

Chesterfield Township Board of Education
Regular Meeting 6:00 p.m.
Conducted via Live Video Stream
Wednesday, June 24, 2020
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:03p.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. Call To Order

Pledge of Allegiance\Moment of Silence

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 12, 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:

July 15, 2020 Regular Monthly Meeting

School District Important Dates

July 6-30, 2020 Remedial/ESY/Pre-K ESY Virtual Summer Program Monday – Thursday

4. 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. – No Comments

5. Minutes (Attachment)

Approval of the following minutes:

May 20, 2020 Regular Minutes

6. Board Committee/Superintendent Reports

6A. Board Committee

Human Resources

- Remote Learning
- Hiring updates
- Principal structure
- Parent Surveys
- PD for remote learning
- Summer staffing
- Possibilities for opening in Septemeber

Curriculum & Instruction

- Emergency Preparedness Plan (EPP)
- Understanding by Design
- Eureka Math Training
- Responsive Classroom Training
- 5 year curriculum review plan updated
- Moving 5 year ELA & Math curriculum plan back 1 year
- Doubling students for summer remedial program
- Parent feedback from virtual parent meetings
- Stipends for 2019-2020 school year paid

Finance

- Proposed reduction in state aid
- Discussed possible budget cuts for 2020-2021
- Summer programing costs
- Cost for policy work
- Food Service RFP
- Firehouse study being done by Township
- Architect proposal for Long Range Facility Plan

Student Services

- Social emotional support
- ESY & Reading Clinic
- One on One working with same teacher
- Counselors 20 hours each for summer
- School Psychologist getting Trauma certificate
- Crisis Prevention Training for student anxiety
- Counselors & CST focusing on diversity & racism
- Inclusion class
- Same state guidelines for evaluations

- Students are getting their needs met
- Parent surveys

<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

6B. Superintendent's Report

6B.1. Student Enrollment

Grade Levels	May 2020	June 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	102	102	
2nd	99	99	
3rd	116	116	
4th	106	106	
5th	110	110	
6th	113	113	
Total In-District	760	760	760
Attending Out-of-District	6	6	6

Schools			
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.

6B.2. Presentation of the Following Topics

Prior the presentation Mr. Heino thanked the staff for all they did during the difficult situation. He stated he appreciates the staff's dedication. He thanked the staff for the work they did to put on the virtual graduation and Mrs. Wszolek for the great job she did putting the parade together. He thanked all the parents for being a part of our school.

- Reopening September 2020
- Reopening Committee meetings on Tuesdays 6/30/20 through 7/28/20
- Reopening Committee Goals
- Parent Meetings
- Parent Survey
- Parent Survey Comments
- Summer Programs
- Summer Committee Work
- 2020-21 Budget Update
- FVL 2021
- Emergency Preparedness Plan (EPP)
- Champions Summer Program

6B.3. Emergency Preparedness Plan (Attachment)
Approval of the Emergency Preparedness Plan.

7. Personnel

7A. Reappointment of Business Administrator/Board Secretary for 2020-2021 (Attachment)

RESOLVED that the Board of Education approve an employment contract between the Chesterfield Township Board of Education and Andrew Polo effective July 1, 2020 through June 30, 2021 at a salary of \$111,564.00. This employment contract has been approved by the Executive County Superintendent of Schools in accordance with N.J.A.C. 6A:23A-3.1.

7B. Maternity Leave of Absence

Approval of maternity leave of absence for Leia DeLisa, 3rd Grade Teacher, from approximately September 1, 2020 through April 12, 2021.

7C. Resignation

Approval, with regret of the resignation of Nicole Loftus, Resource Teacher effective June 30, 2020.

7D. Elementary Special Education Teacher

Approval of Mariel Tringali as Elementary Special Education Teacher for the 2020-2021 school year at BA Step 4 - \$56,437.00.

7E. Health/Physical Education Teacher

Approval of Gabrielle Kruzik as Health/Physical Education Teacher for the 2020-2021 school year at BA Step 3 - \$55,936.00.

7F. Interim Music Teacher

Approval of Amandalis Barrood as an Interim Music Teacher to act in the place of Jennifer O'Brien pursuant to N.J.S.A. 18A:16-1.1 from September 1, 2020 to February 1, 2021 at a salary of \$22,775.68, including one transition day upon Mrs. O'Brien's return. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

7G. Basic Skills Teacher

Approval of Lashay Johnson as Basic Skills Teacher for the 2020-2021 school year at MA Step 7 - \$60,998.00.

7H. Interim Third Grade Teacher

Approval of Ashlee Gray as an Interim Third Grade Teacher to act in the place of Leia DeLisa pursuant to N.J.S.A. 18A:16-1.1 from September 1, 2020 to April 12, 2020 at a salary of \$35,198.42, including one transition day upon Mrs. DeLisa's return. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

7I. Elementary Special Education Teacher

Approval of Haley Price as Elementary Special Education Teacher for the 2020-2021 school year at BA Step 2 - \$55,436.00.

7J. Observation

Approval for Montclair University supervisor to observe Elizabeth Schauer during the fall of 2020.

7K. Summer Hours 2020

Remote Summer School Program Positions

(July 6, 2020, through July 30, 2020 – Monday through Thursday)

Recommend approval of the following summer school positions for 2020. Teachers and nurse will be compensated at \$52.00 per hour per negotiated agreement.

Remedial Summer School (Remote Instruction)

Courtney Kovac – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00
Laura Garafalo – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00
Antoinette DiEleuterio – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00
Nicole Hartman – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00
Jillian Biddle – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00
Tim Hart – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00

Substitute Teacher for Summer Programs (ESY and remedial, or as paraprofessional) as needed.

Krista Metz

ESY and Reading Clinic Teachers (Remote Instruction)

Melissa Chou – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00
Lisa Moore – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00
Erin Casey – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00
Mariel Tringali – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00
Julia Johnson – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00
Tanya Bloom – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00
Elizabeth Schauer – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs. \$3,484.00

School Counselors

Melody Khalifa and Danielle Christensen to provide 20 hours of counseling services during Summer, 2020. This work to include group/individual sessions with students and design work for SEL and Diversity supports for the 2020/21 school year. 20 hrs/x 2 @ \$52/hour Total \$2,080.00.

Kindergarten Screening

Kindergarten Screenings to be conducted virtually during the month of July. Total hours anticipated are 26 hours per teacher. The following individuals will be conducting the screening design, screening, scoring and documentation: 26 hrs/x 5 @ \$52/hour Total \$6,760.00.

Joan Mueller
Sue Woodruff
Victoria Wolochow

Jaelyn Schaffer
Carla Rigolizzo

Related Services - ESY

Speech – Taylor Roberts Per IEPs-Approx. 45 hrs. @ \$52.00 + 4 evaluation @ \$375.00 = \$3,840.00
OT – Anne Marie Petty Per IEPs-Approx. 35 hrs. @ \$52.00 + 1 evaluation @ \$375.00 = \$2,195.00
PT – Debra Yuhas Per IEPs-Approx. 20 hrs. + 1 evaluation as per contract

Child Study Team & Related Services

Wendy Sheridan LDT/C 25 hours @ \$52/hour + 7 evaluations @ \$375.00 = \$3,925.00
Cindy McNally Social Worker 25 hours @ \$52/hour + 3 evaluations @ \$375.00 = \$2,425.00
Melissa Carlton School Psychologist 25 hours @ \$52/hour + 10 evaluations @ \$375.00 = \$5,050.00

School Nurse

Charmaine Ramos to provide nursing support during period 7/6/2020 - 7/23/2020 as needed for in-person CST evaluations. Days/hours to be scheduled through CST office. Maximum 4 hrs. per day @ \$52/hour Total \$2,496.00 - Mon through Thurs.

Extra Time-Special Education Meetings

Teachers (to be determined based upon class placements and availability) to attend CST meetings virtually during summer, 2020.

General Ed Teachers - 17 hrs. @ \$52/hour Total \$884.00

Special Ed Teachers - 17 hrs. @ \$52/hour Total \$884.00

Life Skills Curriculum Development

Kim Barca - Summer, 2020 work to include development of AAC materials/presentation and participation in Life Skills curriculum development - 5 hrs. @ \$52/hour Total \$260.00.

Enrichment Activities

Nicole DiMauita - 10 hrs. to research; prepare enrichment activities to be offered to students during summer, 2020. 10 hrs. @ \$52/hour Total \$520.00.

Technology Summer Hours

Angela Manning Technology 80 hours @ \$52/hr. = \$4,160.00

Summer Custodians

Approval of the following as part-time summer custodian commencing June 22, 2020 through August 28, 2020, 26 hours per week at an hourly rate of \$13.25.

Christopher Tulli

Approval of the following as part-time summer custodian commencing June 22, 2020 through August 28, 2020, up to 26 hours per week at an hourly rate of \$13.25.

Joseph Buscarnara
Miranda Briel – pending background check

Approval of the following part-time summer custodian commencing June 22, 2020 through August 28, 2020, 10 hours per week at an hourly rate of \$13.25.

Heather Merrick

Extra Summer Custodial Hours

Approval of extra summer custodial hours for Carlos Benitez, additional 8.5 hours per week at his hourly rate.

Summer Clerical

Approval for Carol Gibson (\$12.00/hour) and Kelly D’Oria, (\$15.85/hour), as needed to perform clerical duties during the summer months not to exceed 20 hours each.

The Following Item was Table until the next board meeting – No action was taken

Media Center Summer Hours

Laura DiMeola 25 hours @ \$52/hr. = \$1,300.00

Vivian Cacace 25 hours @ \$18.18/hr. = \$454.50

7L. Curriculum Revision Committees

Approval of the following personnel to work on the curriculum revision:

Visual and Performing Arts

3 staff members; up to 20 hours each, \$52/hour Total \$3,120.00

Gwendolyn McCreary Jen O'Brien
Karen Brilliant

Science

8 staff members; up to 20 hours each, \$52/hour Total \$8,320.00

6 teachers TBD

Jillian Biddle Valerie Lydon

Grade Level Work - Planning for Fall

5 Teachers per grade level - total 35 teachers up to 6 hours each, \$52/hour Total \$10,920.00

9 Specialists – up to 6 hours each, \$52/hour Total \$2,808.00

ELA Curriculum Review Work

9 staff members; up to 6 hours each, \$52/hour Total \$2,808.00.

Carla Rigolizzo Marissa Holloway
Courtney Kovac Jen Ancelo
Mike Brayton Erin Casey
Gayle Poedubicky Maria Martinez
Karen Stryker

7M. 2020-2021 School Year Planning Committee

Approval of the following staff for up to 10 hours of summer work on the 2020-2021 School Year Planning Committee Total \$4,680.00.

Melissa Carlton Angie Manning
Gwendolyn McCreary Liz Schauer
Amanda Sorensen Carla Rigolizzo
Gayle Poedubicky Karen Stryker
Maria Prince

7N. Vision and Mission Committee

Approval of the following staff for up to 5 hours of summer work on the Vision and Mission Committee.

Carla Rigolizzo Jen Feder
Marnie Briel Maria Martinez
1 - TBD

8. Curriculum & Instruction

8A. Remote Remedial Summer School Program

Approval of the 2020 Remote Remedial Summer School Program to run 16 days commencing July 6, 2020, through July 30, 2020, Monday through Thursday.

8B. Remote Extended School Year Program

Approval of the 2020 Remote Extended School Year Program to run for 16 days commencing July 6, 2020, through July 30, 2020, Monday through Thursday.

8C. Remote Preschool Extended School Year Program

Approval of the 2020 Remote Preschool Extended School Year Program to run for 16 days commencing July 6, 2020, through July 30, 2020, Monday through Thursday.

8D. Bayada Home Health Care, Inc. Contract (Attachment)

Approval of Bayada Home Health Care, Inc. contract for one on one nursing care for the 2020-2021 school year for student SSID# 8023814607 at a rate of \$45.00/hour.

9. Health & Safety

9A. Nurses Report - May (Attachment) – Public

10. Staff Professional Development

10A. Workshops

Approval of 15 staff members to participate in professional development in Understanding by Design and the Eduplanet 21 Platform. They will receive the daily rate of \$85.00 for 4 days each, Total \$5,100.00.

Carla Rigolizzo Bayley Hickey
Jackie Schaffer Lisa Moore
Jennifer Maicher Frankie Sielski
Maria Prince Amber Clark
Tim Hart Sarah Tiedemann
Marissa Holloway Maria Martinez
Valerie Lydon Antoinette DiEleuterio
Jill Biddle

10B. Tuition Reimbursement (Attachment)

Mr. Heino has approved tuition reimbursement for the following staff members, in accordance with the negotiated agreement, upon successful completion of the following graduate course:

(Tuition Reimbursement will be paid at the Rutgers, The State University of NJ 2020-2021 Graduate School Tuition Rates)

Melody Khalifa	Special Topics in Counseling 3 (Mindfulness & Wellness)	(3 credits) \$2,504.80 (\$835.00/cr)
Melody Khalifa	Counseling Theory & Techniques	(3 credits) \$2,058.00 (\$686.00/cr)
Melody Khalifa	Substance Abuse & Addiction Individuals, Family, & Society Counseling	(3 credits) \$2,058.00 (\$686.00/cr)

11E. Resolution to Approve Transfer of Current Year Surplus to Reserve
WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a board of education to establish and/or deposit into certain reserve accounts at year end; and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution; and

WHEREAS, the Chesterfield Township Board of Education wishes to deposit current year surplus, if available, into the Capital Reserve Account or the Maintenance Reserve Account or Emergency Reserve, at year end; and

WHEREAS, the Chesterfield Township Board of Education has determined that a combined total of up to \$1,500,000 may be transferred to a Capital Reserve or Maintenance Reserve Account or Emergency Reserve, if surplus is available and it is determined to be financially beneficial to the district; be it therefore

RESOLVED, that the Board of Education authorize the Business Administrator/Board Secretary to make the determination and act upon transferring the surplus funds, consistent with all applicable laws and regulations.

11F. CPEF Grant Acceptance (Attachment) - Public
Approval of the following grant:

4th Grade Teachers requesting Time for Kids weekly magazine for 24 student copies and 1 teacher copy for each of the 5 homerooms. Total 125 copies x \$4.45 = \$556.25.

11G. Interlocal Services Agreement – Millstone Township (Attachment)
Approval of the Interlocal Services Agreement for the 2020-2021 school year between Chesterfield Township Board of Education and Millstone Township for Maintenance and HVAC Services.

11H. Food Service Management Company
Approval of Maschio Food Service Management Company through the RFP process, management fee of \$11,000 for the 2020-2021 school year.

11I. CARES Emergency Relief Act Grant
Approval to accept the CARES Emergency Relief Act grant in the total amount of \$10,829.00.

Public	\$10,040.00
Non-public	\$789.00

11J. PCDI Student Tuition Contract (Attachment)
Approval of the attached tuition contract with Princeton Child Development Institute (PCDI) for SID# 7217247731 effective July 6, 2020 through June 30, 2021 in accordance with the agreement at the per diem rate of \$566.00 for a total of \$118,860.00.

11K. School Nutrition Program Procurement Review Correction Action Plan (Attachment)
Approval of the attached School Nutrition Program Procurement Correction Action Plan.

11L. Y.A.L.E. School 2019-2020 Tuition Agreement (Attachment)
Reapproval of the attached 2019-2020 tuition agreement with the Y.A.L.E. School North II, Inc. for SID#2301732692 effective February 18, 2020 through June 30, 2020, in the prorated amount of \$22,986.99, and include extraordinary aid services in the of amount of \$17,010.00.

11M. Transfer Funds
Approval to transfer funds from the General Fund Account to the Cafeteria Account in the amount of \$9,500.00, for the 2019-2020 school year.

12. Facilities Update/Information

12A. Building & Grounds Report (Attachment) - Public

12B. School Dude Report (Attachment) - Public
The work order and incident reports for May from the School Dude software are attached.

12C. Solar Renewable Energy Credits Analysis (Attachment) – Public

A motion was made by Mrs. Halaw and seconded by Mrs. Katz to table item #7K. Media Center Summer Hours.

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

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

5, 6, 7, 8, 9, 10, 11, 12 (excluding 7K)

The Following Item was Tabled until the next board meeting – No action was taken
7K. Media Center Summer Hours

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

13. Other Business

Mrs. Katz discussed the NJSBA Delegate Assembly - Delegates will be acting on two resolutions on Saturday, June 27, 2020.

Ms. Hoggan asked Mr. Polo to contact the County Department of Health each week to get COVID19 numbers for Chesterfield Community and Department of Corrections.

Mrs. Katz asked if the board would consider voting on a resolution condoning racism at the next board meeting.

14. Other Public Comments – None

15. Adjourn to Executive Session

A motion was made by Mrs. Katz and seconded by Mr. Litt to adjourn to executive session at 7:48 p.m.

16. Return to Public Session

A motion was made by Mrs. Halaw and seconded by Mrs. Katz to return to public session at 7:49 p.m.

17. Other Public Comments

Kris Gleason asked what the operating costs were from March to June 2020 was. Ms. Hoggan stated to email Mr. Polo and he can give you the answer.

18. Adjourn to Executive Session

Ms. Hoggan stated that when the Board ends executive session no action will be taken, we will just adjourn.

A motion was made by Mr. Litt and seconded by Mrs. Katz to adjourn to executive session at 7:53 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:

Personnel

RESOLVED, that the aforesated 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.

19. Return to Public Session

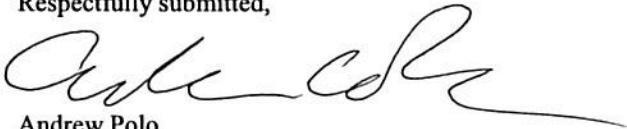
A motion was made by Mrs. Halaw and seconded by Mrs. Katz to return to public session at 8:51 p.m.

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

20. Adjournment

A motion was made to adjourn the meeting by Mrs. Katz and seconded by Mrs. Halaw at 8:52 p.m. All agreed.

Respectfully submitted,



Andrew Polo
Business Administrator/Board Secretary