

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, February 26, 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.

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

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

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 **February 24, 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. Meeting Information/Important Dates

Board of Education Important Dates:

March 11, 2019 Work Session Meeting
March 18, 2019 Regular Monthly Meeting

School District Important Dates

March 1, 2019	PTA Popcorn & PJ Bingo
March 4, 2019	Mid-Marking Period
March 6, 2019	CPEF Monthly Meeting
March 12, 2019	PTA Monthly Meeting
March 15 2019	Early Dismissal-Parent Teacher Conferences
March 15, 2019	iPlay America

4. 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.

5. School Community Partnerships

5A. Chesterfield PTA

5B. Chesterfield Public Education Fund

5B.1 CPEF Grant Request (Attachments) - Public

Recommend approval of the following grants:

Carla Rigolizzo, Kindergarten Teacher requesting 1- KIBO coding robotic kit, to be used daily during WIN station rotations and integrated into other lessons to expand students experiences with coding and robotics. Total cost: \$514.47.

Bethann Molesky, Special Education Teacher requesting flexible seating options for her classroom. Students focus and attention will increase and they will be able to remain on task for longer periods of time. Total cost: \$224.26

6. Correspondence (Attachments) - Public

Letter dated February 12, 2019, to the Board of Education from Laura Bond, regarding Board of Education subcommittee work.

Letter dated February 24, 2019, to the Board of Education from Aparna Shah, regarding Board of Education meeting date and teachers contract.

7. Minutes

Approval of Minutes (Attachments)

Recommend approval of the minutes for the following meetings:

January 23, 2019	Executive Minutes
January 23, 2019	Regular Minutes

Vote Section 7

8. Board of Education

8A. Recognition of Students for Outstanding Acts of Kindness

8B. Library Book Dedication for Outgoing Board Members

As is our custom, outgoing board members are presented with library books that are dedicated to the Chesterfield School Library in their name in appreciation for their service on the Board of Education.

Mr. Jignesh Shah has served four years on the Chesterfield Township Board of Education. In appreciation of his time over the year, the books being dedicated in his name are:

Bear Feels Sick
Color of Us
Teddy Bear

Mrs. Laura Bond has served three years on the Chesterfield Township Board of Education. In appreciation of her time over the years, the books being dedicated in her name are:

Katy and The Big Snow
La Lines: A Novel
Of Thee I Sign A Letter To My Daughters
Time of Wonder

8C. Security Cameras

Steve Lee to discuss new security cameras with the Board.

8D. Presentation

Mike Holt, C.P.A., for Holman Frenia Allison, P.C. will present the **Final** Audit Report for the year ending June 30, 2018.

Board Committee/Superintendent Reports

8E. Board Committee

<u>Committee</u>			<u>Meeting Dates</u>
Human Resources	Chair	Terran Brown	prior to the January, May and September meetings
	Admin. Rep.	Christina Hoggan Mike Mazzoni	
Curriculum & Instruction	Chair	Amy Jablonski	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 Patrick Pisano	
Student Services	Chair	Terran Brown	prior to the April, August and December meetings
	Admin. Rep.	Amy Jablonski Anthony Calandrillo	

BURLCO School Boards Association Executive Committee Delegate: Christina Hoggan

Legislative Chairperson & Delegate to NJ School Boards Association: Christina Hoggan

Alternate Delegate: Amy Jablonski

District Advisory Committee: Jaclyn Halaw
Christina Hoggan

BOE Policy Committee: Terran Brown
Amy Jablonski

CTEA/BOE Negotiation Committee: Amy Jablonski
Christina Hoggan

CAEA/BOE Negotiation Committee: Terran Brown
Jaclyn Halaw

Compressor Station & Pipeline Impact Committee: Christina Hoggan

8F. Restructure Committee Assignments

8G. Superintendent's Report

8G.1 Student Enrollment

Grade Levels	January 2019	February 2019	Net Change
Pre-School			
<i>Non-Tuition</i>	9	10	+1
<i>Preschool Disabled (non-tuition)</i>	6	6	

<i>Tuition</i>	16	15	-1
Kindergarten	103	103	
1st	99	99	
2nd	112	113	+1
3rd	104	104	
4th	106	107	+1
5th	112	112	
6th	124	125	+1
Total In-District	791	794	+3
Attending Out-of-District Schools	4	4	
Total	795	798	+3

8H. 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 2018-2019 school year.

8I. Board Member Training (Attachment) - Public
Board Member Training Mandated by New Jersey School Boards Association

8J. 2019-2020 Budget Goal Presentation (Informational Item Only)

Vote Section 8D – 8I

9. Board Policy

9A. First Reading of Revised Policies (Attachments) - Public
The following revised policies are being presented for first reading:

Policy #5118	Non-Residents
Policy #6162.5	Research
Policy #6163.1	Media Center, Library
Policy #6164.2	Counseling Guidance Program
Policy #6164.4	Child Study Team

9B. Second Reading of New/Revised Policies (Attachments) – Public
The following new/revised policies are being presented for the second reading:

Policy #4111.2,4211.2	Domestic Violence (new)
Policy #5147.7	Gender Identity and Expression (new)
Policy #6145	Extracurricular Activities (revised)
Policy #6146.2	Promotion, Retention (revised)
Policy #6147	Standards of Proficiency (revised)

Vote Section 9

10. Personnel

10A. Approval of Instructional Coach
Recommend approval of Maria Martinez as Instructional Coach, commencing April 29, 2019 through June 30, 2019, at MA Step 8, \$61,570.00 prorated to \$12,929.70. (Per negotiated agreement.)

10B. Approval of School Nurse

Recommend approval of Charmaine Ramos as school nurse, commencing March 18, 2019, through June 30, 2019, at MA Step 4, \$55,931 prorated to \$19,575.85. (Per negotiated agreement.)

10C. Approval of School Secretary

Recommend approval of Tarra Baker as a School Secretary for the remainder of the 2018-2019 school year, effective date and prorated salary to be determined based on Step 3 of the Secretary salary guide at an annual rate of \$32,531.00, also to work one extra hour a day on student days. Her total annual salary will be \$36,035.16. (Per negotiated agreement.)

10D. Approval of Substitute

Recommend approval of the following substitute for the remainder of the 2018-2019 school year.

Jennifer Shiner	Lunch/Recess Aide
Kelly D'Oria	Secretary (retro to 2/6/19)

10E. Approval of Interim Resource Teacher

Recommend approval of Beverly Mills as Interim Resource Teacher, pursuant to N.J.S.A. 18A:16-1.1 from February 11, 2019 to April 10, 2019 at a salary of \$7,168.20. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

10F. Approval of Additional Time for Bus Driver

Recommend approval of Janet Haney to work an additional 0.75 hours January 22, 2019 – June 30, 2019: (\$3,170.34) Total yearly salary is \$56,322.32. (Per negotiated agreement.)

10G. Approval of Additional Time for Special Education Transportation Aide

Recommend approval of Christine Forman to work an additional 1.08 hours January 22, 2019 – June 30, 2019: (\$1,549.37) Total yearly salary is \$18,908.03. (Per negotiated agreement.)

10H. Approval of Extra Time

Recommend approval of the following extra time for the following employee:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Ancelo, Jennifer	FVL luggage collection on 2/4/19	\$26.00
Berger, Melissa	Missed Prep periods (12/11/18 & 12/12/18)	\$70.00
Berger, Melissa	Missed Prep periods (1/8/19)	\$35.00
Biddle, Jill	FVL luggage collection on 2/4/19	\$26.00
Brayton, Michael	Missed Prep periods (11/29/18, 12/4/18 & 12/10/18)	\$105.00
Brayton, Michael	Missed Prep periods (2 on 1/24/19)	\$70.00
Cirillo, Jennifer	Missed Prep period (12/11/18)	\$35.00
Cirillo, Jennifer	Missed Prep periods (1/25/19 & 1/30/19)	\$70.00
Cochrane, Robert	Missed Prep periods (10/18/18, 10/19/18, 10/29/18 & 12/6/18)	\$140.00
Cronin, Jamie	Missed Prep periods (12/5/18 & 12/12/18)	\$70.00
Ferraro-Mueller, Joan	Missed Prep period (9/27/18)	\$35.00
Ferraro-Mueller, Joan	Missed Prep periods (10/3/18 & 10/4/18)	\$70.00
Ferraro-Mueller, Joan	Missed Prep period (11/4/18)	\$35.00
Ferraro-Mueller, Joan	Missed Prep period (11/28/18)	\$35.00
Ferraro-Mueller, Joan	Missed Prep periods (12/10/18 & 12/12/18)	\$70.00
Garofalo, Laura	FVL luggage collection on 2/4/19	\$26.00

Hillman, Melissa	Missed Prep period (1/30/19)	\$35.00
Kovac, Courtney	Missed Prep period (1/24/19)	\$35.00
Lawrence, Anne	Missed Prep period (1/16/19)	\$35.00
Lawrence, Wendy	Missed Prep periods (12/5/19, 12/6/18 & 12/12/18)	\$105.00
Lawrence, Wendy	Missed Prep period (1/19/19)	\$35.00
Lydon, Valerie	FVL luggage collection on 2/4/19	\$26.00
McCann, Mike	Missed Prep period (1/25/19)	\$35.00
Rahey, Lauren	Missed Prep periods (1/25/19 & 1/30/19)	\$70.00
Rigolizzo, Carla	Missed Prep period (11/29/18)	\$35.00
Rigolizzo, Carla	Missed Prep periods (12/4/18 & 12/5/18)	\$70.00
Rigolizzo, Carla	Missed Prep period (12/10/18)	\$35.00
Sakimura, Melissa	FVL luggage collection on 2/4/19	\$26.00
Sakimura, Melissa	Missed Prep periods (10/16/18 & 12/5/18)	\$70.00
Schauer, Elizabeth	Missed Prep periods (1/10/19 & 1/11/19)	\$70.00
Stryker, Karen	Missed Prep period (12/12/18)	\$35.00
Wolochow, Victoria	Missed Prep period (12/11/18)	\$35.00
Woodruff, Susan	Missed Prep period (12/6/18)	\$35.00

Vote Section 10

11. Curriculum & Instruction

11A. Approval of Field Trips

Recommend approval of the following field trips:

DATE	REASON	DESTINATION	GRADE
5/2019	Enhance Social Studies Curriculum	Washington Crossing Historical Park	4 th Grade
5/2019	Enhance Social Studies Curriculum	Pinelands Institute for Natural and Environmental	2 nd Grade
3/2019	Orientation	Northern Burlington Middle School	6 th Grade
3/2019	Enhance Science Curriculum	Franklin Institute	3 rd Grade

Vote Section 11

12. Health & Safety

12A. Nurses Report – January (Attachment) - Public

12B. Emergency Drill Report (Attachment) - Public

12C. Student Code of Conduct (Attachment) - Public

12D. H.I.B. Incidents (Attachment)

December Final Approval:

There was one H.I.B. incident reported and one not confirmed for December.

January Preliminary Approval:

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

Vote Section 12

13. Staff Professional Development

13A. 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 Source
Melissa Berger	1st grade	Mt. Laurel, NJ	Decrease Attention Getting and Tantrum Behaviors	3/18/2019	\$249.00	\$15.13	
Jeanine May-Sivieri	Supervisor	Monroe, NJ	English Language Learners Summit	3/21/2019	\$149.00		
Michael Mazzoni	Principal	Monroe Twp., NJ	2019 NJSLS Mandatory Training	2/25/2019		\$17.17	
Angie Manning	Technology	Monroe Twp., NJ	2019 NJSLS Mandatory Training	2/25/2019		\$17.17	
Karen Stryker	4th grade	Westampton, NJ	Essential Skills to be Successful within the Classroom Setting	3/26/2019	\$149.00	\$10.48	
Jamie Cronin	4th grade	Westampton, NJ	Essential Skills to be Successful within the Classroom Setting	3/26/2019	\$149.00	\$10.48	
Anthony Calandrillo	Director - Spec. Serv.	Mt. Holly, NJ	The "WHOLE" Classroom	3/13/2019	\$149.00	\$9.18	NCLB
Melissa Carlton	Psychologist	Mt. Holly, NJ	The "WHOLE" Classroom	3/13/2019	\$149.00	\$9.18	NCLB
Melody Khalifa	Counselor	Mt. Holly, NJ	The "WHOLE" Classroom	3/13/2019	\$149.00	\$9.18	NCLB
Jennifer Feder	Counselor	Mt. Holly, NJ	The "WHOLE" Classroom	3/13/2019	\$149.00	\$9.18	NCLB
Jennifer Hamer	Resource	n/a	Linda Wood Bell Seeing Stars	3/5-3/7/19	\$895.00		
Bethann Molesky	Resource	n/a	Linda Wood Bell Seeing Stars	3/5-3/7/19	\$895.00		
Amanda Sorensen	Resource	n/a	Linda Wood Bell Seeing Stars	3/5-3/7/19	\$895.00		

13B. Approval of Tuition Reimbursement (Attachments)

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:

Elizabeth Schauer Social Studies & the Arts: Understanding Democracy in Early Childhood Classrooms
(3 credits) \$677.10 per credit, Total \$2,031.30

Elizabeth Schauer Perspectives in Early Childhood & Elementary Education Classrooms in a Diverse

Society (3 credits) \$677.10 per credit, Total \$2,031.30

Melissa Carlton

Educ 745 - Organizational Analysis and Problem Solving
(3 credits) *\$275.00 per credit, Total \$825.00 * Military Discount Tuition Rate

Vote Section 13

14. Transportation

14A. Approval of the Revised 2018-2019 Transportation Route - Bus 12 (Attachment)

Vote Section 14

15. 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.

15A. Financial Approvals (Attachments)

Recommend the following financial reports for approval for the month of December 2018:

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

Recommend the following financial reports for approval for the month of January 2019: (Attachment)

- Expenditures - Approval and ratification of Expenditures for January. 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 the following financial report for approval for the month of February 2019: (Attachment)

- Expenditures - Approval and ratification of Expenditures for February. 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.

15B. Approval of SEMI Waiver

Recommend approval of the submission of a request for a waiver to be exempt from the SEMI program for the 2019-2020 school year.

15C. Approval of Updated Amended Contract with Amazing Transformations (Attachment)

Recommend approval of updated amended contract with Amazing Transformations for ABA services for the remainder of the 2018-2019 school year.

15D. Approval of Substitute Staffing Services and Management Resolution (Attachment) - Public

Recommend approval of the following resolution:

WHEREAS, the Chesterfield Township Board of Education is in need of Substitute Staffing Services and Management

WHEREAS, a notice was published in the Burlington County Times and District's website. Notice of Competitive Contract Request for Proposal was sent to 3 vendors; and

WHEREAS, Four responses were received and read aloud on February 7, 2019 for the Competitive Contract RFP; and

WHEREAS, based on the selection criteria of cost, effectiveness, experience, and qualifications, the committee selected, ESS, Cherry Hill, NJ; now therefore

BE IT RESOLVED THAT the Chesterfield Township Board of Education approves the award of a competitive contract for Substitute Staffing Services & Management; to ESS, Cherry Hill, NJ. The contractor's percentage is 33%.

Vote Section 15

16. Other Business

17. Facilities Update/Information

17A. Supervisor of Building & Grounds Report - Robert Carter (Attachment) - Public

17B. School Dude Report (Attachment) - Public

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

17C. Solar Renewable Energy Credits Analysis (Attachment) - Public

17D. Use of Facilities

Recommend approval of the attached use of facilities for the 2018-2019 school year.

Name Of Organization	Facility requested	Description of Activity	Date
Cub Scouts	Classroom	Den Meetings	3/5, 3/19, 4/2, 4/16, 5/7, 5/21, 6/4, 6/18
Child Evangelism Fellowship	Media Center	Good News Club	3/13, 3/20, 3/27, 4/3, 4/10

Vote Section 17

18. Other Public Comments

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

21. Motion to Adjourn

Vote Section 21