

Chesterfield Township Board of Education  
Executive Session 6:00 p.m.  
Regular Meeting 7:00 p.m.  
Wednesday, July 31, 2019  
Reschedule from July 24, 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.

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 and rescheduled/executive session on July 29, 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. 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

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 3

4. Motion to Return to Public Session

Vote Section 4

5. Meeting Information/Important Dates

Board of Education Important Dates:

August 21, 2019                      Regular Monthly Meeting

6. 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.

7. School Community Partnerships

7A. Chesterfield PTA

7B. Chesterfield Public Education Fund

8. Minutes (Attachment)

Recommend approval of the following minutes:

June 19, 2019                      Regular Minutes

June 19, 2019                      Executive Minutes

Vote Section 8

9. Board of Education/Committee 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<br>Mike Mazzoni        |  |
| Curriculum & Instruction  | Chair       | Amy Jablonski                       | prior to the February, June and October meetings |
|   | Admin. Rep. | Jaclyn Halaw<br>Jeanine May-Sivieri |  |
| Finance   | Chair       | Christina Hoggan                    | prior to the March, July and November meetings   |
|   | Admin. Rep. | Jaclyn Halaw<br>Patricia Austin     |  |
| Student Services  | Chair       | Terran Brown                        | prior to the April, August and December meetings |
|   | Admin. Rep. | Amy Jablonski<br>Lynn Booth         |  |
| 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<br>Christina Hoggan                 |
| BOE Policy Committee:   |             |                                     | Terran Brown<br>Matthew Litt                     |

|   |                                   |
|---|-----------------------------------|
| CTEA/BOE Negotiation Committee:                 | Amy Jablonski<br>Christina Hoggan |
| CAEA/BOE Negotiation Committee:                 | Terran Brown<br>Matthew Litt      |
| Compressor Station & Pipeline Impact Committee: | Christina Hoggan                  |
| Fair Funding Action Committee Liaison:          | Amy Jablonski                     |
| Fair Funding Legal Committee:                   | Christina Hoggan<br>Matthew Litt  |
| Mission and Vision District Committee:          | Amy Jablonski                     |

9B. Superintendent's Report

9B.1 Student Enrollment

\*July 2019 enrollment reflects anticipated roll over from the 2018-2019 school year to the 2019-2020 school year. However, it does not reflect children transferring in or out of Chesterfield over the summer.

| Grade Levels                                     | June 2019  | *July 2019 | Net Change |
|--|------------|------------|------------|
| <b>Pre-School</b>                                |            |            |            |
| <i>Tuition</i>                                   | <b>15</b>  | <b>16</b>  | <b>+1</b>  |
| <i>Non-Tuition</i>                               | <b>11</b>  | <b>10</b>  | <b>-1</b>  |
| <i>Preschool Disabled<br/>LMD (non-tuition)</i>  | <b>6</b>   | <b>6</b>   |            |
| <i>UMD (non-tuition)</i>                         | <b>n/a</b> |            |            |
| <b>Kindergarten</b>                              | <b>104</b> | <b>85</b>  | <b>-19</b> |
| <b>1<sup>st</sup></b>                            | <b>98</b>  | <b>104</b> | <b>+6</b>  |
| <b>2<sup>nd</sup></b>                            | <b>114</b> | <b>97</b>  | <b>-17</b> |
| <b>3<sup>rd</sup></b>                            | <b>104</b> | <b>114</b> | <b>+10</b> |
| <b>4<sup>th</sup></b>                            | <b>106</b> | <b>104</b> | <b>-2</b>  |
| <b>5<sup>th</sup></b>                            | <b>112</b> | <b>106</b> | <b>-6</b>  |
| <b>6<sup>th</sup></b>                            | <b>124</b> | <b>112</b> | <b>-12</b> |
|  |            |            |            |
| <b>Total In-District</b>                         | <b>794</b> | <b>754</b> | <b>-40</b> |
| <b>Attending<br/>Out-of-District<br/>Schools</b> | <b>4</b>   | <b>4</b>   |            |
| <b>Total</b>                                     | <b>798</b> | <b>758</b> | <b>-40</b> |

9C. Presentation of the 2019-2020 District Goals

9D. Organizational Chart and Job Descriptions (Attachment) - Public

Vote Section 9

10. Board Policy (Attachment)  
Regulation #1312      Procedures for Complaints and Inquiries

Vote Section 10

11. Personnel

11A. Summer Hours 2019  
Child Study Team & Related Services

OT - Anne Marie Petty 2 - additional evaluations @ \$375.00 = \$750.00

LDT/C - Wendy Sheridan 5 - additional hrs @ \$52/hr + 1 - additional evaluation @ \$375.00 = \$635.00

PT - Clare Fannon 2 - evaluations @ \$375/per evaluation, as per contract = \$750.00

Special Education Teacher - Erin Casey 7- additional hrs @ \$52/hr to provide reading instruction as per IEP dated 7/30/19.

Summer hours for School Counselors to work on Counseling Programing & Character Education  
 Danielle Christiansen & Melody Khalifa - 8 hrs each @ \$52/hr = \$832.00

School Nurse for ESY & Remedial Summer School  
 Charmaine Ramos 5 - additional hrs @ \$52/hr = \$260.00

School Climate Committee

Recommend approval of the following personnel to review the school climate survey.

School Climate Committee – 5 staff members up to 3 hours each, \$52/hr = \$780.00

Judy Schwartz

Antoinette DiEleuterio

Valerie Lydon

Cindy McNally

Melody Khalifa

11B. Approval of Class Preparation Time for Self-Contained MD Classroom

One hour of preparation time is needed prior to the start of the 2019-2020 school year to set up the self-contained MD classroom. Preparation includes furniture and room arrangement coordinated with the Maintenance Department. Elizabeth Schauer – PSD Teacher 1 hr. x \$52 hr. = \$52.00

11C. Approval of Science Lab Organization

Recommend approval of Sharon Angelucci and Antoinette DiEleuterio to each work up to 3 hours in the organization of Science Lab at \$52 per hour for a total of \$312.00.

11D. Approval of Extra Time

Recommend approval of the extra time for the following employee:

| <u>Staff Member</u> | <u>Brief Description of Work Completed</u>  | <u>Total amount</u> |
|---------------------|---|---------------------|
| Ancelo, Jen         | Graduation (6/21/19)  | \$39.00             |
| Angelucci, Sharon   | Graduation (6/21/19)  | \$39.00             |
| Berger, Melissa     | Missed Prep period (6/5/19, 6/11/19)  | \$70.00             |
| Biddle, Jillian     | Graduation (6/21/19)  | \$39.00             |
| Brayton, Michael    | Missed Prep period (6/6/19, 6/14/19, 6/19/19)                                     | \$140.00            |
| Cirillo, Jennifer   | Missed prep periods (5/21/19, 6/12/19 & 6/17/19)                                  | \$105.00            |
| Cochrane, Robert    | Missed Prep periods (5/22/19, 6/13/19 & 6/14/19)                                  | \$105.00            |
| Flynn, Laura        | Missed Prep periods (5/21/19, 6/18/19, 6/19/19 & 6/21/19)                         | \$140.00            |
| Kovac, Courtney     | Missed Prep periods (6/3/19, 6/4/19, 6/5/19, 6/6/19, 6/11/19, 6/14/19, & 6/17/19) | \$245.00            |
| Lawrence, Anne      | Missed Prep periods (6/5/19, 6/6/19, 6/7/19, 6/12/19, & 6/14/19)                  | \$175.00            |

|                    |  |          |
|--------------------|--|----------|
| Lawrence, Wendy    | Missed Prep periods (5/13/19, 5/14/19, 5/16/19, 5/17/19, 6/14/19, & 6/17/19) | \$210.00 |
| Lydon, Valerie     | Missed Prep periods (6/14/19 & 6/18/19)                                      | \$70.00  |
| Lydon, Valerie     | Graduation (6/21/19)   | \$39.00  |
| McDermott, Colleen | Missed prep periods (5/9/19, 5/13/19 & 5/14/19)                              | \$105.00 |
| Midora, Melissa    | Involuntary Relocation of Assignment/Classroom                               | \$150.00 |
| Rahey, Lauren      | Missed prep periods (5/21/19 & 6/12/19)                                      | \$70.00  |
| Sakimura, Melissa  | Missed Prep periods (5/31/19, 6/13/19, & 6/18/19 x2)                         | \$140.00 |
| Sakimura, Melissa  | Graduation (6/21/19)   | \$39.00  |
| Salamon, John      | Missed prep periods (5/13/19)  | \$35.00  |
| Weisgarber, Vicki  | Missed Prep period (6/12/19, 6/14/19)  | \$70.00  |

11E. Approval of Resignation

Recommend approval, with regret, of resignation of Bethann Molesky as Resource Teacher effective August 31, 2019.

11F. Approval of Resignation

Recommend approval, with regret, of resignation of Esther Blend as Lunch/Recess Aide effective June 30, 2019.

11G. Approval of Lunch/Recess Aide

Recommend approval of Mihaela Hogas as Lunch/Recess Aide for the 2019-2020 school year at \$11.00/hr, hours to be determined.

11H. Approval of Lunch/Recess Aide

Recommend approval of Theresa Basile as Lunch/Recess Aide for the 2019-2020 school year at \$11.73/hr, hours to be determined.

11I. Approval of Resignation

Recommend approval, with regret, of resignation of Kimberly Breiland as 3<sup>rd</sup> Grade Teacher effective July 16, 2019.

11J. Approval of Elementary Education Teacher

Recommend approval of Krista Metz as Elementary Education Teacher for the 2019-2020 school year at BA Step 4, \$55,936.00.

11K. Approval of Lunch/Recess Aide

Recommend approval of Sherry Hirth as Lunch/Recess Aide for the 2019-2020 school year at \$11.00/hr, hours to be determined.

11L. Approval of Lunch/Recess Aide

Recommend approval of Jessica Carlini as Lunch/Recess Aide for the 2019-2020 school year at \$11.00/hr, hours to be determined. (pending background check)

11M. Approval of Resignation

Recommend approval, with regret, of resignation of Beth Klee as Special Education Teacher effective July 22, 2019.

11N. Approval of Addendum to Employment Contract (Attachment)

Recommend approval of the addendum to the employment contract between Chesterfield Township Board of Education and Patrick Pisano for the 2018-2019 school year.

11O. Approval of Resignation

Recommend approval, with regret, of resignation of Jessica Davern as Special Education Teacher effective July 25, 2019.

11P. Approval of Resignation

Recommend approval, with regret, of resignation of Bhawana Upadhyay as Lunch/Recess Aide effective July 29, 2019.

11Q. Approval of Special Education Teacher

Recommend approval of Tanya Bloom as Special Education Teacher for the 2019-2020 school year at MA Step 2, \$57,436.00.

Vote Section 11

12. Curriculum & Instruction

12A. Approval of Responsive Classroom Training (Attachment)

Recommend approval of Responsive Classroom training for two sessions at \$21,000.00 each.

Vote Section 12

13. Health & Safety

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

13B. Emergency Drill Report (Attachment) - Public  
Fire Drill June 24, 2019

13C. Student Code of Conduct (Attachment) - Public  
Report for June 2019

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

May Final Approval:

There were three confirmed H.I.B. incidents for May.

June Preliminary Approval:

There were two confirmed H.I.B. incidents for June.

Vote Section 13

14. Staff Professional Development

14A. Approval of Workshops

Recommend approval of the following workshops and mileage:

| Name                | Position       | Destination    | Justification                                 | Date      | Workshop/Exhibit Cost to District |          |         |
|---------------------|----------------|----------------|---|-----------|-----------------------------------|----------|---------|
|                     |                |                |   |           | Source of Funding                 | Reg. Fee | Mileage |
| Scott Heino         | Superintendent | Monroe Twp, NJ | Understanding by Design and Curriculum Design | 9/24/2019 |                                   | \$255.00 | \$17.17 |
| Jeanine May-Sivieri | Supv. of C/I   | Monroe Twp, NJ | Understanding by Design and Curriculum Design | 9/24/2019 |                                   | \$255.00 | \$17.17 |
| Coletta Graham      | Principal      | Monroe Twp, NJ | Understanding by Design and Curriculum Design | 9/24/2019 |                                   | \$255.00 | \$17.17 |

|                |                     |                |   |           |  |          |         |
|----------------|---------------------|----------------|---|-----------|--|----------|---------|
| Maria Martinez | Instructional Coach | Monroe Twp, NJ | Understanding by Design and Curriculum Design | 9/24/2019 |  | \$255.00 | \$17.17 |
| Maria Prince   | 5th gr teacher      | Monroe Twp, NJ | Understanding by Design and Curriculum Design | 9/24/2019 |  | \$255.00 | \$17.17 |
| Leia DeLisa    | 3rd gr teacher      | Monroe Twp, NJ | Understanding by Design and Curriculum Design | 9/24/2019 |  | \$255.00 | \$17.17 |

14B. Approval of Workshops (Attachment) - Public

As negotiated between the Superintendent and the CTEA President, each CTEA staff member in attendance and with completion of the Responsive Classroom training will receive a total payment of \$900.00.

Attached is a list of all staff members to attend Responsive Classroom training on July 22 - 25, 2019 and August 5 - 8, 2019.

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.

\_\_\_\_\_  
Patricia Austin

\_\_\_\_\_  
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 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
- 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: (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.



15B. Approval of the 2019-2020 Tax Payment Schedule (Attachment)  
Recommend approval of the attached 2019-2020 tax payment schedule.

15C. IDEA Grant Application Submission for 2019-2020 (Attachment)  
Approval of the submission of the IDEA grant application for 2019-2020 school year.

15D. ESSA (NCLB) Grant Application Submission for 2019-2020 (Attachment)  
Approval of the submission of the ESSA (NCLB) grant application for 2019-2020 school year.

15E. Approval of School Lunch Prices  
Recommend approval of the student lunch prices for the 2019-2020 school year, the rate will increase from \$2.90 to \$2.95 as per the USDA.

15F. Approval of Interlocal Services Agreement – Millstone Township (Attachment)  
Recommend approval of the Interlocal Services Agreement for the 2019-2020 school year between Chesterfield Township Board of Education and Millstone Township for Maintenance and HVAC Services.

15G. Approval of Geo-Thermal Vault Waterproofing (Attachment)  
Recommend approval of Hudak Infrastructure for geo-thermal vault remedial waterproofing at a total cost of \$39,638.00.

15H. Authorization for Signatories  
Recommend approval of the following resolution and approval to designate the following signatories on the following accounts:

BE IT RESOLVED THAT First Bank designated as the official depository of the Chesterfield Board of Education written order of the signatories so entitled to payment, and without reference to the original ownership of the moneys deposited; all withdrawals must contain signatures as indicated below.

on Accounts: #2040001204 General Fund  
3 Signatories: Christina Hoggan, President or Amy Jablonski, Vice President and  
Janice Jones, Treasurer and Patricia Austin, Interim Business Administrator/Board Secretary

on Account: #2040001212 Lunchroom  
2 Signatories: Janice Jones, Treasurer and Patricia Austin, Interim Business Administrator/Board Secretary

on Accounts: #2040001220 Payroll  
#2040001253 Unemployment  
#2040001261 Summer Pay  
2 Signatories: Janice Jones, Treasurer and Patricia Austin, Interim Business Administrator/Board Secretary

on Accounts: #2040001246 Student Activity  
2 Signatories: Scott Heino, Superintendent, Linda Nice, Administrative Secretary and/or  
Patricia Austin, Interim Business Administrator/Board Secretary

on Accounts: #2040001279 Construction Account  
#2040000147 Capital Investment  
3 Signatories: Christina Hoggan, President or Amy Jablonski, Vice President and  
Janice Jones, Treasurer and Patricia Austin, Interim Business Administrator/Board Secretary

15I. Approval of Delta-T Group (Attachment)  
Recommend approval of the MRESC NJ State Approved Co-op # 65MCESCCPS Delta-T Group, North Jersey Inc. to provide paraprofessional services at an hourly bill rate of \$16.95 for the 2019-2020 school year.

15J. Approval of Donation (Attachment)

Recommend approval to donate bricks from the front entrance way of the school building to the Country Pool Club in Chesterfield.

15K. Approval of Agreement with Lumberton Township Board of Education (Attachment)

Recommend approval to enter into shared services agreement with Lumberton Township Board of Education for Physical Therapist Services for the 2019-2020 school year.

Vote Section 15

16. Other Business

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 June from the School Dude software are attached.

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

17D. Use of Facilities

Recommend the approval of the following use of facilities for the 2019-2020 school year:

| Name Of Organization                                    | Facility requested | Description of Activity | Date   |
|---|--------------------|-------------------------|--|
| Hindi USA   | 6 Classrooms       | Hindi Class             | September 2019 - June 2020<br>Friday Evenings (while school is in session based on dates available on the blackout calendar) |
| Girl Scout Troop #21348                                 | Art Room           | Monthly Meetings        | 9/17, 10/1, 10/15, 11/5, 11/19, 12/3, 12/17, 1/7, 1/21, 2/11, 2/25, 3/10, 3/24, 4/7, 4/21, 5/5, 5/19, 6/2                    |
| Chesterfield Kids for Community - Kindergarten Playdate | Cafeteria          | Kindergarten Play Date  | 8/27   |

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:

Personnel

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 19

20. Motion to Return to Public Session

Vote Section 20

21. Motion to Adjourn

Vote Section 21