

Chesterfield Township Board of Education
Regular Meeting 6:00 p.m.
Wednesday, November 20, 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.

2019-2020 District Goals

- 1A. Develop a Vision and Mission Statement to reflect the desires of the school district in the areas of teaching and learning as we grow as a district.
- 1B. Revise strategic plan goals, objectives, and action plans to be aligned with newly developed vision and mission.
- 2. Develop grade level academic based goals in the area of English language arts or math based on relevant data.

2019-2020 Board Goals

- 1. Improve board operations through assessment and development of formalized meeting and committee structures that improve efficiency and allow for informed decision making by the board.
- 2. Improve community engagement, familiarity, and trust through the development of processes and opportunities for the board of education to interact with stakeholders.

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 Member

The Board Secretary administers the Oath of Allegiance to the newly appointed Board Member, Mrs. Kerri Lynch.

1B. Roll Call

Ms. Christina Hoggan, President
Mr. Matthew Litt, Vice President
Dr. Terran Brown
Mrs. Jaclyn Halaw
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 January 8, 2019 and meeting time change on November 17, 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:

Legal 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

December 18, 2019 Regular Monthly Meeting

School District Important Dates

November 21, 2019	Early Dismissal - Evening Parent/Teacher Conferences
November 22, 2019	Early Dismissal - Afternoon Parent/Teacher Conferences
November 25, 2019	Early Dismissal - Evening Parent/Teacher Conferences
November 26, 2019	Early Dismissal - Afternoon Parent/Teacher Conferences
November 27, 2019	Early Dismissal
November 28-29, 2019	School Closed – Thanksgiving Holiday
December 4, 2019	CPEF Monthly Meeting
December 5, 2019	FVL Parent Chaperone Meeting
December 5, 2019	FVL Mandatory Parent Meeting
December 9-13, 2019	PTA Holiday Shop
December 10, 2019	PTA Monthly Meeting
December 12, 2019	Variety Show
December 13, 2019	Fairview Lake 5 th /6 th Grade Dance

6. Presentations

6A. Social Studies Curriculum Presentation and Demonstration by 6th Grade Students

Mrs. Jeanine May-Sivieri

6B. ESL Curriculum Presentation – Mrs. Jeanine May-Sivieri

6C. Special Services Presentation – Dr. Lynn Booth

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

8B.1 CPEF Grant Request (Attachment) - Public

Recommend approval of the following grants:

5th Grade Teachers, requesting a subscription to Vocabulary Spelling City App. Cost \$324.75

Melissa Chou, Resource Teacher, requesting flexible seating options. Cost \$223.95

Melissa Midora and Karen Stryker, Teachers, request towards Science Olympiad Competition. Cost \$2,000.00

Danielle Christiansen, Counselor, request for Character Education Rockin' for Respect project. Cost \$150.00

6th Grade Teachers, requesting \$25.00 toward each 6th grade student to attend Fairview Lake. Cost \$2,825.00

9. Minutes (Attachment)

Recommend approval of the following minutes:

October 16, 2019 Executive Minutes
October 16, 2019 Regular Minutes

10. Board of Education/Superintendent Reports

Committee Reports

10A. Board Committee

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

10B. Superintendent's Report

10B.1 Student Enrollment

Grade Levels	October 2019	November 2019	Net Change
Pre-School			
<i>Tuition</i>	17	16	-1
<i>Non-Tuition</i>	12	12	
LMD (non-tuition)	*5	*5	
UMD (non-tuition)	*3	*3	
Kindergarten	88	87	-1
1st	101	103	+2
2nd	100	100	
3rd	115	114	-1
4th	107	106	-1
5th	109	109	
6th	113	113	
Total In-District	762	761	-1
Attending Out-of-District Schools	5	5	
Total	767	765	-2

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

10C. Approval of the Uniform State Memorandum of Agreement (Attachment) - Public
Recommend approval of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2019-2020 school year.

11. Board Policy

11A. First Reading of Revised Bylaw (Attachment)
The following revised bylaw is being presented for the first reading:
Bylaw #9130 Committees

Vote Section 8B.1, 9, 10C, & 11A

12. Personnel

12A. 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>
Jamie Cronin	Classroom Relocation	\$150.00
Jamie Cronin	Missed Prep - IEP meeting (9/25/19)	\$35.00
Jamie Cronin	SpellRead Training (10/14/19, 10/17/19 & 10/25/19)	\$130.00
Jennifer Feder	SpellRead Training (10/14/19, 10/17/19)	\$104.00
Jenn Hamer	Missed Prep period to cover supplemental instruction due to teacher shortage (10/4/19, 10/7/19, 10/8/19, 10/15/19, 10/16/19, 10/17/19, 10/23/19, 10/24/19, 10/25/19, 10/31/19, 11/1/19 and 11/4/19)	\$420.00
Melissa Hillman	Missed Prep - IEP meetings (9/25/19, 10/2/19 & 10/10/19)	\$105.00
Melissa Sakimura	Missed Prep - IEP meeting (9/25/19)	\$35.00
Amanda Sorensen	Missed Prep - IEP meeting (9/25/19)	\$35.00

12B. Approval of Continuation of Leave of Absence

Recommend approval of continuation of leave of absence for Tara Bobal, Kindergarten Teacher, through June 30, 2020.

12C. Approval of Resignation

Recommend approval of the resignation, with regret of Lori Christensen, 2nd Grade Teacher, effective December 14, 2019.

12D. Approval of Before/After School Detention Positions (Attachment)

Recommend approval of the attached list of staff members for the Before/After School Detention Positions for the 2019-2020 school year.

12E. Approval of Mentor

Recommend approval of Maria Prince as a mentor for Marissa Holloway for the 2019-2020 school year at an annual stipend of \$550.00.

12F. Approval of Maternity Leave

Recommend approval of maternity leave for Jessica Carlini, Lunch/Recess Aide, from November 1, 2019, through approximately January 2, 2020.

12G. Approval of Substitute Lunch/Recess Aide

Recommend approval of Gladys Gill as substitute lunch/recess aide for the 2019-2020 school year.

12H. Approval of Psychologist Internship

Recommend approval of psychologist internship for Danielle Brown from the College of NJ for 160 hours (January 2020 through June 2020) under the supervision of Danielle Christiansen.

12I. Approval of Elementary Education Teacher

Recommend approval of Jaclyn Schaffer as Elementary Education Teacher for the remainder of the 2019-2020 school year at BA Step 4, \$55,936.00 prorated to \$30,585.12 (based on a start date of January 21, 2020).

12J. Approval of Interim Second Grade Teacher

Recommend approval of Michael Damiano as an Interim Second Grade Teacher to act in the place of Lori Christensen, from December 16, 2019 through the remainder of the 2019-2020 school year, pursuant to N.J.S.A. 18A:16-1.1 at a salary of \$31,588.20. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

12K. Approval of Interim Special Education Resource Teacher

Recommend approval of Mariel Tringali as an Interim Special Education Resource Teacher to act in the place of Jamie Cronin, start date to be determined through the remainder of the 2019-2020 school year, pursuant to N.J.S.A. 18A:16-1.1 at a salary of \$23,325.04 (based on a start date of January 21, 2020). Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

Vote Section 12

13. Curriculum & Instruction

13A. Approval of the Social Studies Curriculum (Attachment)

Recommend approval of the newly written Social Studies Curriculum.

13B. Approval of the Revised G&T and ESL Curriculum (Attachment)

Recommend approval of the revised G&T, and ESL Curriculum.

13C. Approval of the Fairview Lake Field Trip for the 2019-2020 School Year

Recommend approval of a field trip to Fairview Lake for the sixth grade students for the 2019-2020 school year, February 4 – 7, 2020.

13D. Approval of Field Trips

Recommend approval of the following field trips for:

Grade	Date	Reason	Destination
3rd Grade	12/6/2019	To enhance science curriculum	Franklin Institute
UMD and LMD	5/8/2020	Students will explore the movement skills that have been practiced throughout the school year in Adapted PE, in an inclusive environment that was built for students with specific needs.	Jake's Place Playground
4th Grade G & T	5/21/2020	Students will be entering the Law Fair Competition and will either be performing their Mock Trial case or watching the other student winners.	New Jersey State Bar Foundation

14. Health & Safety

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

14B. Emergency Drill Report (Attachment) - Public
 Evacuation Drill October 24, 2019
 Evacuation Drill November 6, 2019

14C. Compressor Station Log (Attachment) - Public

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

14E. HIB Incidents

September Final Approval:
 There were no HIB incidents reported in September.

October Preliminary Approval:
 There were no HIB incidents reported in October.

14F. 2018-2019 District/School HIB Self-Assessment
 Recommend approval of the 2018-2019 District/School HIB Self-Assessment.

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
Michael Mazzoni	Principal	Westampton, NJ	Campus Emergencies Prevention,	12/11/19		\$11.69	

			Response and Recovery				
Lynn Booth	Supervisor	Monroe, NJ	Affirmative Action Certificate Program	1/15/20, 1/21/20, 1/23/20	\$450.00	\$42.63	
Lynn Booth	Supervisor	Ewing, NJ	Wilson Reading System Introductory Course	4/27/20, 4/28/20, 4/29/20	\$840.00	\$43.05	
Melissa Hillman	Preschool	Pemberton, NJ	Visiting Pemberton Early Childhood Classes	12/12/2019		\$10.29	
Courtney Kovac	1st Grade	Mt. Laurel, NJ	Dyslexia: Help Children Who Struggle to Successfully Read, Write and Spell	1/7/2020	\$279.00	\$15.13	
Tarra Baker	Secretary	Princeton, NJ	Front Desk Safety and Security	1/13/2020	\$149.00	\$15.82	
Sabrina Buscarnera	Secretary	Princeton, NJ	Front Desk Safety and Security	1/13/2020	\$149.00	\$15.82	
Carla Rigolizzo	Kindergarten	Lafayette Hill, PA	Improving Teacher & Student Language	3/6/2020	\$229.00	\$28.00	
Victoria Wolochow	Kindergarten	Lafayette Hill, PA	Improving Teacher & Student Language	3/6/2020	\$229.00	\$28.00	

Vote Section 13, 14, & 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.

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.

16A. Financial Approvals (Attachment)

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
- Report of the Secretary
- Monthly Transfer Report for County Approval
- Report of the Treasurer

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. Resolution to Join Schools Health Insurance Fund (SHIF) (Attachment)

Recommend approval to join the Schools Health Insurance Fund (SHIF), effective February 1, 2020.

16C. Resolution to Appoint Fund Commissioner and Alternate Fund Commissioner for SHIF

Recommend approval to appoint Andrew Polo as Fund Commissioner and Marnie Briel as Alternate Fund Commissioner to the School Health Insurance Fund (SHIF), effective February 1, 2020. (Attachment)

16D. Resolution to Adopt the SHIF Indemnity and Trust Agreement (Attachment)

Recommend approval to adopt the School Health Insurance Fund (SHIF) Indemnity and Trust Agreement.

16E. Designation of Anti-Bullying Coordinator and Anti-Bullying Specialist

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint and approve Coletta Graham as Anti-Bullying Coordinator and Danielle Christiansen and Melody Khalifa as Anti-Bullying Specialists for the remainder of the 2019 calendar year.

16F. Approval of the 2018-2019 ESEA Grant Carryover

Recommend approval to accept and expend the 2018-2019 ESEA Grant Carryover as follows:

Title I-A	\$8,311
Title II-A	2,449
Title IV	<u>10,000</u>
Total	\$20,760

16G. Approval to Accept Donation of Art Supplies

Recommend approval to accept a donation of art supplies from Mrs. Amy Craft.

17. Other Business

18. Facilities Update/Information

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

18B. Health & Safety Evaluation of School Buildings Checklist (Attachment)

Recommend approval of the Health & Safety Evaluation of School Buildings for the 2019-2020 school year.

18C. School Dude Report (Attachment) - Public

The work order and incident reports for October 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
Girl Scouts	Cafeteria	Father Daughter Dance	5/1/2020
PTA	Cafeteria	Tech Talk Night w/ John Kriger	12/11/2019
FVL Committee	Cafeteria	FVL 5th and 6th Grade Fundraising Dance-	12/13/2019
Nicole DiMaiuta - G & T	Gym	SpaceX	5/27/2020
Girl Scouts	Atrium	Sensonics Fundraiser	12/2/2019
Cub Scout Pack 55	Cafeteria	Meeting	12/19/19

Vote Section 16 & 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 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 19

20. Motion to Return to Public Session

Vote Section 20

21. Other Public Comments

22. Motion to Adjourn

Vote Section 22