

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Conducted via Live Video Stream
Wednesday, May 26, 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 on May 9, 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:

June 24, 2021 Regular Monthly Meeting

School District Important Dates

May 31, 2021 School Closed – Memorial Day
June 16 & 17, 2021 6th Grade Graduation
June 18, 2021 School Closed – Juneteenth
June 21-23, 2021 Early Dismissal
June 23, 2021 Last Day of School
June 23, 2021 Report Cards Available Online

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.

5. Minutes (Attachment)

Recommend approval of the minutes for the following meetings:

April 28, 2021 Public Hearing on Budget & Regular Meeting Minutes

6. Board Committee/Superintendent Reports

6A. Board Committee

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 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

6B. Superintendent's Report

6B.1 Student Enrollment

Grade Levels	April 2021	May 2021	Net Change
Pre-School			
<i>Tuition</i>	0	0	
<i>Non-Tuition</i>	10	10	
LMD (non-tuition)	*3	*3	
	2	2	
UMD (non-tuition)	*4	*4	
Kindergarten	82	82	
1st	91	91	
2nd	105	105	
3rd	97	98	+1
4th	115	114	-1

5 th	102	102	
6 th	108	108	
Total In-District	712	712	
Attending Out-of-District Schools	5	5	
Total	717	717	

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

7. Board Policy/Regulation

7A. Approval of Resolution Regarding Board Policy Manual (Attachment)

Recommend approval of the following resolution:

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
Resolution Regarding Board Policy Manual

WHEREAS, the Board of Education of Chesterfield Township (the “Board”) is a body politic and corporate in the State of New Jersey which supervises and conducts the schools of the Chesterfield Township School District (the “District”).

WHEREAS, the Board wishes to amend and update its Board Bylaws, Policies, and Regulations (collectively its “Policy Manual”);, and

WHEREAS, the Board wishes to immediately update and amend its Policy Manual subject to subsequent revision to tailor the Policy Manual for specific application to the School District; and

WHEREAS, the Board retained Strauss Esmay as its consultant for its Policy Manual; and

WHEREAS, Strauss Esmay supplied the Board with a Standard Model Policy Manual that the Board can adopt and then revise section by section through review by the Board’s Policy Committee with the assistance of the School District Administration; and

WHEREAS, the Board believes it is in the best interest of the School District to adopt the Standard Model Policy Manual, subject to later revision by the Board; and

BE IT THEREFORE RESOLVED, that the Chesterfield Township Board of Education hereby adopts the Strauss Esmay Standard Model Policy Manual for the New Jersey School District; and

BE IT FURTHER RESOLVED, that the Board will through its Policy Committee and District Administration review, and amend such Policy Manual to tailor for the specific needs of the School District.

Vote Section 7A

7B. Policy Review Process

8. Personnel

8A. 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>
Kim Barca	CST Meeting on 4/26/2021	\$52.00
Annemarie Petty	CST Meeting on 4/26/2021	\$52.00
Lisa Moore	CST Meeting on 4/26/2021	\$52.00
Cindy McNally	CST Meeting on 4/26/2021	\$52.00
Melissa Berger	CST Meeting on 4/26/2021	\$52.00
Jenn Hamer	CST Meeting on 4/26/2021	\$52.00
Robert Cochrane	Involuntary Relocation of Classroom for the 2020-2021 School Year	\$150.00

8B. Summer Hours 2021

Approval of Summer School Positions

Recommend approval of the following summer school positions for 2021. Teachers and nurse will be compensated at \$52.00 per hour per negotiated agreement.

Summer School Program

Courtney Kovac – 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
Kristi Boyle – 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
Antoinette DiEleuterio – 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
Lashay Johnson – Teacher	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs.	\$3,484.00
Maria Martinez – Instructional Coach	4 hrs./day x 16 days, + 3 hrs. Prep = 67 hrs.	\$3,484.00

Substitute Teacher for Summer Programs (ESY and summer school program, or as paraprofessional) as needed.

Anne Lawrence

Rob Cochrane

Special Educ. Extended School Year (ESY) (K-6 - 8:30 a.m. to 12:30 p.m. - 4 hours of instruction & ½ hour prep)

Lisa Moore - Teacher	4.5 hrs./day x 20 days = 90 hrs.	\$4,680.00
Sarah Tiedemann – Teacher	4.5 hrs./day x 20 days = 90 hrs.	\$4,680.00
Julia Johnson - Teacher	4.5 hrs./day x 20 days = 90 hrs.	\$4,680.00
Bayley Hickey - Teacher	4.5 hrs./day x 20 days = 90 hrs.	\$4,680.00
Amber Colville - Teacher	4.5 hrs./day x 20 days = 90 hrs.	\$4,680.00
Amber Clark - Teacher	4.5 hrs./day x 20 days = 90 hrs.	\$4,680.00
Tanya Bloom - Teacher	4.5 hrs./day x 20 days = 90 hrs.	\$4,680.00
Erin Casey - Teacher	4.5 hrs./day x 20 days = 90 hrs.	\$4,680.00
Liz Schauer - Teacher	4.5 hrs./day x 20 days = 90 hrs.	\$4,680.00
Mariel Tringali - Teacher	4.5 hrs./day x 20 days = 90 hrs.	\$4,680.00

Special Educ. Extended School Year (ESY) (PreK- 9:00 a.m. to 12:00 p.m. - 3 hours of instruction & ½ hour prep)

Jenn Hamer - Teacher 3.5 hrs./day x 20 days = 70 hrs. \$3,640.00

School Nurse for ESY & Summer School Program

Charmaine Ramos 4.5 hrs/day x 20 days = 90 hrs. \$4,680.00

Paraprofessionals for ESY

Paraprofessional (Delta T) up to 4 hrs./day x 20 days = 80 hrs. as per contract

Paraprofessional (Delta T) up to 4 hrs./day x 20 days = 80 hrs. as per contract

Paraprofessionals Preschool/Self Contained ESY

Paraprofessional (Delta T) up to 4 hrs./day x 20 days = 80 hrs. as per contract

Paraprofessional (Delta T) up to 4 hrs./day x 20 days = 80 hrs. as per contract

Paraprofessional (Delta T) up to 4 hrs./day x 20 days = 80 hrs. as per contract

Paraprofessional (Delta T) up to 4 hrs./day x 20 days = 80 hrs. as per contract

Paraprofessional (Delta T) up to 4 hrs./day x 20 days = 80 hrs. as per contract

Child Study Team & Related Services

Wendy Sheridan LDT/C 25 hours @ \$52/hour + 5 evaluations @ \$375.00 = \$3,175.00

Cindy McNally Social Worker 25 hours @ \$52/hour + 5 evaluations @ \$375.00 = \$3,175.00

Melissa Carlton School Psychologist 25 hours @ \$52/hour + 5 evaluations @ \$375.00 = \$3,175.00

Speech – Taylor Roberts Per IEPs-Approx. 56 hrs. @ \$52.00 + 1 evaluation @ \$375.00 = \$3,287.00

OT – Anne Marie Petty Per IEPs-Approx. 60 hrs. @ \$52.00 + 3 evaluation @ \$375.00 = \$4,245.00

PT Per IEPs-Approx. 30 hrs. as per contract

ABA Consultant Per IEPs-Approx. 5 hrs. as per contract

Bus Driver

Janet Haney TBD (once the routes are established her hours will be calculated) (hourly rate)

Bus Aide

Christine Forman TBD (once the routes are established her hours will be calculated) (hourly rate)

Extra Time-Special Education Meetings

Teachers (to be determined based upon class placements and availability) to attend CST meetings during summer, 2021.

General Ed Teachers - 8 hrs. @ \$52/hour Total \$416.00

Special Ed Teachers - 8 hrs. @ \$52/hour Total \$416.00

Lunch/Recess Aides

Approval of up to 5 lunch/recess aides, 4 hours a day each during ESY/summer school program. (at their hourly rate)

School Counselors

Melody Khalifa and Danielle Christensen to provide 10 hours of counseling services during summer 2021. This work to include group/individual sessions with students and design work for SEL and Diversity supports for the 2021/22 school year. 10 hrs/x 2 @ \$52/hour Total \$1,040.00.

Summer Custodians

Approval of the following as part-time summer custodians commencing June 24, 2021 through August 31, 2021, 26 hours per week at the substitute custodian hourly rate.

Christopher Tulli
Joseph Buscarnara
Miranda Briel

8C. Approval of Intern

Daralynne McCaughey (TCNJ student) will participate as clinical counseling intern for the Fall 2021 semester with Danielle Christiansen, School Counselor as mentor.

8D. Approval of Art Teacher

Recommend approval of Gabriela Lestino as Art Teacher, for the 2021-2022 school year at MA Step 2, \$57,436.00, as per the negotiated agreement.

8E. Approval of Elementary Special Education Teacher

Recommend approval of Reannon Lilly as Elementary Special Education Teacher for the 2021-2022 school year at MA Step 2, \$57,436.00, as per the negotiated agreement.

8F. Approval of Field Experience

Recommend approval of Courtney Gauze, School Nurse to participate in 50 hours of field experience at Chesterfield Elementary School as part of the practicum requirement to obtain School Nurse certification.

8G. Approval of Elementary Special Education Teacher

Recommend approval of Amber Colville as Elementary Special Education Teacher for the 2021-2022 school year at MA Step 2, \$57,436.00, as per the negotiated agreement.

9. Curriculum & Instruction

9A. Approval of Summer School Program

Recommend approval of the 2021 Summer School Program to run 16 days commencing July 6, 2021, through July 9, 2021, Tuesday through Friday and July 12, 2021 through July 29, 2021, Monday through Thursday, with two sessions – 8:30 AM - 10:30 PM and 11:00 AM - 12:30 PM. Transportation will be provided.

9B. Approval of Extended School Year Program

Recommend approval of the 2021 Extended School Year Program to run for 20 days commencing July 6, 2021, through July 9, 2021, Tuesday through Friday and July 12, 2021 through August 5, 2021, Monday through Thursday, from 8:30 a.m. to 12:30 p.m.

9C. Approval of Preschool Extended School Year Program

Recommend approval of the 2021 Preschool Extended School Year Program to run for 20 days commencing July 6, 2021, through July 9, 2021, Tuesday through Friday and July 12, 2021 through August 5, 2021, Monday through Thursday, from, from 9:00 a.m. to 12:00 p.m.

10. Health & Safety

10A. Nurses Report - April (Attachment) – Public

10B. Emergency Drill Report (Attachment) – Public

Lock Down Drill	April 27, 2021
Stay in Place Fire Drill	May 10, 2021
Lock Down Drill	May 18, 2021

10C. Student Code of Conduct

Nothing to report for April.

10D. HIB Incidents

Nothing to report for April.

11. Staff Professional Development

11A. 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
Lynn Booth	Director of Special Services	Newgrange School Online	RIISE - Preparation for KPEERI Exam for certification as a Structured Literacy Practitioner	6/16/21-7/30/21	\$1,260.00	-----	-----

12. 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.

12A. Financial Approvals (Attachment)

Recommend approval of the following financial for April:

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

Recommend approval of the following financial report for the month of May: (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. Approval of Interlocal Services Agreement – Millstone Township (Attachment)

Recommend approval of the Interlocal Services Agreement for the 2021-2022 school year between Chesterfield Township Board of Education and Millstone Township for Maintenance and HVAC Services.

12C. Approval of the following Resolution Appointing a Risk Management Consultant

BURLINGTON COUNTY INSURANCE POOL
JOINT INSURANCE FUND
(BCIPJIF)
RESOLUTION APPOINTING A RISK MANAGEMENT CONSULTANT

WHEREAS, the Chesterfield Township School District hereinafter referred to as DISTRICT, is a member of the Burlington County Insurance Pool Joint Insurance Fund, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said Fund state that each DISTRICT may appoint a Risk Management Consultant, hereinafter referred to as RMC, to perform various professional services; and

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 (NJS 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.

12D. Approval of Contract to Perform 2020-2021 Audit (Attachment)
Recommend approval of the contract with Holt McNally & Associates, Inc. to perform the audit on the financial records for the 2020-2021 school year not to exceed \$20,000.

12E. CPEF Grant Acceptance (Attachment)
Recommend approval of the following grants:

Sixth Grade Teachers requesting \$25.00 per student towards the 6th Grade trip to Liberty Lake. 109 Sixth Grade Students. Cost \$2,725.00

Sixth Grade Teachers requesting 130 student subscriptions to Scholastic Scope Magazine for the 2021-2022 school year. Cost \$1,428.57

12F. Approval to Accept Gift Certificate
Recommend approval to accept a \$500.00 gift certificate from US Games as a thank you gift to the school and community for raising over \$5,000.00 for the American Heart Association Kids Heart Challenge.

12G. Approval of Resolution (Attachment)
Recommend approval of the following resolution:

CHESTERFIELD BOARD OF EDUCATION RESOLUTION
Allowing Execution of the Deed Relative to
the Union Fire Company of Crosswicks Property

WHEREAS, the Board of Education of Chesterfield Township (the "Board") is a body politic and corporate in the State of New Jersey charged with the responsibility of providing a thorough and efficient education for students of the Township of Chesterfield; and

WHEREAS, the Union Fire Company of Crosswicks (the "Fire Company") is a body politic and corporate in the State of New Jersey tasked with volunteer fire services of the Village of Crosswicks; and

WHEREAS, the Fire Company is the present owner of certain lands, buildings, and premises in the Township of Chesterfield, hereinafter described and generally referred to as Block 300, Lot 12 and Block 301, Lot 10 as referenced in the Tax Map for the Township of Chesterfield collectively referred to as the Fire House property, which is no longer needed or being used by the Fire Company for fire company purposes; and

WHEREAS, the lands were originally transferred to the Fire Company by the Board, via Deed dated July 14, 1966, and recorded August 17, 1966 in Deed Book 1627 page 897, of the Burlington County Clerk; and

WHEREAS, said Deed contained a reverter clause which stated that the property would revert back to the Board in the event the lands ceased to be used for fire company purposes; and

WHEREAS, the fire company no longer intends to operate a fire company; and

WHEREAS, pursuant to the July 14, 1966 Deed the property automatically and as a matter of law reverts back to the Board;

NOW THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Chesterfield that a representative of the Board be authorized to execute the Deed, as attached in Exhibit A, recognizing the conveyance as a matter of law, and otherwise additionally conveying the property back to the Board from the Fire Company; and

BE IT FURTHER RESOLVED that by authorizing execution of said Deed the Board is not waiving, or intending to waive, but rather preserving, and intending to preserve, any and all rights with regards to any dispute which may arise in the future relative to the subject property including, but not limited to, any remediation that may be necessary as a result of oil tanks previously buried by the Fire Company on the property; and

BE IT FURTHER RESOLVED that the Board directs its professionals to draft, execute, and obtain the necessary agreements, applications, and approvals in order to proceed with the conveyance.

IT IS HEREBY CERTIFIED that the foregoing is a true and correct copy of a Resolution duly adopted by the Board of Education of the Township of Chesterfield, Burlington County, New Jersey, at a meeting of the Board held on April 28, 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Board, this 28th day of April, 2021.

13. Facilities Update/Information

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

13B. School Dude Report (Attachment) - Public

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

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

Vote Sections 5, 8, 9, 10, 11, 12, 13

14. Other Business

14A. Firehouse

15. Other Public Comments

16. 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:

Personnel

RESOLVED, that the aforesaid 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 16

17. Motion to Return to Public Session

Vote Section 17

18. Motion to Adjourn

Vote Section 18