

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, April 18, 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.

Board & District Goals
2017-2018 School Year

Board Goal: Complete NJSBA board member self-evaluation to identify strengths and weakness that will inform future goals/efforts.

Board Goal: Build board member knowledge/awareness on school board policy development.

Enrich the climate and culture of the school by fostering an environment focused on professionalism, staff support, and educational resources to affect student learning.

Maintain an open line of communication within the school district as well as across the entire school community.

Enrich the climate and culture of the school by developing a district-wide 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

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 January 28, 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. Meeting Information/Important Dates

Board of Education Important Dates:

May 2, 2018	Public Hearing on Budget/ Formal action may be taken at this meeting on any business matters that may come before the Board.
May 16, 2018	Regular Monthly Meeting

School District Important Dates

Through May 9, 2018	PARCC and PARCC Make-Ups
April 20, 2018	PTA Adult Blingo
April 26, 2018	Take your Child to Work Day
May 2, 2018	CPEF Meeting
May 7-11, 2018	Kindergarten Screenings
May 8, 2018	PTA General Meeting & Board Elections
May 10, 2018	Mid-Marking Period Advisory Reports
May 17, 2018	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 grant:

Michael Brayton, 2nd Grade Teacher requesting a Breakout EDU Kit. The kit allows teachers to create unique and interactive lessons similar to the popular Escape Rooms. The kit can be used across any grade level. Cost \$800.00.

Vote Section 6

6. Correspondence (Attachment)

Letter dated April 10, 2018 to Mr. Mazzoni from Mr. & Mrs. Halaw, regarding PARCC testing.

7. Minutes
Approval of Minutes (Attachment)

Recommend approval of the minutes for the following meetings:

March 26, 2018	Regular Meeting
March 26, 2018	Executive Meeting

Vote Section 7

8. Board of Education

8A. Board Committee

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

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

8C. Superintendent's Report

8C.1 Presentation of Technology Audit – Pitt Bull (Attachment)

8C.2 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

8C.3 Student Enrollment

Grade Levels	March 2018	April 2018	Net Change
Pre-School			
<i>Non-Tuition</i>	12	12	
<i>Preschool Disabled (non-tuition)</i>	8	7	-1
<i>Tuition</i>	14	14	
Kindergarten	89	89	
1 st	102	102	
2 nd	103	103	
3 rd	102	103	+1
4 th	114	114	
5 th	121	121	
6 th	92	93	+1
Total In-District	757	758	+1
Attending Out-of-District Schools	5	5	
Total	762	763	+1

Vote Section 8

9. Personnel

9A. Approval of Maternity Leave Extension

Recommend approval of maternity leave extension for Jessica Davern from September 1, 2018 through November 6, 2018.

9B. Approval of Homebound Instructor

Recommend approval of the following staff members for homebound instruction. The homebound instruction is not to exceed 10 hours per week for 6 weeks at \$52.00 per hour, for a maximum of \$3120.00. (per the negotiated agreement)

Valerie Lydon

Antoinette DiEleuterio (substitute)

9C. Approval of Lunch/Recess Aide

Recommend approval of Jacquelyn Troiani as a lunch/recess aide for the remainder of the 2017-2018 school year (effective 4/19/2018), 2.5 hours per day for 43 days at \$11.00 per hour for a salary of \$1,182.50. This is a

replacement for a resignation.

9D. 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>
Hillman, Melissa	Missed Prep due to CST meeting (3/1/18, 3/14/18, 3/16/18 & 3/26/18)	\$104.00
Chou, Melissa	Missed Prep due to CST meeting (4/10/18 & 4/12/18)	\$52.00

Vote Section 9

10. Curriculum & Instruction

10A. Approval of Field Trip

<u>DATE</u>	<u>GRADE</u>	<u>REASON</u>	<u>DESTINATION</u>
5/10/2018	Pre-K	Develop skills in community, language, books & media	Bordentown Library
6/1/2018	Kindergarten	Science curriculum	Zoo on Wheels (In house)
6/8/2018	2 nd Grade	Reinforcement of science and social studies curriculum	Fernbrook Farms

10B. Approval of Chicken Incubation Project (Attachment) – Public

Approval of the third grade Chicken Incubation Project for a fee of \$250. In support of a Science unit, a Northern Burlington student will be bringing an incubator and eggs into the third grade classroom and providing a presentation to students. The incubator will remain until the eggs hatch and the chickens are returned to the farm. All third grade classes will receive the presentation on either May 8th or May 10th, 2018.

Vote Section 10

11. Health & Safety

11A. Nurses Report - March (Attachment) – Public

11B. Emergency Drill Report (Attachment) – Public

Fire Drill April 12, 2018

Evacuation Drill April 13, 2018

11C. Student Code of Conduct (Attachment) – Public

Report for March

11D. H.I.B. Incidents

There were no HIB incidents reported in March.

Vote Section 11

12. Staff Professional Development

12A. Approval of Workshops

Recommend approval of the following workshops and mileage:

<u>Name</u>	<u>Position</u>	<u>Destination</u>	<u>Justification</u>	<u>Date</u>	<u>Funding</u>	<u>Workshop/Exhibit Cost to District</u>	
						<u>Reg. Fee</u>	<u>Mileage</u>
Wendi Sheridan	LDTC	Westampton, NJ	Applied Behavior Analysis 101	5/1/2018		\$0.00	\$10.44
Melissa Carlton	Psychologist	Westampton, NJ	Applied Behavior Analysis 101	5/1/2018		\$0.00	\$10.44
Tracey Miller	Resource	In District Webinar	Visualizing and Verbalizing	5/29-31/2018	Title I/IIA	\$895.00	n/a

Jennifer Hamer	Resource	In District Webinar	Visualizing and Verbalizing	5/29-31/2018	Title I/IIA	\$895.00	n/a
Lauran Gleason	Resource	In District Webinar	Visualizing and Verbalizing	5/29-31/2018	Title I/IIA	\$895.00	n/a
Bethann Molesky	Resource	In District Webinar	Visualizing and Verbalizing	5/29-31/2018	Title I/IIA	\$895.00	n/a
Shannon McGettigan	Resource	In District Webinar	Seeing Stars	5/22-24/2018	Title I/IIA	\$895.00	n/a
Erin Casey	Resource	In District Webinar	Seeing Stars	5/22-24/2018	Title I/IIA	\$895.00	n/a
Melissa Chou	Resource	In District Webinar	Seeing Stars	5/22-24/2018	Title I/IIA	\$895.00	n/a
Jennifer Feder	1 st Grade	Westampton, NJ	Mindfulness in the Classroom	5/17/2018		\$0.00	
Melissa Hillman	Preschool	Mt. Laurel, NJ	Decrease Attention-Getting and Tantrum Behaviors	5/11/2018		\$259.00	\$15.12

12B. Approval of Tuition Reimbursement (Attachment)

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:

Melissa Carlton Advanced Learning Theory & Research (3 credits) \$825.00 (*\$275.00/cr)
 * Military Discount Tuition Rate

Vote Section 12

13. Financial

13A. Financial Approvals (Attachments)

Recommend the following financial approvals for the month of March & April:

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

13B. 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.

RENEWAL of CONTRACT

BE IT RESOLVED THAT THE BOARD OF EDUCATION of Chesterfield Township upon recommendation of the Business Administrator, Patrick Pisano approves the renewal of the FSMC base year contract with Nutri-Serve Food Service Management Company, Inc. for the 2018-2019 school year as follows:

MANAGEMENT FEE(S)/GUARANTEES

1. The Flat Management Fee: NSFM shall be paid from the Cafeteria Account for the services to be rendered based upon \$13,585.00 per annum per one school calendar year. Payments will be calculated on the basis of a 10-month calendar year. This will be divided into 42 weekly payments at \$323.45 per week. The contract term shall commence on September 1, 2018, and end on June 30, 2019. Payments are to begin and end in that same period, whereupon the total sum of \$13,585.00 shall have been paid to NSFM at the end of the term. The fee is based on providing services in the schools for the School Nutrition Programs now in existence.

2. Guarantee Break Even: Nutri-Serve guarantees that the bottom line on the operational financial report for the school year will be at break even or no subsidy to the bottom line of the Chesterfield Township School District. If the actual bottom line is a loss, Nutri-Serve will subsidize the bottom line of the Chesterfield Township School District up to 100% of our management fee.

Vote Section 13

14. Other Business

14A. Chesterfield Resolution re School Funding to NJSBA (Attachment) – Public

14B. School Safety Specialist

Recommend approval to appoint Mr. Mazzoni and Mr. Pisano as school safety specialists for the district as required by NJDOE for the 2018 calendar year.

14C. Recommend approval for Mr. Mazzoni to accompany a student on Operation Dreamlift to Orlando, Florida on May 1, 2018 at no cost to the district.

Vote Section 14

15. Facilities Update/Information

15A. Supervisor of Building & Grounds Report - Robert Carter (Attachment) – Public

15B. School Dude Report (Attachment) – Public

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

15C. Solar Renewable Energy Credits Analysis (Attachment) – Public

15D. Approval of 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
CPEF	Parking Lot	Clothing Drive	4/21/2018
Champions	Cafeteria	Bingo	5/18/2018
Champions	Cafeteria/Gym/Field	Summer Camp	6/25/18 - 8/31/18

Vote Section 15

16. Other Public Comments

17. 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:

Attorney-Client Advice

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 17

18. Motion to Return to Public Session

19. Motion to Adjourn

Vote Section 19