

Chesterfield Township Board of Education
Executive Session 6:00 p.m.
Regular Meeting 7:00 p.m.
Wednesday, August 21, 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 Executive Session on August 19, 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:

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 3

4. Motion to Return to Public Session

Vote Section 4

5. Meeting Information/Important Dates

Board of Education Important Dates:

September 25, 2019 Regular Monthly Meeting

School District Important Dates

August 27, 2019	Chesterfield Kids Community Kindergarten Play Date
August 27, 2019	Administrator Meet and Greet
September 2, 2019	School Building Closed-Labor Day
September 3-4, 2019	Staff In-Service Days
September 5, 2019	First Day of School for Students
September 10, 2019	PTA Meeting
September 18, 2019	Early Dismissal-Back to School Night
September 24, 2019	Responsive Classroom Parent Night

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:

July 31, 2019 Regular Meeting Minutes

Vote Section 8

9. Board of Education/Superintendent Reports

9A. Resolution to Authorize the Submission and Approval of the Comprehensive Equity Plan

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby authorize the submission and approval of the proposed Comprehensive Equity Plan to the County Office of the Department of Education.

(Attachment)

Vote Section 9A

9B. 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 Patricia Austin	

Student Services	Chair	Terran Brown	prior to the April, August and December meetings
	Admin. Rep.	Amy Jablonski 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 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

9C. Superintendent's Report

9C.1 Student Enrollment

*2019 tentative enrollment figures are based off the rollover of the 2018-2019 school year to the 2019-2020 school year.

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

10. Board Policy

10A. Second Reading of Revised Policy (Attachment) - Public

The following revised policy is being presented for the second reading:

Regulation #1312

Procedures for Complaints and Inquiries

Vote Section 10

11. Personnel

11A. Summer Hours 2019

Approval of Social Studies Curriculum Committee

Recommend approval of one additional staff member to work on the Social Studies curriculum committee.

1 staff member; up to 30 hours, \$52/hr. (Total \$1,560.00)

Erin Casey

Approval of Kindergarten Screenings

Recommend approval of the following staff members to complete kindergarten screenings.

4 staff members; up to 3 hours each, \$52/hr (Total \$624.00)

Victoria Wolochow

Joan Mueller

Charmaine Ramos

Taylor Roberts

Approval of Comprehensive Equity Plan Committee

Recommend approval of 2 staff members to work on the Comprehensive Equity Plan Committee.

2 staff members; up to 2 hours each, \$52/hr. (Total \$208.00)

Elizabeth Schauer

Jennifer Milano-Maicher

Child Study Team & Related Services

PT - Clare Fannon

PT Evaluations during ESY - 2 @ \$375/per evaluation, as per contract

LDTC - Wendi Weber-Sheridan

1 Evaluation @ \$375/per evaluation

Speech - Taylor Roberts

2 Evaluations @ \$375 per evaluation = \$750.00

Approval of G & T Curriculum Committee

Recommend approval of 10 additional hours for the following personnel to work on the G & T curriculum.

2 staff members; up to 10 hours each, \$52/hour. (Total \$1040.00)

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 10 hours, \$52/hour. (Total \$520.00)

Maria Martinez

11B. Approval of Lunch/Recess Aide

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

11C. Approval of Lunch/Recess Aide

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

11D. Approval of Substitute Lunch/Recess Aide

Recommend approval of Melanie Wolak as substitute lunch/recess aide for the 2019-2020 school year. (pending background check)

11E. Approval of Resignation

Recommend approval, with regret, of resignation of John Hall as custodian, effective August 31, 2019.

11F. Approval to Formalize Salaries of Non-Affiliated Staff Members (Attachment)

Recommend approval to formalize the salaries of the non-affiliated staff members for the 2017-2018 and the 2018-2019 school years – the percentage increases and longevity mirrored the May 2019 settled CTEA contract.

11G. Approval of Employment Contract of Business Administrator/Board Secretary for 2019-2020

RESOLVED that the Board of Education approve an employment contract between the Chesterfield Township Board of Education and Patrick Pisano effective July 1, 2019 through June 30, 2020 at a salary of \$109,270.74 prorated to the resignation date of July 15, 2019. This employment contract is contingent upon the approval of the Executive County Superintendent of Schools in accordance with N.J.A.C. 6A:23A-3.1. (Attachment)

11H. Approval of Involuntary Relocation Stipend (Attachment)

Recommend approval of the attached list of staff members to each receive a \$150.00 stipend for the involuntary relocation of assignment/classroom for the 2019-2020 school year.

11I. Approval of Day Custodian

Recommend approval of Stephen Cardona as a day custodian for the remainder of the 2019-2020 school year, effective September 1, 2019 at a rate of \$38,232.00 Custodial Step 0, prorated to \$31,860.00.

11J. Designation of Affirmative Action Officer, 504 Coordinator and ADA Officer

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint and approve Lynn Booth as Affirmative Action Officer, 504 Coordinator and ADA (American Disability Act) Officer for the 2019-2020 school year.

11K. Approval of Substitutes for 2019-2020

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

Shannon Coleman	Lunch/recess aide
Carol Gibson	Lunch/recess/copy aide
Vasanthi Iyer	Lunch/recess aide
Lisa Plummer	Lunch/recess aide
Sabrina Buscarnera	Bus aide
Kelly D'Oria	Bus aide
Carol Gibson	Bus aide
Donald Haney	Bus aide
Donald Haney	Bus driver
Vivian Cacace	Secretary
Shannon Coleman	Secretary
Kelly D'Oria	Secretary
Christopher Tulli	Custodian

11L. Approval of Organizational Chart and Job Descriptions (Attachment)

Recommend approval the of the organizational chart and job descriptions for principals and supervisors.

11M. Approval of Elementary Education Teacher

Recommend approval of Timothy Hart as Elementary Education Teacher for the 2019-2020 school year at MA+27 Step 7, \$62,498.00. (Pending background check)

11N. Approval of Special Education Teacher

Recommend approval of Nicole Loftus as Special Education Teacher for the 2019-2020 school year at BA Step 5, \$55,936.00. (Pending background check)

11O. Approval of Special Education Teacher

Recommend approval of Frances Sielski as Special Education Teacher for the 2019-2020 school year at BA Step 7, \$58,998.00. (Pending background check)

11P. Approval of Special Education Teacher

Recommend approval of Lisa Marie Graham Moore as Special Education Teacher for the 2019-2020 school year at BA Step 6, \$56,437.00. (Pending background check)

Vote Section 11

12. Curriculum & Instruction

12A. Approval of ABA Services (Attachment)

Recommend approval of Amazing Transformations to provide applied behavioral therapist for behavioral and educational support services for the 2019-2020 school year, as per contract.

12B. Approval of Bayada Home Health Care, Inc. Contract (Attachment)

Recommend approval of Bayada Home Health Care, Inc. for substitute school nursing care and or one on one nursing care.

12C. Approval of Literacy Coach (Attachment)

Recommend approval of Kirsten Widmer, Literacy Coach to provide onsite professional development.

Vote Section 12

13. Health & Safety

13A. H.I.B. Incidents

June Final 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			
					Reg. Fee	Funding	Mileage	Expenses
Mike Mazzoni	Principal	Westampton, NJ	Burlington County Crisis Response Team	9/19, 12/5, 1/23, 6/4			\$11.20 per workshop	
Danielle Christiansen	Counselor	Westampton, NJ	Burlington County Crisis Response Team	9/19, 12/5, 1/23, 6/4			\$11.20 per workshop	
Jennifer Feder	BSI	Westampton, NJ	Burlington County Crisis	9/19, 12/5, 1/23, 6/4			\$11.20 per workshop	

			Response Team					
Lynn Booth	Supervisor of Special Services	Edison, NJ	CPI Non-Violent Crisis Intervention	10/22-10/25	\$3,424.00		\$103.60	
Lynn Booth	Supervisor of Special Services	Somerset, NJ	Beyond Decoding	10/4/19	\$195.00		\$31.95	

14B. Approval of Tuition Reimbursement (Attachment) (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:

Elizabeth Schauer Intergrating Science & Technology in Early Childhood & Elementary Classrooms
(3 credits) \$2,139.57 (\$713.19/cr)

Elizabeth Schauer Socio-Cultural Context of Disability and Inclusive Education
(3 credits) \$2,139.57 (\$713.19/cr)

Lauran Gleason Planning, Teaching, and Assessment in ESL Classrooms
(3 credits) \$2,055.00 (\$685.00/cr)

Lauran Gleason Issues of Language & Cultural 3 Diversity in ESL/Bilingual programs
(3 credits) \$2,055.00 (\$685.00/cr)

Vote Section 14

15. Transportation

15A. Approval of 2019-2020 Transportation Route - Bus 12 (Attachment)

15B. Approval of 2019-2020 Northern Burlington Regional Joint Transportation Routes (Attachment)

Vote Section 15

16. 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.

16A. Financial Approvals (Attachment)

Recommend the following financial approvals:

- Expenditures - Approval and ratification of Expenditures for June 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
- Budget Report
- Revenue Report
- Report of the Secretary
- Monthly Transfer Report

The following reports for July are attached: (Attachment)

- Expenditures - Approval and ratification of Expenditures for July 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.

The following reports for August are attached: (Attachment)

- Expenditures - Approval and ratification of Expenditures for August 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.

16B. Approval of Resolution with Monmouth-Ocean Educational Services Commission (Attachment)

Recommend approval of the attached resolution for participation in Coordinated Transportation 2019-2023 between Monmouth-Ocean Education Services Commission (MOESC) and Chesterfield Township Board of Education for the four year period from September 1, 2019 through June 30, 2023.

16C. Approval of Submission of the Child Nutrition Program Application

Recommend approval to submit the Child Nutrition Program Application for the 2019-2020 school year.

16D. Approval of Champions Before and After School Program Agreement (Attachment)

Recommend approval of the Champions Before and After School Program Agreement for the 2019-2020 school year.

16E. Approval of PCDI Student Tuition Contract (Attachment)

Recommend approval of the attached tuition contract with Princeton Child Development Institute (PCDI) for SID# 7217247731 effective July 2, 2019 through June 30, 2020 in accordance with the agreement at the per diem rate of \$564.44 for a total of \$118,532.40.

16F. Approval of The Newgrange School of Princeton, Inc. Student Tuition Contract (Attachment)

Recommend approval of the attached 2019-2020 school year tuition contract with The Newgrange School of Princeton, Inc. for SID# 5758068752 at a per diem rate of \$348.17, total tuition \$74,508.38.

16G. Approval of Cambridge School Tuition Agreement (Attachment)

Recommend approval of the attached 2019-2020 tuition and related service contracts with Cambridge School for SID#2771057791 effective September 4, 2019 through June 30, 2019 in the amount of \$52,012.00.

16H. Shared Service Agreement – Monmouth Ocean Educational Services Commission or Ventnor Board of Education

Recommend approval of shared services agreement between Chesterfield Township Board of Education and Monmouth Ocean Education Services Commission (MOESC) or Ventnor Board of Education for transportation of out of district student for the 2019-2020 school year.

16I. Approval of IDEA Grant (Attachment)

Recommend approval to accept and expend the IDEA Grant for the 2019-2020 school year as follows:

IDEA Grant	\$137,856
IDEA Pre-School	<u>6,291</u>
Total	\$144,147

16J. Approval of ESEA Grant (Attachment)

Recommend approval to accept and expend the ESEA Grant for the 2019-2020 school year as follows:

Title I-A	\$13,474
Title II-A	6,569
Title IV	<u>10,000</u>
Total	\$30,043

16K. Approval of the ESS Addendum Agreement (Attachment)

Recommend approval of the addendum agreement between ESS Northeast, LLC for substitute staffing services and the Chesterfield Township Board of Education for the 2019-2020 school year.

16L. Approval of District Medical Inspector

Recommend approval of Dr. Joyce Leonetti as District Medical Inspector for the 2019-2020 school year, at a rate of \$2,400 per year.

16M. ESY Physical Therapist Contract (Attachment)

Approval of the agreement for Physical Therapist, Clare Fannon, for the 2019 ESY program year.

16N. Approval for Pipeline Safety/Medical Consultant (Attachment)

16O. Approval of KDH Enterprises, LLC Contract (Attachment)

Recommend approval of KDH Enterprises, LLC to provide student evaluations/consultations, and any duties assigned by the Director of Student Services.

Vote Section 16

17. Other Business

17A. Board Goals: Agenda Format and Committee Structure

18. Facilities Update/Information

18A. Supervisor of Building & Grounds Report (Attachment) - Public

18B. School Dude Report (Attachment) - Public

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

18C. Solar Renewable Energy Credits Analysis (Attachment) - Public

18D. 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
Champions	Cafeteria, Media Center, Gym	Before & After School Program	9/5/19 – 6/18/20 Daily based on the School Calendar
Girl Scout Troop #23948	Art Room	Troop Meetings	9/30, 10/14, 10/28, 11/4, 11/18, 12/2, 12/16, 1/6, 1/27, 2/10, 2/24, 3/9, 3/23, 4/6, 4/20, 5/11, 6/1

Fairview Lake 2020 Committee	Cafeteria	Bollywood Ladies Night	9/20/19
PTA	Media Center	Monthly Meetings	9/10, 10/8, 11/12, 12/10, 1/14, 2/11, 3/10, April TBD, 5/12
Good News Club	Media Center	Meetings	9/25, 10/2, 10/16, 10/23, 10/30
Cub Scouts Pack 55	Cafeteria	Meeting	9/19
Girl Scout Troop #25100	World Language Room	Meeting	9/9, 9/23, 10/7, 10/21, 11/4, 11/18, 12/2, 1/13, 1/27, 2/10, 2/24, 3/16, 3/30, 4/6, 4/27, 5/4, 5/18, 6/1, 6/15

Vote Section 18

19. Other Public Comments

20. 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 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 20

21. Motion to Return to Public Session

Vote Section 21

22. Motion to Adjourn

Vote Section 22