

Chesterfield Township Board of Education  
Regular Meeting 7:00 p.m.  
Wednesday, November 17, 2021  
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 7:08 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. Regulation #9130 Public Complaints and Grievances, <https://www.straussesmay.com/seportal/Public/DistrictRegulation.aspx?regulationid=9130&search=9130&id=c96bc25240ae4616b56366ea64985ab0>

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  
Mrs. Carol Cooper-Braun  
Mrs. Jaclyn Halaw  
Mrs. Kerri Lynch

Board Members absent:

Mr. Matthew Litt, Vice President

Administration present:

Mr. Scott Heino, Superintendent  
Mr. Andrew Polo, Business Administrator/Board Secretary

Others present:

Ms. Kasi Gifford, Esquire Cooper Levenson, Attorneys at Law

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.

- 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

December 15, 2021 Regular Monthly Meeting

School District Important Dates

November 18, 2021 Evening Parent/Teacher Conferences  
November 19, 2021 Afternoon Parent/Teacher Conferences  
November 22, 2021 Evening Parent/Teacher Conferences  
November 23, 2021 Afternoon Parent/Teacher Conferences  
November 24, 2021 Early Dismissal  
November 25-26, 2021 School Closed – Thanksgiving Holiday

4. Presentations

4A. Library Book Dedication for Outgoing Board Member

As is our custom, outgoing board members are presented with a library book that is dedicated to the Chesterfield School Library in their name in appreciation for their service on the Board of Education.

Mrs. Andrea Katz served over 3 years on the Chesterfield Township Board of Education. In appreciation of her time over the years, the following book is being dedicated in her name:

Ban This Book by Alan Gratz

5. Public Comment – Agenda Items Only

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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.

Coby Sikorski commented on the busing situation regarding the driver shortage, she asked if there will be options for picking up or dropping off students

6. Minutes (Attachment)

Approval of the following minutes:

October 20, 2021 Regular Minutes  
October 20, 2021 Executive Minutes  
November 8, 2021 Special Meeting Minutes

7. Board of Education/Superintendent Reports

7A. Board Committee

Human Resources

-Nothing to report

Curriculum & Instruction

-ELA curriculum - teachers feeling more secure  
-Writing stage 3  
-Admin training to provide support  
-Curriculum revision committees  
-Stage 1 curriculum written

- Math
- Coaching dates & PD
- Data Review
- Updates on clubs fall concluded and winter clubs starting

#### Finance

- Firehouse
- Audit – November 8
- Basketball courts and parking lot repairs complete

#### Student Services

- No updates

#### BOE Policy Committee

- Bylaw next

#### Compressor Station & Pipeline Impact Committee

- Met with them

<u>Committee</u>			
Human Resources	Chair	Matthew Litt	
	Admin. Reps.	Christina Hoggan 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.	Carol Cooper-Braun Lynn Booth	
BURLCO School Boards Association Executive Committee Delegate:			Christina Hoggan
Legislative Chairperson & Delegate to NJ School Boards Association:			Christina Hoggan
Alternate:			Matthew Litt
BOE Policy Committee			Matthew Litt Christina Hoggan
Compressor Station & Pipeline Impact Committee:			Christina Hoggan

#### 7B. Superintendent's Report

Mr. Heino commented on the schools Veterans Day Program on November 12, 2021. He thanked everyone involved and stated what a great program we had which included 5<sup>th</sup> grade chorus, 6<sup>th</sup> grade safeties, and Veterans speaking about their experience in the military service. Mr. Heino shared a video of the 5<sup>th</sup> grade chorus singing the 2<sup>nd</sup> song they performed at the program.

Mr. Heino mentioned that there has been no updates on COVID guidelines since October 8, 2021.



7B.1 Student Enrollment

Grade Levels	October 2021	November 2021	Net Change
<b>Pre-School</b>			
<i>Tuition</i>	12	12	
<i>Non-Tuition</i>	8	10	+2
<b>LMD (non-tuition)</b>	3	3	
<b>UMD (non-tuition)</b>	4	4	
<b>Kindergarten</b>	74	74	
1 <sup>st</sup>	95	96	+1
2 <sup>nd</sup>	95	95	
3 <sup>rd</sup>	103	103	
4 <sup>th</sup>	106	106	
5 <sup>th</sup>	114	114	
6 <sup>th</sup>	101	101	
<b>Total In-District</b>	708	711	+3
<b>Attending Out-of-District Schools</b>	5	5	
<b>Total</b>	713	716	+3

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

7C. Travel Quarantine

Sending districts are still implementing the travel quarantine.

8. Board Policy

8A. Second Reading of Revised Policies/Regulations

Approval of the following revised policies/regulations being presented for the second reading:

Policy #0131	Bylaws, Policies, and Regulations (Revised)
Policy #2467	Surrogate Parents and Resource Family Parents (M) (Revised)
Policy #3134	Assignment of Extra Duties (Revised)
Policy #3142	Nonrenewal of Nontenured Teaching Staff Member (Revised)
Regulation #3142	Nonrenewal of Nontenured Teaching Staff Member (Revised)
Policy #3221	Evaluation of Teachers (M) (Revised)
Regulation #3221	Evaluation of Teachers (M) (Revised)
Policy #3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
Regulation #3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
Policy #3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
Regulation #3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
Policy #3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
Regulation #3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
Policy #4146	Nonrenewal of Nontenured Support Staff Member (Revised)
Regulation #4146	Nonrenewal of Nontenured Support Staff Member (Revised)

Policy #5111	Eligibility of Resident/Nonresident Students (M) Revised
Policy #5116	Education of Homeless Children (Revised)
Policy #5420	Reporting Student Progress (M) (Revised)
Regulation #5420	Reporting Student Progress (M) (Revised)
Policy #5519	Dating Policy at School (M) Revised
Policy #5530	Substance Abuse (M) Revised
Policy #5533	Student Smoking (M) Revised
Policy #5535	Passive Breath Alcohol Sensor Device - Revised
Policy #6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
Policy #6115.02	Federal Awards/Funds Internal Controls – Mandatory Disclosures (M) (New)
Policy #6115.03	Federal Awards/Funds Internal Controls – Conflict of Interest (M) (New)
Policy #6311	Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
Policy #6471	School District Travel (M) (Revised)
Regulation #6471	School District Travel (M) (Revised)
Policy #7432	Eye Protection (M) (Revised)
Regulation #7432	Eye Protection (M) (Revised)
Regulation #8220	School Closing (M) Revised
Policy #8420	Emergency and Crisis Situations (M) (Revised)
Policy #8540	School Nutrition Programs (M) (Revised)
Policy #8550	Meal Charges/Outstanding Food Service Bill (M) (Revised)
Policy #8561	Procurement Procedures for School Nutrition Programs (M) (Revised)
Policy #8600	Student Transportation (M) (Revised)
Regulation #8600	Student Transportation (M) (Revised)
Policy #8630	Bus Driver/Aide Responsibility (M) (Revised)
Regulation #8630	Emergency School Bus Procedures (M) (Revised)
Policy #2421	Career and Technical Education (Revised)
Policy #2422	Comprehensive Health and Physical Education (M) (Revised)
Policy #8420.1	Fire and Fire Drills (M) (Revised)
Policy #1648.14	Safety Plan for Healthcare Setting in School Buildings-COVID-19 (M) (New)
Policy #5751	Sexual Harassment of Students (M) (Revised)
Regulation #5751	Sexual Harassment of Students (M) (Revised)

9. Personnel

9A. 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>
Ancelo, Jennifer	Missed Prep - missed preps (10/21/2021, 10/25/2021 & 10/26/2021)	\$105.00
Boyle, Kristi	Missed Prep - missed preps (10/22/2021, 10/25/2021 & 10/26/2021)	\$105.00
Cronin, Jamie	Missed Prep - missed preps (10/21/2021, 10/25/2021 & 10/26/2021)	\$105.00
Gauze, Courtney	Additional time for Health Office - October	\$260.00



Hamer, Jennifer	Missed Prep - missed preps & CST meetings (10/15/2021, 10/18/2021, 10/19/2021 & 10/20/2021)	\$175.00
Hillman, Melissa	Missed Prep - missed preps & CST meetings (10/20/2021, 10/28/2021 & 10/29/2021)	\$140.00
Kovac, Courtney	Missed prep - missed prep & CST meetings (10/25/2021, 10/26/2021 & 10/27/2021)	\$105.00
Ramos, Charmaine	Additional time for Health Office - October	\$251.16
Sakimura, Melissa	Missed Prep - missed preps & CST meetings (10/4/2021, 10/6/2021, 10/7/2021 & 10/8/2021)	\$140.00
Sorensen, Amanda	Missed Prep - missed preps & CST meetings (10/4/2021, 10/6/2021, 10/7/2021, 10/8/2021, 10/13/2021, 10/14/2021, 10/15/2021 & 10/19/2021)	\$280.00
Stryker, Karen	Missed Prep - missed preps & CST meetings (10/15/2021, 10/18/2021, 10/19/2021 & 10/20/2021)	\$175.00

9B. Extension of Maternity Leave of Absence

Approval for extension of leave of absence for Melissa Berger through June 30, 2022.

9C. Approval to Increase Secretary Substitute, Lunchroom/Recess/Copy Aide Substitute, Bus Aide Substitute Rates

BE IT RESOLVED THAT the Chesterfield Board of Education does hereby approve the following substitute rates as of January 1, 2022:

New Hire \$13.00 per hour  
1-4 years of service \$13.50 per hour  
5 + \$14.00 per hour

9D. Science Curriculum Revision Committee

Approval of the following staff members to work on the Science Curriculum Revision Committee up to 10 hours per committee member @ \$52/hr. Total \$2,600.00.

Valerie Lydon  
Maria Prince  
Antoinette DiEleuterio

Erin Casey  
Kristen McIntyre

9E. Technology Curriculum Revision Committee

Approval of Angie Manning to work on the Technology Revision Committee up to 10 hours @ \$52/hr. Total \$520.00.

9F. World Language Curriculum Revision Committee

Approval of Ruben Moncada to work on the World Language Revision Committee up to 10 hours @ \$52/hr. Total \$520.00.

9G. Social Studies Curriculum Revision Committee

Approval of the following staff members to work on the Social Studies Curriculum Revision Committee up to 10 hours per committee member @ \$52/hr. Total \$1,560.00.

Carla Rigolizzo

Jillian Biddle

Maria Martinez

9H. Movement on Salary Guide

Approval of movement on salary guide for Jaclyn Schaffer from BA+9 Step 5-7 \$59,498 to MA Step 5-7 - \$60,998 for the remainder of the 2021-2022 school year.

9I. Substitute Secretary

Approval of Renee Szkubiel as substitute secretary for the remainder of the 2021-2022 school year.

9J. Substitute Lunch/Recess Aide

Approval of Kristee Adwell as substitute lunch/recess aide for the remainder of the 2021-2022 school year. (Pending background check)

9K. Extension of Interim Principal

Approval of extension of Joseph H. Slavin, III as Interim Principal commencing November 15, 2021 through December 23, 2021, at a per diem rate of \$400.00.

9L. Mentor

Approval of Maria Prince as a mentor for Kristen McIntyre for the 2021-2022 school year at an annual stipend of \$550.00.

10. Health & Safety

10A. Nurses Report – October (Attachment) - Public

10B. Emergency Drill Report (Attachment) – Public

Fire Drill November 9, 2021  
Evacuation Drill November 10, 2021

10C. HIB Incidents (Attachment)

September Final Approval:

There were two HIB incidents reports and two non-confirmed for September.

October Preliminary Approval:

There were no HIB incidents reported in October.

11. Staff Professional Development

11A. Workshop

Approval of the following workshops:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding
Marissa Holloway	Teacher	Mount Laurel, NJ	Strengthen Students Mindfulness	2/15/2022	\$279.00	\$0.00	_____

11B. Tuition Reimbursement (Attachment)

Mr. Heino has approved tuition reimbursement for the following administrators, 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 2021-2022 Graduate School Tuition Rates of \$757.50/cr)

Lynn Booth Applied Theories of Learning (3 credits) \$2,055.00 (\$685.00/cr)

12. 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

12-17-21  
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)

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

- Expenditures - Approval and ratification of Expenditures for September 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.
- Transfers for October
- Report of the Secretary
- Monthly Transfer Report for County Approval
- Report of the Treasurer

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

- Expenditures - Approval and ratification of Expenditures for October 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 November: (Attachment)

- Expenditures - Approval and ratification of Expenditures for November 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. Revised Rutgers Mental Health Services & Professional Development Agreement (Attachment)

Approval of the revised Rutgers Mental Health Services & Professional Development agreement effective November 1, 2021 – June 30, 2022.

12C. CPEF Grant Acceptance (Attachment)

Approval of the following grant:

1st Grade Teachers are requesting subscriptions to RAZZ Kids/RAZZ Plus and Happy Numbers. Cost \$2,088.00.

13. Facilities Update/Information

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

13B. School Safety and Security Plan (Attachment)

Approval of the School Safety and Security Plan for the 2021-2022 school year.

13C. School Safety and Security Plan Annual Review Statement of Assurance (Attachment)

Approval of the School Safety and Security Plan Annual Review Statement of Assurance (SOA) for the 2021-2022 School Year.

13D. School Dude Report (Attachment) - Public

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



13E. Solar Renewable Energy Credits Analysis (Attachment) - Public

13F. Use of Facilities

Approval of the following use of facilities for the 2021-2022 school year:

Name Of Organization	Facility requested	Description of Activity	Date
PTA	Atrium	PTA Holiday Shop	11/29-12/2/2021
Cub Scouts	Cafeteria	Monthly Meetings	Third Thursday of month Nov – May
CTAA	Gym	Men's Basketball	Thursdays Nov – June

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

*Vote Sections 6, 7, 8, 9, 10, 11, 12, 13*

*A call of the roll indicated an affirmative vote. All ayes. No nays. (Halaw - abstained from Item 6 – Minutes - November 8, 2021 Minutes only)*

*Motion carried.*

14. Other Business - None

15. Other Public Comments

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.

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Kelley Johnson commented on the travel quarantine rules, and asked to please reconsider.

16. Adjourn to Executive Session

Ms. Hoggan stated that the Board will not be taking any action when they return to Public Session after the Executive Session.

*A motion was made by Mrs. Cooper-Braun and seconded by Mrs. Lynch to adjourn to executive session at 8:00 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 Matter

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.*

17. Return to Public Session

*A motion was made by Mrs. Halaw and seconded by Mrs. Lynch to return to public session at 8:27 p.m.*

*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. Cooper-Braun at 8:28 p.m. All agreed.*

Respectfully submitted,



Andrew Polo  
Business Administrator/Board Secretary