

10A. <u>Approval of Workshops</u>

Recommend approval of 15 staff members to participate in professional development in Understanding by Design and the Eduplanet 21 Platform. They will receive the daily rate of \$85.00 for 4 days each, Total \$5,100.00.

Carla Rigolizzo Bayley Hickey
Jackie Schaffer Lisa Moore
Jennifer Maicher Frankie Sielski
Maria Prince Amber Clark
Tim Hart Sarah Tiedemann
Marissa Holloway Maria Martinez
Valerie Lydon Antoinette DiEleuterio

Jill Biddle

10B. Approval of Tuition Reimbursement (Attachment)

Mr. Heino has approved tuition reimbursement for the following staff members, in accordance with the negotiated agreement, upon successful completion of the following graduate course:

(Tuition Reimbursement will be paid at the Rutgers, The State University of NJ 2020-2021 Graduate School Tuition Rates)

Melody Khalifa Special Topics in Counseling 3 (3 credits) \$2,504.80 (\$835.00/cr)

(Mindfulness & Wellness)

Melody Khalifa Counseling Theory & Techniques (3 credits) \$2,058.00 (\$686.00/cr) Melody Khalifa Substance Abuse & Addiction (3 credits) \$2,058.00 (\$686.00/cr)

Individuals, Family, & Society Counseling

10C. Approval of Tuition Reimbursement (Attachment)

Mr. Heino has approved tuition reimbursement for the following staff member, in accordance with the negotiated agreement, upon successful completion of the following graduate course: (Tuition Reimbursement will be paid at the New Jersey State College 2020-2021Graduate Credit Tuition Rates)

Coletta Graham Instructional Leadership and the Curriculum (3 credits) \$2,658.00 (\$866.00/cr)

11. 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.

11A. <u>Financial Approvals</u> (Attachment)

Recommend approval of the following financial for May:

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

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

<u>Expenditures</u> - Approval and ratification of Expenditures for June 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. <u>Approval of the 2020-2021 Tax Payment Schedule</u> (Attachment) Recommend approval of the attached 2020-2021 tax payment schedule.
- 11C. <u>Approval of the Property, Casualty and Student Accident Insurance</u> (Attachment)
 Recommend approval of the 2020-2021 Property, Casualty and Student Accident Insurance premium through Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF).
- 11D. <u>Approval of the Report of Awarded Contracts</u> (Attachment) Recommend approval of the Chapter 47 contract renewal as of June 30, 2020.
- 11E. <u>Approval of Resolution to Approve Transfer of Current Year Surplus to Reserve</u> WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a board of education to establish and/or deposit into certain reserve accounts at year end; and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution; and

WHEREAS, the Chesterfield Township Board of Education wishes to deposit current year surplus, if available, into the Capital Reserve Account or the Maintenance Reserve Account or Emergency Reserve, at year end; and

WHEREAS, the Chesterfield Township Board of Education has determined that a combined total of up to \$1,500,000 may be transferred to a Capital Reserve or Maintenance Reserve Account or Emergency Reserve, if surplus is available and it is determined to be financially beneficial to the district; be it therefore

RESOLVED, that the Board of Education authorize the Business Administrator/Board Secretary to make the determination and act upon transferring the surplus funds, consistent with all applicable laws and regulations.

11F. <u>CPEF Grant Acceptance</u> (Attachment) - Public

Recommend approval of the following grants:

 4^{th} Grade Teachers requesting Time for Kids weekly magazine for 24 student copies and 1 teacher copy for each of the 5 homerooms. Total 125 copies x 4.45 = 556.25.

11G. <u>Approval of Interlocal Services Agreement – Millstone Township</u> (Attachment)
Recommend approval of the Interlocal Services Agreement for the 2020-2021 school year between Chesterfield Township Board of Education and Millstone Township for Maintenance and HVAC Services.

11H. <u>Approval of Food Service Management Company</u>

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

11I. Approval to Accept CARES Emergency Relief Act Grant

Recommend approval to accept the CARES Emergency Relief Act grant in the total amount of \$10,829.00.

Public \$10,040.00 Non-public \$789.00

11J. Approval of PCDI Student Tuition Contract (Attachment)

Recommend approval of the attached tuition contract with Princeton Child Development Institute (PCDI) for SID# 7217247731 effective July 6, 2020 through June 30, 2021 in accordance with the agreement at the per diem rate of \$566.00 for a total of \$118,860.00.

- 11K. <u>Approval of School Nutrition Program Procurement Review Correction Action Plan</u> (Attachment) Recommend approval of the attached School Nutrition Program Procurement Correction Action Plan.
- 11L. <u>Approval of Y.A.L.E. School 2019-2020 Tuition Agreement</u> (Attachment)
 Recommend to reapprove 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, and include extraordinary aid services in the of amount of \$17,010.00.
 - 11M. Approval to Transfer Funds

Recommend approval to transfer funds from the General Fund Account to the Cafeteria Account in the amount of \$9,500.00, for the 2019-2020 school year.

- 12. Facilities Update/Information
 - 12A. <u>Building & Grounds Report</u> (Attachment) Public
 - 12B. <u>School Dude Report</u> (Attachment) Public

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

12C. <u>Solar Renewable Energy Credits Analysis</u> (Attachment) - Public

Vote Sections 5, 6, 7, 8, 9, 10, 11, 12

13. Other Business

Discussion regarding the NJSBA Delegate Assembly - Delegates will be acting on two resolutions on Saturday, June 27, 2020.

14. Other Public Comments

15. <u>Motion to adjourn to Executive Session</u>

Recommend approval of the following resolution:

EXECUTIVE SESSION RESOLUTION

WHEREAS, N.J.S.A. 10:4-6, <u>et seq.</u> (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:

Personnel

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 15

16. <u>Motion to Return to Public Session</u>

Vote Section 16

17. <u>Motion to Adjourn</u>

Vote Section 17