

Chesterfield Township Board of Education
Regular Meeting and Public Hearing on Budget 6:00 p.m.
Conducted via Live Video Stream
Wednesday, April 29, 2020
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:01p.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 April 10, 2020 and April 24, 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

May 20, 2020 Regular Monthly Meeting

Ms. Christina Hoggan, Board President thanked the staff for all their hard work.

4. Public Hearing - Presentation of Proposed 2020-2021 School Budget

Public Hearing of proposed 2020-2021 School Budget presented by Mr. Scott Heino, Superintendent and Mr. Andrew Polo, Business Administrator.

5. Public Comment – On Public Hearing 2020-2021 School Budget Items Only

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 commented on her concerns with the budget and the burden on the tax payers.

Terran Brown commented on his disappointment with the Board's decision to amend the budget to a two percent increase in the tax levy, starting new programs without evaluating them, and no transparency in the budget. He stated you are not prepared for major cuts.

Kelley Johnson commented that she is in favor of the budget considering COVID-19. She stated more attention needs to be given to the students who are doing academically well.

Jignesh Shah commented on the budget and urged the Board to keep the tax levy flat.

Pallavi Ashok commented on the budget and asked what kind of improvements will be made with curriculum.

Belinda Blazic commented that she was disappointed to hear there are no evaluations on programs. She asked what the plan is to reduce costs, and feels there needs to be more transparency. She requested the board consider a budget advisory committee at the last board meeting but never saw anything posted.

Mr. Heino stated that he wanted to make it clear that we do evaluate all of our programs; we collect data and do comparisons.

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.

Paul Cincotta commented on the budget, he feels you need to give more back to the tax payers.

Aparna Shah commented on the budget and believes all tax payers deserve a break.

A motion was made by Mrs. Halaw and seconded by Mrs. Katz to close public comment.

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

6. Board of Education

6A. Approval of the Adoption of the 2020-2021 Budget (Attachment) - Public
Approval of the following resolution for the proposed 2020-2021 School Budget:

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

BE IT RESOLVED that the Chesterfield Township Board of Education does hereby authorize the Business Administrator to transmit the 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.

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

7. 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.

Belinda Blazic said thank you for the clarification on the program evaluations.

Susan Layton commented on her disappointment with the Board's decision with the budget. She feels tax payers should come first.

Terran Brown stated that he agrees the Board needs the full arsenal, but should hold off until we know what the future looks like. He stated that in his first comment he meant to say that the school should be having independent evaluations done by an outside organization that would be objective.

Shamita Alwani stated we need clear measurable feedback, and said find out who's not being accountable so we aren't throwing cash at something unfixable.

Bhaskara Modukuru stated that he doesn't see the school ranking going up even though we've received two million plus in state aid. He wants to see in writing where the money is being spent and what the major cause is of the taxes going up.

Aparna Shah commented on her disappointment with the board for approving the budget, and stated that she heard Chesterfield students are behind. She urged the board to invest the money in education.

Laura Bond stated that she heard just the opposite, that Chesterfield students are prepared when they move on. She commented; make sure all hands are on deck and working together.

8. Minutes

Approval of Minutes (Attachment)

Approval of the minutes for the following meetings:

| | |
|-------------------|-------------------|
| February 19, 2020 | Regular Meeting |
| February 19, 2020 | Executive Meeting |
| March 3, 2020 | Regular Meeting |
| March 3, 2020 | Executive Meeting |
| March 31, 2020 | Regular Meeting |

9. Board Committee/Superintendent Reports

9A. Board Committee

Human Resources

- Staff approvals
- Remote instruction update
- Resources needed for next school year
- Transportation for afterschool programs
- Business Administrator and Superintendents contracts
- Preparation for potential shut down next year

Curriculum & Instruction

- Update on remote learning
- 5-year curriculum plan
- 4th marking period grading
- Alternate 6th grade graduation
- FVL trip concerns for next school year
- Remediation programs/planning for next year

Finance

- The finance committee recommends raising the tax levy two percent
- Many unknowns with state aid for the 2020-2021 school year
- The Board will be frugal with spending decisions even though we are increasing the two percent

Student Services

- All students are involved in remote learning
- Reading clinic is moving on virtually
- OT and speech are online
- Summer reading and ESY will happen even if virtually
- Evaluations are happening online

Fair Funding Action Committee

FFAC is lobbying for schools. They feel state aid will be lower than what was released in February, could be as much as 20 percent lower.

Mrs. Katz stated that all the major education associations are writing letters to ask Governor Murphy to make the call about closing schools for the remainder of the 2019-2020 school year. They don't feel schools can handle it yet.

Mrs. Halaw stated that the District Advisory Committee should meet and get feedback from the staff.

| <u>Committee</u> | | |
|---|--------------|-----------------------------------|
| Human Resources | Chair | Andrea Katz Matthew Litt |
| | Admin. Reps. | Coletta Graham Michael Mazzone |
| 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: | | 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 |

9B. Superintendent's Report

Mr. Heino stated that he appreciates all the work that has been done during the corona virus. Even though the building is closed, we are still working, normal operations continue. We are getting ready for summer programs, class lists for next school year, we are meeting together and are still preparing so no matter when we return we will be ready.

9B.1 Student Enrollment

| Grade Levels | March 2020 | April 2020 | Net Change |
|----------------------------------|------------|------------|------------|
| Pre-School | | | |
| <i>Tuition</i> | 16 | 15 | -1 |
| <i>Non-Tuition</i> | 12 | 12 | |
| <i>LMD (non-tuition)</i> | *7 | *7 | |
| <i>UMD (non-tuition)</i> | *4 | *4 | |
| Kindergarten | 87 | 87 | |
| 1st | 102 | 103 | +1 |
| 2nd | 99 | 99 | |
| 3rd | 115 | 116 | +1 |
| 4th | 105 | 105 | |
| 5th | 109 | 110 | +1 |
| 6th | 113 | 113 | |
| Total In-District | 758 | 760 | +2 |
| Attending Out-of-District | 6 | 6 | |

| | | | |
|----------------|------------|------------|-----------|
| Schools | | | |
| Shared | 1 | 1 | |
| Total | 765 | 767 | +2 |

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

10. Personnel

10A. Extra Time

Approval of the following extra time for the following employees:

| <u>Staff Member</u> | <u>Brief Description of Work Completed</u> | <u>Total amount</u> |
|---------------------|--|---------------------|
| Jennifer Ancelo | Report Cards for SA | \$104.00 |
| Jillian Biddle | Report Cards for SA | \$104.00 |
| Melissa Hillman | Missed Prep - special cancelled & CST meetings (2/6/2020, 2/21/2020, 2/24/2020, 2/25/2020 & 2/27/2020) | \$175.00 |
| Courtney Kovac | Missed Prep (2/28/2020) | \$35.00 |
| Anne Lawrence | Missed Prep - specials cancelled (2/26/2020, 2/28/2020) | \$70.00 |
| Melissa Sakimura | Report Cards for SA | \$104.00 |

10B. Special Education Teacher

Approval of Sarah Tiedemann as a Special Education Teacher, effective March 19, 2020 through June 30, 2020 at BA Step 1, \$54,936.00, prorated in the amount of \$18,952.92.

10C. Sick Pay Compensation

Approval of sick pay compensation to Earl Worgess, due to his retirement, per the negotiated agreement, not to exceed the amount of \$10,500.00, payable on July 15, 2020.

10D. Movement on Salary Guide

Approval of movement on salary guide for Nicole DiMaiuta from BA Step 3-5 to BA+9 3-5; \$55,936.00 to \$56,436.00 effective March 4, 2020 (prorated from \$21,815.04 to \$22,010.04).

10E. Maternity Leave of Absence

Approval of maternity leave of absence for Frances Sielski, Resource Teacher, from approximately May 22, 2020 through June 30, 2020.

10F. Renew Certificated Staff (Attachment)

Approval of the attached list of certificated staff members for the 2020-2021 school year.

10G. Renew Non-Certificated Staff (Attachment)

Approval of the attached list of non-certificated staff members for the 2020-2021 school year.

11. Health & Safety

11A. Nurses Report – February and March (Attachment) – Public

- 11B. Emergency Drill Report (Attachment) – Public
 Lock Down Drill February 28, 2020
 Lock Down Drill March 6, 2020
 Fire Drill March 9, 2020

- 11C. Student Code of Conduct (Attachment) – Public

- 11D. HIB Incidents

January Final Approval:

The HIB incident reported was amended by the Board of Education to be both confirmed and non-confirmed for January.

February Preliminary Approval:

There were no HIB incidents reported for February.

12. 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.

- 12A. Financial Approvals (Attachment)

Approval the following financial for March:

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

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

Expenditures - Approval and ratification of Expenditures for April 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.

- 12B. Physical Therapist (Attachment)

Approval of Clare Fannon as Physical Therapist for the remainder of the 2019-2020 school year at a per diem rate of \$90.00/hour.

- 12C. Mercer County Special Services School District 2019-2020 Tuition Agreement (Attachment)

Approval of the attached 2019-2020 tuition agreement with Mercer County Special Services School District for SID#5548170702 effective January 22, 2020 through June 30, 2020, in the prorated amount of \$24,543.00.

12D. CPEF Grant Acceptance (Attachment) - Public
Approval of the following grants:

Melody Khalifa, School Counselor is requesting Camp Fire character ed program for the 2020-2021 school year.
Cost \$7,500.00

Danielle Christiansen, School Counselor is requesting the follow-up to Rockin' for Respect character ed activity for a Home Depot gift card in the amount of \$200.00 for purchase of river rocks.

Joan Mueller, Kindergarten Teacher is requesting the purchase of 22 "Be You" Books to be shared through all grade levels, the library and school counselors. Cost \$222.85

Wendy Lawrence, 1st Grade Teacher is requesting 125 seat sacks for all first grade. Cost \$1,368.75

Tanya Bloom, MD Teacher is requesting Adaptive books for students with special needs. Cost \$200.00

12E. Medical, Prescription and Dental Coverage Rates (Attachment)
Approval of Medical and Prescription rates through the Schools Health Insurance Fund (SHIF) and Dental Coverage rates through Horizon Blue Cross/Blue Shield of New Jersey effective July 1, 2020 to June 30, 2021 as per the attachments.

12F. Agreement with Burlington County Special Services (Attachment)
Approval to enter into a shared services agreement with Burlington County Special Services for the 2020-2021 school year for:

Professional Services (PSA)
Non Public Chapters 192/193
Non Public Nursing Services
Non Public IDEA Grant Allocation

13. Facilities Update/Information

13A. Building & Grounds Report (Attachment) – Public

13B. School Dude Report (Attachment) – Public
The work order and incident reports for February and March from the School Dude software are attached.

13C. Solar Renewable Energy Credits Analysis (Attachment) – Public

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

8, 10, 11, 12, 13

Ms. Hoggan abstained from 11D

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

14. Other Business

CSA Evaluation – Mr. Heino has made schedule
The online system for Self-Evaluation and the CSA Evaluation open up on May 18

15. Other Public Comments

Bhaskara Modukuru commented on remote learning.

Kelley Johson commented on remote learning. She stated consider a pass/fail for report cards. She asked if administration is looking into the consistency with remote learning.

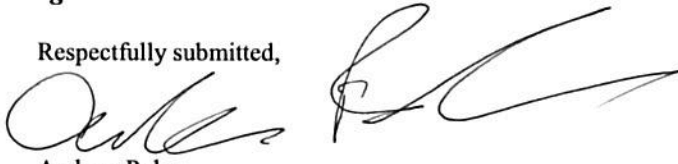
Terran Brown asked what the plan will be to assess the students upon their return to school. He also commented on how the budget was presented to the public.

Joell Nemeth commented that there should be some kind of consistency required with teaching remotely so students don't fall behind if their teacher isn't doing enough.

Adjournment

A motion was made to adjourn the meeting by Mrs. Katz and seconded by Mr. Litt at 8:26 p.m. All agreed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Andrew Polo', written in a cursive style.

Andrew Polo
Business Administrator/Board Secretary