

Chesterfield Township Board of Education
Regular Meeting 6:00 p.m.
Wednesday, February 19, 2020
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:05 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
Mrs. Jaclyn Halaw
Mrs. Andrea Katz
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 12, 2020 and meeting time change on February 9, 2020:

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.

NJSBA Training Session

New Jersey School Boards Association Ethics Training - Presented by Mr. Jesse Adams, Field Service Representative.

Meeting Information/Important Dates

Board of Education Important Dates:

March 18, 2020 Regular Monthly Meeting

School District Important Dates

February 21, 2020	Boosterthon Fun Run
March 2, 2020	Mid-Marking Period
March 4, 2020	CPEF Monthly Meeting
March 6, 2020	Read Across America/Dr. Seuss Day
March 10, 2020	PTA Monthly Meeting
March 11, 2020	6 th Grade Parent Orientation Meeting at Northern
March 20, 2020	Early Dismissal-Parent Teacher Conferences

Presentations

Presentation of the Tentative 2020-2021 Budget

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.

Jignesh Shah made a comment regarding the budget presentation.

Terran Brown made a comment regarding the budget presentation.

Pasquale Modukuru made a comment regarding the budget presentation.

Minutes (Attachment)

Approval of the minutes for the following meetings:

January 22, 2020	Regular Minutes
January 22, 2020	Executive Minutes

Board of Education/Superintendent Reports

Committee Reports

Human Resources

- School Administration is recommending additional staff for 2020-2021 school year, five district paraprofessionals, and one counselor
- Possible need for additional specialist
- Restructure of Principals' Duties

Curriculum & Instruction

- Committee set 3 Goals for 2020
- Create a detailed document outlining the 5-year curriculum review process
- Review school climate survey data
- Establish and prioritize 2020 curriculum & PD initiatives

Finance

- Budget highlights on expenditures
- Still waiting for state aid and insurance numbers
- Tax increase breakdowns
- History of state aid, local fair share, and adequacy budget numbers
- Discussed Capital and Maintenance Reserve account balances

Student Services

- Administration updated committee on out-of-district placements and services
- Exploring the co teaching models
- Discussed adding sensory rooms
- Administration is recommending hiring 5 Paraprofessionals as district employees

Board Committee

<u>Committee</u>			
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:		Christina Hoggan	
Legislative Chairperson & Delegate to NJ School Boards Association:		Christina Hoggan	
Alternate:		Andrea Katz	
Compressor Station & Pipeline Impact Committee:		Matthew Litt Christina Hoggan	
Community Heritage Committee:		Matthew Litt Christina Hoggan	
Fair Funding Action Committee Liaison		Andrea Katz	

Superintendent's Report

Student Enrollment

Grade Levels	January 2020	February 2020	Net Change
Pre-School			
<i>Tuition</i>	16	16	
<i>Non-Tuition</i>	14	12	-2

<i>LMD (non-tuition)</i>	<i>*7</i>	<i>*</i>	
<i>UMD (non-tuition)</i>	<i>*4</i>	<i>*</i>	
Kindergarten	86	87	+1
1st	102	103	+1
2nd	100	99	-1
3rd	117	115	-2
4th	106	105	-1
5th	109	109	
6th	113	113	
Total In-District	763	759	-4
Attending Out-of-District Schools	6	7	
Total	769	766	-3

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

2020-2021 School Calendars (Attachment)

Approval of the following 2020-2021 School Calendars
 Chesterfield School Calendar
 Chesterfield School Little Dragons Preschool Calendar
 Chesterfield School Little Dragons 2 Preschool Calendar

Board Policy

There was no vote on board policy, this item was tabled until the next board meeting.

Second Reading of Revised Policy (Attachment) – Public

The following revised policy is being presented for the second reading:

Policy 3515.1 Personal Electronic Devices/Personal Cell Phones

Personnel

Approval of 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>
Melissa Berger	Missed Prep - lack of coverage (1/27/2020, 1/28/2020, 1/29/2020)	\$105.00
Tanya Bloom	Missed Prep - lack of coverage (1/7/2020, 1/9/2020, 1/10/2020, 1/15/2020, 1/22/2020, 1/28/2020, 1/29/2020)	\$245.00
Melissa Hillman	Missed Prep - CST meetings (1/21/2020 & 1/31/2020)	\$70.00
Valerie Lydon	FVL Luggage drop off	\$39.00
Valerie Lydon	Report Card grading and Prep for SA	\$364.00
Karen Stryker	Missed Prep - I&RS meeting (1/28/2020)	\$35.00

NJFLA Leave of Absence

Approval of NJFLA for Sharon Vizcaino-Angelucci, from January 21, 2020 through April 23, 2020.

Rescind Approval of Lunch/Recess/Copy Aide

Approval to rescind approval of Carol Gibson as a lunch/recess/copy aide at a total salary of \$7,107.32 that originally appeared on the January 22, 2020 board agenda. She will continue to work as a substitute lunch/recess/copy aide.

Retirement

Approval, with regret, of the retirement of Earl Worgess, Health/Physical Education Teacher, effective April 1, 2020.

Maternity Leave of Absence

Approval of maternity leave of absence for Jennifer O'Brien, Music Teacher, from April 20, 2020 through January 31, 2021.

Resignation

Approval, with regret, of the resignation of Marylyn Campanella, School Nurse, effective March 3, 2020.

Proctors for CogAT Testing

Approval of 2 lunch/recess aides to proctor for 2 hrs/day paid at their hourly rate to monitor kindergarten CogAT testing March 10th and 11th, 2020.

Proctors for Terra Nova Testing

Approval of 5 lunch/recess aides to proctor for 2.5 hrs/day paid at their hourly rate to monitor 2nd grade Terra Nova testing the week of March 16th through the 20th 2020.

Substitute

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

Donna Skrzenta Lunch/Recess Aide (pending background check)

Part-Time Custodian

Approval of Carlos Benitez as a part-time custodian for the remainder of the 2019-2020 school year, effective February 21, 2020 for 3.5 hours per day (43.8%) at Custodial Step 6 at a prorated amount of \$7,321.25.

Curriculum & Instruction

Field Trips

Approval of the following field trips:

DATE	REASON	DESTINATION	GRADE
3/12/2020	6 th Grade Orientation	Northern Burlington Middle School	6 th Grade
4/3/2020	Enhance Math and Science Curriculum	East Windsor Bowling	Kindergarten
5/19/2020	Enhance Social Studies Curriculum	Washington Crossing Historical Park	4 th Grade
5/20/2020	Enhance Science Curriculum	Johnson's Corner Farm	1st Grade

District Sponsored Clubs & Supervisors for Winter Program (Attachment)

Recommend approval of district sponsored clubs & supervisors for Winter 2020 program at a student activity fee of \$35.00 per club.

Health & Safety

Nurses Report – January (Attachment) – Public

Emergency Drill Report (Attachment) – Public

Student Code of Conduct (Attachment) – Public

HIB Incidents (Attachment)

December Final Approval:

There were no HIB incidents reported in December.

January Preliminary Approval:

There was one HIB incident reported and one non-confirmed for January.

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 Source
Andrea Katz	Board Member	Trenton, NJ	NJSBA Ready, Set, Bargain	1/24/2020	\$149.00		
Scott Heino	Superintendent	Lawrenceville, NJ	NJASA – A Path Toward Excellence Through Equity	2/13/2020	\$149.00	\$12.18	
Marissa Holloway	5th Grade	Mt. Laurel, NJ	Strengthen Students' Mindfulness: Increase Your Students' Self-Control While Reducing Anxiety and Challenging Behaviors	3/17/2020	\$279.00		
Charmaine Ramos	Nurse	Princeton, NJ	NJSSNA 2020 Spring Conference	3/27-28/2020	\$229.00	\$15.40	
Jaelyn Schaffer	Kindergarten	Princeton, NJ	Elementary Math: Anxiety to Mastery	7/7-7/9/2020	\$150.00	\$44.94	
Jeanine May-Sivieri	Supervisor of C&I	Monroe, NJ	Schools That Promote Self-Efficacy and Productive Struggle	2/25/2020	\$149.00		
Laura DiMeola	Media Specialist	Mt. Laurel, NJ	What's New in Children's Literature	3/26/2020	\$279.00	\$11.31	
Michael Mazzoni	Principal of Operations	Monroe Twp, NJ	School Security: Evolving Challenges and Opportunities	3/5/2020	\$150.00	\$14.28	
Michael Mazzoni	Principal of Operations	Monroe Twp, NJ	Social Emotional Learning and the Arts	4/20/2020	\$149.00	\$14.28	

Accompany Students on Operation Dreamlift

Approval for Michael Mazzone, Melissa Carlton, and Ruben Moncada to accompany students on Operation Dreamlift to Orlando, Florida on May 5, 2020 at no cost to the district.

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

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)

Approve the following financial reports for January:

- Expenditures - Approval and ratification of Expenditures for January 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 January
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report
- Unemployment Ratification List

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

Expenditures - Approval and ratification of Expenditures for February 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.

SEMI Waiver

Recommend approval of the submission of a request for a waiver to be exempt from the SEMI program for the 2020-2021 school year.

Facilities Update/Information

Building & Grounds Report (Attachment) – Public

School Dude Report (Attachment) – Public

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

Solar Renewable Energy Credits Analysis (Attachment) – Public

Use of Facilities

Approval of the attached use of facilities for the 2019-2020 school year.

Name Of Organization	Facility requested	Description of Activity	Date
CTAA	Media Center & Classroom	Baseball Draft Night	2/24/2020
PTA	Media Center	Childhood Anxiety Seminar	2/26/2020
Girl Scout Troop 21559	Art Room	Meetings	3/4, 3/18, 4/1, 4/22, 5/6, 5/20, 6/3/2020
PTA	Atrium	Gertrude Hawk Pick-Up	4/2, 4/3/2020
Child Evangelism Fellowship	Media Center	Good News Club	4/22, 4/29, 5/6, 5/13, 5/20/2020
PTA	Cafeteria	Blingo	4/24/2020
PTA	Cafeteria	5th and 6th Grade Fun Night	4/3/2020
Champions	Cafeteria; Tables and Benches	Summer Camp	6/22 – 8/28/2020

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

Minutes

Personnel

Curriculum & Instruction

Health & Safety

Staff Professional Development

Board Secretary Monthly Certifications

Financials

Facilities

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

Other Business

The board discussed covering the cost of substitutes for the February 2020 Fairview Lake trip.

A motion was made by Mrs. Katz and seconded by Mrs. Halaw to approve that the district will cover the cost for substitute teachers, paraprofessionals, and custodians for the February 2020 Fairview Lake Trip in the amount of \$5,300.00.

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

Mrs. Halaw suggested the board consider passing a resolution titled in Support of Secure Firearm Storage Guardian Notification.

Mrs. Katz asked the board if they are interested in applying for the State of New Jersey Implementation Grants which provides reimbursement of costs associated with school district consolidation studies.

Other Public Comments – No Comments

Adjourn to Executive Session

A motion was made by Mrs. Halaw and seconded by Mr. Litt to adjourn to executive session at 10:13 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

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.

Return to Public Session

A motion was made by Mrs. Halaw and seconded by Mrs. Lynch to return to public session at 10:34 p.m.

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

Adjournment

A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Mrs. Lynch at 10:35 p.m. All agreed.

Respectfully submitted,

Andrew Polo

Andrew Polo
Business Administrator/Board Secretary