

Chesterfield Township Board of Education
Special Training Meeting 6:00 p.m.
Regular Meeting 7:00 p.m.
Monday, March 26, 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.

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 March 18, 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. NJSBA Training Session

New Jersey School Boards Association Field Service Representative Jesse Adams – BOE/CSA Evaluation Training

4. Meeting Information/Important Dates

Board of Education Important Dates:

April 18, 2018 Regular Monthly Meeting
May 2, 2018 Public Hearing on Budget

School District Important Dates

| | |
|--------------------------|---------------------------------------|
| March 28, 2018 | School Security Parent Meeting |
| March 29, 2018 | Champion's Parent Meeting |
| March 30 – April 4, 2018 | School Closed – Spring Break |
| April 5, 2018 | School Reopens |
| April 10, 2018 | End of 3 rd Marking Period |
| April 10, 2018 | PTA Board Meeting |
| April 11, 2018 | CPEF Monthly Meeting |
| April 14, 2018 | CPEF 5K Run |
| April 17, 2018 | 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

6B.1 CPEF Grant Request (Attachment) - Public

Recommend approval of the following grant:

Angie Manning, Technology Teacher requesting two sets of Dash and Dot Wonder Robot Packs to use with grades K-2 to help develop problem solving and coding skills. Cost \$593.58.

Vote Section 6

7. Correspondence (Attachment) - Public

Letter dated February 28, 2018 to Mr. Carter and the Board of Education from Ferdinand Bautista, custodian, regarding his resignation effective March 16, 2018.

Letter dated March 5, 2018 to Mr. Heino from Colleen McDermott, 3rd grade teacher, regarding her maternity leave of absence commencing at the start of the 2018-2019 school year.

Letter dated March 16, 2018 to Mr. Mazzoni from Janet Marino, Lunch/Recess Aide, regarding her resignation.

Letter dated March 19, 2018 from Sojung Kim, associate professor from West Chester University, regarding student observation of speech-language pathologist.

Letter dated March 7, 2018 to Mr. Heino from Jessica Davern, Resource Teacher, regarding her child care leave of absence.

8. Minutes

Approval of Minutes (Attachment)

Recommend approval of the minutes for the following meetings:

| | |
|-------------------|-------------------------------|
| February 21, 2018 | Special Joint Meeting Minutes |
| February 21, 2018 | Regular Meeting Minutes |
| February 21, 2018 | Executive Minutes |

Vote Section 8

9. Board of Education and Board Secretary

9A. Presentation of the Tentative 2018-2019 Budget

9B. Approval of the 2018-2019 Budget

Recommend approval of the following resolution for the tentative 2018-2019 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 2018-2019 SCHOOL BUDGET

BE IT RESOLVED that the Chesterfield Township Board of Education does hereby authorize the Business Administrator to transmit the tentative 2018-2019 Budget to Executive County Superintendent for approval.

2018-2019 Budget

| | <u>Budget</u> | <u>Local Tax Levy</u> |
|---------------------------------------|---------------------|-----------------------|
| General Fund (Total Operating Budget) | \$10,492,261 | \$ 9,435,877 |
| Special Revenue Fund | \$ 182,846 | \$ N/A |
| Debt Service Fund | <u>\$ 2,300,938</u> | <u>\$ 1,963,251</u> |
| Total | \$12,976,045 | \$11,399,128 |

Regular General Fund Tax Levy-Base Budget

BE IT RESOLVED that there should be raised for General Funds \$9,435,877 for the ensuing School Year (2018-2019).

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 2, 2018.

9C. Approval of Maximum Travel Expenditure for 2018-2019

Recommend approval of the following resolution:

CHESTERFIELD TOWNSHIP SCHOOL DISTRICT
2018-2019 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 2016-2017 school year was \$10,204.60, the amount budgeted in 2017-2018 for travel and related expenses was \$14,250.00, the amount spent to date for travel and related expenditures for the 2017-2018 school year is \$6,398.67 and the estimated travel and related expenditures for the 2017-2018 school year is \$14,250.00; 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 \$20,000.00 for the 2018-2019 school year for all staff and board members.

9D. Recommend Approval of the Following

9D.a The use of the Health Benefit Cost Adjustment waiver for the 2018-2019 General Fund Budget in the amount of \$30,000.00.

9D.b Approve May 2, 2018 as the date for the Public Hearing on the Budget at 7:00 p.m.

9D.c Authorize Advertising of the Tentative 2018-2019 Budget on April 25, 2018. Pending

receipt of approval from the Executive County Business Administrator.

9E. 2nd Revision of 2017-2018 Calendars (Attachments) - Public

Recommend approval of the second revision of the 2017-2018 school calendars due to two snow days.

Chesterfield School Calendar

Chesterfield School Little Dragons Preschool Calendar

Chesterfield School Little Dragons 2 Preschool Calendar

9F. 2018-2019 School Calendars (Attachments) - Public

Recommend approval of one of the following 2018-2019 School Calendars - Draft 1 or Draft 2:

Chesterfield School Calendar

Chesterfield School Little Dragons Preschool Calendar

Chesterfield School Little Dragons 2 Preschool Calendar

Vote Section 9

Board Committee/Superintendent Reports

10A. Board Committee

| <u>Committee</u> | | | <u>Meeting Dates</u> |
|---|-------------|----------------------------------|--|
| Human Resources | Chair | Jignesh Shah Amy Jablonski | prior to the January, May and September meetings |
| | Admin. Rep. | Mike Mazzoni | |
| Curriculum & Instruction | Chair | Laura Bond Amy Jablonski | prior to the February, June and October meetings |
| | Admin. Rep. | Jeanine May-Sivieri | |
| Finance | Chair | Jignesh Shah Christina Hoggan | prior to the March, July and November meetings |
| | Admin. Rep. | Patrick Pisano | |
| Student Services | Chair | Terran Brown Laura Bond | prior to the April, August and December meetings |
| | Admin. Rep. | 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 |

10B. Board Member Training (Attachment) - Public

Board Member Training Mandated by New Jersey School Boards Association

10C. Approval of the Local Government Resolution to become a Member of the Fair Funding Action Committee

**LOCAL GOVERNMENT RESOLUTION
TO BECOME A MEMBER OF
THE FAIR FUNDING ACTION COMMITTEE**

WHEREAS, pursuant to the School Funding Reform Act (SFRA), the Chesterfield Township Board of Education is an underfunded school district;

WHEREAS, attention must be called to the Commissioner of Education, legislators, and the Governor of the State of New Jersey, demanding that our public schools are funding equitably;

WHEREAS, the Fair Funding Action Committee is recognized as a statewide fair school funding activist organization with the ability to coordinate and connect other underfunded school districts statewide;

WHEREAS, the Fair Funding Action Committee's objective is to achieve full and equitable school funding for all of New Jersey's Public Schools through the allocations of state school aide in accordance to SFRA, without applying adjustment aid ("Hold Harmless Aid") or enrollment growth caps in time for Boards of Education to strike their next school budgets;

NOW THEREFORE, BE IT RESOLVED that the Chesterfield Township Board of Education to become a member of the Fair Funding Action Committee.

10D. Superintendent's Report

10D.1 District Goals Update

10D.2 Student Enrollment

| Grade Levels | February 2018 | March 2018 | Net Change |
|---|---------------|------------|------------|
| Pre-School | | | |
| <i>Non-Tuition</i> | 12 | 12 | |
| <i>Preschool Disabled (non-tuition)</i> | 8 | 8 | |
| <i>Tuition</i> | 14 | 14 | |
| Kindergarten | 89 | 89 | |
| 1 st | 101 | 102 | +1 |
| 2 nd | 103 | 103 | |
| 3 rd | 103 | 102 | -1 |
| 4 th | 114 | 114 | |
| 5 th | 120 | 121 | +1 |
| 6 th | 92 | 92 | |
| | | | |
| Total In-District | 756 | 757 | +1 |
| Attending Out-of-District Schools | 5 | 5 | |
| Total | 761 | 762 | +1 |

Vote Section 10

11. Personnel

11A. Approval of Bus Aide's 2017-2018 Hours and Salary - REVISED

Recommend approval to increase Christine Forman to 5.25 hours per day from September 1, 2017 through June 30, 2018 at an hourly rate of \$15.94 – total \$15,230.67. (Based on 2016-2017 salaries) As per the negotiated agreement.

11B. Approval of Resignation

Recommend approval of resignation of Ferdinand Bautista as part-time custodian effective March 16, 2018.

11C. Approval of Interim Kindergarten Teacher

Recommend approval of Jennifer Milano-Maicher as Interim Kindergarten Teacher (Lori Christensen) commencing on March 26, 2018, through June 22, 2018 at a per diem rate of \$80 for days 1-5; \$85 for days 6-20, and \$264.66 for days 21 through the last day of school at Step 1-2 BA. This includes one transition day.

Approximate total \$12,526.06 (61 days).

11D. Approval of Maternity Leave of Absence

Recommend approval of maternity leave of absence for Colleen McDermott, 3rd grade teacher commencing September 4, 2018 through January 1, 2019.

11E. Approval of Substitutes

Recommend approval of the following substitute for the 2017-2018 school year:

Shannon Coleman Lunch/Recess Aide (Pending Background Check)

11F. Approval to Renew Supervisor of Building & Grounds (Attachment)

Recommend approval of Robert Carter as Supervisor of Building & Grounds for the 2018-2019 school year at a contracted salary of \$52,141.73.

11G. Approval of Part-Time Custodian

Recommend approval of Janet Marino as part-time custodian for the remainder of the 2017-2018 school year, effective April 3, 2018 for 5 hours per day (62.5%) at Custodial Step 1 at a prorated amount of \$5,652.19, as per negotiated agreement. This is a replacement for a resignation.

11H. Approval of College Student to Observe Speech-Language Pathologist

Recommend approval of Gina Schiavone to observe the speech-language pathologist at Chesterfield School for 25 hours during the weeks of May 14 -31, 2018.

Vote Section 11

12. Curriculum & Instruction

12A. Approval of Field Trips

Recommend approval of the following field trips.

| DATE | REASON | DESTINATION | GRADE |
|-----------|---|---------------------------------|---------------------------|
| 5/9/2018 | Developmentally appropriate experience in the local community | Crosswicks Library | Pre-K |
| 5/15/2018 | SpaceEx (formerly known as Marsville) link-up day for 5th graders | Peter Muschal Elementary School | 5 th Grade G&T |
| 5/23/2018 | Ties in with 1st grades NGSS Exploring Organisms unit of study | Johnson's Locust Hall Farm | 1 st Grade |

Vote Section 12

13. Health & Safety

13A. Nurses Report – February (Attachment) – Public

13B. Emergency Drill Report (Attachment) – Public
Bomb Threat Drill February 26, 2018

Fire Drill March 1, 2018
Bomb Threat Drill March 19, 2018

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

13D. H.I.B. Incidents
There were no HIB incidents reported for February.

Vote Section 13

14. Staff Professional Development

14A. Approval of Workshops
Recommend approval of the following workshops and mileage.

| Name | Position | Destination | Justification | Date | Workshop/Exhibit Cost to District | |
|---------------------|---------------|----------------|---|---------------------|-----------------------------------|---------|
| | | | | | Reg. Fee | Mileage |
| Mike Mazzoni | Principal | Fairview Lake | Mileage for 6th grade trip | 2/6-2/9/2018 | n/a | \$54.44 |
| Elizabeth Schauer | Resource | Plainsboro, NJ | Seeing Stars | 3/20-21/18 | \$749.00 | \$27.65 |
| Erin Casey | Resource | Plainsboro, NJ | Seeing Stars | 3/20-21/18 | \$749.00 | \$27.65 |
| Shannon Mcgettigan | Resource | Plainsboro, NJ | Seeing Stars | 3/20-21/18 | \$749.00 | \$27.65 |
| Jeanine May-Sivieri | Supervisor | Monroe, NJ | Curriculum Instruction...Training for...Supervisors.... | 4/26/2018 | \$0.00 | \$0.00 |
| Jamie Surette | 4th grade | Westampton, NJ | Guided Reading Grades 3-5 | 4/19/2018 | \$0.00 | \$10.19 |
| Karen Stryker | 4th grade | Westampton, NJ | Guided Reading Grades 3-5 | 4/19/2018 | \$0.00 | \$10.19 |
| Colleen McDermott | 3rd grade | Westampton, NJ | Guided Reading Grades 3-5 | 4/19/2018 | \$0.00 | \$10.19 |
| Wendi Sheridan | LDTC | Travel | Visiting schools to find appropriate student placement | 2/1/ 2/2, 2/7, 2/12 | n/a | \$28.48 |
| Tracey Miller | Resource | Plainsboro, NJ | Visualizing & Verbalizing | 3/22-23/2018 | \$711.55 | \$27.40 |
| Jennifer Hamer | Resource | Plainsboro, NJ | Visualizing & Verbalizing | 3/22-23/2018 | \$711.55 | \$27.40 |
| Lauran Gleason | Resource | Plainsboro, NJ | Visualizing & Verbalizing | 3/22-23/2018 | \$711.55 | \$27.40 |
| Bethann Molesky | Resource | Plainsboro, NJ | Visualizing & Verbalizing | 3/22-23/2018 | \$711.55 | \$27.40 |
| Cindy McNally | Social Worker | Westampton, NJ | Art Therapy in an Educational Setting | 5/17/2018 | \$0.00 | \$10.45 |
| Cindy McNally | Social Worker | Westampton, NJ | Mindfulness in the PK-12 Classroom | 5/17/2018 | \$0.00 | \$10.45 |

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 February 2018:

- 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 February: #064 to #079
- Budget Report
- Revenue Report
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

Recommend the following financial report for approval for the month of March 2018: (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 Nutri-Serve Food Management Company

Recommend approval to renew the food service management contract for Nutri-Serve Food Management, Inc. at the flat fee of \$13,585 for the 2018-2019 school year. (2018-2019 will be year 4 of 5)

15C. Approval of Insight Workforce Solutions Agreement (Attachment)

Recommend approval of the agreement between the Chesterfield Township Board of Education and Insight Workforce Solutions for paraprofessionals for the 2017-2018 school year at a rate of \$123.22 per paraprofessional per day.

15D. Approval of School Bus Driver Substitutes

Recommend approval of the agreement between the Chesterfield Township Board of Education and Northern Burlington Regional School District for substitute school bus drivers for the 2017-2018 school year at a rate of \$26.00/hr.

15E. Approval of Alliance for Competitive Energy Services (ACES) Contract (Attachments) - Public

Recommend approval of the resolution for ACES Contracts for natural gas from March 21, 2018 through May 2023. This agreement locks in a price for the duration of the contract.

15F. Approval of Alliance for Competitive Energy Services (ACES) Contract (Attachments) - Public

Recommend approval of the resolution for the ACES Contracts for electric generation from March 21, 2018,

through May 2023. This agreement locks in a price for the duration of the contract.

15G. Approval of Indoor Air Quality Baseline Testing Contract (Attachment) - Public
Recommend approval of indoor air quality baseline testing contract with PARS Environmental, Inc. in the amount of \$2,470.00.

Vote Section 15

16. Other Business
FVL
Champions
Christina Hoggan and Tom Flaherty - Compressor Station and Pipeline impact committee.

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 February 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 2017-2018 school year.

| Name Of Organization | Facility requested | Description of Activity | Date |
|-----------------------|--------------------|---|----------------|
| Champions | Cafeteria | Open House | March 28, 2018 |
| Chesterfield Township | Cafeteria | Pipeline Presentation | April 11, 2018 |
| FVL Committee 2019 | Cafeteria | 5 th & 6 th Grade Dance | April 27, 2018 |

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:

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

21. Motion to Adjourn

Vote Section 21