

Chesterfield Township Board of Education
Reorganization 7:00 p.m.
Wednesday, January 3, 2018
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.

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

1A. Swearing in of New Board Members

The Board Secretary administers the Oath of Allegiance to the newly elected Board Members, Ms. Christina Hoggan and Mrs. Amy Jablonski.

1B. Roll Call

Mrs. Laura Bond
Dr. Terran Brown
Ms. Christina Hoggan
Mrs. Amy Jablonski
Mr. Jignesh Shah

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, 2017.

- 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. Important Dates

January 9, 2018	PTA General Meeting
January 15, 2018	School Closed – Martin Luther King Day
January 19, 2018	PTA Snowball Dance
February 7, 2018	CPEF Monthly Meeting

4. Election of Board of Education Members

4A. Election of Board of Education Members

Election of Board of Education President - The Secretary calls for nominations for President. Nominating and voting information as provided by NJSBA: A person may nominate and vote for himself or herself. Nominations cannot be closed until everyone has had a chance to make a nomination.

Nomination for _____ as president made by _____ and seconded by _____.

Other Nomination for _____ as president made by _____ and seconded by _____.

VOTE

*(After the vote is complete, the President takes the chair.)

Election of Board of Education Vice-President - The Board Secretary calls for nominations for Vice-President.

Nomination for _____ as vice-president made by _____ and seconded by _____.

Other Nomination for _____ as vice-president made by _____ and seconded by _____
VOTE

4B. Adoption of the New Jersey School Board Member Code of Ethics (Attachment) - Public
To ensure that board members fully understand their roles and responsibilities pursuant to the School Ethics Act and the Code of Ethics for School Board Members, the State Board of Education has adopted administrative code N.J.A.C. 6:3-1.3 with a number of requirements for board members. The Board of Education is required to discuss the School Ethics Act (N.J.S.A. 18A:12-24.1) at a regularly scheduled public meeting annually and the Business Administrator/Board Secretary must provide a signed certification from each member indicating they have received, reviewed and are fully cognizant of their legal responsibilities as set forth in the Code of Ethics.

THE ENTIRE CODE OF ETHICS SHOULD BE READ BY THE BOARD PRESIDENT AT THIS TIME.

BE IT RESOLVED THAT the Chesterfield Board of Education does hereby adopt the New Jersey School Board Member Code of Ethics.

VOTE Section 4B

5. Resolution - Meeting Dates - Sunshine Law

Recommend approval of the following Resolution:

WHEREAS, the "Open Public Meetings Act" requires that advance written notice of all meetings of the Chesterfield Township Board of Education be posted in one public place designated by the Chesterfield Township Board of Education and mailed, telephoned, telegrammed, faxed, or hand delivered to newspapers designated by resolution, and mailed to all persons requesting a copy of the same upon payment of the established fee;

NOW, THEREFORE, BE IT RESOLVED by the Chesterfield Township Board of Education as follows:

1. All advance written notices of regular and special meetings shall be posted by the Secretary on the bulletin board located in the lobby of the Chesterfield Township School.
2. All advance written notices of regular and special meetings shall be given to the following newspapers: The Trenton Times and Burlington County Times.
3. All advance written notices of regular and special meetings throughout the year shall be mailed to all persons requesting a copy of same after payment by such persons of a fee of \$12.00. News media shall be exempt from such fee.
4. The times and place of regular official monthly meetings for the period from and after this organization meeting until the reorganization meeting of next year shall be in accordance with the list annexed hereto, designating the dates, times and place of such meetings and entitled, "Form A, Notice of Annual Scheduled Meetings" which is hereby adopted as the form of notice to be given of such meetings and used by the Chesterfield Township Board of Education for that purpose.

BE IT RESOLVED THAT the regular meeting of the Chesterfield Township Board of Education be held at 7:00 p.m. on the third Wednesday of the month. Adjustments to the calendar will be made when necessary and publically advertised.

FORM A

NOTICE OF ANNUAL SCHEDULED MEETINGS

NOTICE IS HEREBY GIVEN by the Chesterfield Township Board of Education that the following is a list of the regular meetings of the Chesterfield Township Board of Education until the reorganization meeting on January 2, 2019.

REGULAR MONTHLY OFFICIAL PUBLIC MEETINGS

All such meetings to be held as listed, at 7:00 p.m., unless otherwise noted, at the Chesterfield Township School, Chesterfield, New Jersey. Formal official action may be taken at such meetings on any and all business involving the Chesterfield Township Board of Education. The Board may go into executive session for any of these meetings.

January 24, 2018
February 21, 2018
March 21, 2018
April 18, 2018

August 15, 2018
September 19, 2018
October 17, 2018
November 14, 2018

May 16, 2018
June 20, 2018
July 18, 2018

December 19, 2018
January 2, 2019 – Re-organization

VOTE Section 5

6. Board of Education Board Committees

<u>Committee</u>		<u>Meeting Dates</u>
Human Resources	Chair _____ Admin. Rep. Mike Mazzone	prior to the January, May and September meetings
Curriculum & Instruction	Chair _____ Admin. Rep. Jeanine May-Sivieri	prior to the February, June and October meetings
Finance	Chair _____ Admin. Rep. Patrick Pisano	prior to the March, July and November meetings
Student Services	Chair _____ Admin. Rep. Anthony Calandrillo	prior to the April, August and December meetings

BURLCO School Boards Association Executive Committee Delegate: _____

Legislative Chairperson & Delegate to NJ School Boards Association: _____

District Advisory Committee: _____

BOE Policy Committee: _____

VOTE Section 6

7. Public Comments – Agenda Reorganization Items Only

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.

8. Resolutions for Appointments and Designations are listed below:

8A. Board Secretary

Recommend approval as follows:

BE IT RESOLVED THAT Patrick Pisano be appointed Board Secretary for the Chesterfield Township School District for the 2018 calendar year.

8B. School Physician

Recommend approval as follows:

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Dr. Joyce Leonetti as School Physician for the Chesterfield Township School District for the remainder of the 2017 – 2018 school year at an annual rate of \$2,200.00.

8C. Designation of Public Agency Compliance Officer (Attachment) - Public

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Patrick Pisano, Business Administrator/Board Secretary as the Public Agency Compliance Officer for the 2018 calendar year as per the attached Designation Form.

8D. Designation of District Qualified Purchasing Agent/Bid Threshold

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Patrick Pisano, Business Administrator/Board Secretary as the District Qualified Purchasing Agent for the 2018 calendar year and recommend the Board establishes the bid threshold as \$40,000 and the quote threshold as \$6,000, which is 15% of the bid limit as established by law. Such appointment includes authority to award contracts for the procurement of goods and services through State Agencies (State Contracts).

8E. Designation of District Alternate Purchasing Agent

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Scott Heino, Superintendent, as an alternate Purchasing Agent for the 2018 calendar year in the event that the Qualified Purchasing Agent is not available. Such appointment includes authority to award contracts for items or service under state contract.

8F. Designation of District Public Access Officer

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Patrick Pisano, Business Administrator/Board Secretary as the District Public Access Officer for the 2018 calendar year.

8G. Affirmative Action Officer, 504 Coordinator and ADA Officer

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint and approve Anthony Calandrillo as Affirmative Action Officer, 504 Coordinator and ADA (American Disability Act) Officer for the 2018 calendar year.

8H. Anti-Bullying Coordinator and Anti-Bullying Specialist

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint and approve Michael Mazzoni as Anti-Bullying Coordinator and Cindy McNally as Anti-Bullying Specialist for the 2018 calendar year.

8I. Special Appointments

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint Stacey Farreny, School Nurse, as Child Protective Services Liaison, Homeless Liaison, Substance Awareness Coordinator and as the School District Attendance Officer for the 2018 calendar year.

VOTE Section 8

9. Professional Services

WHEREAS, the Public Schools Contract law permits adoption of a Resolution authorizing the award of contracts for "Professional Services" without competitive bids and

WHEREAS, the Business Administrator publicly advertised a request for qualifications for Architect of Record, Auditing, Bond Counsel and Financial Advisor Services in accordance with the law; on an as needed basis and

WHEREAS, the following Architect of Record, District Solicitor, Auditing, Financial Advisor and Bond Counsel Services presented the required documentation in response to said advertisement.

9A. Architect of Record

Recommend approval as follows:

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby extend the appointment of the firm of FVHD, P.C., as Architect of Record to the Board of Education for the 2018 calendar year until the reorganization meeting on January 2, 2019, to perform the professional services ordinarily provided by an Architect of Record of the State of New Jersey and to receive such compensation as may be reasonable for such services.

9B. District Solicitor

Recommend approval as follows:

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby extend the appointment of Capehart & Scatchard, P.A. to perform the professional services ordinarily provided by a Solicitor as required by the Board of Education for the 2018 calendar year until the reorganization meeting on January 2, 2019.

9C. District Auditor

Recommend approval as follows:

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Chesterfield Township, County of Burlington, that John J. Maley, CPA, RMA, Holman Frenia Allison, P.C. be appointed Auditor for the Chesterfield Township Board of Education for the 2018 calendar year until the reorganization meeting on January 2, 2019. The auditing firm will provide all the necessary reports required by the State of New Jersey Department of Education including the audit of all enterprise funds, the CAFR and ASSA reporting.

9D. Financial Advisor

Recommend approval as follows:

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Chesterfield Township, County of Burlington, that Phoenix Advisors be appointed Financial Advisor for the Chesterfield Township Board of Education for the 2018 calendar year until the reorganization meeting on January 2, 2019.

9E. Bond Counsel

Recommend approval as follows:

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Chesterfield Township, County of Burlington, that McManimon, Scotland & Baumann, LLC be appointed Bond Counsel for the Chesterfield Township Board of Education for the 2018 calendar year until the reorganization meeting on January 2, 2019.

9F. Insurance Risk Management Consultant

Recommend approval as follows:

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby extend the appointment of The Barclay Group, Riverton, NJ 08077, as Insurance Broker of Record to perform the services ordinarily provided by an insurance consultant as required by the Board of Education for the 2018 calendar year until the reorganization meeting on January 2, 2019 as an extraordinary unspecifiable service.

9G. Health Insurance Consultant

Recommend approval as follows:

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby extend the appointment of Brown & Brown Group, Moorestown, NJ 08057, as Insurance Broker of Record to perform the services ordinarily provided by an insurance consultant as required by the Board of Education for the 2018 calendar year until the reorganization meeting on January 2, 2019 as an extraordinary unspecifiable service.

VOTE Section 9

10. Bank Depository, Newspaper, Board Policy Manual, Bylaws, Meeting Rules of Order, Board-Approved Curricula, Textbooks, Emergency Management Plan

Recommend approvals as follows:

BE IT RESOLVED THAT First Bank be designated as official depository for all accounts of the Chesterfield Township Board of Education for the 2018 calendar year; and that the State of New Jersey Cash Management Fund, ABCO Federal Credit Union, First Bank and any financial institution approved and authorized by the State of New Jersey be designated as a legal depository for investment purposed for the Chesterfield Township Board of Education for the 2018 calendar year.

BE IT RESOLVED THAT the Burlington County Times be designated the official newspaper for legal notices for the Chesterfield Township Board of Education for the 2018 calendar year; and

BE IT RESOLVED THAT all Policies and By Laws as set forth in the Board Policy Manual of the Chesterfield Township Board of Education be re-adopted for the 2018 calendar year; and

BE IT RESOLVED that the Board of Education will conduct their meetings according to Roberts Rules of Order as revised; and

BE IT RESOLVED THAT all existing Board-Approved Curricula and Textbooks for the Chesterfield Township School District be re-adopted for the 2018 calendar year.

BE IT RESOLVED THAT the Chesterfield School's Emergency Management Plan be re-approved for the 2018 calendar year.

VOTE Section 10

11. Approval of Multi-Year Plans

Recommend approval of the following multi-year plans: September 2017 Comprehensive Maintenance Plan/ M-1,

VOTE Section 11

12. Approval of Organization Chart (Attachment) - Public

Be it resolved that the Chesterfield Township Board of Education approves the Organization Chart for the Board of Education.

VOTE Section 12

13. Authorization for Signatories

Recommend approval of the following resolution and approval to designate the following signatories on the following accounts:

BE IT RESOLVED THAT First Bank designated as the official depository of the Chesterfield Board of Education written order of the signatories so entitled to payment, and without reference to the original ownership of the moneys deposited; all withdrawals must contain signatures as indicated below.

on Accounts: #2040001204 General Fund

3 Signatories: _____, President or _____, Vice President and
Janice Jones, Treasurer and Patrick Pisano, Business Administrator/Board Secretary

on Account: #2040001212 Lunchroom

2 Signatories: Janice Jones, Treasurer and Patrick Pisano, Business Administrator/Board Secretary

on Accounts: #2040001220 Payroll

#2040001253 Unemployment

#2040001261 Summer Pay

2 Signatories: Janice Jones, Treasurer and Patrick Pisano, Business Administrator/Board Secretary

on Accounts: #2040001238 Petty Cash Fund

#2040001246 Student Activity

2 Signatories: Scott Heino, Superintendent, Linda Nice, Administrative Secretary and/or
Patrick Pisano, Business Administrator/Board Secretary

on Accounts: #2040001279 Construction Account

#2040000147 Capital Investment

3 Signatories: _____, President or _____, Vice President and
Janice Jones, Treasurer and Patrick Pisano, Business Administrator/Board Secretary

on Account: #117-120146-171 Capital Reserve

New Jersey Cash Management Account

Mary Merrick, Assistant to the Business Administrator, Janice Jones, Treasurer, and Patrick
Pisano, Business Administrator/Board Secretary (authority to transfer funds)

on Account #2040001220 Payroll

Mary Merrick, Assistant to the Business Administrator, and Marnie Briel, Board Secretary/Payroll
to transfer Payroll deduction payments as needed.

VOTE Section 13

14. Authorization of Actions by Administration Between Meetings

14A. Transfers Between Board Meetings

Recommend approval to grant authority for the Superintendent and the Business Administrator/Board Secretary to authorize the transfers of funds between meetings during the 2018 calendar year to ensure that no line-item accounts are over expended. Said transfers will be presented to the Board at their next regular meeting for ratification.

14B. Chart of Accounts and Expenditures Between Board Meetings

Recommend approval of the Adoption of the Uniform Chart of Accounts as promulgated by the NJ Department of Education for the 2018 calendar year and approval to grant authority for the Superintendent and the Business Administrator/Board Secretary to authorize the payment of bills as needed between meetings during the 2018

calendar year with a list to be presented for ratification at the next meeting of the Board of Education.

14C. Employment of Staff Members Between Board Meetings

Recommend approval to authorize the Superintendent of Schools to employ faculty and staff members between Board meetings during the 2018 calendar year upon consultation with the Board President and to report such employment at the next meeting of the Board of Education for ratification.

VOTE Section 14

15. Companies to Offer Tax Sheltered Annuity Plans/Flex Spending Plan

WHEREAS, the Board of Education desires to provide its employees with a number of financial institutions where its employees may enter into tax sheltered annuity plans, and

WHEREAS, the Chesterfield Township Board of Education's employees desire a wide market of plans,

THEREFORE BE IT RESOLVED THAT, the following companies may offer their tax shelter plans to the Chesterfield Township Board of Education employees:

1. Metlife Resources
2. Lincoln Investment Planning, Inc.
3. AXA Equitable
4. Colonial Life – Flex Spending Plan, Section 125

VOTE Section 15

16. Companies to Offer Disability Insurance

WHEREAS, the Chesterfield Township Board of Education desires to provide its employees with companies to which they can purchase, at their expense, disability insurance,

THEREFORE BE IT RESOLVED that the following companies may offer their disability insurance to the Chesterfield Township Board of Education employees:

1. Prudential Insurance Company of America
2. Hartford Life Insurance Company

VOTE Section 16

17. Establish 2018 Petty Cash Funds

BE IT RESOLVED THAT the Chesterfield Board of Education does hereby approve the establishment of the following Petty Cash account for 2018 calendar year effective.

School Petty Cash Fund	\$750.00
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And recommend that the following limits be established for individual petty cash check reimbursements
\$40.00 per reimbursement for staff pre-approved purchases
\$75.00 per reimbursement for purchases as authorized by the Superintendent on an as-needed basis

VOTE Section 17

18. Approval of Vendors (Attachment)

BE IT RESOLVED THAT the Chesterfield Board of Education does hereby approve the attached vendor list for the 2018 calendar year.

VOTE Section 18

19. State Contract Vendors (Attachment) - Public

BE IT RESOLVED THAT the Chesterfield Board of Education does hereby approve the utilization of all State Contract vendors for the 2018 calendar year.

VOTE Section 19

20. Co-Op

BE IT RESOLVED THAT the Chesterfield Township Board of Education reaffirms the approval of Educational

Data Services, Middlesex Regional Educational Services Commission Co-Op and the Burlington County Educational Services Unit for cooperative bidding programs for the 2018 calendar year.

VOTE Section 20

21. Personnel

21A. Approval of Substitute Rates for the 2018 Calendar Year

BE IT RESOLVED THAT the Chesterfield Board of Education does hereby approve the following substitute rates for the 2018 calendar year:

Teacher Substitute	\$80.00 per day
Nurse Substitute	\$125.00 per day

Secretary Substitute, Lunchroom/Recess/Classroom Aide substitute, Bus Aide substitute

New Hire	\$10.50 per hour
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1-4 years of service	\$11.00 per hour
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5 +	\$11.50 per hour
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Bus Driver	\$19.70 per hour
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Paraprofessional	\$11.40 per hour
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Custodian	\$12.75 per hour
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VOTE Section 21

22. Waiver of Coverage; Health Benefits Program

Recommend approval of the following:

WAIVER OF COVERAGE
HEALTH BENEFITS PROGRAM

WHEREAS, employees are now permitted to waive their Horizon medical and prescription coverage – provided they have other health care coverage, and

WHEREAS, a Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application must be submitted through the Human Resources Office to Horizon in order to waive Horizon medical and prescription coverage, and

WHEREAS, to reinstate coverage under Horizon, an employee must once again complete a Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application, and

WHEREAS, the employee must notify the Horizon within 30 days of loss of the other coverage and provide proof of the loss of that coverage. And

WHEREAS, reinstatement will be effective immediately following the loss of the employee's other plan coverage,

NOW THEREFORE BE IT RESOLVED, that the Chesterfield Township Board of Education offers the opt out plan to all active eligible employees, and

BE IT FURTHER RESOLVED, the incentive payment will be made twice a year on the closest pay date to December 15 and June 15 each year.

The decision of the Chesterfield Board of Education to allow its employees to waive coverage, and the amount of incentive to be paid, cannot be subject to the collective bargaining process.

VOTE Section 22

23. Shared Service Agreements

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby approve continuing the Joint Transportation Agreement and Technology Service Agreement with the Northern Burlington Regional School District for the 2018 calendar year.

VOTE Section 23

24. 2018-2019 School Year Preschool Tuition Rate Increase

Recommend approval to increase the 2018-2019 school year preschool tuition rate by 2% of the 2017-2018 tuition rate. Effective September 1, 2018 – June 30, 2019.

VOTE Section 24

25. Other Business

26. Other Public Comments

27. 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 27

28. Motion to Return to Public Session

Vote Section 28

29. Motion to Adjourn

Vote Section 29