

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, May 15, 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.

Resolve that the Board of Education does hereby appoint Mary Merrick as secretary pro tem for the May 15, 2019 meeting.

Vote

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:

June 19, 2019 Regular Monthly Meeting

School District Important Dates

May 24 -28, 2019	School Closed – Memorial Day Weekend
June 1, 2019	PTA Carnival
June 4, 2019	Field Day – Grades 3-6
June 5, 2019	Field Day – Grades K-2
June 5, 2019	CPEF Meeting
June 7, 2019	5 th -6 th STEM Day
June 12, 2019	Kindergarten Orientation
June 19-21, 2019	Early Dismissal Days
June 19, 2019	Kindergarten Musicals
June 20, 2019	6 th Grade Graduation
June 21, 2019	Last Day of School

4. School Climate Culture Initiative Presentation

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. FVHD Architects

FVHD Architects, Mr. George Duthie and Mr. Steve Gillan - Update on Geothermal Vault

7. School Community Partnerships

7A. Chesterfield PTA

7B. Chesterfield Public Education Fund

7B.1 CPEF Grant Request (Attachment) - Public

Recommend approval of the following grant:

4th Grade Teachers are requesting Time for Kids magazine subscription for 125 students for the 2019-2020 school year. The magazine consists of weekly issues throughout the school year and is geared toward 4th grade students. Fourth grade Common Core standards demand that a large percent of reading instruction be with nonfiction texts. Cost \$618.75.

Valerie Lydon, requesting \$250.00 to be used toward the purchase of 6th grade graduation t-shirts. The shirts will be worn for the Northern Burlington Field Day and many other 6th grade end of the year activities.

Vote Section 7

8. Minutes (Attachment)

Recommend approval of the minutes for the following meetings:

April 17, 2019	Regular Minutes
April 17, 2019	Executive Minutes
May 1, 2019	Public Hearing Minutes
May 1, 2019	Executive Minutes
May 6, 2019	Work Session Minutes

Vote Section 8

9. Board of Education/Superintendent Reports

9A. 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 Vacant	

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

Fair Funding Action Committee Liaison: Amy Jablonski

Fair Funding Legal Committee: Christina Hoggan
 Matthew Litt

Mission and Vision District Committee: Amy Jablonski

9B. Superintendent's Report

9B.1 Student Enrollment

Grade Levels	April 2019	May 2019	Net Change
Pre-School			
<i>Non-Tuition</i>	10	10	
<i>Preschool Disabled (non-tuition)</i>	6	6	
<i>Tuition</i>	15	15	
Kindergarten	104	104	
1st	99	97	-2
2nd	114	114	
3rd	104	104	
4th	107	106	-1
5th	112	112	
6th	124	124	
Total In-District	795	792	
Attending Out-of-District Schools	4	4	
Total	799	796	-3

9C. Approval of the Revised 2019-2020 School Calendars (Attachments) - Public
 Recommend approval of the following revised 2019-2020 School Calendars
 Chesterfield School Calendar
 Chesterfield School Little Dragons Preschool Calendar
 Chesterfield School Little Dragons 2 Preschool Calendar

10. Board Policy

10A. Second Reading of Revised Regulation (Attachments) - Public

The following revised regulation is being presented for the second reading:
Regulation #1312 Procedures for Complaints and Inquiries

Vote Section 10

11. Personnel

11A. Approval to Renew Certificated Staff (Attachment)

Recommend approval of the attached list of certificated staff members for the 2019-2020 school year, salaries will be based on the new negotiated contract.

11B. Approval to Renew Non-Certificated Staff (Attachment)

Recommend approval of the attached list of non-certificated staff members for the 2019-2020 school year, salaries will be based on the new negotiated contract.

11C. 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>
Angelucci, Sharon	Missed Prep periods (2/25/19, 2/26/19 & 3/5/19)	\$105.00
Brayton, Michael	Missed Prep period (4/5/19 & 4/9/19)	\$70.00
Cirillo, Jennifer	Missed prep period (4/4/19 & 4/11/19)	\$70.00
Cochrane, Robert	Missed Prep period (1/17/19 & 2/26/19)	\$70.00
Kovac, Courtney	Missed Prep period (4/5/19 & 4/11/19)	\$70.00
Lawrence, Anne	Missed Prep period (4/5/19)	\$35.00
Lawrence, Wendy	Missed prep period (3/14/19)	\$35.00
McCann, Mike	Missed Prep period (4/4/19)	\$35.00
Rahey, Lauren	Missed prep period (3/26/19, 4/4/19, 4/11/19 & 4/30/19)	\$140.00
Weisgarber, Victoria	Missed prep period (4/4/19, 4/5/19, 4/8/19 & 4/11/19)	\$140.00

11D. Approval of College Student to Observe Occupational Therapist

Recommend approval of Casey Flanagan, student from James Madison University to observe Anne Marie Petty, OT, up to 20 hours in June/July 2019.

11E. Approval of Interim Supervisor of Special Services (Attachment)

Recommend approval of Elizabeth Donahue as Interim Supervisor of Special Services commencing May 20, 2019 through July 31, 2019, at a per diem rate of \$500.00. Total contract not to exceed \$20,000.00.

11F. Approval of School Secretary

Recommend approval to employ Sabrina Buscarnera as a School Secretary, effective July 1, 2019 to June 30, 2020 on Step 4 of the 2019-2020 Secretary salary guide at an annual rate of \$35,580, also to work one additional hour a day on student days (180 days) (\$3,812.40). Her total annual salary will be \$39,392.40.

11G. Summer Hours 2019

Approval of Summer School Positions

(July 1, 2019, through July 25, 2019 – Monday through Thursday, No class on Thursday, July 4, 2019)

Recommend approval of the following summer school positions for 2019. Teachers and nurse will be compensated at \$52.00 per hour per negotiated agreement.

Special Educ. Extended School Year (ESY) (K-6 - 8:30 a.m. to 12:30 p.m. - 4 hours of instruction & ½ hour prep)

Antoinette DiEleuterio - Teacher	4.5 hrs./day x 15 days = 67.5 hrs.	\$3,510.00
Erin Casey - Teacher	4.5 hrs./day x 15 days = 67.5 hrs.	\$3,510.00
Julia Johnson - Teacher	4.5 hrs./day x 15 days = 67.5 hrs.	\$3,510.00

Special Educ. Extended School Year (ESY) (PreK Dis.- 9:00 a.m. to 12:00 p.m. - 3 hours of instruction & 1hour prep)

Elizabeth Schauer - Teacher	4 hrs./day x 15 days = 60 hrs.	\$3,120.00
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Special Educ. Extended School Year (ESY) (PreK- 9:00 a.m. to 12:00 p.m. - 3 hours of instruction & ½ hour prep)

Jenn Hamer - Teacher	3.5 hrs./day x 15 days = 52.5 hrs.	\$2,730.00
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School Nurse for ESY & Remedial Summer School

Charmaine Ramos	4 hrs/day x 15 days = 60 hrs.	\$3,120.00
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Paraprofessionals for ESY

Paraprofessional (Delta T)	up to 4 hrs./day x 15 days = 60 hrs. as per contract
Paraprofessional (Delta T)	up to 4 hrs./day x 15 days = 60 hrs. as per contract
Paraprofessional (Delta T)	up to 4 hrs./day x 15 days = 60 hrs. as per contract
Paraprofessional (Delta T)	up to 4 hrs./day x 15 days = 60 hrs. as per contract
Paraprofessional (Delta T)	up to 4 hrs./day x 15 days = 60 hrs. as per contract
Paraprofessional (Delta T)	up to 4 hrs./day x 15 days = 60 hrs. as per contract

Paraprofessionals Preschool ESY

Paraprofessional (Delta T)	up to 4 hrs./day x 15 days = 60 hrs. as per contract
Paraprofessional (Delta T)	up to 4 hrs./day x 15 days = 60 hrs. as per contract
Paraprofessional (Delta T)	up to 4 hrs./day x 15 days = 60 hrs. as per contract
Paraprofessional (Delta T)	up to 4 hrs./day x 15 days = 60 hrs. as per contract
Paraprofessional (Delta T)	up to 4 hrs./day x 15 days = 60 hrs. as per contract

Substitute Teachers for Summer Programs (ESY and remedial, or as paraprofessional) as needed.

Bethann Molesky
Laura Garofalo

Child Study Team & Related Services

Wendy Sheridan	LDT/C	25 hours @ \$52/hour + 12 evaluations @ \$375.00 = \$5,800.00
Cindy McNally	Social Worker	25 hours @ \$52/hour + 12 evaluations @ \$375.00 = \$5,800.00
Melissa Carlton	School Psychologist	25 hours @ \$52/hour + 12 evaluations @ \$375.00 = \$5,800.00

Speech – Taylor Roberts Per IEPs-Approx. 48 hrs. @ \$52.00 + 1 evaluation @ \$375.00 = \$2,871.00

OT – Anne Marie Petty Per IEPs-Approx. 32 hrs. @ \$52.00 + 3 evaluation @ \$375.00 = \$2,789.00

PT Per IEPs-Approx. 8 hrs. as per contract

ABA Consultant Per IEPs-Approx. 4 hrs. as per contract

Bus Driver

Janet Haney	TBD (once the routes are established her hours will be calculated) (hourly rate)
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Bus Aide

Christine Forman	TBD (once the routes are established her hours will be calculated) (hourly rate)
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Extra Time-Special Education Meetings

General education teachers – to be determined - for 10 meetings during the 2019 summer at one hour each – approximately 10 hours at the negotiated hourly rate of \$52/hour. (\$520.00)

Extra Time-Special Education Meetings

Special education teachers – to be determined - for 10 meetings during the 2019 summer at one hour each – approximately 10 hours at the negotiated hourly rate of \$52/hour. (\$520.00)

Summer Hours

Angela Manning Technology 80 hours @ \$52/hr. = \$4,160.00

Summer Custodians

Approval of the following part-time summer custodians commencing June 24, 2019 through August 30, 2019, 26 hours per week at an hourly rate of \$12.75.

Stephen Cardona
Christopher Tulli

Approval of the following part-time summer custodian commencing June 24, 2019 through August 30, 2019, 10 hours per week at an hourly rate of \$12.75.

Heather Merrick

11H. Approval of Retirement

Recommend approval, with regret, of the retirement of John Salamon, 5th Grade Teacher, effective July 1, 2019.

11I. Approval to Rescind Retirement

Recommend approval to rescind the retirement of Karen Brilliant, previously approved on May 1, 2019.

11J. Approval of Club Supervisor

Recommend approval of Michael Brayton as club supervisor at the negotiated hourly rate of \$52/hour, not to exceed 10 hours. (\$520.00)

Vote Section 11

12. Curriculum & Instruction

12A. Approval of Remedial Summer School Program

Recommend approval of the 2019 Remedial Summer School Program to run 15 days commencing July 1, 2019, through July 25, 2019, Monday through Thursday, with two sessions – 9:00 a.m. to 10:30 a.m. and 10:30 a.m. to 12:00 p.m. In observance of the holiday, no class will be held on Thursday, July 4, 2019.

12B. Approval of Extended School Year Program

Recommend approval of the 2019 Extended School Year Program to run for 15 days commencing July 1, 2019, through July 25, 2019, Monday through Thursday, from 8:30 a.m. to 12:30 p.m. In observance of the holiday, no class will be held on Thursday, July 4, 2019.

12C. Approval of Preschool Extended School Year Program

Recommend approval of the 2019 Preschool Extended School Year Program to run for 15 days commencing July 1, 2019, through July 25, 2019, Monday through Thursday, from 9:00 a.m. to 12:00 p.m. In observance of the holiday, no class will be held on Thursday, July 4, 2019.

Vote Section 12

13. Health & Safety

13A. Nurses Report - April (Attachment) - Public

13B. Emergency Drill Report (Attachment) - Public
Lock Down Drill April 29, 2019

13C. Student Code of Conduct (Attachment) - Public Report for April

13D. H.I.B. Incidents (Attachment)

March Final Approval:

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

April Preliminary Approval:

There was one H.I.B. incident reported and one non-confirmed for April.

Vote Section 13

14. Staff Professional Development

14A. Approval of Workshops

Recommend approval of the following workshops and mileage:

					Workshop/Exhibit Cost to District			
Name	Position	Destination	Justification	Date	Reg. Fee	Funding	Mileage	Expenses
Wendi Sheridan	LDTC	Princeton & Atlantic City	Mileage for out-of-district student meeting and workshop	3/30/19 & 4/16/19			\$58.10	
Wendi Sheridan	LDTC	Atlantic City	Using Formal and Informal Assessments	6/1/19	\$40.00		\$44.95	

14B. 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:

Charmaine Ramos	School Nursing	(3 credits) \$1,410.00 (\$470.00/cr)
Charmaine Ramos	School Supervision & Evaluation of Instruction	(3 credits) \$1,410.00 (\$470.00/cr)

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 approvals:

- Expenditures - Approval and ratification of Expenditures for March 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.

- Transfers for March
- 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 April: (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.

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

- Expenditures - Approval and ratification of Expenditures for May. 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 Agreement with Burlington County Special Services (Attachments)

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

Non Public Chapters 192/193
Non Public Nursing Services
Non Public IDEA Grant Allocation

15C. Approval of the following Resolution Appointing a Risk Management Consultant

BURLINGTON COUNTY INSURANCE POOL
JOINT INSURANCE FUND
(BCIPJIF)

RESOLUTION APPOINTING A RISK MANAGEMENT CONSULTANT

WHEREAS, the Chesterfield Township School District hereinafter referred to as DISTRICT, is a member of the Burlington County Insurance Pool Joint Insurance Fund, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said Fund state that each DISTRICT may appoint a Risk Management Consultant, hereinafter referred to as RMC, to perform various professional services; and

WHEREAS, a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et. seq.) defines Insurance as an Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint The Barclay Group as its RMC and;

BE IT FURTHER RESOLVED that the DISTRICT's Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto.

15D. Approval of Nutri-Serve Food Management Company (Attachment)

Recommend approval to renew the food service management contract for Nutri-Serve Food Management, Inc. at the flat fee of \$13,845 for the 2019-2020 school year. (2019-2020 will be year 5 of 5)

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 2019-2020 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 \$13,845.00 per annum per one school calendar year. Payments will be calculated on the basis of a 10-month calendar year. The contract term shall commence on September 1, 2019, and end on June 30, 2020. Payments are to begin and end in that same period, whereupon the total sum of \$13,845.00 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.

15E. Approval of Medical, Prescription and Dental Coverage Rates (Attachments)

Recommend approval of Medical, Prescription and Dental Coverage rates through Horizon Blue Cross/Blue Shield of New Jersey effective July 1, 2019 to June 30, 2020 as per the attachments.

Vote Section 15

16. Other Business

16A. Update on Organizational Chart

17. Facilities Update/Information

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

17B. School Dude Report (Attachment) - Public

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

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

17D. Use of Facilities

Recommend approval of the following use of facilities:

Name Of Organization	Facility requested	Description of Activity	Date
Hindi USA	Cafeteria	Graduation	6/14/19
CTAA	Gym/Half of Gym	CTAA Basketball Club	5/22/19-6/14/19 M,W,F

Vote Section 17

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:

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 18

19. Motion to Return to Public Session

Vote Section 19

20. Other Public Comments

21. Motion to Adjourn

Vote Section 21