

Chesterfield Township Board of Education  
Regular Meeting 7:00 p.m.  
Monday, March 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.

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 27, 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. Chorus Performance

Performance by Mrs. O'Brien's 5<sup>th</sup> & 6<sup>th</sup> grade choral program in the cafeteria.

4. Meeting Information/Important Dates

Board of Education Important Dates:

March 25, 2019 Work Session Meeting – 6:00 p.m.  
April 17, 2019 Regular Monthly Meeting  
May 1, 2019 Public Hearing on Budget

School District Important Dates

March 20, 2019 6<sup>th</sup> Grade Parent Orientation Meeting at Northern Burlington – 6:30 p.m.  
March 23, 2019 CPEF Spring Clothing Drive  
March 29, 2019 PTA Popcorn & PJ's Bingo – 7:00 p.m.  
April 3, 2019 End of 3<sup>rd</sup> Marking Period  
April 3, 2019 CPEF Monthly Meeting  
April 9, 2019 PTA Board Meeting  
April 10, 2019 Report Cards Available Online

5. 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.

6. School Community Partnerships

6A. Chesterfield PTA

6B. Chesterfield Public Education Fund

7. Correspondence/Minutes

7A. Correspondence (Attachment) – Public

11 Identical letters to the Board of Education, requesting tax relief from residents/taxpayers Patrick Robinson, Chintan Shah, Kevin Blazie, Mukesh Shah, Mary Celstina, Margaret Hallion, Roomoudevi Modukuru, Sandesh Kamath, Bhaskara Modukuru, Aparna Shah, Jignesh Shah.

Letter dated March 17, 2019 to the Board of Education, from Mr. and Mrs. Hosford regarding the tax levy and funding allocation.

Letter dated March 18, 2019 to the Board of Education, from Mr. John Probasco, regarding 2019-2020 Budget.

7B. Approval of Minutes (Attachment)

Recommend approval of the minutes for the following meetings:

February 13, 2019                Work Session Minutes

February 26, 2019            Regular Meeting Minutes

**Vote Section 7B**

8. 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:

Personnel Matters

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 8**

9. Motion to Return to Public Session

10. Board of Education and Board Secretary

10A. Congratulation to Mrs. Amy Jablonski for receiving the NJSBA New Board Member Certification Award. This award recognizes the completion of a variety of training sessions in critical areas of board governance.

10B. Board Goals

10C. Presentation of the Tentative 2019-2020 Budget

10D. Approval of the 2019-2020 Budget

Recommend approval of the following resolution for the tentative 2019-2020 Budget:

BE IT RESOLVED to approve a school district budget for the Chesterfield Township Board of Education:

RESOLUTION  
CHESTERFIELD TOWNSHIP BOARD OF EDUCATION  
APPROVAL OF THE TENTATIVE 2019-2020 SCHOOL BUDGET  
BE IT RESOLVED that the Chesterfield Township Board of Education does hereby authorize the Business Administrator to transmit the tentative 2019-2020 Budget to Executive County Superintendent for approval.

2019-2020 Budget

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund (Total Operating Budget)	\$12,478,474	\$ 9,624,595
Special Revenue Fund	\$ 175,469	\$ N/A
Debt Service Fund	<u>\$ 2,296,288</u>	<u>\$ 1,959,972</u>
Total	\$14,950,231	\$11,584,567

Regular General Fund Tax Levy-Base Budget

BE IT RESOLVED that there should be raised for General Funds \$9,624,595 for the ensuing School Year (2019-2020).

The supporting documents of this budget also contain an itemization of certain expenditures required under administrative regulations.

NOTE – changes may still be made up until the Public Hearing on May 1, 2019.

10E. Approval of Maximum Travel Expenditure for 2019-2020

Recommend approval of the following resolution:

CHESTERFIELD TOWNSHIP SCHOOL DISTRICT  
2019-2020 MAXIMUM TRAVEL EXPENDITURE

WHEREAS, the Chesterfield Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, the actual travel and related expenses for the 2017-2018 school year was \$11,022.93, the amount budgeted in 2018-2019 for travel and related expenses was \$15,093.00, the amount spent to date for travel and related expenditures for the 2018-2019 school year is \$6,792.97 and the estimated travel and related expenditures for the 2018-2019 school year is \$15,093.00; and

THEREFORE, BE IT RESOLVED, that the Chesterfield Township Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$30,000.00 for the 2019-2020 school year for all staff and board members.

10F. Recommend Approval of the Following

10F.a Approve May 1, 2019 as the date for the Public Hearing on the Budget at 7:00 p.m.

10F.b Authorize Advertising of the Tentative 2019-2020 Budget on April 25, 2019.  
Pending receipt of approval from the Executive County Business Administrator.

10G. Approval of 2019-2020 School Calendars (Attachments) - Public  
Recommend approval of the following 2019-2020 School Calendars  
Chesterfield School Calendar  
Chesterfield School Little Dragons Preschool Calendar  
Chesterfield School Little Dragons 2 Preschool Calendar

Vote Section 10

11. Board Committee/Superintendent Reports

11A. 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 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

Matthew Litt

CTEA/BOE Negotiation Committee:

Amy Jablonski  
Christina Hoggan

CAEA/BOE Negotiation Committee:

Terran Brown  
Matthew Litt  
Christina Hoggan  
Amy Jablonski

Compressor Station & Pipeline Impact Committee:  
Fair Funding Action Committee Liaison:

Fair Funding Legal Committee:

Christina Hoggan  
Matthew Litt

Mission and Vision District Committee:

Amy Jablonski

11B. Board Member Training (Attachment) – Public  
Board Member Training Mandated by New Jersey School Boards Association

11C. Superintendent's Report

11C.1 Student Enrollment

Grade Levels	February 2019	March 2019	Net Change
<b>Pre-School</b>			
<i>Non-Tuition</i>	<b>10</b>	<b>10</b>	
<i>Preschool Disabled (non-tuition)</i>	<b>6</b>	<b>6</b>	
<i>Tuition</i>	<b>15</b>	<b>15</b>	
<b>Kindergarten</b>	<b>103</b>	<b>103</b>	
<b>1<sup>st</sup></b>	<b>99</b>	<b>99</b>	
<b>2<sup>nd</sup></b>	<b>113</b>	<b>113</b>	
<b>3<sup>rd</sup></b>	<b>104</b>	<b>104</b>	
<b>4<sup>th</sup></b>	<b>107</b>	<b>107</b>	
<b>5<sup>th</sup></b>	<b>112</b>	<b>112</b>	
<b>6<sup>th</sup></b>	<b>125</b>	<b>125</b>	
<b>Total In-District</b>	<b>794</b>	<b>794</b>	
<b>Attending Out-of-District Schools</b>	<b>4</b>	<b>4</b>	
<b>Total</b>	<b>798</b>	<b>798</b>	<b>0</b>

Vote Section 11

12. Personnel

12A. Approval of Resignation  
Recommend approval of the resignation of Geetha Ragi as Lunch/Recess Aide effective February 16, 2019.

12B. Approval of Resignation  
Recommend approval of the resignation of Theresa Basile as Lunch/Recess Aide effective February 28, 2019.

12C. Approval of Retirement

Recommend approval, with regret, of the retirement of Patrice Fortune-Gullo, School Secretary effective July 1, 2019.

12D. Approval of Extra Time

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

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Berger, Melissa	Missed Prep periods (2/6/19)	\$35.00
Berger, Melissa	Admin/CST Meetings - Missed Prep periods (2/13/19, 2/25/19 & 2/29/19)	\$105.00
Cirillo, Jennifer	Missed Prep period (2/6/19)	\$35.00
Hillman, Melissa	Missed Prep period (3/5/19)	\$35.00
Lawrence, Wendy	Missed Prep period (2/22/19)	\$35.00

12E. Approval of Substitutes

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

Tisha Kelly Lunch/Recess Aide (Pending Background Check)  
Kelly D'Oria Bus Aide

12F. Approval of Additional Time for Lunch/Recess Aide

Recommend approval of additional time for Esther Blend as a Lunch/Recess Aide for the remainder of the 2018-2019 school year (effective 3/19/2019), to work an additional 0.5 hours per day for 58 days at \$11.00/ hour = \$319.00. Total annual salary = \$3,861.00

12G. Approval of Additional Time for Lunch/Recess Aide

Recommend approval of additional time for Gina Shandilya as a Lunch/Recess Aide for the remainder of the 2018-2019 school year (effective 3/19/2019), to work an additional 0.5 hours per day for 58 days at \$11.00/ hour = \$319.00. Total annual salary = \$4,081.00

12H. Approval of Additional Time for Lunch/Recess Aide

Recommend approval of additional time for Bhawana Upadhyay as a Lunch/Recess Aide for the remainder of the 2018-2019 school year (effective 3/19/2019), to work an additional 0.5 hours per day for 58 days at \$11.00/ hour = \$319.00. Total annual salary = \$3,861.00

Vote Section 12

13. Curriculum & Instruction

13A. Approval of Field Trips

Recommend approval of the following field trips.

DATE	REASON	DESTINATION	GRADE
6/2019	Enhance Social Studies Curriculum	NJ State House	3 <sup>rd</sup> Grade
4/2019	Enhance Social Studies Curriculum	Museum of the American Revolution	5 <sup>th</sup> Grade

Vote Section 13

14. Health & Safety

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

14B. Emergency Drill Report (Attachment) – Public  
 Fire Drill February 27, 2019  
 Lock Down Drill February 28, 2019  
 Fire Drill March 14, 2019

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

14D. H.I.B. Incidents

January Final Approval:

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

February Preliminary Approval:

There were no H.I.B. incidents reported for February.

Vote Section 14

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 Source
Carla Rigolizzo	Kindergarten	Mt. Laurel, NJ	Decrease Attention Getting & Tantrum Behaviors: Practical Solutions	3/18/2019	\$269.00		
Melissa Berger * Approved in February at a different rate	First Grade	Mt. Laurel, NJ	Decrease Attention Getting & Tantrum Behaviors: Practical Solutions	3/18/2019	\$269.00	\$15.13	
Wendi Sheridan	LDTC	Atlantic City, NJ	Diagnosing Dyslexia	3/30/2019	\$40.00	\$45.63	
Annemarie Petty	OT	Philadelphia, PA	When Children Won't Eat: Picky Eaters vs Problem Feeders: Assessment & Treatment Using the SOS Approach to Feeding	5/14-5/17/2019	\$800.00	\$96.72	
Michael Mazzoni	Principal	Fairview Lake	Mileage			\$53.94	
Patrick Pisano	BA	Fairview Lake	Mileage			\$53.94	
Jaclyn Halaw	Board Member	West Windsor, NJ	NJSBA Training - School Mental Health Conference	4/9/2019	\$99.00		

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 the following financial reports for approval for the month of January 2019:

- 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.
- Transfers for January
- Budget Report
- Revenue Report
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report
- December 2018 Transfer Report Approval by County Superintendent

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.

Recommend the following financial report for approval for the month of March 2019: (Attachment)

- Expenditures - Approval and ratification of Expenditures for March. 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 Reject Geothermal Vault Bids

**RESOLUTION** to Reject all bids for the Replacement of the Geothermal Vault at Chesterfield School.

**Whereas**, on March 5, 2019 bids were open for the Replacement of the Geothermal Vault at Chesterfield School.

**Whereas**, the following 2 bids were received

Contractor	Base Bid
Kohl, William, Construction Corp.	\$858,400
Williams, J. H., Enterprises	\$674,000

**Whereas**, upon review by the Business Administrator, Board Attorney and District Architect of Record; the following bids have exceeded the estimated budget of \$260,000.

**Therefore Be it Resolved**, based on the recommendations of the Business Administrator, Board Attorney and District Architect of Record all bids should be rejected.

16C. Approval of School Security Video Cameras (Attachment)  
Recommend approval of IP Camera System to be funded through the 2018-2019 and 2019-2020 school years.

16D. Approval to Dispose of Technology Equipment (Attachments)  
Recommend approval to dispose of antiquated or broken technology equipment.

16E. Approval of Non-Resident Student  
Recommend approval for the child of employee #4339 to attend Kindergarten at the Chesterfield Township School District for the 2019-2020 school year on a non-resident employee tuition basis.

16F. Approval of BCSSSD ESY Student Tuition Contract (Attachment)  
Recommend approval of the attached Burlington County Special Services School (BCSSSD) Special Education Extended School Year Tuition contract for SID # 7217744064 for July 2, 2018 – July 30, 2018, in the amount of \$3,800.00.

**Vote Section 16**

17. Other Business

17A. Recommend approval for Michael Mazzoni and/or Melissa Carlton to accompany a student(s) on Operation Dreamlift to Orlando, Florida on May 7, 2019 at no cost to the district.

**Vote Section 17A**

18. Facilities Update/Information

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

18B. School Dude Report (Attachment) – Public  
The work order and incident reports for February from the School Dude software are attached.

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

18D. 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
Girl Scouts	Cafeteria	Father Daughter Dance	5/31/2019
PTA	Cafeteria	Popcorn & PJ Bingo	3/29/2019
PTA	Restrooms	Carnival/Vendor Fair	6/1/2019

**Vote Section 18**

19. Other Public Comments

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 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 20

21. Motion to Return to Public Session

22. Motion to Adjourn

Vote Section 22