

Chesterfield Township Board of Education
Regular Meeting 6:00 p.m.
Conducted via Live Video Stream
Wednesday, May 20, 2020
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:02p.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

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 January 12, 2020 and meeting time change on May 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:

June 24, 2020 Regular Monthly Meeting

School District Important Dates

May 22 -25, 2020	School Closed – Memorial Day Weekend
June 17, 2020	Virtual 6th Grade Graduation
June 18, 2020	Last Day of School

4. Presentation

CPEF presented a short video of the 2019-2020 Boosterthon Fun Run.

Kelley Johnson stated we hope teachers can share the video with students on their google drive. Please let the CPEF know if we can assist in anyway. The CPEF is presenting two Northern Burlington Regional seniors with scholarships. Yearbook delivery is on schedule.

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.

Laura Flynn, CTEA acting president thanked the Board for acknowledging the teaching staff during Teacher Appreciation week. She stated she is proud of the amazing staff and the new way of teaching. The association is looking forward to working with the Board this summer to plan for fall and winter.

April Kirkpatrick asked about the virtual 6th grade graduation.

Mr. Heino stated he would be sharing more about the virtual graduation this evening.

6. Minutes (Attachment)

Approval of the minutes for the following meetings:

April 29, 2020	Regular Minutes and Public Hearing
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7. Board Committee/Superintendent Reports

7A. Board Committee

Human Resources

- District advisory committee met to see how teachers are doing
- Healthcare changes
- Hiring process
- NBR paying bus drivers
- PD for remote learning
- Consistency across grade levels
- Understanding expectations

Curriculum & Instruction

- Update on remote learning
- Health Department closure plan
- 5-year curriculum plan
- 4th marking period grading
- Summer PD – remote
- Update of district goals
- Virtual parent meetings
- Summer remedial program

Finance

- Went through funding updates
- Hiring
- Strategies for spending
- Reevaluating spending
- Purchasing supplies for when we return such as gloves, masks, and disinfecting machines for classrooms
- HVAC up and running
- Strauss Essmay
- Food Service RFP
- Auditor
- Firehouse, looked at documentation

Student Services

- Plans for returning personal items to students
- Graduation
- SEL – keeping an eye on students
- G&T – unchanged
- Evaluations are moving along online
- Functional data
- IR&S – looking over list
- Plans for September with virtual learning
- Parent feedback
- Works for Dyslexia

Legislative Committee

Mrs. Katz attended meeting virtually; Senate President doesn't have any financial information answers yet. No details on regionalization and consolidation. We were told to have 2 budgets prepared.

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:		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

7B. Superintendent's Report7B.1 Student Enrollment

Grade Levels	April 2020	May 2020	Net Change
Pre-School			
<i>Tuition</i>	15	15	
<i>Non-Tuition</i>	12	12	
<i>LMD (non-tuition)</i>	^{*7}	^{*7}	
<i>UMD (non-tuition)</i>	^{*4}	^{*4}	
Kindergarten	87	87	
1st	103	102	-1
2nd	99	99	
3rd	116	116	
4th	105	106	+1
5th	110	110	
6th	113	113	
Total In-District	760	760	760
Attending Out-of-District Schools	6	6	6
Shared	1	1	1
Total	767	767	767

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

7B.2 Presentation of the Following Topics:

Mr. Heino updated on the following topics:

- End of year planning – remote learning
- Parent meetings – over 250 parents attended and gave great feed back
- Parent survey
- Staff survey
- Wrap up with new instruction the week of June 8th
- Social emotional health focus to end the school year
- Expectations
- Solid plan for September, it's been a process and we are growing
- Appreciation of staff and administration
- Update on fourth quarter grading
- End of year clean out May 26 through June 4
- 6th Grade Graduation
- Kindergarten registration and screenings
- Summer programs will be held virtually

8. Personnel8A. Retirement (Attachment)

Approval, with regret, of the retirement of Linda Nice, Assistant to the Superintendent, effective September 1, 2020.

9. Health & Safety9A. Nurses Report - April (Attachment) - Public9B. IIB Incidents

WHEREAS, a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et. seq.) defines Insurance as an Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint The Barclay Group as its RMC and;

BE IT FURTHER RESOLVED that the DISTRICT's Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto.

10D. Contract to Perform 2019-2020 Audit (Attachment)

Approval of the contract with Holt McNally & Associates, Inc. to perform the audit on the financial records for the 2019-2020 school year not to exceed \$19,000.

10E. CPEF Grant Acceptance (Attachment) - Public

Approval of the following grants:

Melody Khalifa, School Counselor is requesting Master Locker Combination Locks to prepare 6th grade students transitioning to middle school. Cost \$454.29

10F. Approval to Post RFP for Food Service Management Company

Approval to solicit for Food Service Management Company through an RFP for the 2020-2021 school year.

11. Facilities Update/Information

11A. Building & Grounds Report (Attachment) - Public

11B. School Dude Report (Attachment) - Public

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

11C. Solar Renewable Energy Credits Analysis (Attachment) - Public

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

6, 8, 9, 10, 11

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

12. Other Business

The Board asked to have the playground taped off.

Mrs. Halaw suggested everyone should read "Searching for The New Normal" from the NJSBA.

Mr. Heino noted that the state of Maryland also has a good plan to read.

Congratulations to Mrs. Halaw on receiving the NJSBA New Board Member Boardmanship Certification.

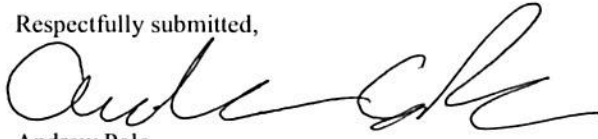
13. Other Public Comments

Kelley Johnson asked what day new instruction will end. Mr. Heino stated new instruction will end on June 11, 2020.

Adjournment

A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Mrs. Katz at 7:31 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