

Chesterfield Township Board of Education
Regular Meeting 6:00 p.m.
Wednesday, December 18, 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.

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 Inquires, 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. 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
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 January 8, 2019 and time change on December 10, 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:

Student 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:

January 8, 2020 Reorganization Meeting

School District Important Dates

December 20, 2019	Early Dismissal-Winter Break Begins
January 2, 2020	School Re-Opens
January 14, 2020	PTA General Meeting
January 15, 2020	CPEF Meeting
January 20, 2020	School Closed – Martin Luther King Day

6. Presentation

6A. G & T Presentation – Nicole DiMaiuta and G & T Students

6B. Recognition of Dr. Terran Brown for ten years of service on the Board of Education

7. 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.

8. School Community Partnerships

8A. Chesterfield PTA

8B. Chesterfield Public Education Fund

9. Minutes (Attachment)

Recommend approval of the following minutes:

November 20, 2019	Executive Minutes
November 20, 2019	Regular Minutes

Vote Section 9

10. Board of Education/Superintendent Reports

Committee Reports

10A. Board Committee

Committee

Human Resources	Chair	Terran Brown Matthew Litt
	Admin. Reps.	Coletta Graham Michael Mazzoni
Curriculum & Instruction	Chair	Jaclyn Halaw Kerri Lynch
	Admin. Rep.	Jeanine May-Sivieri

Finance	Chair	Christina Hoggan
	Admin. Rep.	Jaclyn Halaw Andrew Polo
Student Services	Chair	Terran Brown
	Admin. Rep.	Kerri Lynch 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
Compressor Station & Pipeline Impact Committee:		Christina Hoggan
Community Heritage Committee:		Christina Hoggan Matthew Litt

10B. November 5, 2019 Election Results (Attachment) – Public
Statement of Results for the Annual School Election - Following is the Statement of Results for the School Election of the Chesterfield Township School District in the County of Burlington, held in conjunction with the General Election at the Chesterfield Township Municipal Building on November 5, 2019. Polling Districts 1 & 2 (General Election Districts 1 and 2) were declared open at 6:00 a.m. and were closed at 8:00 p.m.

For members of the Chesterfield Board of Education (2) for a three-year term:

Matthew Litt	875
Rajeev Menon	640
Andrea Katz	836
Personal Choice	<u>35</u>
Total votes cast	2,386

10C. Superintendent's Report

10C.1 Student Enrollment

Grade Levels	November 2019	December 2019	Net Change
Pre-School			
<i>Tuition</i>	16	16	
<i>Non-Tuition</i>	12	14	+2
<i>LMD (non-tuition)</i>	<i>*5</i>	<i>*5</i>	
<i>UMD (non-tuition)</i>	<i>*3</i>	<i>*5</i>	<i>*+2</i>
Kindergarten	87	86	-1
1st	103	103	
2nd	100	99	-1
3rd	114	114	
4th	106	106	
5th	109	108	-1
6th	113	113	
Total In-District	760	759	-1
Attending Out-of-District Schools	5	6	+1
Total	765	765	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 Bylaw (Attachment) – Public

The following revised bylaw is being presented for a second reading:

Bylaw #9130 Committees

Vote Section 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>
Jenn Hamer	Missed Prep period to cover supplemental instruction due to teacher shortage (11/13/19, 11/14/19, 11/15/19, 11/21/19, 11/22/19 and 11/25/19)	\$210.00
Melissa Hillman	Missed Prep - CST meetings (11/14/19 & 11/18/19)	\$70.00
Julia Johnson	SpellRead Training (10/14/19, 10/17/19 & 10/25/19)	\$130.00

12B. Approval of Adjustment of Library Aide Hours

Recommend approval to adjust hours for Vivian Cacace as follows: October 14, 2019 - June 30, 2020 to work as a library aide for 5 hours per day at an hourly rate of \$17.95 for 154 days at a salary of \$13,821.50. (Based on Paraprofessional salary guide Step 4). As of October 14, 2019 she will no longer be working as a lunch/recess/copy aide. This is a difference of \$400.40 for the remainder of the year.

12C. Approval of Lunch/Recess/Copy Aide hours

Recommend approval to adjust hours for Kelly D'Oria as follows: January 2, 2020 - June 30, 2020 to work as a lunch/recess/copy aide for 5 hours per day at an hourly rate of \$12.34 for 113 days (copy aide) and 109 days (lunch/recess aide) at a total salary of \$6,841.92. Mrs. D'Oria was originally approved in September to work as a lunch/recess aide for 2.92 hours per day.

12D. Approval of Substitutes

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

Colleen Coughlin	Custodian (pending background check)
Colleen McDonough	Secretary
Joseph Buscarnera	Custodian (pending background check)
Mike Barber	Custodian (pending background check)

12E. Approval of Curriculum Committees

Recommend approval of the following Curriculum Committees:

Approval of Health/Physical Education Curriculum Committee

Recommend approval of 2 staff members to work on the Health/Physical Education curriculum. Curriculum writing will take place January 2020 through summer 2020. A sub will be provided for work done during the school day. Summer work up to 30 hours each, at \$52/hour. (Total \$3,120.00)

Approval of Visual & Performing Arts Curriculum Committee

Recommend approval of 4 staff members to work on the Visual & Performing Arts curriculum. Curriculum writing will take place January 2020 through summer 2020. A sub will be provided for work done during the school day. Summer work up to 30 hours each, at \$52/hour. (Total \$6,240.00)

12F. Approval to Increase Secretary Substitute, Lunchroom/Recess/Copy Aide Substitute, Bus Aide Substitute Rates

BE IT RESOLVED THAT the Chesterfield Board of Education does hereby approve the following substitute rates as of January 1, 2020:

New Hire \$11.00 per hour
1-4 years of service \$11.50 per hour
5 + \$12.00 per hour

12G. Approval of Homebound Instructor

Recommend approval of the Lisa Moore as homebound instructor. The homebound instruction is not to exceed 10 hours per week, December 12, 2019 through January 24, 2020 at \$52.00 per hour, for a maximum of \$3,120.00.

12K. Approval of Staff Chaperones for Fairview Lake (Attachment)

Recommend approval of the attached list of staff chaperones for the sixth grade trip to Fairview Lake from February 4 - 7, 2020, at a negotiated rate of \$279.00 per night.

Vote Section 12

13. Curriculum & Instruction

13A. Approval of the World Language Curriculum (Attachment)

Recommend approval of the revised World Language Curriculum.

13B. Approval of the Five Year Curriculum Plan (Attachment)

Recommend approval of the five year curriculum plan.

14. Health & Safety

14A. Nurses Report – November (Attachment) – Public

14B. Emergency Drill Report (Attachment) – Public

Lock Down Drill	November 20, 2019
Fire Drill	December 6, 2020
Lock Down Drill	December 12, 2019

14C. Student Code of Conduct (Attachment) – Public

Report for November

14D. H.I.B. Incidents

October Final Approval:

There were no HIB incidents reported in October.

November Preliminary Approval:

There were no HIB incidents reported in November.

14F. Adoption of the Emergency Management Plan: November 2019 (Attachment)

Recommend approval of the revised and updated plan.

15. Staff Professional Development

15A. Approval of Workshops

Recommend approval of the following workshops and mileage:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding
Andrew Polo	Business Administrator	Voorhees, NJ	BCIP JIF Meetings	11/13/2019 1/8/2020 3/11/2020 5/13/2020	\$0.00	\$87.36	-----
Andrew Polo	Business Administrator	Various Burlington County Locations	BCASBO Meetings	12/6/2019 1/16/2020 2/20/2020 4/3/2020	\$0.00	\$55.16	-----
Krista Metz	3rd Grade	Mt. Laurel, NJ	Reducing Recurring Classroom Behavior Problems with Difficult, Disruptive & Non-Compliant Students	1/28/2020		\$17.29	-----
Jeanine May-Sivieri	Supervisor	Monroe Twp., NJ	Putting Investigation and Design at the Center: How to Support Teachers in an NGSS-Alligned Classroom	1/13/2020			-----
Melody Khalifa	Counselor	Monroe Twp., NJ	Legal One Bullying Law	1/27, 1/28, 1/29/20	\$450.00	\$49.35	-----
Coletta Graham	Principal	Monroe Twp., NJ	Legal One Legal Regs for Student Code of Conduct	2/7/2020	\$150.00	\$14.21	-----
Coletta Graham	Principal	Monroe Twp., NJ	Understanding State and Federal Guidance on Student Discipline Code of Conduct Certificate Program	2/12/2020	\$150.00	\$14.21	-----
Coletta Graham	Principal	Monroe Twp., NJ	Code of Conduct Investigation and Getting to the Truth	2/18/2020	\$150.00	\$14.21	-----
Tim Hart	5th Grade	New Brunswick, NJ	The Role of the School Climate Team	1/16/2020	\$0.00	\$24.15	-----

Marylyn Campanella	Nurse	Mt. Laurel, NJ	Enhance Effective MERT	1/15/2020	\$295.00	\$17.08	-----
Charmaine Ramos	Nurse	Mt. Laurel, NJ	Enhance Effective MERT	1/15/2020	\$295.00	\$17.08	-----

Vote Section 13, 14, 15

16. Transportation

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

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.

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.

17A. Financial Approvals (Attachment)

Recommend the following financial approvals for October:

- Expenditures - Approval and ratification of Expenditures for October 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 October
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

Recommend the following financial approvals for November: (Attachment)

- Expenditures - Approval and ratification of Expenditures for November 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 November
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

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

Expenditures - Approval and ratification of Expenditures for December 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 Additional Chapter 192/193 State Funding

Recommend approval and expend of additional Chapter 192/193 State Funding for the 2019-2020 school year in the amount of \$4,232.00.

18. Facilities Update/Information

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

18B. School Dude Report (Attachment) – Public

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

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

18D. Use of Facilities

Recommend the approval of the following use of facilities:

Name Of Organization	Facility requested	Description of Activity	Date
Cub Scouts Pack 55	Cafeteria	Pack Meeting	1/23/20
Hindi USA	Cafeteria	Hindi Poetry Competition	1/24/20

Vote Section 16, 17, 18

19. Other Business

20. Other Public Comments

21. 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 21

22. Motion to Return to Public Session

Vote Section 22

23. Motion to Adjourn

Vote Section 23