

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, December 16, 2020
AGENDA

Chesterfield Township School District Vision Statement

Chesterfield Elementary School strives to build a premier institution of learning where students are challenged to their fullest potential in a safe and caring environment.

Chesterfield Township School District Mission Statement

The education of the youngest generation is “THE MISSION” of all adult citizens of Chesterfield Township. We strive to accomplish this in partnership with home and community. As mandated by state and federal guidelines, our goal is to teach our students the skills necessary to achieve proficiency in the most current NJ Core Curriculum Content Standards.

The school leadership must provide the necessary resources and facilities that support a positive learning environment. In a rapidly changing community, Chesterfield Township Elementary School is committed to providing a safe environment in which to prepare all students to become responsible, respectful citizens and active life-long learners, with an appreciation of self and others.

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

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 January 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:

January 6, 2021 Reorganization Meeting

School District Important Dates

December 23, 2020	Early Dismissal-Winter Break Begins
December 24, 2020 – January 3, 2021	School Closed – Winter Break
January 4, 2021	School Re-Opens
January 18, 2021	School Closed – Martin Luther King Day

4. Presentation

4A. District Goals – Student Services
Presented by: Dr. Lynn Booth

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.

6. Minutes (Attachment)

Recommend approval of the following minutes:

November 18, 2020 Regular Minutes

7. Board of Education/Superintendent Reports

7A. Board Committee

7A.1 Committee Reports

Committee

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:		Andrea Katz
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

7B. November 3, 2020 Election Results (Attachment)

Statement of Results for the Annual School Election - Following is the Statement of Results for the School Election of the Chesterfield Township School District in the County of Burlington, held in conjunction with the General Election at the Chesterfield Township Municipal Building on November 3, 2020. Polling Districts 1 & 2 (General Election Districts 1 and 2) were declared open at 6:00 a.m. and were closed at 8:00 p.m.

Registered voters in Chesterfield: 4370

For members of the Chesterfield Board of Education (2) for a three-year term:

Christina Hoggan	2,511
Kerrilyn Lynch	2,500
Personal Choice	<u>135</u>
Total votes cast	5,146

7C. Superintendent's Report

7C.1 Student Enrollment

Grade Levels	November 2020	December 2020	Net Change
Pre-School			
<i>Tuition</i>	0	0	
<i>Non-Tuition</i>	9	8	-1
LMD (non-tuition)	*3	*3	
	2	2	
UMD (non-tuition)	*4	*4	
Kindergarten	83	83	
1st	92	91	-1
2nd	103	103	
3rd	99	99	
4th	116	116	
5th	104	104	
6th	110	110	
Total In-District	718	716	-2
Attending Out-of-District Schools	5	5	
Total	723	721	-2

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

8. Personnel

8A. Approval of Leave of Absence

Recommend approval of an unpaid leave of absence due to COVID19 for Theresa Basile, lunch/recess aide.

8B. Approval of Extra Time

Recommend approval of the extra time for the following employees:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Melody Khalifa	Mindfulness Yoga/Breathing Zoom meeting one hour a day, twice a week for the month of October 2020	\$416.00

8C. Approval of Resignation

Recommend approval, with regret of the resignation of Taylor Borgstrom, Resource Teacher effective November 18, 2020.

8D. Approval of School Nurse

Recommend approval of Courtney Gauze as school nurse, from December 11, 2020 to June 30, 2021 at BA Step 4 \$56,437 prorated to \$37,530.59.

8E. Approval of Interim Special Education Teacher

Recommend approval of June Cantor as an Interim Special Education Teacher pursuant to N.J.S.A. 18A:16-1.1 to act in the place of Taylor Borgstrom November 30, 2020 through December 7, 2020 at BA Step 1- \$54,936 prorated salary for 3.5 days at \$274.68 per day, Total \$961.38. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

8F. Approval of Resignation

Recommend approval, with regret of the resignation of June Cantor, Interim Resource Teacher effective December 7, 2020.

8G. Approval of Lunch/Recess Aide

Recommend approval of Sophie Carr-Olschewsil as lunch/recess aide: hourly rate of \$14.00 per hour to work 3.16 hours per day to be paid on voucher. Start date prorated to December 8, 2020 (her employment was approved at the November 18, 2020 pending background check).

8H. Approval of Internship

Recommend approval of Nicole DiMauita to participate in a 300 hour internship with Dr. Booth related to Ed. Leadership course - Jan. 2021 - May, 2021.

8I. Approval of Reading Clinic Assessments

Recommend approval of Lisa Moore to perform informal OG based reading assessments, on an as needed basis, for consideration of entry in Reading Clinic. Assessments are 1 hour each, up to 6 assessments @ \$52.00/hr Total \$312.00.

8J. Approval of Character Education Advisors Stipend

Recommend approval of Melody Khalifa and Danielle Christiansen as co advisors for the Character Education Advisor stipend. Total stipend \$317.00 to be divided equally.

9. Health & Safety

9A. Nurses Report – November (Attachment) – Public

9B. Emergency Drill Report (Attachment) – Public
 Lock Down Drill November 25, 2020
 Fire Drill December 1, 2020
 Stay in Place Drill December 4, 2020

9C. Student Code of Conduct
 Nothing to report for November

9D. H.I.B. Incidents
 Nothing to report for November

10. Staff Professional Development

10A. Approval of Workshops

Recommend approval of the following workshops and mileage:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding
Dr. Lynn Booth	CST	Webinar	Updates on guidelines for FMLA	11/05/2020	\$99.00	\$0.00	-----
Coletta Graham	Principal	Webinar	Diversity Equity and	12/11/2020	\$350.00	\$0.00	-----

			Inclusion 101 Best Practices				
Charmaine Ramos	Nurse	Webinar	Best Up-to- Date Critical Strategies COVID-19	1/6/2021	\$99.00	\$0.00	-----

10B. Approval of Tuition Reimbursement (Attachment)

Mr. Heino has approved tuition reimbursement for the following staff member, 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 of \$739.00/cr)

Coletta Graham Diversity and Ed. Leadership #3 (3 credits) \$2,217.00 (\$739.00/cr)

11. Board of Education and Board Secretary Monthly Certifications

Recommend 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.

11A. Financial Approvals (Attachment)

Recommend the following financial approvals for November:

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

Recommend approval of the following financial report for the month of December: (Attachment)

Expenditures - Approval and ratification of Expenditures for December 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.

11B. Approval of Risk Management Plan (Attachment)

Recommend approval of the Risk Management Plan for Firehouse-18 New Street, Crosswicks, NJ.

12. Facilities Update/Information

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

12B. School Dude Report (Attachment) – Public

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

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

Vote Section 6, 8, 9, 11, 12

13. Other Business

14. Other Public Comments

15. Motion to Adjourn to Executive Session

Recommend 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

Personnel

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.

Vote Section 15

16. Motion to Return to Public Session

Vote Section 16

17. Motion to Adjourn

Vote Section 17