

Chesterfield Township Board of Education
Executive Session 6:00 p.m.
Regular Meeting 7:00 p.m.
Wednesday, January 20, 2021
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:02 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 January 11, 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. Adjourn to Executive Session

A motion was made by Mr. Litt and seconded by Mrs. Halaw to adjourn to executive session at 6:05 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:

Legal

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.

4. Return to Public Session

A motion was made by Mrs. Katz and seconded by Mr. Litt to return to public session at 7:20 p.m.

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

5. Meeting Information/Important Dates

Board of Education Important Dates:

February 17, 2021 Regular Meeting

School District Important Dates

February 4, 2021	Picture Retake Day
February 9, 2021	Mid-Trimester Progress Report
February 12, 2021	School In Session – Make up Snow Day
February 13 -15, 2021	School Closed – President’s Day Weekend
February 16, 2021	School Closed – Staff In-Service

6. Presentation

6A. Equity District Goal Update

Mrs. Graham and Mrs. Schaffer gave an update on the Equity Committee.

6B. The Role of the Instructional Coach

Ms. Martinez and Ms. DiEleuterio explained the role of the Instructional Coach.

7. 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

8. Minutes (Attachment)

Approval of the following minutes:

December 16, 2020	Regular Minutes
December 16, 2020	Executive Minutes
January 6, 2021	Reorganization Minutes

9. Board of Education/Superintendent Reports

9A. Board Committee

9A.1 Committee Reports

Human Resources

-Nothing to report

Curriculum & Instruction

-Meeting is tomorrow/nothing new to report

Finance

- Hiring update
- Strategic Plan
- Firehouse update/appraisal 80 page document
- Oil tank at firehouse
- Title search

The Board had a discussion regarding communication with the Township Committees.

Ms. Hoggan stated we will write up the charge for the BOE Township Liaison position and nominate at our next board meeting.

Student Services

- Second Grade – currently no plan to bring them back
- Plan of full return – prepared for the fall or at any time it becomes possible
- COVID testing at school – BCHD not recommended
- Parent Workshop
- Chesterfield Stars
- Safety Patrol
- School Climate Committee
- On going tech issues
- Assemblies
- G&T updates
- Guidance/Counselors being prepared to discuss issues that happened at the Capital
- FVL Trip – not recommending the trip – find alternative
- 6th Grade Graduation

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

9B. Superintendent's Report

Mr. Heino stated that currently 390 students are fully remote and 326 are in person. He stated that January is School Board recognition month and he thanked the Board for all their work. He mentioned that Fairview Lake is still under restrictions and that it looks like the trip will not happen this year.

9B.1 Student Enrollment

Grade Levels	December 2020	January 2021	Net Change
Pre-School			
<i>Tuition</i>	0	0	
<i>Non-Tuition</i>	8	8	
<i>LMD (non-tuition)</i>	*3	*3	
	2	2	
<i>UMD (non-tuition)</i>	*4	*4	
Kindergarten	83	83	
1st	91	89	-2
2nd	103	103	
3rd	99	96	-3
4th	116	116	
5th	104	104	
6th	110	110	
Total In-District	716	711	-5
Attending Out-of-District Schools	5	5	
Total	721	716	-5

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

9C. Revised 2020-2021 School Calendars (Attachment)

Approval of the revision of the 2020-2021 school calendars due to one snow day.

Chesterfield School Calendar

Chesterfield School Little Dragons Preschool Calendar

Chesterfield School Little Dragons 2 Preschool Calendar

A motion was made by Mr.Litt and seconded by Mrs. Halaw at 8:58 p.m. for a 5 minute recess.

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

10. Board Policy

A motion was made by Mr. Litt and seconded by Mrs. Lynch to amend the policy 5118 Non-Resident as read by President, Ms. Hoggan.

A call of the roll indicated an affirmative vote. Three ayes. Two nays. (Halaw & Katz) Motion carried.

10A. Approval of Revised Policy (Attachment)

Approval of the following revised policy:

Policy 5118 Non-Resident

11. Personnel

11A. Student Teacher

Approval of Hailey Mayo, Student Teacher from TCNJ to continue her coursework with Melissa Midora February 1, 2021 through May 15, 2021.

11B. Student Teachers

Approval of the following Student Teachers from TCNJ for the Spring 2021 semester, February 1, 2021 – May 7, 2021:

<u>Student Teacher</u>	<u>Mentor Teacher</u>
Samantha Dobbin	Joan Mueller
Mary Dirienzo	Maria Prince
Emily Ackerman	Courtney Kovac
Madeline Lee	Michael Brayton
Emily Ryan	Carla Rigolizzo
Jacqueline Rogan	Nicole Hartman/Tracey Miller
Andrea Merring	Jill Biddle
Sarah Goldstein	Anne Lawrence/Jamie Cronin

11C. K-5 Science Curriculum Committee

Approval of Jaclyn Schaffer for the K-5 Science Curriculum Committee up to 10 hours of committee related work @ \$52/hr. Total \$520.00.

11D. School Climate Committee

Approval of the School Climate Committee Members for 2020-21 school year up to 5 hours of committee related work per committee member @ \$52/hr. Total \$1,040.00.

Gayle Poedubicky	Laura Garafolo
Cindy McNally	Gwendolyn McCreary

12. Health & Safety

12A. Nurses Report – December (Attachment) – Public

12B. Emergency Drill Report (Attachment) – Public

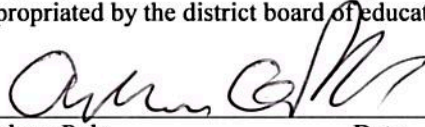
12C. Student Code of Conduct
Nothing to report for December

12D. H.I.B. Incidents
Nothing to report for December

13. 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

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.

13A. Financial Approvals (Attachment)

Approval of the following financial report for the month of 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.

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

Expenditures - Approval and ratification of Expenditures for January 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.

13B. Approval of Medical and Prescription Coverage Rates (Attachment)

Approval of Medical and Prescription rates through the Schools Health Insurance Fund (SHIF) for the New Jersey Educators Health Plan effective January 1, 2021 to June 30, 2021 as per the attachment.

13C. Approval to accept the IDEA Grant Carryover from 2019-2020

Approval to accept the grant carryover for Preschool \$6,291.00 from the 2019-2020 school year to be appropriated in the 2020-2021 school year.

13D. CPEF Grant Acceptance (Attachment)

Approval of the following grant:

Tanya Bloom, UMD Teacher, is requesting flexible seating options for student use in her classroom. Cost \$262.11.

14. Facilities Update/Information

14A. Building & Grounds Report (Attachment) – Public

14B. School Dude Report (Attachment) – Public

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

14C. Solar Renewable Energy Credits Analysis (Attachment) – Public

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

Section 8, 9, 10, 11, 12, 13, 14

A call of the roll indicated an affirmative vote on Sections 8, 9, 11, 12, 13, 14. All ayes. No nays.

On Section 10. Three ayes. Two nays. (Halaw & Katz) Motion carried.

15. Other Business

The Board had a discussion regarding the Strategic Plan – Mr. Heino suggested that the Board plan to start a Strategic Plan in September and start laying the ground work in the spring.

The Board discussed the budget process. Mrs. Halaw stated that she would like the board to consider having two public meetings for the purpose of budget work sessions. This would be in lieu of February and March committee meetings wherever possible and for the purpose of improving transparency of the budget process.

A motion was made by Mrs. Halaw and seconded by Mrs. Katz to approve two budget work session meetings one in February and one in March.

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

Mr. Heino stated that the budget workshop will be a presentation like they have done in the past in subcommittee except it will be explained and presented to the full board.

16. Other Public Comments

Shamita Kumar commented on the parent committee and policy revision.

Ashley Watson commented on the policy revision.

Shamita Kumar commented on the tone of the board during the meeting. She also commented on alternative activities for the Fairview Lake Trip.

Ashley Watson commented on the Fairview Lake trip.

17. Adjourn to Executive Session

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

A motion was made by Mrs. Lynch and seconded by Mrs. Katz to adjourn to executive session at 10:18 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 aforesated 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.

18. Return to Public Session

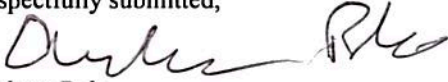
A motion was made by Mrs. Halaw and seconded by Mr. Litt to return to public session at 10:44 p.m.

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

19. Adjournment

A motion was made to adjourn the meeting by Mr. Litt and seconded by Mrs. Halaw at 10:45 p.m. All agreed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Andrew Polo', written over a horizontal line.

Andrew Polo
Business Administrator/Board Secretary