

Chesterfield Township Board of Education
Regular Meeting 6:00 p.m.
Wednesday, December 18, 2019
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:04 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.

Roll Call

Board Members present:

Ms. Christina Hoggan, President
Mr. Matthew Litt, Vice President
Dr. Terran Brown
Mrs. Jaclyn Halaw
Mrs. Kerri Lynch

Other administration present:

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

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 8, 2019 and time change on December 10, 2019.

Posting written notice on the official bulletin board at the Chesterfield Township School.

Mailing written notice to the Burlington County Times and Trenton Times newspapers.

Filing written notice with the Clerk of Chesterfield Township.

Filing written notice with the Secretary of this body.

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.

Adjourn to Executive Session

A motion was made by Mrs. Halaw and seconded by Mr. Litt to adjourn to executive session at 6:06 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:

Student Matter & Attorney / Client Communication

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.

Return to Public Session

A motion was made by Mrs. Halaw and seconded by Mr. Litt to return to public session at 7:05 p.m.

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

A motion was made by Mr. Litt and seconded by Dr. Brown to deny the appeal that was discussed in executive session.

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

A motion was made by Mr. Litt and seconded by Dr. Brown to approve the tuition agreement settlement for one student SSID #4546490183 to attend Cambridge School.

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

Meeting Information/Important Dates

Board of Education Important Dates:

January 8, 2020 Reorganization Meeting

School District Important Dates

December 20, 2019 Early Dismissal-Winter Break Begins

January 2, 2020 School Re-Opens

January 14, 2020 PTA General Meeting

January 15, 2020 CPEF Meeting

January 20, 2020 School Closed – Martin Luther King Day

Presentation

G & T Presentation – Nicole DiMaiuta and G & T Students

Recognition of Dr. Terran Brown for ten years of service on the Board of Education

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.

School Community Partnerships

Chesterfield PTA

Chesterfield Public Education Fund

Minutes (Attachment)

Approval of the following minutes:

November 20, 2019 Executive Minutes
November 20, 2019 Regular Minutes

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

Minutes

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

Board of Education/Superintendent Reports

Committee Reports

Board Committee

<u>Committee</u>		
Human Resources	Chair	Terran Brown Matthew Litt
	Admin. Reps.	Coletta Graham Michael Mazzoni
Curriculum & Instruction	Chair	Jaclyn Halaw Kerri Lynch
	Admin. Rep.	Jeanine May-Sivieri
Finance	Chair	Christina Hoggan Jaclyn Halaw
	Admin. Rep.	Andrew Polo
Student Services	Chair	Terran Brown Kerri Lynch
	Admin. Rep.	Lynn Booth
BURLCO School Boards Association Executive Committee Delegate:		Christina Hoggan
Legislative Chairperson & Delegate to NJ School Boards Association:		Christina Hoggan
District Advisory Committee:		Jaclyn Halaw Christina Hoggan
Compressor Station & Pipeline Impact Committee:		Christina Hoggan
Community Heritage Committee:		Christina Hoggan Matthew Litt

November 5, 2019 Election Results (Attachment) – Public

Statement of Results for the Annual School Election - Following is the Statement of Results for the School Election of the Chesterfield Township School District in the County of Burlington, held in conjunction with the General Election at the Chesterfield Township Municipal Building on November 5, 2019. Polling Districts 1 and 2 (General Election Districts 1 and 2) were declared open at 6:00 a.m. and were closed at 8:00 p.m.

Registered voters in Chesterfield: 4,027

For members of the Chesterfield Board of Education (2) for a three-year term:

Matthew Litt	875
Rajeev Menon	640
Andrea Katz	836
Personal Choice	<u>35</u>
Total votes cast	2,386

Superintendent's Report

Student Enrollment

Grade Levels	November 2019	December 2019	Net Change
Pre-School			
<i>Tuition</i>	16	16	
<i>Non-Tuition</i>	12	14	+2
LMD (non-tuition)	*5	*5	
UMD (non-tuition)	*3	*5	*+2
Kindergarten	87	86	-1
1st	103	103	
2nd	100	99	-1
3rd	114	114	
4th	106	106	
5th	109	108	-1
6th	113	113	
Total In-District	760	759	-1
Attending Out-of-District Schools	5	6	+1
Total	765	765	0

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

Board Policy

Second Reading of Revised Bylaw (Attachment) – Public

The following revised bylaw is being presented for a second reading:

Bylaw #9130 Committees

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

Board Policy

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

Personnel

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>
Jenn Hamer	Missed Prep period to cover supplemental instruction due to teacher shortage (11/13/19, 11/14/19, 11/15/19, 11/21/19, 11/22/19 and 11/25/19)	\$210.00
Melissa Hillman	Missed Prep - CST meetings (11/14/19 & 11/18/19)	\$70.00
Julia Johnson	SpellRead Training (10/14/19, 10/17/19 & 10/25/19)	\$130.00

Adjustment of Library Aide Hours

Approval to adjust hours for Vivian Cacace as follows: October 14, 2019 - June 30, 2020 to work as a library aide for 5 hours per day at an hourly rate of \$17.95 for 154 days at a salary of \$13,821.50. (Based on Paraprofessional salary guide Step 4). As of October 14, 2019 she will no longer be working as a lunch/recess/copy aide. This is a difference of \$400.40 for the remainder of the year.

Lunch/Recess/Copy Aide hours

Approval to adjust hours for Kelly D'Oria as follows: January 2, 2020 - June 30, 2020 to work as a lunch/recess/copy aide for 5 hours per day at an hourly rate of \$12.34 for 113 days (copy aide) and 109 days (lunch/recess aide) at a total salary of \$6,841.92. Mrs. D'Oria was originally approved in September to work as a lunch/recess aide for 2.92 hours per day.

Substitutes

Approval of the following substitutes for the remainder of the 2019-2020 school year.

Colleen Coughlin Custodian (pending background check)
Colleen McDonough Secretary
Joseph Buscarnera Custodian (pending background check)
Mike Baber Custodian (pending background check)

Curriculum Committees

Approval of the following Curriculum Committees:

Health/Physical Education Curriculum Committee

Approval of 2 staff members to work on the Health/Physical Education curriculum. Curriculum writing will take place January 2020 through summer 2020. A sub will be provided for work done during the school day. Summer work up to 30 hours each, at \$52/hour. (Total \$3,120.00)

Visual & Performing Arts Curriculum Committee

Approval of 4 staff members to work on the Visual & Performing Arts curriculum. Curriculum writing will take place January 2020 through summer 2020. A sub will be provided for work done during the school day. Summer work up to 30 hours each, at \$52/hour. (Total \$6,240.00)

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, 2020:

New Hire \$11.00 per hour
1-4 years of service \$11.50 per hour
5 + \$12.00 per hour

Homebound Instructor

Approval of Lisa Moore as homebound instructor. The homebound instruction is not to exceed 10 hours per week, December 12, 2019 through January 24, 2020 at \$52.00 per hour, for a maximum of \$3,120.00.

Staff Chaperones for Fairview Lake (Attachment)

Approval of the attached list of staff chaperones for the sixth grade trip to Fairview Lake from February 4 - 7, 2020, at a negotiated rate of \$279.00 per night.

A motion was made by Mr. Litt and seconded by Dr. Brown to approve the following item:

Personnel

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

Curriculum & Instruction

World Language Curriculum (Attachment)

Approval of the revised World Language Curriculum.

Five Year Curriculum Plan (Attachment)

Approval of the five year curriculum plan.

Health & Safety

Nurses Report – November (Attachment) – Public

Emergency Drill Report (Attachment) – Public

Lock Down Drill November 20, 2019

Fire Drill December 6, 2020

Lock Down Drill December 12, 2019

Student Code of Conduct (Attachment) – Public

Report for November

H.I.B. Incidents

October Final Approval:

There were no HIB incidents reported in October.

November Preliminary Approval:

There were no HIB incidents reported in November.

Adoption of the Emergency Management Plan: November 2019 (Attachment)

Approval of the revised and updated plan.

Staff Professional Development

Workshops

Approval of the following workshops and mileage:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding
Andrew Polo	Business Administrator	Voorhees, NJ	BCIP JIF Meetings	11/13/2019 1/8/2020 3/11/2020 5/13/2020	\$0.00	\$87.36	-----
Andrew Polo	Business Administrator	Various Burlington County Locations	BCASBO Meetings	12/6/2019 1/16/2020 2/20/2020 4/3/2020	\$0.00	\$55.16	-----

Krista Metz	3rd Grade	Mt. Laurel, NJ	Reducing Recurring Classroom Behavior Problems with Difficult, Disruptive & Non-Compliant Students	1/28/2020		\$17.29	-----
Jeanine May-Sivieri	Supervisor	Monroe Twp., NJ	Putting Investigation and Design at the Center: How to Support Teachers in an NGSS-Alligned Classroom	1/13/2020			-----
Melody Khalifa	Counselor	Monroe Twp., NJ	Legal One Bullying Law	1/27, 1/28, 1/29/2020	\$450.00	\$49.35	-----
Coletta Graham	Principal	Monroe Twp., NJ	Legal One Legal Regs for Student Code of Conduct	2/7/2020	\$150.00	\$14.21	-----
Coletta Graham	Principal	Monroe Twp., NJ	Understanding State and Federal Guidance on Student Discipline Code of Conduct Certificate Program	2/12/2020	\$150.00	\$14.21	-----
Coletta Graham	Principal	Monroe Twp., NJ	Code of Conduct Investigation and Getting to the Truth	2/18/2020	\$150.00	\$14.21	-----
Tim Hart	5th Grade	New Brunswick, NJ	The Role of the School Climate Team	1/16/2020	\$0.00	\$24.15	-----
Marylyn Campanella	Nurse	Mt. Laurel, NJ	Enhance Effective MERT	1/15/2020	\$295.00	\$17.08	-----
Charmaine Ramos	Nurse	Mt. Laurel, NJ	Enhance Effective MERT	1/15/2020	\$295.00	\$17.08	-----

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

Curriculum & Instruction

Health & Safety

Staff Professional Development

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

Transportation

Revised 2019-2020 Transportation Route - Bus 12 (Attachment)

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.

Financial Approvals (Attachment)

Recommend the following financial approvals for October:

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

Recommend the following financial approvals for November: (Attachment)

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

Recommend approval of the following financial report for the month of December: (Attachment)

Expenditures - Approval and ratification of Expenditures for December 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.

Additional Chapter 192/193 State Funding

Approval and expend of additional Chapter 192/193 State Funding for the 2019-2020 school year in the amount of \$4,232.00.

Facilities Update/Information

Building & Grounds Report (Attachment) – Public

School Dude Report (Attachment) – Public

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

Solar Renewable Energy Credits Analysis (Attachment) - Public

Use of Facilities

Approval of the following use of facilities:

Name Of Organization	Facility requested	Description of Activity	Date
Cub Scouts Pack 55	Cafeteria	Pack Meeting	1/23/2020
Hindi USA	Cafeteria	Hindi Poetry Competition	1/24/2020

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

Transportation

Board Secretary Monthly Certifications

Financials

Facilities

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

Other Business

Other Public Comments - No Comments

Adjournment

A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Dr. Brown at 8:30 p.m. All agreed.

Respectfully submitted,



Andrew Polo
Business Administrator/Board Secretary