

Chesterfield Township Board of Education
Special Training Meeting 6:00 p.m.
Regular Meeting 7:00 p.m.
Wednesday, June 20, 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 June 17, 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 Mr. Jesse Adams – Social Media Training

4. Meeting Information/Important Dates

Board of Education Important Dates:

July 18, 2018 Regular Monthly Meeting

School District Important Dates

June 21, 2018	Early Dismissal/6 th Grade Graduation	
June 22, 2018	Early Dismissal/Last Day of School	
July 2-26, 2018	Remedial/ESY/Pre-K ESY Summer Program	Monday – Thursday
July 10-August 2, 2018	C.T.A.A.S.A. Summer Mentoring Program	Tuesday – Thursday

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

7. Correspondence (Attachment)

Letter dated June 8, 2018 to the Board of Education from the Chesterfield Township Athletic Association (CTAA).

Letter dated June 18, 2018 to the Board of Education from Sue Muzzillo, regarding spending of additional funding.

8. Minutes (Attachment)

Recommend approval of the following minutes:

May 16, 2018 Regular Minutes
May 16, 2018 Executive Minutes

Vote Section 8

9. Board of Education

9A. 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

Compressor Station & Pipeline Impact Committee: Christina Hoggan

9B. Board Member Training (Attachments) - Public
Board Member Training Mandated by New Jersey School Boards Association

9C. Superintendent's Report

9C.1. Student Enrollment

Grade Levels	May 2018	June 2018	Net Change
Pre-School			

<i>Non-Tuition</i>	12	12	
<i>Preschool Disabled (non-tuition)</i>	7	7	
<i>Tuition</i>	14	14	
Kindergarten	90	90	
1st	104	102	-2
2nd	104	105	+1
3rd	103	103	
4th	114	114	
5th	122	122	
6th	93	93	
Total In-District	763	762	-1
Attending Out-of-District Schools	5	5	
Total	768	767	-1

10. Board Policy

10A. First Reading of Revised Policies and Regulation (Attachments) - Public
The following revised policies and regulation are being presented for the first reading:

Policy #4116	Evaluation of Teaching Staff Members
Regulation #4116	Evaluation of Teaching Staff Members
Policy #4131/4131.1	Staff Development; Inservice Education/Visitations/Conferences
Policy #5119	Transfers

11. Personnel

11A. Reappointment of Business Administrator/Board Secretary for 2018-2019 (Attachment)
RESOLVED that the Board of Education approve an employment contract between the Chesterfield Township Board of Education and Patrick Pisano effective July 1, 2018 through June 30, 2019 at a salary of \$102,500. This employment contract has been approved by the Executive County Superintendent of Schools in accordance with N.J.A.C. 6A:23A-3.1.

11B. Approval of Maternity Leave of Absence
Recommend approval of maternity leave of absence for Kimberly Breiland, 3rd Grade Teacher, from approximately September 6, 2018 through June 30, 2019.

11C. Approval of Maternity Leave of Absence
Recommend approval of maternity leave of absence for Jennifer Hamer, Resource Teacher, from approximately September 6, 2018 through January 2, 2019.

11D. Approval of Retirement
Recommend approval, with regret, of the retirement of Nancy Spivack, Special Education and Basic Skills Teacher, effective July 1, 2018.

11E. Approval of Sick Pay Compensation
Recommend approval of sick pay compensation to Nancy Spivack, due to her retirement, per the negotiated agreement, in the amount of \$10,500.00, payable on July 15, 2018.

11F. Approval of Elementary Education Teacher
Recommend approval of Jennifer Ancelo as Elementary Education Teacher for the 2018-2019 school year at MA Step 7 - \$60,068.00, as per negotiated agreement.

11G. Approval of Substitute

Recommend approval of the following substitute for the 2017-2018 school year:
Shannon Coleman Substitute Secretary

11H. Approval of Substitutes for the 2018-2019 School Year (Attachment)

Recommend approval of the attached list of substitutes for the 2018-2019 school year.

11I. Summer Hours 2018

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 Subject to negotiations
Elizabeth Schauer – PSD Teacher	2 hrs. x \$52 hr. \$104.00 Subject to negotiations
Erin Casey – K-3 Teacher	2 hrs. x \$52 hr. \$104.00 Subject to negotiations
Antoinette DiEleuterio – 4-5 Teacher	2 hrs. x \$52 hr. \$104.00 Subject to negotiations

Approval of ESY 2018 SpellRead Program

Erin Casey-July 2-August 9 40 minutes per day x 23 days = 15.41 hrs. x \$52 hr. =\$801.32 (Subject to negotiations)

Elizabeth Schauer-July 2-July 26 40 minutes per day x 15 days = 10.05 hrs. x \$52 hr. =\$522.60 (Subject to negotiations)

Approval of 21st Century Life and Careers Curriculum Committee

Recommend approval of the following personnel to revise the 21st Century Life and Careers curriculum.

21st Century Life and Careers Curriculum - 2 staff members; up to 25 hours each, \$52/hour, per the negotiated agreement: (Total \$2,600.00)

Maria Prince

Courtney Kovac

Approval of Science Curriculum Committee

Recommend approval of the following personnel to work on the science curriculum. (Pending School Funding)

Science Curriculum – 7 staff members; up to 14 hours each, \$52/hour, per the negotiated agreement: (Total \$5,096.00)

Carla Rigolizzo
Anne Lawrence
Robert Cochrane
TBD

Courtney Kovac
Gayle Poedubicky
Jillian Biddle

Approval of Report Card Committee

Recommend approval of the following personnel to work on the standards based report card for 5th and 6th grade for the 2018-2019 school year. (Pending School Funding)

Report Card Committee – 3 Staff members; up to 30 hours each, \$52/hour, per negotiated agreement: (Total \$4,680.00)

Valerie Lydon
TBD

Jillian Biddle

11J. Approval of Summer Hours

Recommend approval for Robin Blauth (\$14.63/hour) and Vivian Cacace, (\$15.14/hour), as needed to perform clerical duties during the summer months not to exceed 20 hours each.

11K. Summer Custodian

Recommend approval of Thaddeus Thompson as part-time summer custodian commencing June 25, 2018 through August 31, 2018, 26 hours per week at an hourly rate of \$12.75. (Pending background check)

Vote Section 11

12. Health & Safety

12A. Nurses Report - May (Attachment) - Public

12B. Emergency Drill Report (Attachment) - Public

Lock-Down May 31, 2018

Fire Drill June 6, 2018

Evacuation Drill June 8, 2018

12C. Student Code of Conduct (Attachment) - Public

Report for April and May

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

April Final Approval:

There were four HIB incidents reported and none confirmed for April.

May Preliminary Approval:

There was one HIB incident reported and one confirmed in May.

Vote Section 12

13. Staff Professional Development

13A. Approval of Workshops

Recommend approval of the following workshops and mileage:

					Workshop/Exhibit Cost to District	
Name	Position	Destination	Justification	Date	Reg. Fee	Mileage
Patrick Pisano	Business Administrator	Robbinsville	School Safety Specialist Training	June 25-28, 2018	\$0.00	\$26.04
Michael Mazzoni	Principal	TBD	School Safety Specialist Training	August 6-9, 2018	\$0.00	TBD
Linda Nice	Adm. Secretary	Robbinsville	Regional Training for District Certification Staff	August 9, 2018	\$0.00	\$0.00

13B. 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:

Bethann Molesky Foundations, Concepts & Principles of Behavior Analysis (3 credits) \$895.00

Vote Section 13

14. Transportation

14A. Transportation Routes for ESY Program (Attachment)

Recommend approval of the attached bus routes for the 2018 ESY Program.

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 (Attachment)

Recommend the following financial approvals:

- Expenditures - Approval and ratification of Expenditures for May 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.
- May Transfers #102 to #120 for the 2017-2018 school year

The following reports for May are attached:

- 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 June 2018: (Attachment)

- Expenditures - Approval and ratification of Expenditures for June 2018. 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 the 2018-2019 Tax Payment Schedule (Attachment)

Recommend approval of the attached 2018-2019 tax payment schedule.

15C. Approval of Systems 3000 Agreement (Attachment)

Recommend approval of the attached agreement for a 3-year agreement with Systems 3000, locking in increases to 2% per year. See attachment for detail.

15D. Approval of Substitute Teacher Rate for the 2018-2019 School Year

Recommend approval of the substitute teacher rate of \$90.00 a day for the 2018-2019 school year.

15E. Approval of the Property, Casualty and Student Accident Insurance (Attachment)

Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF) is being recommended by our insurance broker, The Barclay Group for property, casualty and student accident insurance for a 3 year contract starting in the 2018-2019 school year.

15F. Approval of the Report of Awarded Contracts (Attachment)

Recommend approval of the Chapter 47 contract renewal as of June 30, 2018.

15G. Approval of Contract to Perform 2017-2018 Audit (Attachment)
Recommend approval of the contract with Holman Frenia Allison, P.C. to perform the audit on the financial records for the 2017-2018 school year not to exceed \$16,220.

15H. 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 \$250,000 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.

15I. Approval of Resolution to Join Hunterdon County Educational Services Commission

**RESOLUTION FOR MEMBER PARTICIPATION
IN A COOPERATIVE PRICING SYSTEM (Attachment)**

**A RESOLUTION AUTHORIZING THE CHESTERFIELD TOWNSHIP BOARD OF EDUCATION
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT**

RESOLUTION NUMBER 06-18

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on JUNE 20, 2018 the governing body of the CHESTERFIELD TOWNSHIP BOARD OF EDUCATION , County of BURLINGTON, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the CHESTERFEILD TOWNSHIP BOARD OF EDUCATION.

AUTHORITY

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the BUSINESS ADMINISTRATOR, PATRICK PISANO is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

JUNE 20, 2018

This resolution shall take effect immediately upon passage.

15J. Approval of Related Services Providers

Recommend approval of the following related services providers for the 2018 ESY program.

Annemarie Petty	Occupational Therapy	\$68.00/hr.	\$315.00/evaluation
Clare Fannon	Physical Therapy	\$80.00/hr.	\$250.00/evaluation

15K. Approval of IDEA Grant Application Submission for 2018-2019 (Attachment)

Recommend approval of the submission of the IDEA grant application for 2018 -2019 school year.

15L. Approval of ESSA (NCLB) Grant Application Submission for 2018-2019 (Attachment)

Recommend approval of the submission of the ESSA (NCLB) grant application for 2018-2019 school year.

15M. Approval to Sell Solar Renewable Energy Credits (Attachment)

Recommend approval to sell Solar Renewable Energy Credits (SRECS) prior to June 30, 2018.

Vote Section 15

16. Other Business

16A. Discussion on School Funding

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 May from the School Dude software are attached.

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

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 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 19

20. Motion to Return to Public Session

Vote Section 20

21. Motion to Adjourn

Vote Section 21