

Chesterfield Township Board of Education
Regular Meeting 6:00 p.m.
Tuesday, March 31, 2020
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:11 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
Mrs. Kerri Lynch

Other 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 March 27, 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:

April 29, 2020 Public Hearing and Regular Monthly Meeting

4. Presentations

4A. Presentation of the Tentative 2020-2021 Budget

Presentation of the tentative 2020-2021 budget by Mr. Scott Heino, Superintendent and Mr. Andrew Polo, Business Administrator.

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.

Susan Layton thanked the Board for having the meeting via live stream. She commented about the paraprofessionals and about the budget.

Terran Brown thanked the Board for all they are doing. He commented on the budget and asked how the board will prepare for another pandemic outbreak.

Ashley Watson thanked the Board for paying paraprofessionals for the first week of the school closure. She commented on Delta T, unemployment and paraprofessionals being paid through the duration of the school closure.

Jignesh Shah stated he echoed everything Dr. Brown said. He commented on the budget and thanked the Board for all they do.

Vandana Singh stated that she works as a paraprofessional at the school and asked the board for help in paying the paraprofessionals during the school closure.

Belinda Blazic asked the Board if they have ever considered having a budget advisory committee. She asked if the negotiated contract was available.

Sheri Sheridan stated she is a paraprofessional who supports teachers and students; she feels the company she works for doesn't support the paraprofessionals. She said she was looking forward to hearing the board's decision on whether or not the paraprofessionals would be paid during the school closure.

Shamita Alwani thanked the board for reinstating paraprofessionals in the 2020-2021 budget. She commented that she appreciated what Dr. Brown said.

6. 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.

6A. Financial Approvals (Attachment)

Approval of the following financial reports for February:

- 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.
- Transfers for February
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

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

Expenditures - Approval and ratification of Expenditures for March 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.

A motion was made by Mrs. Halaw and seconded by Mrs. Katz to amend the proposed tentative 2020-2021 budget by 2 percent.

A call of the roll indicated an affirmative vote. Three ayes. Two nays. (Hoggan & Litt) Motion carried.

6B. Tentative 2020-2021 Budget

Approval of the following resolution for the tentative 2020-2021 Budget:

A motion was made by Mrs. Halaw and seconded by Mrs. Katz to approve the following resolution for the tentative 2020-2021 Budget:

BE IT RESOLVED to approve a school district budget for the Chesterfield Township Board of Education:

RESOLUTION
 CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
 APPROVAL OF THE TENTATIVE 2020-2021 SCHOOL BUDGET

BE IT RESOLVED that the Chesterfield Township Board of Education does hereby authorize the Business Administrator to transmit the tentative 2020-2021 Budget to Executive County Superintendent for approval.

2020-2021 Budget

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund (Total Operating Budget)	\$13,295,317.00	\$ 9,817,086.00
Special Revenue Fund	\$ 187,398.00	\$ N/A
Debt Service Fund	<u>\$ 2,305,738.00</u>	<u>\$ 1,968,039.00</u>
Total	\$15,788,453.00	\$11,785,125.00

Regular General Fund Tax Levy-Base Budget

BE IT RESOLVED that there should be raised for General Funds \$9,817,086.00 for the ensuing School Year (2020-2021).

The supporting documents of this budget also contain an itemization of certain expenditures required under administrative regulations.

NOTE – changes may still be made up until the Public Hearing on April 29, 2020.

A call of the roll indicated an affirmative vote. Three ayes. Two nays. (Hoggan & Litt) Motion carried.

6C. Approval of Maximum Travel Expenditure for 2020-2021

Approval of the following resolution:

CHESTERFIELD TOWNSHIP SCHOOL DISTRICT
2020-2021 MAXIMUM TRAVEL EXPENDITURE

WHEREAS, the Chesterfield Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, the actual travel and related expenses for the 2018-2019 school year was \$11,319.32, the amount budgeted in 2019-2020 for travel and related expenses was \$21,475.00, the amount spent to date for travel and related expenditures for the 2019-2020 school year is \$25,156.12 and the estimated travel and related expenditures for the 2019-2020 school year is \$31,973.64; and

THEREFORE, BE IT RESOLVED, that the Chesterfield Township Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$40,000.00 for the 2020-2021 school year for all staff and board members.

6D. Approval of the Following

6D.a Approve April 29, 2020 as the date for the Public Hearing on the Budget at 6:00 p.m.

6D.b Authorize Advertising of the Tentative 2020-2021 Budget on April 24, 2020.
Pending receipt of approval from the Executive County Business Administrator.

6E. Approval to Pay Contracted Services

Approval to pay contracted services (Delta T Paraprofessionals) through April 9, 2020 or through the rest of the 2019-2020 school year.

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

6D.a To amend the start time of the April 29, 2020 regular and public hearing meeting from 7:00 p.m. to 6:00 p.m.

6A, 6C, 6D, 6E

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

7. Other Business

Mrs. Katz asked about the Superintendent's evaluation. Mr. Heino and Mrs. Hoggan, Board President stated we are going to start as planned with a preconference in executive session.

8. Other Public Comments

Susan Layton commented on the budget, she stated she was disappointed with the change in the tax levy.

Terran Brown commented on the budget, he stated he is disappointed and agrees with Susan Layton.

Laura Bond stated that at the next presentation she would like to see how increasing the budget will help with student learning.

Jignesh Shah stated he was disappointed in the budget.

9. Adjournment

A motion was made to adjourn the meeting by Mr. Litt and seconded by Mrs. Katz at 7:49 p.m. All agreed.

Respectfully submitted,

Andrew Polo

Andrew Polo
Business Administrator/Board Secretary