

Chesterfield Township Board of Education  
Regular Meeting 7:00 p.m.  
Wednesday, February 24, 2021  
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 7:05 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](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 January 11, 2021 and meeting date change on February 7, 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:

March 10, 2021 Budget Work Session  
March 17, 2021 Regular Monthly Meeting

School District Important Dates

February 26, 2021	Boosterthon Fun Run
March 17, 2021	End of 2 <sup>nd</sup> Marking Period
March 19, 2021	Early Dismissal-Parent Teacher Conferences

4. Presentation

- 4A. Holt McNally & Associates presented the Final Audit Report for the year ending June 30, 2020  
Presentation by David McNally (Attachment)
- 4B. Grade Level Goals Update  
Presented by Mrs. Graham & Ms. Martinez
- 4C. Five Year Historical Education Data Presentation  
Presented by Mrs. May-Sivieri
- 7B.1 (7B.1 was presented after 4C.) Expanding In-Person Learning Options Update  
Presented by Mr. Heino

***A motion was made by Mr. Litt and seconded by Mrs. Katz at 9:01 p.m. for a 5 minute recess.***

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

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.

Susan Layton commented on student enrollment numbers and interim principal.

Coby Sikorski commented on the return plan.

Terran Brown commented on the data presentation. He offered his help interpreting the data.

Dawn Donahue commented on interim principal and vacant firehouse.

Joe Hammond commented on the data presentation.

Stephanie DeClerico commented on survey questions.

Jignesh Shah commented on the historical data presentation. And retracted a comment he made about a board member during the February 17, 2021 Budget Work Session.

Nicole Jones commented on the importance of assessments and student growth.

Aparna Shah commented on interim principal.

Michael Santoro thanked Mr. Heino for the return plan and commented on the data that was presented.

Monica Jefferson commented on interim principal.

Bhaskar Modukuru commented on interim principal, the data presentation and the budget. Concerned with tax increases.

Gina Supal commented on the survey, getting students back in school and social distancing.

Stacy D'Artagnan commented on interim principal and adding forgo social distancing on the survey.

Sarah Christy commented on the reopening and the test run for fall.

Melody Lloyd commented on the reopening presentation, the survey and emails that haven't been responded too since September.

Stephanie Santoro commented on interim principal and putting the funds towards getting students back.

Nicole Toth commented on the reopening plan and survey. She questioned if the reopening will be full day vs half day sessions.

Bhaskar Modukuru stated we want our questions answered, give us feedback.

Mr. Heino asked Dr. Brown to look at the data with us.

6. Minutes (Attachment)

Approval of the minutes for the following meetings:

January 20, 2021	Executive Minutes 6:00 p.m.
January 20, 2021	Regular Minutes
January 20, 2021	Executive Minutes 10:00 p.m.
February 17, 2021	Budget Work Session

7. Board of Education/Superintendent Reports

7A. Committee Reports

Human Resources

-Negotiations

Curriculum & Instruction

-Parent Night

-Admin/PLC Meetings

-Class sizes

-Screen time

-Assessments

-Basic Skills assessments

-LinkIt Portal

-SGO's

-ETS assessment expert/day to day info

-UBD/ELA curriculum & consultant

-Current ELA

-Health/PE & World Language curriculum – New Standards

-Black History Month

-Terra Nova Grades K & 2 – not assessing in Grade 2

-Researching other tools to assess kindergarten

#### Finance

- Upcoming Budget Work Session
- Hiring update – Special Ed
- Strategic plan
- Firehouse
- Shared Services
- Students compared with other sending districts

#### Student Services

- Nothing new to report

#### BURLCO School Boards Association

Ms. Hoggan gave an update on the February 4, 2021 meeting she attended on the future of student mental health.

#### Fair Funding Action Committee

Mrs. Katz gave an update on the school funding.

#### District Advisory Committee

- 2021-2022 Calendar
- Pandemic discussion and guidance
- Staff & parent questions
- Afternoon activity
- Development of ELA curriculum & timelines

#### 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 Jaclyn Halaw
	Admin. Rep.	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

#### 7B. Superintendent's Report



7B.1 (7B.1 was presented after 4C.) Expanding In-Person Learning Options Update

7B.2 Student Enrollment

Grade Levels	January 2021	February 2021	Net Change
<b>Pre-School</b>			
<i>Tuition</i>	0	0	
<i>Non-Tuition</i>	8	9	+1
<i>LMD (non-tuition)</i>	*3 2	*3 2	
<i>UMD (non-tuition)</i>	*4	*4	
<b>Kindergarten</b>	83	82	-1
<b>1<sup>st</sup></b>	89	90	+1
<b>2<sup>nd</sup></b>	103	104	+1
<b>3<sup>rd</sup></b>	96	96	
<b>4<sup>th</sup></b>	116	115	-1
<b>5<sup>th</sup></b>	104	103	-1
<b>6<sup>th</sup></b>	110	110	
<b>Total In-District</b>	711	711	0
<b>Attending Out-of-District Schools</b>	5	5	
<b>Total</b>	716	716	0

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

7B.3 Revised 2020-2021 School Calendars (Attachment) – Public

Approval of the revision of the 2020-2021 school calendars due to two additional snow days on February 1, 2021 and February 8, 2021.

Chesterfield School Calendar  
Chesterfield School Little Dragons Preschool Calendar  
Chesterfield School Little Dragons 2 Preschool Calendar

8. Personnel

8A. Resignation

Approval of the resignation of Amandalis Barrood, Interim Music Teacher effective January 26, 2021.

8B. Movement on Salary Guide

Approval of movement on salary guide for Luran Gleason from BA Step 11 to BA+9 Step 11 \$73,975 to \$74,475 for a prorated amount of \$30,534.74 effective February 25, 2021, for the remainder of the 2020-2021 school year. Additional cost of \$204.98.

8C. Student Teacher

Approval of Kayla Parks, student teacher from TCNJ for the Spring 2021 semester, February 4, 2021 – May 7, 2021, assigned to Melissa Berger as mentor teacher.

8D. School Climate Committee Member

Approval of the School Climate Committee Member Antoinette DiEleuterio for 2020-21 school year up to 5 hours of committee related work @ \$52/hr. Total \$260.00.

8E. DLM Assessment Training

Approval of the following staff members to participate in online training for preparation of administering the DLM assessment, 3 hours each, \$26/hr. Total \$156.00.

Tanya Bloom

Judy Schwartz

8F. Reimbursement for Substitute Teaching Certification

Approval of reimbursement to Ashley Watson and Quintara Tucker for substitute teaching certification, Total reimbursement \$165.75 each.

8G. Movement on Salary Guide

Approval of movement on salary guide for Jaclyn Schaffer from BA Step 5 to BA+9 Step 5 \$56,437 to \$56,937 for a prorated amount of \$22,779.78 effective February 25, 2021, for the remainder of the 2020-2021 school year. Additional cost of \$204.98.

8H. Interim Principal (Attachment)

Approval of Joseph H. Slavin, III as Interim Principal commencing February 25, 2021 through June 23, 2021, at a per diem rate of \$400.00. Total contract not to exceed \$28,000.00.

9. Health & Safety

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

9B. Emergency Drill Report (Attachment) – Public  
Bomb Threat Drill January 27, 2021  
Stay in Place Fire Drill January 28 & 29, 2021  
Fire Drill Test Indoor February 22 & 23, 2021

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

9D. HIB Incidents  
Nothing to report for January.

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 Source
Lynn Booth	CST	Webinar	SEL Vision Summit: Insights and actionable practices for SEL	5/20/2021	\$39.00	\$0.00	-----
Laura DiMeola	Media Specialist	Webinar	What's new in Children's Literature: 2021	3/9/2021	\$279.00	\$0.00	-----

11. Board of Education and Board Secretary Monthly Certifications

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

2-24-2021

#### 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 approvals for December:

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

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

Expenditures - Approval and ratification of Expenditures for February 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.

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

Expenditures - Approval and ratification of Expenditures for February 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. SEMI Waiver

Approval of the submission of a request for a waiver to be exempt from the SEMI program for the 2021-2022 school year.

#### 11C. 2019/20 Comprehensive Annual Financial Report (Attachment) – Public

Approval to accept the 2019/20 Comprehensive Annual Financial Report as presented for the Fiscal Year Ended June 30, 2020.

#### 11D. Capehart & Scatchard Special Counsel Contract (Attachment)

Approval of Capehart & Scatchard special counsel contract for 2021-2022.

#### 11E. CPEF Grant Acceptance (Attachment)

Approval of the following grant:

Dr. Lynn Booth, Supervisor of Special Services, is requesting an interactive presentation for all CES community related to anxiety, stressors and support. Cost not to exceed \$1,000.00.

#### 12. Facilities Update/Information

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



12B. School Dude Report (Attachment) – Public  
The work order and incident reports for January 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 Mr. Litt to approve the following sections:*

*Sections 6, 7, 8, 9, 10, 11, 12*

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

13. Other Business

Mrs. Katz discussed school consolidation and suggested the Board create a committee to be able to investigate school consolidation and attend meetings.

*A motion was made by Mrs. Katz and seconded by Mrs. Halaw to create a school consolidation committee.*

*A call of the roll indicated an affirmative vote. Three ayes. Two nays. (Litt & Hoggan) Motion carried.*

14. Other Public Comments

Susan Layton commented on a budget advisory committee, the vacant firehouse, and ratables from OYCC.

Aparna Shah commented on the disregard for the public on the hiring an administrator, selling the firehouse and the budget.

Lorrie Their asked can school districts can take advantage of tax abatements pertaining to the OYCC warehouses.

Jignesh Shah commented on the budget, requested a 0% increase and commented on the firehouse.

Ashley Watson commented on tax abatement from the OYCC.

15. Adjourn to Executive Session

Ms. Hoggan stated that when the Board ends executive session action may be taken.

*A motion was made by Mrs. Halaw and seconded by Mrs. Katz to adjourn to executive session at 10:56 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:

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 11:38 p.m.*

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

17. Resolutions

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

RESOLUTION

Upon the recommendation of the Superintendent of Schools, the Chesterfield Township Board of Education ("Board") adopts this Resolution to withhold all adjustment increments and employment increments from the salary of staff number 4542, which amounts \$2,737.00 for the 2021-2022 school year. The decision of the Board to withhold the salary increments for this employee is based upon the existence of good cause because of the employee's conduct unbecoming a school staff member as determined by the Superintendent of Schools after an appropriate and thorough investigation by the administration, as reported in executive session.

RESOLUTION

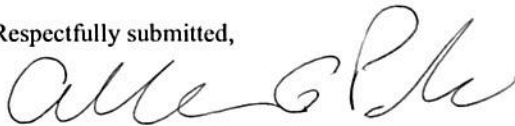
Upon the recommendation of the Superintendent of Schools, the Chesterfield Township Board of Education ("Board") adopts this Resolution to withhold all adjustment increments and employment increments from the salary of staff number 4855, which amounts \$200.00 for the 2021-2022 school year. The decision of the Board to withhold the salary increments for this employee is based upon the existence of good cause because of the employee's conduct unbecoming a school staff member as determined by the Superintendent of Schools after an appropriate and thorough investigation by the administration, as reported in executive session.

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

18. Adjournment

*A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Mrs. Katz at 11:41 p.m.  
All agreed.*

Respectfully submitted,



Andrew Polo  
Business Administrator/Board Secretary