

Chesterfield Township Board of Education
Regular Meeting 6:00 p.m.
Conducted via Live Video Stream
Wednesday, September 23, 2020
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:03 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

Board members absent:

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 September 10, 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:

September 30, 2020	Work Session
October 21, 2020	Regular Monthly Meeting

School District Important Dates

October 12, 2020

School Closed – Staff In-Service

4. 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

5. Minutes (Attachment)

Approval of the following minutes:

August 26, 2020

Regular Minutes

6. Board Committee/Superintendent Reports

Human Resources

- Current in person staffing
- Stress level of staff
- Additional Interim Special Ed Teacher
- Substitutes needed

Curriculum & Instruction

- Class size
- PD overview
- Screen Time
- More remote students
- Trimesters
- Revision of ELA curriculum

Finance

- HVAC scrubbers update
- Long Range Facility Plan
- Hiring update

Student Services

- 30 Special Education Students being serviced
- Co-teachers going well
- Special Education Teacher stretched thin

NJSBA

- State Budget has passed

6A. Board Committee

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 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

6B. Superintendent's Report

6B.1. Student Enrollment

Grade Levels	*August 2020	September 2020	Net Change
Pre-School			
<i>Tuition</i>	15	0	-15
<i>Non-Tuition</i>	12	9	-3
LMD (non-tuition)	*7	*5	
UMD (non-tuition)	*4	*5	
Kindergarten	83	81	-2
1st	87	94	+7
2nd	102	104	+2
3rd	99	100	+1
4th	116	114	-2
5th	106	103	-3
6th	110	109	-1
Total In-District	730	714	-16
Attending Out-of-District Schools	6	5	-1
Shared	1	1	
Total	737	720	-17

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

6B.2. Reopening Update

6B.3. Approval of 2020-2021 District Goals

6B.4. Approval of the Revised 2020-2021 School Calendars (Attachment)

Recommend approval of the following revised 2020-2021 School Calendars
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 Ms. Hoggan to approve the revised 2020-2021 School Calendar with the last day of school as Monday, June 21, 2021.

7. Personnel

7A. Approval of Interim First Grade Teacher

Recommend approval of Karen Perez as an Interim First Grade Teacher to act in the place of Lauren Rahey pursuant to N.J.S.A. 18A:16-1.1 from September 1, 2020 to December 2, 2020 at a prorated salary of \$17,303.16. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

7B. Reapproval of Salary of Interim Elementary Special Education Teacher

Recommend reapproval of salary of Amber Colville as an Interim Elementary Special Education Teacher to act in the place of Frances Sielski pursuant to N.J.S.A. 18A:16-1.1 from September 1, 2020 to June 30, 2020 at a salary of \$54,936.00. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

7C. Approval of Leave of Absence

Recommend approval of an unpaid leave of absence due to COVID19 for the following lunch/recess aides:

Marianne Kurlander	Sherry Hirth
Sharyn Falkowitz	Lubna Rasool
Vasanthi Iyer	Sonu Bharti

7D. Approval of Movement on Salary Guide

Recommend approval of movement on salary guide for Nicole DiMaiuta from BA+9 Step 4-6 to BA +18 Step 4-6 - \$57,437.00 for the 2020-2021 school year.

7E. Summer Hours 2020

Additional Grade Level Work - Planning for Fall

6 hours for Antoinette DiEleuterio to support grade level planning, \$52/hour; Total \$312.00

7F. Approval of Elementary Special Education Teacher

Recommend approval of Taylor Borgstrom as Elementary Special Education Teacher effective September 17, 2020, through June 30, 2021, at BA Step 1 - \$54,936.00, prorated to \$52,189.20.

7G. Approval of Substitutes

Recommend approval of the following as substitutes for the remainder of the 2020-2021 school year.

Shannon Coleman	Lunch/recess aide
Shannon Coleman	Secretary
Sabrina Buscarnera	Transportation aide
Kelly D'Oria	Secretary
Kelly D'Oria	Transportation Aide

7H. Approval of Salaries for Non-Certificated Part-Time Lunch/Recess Aides (Attachment)

Recommend approval of the attached list of non-certificated part-time lunch/recess aides for the 2020-2021 school year.

7I. Approval of Administrative Assistant to the CSA

Recommend approval of Lorraine Jordan as Administrative Assistant to the CSA effective October 1, 2020, through June 30, 2021, at a rate of \$64,000.00, prorated to \$48,000.00.

7J. Approval of Resource Planning Time

Recommend approval of resource planning time for the following staff up to 6 hours each @\$52/hr., Total \$2,184.00.

Jennifer Hamer	Jaimie Cronin
Taylor Borgstrom	Judy Schwartz
Amber Colville	Lisa Moore
Tracey Miller	

7K. Approval of Turnkey Professional Development

Recommend approval of Lisa Moore as turnkey trainer in Orton Gillingham, 3 hours @ \$52.00/hr Total \$156.00.

Recommend approval of Taylor Borgstrom to participate in Orton Gillingham training, 3 hours @ PD hourly rate of \$26.00/hr Total \$78.00.

7L. Approval of Special Education Planning Time

Recommend approval of special education planning time for the following staff up to 6 hours each @\$52/hr., Total \$936.00.

Tanya Bloom	Elizabeth Schauer
Melissa Hillman	

8. Health & Safety

8A. Nurses Report – August (Attachment) - Public

8B. Approval of the 2020-2021 Nursing Services Plan (Attachment)

Recommend approval of the 2020-2021 Chesterfield Township School Nursing Services Plan.

8C. Emergency Drill Log (Attachment) - Public

Fire Drill	September 17, 2020
Fire Drill	September 18, 2020

9. Staff Professional Development

9A. Approval of Workshop

Recommend 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		Virtual	NJSBA Virtual Workshop 2020	10/20-22/2020		\$900.00 Group rate Up to 25 team members	\$0.00

9B. 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 courses: See * for availability of funds

Timothy Hart Qualitative Research Methods in Education (3 credits) **\$2,217.00 (\$739.00/cr)

* At the time of approval, the annual funding for CTEA tuition reimbursement has been depleted. Reimbursement will only be provided if funding becomes available.

Timothy Hart Inquiry I (3 credits) **\$2,217.00 (\$739.00/cr)

* At the time of approval, the annual funding for CTEA tuition reimbursement has been depleted. Reimbursement will only be provided if funding becomes available.

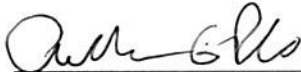
10. Transportation

10A. Approval of the 2020-2021 Transportation Route - Bus 12 (Attachment)

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)

Recommend 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

Recommend 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.

Recommend 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.

11B. Approval of Personnel Waiving Health Benefits (Attachment)

Recommend approval and payment of the attached list of personnel waiving health benefits as of September 15, 2020.

11C. Approval of North Hanover Township School District 2020-2021 Tuition Agreement (Attachment)

Recommend approval of the attached 2020-2021 Tuition/Related Services contract with North Hanover Township School District for SID#5011958955 effective July 1, 2020 through June 30, 2021, Tuition \$35,698.00, Related Services \$59,319.94 for a total amount of \$95,017.94.

11D. Parental Contracts for Student Transportation (Attachment)

Recommend approval of parental contract for student transportation for SID# 2771057791 to the Cambridge School at a per diem rate of \$116.66 x 157 days for a total of \$18,315.62 for the 2020-2021 school year.

Recommend approval of parental contract for student transportation for SID# 4546490183 to the Cambridge School at a per diem rate of \$116.66 x 157 days for a total of \$18,315.62 for the 2020-2021 school year.

11E. Approval of the Five Year Long Range Facility Plan (Attachment)

Recommend approval of the five year Long Range Facility Plan.

11F. Approval of Chapter 192/193 State Funding and Additional Funding

Recommend approval and expend Chapter 192/193 State Funding and additional funding for the 2020-2021 school year in the total amount of \$30,770.00.

12. Facilities Update/Information

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

12B. School Dude Report (Attachment) - Public

The work order and incident reports for August 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 5, 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 thanked the staff for all their hard work, time and dedication.

Mrs. Halaw asked if board goals can be discussed at next week's meeting along with who we will use to do our strategic planning.

14. Other Public Comments

Joe Hammond – stated please help teachers with their band width.

Nicole Jones – asked will students stay with their same teacher during hybrid.

Andrew Rochester – asked will school be opening on October 19, 2020? How is Champions working out? He stated fill the holes in the playground.

Kathleen Hutchison – stated that teachers have really stepped up to the plate. They are doing double duty. We need more transparency on the new hires.

Rachel Collins – stated that virtual learning isn't working, my child is not retaining anything.

Michael Santoro – Thanks to teachers and administration and all the parents for all that they are doing to teach their kids and for doing the teachers job.

Rhonda Meltzer – Big thank you to teachers, it's hard work. Virtual classes have 27 students, hybrid 17-19, is there a cap on a virtual class?

Shamita Alwani – stated she is concerned about teacher and student burn out. She thinks it's going to be a high number. Consider mental health days, physical exercise and examine work load for teachers.

Molly Cannizzaro – Said thanks to all the teachers. She stated she is concerned about the virtual class sizes and fears numbers will rise. Math time needs to be longer.

Mr. Heino stated that so many of these question could be answered by just making a call to a principal.

Scott Ritcher – said good job by teachers. Stated his concern for Spanish class being taught in all Spanish, no reference to English during the entire class. Technique should be revisited.

Kathleen Hutchison – asked if there was any update on the virtual and remote class sizes.

Mr. Heino – answered some of the questions:

- If you are changing from virtual to hybrid you will probably get a new teacher.
- We are planning on opening for in-person hybrid on October 19, 2020.
- Two new teachers – no change with that plan.
- Champions is going very well.
- Virtual class size – I never said 16 students maximum. We are keeping an eye on it and monitoring classes closely.
- We may need 2 virtual teachers depending on numbers of students in full virtual.
- No cap size on virtual classrooms.

Mrs. Katz stated that the state has grants for child care providers.

A motion was made by Mrs. Halaw and seconded by Mr. Litt to reopen public comment.

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

Kristina McCoy asked how is the hybrid model opt in going to play out.

Mr. Heino stated the information will be out at the end of the month.

A motion was made by Mrs. Katz and seconded by Mr. Litt to reopen public comment.

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

Rachel Collins stated a child care facility is a daycare. No one is going to put a 13 year old in a daycare.

15. 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. Katz and seconded by Mrs. Halaw to adjourn to executive session at 7:59 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

RESOLVED, that the aforestated 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

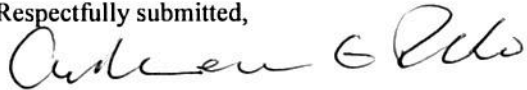
A motion was made by Mrs. Halaw and seconded by Mrs. Katz to return to public session at 9:17 p.m.

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

20. Adjournment

A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Mrs. Katz at 9:18 p.m. All agreed.

Respectfully submitted,



Andrew Polo
Business Administrator/Board Secretary