

Chesterfield Township Board of Education
Goal Setting/Regular Meeting 6:00 p.m.
Wednesday, November 14, 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.

District Goals
2018-2019 School Year

DISTRICT GOAL #1: Conduct an assessment of the Chesterfield Township School District 2016-2021 Strategic Plan and update, as appropriate, to ensure relevancy of the strategic goals and objectives guiding the school district leadership decision making processes.

Objective #1: Establish a Vision and Mission Statement which reflects the desires of the collective school district stakeholders.

Objective #2: Update the strategic plan goals, objectives, and action plans to ensure district leadership direction and alignment to the collective vision.

DISTRICT GOAL #2: Establish a school district community culture and climate focused on the development of the whole-child; socially, emotionally, and academically.

Objective #1: Enrich the climate and culture of the school by developing a consistent and age-appropriate district wide discipline plan.

Objective #2: Work collaboratively with District Discipline Committee to implement and align character education program to the specific needs of the district to enhance students understanding and acceptance of each other’s differences in concert with implementation of the newly developed discipline plan.

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

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

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 28, 2018 and the time change on November 7, 2018:

- 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. Board Goals

New Jersey School Boards Association Field Service Representative Jesse Adams – Board Goals

4. FVHD Architects

FVHD Architects, George Duthie and Steve Gillan - Review site observation report for geothermal vault.

5. Meeting Information/Important Dates

Board of Education Important Dates

December 12, 2018 Regular Monthly Meeting (Date Change)

School District Important Dates

| | |
|----------------------|--|
| November 15, 2018 | Early Dismissal - Evening Parent/Teacher Conferences |
| November 16, 2018 | Early Dismissal - Afternoon Parent/Teacher Conferences |
| November 19, 2018 | Early Dismissal - Evening Parent/Teacher Conferences |
| November 20, 2018 | Early Dismissal - Afternoon Parent/Teacher Conferences |
| November 20, 2018 | Picture Retakes |
| November 21, 2018 | Early Dismissal |
| November 22-23, 2018 | School Closed – Thanksgiving Holiday |
| December 3-7, 2018 | PTA Holiday Shop |
| December 5, 2018 | CPEF Monthly Meeting |
| December 6, 2018 | FVL Parent Chaperone Meeting |
| December 6, 2018 | FVL Mandatory Parent Meeting |
| December 11, 2018 | PTA Monthly Meeting |

6. 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.

7. School Community Partnerships

7A. Chesterfield PTA

7B. Chesterfield Public Education Fund

7B.1 CPEF Grant Request (Attachments) - Public

Recommend approval of the following grants:

Allan Forsyth, 5th Grade Teacher requesting flexible seating options for his classroom. The seats will allow students to show academic improvements and they will be more engaged in their learning. Cost \$414.47.

Vote Section 7

8. Minutes (Attachment)

Recommend approval of the following minutes:

October 17, 2018 Regular Minutes

Vote Section 8

9. Board of Education

Committee Reports

9A. Board Committee/Superintendent Reports

| Committee | | | Meeting Dates |
|---|-------------|--------------------------------------|--|
| Human Resources | Chair | Jignesh Shah | prior to the January, May and September meetings |
| | Admin. Rep. | Amy Jablonski Mike Mazzoni | |
| Curriculum & Instruction | Chair | Laura Bond | prior to the February, June and October meetings |
| | Admin. Rep. | Amy Jablonski Jeanine May-Sivieri | |
| Finance | Chair | Jignesh Shah | prior to the March, July and November meetings |
| | Admin. Rep. | Christina Hoggan Patrick Pisano | |
| Student Services | Chair | Terran Brown | prior to the April, August and December meetings |
| | Admin. Rep. | Laura Bond Anthony Calandrillo | |
| BURLCO School Boards Association Executive Committee Delegate: | | | Jignesh Shah |
| Legislative Chairperson & Delegate to NJ School Boards Association: | | | Jignesh Shah |
| Alternate Delegate: | | | Amy Jablonski |
| District Advisory Committee: | | | Laura Bond Terran Brown |

BOE Policy Committee:

Terran Brown
Christina Hoggan

CTEA/BOE Negotiation Committee

Christina Hoggan
Jignesh Shah

CAEA/BOE Negotiation Committee

Jignesh Shah
Terran Brown

Compressor Station & Pipeline Impact Committee:

Christina Hoggan

9B. Superintendent's Report

9B.1. Student Enrollment

| Grade Levels | October 2018 | November 2018 | Net Change |
|--|--------------|---------------|------------|
| Pre-School | | | |
| <i>Non-Tuition</i> | 8 | 8 | |
| <i>Preschool Disabled (non-tuition)</i> | 5 | 6 | +1 |
| <i>Tuition</i> | 15 | 16 | +1 |
| Kindergarten | 100 | 103 | +3 |
| 1st | 94 | 93 | -1 |
| 2nd | 111 | 112 | +1 |
| 3rd | 102 | 102 | |
| 4th | 106 | 107 | +1 |
| 5th | 112 | 111 | -1 |
| 6th | 123 | 122 | -1 |
| | | | |
| Total In-District | 776 | 780 | +4 |
| Attending Out-of-District Schools | 5 | 5 | |
| Total | 781 | 785 | +4 |

9C. Board Member Training (Attachments) - Public
Board Member Training Mandated by New Jersey School Boards Association

10. Board Policy/Regulation

10A. First Reading of Revised Policies (Attachments) - Public

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

| | |
|-----------------|---|
| Policy #5141.21 | Administering Medication |
| Policy #5141.21 | Emergency Administration of Naloxone for Drug Overdose Form |
| Policy #6142 | Subject Fields |
| Policy #6142.2 | English as a Second Language; Bilingual Programs |
| Policy #6142.4 | Physical Education and Health |
| Policy #6142.12 | Career and Technical Education |

10B. Second Reading of Revised/New Policies (Attachments) - Public

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

| | |
|-----------------|-----------------------------------|
| Policy #3541.32 | District Owned Vehicles |
| Policy #4151 | Attendance Patterns - Regulation |
| Policy #6141 | Curriculum Design and Development |

Vote Section 10

11. Personnel

11A. 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> |
|---------------------|---|---------------------|
| Barca, Kimberly | Involuntary Relocation of Classroom | \$150.00 |
| Bulley, Amanda | Involuntary Relocation of Classroom | \$150.00 |
| Chou, Melissa | Involuntary Relocation of Classroom | \$150.00 |
| Hillman, Melissa | Missed Prep for CST Meetings 10/17/18 & 11/1/18 | \$ 70.00 |

11B. Approval of Technology Committee

Recommend approval of the following personnel to continue their work on the technology committee for the 2018-2019 school year, up to 10 hours each. Total \$2,836.50.

| | |
|------------------|---|
| Jennifer Ancelo* | \$52.00/hour @ 10 hours for a total of \$520.00, per negotiated agreement |
| Michael Brayton | \$52.00/hour @ 10 hours for a total of \$520.00, per negotiated agreement |
| Maria Prince | \$52.00/hour @ 10 hours for a total of \$520.00, per negotiated agreement |
| Angela Manning | \$52.00/hour @ 10 hours for a total of \$520.00, per negotiated agreement |
| Melissa Carlton | \$52.00/hour @ 10 hours for a total of \$520.00, per negotiated agreement |
| Marnie Briel | \$23.65/hour @ 10 hours for a total of \$236.50 |

*new member of committee for the 2018-2019 school year

11C. Approval of Substitutes

Recommend approval of Sudha Govindaraj as a substitute teacher for the 2018-2019 school year.

11D. Approval of Science Lab Organization

Recommend approval of Sharon Angelucci and Antoinette DiEleuterio to each work up to 3 hours in the organization of Science Lab at \$52 per hour for a total of \$312.00.

11E. Approval of Resignation

Recommend approval of the resignation of Mary Wolverton, Lunchroom/Recess Aide, effective November 25, 2018.

11F. Approval of Special Education Teacher

Recommend approval of Amber Clark as full time Special Education Teacher for the remainder of the 2018-2019 school year effective November 12, 2018 at BA Step 1, \$52,931.00, prorated to \$40,756.89, as per negotiated agreement.

11G. Approval of School Counselor

Recommend approval of Melody Khalifa as School Counselor for the remainder of the 2018-2019 school year effective January 2, 2019 at MA+18 Step 7, \$61,068.00, prorated to \$36,640.80, as per negotiated agreement.

Vote Section 11

12. Curriculum & Instruction

12A. Approval of the Fairview Lake Field Trip for the 2018-2019 School Year

Recommend approval of a field trip to Fairview Lake for the sixth grade students for the 2018-2019 school year, February 5 – 8, 2019.

12B. Re-Approval of ABA Services (Attachment)

Recommend the re-approval of Amazing Transformations to provide an applied behavioral therapist for behavioral and educational support services, 5 hours per week at \$450.00 per week for the 2018-2019 school year.

12C. Approval of Paraprofessional

Recommend approval of one additional paraprofessional from Delta T for the preschool self-contained classroom.

12D. Approval of the Bilingual/ESL Three-Year Program Plan (Attachment)

Recommend approval of the Bilingual/ESL Three-Year program plan for school years 2017-2020.

Vote Section 12

13. Health & Safety

13A. Nurses Report – October (Attachment) - Public

13B. Emergency Drill Report (Attachment) - Public
Bomb Threat Drill October 30, 2018
Evacuation Drill November 2, 2018

13C. Student Code of Conduct (Attachment) – Public
Report for October

13D. H.I.B. Incidents (Attachment)

September Final Approval:

There were no HIB incidents reported in September.

October Preliminary Approval:

There were three H.I.B. incidents reported and three confirmed for October.

13E. Adoption of the Emergency Management Plan: November 2018 (Attachment)

Recommend approval of the revised and updated plan.

Vote Section 13

14. Staff Professional Development

14A. Approval of Workshop

Recommend approval of the following workshops:

| Name | Position | Destination | Justification | Date | Workshop/Exhibit Cost to District | | |
|---------------------|-----------------------|-----------------|--|-------------|-----------------------------------|---------|---------|
| | | | | | Reg. Fee | Mileage | Funding |
| Anthony Calandrillo | Director of Spec Serv | Voorhees, NJ | Co-Teaching | 12/5&6/2018 | \$449.00 | | |
| Melissa Carlton | Psychologist | McGuire AFB, NJ | JBMDL Inclusive by Design: A Gathering for Influencers | 10/24/2018 | \$0.00 | | |

14B. Approval of Tuition Reimbursement (Attachment)

Mr. Heino has approved tuition reimbursement for the following staff member, in accordance with the negotiated agreement, upon successful completion of the following graduate course:

| | | |
|-----------------|---|----------------|
| Bethann Molesky | BEHP 5012 - Basic Elements of Behavior Analysis | Total \$850.00 |
| Bethann Molesky | BEHP 5013 - Developing, Strengthening, Maintaining Behavior | Total \$850.00 |

Vote Section 14

15. Transportation

15A. Approval of the Revised 2018-2019 Transportation Route - Bus 12 (Attachment)

Vote Section 15

16. 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.

Patrick Pisano

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.

16A. Financial Approvals (Attachments)

Recommend approval of the following financial reports for the month of September:

- 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.
- Transfers for September: #019 to #022
- Report of the Secretary
- Budget Report
- Revenue Report
- Monthly Transfer Report
- Report of the Treasurer

Recommend approval of the following financial reports for the month of October: (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.

Recommend approval of the following financial report for the month of November: (Attachment)

- Expenditures - Approval and ratification of Expenditures for November 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.

16B. Personnel Waiving Health Benefits (Attachment)

Recommend approval and payment of the attached list of personnel waiving health benefits as of November 1, 2018.

Vote Section 16

17. Other Business

18. Facilities Update/Information

18A. Supervisor of Building & Grounds Report - Robert Carter (Attachment) - Public

18B. School Dude Report (Attachment) - Public

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

18C. Solar Renewable Energy Credits Analysis (Attachment) – Public

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

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

18E. Use of Facilities

Recommend the approval of the following use of facilities for the 2018-2019 school year:

| Name Of Organization | Facility requested | Description of Activity | Date |
|-----------------------------|---------------------------|--------------------------------|-------------|
| FVL 2019 | Atrium | Pie Fundraiser Pick up | 11/19/18 |

Vote Section 18

19. 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 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 19

20. Motion to Return to Public Session

Vote Section 20

21. Other Public Comments

22. Motion to Adjourn

Vote Section 22