

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, October 16, 2019
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

Roll Call

Ms. Christina Hoggan, President
Mr. Matthew Litt, Vice President
Dr. Terran Brown
Mrs. Jaclyn Halaw

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 8, 2019 and Executive Session on October 9, 2019.

- 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. 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:

Contractual Matter

RESOLVED, that the aforesated 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 3

4. Motion to Return to Public Session

Vote Section 4

5. Meeting Information/Important Dates

Board of Education Important Dates

November 20, 2019 Regular Monthly Meeting

School District Important Dates

October 18, 2019	Picture Day
October 21 - 24, 2019	Scholastic Book Fair
November 6, 2019	End of 1 st Marking Period
November 6, 2019	CPEF Monthly Meeting
November 7 & 8, 2019	School Closed, NJEA Convention
November 11, 2019	School Closed, Staff In-Service
November 12, 2019	PTA Executive Meeting
November 20, 2019	Report Cards Available Online

6. Presentations

6A. Spring 2019 NJSLA Results – Administrative Team (Attachment)

6B. 2018-2019 District/School HIB Self-Assessment (Attachment)

7. Public Comment – Agenda 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. School Community Partnerships

8A. Chesterfield PTA

8B. Chesterfield Public Education Fund

9. Minutes (Attachment)

Recommend approval of the following minutes:

September 25, 2019	Regular Minutes
September 25, 2019	Executive Minutes
October 2, 2019	Regular Minutes
October 2, 2019	Executive Minutes

10. Board of Education/Superintendent Reports

10A. Approval of 2019-2020 District Goals

10B. Approval of 2019-2020 Board Goals

Committee Reports

10C. Board Committee

<u>Committee</u>			<u>Meeting Dates</u>
Human Resources	Chair	Terran Brown Matthew Litt	prior to the January, May and September meetings
	Admin. Rep.		
Curriculum & Instruction	Chair	Vacant Jaclyn Halaw	prior to the February, June and October meetings
	Admin. Rep.	Jeanine May-Sivieri	

Finance	Chair	Christina Hoggan	prior to the March, July and November meetings
	Admin. Rep.	Jaclyn Halaw Patricia Austin	
Student Services	Chair	Terran Brown	prior to the April, August and December meetings
	Admin. Rep.	Vacant Lynn Booth	
BURLCO School Boards Association Executive Committee Delegate:		Christina Hoggan	
Legislative Chairperson & Delegate to NJ School Boards Association:		Christina Hoggan	
District Advisory Committee:		Jaclyn Halaw Christina Hoggan	
BOE Policy Committee:		Terran Brown Matthew Litt	
CTEA/BOE Negotiation Committee:		Matt Litt Christina Hoggan	
CAEA/BOE Negotiation Committee:		Terran Brown Matthew Litt	
Compressor Station & Pipeline Impact Committee:		Christina Hoggan	
Fair Funding Action Committee Liaison:		Vacant	
Fair Funding Legal Committee:		Christina Hoggan Matthew Litt	
Community Heritage Committee:		Christina Hoggan Matthew Litt	

10D. Superintendent's Report

10D.1 Student Enrollment

Grade Levels	September 2019	October 2019	Net Change
Pre-School			
<i>Tuition</i>	17	17	
<i>Non-Tuition</i>	11	12	+1
LMD (non-tuition)	*5	*5	
UMD (non-tuition)	*3	*3	
Kindergarten	88	88	
1st	101	101	
2nd	100	100	
3rd	115	115	
4th	107	107	
5th	109	109	
6th	114	113	-1
Total In-District	762	762	
Attending Out-of-District	5	5	

Schools			
Total	767	767	0

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

11. Board Policy

11A. Second Reading of Revised Policies (Attachment) - Public

The following revised policies are being presented for the second reading:

Policy 5131.1 Harassment, Intimidation and Bullying

Policy 3542.3 Procurement Procedures for Child Nutrition Programs

Vote Sections 9-11

12. Personnel

12A. Approval of Substitutes

Recommend approval of the following substitutes for the 2019-2020 school year:

Angela Smylie Nurse

Dale Donner Nurse

Vandana Singh Lunch/Recess Aide (pending background check)

Rosemary Olexovitch Lunch/Recess Aide

12B. Approval of Resignation

Recommend approval, with regret, of resignation of Sherry Hirth as Lunch/Recess Aide effective November 30, 2019.

12C. Approval of Salary for Special Education Teacher

Recommend approval of the start date for Nicole Loftus as Special Education Teacher, effective October 14, 2019 through June 30, 2019 at BA Step 5, \$55,936.00, prorated in the amount of \$48,104.96.

12D. Approval of Lunch/Recess Aide

Recommend approval of Melanie Wolak as lunch/recess aide for the remainder of the 2019-2020 school year (effective 10/17/2019), 2.92 hours per day for 141 days at \$11.00/ hour = \$4,528.92.

12E. Approval of Vision Mission Oversight Team

Recommend approval of the Vision Mission Oversight Team up to 10 hours per committee member for the 2019-2020 school year.

12F. Approval of School Climate Team

Recommend approval of the School Climate Team up to 5 hours per committee member for the 2019-2020 school year. Compensation will be based on the agreed upon negotiated rate.

12G. Approval of Variety Show Stipends

Recommend approval of the following staff members to coordinate the Variety Show and receive the associated stipend of \$698.00 each, per the negotiated agreement.

Mike McCann Melody Khalifa

Courtney Kovac Allan Forsyth

12H. Approval of School Play Stipends

Recommend approval of the following staff members to coordinate the School Play. Stipend compensation is pending CTEA/BOE agreement.

Gwendolyn McCreary, Director

Antoinette DiEleuterio, Co-Director

Michael Brayton, Co-Director

12I. Approval of Sidebar Agreement between CTBOE and the CTEA (Attachment)
 Recommend approval of Sidebar Agreement between the Chesterfield Township Board of Education and the Chesterfield Township Education Association for Clubs Program.

12J. Approval of Extra Time for Lunch/Recess Aides (Attachment)
 Recommend approval of payment of extra time for the attached aides to attend a Playground Supervision Safety meeting on September 26, 2019 or meeting with Mr. Mazzoni on October 11, 2019. (Aides are being paid for number of hours attended less 2.93 or 2.33 hour obligation listed in their contract.)

Vote Section 12

13. Curriculum & Instruction

13A. Approval of Wilson Foundations Training (Attachment)
 Recommend approval of Wilson Foundations training for one session, October 23, 2019 at \$1,450.00.

13B. Approval of Revised Preschool Curriculum (Attachment)
 Recommend approval of the revised Preschool Curriculum.

14. Health & Safety

14A. Nurses Report – September (Attachment) - Public

14B. Emergency Drill Report (Attachment) - Public
 Lock-down Drill September 26, 2019
 Fire Drill October 10, 2019

14C. Compressor Station Log (Attachment) - Public

14D. Student Code of Conduct (Attachment) - Public

14E. H.I.B. Incidents

Final Approval:
 One H.I.B. incident reported – One non-confirmed

September Preliminary Approval:
 There were no H.I.B. incidents reported in September.

15. Staff Professional Development

15A. Approval of Workshop
 Recommend approval of the following workshops:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding
Mike Mazzoni	Principal	Monroe Twp., NJ	Overview of the Discrimination Law & Role of the Affirmative Action Officer	12/13/2019	\$150.00	\$19.39	
Mike Mazzoni	Principal	Monroe Twp., NJ	Enhancing Social/Emotional Learning with a Focus on Special Ed	1/15/2020	\$149.00	\$19.39	

Mike Mazzoni	Principal	Monroe Twp., NJ	Crisis Prevention and Preparedness	1/29/2020	\$149.00	\$19.39	
Gwendolyn McCreary	Music	Atlantic City, NJ	NJ Music Educators Conference	2/20-2/23/2020	\$170.00	\$148.68	
Larry Pingitor	Custodian	Westampton, NJ	School IPM Coordinators 2019-2020 Training	11/8/2019	\$0.00	\$11.90	
Larry Pingitor	Custodian	Westampton, NJ	PEOSH/NJADP 2019-2020 Indoor Air Quality Training	3/6/2020	\$0.00	\$11.90	
Antoinette DiEleuterio	Instructional Coach	Mt. Laurel, NJ	Maximize the Power of Guided Math	11/25/2019	\$279.00	\$14.98	
Maria Prince	5 th Grade Teacher	Mt. Laurel, NJ	Maximize the Power of Guided Math	11/25/2019	\$279.00	\$14.98	

15B. Approval of Tuition Reimbursement (Attachment)

Mr. Heino has approved tuition reimbursement for the following staff members, in accordance with the requirements of their certification.

Elizabeth Schauer Early Childhood Curriculum - \$2,190.84
Elizabeth Schauer Literacy Foundations - \$2,190.84

Lauran Gleason Linguistics & Second Language Acquisition for Teaching Languages - \$2,055.00

16. Transportation

16A. Approval of the Revised 2019-2020 Transportation Route - Bus 12 (Attachment)

Vote Sections 13-16

17. 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.

Patricia Austin 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.

17A. Financial Approvals (Attachment)

Recommend approval of the following financial reports for the month of August 2019:

- Expenditures - Approval and ratification of Expenditures for August 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.
- Transfers for August
- Budget Report
- Revenue Report
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

The following reports for September 2019 are attached: (Attachment)

- Expenditures - Approval and ratification of Expenditures for September 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.

The following reports for October 2019 are attached: (Attachment)

- Expenditures - Approval and ratification of Expenditures for October 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.

17B. Approval of North Hanover Township School District 2019 ESY and 2019-2020 Tuition Agreement (Attachment)

Recommend approval of the attached 2019 ESY/Related Services, 2019-2020 Tuition/Related Services contracts with North Hanover Township School District for SID#5011958955 effective July 1, 2019 through June 30, 2020, 2019 ESY Tuition \$1,600.00, 2019 ESY Related Services \$1,578.40, 2019-2020 Tuition \$29,604.00, 2019-2020 Related Services \$47,547.67 for a total amount of \$80,330.07.

17C. Approval of Burlington County Special Services School District 2019-2020 Tuition Agreement (Attachment)

Recommend approval of the attached 2019-2020 Tuition agreement with Burlington County Special Services School District for SID#5548170702 effective September 5, 2019 through June 19, 2020, in the amount of \$41,249.00.

17D. Approval of Burlington County Special Services School District ESEA-ESSA Agreement (Attachment)

Recommend approval of the attached ESEA-ESSA agreement with BCSSSD for the 2019-2020 school year.

17E. Approval of Budget Calendar for the 2020-2021 Budget (Attachment)

Recommend approval of the budget calendar for the 2020-2021 school year budget.

17F. 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: Christina Hoggan, President and Janice Jones, Treasurer and Andrew Polo, Business Administrator/Board Secretary

on Account: #2040001212 Lunchroom

2 Signatories: Janice Jones, Treasurer and Andrew Polo, Business Administrator/Board Secretary

on Accounts: #2040001220 Payroll

#2040001253 Unemployment

#2040001261 Summer Pay

2 Signatories: Janice Jones, Treasurer and Andrew Polo, Business Administrator/Board Secretary

on Accounts: #2040001246 Student Activity

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

on Accounts: #2040001279 Construction Account

#2040000147 Capital Investment

3 Signatories: Christina Hoggan, President and Janice Jones, Treasurer and Andrew Polo, Business Administrator/Board Secretary

17G. Approval of Temporary Purchasing Agent (QPA)

Recommend approval of Andrew Polo as Temporary Purchasing Agent (QPA) following Patricia Austin during the term of the appointment, a contracting unit's bid threshold may remain at the maximum amount allowed. Local Finance Notices 2011-15, and 2011-16.

18. Facilities Update/Information

18A. Building & Grounds Report (Attachment) - Public

18B. Approval of M-1 Form and Comprehensive Maintenance Plan (Attachment)

Recommend approval of the Annual M-1 Form and Comprehensive Maintenance Plan.

18C. School Dude Report (Attachment) - Public

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

18D. Solar Renewable Energy Credits Analysis (Attachment) - Public

18E. Use of Facilities

Recommend the approval of the following use of facilities for the 2019-2020 school year:

Name Of Organization	Facility requested	Description of Activity	Date
Cub Scouts Pack 55	Cafeteria	Meeting	11/14/19
PTA	Atrium	Holiday Shop	12/9-12/13/19
CTAA	Gym	Student Basketball Evaluations	11/14/19 11/15/19
CTAA	Media Center	Basketball Draft	11/19/19
CTAA Basketball	Gym and Cafeteria	Youth Basketball Practices and Games	11/27/19 through 3/20/20 Monday – Friday 6:00-9:00 p.m. Saturdays 9:00 – 2:00 p.m. Dates according to blackout calendar. Days the school is closed the building is not used. Both rooms are not always available.

CTAA	Room TBD	Basketball Pictures	1/2/20
Champions	Cafeteria	Full Day Program	11/11/19

Vote Sections 17-18

19. Other Business

19A. Draft Committee Policy (Attachment)

19B. Clubs Program

19C. Code of Conduct

19D. Curriculum - Reading

19E. Action Item List

20. 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 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 20

21. Motion to Return to Public Session

Vote Section 21

22. Other Public Comments

23. Motion to Adjourn

Vote Section 23