

Chesterfield Township Board of Education
Budget Public Hearing 7:00 p.m.
Followed by Regular Monthly Meeting
Conducted via Live Video Stream
Wednesday, April 28, 2021
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 7:03 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

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 on March 23, 2021 and April 23, 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:

May 19, 2021 Regular Monthly Meeting

School District Important Dates

May 17, 2021

Mid-Trimester Progress Reports

4. Public Hearing - Presentation of Proposed 2021-2022 School Budget

Public Hearing of proposed 2021-2022 School Budget presented by Mr. Scott Heino, Superintendent and Mr. Andrew Polo, Business Administrator.

5. Public Comment – On Public Hearing 2021-2022 School Budget 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: No comments

6. Board of Education

6A. Adoption of the 2021-2022 Budget (Attachment) - Public
Approval of the following resolution for the proposed 2021-2022 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 2021-2022 SCHOOL BUDGET

BE IT RESOLVED that the Chesterfield Township Board of Education does hereby authorize the Business Administrator to transmit the 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.

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

Sections 6A

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

7. Presentations

7A. Student Growth during the Pandemic – presented by Jeanine May-Sivieri

7B. Student Services Update – presented by Dr. Lynn Booth

A motion was made at 9:10 p.m. by Mr. Litt and seconded by Mrs. Katz for a 5 minute recess.

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

8. 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.

Joe Hammond commented on the DIBELS data presentation and asked if the school day can be extended next year.

9. Correspondence (Attachment) - Public

Correspondence between Seth Gerszberg, Active Acquisitions LLC and Chesterfield Board of Education President, Ms. Hoggan.

Correspondence from Chesterfield Resident Susan Layton to Chesterfield Board of Education.

10. Minutes (Attachment)

Recommend approval of the minutes for the following meetings:

March 17, 2021 Regular Meeting

11. Board Committee/Superintendent Reports

7A. Board Committee Reports

Human Resources

-Nothing new to report

Curriculum & Instruction

-Five goals
-Transitions
-LinkIt data
-Walked through draft of tonight's presentation
-ELA curriculum writing is on track

Finance

-Firehouse
-Realtor guidance
-Reviewed assessments
-Hiring updates
-Budget for Strategic plan
-OYCC & fiscal complications, State Aid impact
-Non-Resident Policy

Student Services

-District Goals related to Student Services
-Communications with parents
-Parents Advisory Group Meetings
-Parent Programming & Evening Workshops for parents
-Show casing student work
-Evaluating G&T Program

- SEL Support
- Extra Curricular Activities

BURLCO School Boards Association next meeting is May 20, 2021

<u>Committee</u>		
Human Resources	Chair	Andrea Katz
	Admin. Reps.	Matthew Litt Coletta Graham Michael Mazzoni
Curriculum & Instruction	Chair	Jaclyn Halaw
	Admin. Rep.	Kerri Lynch Jeanine May-Sivieri
Finance	Chair	Christina Hoggan
	Admin. Rep.	Matthew Litt Andrew Polo
Student Services	Chair	Kerri Lynch
	Admin. Rep.	Jaclyn Halaw 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

11B. Superintendent's Report

11B.1 Student Enrollment

Grade Levels	March 2021	April 2021	Net Change
Pre-School			
<i>Tuition</i>	0	0	
<i>Non-Tuition</i>	10	10	
<i>LMD (non-tuition)</i>	*3 2	*3 2	
<i>UMD (non-tuition)</i>	*4	*4	
Kindergarten	82	82	
1st	90	91	+1
2nd	104	105	+1
3rd	97	97	
4th	115	115	
5th	102	102	
6th	110	108	-2
Total In-District	712	712	
Attending Out-of-District Schools	5	5	

Total	717	717	
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***The enrollment of some students in the LMD and UMD classes are reflected in the grade level numbers for those students.**

11C. Approval of the Uniform State Memorandum of Agreement (Attachment) – Public
Recommend approval of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2020-2021 school year.

12. Personnel

12A. 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>
Barca, Kim	CST Meeting (3/26/2021)	\$52.00
Carlton, Melissa	CST Meeting (3/26/2021)	\$52.00
Casey, Erin	CST Meeting (3/26/2021)	\$52.00
Prince, Maria	CST Meeting (3/26/2021)	\$52.00

12B. Approval of Sick Pay Compensation
Recommend approval of sick pay compensation to Linda Nice, due to her retirement, per her contract, in the amount of \$5,000.00, payable on June 15, 2021.

12C. Approval to Renew Certificated Staff (Attachment)
Recommend approval of the attached list of certificated staff members for the 2021-2022 school year.

12D. Approval to Renew Non-Certificated Staff (Attachment)
Recommend approval of the attached list of non-certificated staff members for the 2021-2022 school year.

12E. Approval of Retirement
Recommend approval, with regret, of the retirement of Karen Brilliant, Art Teacher, effective July 1, 2021.

12F. Sixth Grade End of Year
Recommend approval of the prep time for Gwendolyn McCreary for Sixth Grade End of Year activities, not to exceed 5 hours, \$52/hour Total \$260.00.

12G. Approval to Perform Reading Assessments
Recommend approval of Lisa Moore to perform informal OG based reading assessments, on an as needed basis for consideration of entry in Reading clinic. Up to 5 assessments at one hour each @ \$52/hr. Total \$260.00

12H. Approval of Technology Support
Recommend approval of Angie Manning to perform 10 hours @ \$52/hr. of technology support for the STARS program for the remainder of the 2020-2021 school year. Total \$520.00

13. Curriculum & Instruction

13A. Approval of Field 6th Grade Trip
Recommend approval of 6th Grade Field Trip to Liberty Lakes.

13B. Approval of Academic Learning Solutions, LLC
Recommend approval of Donna Siani, of Academic Learning Solutions, LLC to provide consultation of district

structured reading program. Total time/cost not to exceed 18 hours. Total of \$1800.00.

14. Health & Safety

14A. Nurses Report – March (Attachment) – Public

14B. Emergency Drill Report (Attachment) – Public
 Lock Down Drill March 22, 2021
 Lock Down Drill March 23, 2021
 Stay in Place Fire Drill April 20, 2021

14C. Student Code of Conduct
 Nothing to report for March.

14D. HIB Incidents
 Nothing to report for March.

15. Staff Professional Development

15A. Approval of Workshops

Recommend approval of the following workshops and mileage.

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding Source
Lynn Booth	Supervisor of Special Services	Virtual Conference	School Climate & Anti-Bullying Conference	5/26/2021	\$129.00	-----	-----
Coletta Graham	Principal	Virtual Conference	School Climate & Anti-Bullying Conference	5/26/2021	\$129.00	-----	-----
Melody Khalifa	Counselor	Virtual Conference	School Climate & Anti-Bullying Conference	5/26/2021	\$129.00	-----	-----
Danielle Christiansen	Counselor	Virtual Conference	School Climate & Anti-Bullying Conference	5/26/2021	\$129.00	-----	-----
Jaclyn Schaffer	Kindergarten Teacher	Virtual Conference	School Climate & Anti-Bullying Conference	5/26/2021	\$129.00	-----	-----
Melissa Hillman	Preschool Special Ed Teacher	Virtual Online	Small Group Time	5/10-6/7/2021	\$175.00	-----	-----
Antoinette DiEleuterio	2021 Summer School Teacher	Virtual Workshop	Great Minds Eureka Math	6/29/2021	\$35.00	-----	-----
Kristi Boyle	2021 Summer School Teacher	Virtual Workshop	Great Minds Eureka Math	6/29/2021	\$35.00	-----	-----
Courtney Kovac	2021 Summer School Teacher	Virtual Workshop	Great Minds Eureka Math	6/29/2021	\$35.00	-----	-----
Jillian Biddle	2021 Summer School Teacher	Virtual Workshop	Great Minds Eureka Math	6/29/2021	\$35.00	-----	-----
Tim Hart	2021 Summer School Teacher	Virtual Workshop	Great Minds Eureka Math	6/29/2021	\$35.00	-----	-----
Nicole	2021 Summer	Virtual	Great Minds Eureka Math	6/29/2021	\$35.00	-----	-----

Hartman	School Teacher	Workshop					
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16. Transportation

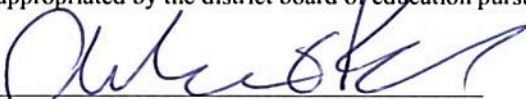
16A. Approval of the Revised 2020-2021 Transportation Route - Bus 12 (Attachment)

16B. Approval of the Revised 2020-2021 Northern Burlington Regional Joint Transportation Routes (Attachment)

17. 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.

17A. 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
- Unemployment Ratification List

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.

17B. 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, 2021 to June 30, 2022 as per the attachments.

17C. 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 2021-2022 school year for:

Professional Services (PSA)

Non Public Chapters 192/193
Non Public Nursing Services
Non Public IDEA Grant Allocation

A motion was made by Mr. Litt and seconded by Mrs. Katz to table item #17D until the next board meeting on May 19, 2021.

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

17D. **Approval of Resolution (Attachment)**
Recommend approval of the following resolution:

CHESTERFIELD BOARD OF EDUCATION RESOLUTION
Allowing Execution of the Deed Relative to
the Union Fire Company of Crosswicks Property

WHEREAS, the Board of Education of Chesterfield Township (the "Board") is a body politic and corporate in the State of New Jersey charged with the responsibility of providing a thorough and efficient education for students of the Township of Chesterfield; and

WHEREAS, the Union Fire Company of Crosswicks (the "Fire Company") is a body politic and corporate in the State of New Jersey tasked with volunteer fire services of the Village of Crosswicks; and

WHEREAS, the Fire Company is the present owner of certain lands, buildings, and premises in the Township of Chesterfield, hereinafter described and generally referred to as Block 300, Lot 12 and Block 301, Lot 10 as referenced in the Tax Map for the Township of Chesterfield collectively referred to as the Fire House property, which is no longer needed or being used by the Fire Company for fire company purposes; and

WHEREAS, the lands were originally transferred to the Fire Company by the Board, via Deed dated July 14, 1966, and recorded August 17, 1966 in Deed Book 1627 page 897, of the Burlington County Clerk; and

WHEREAS, said Deed contained a reverter clause which stated that the property would revert back to the Board in the event the lands ceased to be used for fire company purposes; and

WHEREAS, the fire company no longer intends to operate a fire company; and

WHEREAS, pursuant to the July 14, 1966 Deed the property automatically and as a matter of law reverts back to the Board;

NOW THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Chesterfield that a representative of the Board be authorized to execute the Deed, as attached in Exhibit A, recognizing the conveyance as a matter of law, and otherwise additionally conveying the property back to the Board from the Fire Company; and

BE IT FURTHER RESOLVED that by authorizing execution of said Deed the Board is not waiving, or intending to waive, but rather preserving, and intending to preserve, any and all rights with regards to any dispute which may arise in the future relative to the subject property including, but not limited to, any remediation that may be necessary as a result of oil tanks previously buried by the Fire Company on the property; and

BE IT FURTHER RESOLVED that the Board directs its professionals to draft, execute, and obtain the necessary agreements, applications, and approvals in order to proceed with the conveyance.

IT IS HEREBY CERTIFIED that the foregoing is a true and correct copy of a Resolution duly adopted by

the Board of Education of the Township of Chesterfield, Burlington County, New Jersey, at a meeting of the Board held on April 28, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Board, this 28th day of April, 2021.

No action was taken on item #17D

18. Facilities Update/Information

18A. Building & Grounds Report (Attachment) – Public

18B. School Dude Report (Attachment) – Public
The work order and incident reports for March from the School Dude software are attached.

18C. Solar Renewable Energy Credits Analysis (Attachment) – Public

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

Sections 10, 11, 12, 13, 14, 15, 16, 17A-C, 18

No action was taken on item #17D

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

19. Other Business

Mrs. Katz stated that NBR is unable to produce the 6th Grade video this year due to COVID-19 and ask if anyone has the capability and is interested in helping to please let us know.


Ms. Hoggan stated if anyone has any question or concerns regarding the Firehouse to please contact the Board.

20. Other Public Comments – No Comments

21. Adjournment

A motion was made to adjourn the meeting by Mrs. Katz and seconded by Mrs. Halaw at 10:23 p.m. All agreed.

Respectfully submitted,



Andrew Polo
Business Administrator/Board Secretary