

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, December 16, 2020
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 7:08 p.m., by Board Member Jaclyn Halaw, 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:

Mr. Matthew Litt, Vice President – joined meeting at 7:11 p.m.

Mrs. Jaclyn Halaw

Mrs. Andrea Katz

Mrs. Kerri Lynch

Board Members absent

Ms. Christina Hoggan, President

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 January 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:

January 6, 2021

Reorganization Meeting

School District Important Dates

December 23, 2020

Early Dismissal-Winter Break Begins

December 24, 2020 – January 3, 2021

School Closed – Winter Break

January 4, 2021
January 18, 2021

School Re-Opens
School Closed – Martin Luther King Day

4. Presentation

4A. District Goals – Student Services
Presented by: Dr. Lynn Booth

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. - No Comments

6. Minutes (Attachment)

Approval of the following minutes:

November 18, 2020 Regular Minutes

7. Board of Education/Superintendent Reports

7A. Board Committee

7A.1 Committee Reports

Human Resources

- Staffing updates
- Climate

Curriculum & Instruction

- Remote learning
- PD and tools
- Feedback from parent forum
- Assessments/Grade level goals
- Historical data
- New ELA Curriculum – share by grade level
- Plan for Black History Month projects

Finance

- Counsel
- Hiring update
- C&I
- Strategic Plan update/discussion on presentations
- Firehouse/series of statutes
- Firehouse options – sell, rent, or hold for school use
- Tax Abatement

Mr. Polo gave update on Firehouse:

- Appraisal is coming soon
- Inspection issues – gas leak being addressed by Fire Company
- Buried oil tank
- Rewriting of the deed
- Board wants to know how we can preserve a treasure

Student Services

- Climate Committee
- Virtual playdates
- Gnome activity
- G&T is back
- Using Honeywell for notifications
- Students work being shown
- Regular Ed scheduling
- Free Lunch program and survey
- CES Stars
- Guidance
- Current 5 day schedule
- Character Ed games

Delegate Assembly and Legislative – Mrs. Katz gave an update.

<u>Committee</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:		Andrea Katz	
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. November 3, 2020 Election Results (Attachment)

Statement of Results for the Annual School Election - Following is the Statement of Results for the School Election of the Chesterfield Township School District in the County of Burlington, held in conjunction with the General Election at the Chesterfield Township Municipal Building on November 3, 2020. Polling Districts 1 & 2 (General Election Districts 1 and 2) were declared open at 6:00 a.m. and were closed at 8:00 p.m.

Registered voters in Chesterfield: 4,370

For members of the Chesterfield Board of Education (2) for a three-year term:

Christina Hoggan	2,511
Kerrilyn Lynch	2,500
Personal Choice	135
Total votes cast	5,146

7C. Superintendent's Report

Mr. Heino thanked all the parents and teachers for attending all the meetings and giving feedback over the last few weeks.

Mr. Heino stated that in his weekly letter this week the data shows that we started to have a spike in Corona Virus cases after the Thanksgiving break. To keep students and staff healthy and safe we have made the decision to go fully remote the weeks after winter break.

7C.1 Student Enrollment

Grade Levels	November 2020	December 2020	Net Change
Pre-School			
<i>Tuition</i>	0	0	
<i>Non-Tuition</i>	9	8	-1
LMD (non-tuition)	*3	*3	
	2	2	
UMD (non-tuition)	*4	*4	
Kindergarten	83	83	
1st	92	91	-1
2nd	103	103	
3rd	99	99	
4th	116	116	
5th	104	104	
6th	110	110	
Total In-District	718	716	-2
Attending Out-of-District Schools	5	5	
Total	723	721	-2

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

8. Personnel

8A. Leave of Absence

Approval of an unpaid leave of absence due to COVID19 for Theresa Basile, lunch/recess aide.

8B. Extra Time

Approval of the extra time for the following employees:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Melody Khalifa	Mindfulness Yoga/Breathing Zoom meeting one hour a day, twice a week for the month of October 2020	\$416.00

8C. Resignation

Approval, with regret of the resignation of Taylor Borgstrom, Resource Teacher effective November 18, 2020.

8D. School Nurse

Approval of Courtney Gauze as school nurse, from December 11, 2020 to June 30, 2021 at BA Step 4 \$56,437 prorated to \$37,530.59.

8E. Interim Special Education Teacher

Approval of June Cantor as an Interim Special Education Teacher pursuant to N.J.S.A. 18A:16-1.1 to act in the place of Taylor Borgstrom November 30, 2020 through December 7, 2020 at BA Step 1- \$54,936 prorated salary for 3.5 days at \$274.68 per day, Total \$961.38. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

8F. Resignation

Approval, with regret of the resignation of June Cantor, Interim Resource Teacher effective December 7, 2020.

8G. Lunch/Recess Aide

Approval of Sophie Carr-Olschewski as lunch/recess aide: hourly rate of \$14.00 per hour to work 3.16 hours per day to be paid on voucher. Start date prorated to December 8, 2020 (her employment was approved at the November 18, 2020 pending background check).

8H. Internship

Approval of Nicole DiMauita to participate in a 300 hour internship with Dr. Booth related to Ed. Leadership course - Jan. 2021 - May, 2021.

8I. Reading Clinic Assessments

Approval of Lisa Moore to perform informal OG based reading assessments, on an as needed basis, for consideration of entry in Reading Clinic. Assessments are 1 hour each, up to 6 assessments @ \$52.00/hr Total \$312.00.

8J. Character Education Advisors Stipend

Approval of Melody Khalifa and Danielle Christiansen as co advisors for the Character Education Advisor stipend. Total stipend \$317.00 to be divided equally.

9. Health & Safety

9A. Nurses Report – November (Attachment) – Public

9B. Emergency Drill Report (Attachment) – Public
Lock Down Drill November 25, 2020
Fire Drill December 1, 2020
Stay in Place Drill December 4, 2020

9C. Student Code of Conduct
Nothing to report for November

9D. H.I.B. Incidents
Nothing to report for November

10. Staff Professional Development

10A. Workshops

Approval of the following workshops and mileage:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding
Dr. Lynn Booth	CST	Webinar	Updates on guidelines for	11/05/2020	\$99.00	\$0.00	-----

			FMLA				
Coletta Graham	Principal	Webinar	Diversity Equity and Inclusion 101 Best Practices	12/11/2020	\$350.00	\$0.00	-----
Charmaine Ramos	Nurse	Webinar	Best Up-to-Date Critical Strategies COVID-19	1/6/2021	\$99.00	\$0.00	-----

10B. 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 Diversity and Ed. Leadership #3 (3 credits) \$2,217.00 (\$739.00/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. Financial Approvals (Attachment)

Approval of the following financial reports for the month of November:

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

Approval of the following financial report for the month of December: (Attachment)

Expenditures - Approval and ratification of Expenditures for December 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. Risk Management Plan (Attachment)

Approval of the Risk Management Plan for Firehouse-18 New Street, Crosswicks, NJ.

12. Facilities Update/Information

12A. Building & Grounds Report (Attachment) – Public

12B. School Dude Report (Attachment) – Public

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

12C. Solar Renewable Energy Credits Analysis (Attachment) - Public

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

Sections 6, 8, 9, 11, 12

Mrs. Halaw abstained from Item #11A Financials November Bills List Check #19069 for \$1,850.00.

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

13. Other Business

The Board members wish everyone Happy Holidays.

14. Other Public Comments

Kathleen Hutchison commented that she has great interest in preserving the firehouse. Her and her husband would be willing to help out. She asked to please reach out to them.

15. Adjourn to Executive Session

Mr. Litt stated that when the Board ends executive session no action will be taken, we will just adjourn.

A motion was made by Mrs. Katz and seconded by Mrs. Halaw to adjourn to executive session at 8:23 p.m. with the approval of the following resolution:

EXECUTIVE SESSION RESOLUTION

WHEREAS, N.J.S.A. 10:4-6, et seq. (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:

Student Matter

Personnel

RESOLVED, that the aforesaid 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.

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

16. Return to Public Session

A motion was made by Mrs. Halaw and seconded by Mr. Litt to return to public session at 10:07 p.m.

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

17. Adjournment

*A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Mrs. Katz at 10:08 p.m.
All agreed.*

Respectfully submitted,



Andrew Polo
Business Administrator/Board Secretary