

Chesterfield Township Board of Education  
Ethics Training 6:00 p.m.  
Regular Meeting 7:00 p.m.  
Conducted via Live Video Stream  
Wednesday, July 21, 2021  
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:04 p.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](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

Board Members present:

Ms. Christina Hoggan, President  
Mr. Matthew Litt, Vice President  
Mrs. Jaclyn Halaw  
Mrs. Andrea Katz  
Mrs. Kerri Lynch

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 11, 2021 and meeting time change / Ethics Training on July 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:

August 18, 2021                      Regular Monthly Meeting

4. NJSBA Training Session

New Jersey School Boards Association Ethics Training - Presented by Mr. Jesse Adams, Field Service Representative.

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. - No Comments

6. Minutes (Attachment)

Approval of the following minutes:

June 16, 2021	Regular Minutes
June 16, 2021	Executive Minutes

7. Board Committee/Superintendent Reports

7A. Board Committee

Human Resources

-Hiring updates

Curriculum & Instruction

-ELA Curriculum – Presentation at August Meeting

Finance

- Strategic plan RFP process
- Summer hour work
- Hiring updates
- OYCC
- Contractual matter
- Parking lot/basketball court repair/sealing
- Fencing around playground
- BoardDocs
- Year-end audit
- Reviewing contractors
- Firehouse sale update/expediting process

Student Services

-No updates

BOE Policy Committee

-The committee has created a list of what policy sections to review first

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
BOE Policy Committee		Matthew Litt
		Christina Hoggan
Compressor Station & Pipeline Impact Committee:		Christina Hoggan
Fair Funding Action Committee Liaison		Andrea Katz

7B. Superintendent's Report

7B.1. Student Enrollment

Grade Levels	June 2021	**July 2021	Net Change
<b>Pre-School</b>			
<i>Tuition</i>	0	12	+12
<i>Non-Tuition</i>	10	7	-3
<b>LMD (non-tuition)</b>	*3	*5	
	2		
<b>UMD (non-tuition)</b>	*4	*2	-2
<b>Kindergarten</b>	82	66	-16
<b>1<sup>st</sup></b>	91	87	-4
<b>2<sup>nd</sup></b>	105	90	-15
<b>3<sup>rd</sup></b>	98	103	+5
<b>4<sup>th</sup></b>	114	97	-17
<b>5<sup>th</sup></b>	102	115	+13
<b>6<sup>th</sup></b>	108	99	-10
<b>Total In-District</b>	712	683	-29
<b>Attending Out-of-District Schools</b>	5	5	5
<b>Total</b>	717	**697	-29

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

\*\*Enrollment reflects anticipated roll-up from the 2020-2021 school year. However, it does not reflect children transferring in or out of Chesterfield over the summer.

7B.2 District Goals

7B.3 Health & Safety for 2021-2022 – Road Forward



- 7C. Revised 2021-2022 School Calendars (Attachment) - Public  
Approval of the revision of the 2021-2022 school calendars due to the new CTEA agreement.  
Chesterfield School Calendar  
Chesterfield School Little Dragons Preschool Calendar  
Chesterfield School Little Dragons 2 Preschool Calendar

*A motion was made by Ms. Hoggan and seconded by Mrs. Katz at 8:39 p.m. for a five minute recess.*

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

8. Personnel

8A. Retirement

Approval, with regret, of the retirement of Lori Wisniewski, Administrative Assistant to the Supervisor of Special Services, effective November 1, 2021.

8B. Summer Hours 2021

Wilson Training

Tracey Miller to participate in Wilson Training (virtual) on August 10 – 12, 2021 and August 18, 2021 compensation \$85/day for a total of \$340.00.

Speech Therapy, Social/Communication Skills Programming

Kim Barca - summer work related to speech therapy, social/communications skills programming up to 10/hrs, \$52/hr Total \$520.00.

Curriculum Committees

Recommend approval of the following personnel to work on the curriculum:

Life Skills Curriculum Committee

4 staff members; up to 10 hours each, \$52/hours each Total \$2,080.00.

Cindy McNally Elizabeth Schauer  
Tanya Bloom AnneMarie Petty

ELA Curriculum

10 staff members; up to 10 additional 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

8C. Student Teachers

Approval of the following student teachers from TCNJ, in the following classrooms for the 2021 fall semester.

Jessica Jozak w/Joan Mueller  
Jenna Valentine w/Elizabeth Schauer  
Allison Kline w/Anne Lawrence  
Elise Fraser w/Melissa Sakimura and Amanda Sorensen  
Christina Purlebaugh w/Shannon McGettigan  
Gina Luizzi w/Maria Prince and Erin Casey  
Jillian Messineo w/Gayle Poedubicky

Approval of the following student teachers from Rowan, in the following classrooms for the 2021 fall semester.

Rebecca Rockhill w/ Leia Delisa  
Nicole Cahill w/Michael Brayton

8D. Substitute for 2021-2022

Approval of Lisa Plummer as substitute bus aide for the 2021-2022 school year.

8E. Approval of 2021-2022 Staff Assignments/Salaries (Attachment)

Approval of the attached list of staff assignments/salaries for the 2021-2022 school year.

8F. 2021-2022 School Year Planning Committee

Approval of 6 staff members for up to 15 hours each, \$52/hr to work on the 2021-2022 School Year Planning Committee. Total \$4,680.00.

8G. Interim First Grade Teacher

Approval of extension for Karen Perez as an Interim First Grade Teacher to act in the place of Melissa Berger pursuant to N.J.S.A. 18A:16-1.1 through March 18th of the 2021-2022 school year at a prorated salary of \$36,864.94. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

9. Curriculum & Instruction

9A. Field Trip

Approval of the following field trip for:

Grade	Date	Reason	Destination
UMD & LMD Classes	October 2021	Facilitate play skills, gross motor movement, social emotional interaction	Jake's Place Playground Cherry Hill, NJ

10. Health & Safety

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

10B. Student Code of Conduct  
Nothing to report for June.

10C. HIB Incidents  
Nothing to report for June.

11. Staff Professional Development

11A. Workshops

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	Virtual	Annual Reading, Literacy & Learning Conference	10/21 – 10/23/2021	\$429.00	-----	-----
Andrew Polo	Business Administrator	Hamilton, NJ	School Safety Specialist Training	8/10-13/2020	\$0.00	\$16.24	-----
Lynn Booth	Director of Special	Virtual	CPI Learning - NCI Training - Renewal	8/30/2021	\$1,199.00	-----	-----

	Services						
Scott Heino	Superintendent	Virtual	Transformational Leadership Consortium	8/27/2021 9/24/2021 12/10/2021 1/28/2022 2/25/2022 4/29/2022	\$2,000.00	-----	-----

11B. Reimbursement for Required Job Improvement (Attachment)

Approval of reimbursement for required job improvement for the following staff member, in accordance with the negotiated agreement, upon successful completion of the following graduate course directly related to the employee's job description in accordance with the requirements of their certification:

Lauran Gleason Integrating Language & Content in the ESL/Bilingual (3 credits) \$2,055.00 (\$685.00/cr)  
Education Classroom

12. Board of Education and Board Secretary Monthly Report

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.

 8-18-21

Andrew Polo Date

12A. Financial Approvals (Attachment)

Approval of the following financial for June:

- Expenditures - Approval and ratification of Expenditures for June 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. Cambridge School Tuition Agreement (Attachment)

Approval of the attached 2021-2022 tuition and related service contracts with Cambridge School for SID#2771057791 effective September 9, 2021 through June 30, 2022 in the amount of \$55,200.00, and 2 weeks of ESY 2021 in the amount of \$1,345.00.

12C. Lumberton Township Board of Education Agreement (Attachment)

Approval to enter into shared services agreement with Lumberton Township Board of Education for Physical Therapist Services for the 2021-2022 school year.

12D. ESEA Grant Application Submission for 2021-2022

Approval of the submission of the ESEA Title II and Title III grant application for 2021-2022 school year.

Title II-A	\$ 4,497.00
Title III	<u>5,796.00</u>
Total Grant	\$10,293.00

12E. IDEA Grant Application Submission for 2021-2022

Approval of the submission of the IDEA grant application for 2021-2022 school year.

IDEA Basic	\$138,325.00
Title III	<u>6,318.00</u>
Total Grant	\$144,643.00



13. Facilities Update/Information

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

13B. School Dude Report (Attachment) - Public

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

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

13D. Use of Facilities

Approval of the following use of facilities for the 2021-2022 school year :

Name Of Organization	Facility requested	Description of Activity	Date
Burlington County Health Department	Cafeteria	COVID Vaccination Clinic	7/24/2021 8/14/2021

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

*Sections 6, 7, 8, 9, 10, 11, 12, 13*

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

14. Other Business

- Historical Society (Attachment) – Public
- Board Goals – Board will set new goals in January
- Playground fence discussion

15. Other Public Comments – No comments

16. Adjourn to Executive Session

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

*A motion was made by Mrs. Katz and seconded by Mrs. Halaw to adjourn to executive session at 9:24 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 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.

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

17. Return to Public Session

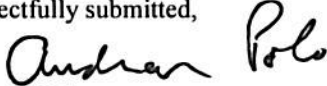
*A motion was made by Mrs. Katz and seconded by Mrs. Halaw to return to public session at 10:50 p.m.*

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

18. Adjournment

*A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Mrs. Katz at 10:51 p.m.  
All agreed.*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andrew Polo". The signature is written in a cursive, flowing style.

Andrew Polo  
Business Administrator/Board Secretary