

Chesterfield Township Board of Education  
Regular Meeting 7:00 p.m.  
Wednesday, April 17, 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 January 8, 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:

May 1, 2019	Public Hearing on Budget/Formal action may be taken at this meeting on any business matters that may come before the Board.
May 15, 2019	Regular Monthly Meeting

School District Important Dates

April 19 – April 26, 2019	School Closed – Spring Break
April 29, 2019	School Reopens
April 30 – May 23, 2019	NJSLA and NJSLA Make-Ups
April 30, 2019	Champions Summer Open House
May 1, 2019	CPEF Meeting
May 7, 2019	Evening Choral Concert
May 8, 2019	Walk/Bike to School Day
May 10, 2019	PTA Adult Blingo
May 13-16, 2019	Kindergarten Screenings
May 13, 2019	Mid-Marking Period Advisory Reports
May 14, 2019	PTA Monthly Meeting
May 14, 2019	Evening Band Concert

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 (Attachment) - Public

Recommend approval of the following grants:

Jen Feder and Bethann Molesky, requesting inspirational/positive wall decals to hang throughout the building to promote a positive culture. Cost \$321.33.

Angie Manning, Melody Khalifa, Jen Feder, Annemarie Petty, and Melissa Carlton, requesting a Cricut vinyl cutter and various colored vinyl rolls. The purpose is to provide proprioceptive and vestibular sensory input to help students stay calm and regulate their bodies. Cost \$788.96.

Vote Section 5B.1

6. Correspondence (Attachment) - Public

Letter to the Board of Education, from Jansky Placid regarding the 2019-2020 budget and tax relief for Chesterfield residents.

Letter to the Board of Education, from Purvi Luhar regarding the 2019-2020 budget and tax relief for Chesterfield residents.

Letter to the Board of Education, from Priyam Luhar regarding the 2019-2020 budget and tax relief for Chesterfield residents.

Letter to the Board of Education, from Coby Sikorski regarding the need to renew the teachers' contract.

7. Minutes

Approval of Minutes (Attachment)

Recommend approval of the minutes for the following meetings:

March 11, 2019	Work Session Meeting
March 18, 2019	Regular Meeting
March 18, 2019	Executive Meeting
March 25, 2019	Work Session Meeting
March 25, 2019	Executive Meeting

Vote Section 7

8. Board Committee/Superintendent Reports

8A. Approval of Board Goals / Action Plans (Attachment)

8B. Board Committee

<u>Committee</u>		<u>Meeting Dates</u>
Human Resources	Chair Terran Brown	prior to the January, May and September meetings
	Matthew Litt	
	Admin. Rep. 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:			Amy Jablonski
Alternate Delegate:			Christina Hoggan
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 Jaclyn Halaw
Compressor Station & Pipeline Impact Committee:			Christina Hoggan

8C. Superintendent's Report

8C.1 Student Enrollment

Grade Levels	March 2019	April 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>104</b>	<b>+1</b>
<b>1<sup>st</sup></b>	<b>99</b>	<b>99</b>	
<b>2<sup>nd</sup></b>	<b>113</b>	<b>114</b>	<b>+1</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>124</b>	<b>-1</b>
<b>Total In-District</b>	<b>794</b>	<b>795</b>	
<b>Attending Out-of-District Schools</b>	<b>4</b>	<b>4</b>	
<b>Total</b>	<b>798</b>	<b>799</b>	<b>+1</b>

8D. QSAC Report Summary

8E. School Climate and Culture Parent Meeting Summary

Vote Section 8

9. Board Policy

9A. First Reading of Revised Regulation (Attachments) - Public  
The following revised regulation is being presented for the first reading:  
Regulation #1312 Procedures for Complaints and Inquiries

9B. Second Reading of Revised Policies (Attachments) - Public  
The following revised policies are being presented for the second reading:  
Policy #6162.5 Research  
Policy #6163.1 Media Center, Library  
Policy #6164.2 Counseling Guidance Program  
Policy #6164.4 Child Study Team

Vote Section 9

10. Personnel

10A. Approval of Start Date and Salary for Main Office Secretary  
Recommend approval to employ Tarra Baker as a School Secretary for the remainder of the 2018-2019 school year, effective April 29, 2019 to June 30, 2019 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 (\$3,504.16). Her total annual salary will be \$36,035.16 prorated to \$6,428.61. (Per negotiated agreement.)

10B. Approval of Interim Resource Teacher  
Recommend approval of Nancy O'Connor as Interim Resource Teacher in place of Shannon McGettigan, April 1, 2019 through the remainder of the 2018-2019 school year, pursuant to N.J.S.A. 18A:16-1.1 at a salary of \$10,344.12. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

10C. Approval of Retirement  
Recommend approval, with regret, of the retirement of Anthony Calandrillo, Director of Special Services, effective June 30, 2019.

10D. Approval of Resignation – School Nurse  
Recommend approval, with regret, of the resignation of Stacey Farreny, School Nurse, effective May 21, 2019.

10E. Approval of Resignation – Custodian  
Recommend approval, with regret, of the resignation of Ayisha Carpenter-Hill, custodian, effective June 21, 2019.

10F. Approval of Substitutes  
Recommend approval of the following substitutes for the remainder of the 2018-2019 school year.  
Theresa Basile Lunch/Recess Aide  
Mihaela Hogas Lunch/Recess Aide (Pending background check)

10G. 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>
Brayton, Michael	Missed Prep period (3/4/19)	\$35.00
Kovac, Courtney	Missed prep period (3/4/19)	\$35.00

Lawrence, Anne	Missed prep period (3/4/19)	\$35.00
McCann, Mike	Missed Prep periods (2/20/19 & 3/6/19)	\$70.00

10H. Approval of Paternity Leave of Absence

Recommend approval of paternity leave of absence for Allan Forsyth commencing on or about May 20, 2019 for the remainder of the 2018-2019 school year, in accordance with the NJ Family Leave Act and Family Leave Insurance.

Vote Section 10

11. Curriculum & Instruction

11A. Approval of Field Trip

DATE	GRADE	REASON	DESTINATION
6/2019	6 <sup>th</sup>	End of year Pool Party	Old York County Club

Vote Section 11

12. Health & Safety

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

12B. Emergency Drill Report (Attachment) – Public  
Lock Down Drill March 29, 2019  
Fire Drill April 16, 2019

12C. Student Code of Conduct (Attachment) – Public  
Report for March

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

February Final Approval:

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

March Preliminary Approval:

There were two H.I.B. incidents reported and two confirmed for March.

Vote Section 12

13. Staff Professional Development

13A. Approval of Workshops

Recommend approval of the following workshops and mileage:

Name	Position	Destination	Justification	Date	Funding	Workshop/Exhibit Cost to District	
						Reg. Fee	Mileage
Taylor Roberts	Speech	Long Branch, NJ	NJSHA Annual Convention	5/2 - 5/3/19		\$250.00	
Patrick Pisano	BA	Atlantic City, NJ	NJASBO Annual Conference	6/5 - 6/7/19		\$275.00	\$49.02
Erin Casey	Resource	Webinar	Linda Mood-Bell Visualizing and Verbalizing	6/11 - 6/13/19		\$895.00	n/a
Jessica Davern	Resource	Webinar	Linda Mood-Bell Visualizing and	6/11 -		\$895.00	n/a

			Verbalizing	6/13/19			
Amanda Sorensen	Resource	Webinar	Linda Mood-Bell Visualizing and Verbalizing	6/11 - 6/13/19		\$895.00	n/a
Melissa Carlton	Psychologist	Webinar	School-Based Screening for Dyslexia: Myths & Best Practices	on- demand April 2019		\$35.00	n/a
Jennifer Feder	Counselor	Webinar	School-Based Screening for Dyslexia: Myths & Best Practices	on- demand April 2019		\$35.00	n/a
Melissa Carlton	Psychologist	Webinar	Evidence-based Supplemental Reading Interventions for Students with Basic Reading Problems	on- demand April 2019		\$35.00	n/a
Jennifer Feder	Counselor	Webinar	Evidence-based Supplemental Reading Interventions for Students with Basic Reading Problems	on- demand April 2019		\$35.00	n/a
Annemarie Petty	OT	Marlborough, MA	When Children Won't Eat: Picky Eaters vs Problem Feeders...Using the SOS Approach to Feeding...	8/8 - 8/11/19		\$1,103.00	\$159.34
Maria Martinez	Instructional Coach	New York, NY	Teachers College Summer Writing Institute	8/5-8/9/19		\$850.00	\$69.10
Maria Martinez	Instructional Coach	New York, NY	Teachers College Summer Writing Institute	8/12- 8/16/19		\$850.00	\$69.10
Wendi Sheridan	LDTC	Wrightstown, NJ	Mileage for out of district meeting	3/5/2019			\$4.34
Patrick Pisano	BA	Howell, NJ	Financial Management and	4/13/2019 4/27/2019		\$501.00	\$52.80

			Purchasing	5/4/2019			
Patrick Pisano	BA	Howell, NJ	Energy Management	5/11/2019		\$263.00	\$17.60
Michael Mazzoni	Principal	Howell, NJ	Energy Management	5/11/2019		\$263.00	\$17.60

#### Vote Section 13

#### 14. 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.

#### 14A. Financial Approvals (Attachment)

Recommend the following financial reports for approval for the month of February 2019:

- 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.
- Transfers for February
- 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 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.

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

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

#### 14B. Approval of Agreement with Burlington County Special Services (Attachment)

Recommend approval to enter into a shared services agreement with Burlington County Special Services for the 2019-2020 school year for: Professional Services (PSA)

#### 14C. Approval of Amended Contract for School Security Video Cameras (Attachment)

Recommend approval of the amended contract for IP Camera System to be funded through the 2018-2019 and 2019-



2020 school years.

**Vote Section 14**

15. Other Business

15A. Discussion on District Solicitor

Capehart & Scatchard - Robert Muccilli

AG&L - Andrew Brown

Cooper Levenson - William Donio & Amy Houck Elco

Lenox Law Firm - Michael Pattanite, Jr.

Parker & McCay - Victoria Beck

16. Facilities Update/Information

16A. Supervisor of Building & Grounds Report (Attachment) – Public

16B. School Dude Report (Attachment) – Public

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

16C. Solar Renewable Energy Credits Analysis (Attachment) – Public

16D. Approval of Use of Facilities

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

<b>Name Of Organization</b>	<b>Facility requested</b>	<b>Description of Activity</b>	<b>Date</b>
CTAA	Gym	Spring Basketball Camp	4/23/19-4/26/19
Champions	Cafeteria	Summer Open House	4/30/19
Cub Scouts Pack 55	Cafeteria	Pack Meeting	4/29/19
Champions	Cafeteria	Variety Show	5/23/19
PTA	Art Room	Staff Appreciation Luncheon	5/10/19
CTAASA	Classrooms, Gym, Fields	Summer Mentoring Program	7/9/19-8/1/19 (T,W,TH)
Champions	Cafeteria/Gym/Field	Summer Camp	6/24/19 - 8/23/19 (following blackout calendar)

**Vote Section 16**

17. Other Public Comments

18. 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 Matter

RESOLVED, that the aforestated 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 18

19. Motion to Return to Public Session

20. Motion to Adjourn

Vote Section 20