

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, March 17, 2021
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.

2020-2021 District Goals

1. To create a robust learning plan that enables all students to successfully transition between learning models (virtual, hybrid, in-person) with ease and efficiency to serve as the basis for student growth.
2. Develop grade level academic goals in the area of English language arts or math based on student data.
3. To develop an extensive support structure (co-teaching partnerships, SEL opportunities, specialized reading program trainings, sensory needs) within the special education department that enables all students to achieve appropriate student growth, develop regulatory skills, and experience social-emotional learning opportunities that secure student success.
4. Continue implementation of school district climate and culture initiatives and the development of the whole-child (socially, emotionally and academically) and emotional and physical health and safety of all staff.
5. Provide students with opportunities and experiences to understand the importance of different cultures and to accept and embrace differences.

2020-2021 Board Goals

1. The Chesterfield Township School District will work in conjunction with Strauss Esmay to update our policies, bylaws, and regulations.
2. The Chesterfield Township School District will create a strategic plan that will guide our district from 2021-2026.

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 11, 2021:

- 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 28, 2021 Public Hearing and Regular Monthly Meeting

School District Important Dates

March 17, 2021 End of 2nd Trimester
March 19, 2021 Early Dismissal/Parent Teacher Conferences
March 30, 2021 Report Cards Available Online
April 2 – April 11, 2021 School Closed – Spring Break

4. Presentations

- 4A. Presentation of the Tentative 2021-2022 Budget
- 4B. Expanding In-Person Learning Update

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 minutes for the following meetings:

February 24, 2021	Regular Meeting
February 24, 2021	Executive Meeting
March 10, 2021	Budget Work Session
March 10, 2021	Executive Meeting

7. Board of Education/Superintendent Reports

7A. 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 Jaclyn Halaw
	Admin. Rep.	Lynn Booth
BURLCO School Boards Association Executive Committee Delegate:		Christina Hoggan
Legislative Chairperson & Delegate to NJ School Boards Association:		Christina Hoggan
Alternate:		Andrea Katz
Compressor Station & Pipeline Impact Committee:		Christina Hoggan
Fair Funding Action Committee Liaison		Andrea Katz

7B. Superintendent's Report

7B.1 Student Enrollment

Grade Levels	February 2021	March 2021	Net Change
Pre-School			
<i>Tuition</i>	0	0	
<i>Non-Tuition</i>	9	10	+1
<i>LMD (non-tuition)</i>	*3	*3	
<i>UMD (non-tuition)</i>	*4	*4	
Kindergarten	82	82	
1st	90	90	
2nd	104	104	
3rd	96	97	+1
4th	115	115	
5th	103	102	-1
6th	110	110	
Total In-District	711	712	+1
Attending Out-of-District Schools	5	5	
Total	716	717	+1

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

7B.2 Approval of 2021-2022 School Calendars (Attachment) – Public

Recommend approval of the following 2021-2022 School Calendars

Chesterfield School Calendar

Chesterfield School Little Dragons Preschool Calendar

Chesterfield School Little Dragons 2 Preschool Calendar

8. Personnel

8A. Approval of Extra Time

Recommend 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>
Angelucci, Sharon	CST meeting (2/18/2021)	\$52.00
Barca, Kim	CST meetings (2/8/2021, 2/11/2021 & 2/18/2021)	\$156.00
Carlton, Melissa	CST meeting (2/18/2021)	\$78.00
Casey, Erin	Professional meeting (3/3/2021)	\$78.00
Cirillo, Jen	CST meeting (2/18/2021)	\$26.00
Johnson, Julia	CST meeting (2/18/2021)	\$26.00
McNally, Cindy	CST meeting (2/18/2021)	\$52.00

Miller, Tracey	Professional meeting (3/3/2021)	\$78.00
Petty, Annemarie	CST meetings and related services in PM (2/2/2021 & 2/11/2021)	\$156.00
Schwartz, Judy	CST meeting (2/18/2021)	\$52.00
Sheridan, Wendi	CST meeting (2/18/2021)	\$52.00
Angelucci, Sharon	CST meeting (2/18/2021)	\$52.00

8B. Approval of Resignation

Recommend approval of the resignation of Melanie Wolak, Lunch/Recess Aide effective March 5, 2021.

8C. Approval of Maternity Leave of Absence

Recommend approval of maternity leave of absence for Mariel Tringali, Resource Teacher, from April 12, 2021 - June 30, 2021.

8D. Approval of Interim Resource Teacher

Recommend approval of Ashlee Gray as an Interim Resource Teacher to act in the place of Mariel Tringali pursuant to N.J.S.A. 18A:16-1.1 from April 13, 2021 until end of school year at a salary of \$14,109.00. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

8E. ELA Curriculum Committee

Recommend approval of additional hours for ELA Curriculum Committee, 10 staff members; up to 10 hours each, \$52/hour Total \$5,200.00.

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

8F. Sixth Grade End of Year Planning Committee

Recommend approval of the Sixth Grade End of Year Planning Committee, 7 staff members; not to exceed 5 hours each, \$52/hour Total \$1,820.00.

Jen Ancelo	Sharon Angelucci	Antoinette DiEleuterio
Jillian Biddle	Valerie Lydon	
Melissa Sakimura	Amanda Sorensen	

9. Health & Safety

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

9B. Emergency Drill Report (Attachment) – Public
 Class Evacuation February 24, 2021
 Stay in Place Drill March 5, 2021
 Stay in Place Drill March 9, 2021

9C. Student Code of Conduct

Nothing to report for February.

9D. HIB Incidents
Nothing to report for February.

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 Source
Coletta Graham	Principal	Online	NJSLA Series 7 Leading for Equity Revolution: Learning from the New Realities	4/26/2021 5/17/2021 6/17/2021	\$450.00	-----	-----
Jeanine May-Sivieri	Supervisor of C&I	Online	NJSLA Series 7 Leading for Equity Revolution: Learning from the New Realities	4/26/2021 5/17/2021 6/17/2021	\$450.00	-----	-----
Wendi Sheridan	Learning Consultant	Online	Review and Training on the new edition of the WIAT assessment	4/16/2021	\$100.00		

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 January:

- Expenditures - Approval and ratification of Expenditures for January 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

Recommend approval of the following financial reports for the month of February: (Attachment)

- Expenditures - Approval and ratification of Expenditures for January 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

Recommend 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.

11B. Approval of the Tentative 2021-2022 Budget

Recommend approval of the following resolution for the tentative 2021-2022 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 2021-2022 SCHOOL BUDGET

BE IT RESOLVED that the Chesterfield Township Board of Education does hereby authorize the Business Administrator to transmit the tentative 2021-2022 Budget to Executive County Superintendent for approval.

2021-2022 Budget

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund (Total Operating Budget)	\$13,709,239.00	\$ 9,817,086.00
Special Revenue Fund	\$ 368,010.00	\$ N/A
Debt Service Fund	<u>\$ 2,303,888.00</u>	<u>\$ 1,959,158.00</u>
Total	\$16,381,137.00	\$11,776,244.00

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 (2021-2022).

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 28, 2021.

11C. Approval of Maximum Travel Expenditure for 2021-2022

Recommend approval of the following resolution:

CHESTERFIELD TOWNSHIP SCHOOL DISTRICT
 2021-2022 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 2019-2020 school year was \$23,181.82, the amount budgeted in 2020-2021 for travel and related expenses was \$28,400.00, the amount spent to date for travel and related expenditures for the 2020-2021 school year is \$4,579.36 and the estimated travel and related expenditures for the 2020-2021 school year is \$26,079.00; 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 \$33,800.00 for the 2021-2022 school year for all staff and board members.

11D. Recommend Approval of the Following

11D.a Approval to withdraw \$85,000.00 from Maintenance Reserve for utilization in the 2021-2022 budget.

11D.b Approve April 28, 2021 as the date for the Public Hearing on the Budget at 7:00 p.m.

11D.c Authorize Advertising of the Tentative 2021-2022 Budget on April 24, 2021.
Pending receipt of approval from the Executive County Business Administrator.

11E. Approval of the Property, Casualty and Student Accident Insurance (Attachment)
Recommend approval to renew the districts membership with the Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF) for Property, Casualty and Student Accident Insurance for a 3 year contract starting on July 1, 2021 through June 30, 2024.

12. Facilities Update/Information

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

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

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

Vote Sections 6, 7, 8, 9, 10, 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:

At the time of printing - No Executive Session is planned

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

17. Motion to Adjourn

Vote Section 17