

Chesterfield Township Board of Education  
Regular Meeting 7:00 p.m.  
Wednesday, September 22, 2021  
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 7:07 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.strausse-smay.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  
Mr. Matthew Litt, Vice President  
Mrs. Jaclyn Halaw  
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 the date change on September 10, 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:

October 6, 2021	Special Meeting
October 20, 2021	Regular Monthly Meeting

School District Important Dates

October 11, 2021                      School Closed – Staff In-Service

4.        Presentations

4A.      REACH Program

Presentation and PowerPoint by Dr. Lynn Booth and Ms. Nicole DiMaiuta

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)

Recommend approval of the following minutes:

August 18, 2021                      Regular Minutes

7.        Board Committee/Superintendent Reports

7A.      Board Committee

Human Resources

-Nothing to report

Curriculum & Instruction

- ELA Curriculum roll out
- ELA Challenges
- Curriculum storage in Eduplanet
- ELA curriculum parent meeting 10/14/21
- Stage 3 curriculum writing on agenda
- Math PD plan
- Grade level goals
- District data collection from last school year
- Clubs
- Student government
- QSAC and requirements

Finance

- Firehouse RFP for realtor
- Realtor interviews at October 20<sup>th</sup> board meeting
- Audit October 8 – 19, 2021
- Board Docs
- Budget

Student Services

- Reach program
- Consulting with Rutgers
- Lunch buddies and parent communication
- Therapy Dog
- ELA virtual parent night
- PA systems in classrooms
- Playground improvement

-Sharing student work at board meeting/art work on agenda

BOE Policy Committee

-Reviewing Policies

-Setting up meeting to go over 5000 & 8000

<u>Committee</u>		
Human Resources	Chair	Matthew Litt
	Admin. Reps.	Christina Hoggan 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:		Matt Litt
BOE Policy Committee		Matthew Litt Christina Hoggan
Compressor Station & Pipeline Impact Committee:		Christina Hoggan
Fair Funding Action Committee Liaison		Vacant Seat

7B. Superintendent's Report

7B.1. Student Enrollment

Grade Levels	August 2021	September 2021	Net Change
<b>Pre-School</b>			
<i>Tuition</i>	12	11	-1
<i>Non-Tuition</i>	7	8	+1
<i>LMD (non-tuition)</i>	5	3	-2
<i>UMD (non-tuition)</i>	4	3	-1
<b>Kindergarten</b>	64	74	+10
<b>1<sup>st</sup></b>	88	97	+9
<b>2<sup>nd</sup></b>	85	95	+10
<b>3<sup>rd</sup></b>	101	104	+3
<b>4<sup>th</sup></b>	97	106	+9
<b>5<sup>th</sup></b>	115	116	+1
<b>6<sup>th</sup></b>	98	101	+3



<b>Total In-District</b>	<b>667</b>	<b>712</b>	<b>+45</b>
<b>Attending Out-of-District Schools</b>	<b>4</b>	<b>4</b>	
<b>Total</b>	<b>671</b>	<b>716</b>	<b>+45</b>

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

7B.2. Statement of Assurance – Lead Testing

7B.3 2021-2022 District Mentoring Program (Attachment)  
Approval of the 2021-2022 District Mentoring program.

7B.4 Start of School Update  
Presentation and power point by Mr. Heino.

8. Board Policy

8A. Policy (Attachment) - Public  
Approval of the following policy:

Policy #1648.11                      The Road Forward COVID-19-Health and Safety

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>
Biddle, Jill	Great Minds Eureka Math Training	\$85.00
Boyle, Kristi	Great Minds Eureka Math Training	\$85.00
Carlton, Melissa	CST Meetings in August	\$312.00
Cochrane, Robert	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
DiEleuterio, Antoinette	Great Minds Eureka Math Training	\$85.00
DiEleuterio, Antoinette	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Ferraro-Mueller, Joan	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Gauze, Courtney	Additional hours in Health Office from 8/16/2021-8/31/2021	\$13.00
Hamer, Jenn	CST Meetings in August	\$312.00
Hart, Tim	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Hart, Tim	Great Minds Eureka Math Training	\$85.00
Hartman, Nicole	Great Minds Eureka Math Training	\$85.00
Kovac, Courtney	Great Minds Eureka Math Training	\$85.00
Lydon, Valerie	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
McGettigan, Shannon	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Metz, Krista	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Midora, Melissa	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Miller, Tracey	CST Meetings in August	\$442.00
Petty, Annamarie	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00

Rahey, Lauren	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Ramos, Charmaine	Additional hours in Health Office from 8/16/2021-8/31/2021	\$637.00
Vizcaino-Angelucci, Sharon	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00

9B. Movement on Salary Guide

Approval of movement on salary guide for Nicole DiMaiuta from BA +18 Step 5-7 \$59,998 to MA Step 5-7 \$60,998 for the 2021-2022 school year.

*Item 9C was removed from the agenda:*

9C. ~~Approval of Administrative Assistant to the Supervisor of Special Services~~

~~Recommend approval of Corey Massato as Administrative Assistant to the Supervisor of Special Services at an annual salary of \$53,000 effective September 27, 2021 through June 30, 2022, prorated to \$40,633.26. (Pending background check)~~

9D. Student Teacher

Approval of the following student teacher from TCNJ, in the following classroom for the 2021 fall semester. Jillian Messineo with Carla Rigolizzo.

9E. ELA Curriculum Committee

Approval of the following staff members to write stage 3 of the ELA Curriculum up to 30 hours per committee member @ \$52/hr. Total \$12,480.00.

Carla Rigolizzo	Courtney Kovac
Mike Brayton	Maria Martinez
Karen Stryker	Marissa Holloway
Jen Ancelo	Erin Casey

9F. Resignation

Approval, with regret of the resignation of Patty Leech, Lunch/Recess Aide effective September 27, 2021.

9G. Resignation

Approval, with regret of the resignation of Jessica Carlini, Lunch/Recess Aide effective October 14, 2021.

9H. Lunch/Recess Aide

Approval of Jaisbeer Kaur as Lunch/Recess Aide for the 2021-2022 school year at \$16.40/hr., hours to be determined. (Pending background check)

9I. Classroom Visitation

Approval of Gianna Marrano, TCNJ music education student, to observe Mrs. Gwendolyn McCreary, Music Teacher on one Wednesday during the Fall 2021 Semester (date to be determined).

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

Approval of the attached list of non-certificated part-time lunch/recess aides for the 2021-2022 school year.

9K. Substitute for 2021-2022

Approval of the Patty Leech as substitute lunch/recess aide for the 2021-2022 school year.

9L. Home Instruction

Approval of the following staff members to provide home instruction up to 10 hours/week @\$52/hr.

Kristi Boyle	Julia Johnson
Lisa Moore	

9M. Interim Principal (Attachment)

Approval of Joseph H. Slavin, III as Interim Principal commencing September 21, 2021 through October 15, 2021, at a per diem rate of \$400.00.

10. Curriculum & Instruction

10A. REACH Program (Attachment)

Approval of the REACH Program.

10B. Field Trip

Approval of UMD and LMD Field Trip to Jakes Place.

10C. District Sponsored Clubs & Supervisors for Fall Program (Attachment)

Approval of district sponsored clubs & supervisors for fall 2021 program at a student activity fee of \$45.00 per club each.

11. Health & Safety

11A. Nurses Report – August (Attachment) - Public

11B. 2021-2022 Nursing Services Plan (Attachment)

Approval of the 2021-2022 Chesterfield Township School Nursing Services Plan.

11C. Emergency Drill Log (Attachment) - Public  
Fire Drill September 16, 2021

12. Staff Professional Development

12A. Workshop

Approval of the following workshops:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Source of Funding	Reg. Fee	Mileage
Board Members/ District Staff	Board Members/ District Staff	Virtual	NJSBA Virtual Workshop 2021	10/26-10/28/2021		\$900.00 Group rate Up to 25 team members	\$0.00
Michael Mazzoni	Principal	Virtual	Legal One-Hot Issues in School Law	10/6/2021		\$125.00	\$0.00
Michael Mazzoni	Principal	Virtual	Confronting Implicit Bias in School	10/25/2021		\$0.00	\$0.00
Michael Mazzoni	Principal	Virtual	Understanding the power and responsibility of the school climate team	11/8/2021		\$75.00	\$0.00
Michael Mazzoni	Principal	Virtual	Integrating SEL with reading & writing	12/9/2021		\$125.00	\$0.00
Danielle Christiansen	Counselor	Westampton	Burlington County Crisis Response	9/23/2021, 12/2/2021, 1/27/2022,		\$0.00	\$11.83



			Training	6/2/2022			
Jennifer Feder	Resource Teacher	Westampton	Burlington County Crisis Response Training	9/23/2021, 12/2/2021, 1/27/2022, 6/2/2022		\$0.00	\$11.83

**12B. Reimbursement for Required Job Improvement (Attachment)**

Approval of reimbursement for required job improvement for the following staff member, in accordance with the negotiated agreement, upon successful completion of the following graduate course directly related to the employee's job description in accordance with the requirements of their certification:

Courtney Gauze	Practicum School Nurse	(3 credits) \$1,350.00 (\$450.00/cr)
Courtney Gauze	Method Materials Health	(3 credits) \$1,350.00 (\$450.00/cr)

**12C. 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:

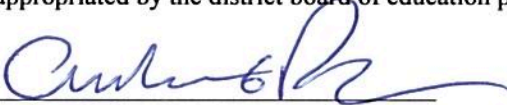
(Tuition Reimbursement will be paid at the Rutgers, The State University of NJ 2021-2022 Graduate School Tuition Rates of \$757.50/cr)

Amanda Sorenson	Teaching Reading to Students with Disabilities	(3 credits) \$2,055.00 (\$685.00/cr)
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**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 for July:

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

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.

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

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.

13B. K-12 Private Academy Tuition

Approval for student SSID #3639433215 at a cost of \$4,995.00.

Approval for student SID# 20282610 at a cost of \$5,995.00.

13C. 2021-2022 Joint Transportation Agreement (Attachment)

Approval of the Joint Transportation Agreement between Chesterfield Township Board of Education and Springfield Township Board of Education for the 2021-2022 school year.

13D. Personnel Waiving Health Benefits (Attachment)

Approval and payment of the attached list of personnel waiving health benefits as of September 15, 2021.

14. Facilities Update/Information

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

14B. School Dude Report (Attachment) - Public

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

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

14D. 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
Chesterfield Township	Restrooms	Harvest Festival	9/25/2021
CPEF	Classroom	Monthly Meetings	10/6, 11/10, 12/1, 1/12, 2/2, 3/2, 4/6, 5/4, 6/1
Girl Scout Troop 25100	Classroom	Troop Meetings	9/27, 10/18, 11/1, 11/15, 11/29, 12/13, 1/3, 1/24, 2/7, 2/28, 3/7, 3/21, 4/4, 4/25, 5/9, 5/23, 6/6
Girl Scout Troop 22434	Classroom	Troop Meetings	9/13, 10/18, 11/15, 12/13, 1/10, 2/7, 3/14, 4/11, 5/16, 6/13
PTA	Restrooms	Movie Night	10/08/2021
PTA	Parking Lot	Trunk or Treat	10/30/2021
PTA	Atrium and Gym	Book Fair Set Up	10/15/2021



PTA	Gym	Book Fair	10/18/2021-10/22/2021
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***Item 9C was removed from the agenda.***

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

***Sections 6, 7, 8, 9, 10, 11, 12, 13, 14 (Excluding Item 9C)***

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

15. Other Business

Board Member candidates will be interviewed at the October 6, 2021 Board meeting.

16. Other Public Comments

Michael Santoro commented on the PE teacher on leave, required 2 ½ hours of gym per week and PE teachers teaching dance.

Mr. Heino stated we that we have the PE teacher position covered by two people. H/PE teachers can teach dance.

17. Adjournment

***A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Mr. Litt at 8:44 p.m. All agreed.***

Respectfully submitted,



Andrew Polo  
Business Administrator/Board Secretary