

Chesterfield Township Board of Education
Regular Meeting 6:00 p.m.
Conducted via Live Video Stream
Wednesday, August 26, 2020
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:06 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

Ms. Christina Hoggan, President
Mr. Matthew Litt, Vice President
Mrs. Jaclyn Halaw
Mrs. Andrea Katz
Mrs. Kerri Lynch

Also present were:

Mr. Scott Heino, Superintendent
Mr. Andrew Polo, Business Administrator/Board Secretary
Mrs. Coletta Graham, Principal
Mr. Michael Mazzoni, Principal
Dr. Lynn Booth, Supervisor of Special Services
Mrs. Jeanine May-Sivieri, Supervisor of Curriculum & Instruction

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 August 14, 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:

September 23, 2020	Regular Monthly Meeting
September 30, 2020	Work Session

School District Important Dates

September 1, 2, 3, 2020	Staff In-Service Days/Supply Pick Up & Teacher Meet & Greet
September 4-7, 2020	School Closed-Labor Day Weekend
September 8, 2020	First Day of School for Students
September 16, 2020	Virtual Back to School Night

4. Presentations

Proposed District Goals – Administration Team

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.

Andrew Rochester commented that communication is important, asked if the plan was approved by the state.

Mr. Heino stated information will be forth coming in the Superintendents Report section of this meeting.

Cynthia Malison asked how many teachers are there and how many voted to not return?

Ms. Hoggan stated that this is not a Q & A, only comments.

Joe Hammond commented on the Board Presidents comment, and how important it is to communicate and be more transparent.

Ben Wolverton stated that the password for the meeting was not available on the website.

Amanda Layendecker asked what kind of benchmarks are we looking for come October 19th.

6. Minutes (Attachment)

Recommend approval of the following minutes:

July 15, 2020	Regular Minutes
July 15, 2020	Executive Minutes
July 30, 2020	Regular Minutes
July 30, 2020	Executive Minutes
August 6, 2020	Regular Minutes
August 6, 2020	Executive Minutes
August 10, 2020	Regular Minutes
August 10, 2020	Executive Minutes

7. Board Committee/Superintendent Reports

7A. Board Committee

Human Resources

- Honoring retiring staff members
- Highlight programs/honoring staff members

Curriculum & Instruction

- Goals within the C&I committee
- Revising ELA program to start 9/2021
- Board will get a full update in October
- Summer PD and what a success it was
- Daily screen time for students
- Live lessons during hybrid model
- Expectations during remote learning

Finance

- HVAC scrubbers update, filters and operation
- Redevelopment
- COVID policies
- FVL update
- Long Range Facility Plan
- Hiring
- Glycol leak update
- Champions
- Delta T contract

Student Services

- Meet & Greet safety protocol
- Co-teachers will be at Meet & Greet
- Special area teachers at Meet & Greet
- Approval of full remote plan
- Special Services- determining who will be coming in person
- Summer PD
- Teacher in-service – focus on PD
- FVL
- Supply kits

Fair Funding Action Committee - Mrs. Katz updated that the Governor gave an address promising to keep funding where it is. Senate says do not count on it until it's in the bank.

<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.	Andrea Katz Lynn Booth
BURLCO School Boards Association Executive Committee Delegate:		Andrea Katz
Legislative Chairperson & Delegate to NJ School Boards Association:		Andrea Katz

Compressor Station & Pipeline Impact Committee:

Alternate: Christina Hoggan
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	July 2020	**August 2020	Net Change
Pre-School			
<i>Tuition</i>	15	15	
<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	83	83	
1st	87	87	
2nd	102	102	
3rd	99	99	
4th	116	116	
5th	106	106	
6th	110	110	
Total In-District	730	730	
Attending Out-of-District Schools	6	6	
Shared	1	1	
Total	737	737	

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

**Enrollment reflects anticipated roll-up from the 2019-2020 school year. However, it does not reflect children transferring in or out of Chesterfield over the summer.

7B.2. Reopening Update - Mr. Heino gave an update on the reopening plan.

A motion was made by Mr. Litt and seconded by Mrs. Lynch to approve a five minute recess.

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

A motion was made by Mr. Litt and seconded by Mrs. Lynch to approve to amend the agenda and move the discussion of Fairview Lake 2021 Update from section 14C to section 7B.3 of this meeting.

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

7B.3 Fairview Lake 2021 Update

8. Board Policy

8A. First Reading of Policy (Attachment) - Public

The following policy is being presented for the first reading:
Policy #1648 Restart and Recovery Plan

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

Section 8

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

9. Personnel

9A. Approval of Extension of Leave of Absence

Recommend approval for extension of child-rearing leave of absence for Frances Sielski for the 2020-2021 school year. Her anticipated return date is September 1, 2021.

9B. Approval of Salaries for Non-Certificated Part-Time Lunch/Recess Aides (Attachment)

Recommend approval of the attached list of non-certificated part-time lunch/recess aides for the 2020-2021 school year.

9C. Approval of Interim Elementary Special Education Teacher

Recommend approval of Amber Colville as an Interim Elementary Special Education Teacher to act in the place of Frances Sielski pursuant to N.J.S.A. 18A:16-1.1 from September 1, 2020 to June 30, 2020 at a salary of \$47,209.00. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible. (pending background check)

9D. Summer Hours 2020

Additional hours for Angie Manning to complete work related to remote learning, 20 hours @ \$52/hour, Total \$1,040.00.

Additional hours for Maria Martinez and Antoinette DiEleuterio to support teacher planning and plan professional development, 8 hours each @ \$52/hour, Total \$832.00.

Participation in the ELA Curriculum Revision Committee - Antoinette DiEleuterio - 4 hours @ \$52/hour Total \$208.00.

Wilson Training to be conducted on August 25, 26, 27, 2020 by Tracey Miller & Erin Casey.

Following staff to participate in Wilson Training @ a daily PD rate of \$85.00, Total \$1,785.00.

Sarah Tiedeman	Lisa Moore	Amber Clark
Laura Garafolo	Melissa Chou	
Lashay Johnson	Jenn Feder	

Wilson Trainers - Tracey Miller & Erin Casey

Preparation of training 6 hrs each @ \$52.00/hr

Training 9 hrs each @ \$52.00/hr

Total \$1,560.00

Additional Hours for Child Study Team Meetings

Cindy McNally	Social Worker	18 hours @ \$52/hour Total \$936.00
Melissa Carlton	School Psychologist	18 hours @ \$52/hour Total \$936.00

9E. Approval of Student Teacher

Recommend approval of Eliana Kent student teacher from TCNJ, with Melissa Berger, 1st grade teacher for the 2020 fall semester.

9F. Approval of Movement on Salary Guide

Recommend approval of movement on salary guide for Melody Khalifa from MA+18 Step 9 to MA +27 Step 9 - \$67,902.00 for the 2020-2021 school year.

9G. Approval of Substitutes for 2020-2021

Recommend approval of the following substitutes for the 2020-2021 school year:

Carol Gibson	Lunch/recess/copy aide
Gladys Gill	Lunch/recess aide
Miranda Briel	Custodian
Joseph Buscarnera	Custodian
Christopher Tulli	Custodian

9H. Approval of NJFLA Leave of Absence

Recommend approval of NJFLA for Lauren Rahey, from September 1, 2020 through December 1, 2020, with a return date of December 2, 2020.

10. Curriculum & Instruction

11. Staff Professional Development

11A. Approval of Workshops

Recommend approval of the following workshops and mileage:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Source of Funding	Reg. Fee	Mileage
Charmaine Ramos	School Nurse	Princeton, NJ	Basic Life Support/CPR Certification Renewal	8/17/2020		\$99.99	
Maria Prince	5 th Grade Teacher	Webinar	Prism	8/11/2020		\$30.00	
Lynn Booth	Supervisor of Special Services	Recorded Event	Strengthening Your Co-Teaching	TBD		\$279.00	

11B. Approval of Workshops (Attachment)

Recommend approval of the attached list of additional staff members to attend Responsive Classroom training during the month of August 2020. Staff to be paid a daily rate of \$85 for a total of \$680.00.

11C. 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 of \$739.00/cr)

Elizabeth Schauer	Language Development of Preschool Children with Disabilities	(3 credits) \$2,217.00 (\$739.00/cr)
Elizabeth Schauer	Seminar	(1 credits) \$755.50 (\$739.00/cr)
Elizabeth Schauer	Clinical Experience 1	(2 credits) \$1,478.00 (\$739.00/cr)
Nicole DiMaiuta	Ed Law	(3 credits) \$1,870.00 (\$623.33/cr)

Nicole DiMaiuta Differentiated Supervision (3 credits) \$1,870.00 (\$623.33/cr)

Bayley Hickey Legal Issues in Special Ed (3 credits) *\$1,718.25 (\$572.75/cr)
* Due to an annual limit on tuition reimbursement for all CTEA members, reimbursement for this course will be capped at \$489.00

Bayley Hickey Introduction to A.P.E. (3 credits) **\$1,718.25 (\$572.75/cr)
** At the time of approval, the annual funding for CTEA tuition reimbursement has been depleted. Reimbursement will only be provided if funding becomes available.

11D. 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 Rutgers, The State University of NJ 2020-2021 Graduate School Tuition Rates of \$739.00/cr)

Coletta Graham Leadership Theory #3 (3 credits) \$2,217.00 (\$739.00/cr)

Coletta Graham Action Research in Educational Leadership #3 (3 credits) \$2,217.00 (\$739.00/cr)

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 approval of the following financial for June:

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

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

Expenditures - Approval and ratification of Expenditures for July 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.

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

Expenditures - Approval and ratification of Expenditures for August 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 Xtel Communications Agreement (Attachment)

Recommend approval of an agreement with Xtel Communication for Voice/Data Services for the period of July 1, 2020, through June 30, 2022.

12C. Approval of Submission of the Child Nutrition Program Application

Recommend approval to submit the Child Nutrition Program Application for the 2020-2021 school year.

12D. Approval of District Medical Inspector

Recommend approval of Dr. Joyce Leonetti as District Medical Inspector for the 2020-2021 school year, at a rate of \$2,400 per year.

12E. Approval of Cambridge School Tuition Agreement (Attachment)

Recommend approval of the attached 2020-2021 tuition and related service contracts with Cambridge School for SID#2771057791 effective September 9, 2020 through June 30, 2021 in the amount of \$53,890.00.

12F. Approval of the ESS Addendum Agreement (Attachment)

Recommend approval of the addendum agreement between ESS Northeast, LLC for substitute staffing services and the Chesterfield Township Board of Education for the 2020-2021 school year.

12G. Approval of Delta-T Group (Attachment)

Recommend approval of the MRESC NJ State Approved Co-op # 65MCESCCPS Delta-T Group, North Jersey Inc. to provide paraprofessional services at an hourly bill rate of \$16.95 for the 2020-2021 school year.

13. Facilities Update/Information

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

13B. School Dude Report (Attachment) - Public

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

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

A motion was made by Mrs. Lynch and seconded by Mrs. Halaw to approve the following sections:

Sections 6, 9, 11, 12, 13

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

14. Other Business

14A. Board Goals / Action Plan – The board stated their 2020-2021 Board Goals:

1. Strauss Esmay/Policy
2. Chesterfield Township School District Strategic Plan 2021-2026

The goals will be approved at the September 23, 2020 board meeting.

14B. New Date for September Board of Education Meeting

A motion was made by Mrs. Halaw and seconded by Mrs. Katz to approve to reschedule the regular board meeting date of September 16, 2020 to September 23, 2020.

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

A motion was made by Mrs. Halaw and seconded by Mr. Litt to approve to schedule a work session meeting on September 30, 2020.

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

14C. Fairview Lake 2021 Update – was discussed at item #7B.3

15. Other Public Comments - None

16. Adjournment

A motion was made to adjourn the meeting by Mrs. Katz and seconded by Mrs. Lynch at 9:18 p.m. All agreed.

Respectfully submitted,



Andrew Polo
Business Administrator/Board Secretary