

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, June 19, 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:

July 24, 2019 Regular Monthly Meeting

School District Important Dates

June 20, 2019	Early Dismissal/6 th Grade Graduation	
June 21, 2019	Early Dismissal/Last Day of School	
July 1-25, 2019	Remedial/ESY/Pre-K ESY Summer Program	Monday – Thursday
July 9-August 1, 2019	C.T.A.A.S.A. Summer Mentoring Program	Tuesday – Thursday

4. FVHD Architects

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

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:

1st Grade Teachers are requesting flexible seating options for their classrooms. Students focus and attention will increase and they will be able to remain on task for longer periods of time, which will increase instructional time. Total cost \$2,182.10.

Valerie Lydon, 6th Grade Teacher is requesting a subscription for the 2019-2020 school year, for Scholastic's Scope, a language arts magazine for 130 6th grade students. Total cost \$1,387.10.

Vote Section 6

7. Minutes (Attachment)

Recommend approval of the following minutes:

May 15, 2019 Regular Minutes

Vote Section 7

8. Board Committee/Superintendent Reports

8A. 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
Matthew Litt

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

8B. Superintendent's Report

8B.1. Student Enrollment

Grade Levels	May 2019	June 2019	Net Change
Pre-School			
<i>Non-Tuition</i>	10	11	+1
<i>Preschool Disabled (non-tuition)</i>	6	6	
<i>Tuition</i>	15	15	
Kindergarten	104	104	
1 st	97	98	+1
2 nd	114	114	
3 rd	104	104	
4 th	106	106	
5 th	112	112	
6 th	124	124	
Total In-District	792	794	+2
Attending Out-of-District Schools	4	4	
Total	796	798	+2

8C. Organizational Chart and Job Descriptions

Recommend approval of the updated organizational chart and job descriptions.

Vote Section 8

9. Board Policy

9A. Regulation #1312 Procedures for Complaints and Inquiries

10. Personnel

10A. Approval of Resignation - Business Administrator/Board Secretary

Recommend approval, with regret, of the resignation of Patrick Pisano, Business Administrator/Board Secretary, effective July 15, 2019.

10B. Approval of Maternity Leave of Absence

Recommend approval of maternity leave of absence for Jennifer Ancelo, 6th Grade Teacher, from approximately September 3, 2019 through December 16, 2019.

10C. Approval of Maternity Leave of Absence

Recommend approval of maternity leave of absence for Jillian Biddle, 6th Grade Teacher, from approximately September 3, 2019 through December 16, 2019.

10D. Approval of Interim Business Administrator/Board Secretary (Attachment)

Recommend approval of Pat Austin as Interim Business Administrator/Board Secretary commencing July 8, 2019 through October 31, 2019, at a per diem rate of \$400.00. (Pending County Approval)

10E. Approval of 2019-2020 Staff Assignments/Salaries (Attachment)

Recommend approval of the attached list of staff assignments/salaries for the 2019-2020 school year.

10F. Approval to Rescind/Change Date of Retirement

Recommend approval of Robert Carter Jr., Supervisor of Buildings and Grounds to rescind retirement date of June 30, 2019 and change to August 31, 2019.

10G. Approval of Sick Pay Compensation

Recommend approval of sick pay compensation to John Salamon, due to his retirement, per the negotiated agreement, not to exceed the amount of \$10,500.00, payable on July 15, 2019.

10H. Approval of Principal

Recommend approval of Coletta Graham as School Principal for the 2019-2020 school year, at an annual salary of \$127,500.00, to be prorated based on start date. (Start date to be determined)

10I. Approval of Supervisor of Special Services

Recommend approval of Lynn Booth, Ed.D as Supervisor of Special Services for the 2019-2020 school year, at an annual salary of \$103,000.00, to be prorated based on start date of July 8, 2019 for a salary of \$101,085.23.

10J. Approval of Elementary Education Teacher

Recommend approval of Marissa Halloway as Elementary Education Teacher for the 2019-2020 school year at BA Step 1,-\$54,936.00.

10K. Approval of Elementary Education Teacher

Recommend approval of Tara Bobal as Elementary Education Teacher for the 2019-2020 school year at BA Step 3-5,-\$55,936.00.

10L. Approval of Health/Physical Education Teacher

Recommend approval of Bayley Hickey as Health/Physical Education Teacher for the 2019-2020 school year at BA Step 1,-\$54,936.00.

10M. Approval of Elementary Education Teacher

Recommend approval of Kristi Boyle as Elementary Education Teacher for the 2019-2020 school year at MA Step 2,-\$57,436.00.

10N. Approval of Full-Time Speech Teacher

Recommend approval of Taylor Roberts, Speech Therapist, from part-time to full-time for the 2019-2020 school year at MA Step 2,-\$57,436.00.

10O. Approval of Elementary Special Education Teacher

Recommend approval of Beth Klee as Elementary Special Education Teacher for the 2019-2020 school year at BA+9 Step 7,-\$59,498.00.

10P. Approval to Complete Practicum

Recommend approval for Melissa Carlton to complete 30-hour practicum for Educational Leadership and Public Relations under the supervision of building administrator.

10Q. 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>
Ancelo, Jen	Missed Prep periods (4/16/19 & 4/17/19)	\$70.00
Angelucci, Sharon	Missed Prep period (5/7/19)	\$35.00
Brayton, Michael	Missed Prep period (4/29/19, 5/3/19, 5/6/19, 5/10/19 & 5/13/19)	\$175.00
Chou, Melissa	Missed prep period (4/17/19)	\$35.00
Cirillo, Jennifer	Missed prep periods (5/13/19 & 5/16/19)	\$70.00
Cochrane, Robert	Missed Prep periods (5/14/19 x 2)	\$70.00
Cronin, Jamie	Missed Prep periods (5/10/19 & 5/13/19)	\$70.00
Hillman, Melissa	Missed Prep periods (5/29/19 & 6/3/19)	\$70.00
Lawrence, Anne	Missed Prep periods (5/10/19 & 5/14/19)	\$70.00
Lawrence, Wendy	Missed prep period (4/4/19)	\$35.00
McCann, Mike	Missed Prep periods (5/13/19 & 5/14/19)	\$70.00
Midora, Melissa	Missed prep period (5/17/19)	\$35.00
Prince, Maria	Missed prep periods (5/3/19)	\$35.00
Stryker, Karen	Missed prep periods (5/9/19 & 5/10/19)	\$70.00
Wolochow, Victoria	Missed prep periods (5/9/19 & 5/10/19 x 2)	\$105.00

10R. Summer Hours 2019

Media Center

Laura DiMeola 20 hours @ \$52/hr. = \$1,040.00
Vivian Cacace 25 hours @ \$17.25/hr. = \$431.25

Remedial Summer School (9:00 a.m. through 12:00 p.m. – 3 hours of instruction and ½ hour prep)

Nicole Hartman - Teacher 3.5 hrs./day x 15 days = 52.5 hrs. \$2,730.00
Courtney Kovac - Teacher 3.5 hrs./day x 15 days = 52.5 hrs. \$2,730.00

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

Lori Christensen

Paraprofessionals for ESY

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

Child Study Team & Related Services

PT - Clare Fannon Per IEPs - Approx. 10 hrs. @ \$90/hr. as per contract

Bus Driver

John Hall TBD (once the routes are established hours will be calculated @ \$19.70/hr.)

Bus Aide

Kelly D'Oria TBD (once the routes are established hours will be calculated @ \$12.34/hr.)

Substitute Bus Aide

Sabrina Buscarnera TBD (once the routes are established hours will be calculated @ \$11.72/hr.)

Approval of ESY Preparation Time

Two hours of preparation time is needed prior to the start of ESY. This includes materials and instructional preparation as well as classroom preparation. Classroom preparation includes furniture and room arrangement coordinated with the Maintenance Department.

Jenn Hamer – Pre-K Teacher	2 hrs. x \$52 hr. \$104.00
Elizabeth Schauer – PSD Teacher	2 hrs. x \$52 hr. \$104.00
Erin Casey – Reading Support Teacher	2 hrs. x \$52 hr. \$104.00
Antoinette DiEleuterio – 4-5 Teacher	2 hrs. x \$52 hr. \$104.00
Julia Johnson – K-3 Teacher	2 hrs. x \$52 hr. \$104.00

Approval of World Language Curriculum Committee

Recommend approval of the following personnel to revise the World Language curriculum.
1 staff member; up to 15 hours, \$52/hour. (Total \$780.00)

Ruben Moncada

Approval of G & T Curriculum Committee

Recommend approval of the following personnel to work on the G & T curriculum.
2 staff members; up to 15 hours each, \$52/hour. (Total \$1,560.00)

Nicole DiMaiuta Maria Prince

Approval of ESL Curriculum Committee

Recommend approval of the following personnel to revise the ESL curriculum.
1 staff member; up to 15 hours, \$52/hour. (Total \$780.00)

Lauran Gleason

Approval of PreSchool Curriculum Committee

Recommend approval of the following personnel to work on the Preschool curriculum.
2 staff members; up to 10 hours each, \$52/hour. (Total \$1,040.00)

Melissa Hillman Carla Rigolizzo

Approval of Socials Studies Curriculum Committee

Recommend approval of the following personnel to work on the Social Studies curriculum committee.
7 Staff members; up to 30 hours each, \$52/hour. (Total \$10,920.00)

Jill Biddle	Allan Forsyth
Laura Flynn	Leia DeLisa
Mike Brayton	Courtney Kovac
Carla Rigolizzo	

Approval of Curriculum Project for Health

Recommend approval of 3 HE/PE teachers to work up to a combined total of 20 hrs, \$52/hour for curriculum work.
(Total \$1,040.00)

Summer Clerical

Recommend approval for Carol Gibson (\$11.50/hour) and Vivian Cacace, (\$16.65/hour), as needed to perform clerical duties during the summer months not to exceed 20 hours each.

Summer Custodian

Approval of Elaine Menon as part-time summer custodian commencing June 24, 2019 through August 30, 2019, at an hourly rate of \$12.75. (Hours to be determined)

10S. Movement on Salary Guide

Recommend approval of movement on salary guide for Jennifer Ancelo from MA Step 7 to MA+27 Step 7; \$60,633.00 to \$62,133.00, effective 9/1/2018.

Recommend approval of movement on salary guide for Wendi Weber-Sheridan from MA+18 Step 11 to MA+27 Step 11; \$76,400.00 to \$76,900.00, effective 9/1/2018.

Recommend approval of movement on salary guide for Jamie Cronin from BA+27 Step 3 to MA Step 3; \$54,931.00 to \$55,431 effective 5/18/2017 (prorated from \$8,239.65 to \$8,314.65).

Recommend approval of movement on salary guide for Bethann Molesky from MA+9 Step 9 to MA+18 Step 9; \$66,537.00 to \$67,037 effective 4/15/2019 (prorated from \$16,966.94 to \$17,094.44).

10T. Memorandum of Agreement between the Chesterfield Township Board of Education and the Chesterfield Administrators Education Association (Attachment)

Agreement for July 1, 2017 through June 30, 2021

Recommend approval of a memorandum of agreement between the Chesterfield Township Board of Education and the Chesterfield Administrators Education Association for the term of July 1, 2017 through June 30, 2021.

Vote Section 10

11. Health & Safety

11A. Nurses Report - May (Attachment) - Public

11B. Emergency Drill Report (Attachment) - Public

Fire Drill	May 21, 2019
Evacuation Drill	May 31, 2019
Fire Drill	June 3, 2019
Bus Evacuation	June 11, 2019

11C. Student Code of Conduct (Attachment)

Report for May

11D. H.I.B. Incidents (Attachment)

April Final Approval:

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

May Preliminary Approval:

There were four H.I.B. incidents reported and one non-confirmed for May.

Vote Section 11

12. Staff Professional Development

12A. Approval of Workshops

Recommend approval of the following workshops and mileage:

					Workshop/Exhibit Cost to District	
Name	Position	Destination	Justification	Date	Reg. Fee	Mileage
Maria Martinez	Instructional Coach	Trenton, NJ	Shelter Instruction Training of Trainers	7/24/19- 7/26/19		\$19.16

Vote Section 12

13. Transportation

13A. Transportation Routes for ESY Summer Program (Attachment)

Recommend approval of the attached bus routes for the 2019 ESY Summer Program.

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 approvals:

- Expenditures - Approval and ratification of Expenditures for 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.
- April Transfers
- Budget Report
- Revenue Report
- Monthly Transfer Report
- Report of the Secretary
- Report of the Treasurer

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.

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

- Expenditures - Approval and ratification of Expenditures for June. 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 the 2019-2020 Tax Payment Schedule (Attachment)

Recommend approval of the attached 2019-2020 tax payment schedule.

14C. Approval of the Property, Casualty and Student Accident Insurance (Attachment)

Recommend approval of the 2019-2020 Property, Casualty and Student Accident Insurance premium through Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF).

14D. Approval of the Report of Awarded Contracts (Attachment)
Recommend approval of the Chapter 47 contract renewal as of June 30, 2019.

14E. Approval of Resolution to Approve Transfer of Current Year Surplus to Reserve
WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a board of education to establish and/or deposit into certain reserve accounts at year end; and
WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution; and

WHEREAS, the Chesterfield Township Board of Education wishes to deposit current year surplus, if available, into the Capital Reserve Account or the Maintenance Reserve Account, at year end; and

WHEREAS, the Chesterfield Township Board of Education has determined that a combined total of up to \$1,000,000 may be transferred to a Capital Reserve or Maintenance Reserve Account, if surplus is available and it is determined to be financially beneficial to the district; be it therefore

RESOLVED, that the Board of Education authorize the Business Administrator/Board Secretary to make the determination and act upon transferring the surplus funds, consistent with all applicable laws and regulations.

14F. Approval of IDEA Grant Application Submission for 2019-2020
Recommend approval of the submission of the IDEA grant application for 2019-2020 school year.

14G. Approval of ESSA (NCLB) Grant Application Submission for 2019-2020
Recommend approval of the submission of the ESSA (NCLB) grant application for 2019-2020 school year.

14H. Approval of Capehart & Scatchart (Attachment)
Recommend approval of Capehart & Scatchart, P.A. on an as needed basis effective May 1, 2019 at a rate of \$175/hr.

14I. Approval of Technology (Attachment)
Recommend approval to purchase the following technology items:

Chromebooks and Carts - To complete 3rd and 4th grade

96 - Chromebook

4 - 24 Port Carts

Promethean Boards

27- Classroom Promethean Boards

5 - Aux Classroom Promethean Boards

1 - Media Center (Larger Promethean Board)

14J. Approval of Delta-T Group Staffing Services Agreement Addendum for 2019 ESY (Attachment)
Recommend approval of the Delta-T Group Staffing Services agreement addendum for Para Professional services during the ESY program, placement July 1, 2019 - July 25, 2019 at an hourly bill rate of \$22.63/hr.

14K. Approval of Contract to Perform 2018-2019 Audit (Attachment)
Recommend approval of the contract with Holman Frenia Allison, P.C. to perform the audit on the financial records for the 2018-2019 school year not to exceed \$17,900.

14L. Approval to Replace Floor Scrubber (Attachment)
Recommend approval to replace floor scrubber, to be paid for out of cafeteria funds.

Vote Section 14

15. Other Business

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 May from the School Dude software are attached.

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

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 / Legal Matter

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 18

19. Motion to Return to Public Session

Vote Section 19

20. Motion to Adjourn

Vote Section 20