

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

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 January 28, 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. Meeting Information/Important Dates

Board of Education Important Dates

October 17, 2018 Regular Monthly Meeting

School District Important Dates

October 3, 2018 CPEF Meeting
October 4, 2018 Mid-Marking Period
October 5, 2018 School Closed – Staff In-Service
October 8, 2018 School Closed – Columbus Day
October 9, 2018 PTA Board Meeting
October 10, 2018 Picture Day
October 12, 2018 PTA Movie Night

4. 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.

5. School Community Partnerships

5A. Chesterfield PTA

5B. Chesterfield Public Education Fund

5B.1 CPEF Grant Request (Attachment) - Public
Recommend approval of the following grants:

Jenn Feder, School Counselor requesting a character education library to be used for monthly character education lessons. Cost \$300.87.

Kim Barca, Speech/Language Specialist requesting an iTunes gift card to be used in the speech/language program to purchase appropriate apps for the iPad which is used as a therapy tool with the students. Cost \$160.00.

Vote Section 5B.1

6. Correspondence (Attachment) - Public

12 Identical letters dated September 13, 2018, to the Board of Education from Brianna Piontek, Beth D'Angelo, Cheryl Mendicino, Amy Emanski, Mr. & Mrs. Alfano, Mr. & Mrs. Wszolek, and the Katz Family.

7. Minutes (Attachment)

Recommend approval of the following minutes:

August 22, 2018 Regular Minutes

Vote Section 7

8. Board of Education

8A. Summary of the 2017-2018 Board Goals

8B. Discussion and Development of the 2018-2019 Board Goals

8C. 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

CTEA/BOE Negotiation Committee

Christina Hoggan
Jignesh Shah

CAEA/BOE Negotiation Committee

Jignesh Shah
Terran Brown

Compressor Station & Pipeline Impact Committee:

Christina Hoggan

8D. New Jersey School Boards Annual Conference

8D.1 Approval of Board Members to attend Atlantic City Workshop

Recommend the adoption of a resolution approving school board members **Jignesh Shah, Laura Bond, Terran Brown, Christina Hoggan, Amy Jablonski** to attend the New Jersey School Board Annual Conference (2018 Workshops & Exhibition) and mandatory training, which is deemed by the Board of Education to be educationally beneficial to the district. Furthermore the expense for lodging, transportation, meals and registration are authorized in conformance with federal guidelines, and that a brief report shall be submitted to the Superintendent of Schools by the conference attendees within thirty (30) days from the conclusion of the conference.

8D.1.1 Approval of Board Member to attend Atlantic City Workshop - Jignesh Shah

Vote Section 8D.1.1

8D.1.2 Approval of Board Member to attend Atlantic City Workshop - Laura Bond

Vote Section 8D.1.2

8D.1.3 Approval of Board Member to attend Atlantic City Workshop - Terran Brown

Vote Section 8D.1.3

8D.1.4 Approval of Board Member to attend Atlantic City Workshop - Christina Hoggan

Vote Section 8D.1.4

8D.1.5 Approval of Board Member to attend Atlantic City Workshop - Amy Jablonski

Vote Section 8D.1.5

8D.2 Approval of Administrators to attend Atlantic City Workshop

Recommend the adoption of a resolution approving school administrators, **Scott Heino** and **Patrick Pisano** to attend the New Jersey School Board Annual Conference (2018 Workshops & Exhibition) and mandatory training, which is deemed by the Board of Education to be educationally beneficial to the district. Furthermore the expense for lodging, transportation, meals and registration are authorized in conformance with federal guidelines, and that a brief report shall be submitted to the Superintendent of Schools by the conference attendee within thirty (30) days from the conclusion of the conference.

8D.3 Approval of the Assistant to the Business Administrator to attend Atlantic City Workshop

Recommend the adoption of a resolution approving the Assistant to the Business Administrator, **Mary Merriek** to attend the New Jersey School Board Annual Conference (2018 Workshops & Exhibition) and mandatory training, which is deemed by the Board of Education to be educationally beneficial to the district. Furthermore the expense for lodging, transportation, meals and registration are authorized in conformance with federal guidelines, and that a brief report shall be submitted to the Superintendent of Schools by the conference attendee within thirty (30) days from the conclusion of the conference.

8D.4 Approval of the Business Office PR/HR Secretary to attend Atlantic City Workshop

Recommend the adoption of a resolution approving the Business Office PR/HR secretary, **Marnie Briel** to attend the New Jersey School Board Annual Conference (2018 Workshops & Exhibition) and mandatory training, which is deemed by the Board of Education to be educationally beneficial to the district. Furthermore the expense for lodging, transportation, meals and registration are authorized in

conformance with federal guidelines, and that a brief report shall be submitted to the Superintendent of Schools by the conference attendee within thirty (30) days from the conclusion of the conference.

Vote Section 8D.2 – 8D.4

8E. Superintendent's Report

8E.1 Student Enrollment

Grade Levels	August 2018	September 2018	Net Change
Pre-School			
<i>Non-Tuition</i>	6	7	+1
<i>Preschool Disabled (non-tuition)</i>	4	5	+1
<i>Tuition</i>	16	15	-1
Kindergarten	97	105	+8
1 st	90	94	+4
2 nd	102	111	+9
3 rd	105	103	-2
4 th	103	107	+4
5 th	114	111	-3
6 th	122	124	+2
Total In-District	759	782	+23
Attending Out-of-District Schools	4	5	+1
Total	763	787	+24

8F. Presentation of District Goals – Scott Heino

8G. Approval to Mentor

Recommend approval of Chris Rosenberg from Lower Cape May Regional School District as a partial administrative intern under the direction and in cooperation with Scott Heino, Superintendent and Mike Mazzoni, Principal from October 1, 2018 through June 30, 2019 for a total of 75 hours.

Vote Section 8G

9. Board Policy

9A. First Reading of Revised Policies (Attachments) - Public

The following revised policies are being presented for first reading:

Policy #5141	Health
Policy #6010	Goals and Objectives
Policy #6121	Nondiscrimination
Policy #6140	Curriculum Adoption
Policy #6142.10	Internet Safety and Technology

9B. Second Reading of New and Revised Policies (Attachments) - Public

The following new and revised policies are being presented for the second reading:

Policy #4151.10/4251.10	Family Leave and Medical Leave (revision)
Regulation #4151.10/4251.10	Family Leave and Medical Leave – (new)
Policy #5118.2	Foster Care and Educational Stability (new)
Regulation #5118.2	Foster Care and Educational Stability (new)
Policy #5134	Pregnant Pupils (revision)

Vote Section 9

10. Personnel

10A. Approval of Salaries for Non-Certificated Part-Time Lunch/Recess Aides (Attachment)

Recommend approval of the attached list of non-certificated part-time lunch/recess aides for the 2018-2019 school year.

10B. Approval of Resignation

Recommend approval of the resignation of Jackie Troiani, Lunchroom/Recess Aide, effective September 1, 2018.

10C. Approval of Substitutes

Recommend approval of the following substitutes for the 2018-2019 school year:

Jackie Troiani	Lunch/Recess Aide (retroactive to September 6, 2018)
Sabrina Buscarnera	Secretary

10D. Approval of Proctors for Kindergarten Cognitive Skills Testing

Recommend approval of the following staff members to proctor up to four hours for kindergarten testing on October 16 & 17, 2018 at their hourly rate.

Theresa Basile	4hrs@\$11.00 = \$44.00
Sabrina Buscarnera	4hrs@\$11.00 = \$44.00
Kelly D'Oria	4hrs@\$11.22 = \$44.88
Shagufta Afreen	4hrs@\$11.22 = \$44.88
Gloria Nylander	4hrs@\$12.16 = \$48.64

10E. Approval of Interim Resource Teacher

Recommend approval of Amber Clark as Interim Resource Teacher to act in place of Jessica Davern pursuant to N.J.S.A. 18A:16-1.1 from September 4, 2018 to November 12, 2018 at a salary of \$8,756.16. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

10F. Approval of Lunch/Recess Aide

Recommend approval of Sharon Falkowitz as lunch/recess aide for the remainder of the 2018-2019 school year (effective 9/20/2018), 2 hours per day for 161 days at \$11.00/ hour = \$3,542.00.

10G. Approval of Lunch/Recess Aide

Recommend approval of Esther Blend as lunch/recess aide for the remainder of the 2018-2019 school year (effective 9/20/2018), 2 hours per day for 161 days at \$11.00/ hour = \$3,542.00.

10H. Approval of Lunch/Recess Aide

Recommend approval of Bhawana Upadhyay as lunch/recess aide for the remainder of the 2018-2019 school year (effective 9/20/2018), 2 hours per day for 161 days at \$11.00/ hour = \$3,542.00.

10I. Approval of Extra Time for Lunch/Recess Aides

Recommend approval of payment of extra time for the following aides and substitute aides to attend training on August 15 & 21, 2018.

*Aides being paid for number of hours attended less the two or two and a half hour obligation listed in their contract.

Staff Member	# of hours	hourly rate	Total amount
Blend, Esther	3	\$10.50	\$31.50
Coleman, Shannon	3	\$10.50	\$31.50
Falkowitz, Sharyn	6	\$10.50	\$63.00
Gibson, Carol	3	\$11.50	\$34.50
Iyer, Vasanthi	6	\$11.00	\$66.00
Petro-Raymond, Michelle	6	\$11.00	\$66.00
Plummer, Lisa	3	\$11.00	\$33.00

Ragi, Geetha	6	\$10.50	\$63.00
Rana, Manisha	5	\$10.50	\$52.50
Upadhyay, Bhawana	6	\$10.50	\$63.00
Troiani, Jacquelyn	6	\$11.00	\$66.00
Staff Member	# of hours	hourly rate	Total amount
Afreen, Shagufta*	3.58	\$11.22	\$40.17
Basile, Theresa*	1	\$11.00	\$11.00
Bharti, Sonu*	3.5	\$11.53	\$40.36
Blauth, Robin	6	\$14.63	\$87.78
Buscarnera, Sabrina*	0.58	\$11.00	\$6.38
Cacace, Vivian	3	\$15.14	\$45.42
Case, Colleen*	3.5	\$12.16	\$42.56
D'Oria, Kelly*	0.58	\$11.22	\$6.51
Kurlander, Marianne*	3.42	\$12.61	\$43.13
Nylander, Gloria*	4	\$12.16	\$48.64
Rasool, Lubna*	3.5	\$11.84	\$41.44
Shandilya, Gina*	4	\$11.00	\$44.00
Wolverton, Mary*	1	\$11.53	\$11.53

10J. Approval of Mentor

Recommend approval of Gayle Poedubicky as a mentor for Kristi Boyle for the 2018-2019 school year at an annual stipend of \$550.00.

10K. Approval of Mentor

Recommend approval of Shannon McGettigan as a mentor for Julia Johnson for the 2018-2019 school year at an annual stipend of \$550.00.

Vote Section 10

11. Curriculum & Instruction

11A. Presentation on 2017-2018 Standardized Testing – Administrative Team

11B. Approval of the Revised 21st Century Life and Careers Curriculum (Attachment) - Public
Recommend approval of the revised 21st Century Life and Careers Curriculum for the 2018-2019 school year.

11C. Presentation of the Standards-based Report Card for 5th and 6th Grade – Jeanine May-Sivieri

11D. Approval of the Standards-based Report Card for 5th and 6th Grade

11E. L.E.A.D. Program - Informational
Chesterfield Township Police will commence the Law Enforcement Against Drugs (L.E.A.D.) program for our sixth grade students in October 2018.

11F. Approval of Field Trip
Recommend approval of the following field trip for:

Grade	Date	Reason	Destination
Preschool Full Day, AM & PM Pre School Classes	October 25, 2018	Experiences in the community	Oasis Family Farm, Robbinsville, NJ

Vote Section 11

12. Health & Safety

12A. Nurses Report – no report for August

12B. Approval of the 2018-2019 Nursing Services Plan (Attachment)

Recommend approval of the 2018-2019 Chesterfield Township School Nursing Services Plan.

12C. Emergency Drill Report (Attachment) - Public
Bus Evacuation Drill September 19, 2018

12D. Student Code of Conduct - no report for August

12E. H.I.B. Incidents – no report for August

Vote Section 12

13. Staff Professional Development

13A. Approval of Workshop

Recommend approval of the following workshops:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District			
					Reg. Fee	Meal(s) **	Mileage **	Hotel **
Scott Heino	Superintendent	Atlantic City, NJ	2018 NJSBA Convention	10/22-10/23/2018	***	\$165.00	\$44.02	\$207.00
Patrick Pisano	BA	Atlantic City, NJ	2018 NJSBA Convention	10/22-10/23/2018	***	\$165.00	\$44.02	\$207.00
Jignesh Shah	BOE President	Atlantic City, NJ	2018 NJSBA Convention	10/22-10/23/2018	***	\$165.00	\$44.02	\$207.00
Laura Bond	BOE Member	Atlantic City, NJ	2018 NJSBA Convention	10/22-10/25/2018	***	\$231.00	\$44.02	\$310.50
Terran Brown	BOE Member	Atlantic City, NJ	2018 NJSBA Convention	10/22-10/23/2018	***	\$165.00	\$44.02	\$207.00
Christina Hoggan	BOE Member	Atlantic City, NJ	2018 NJSBA Convention	10/22-10/23/2018	***	\$165.00	\$44.02	\$207.00
Amy Jablonski	BOE Member	Atlantic City, NJ	2018 NJSBA Convention	10/22-10/25/2018	***	\$231.00	\$44.02	\$310.50
Mary Merrick	Assistant to the Business Administrator	Atlantic City, NJ	2018 NJSBA Convention	10/22-10/23/2018	***	\$165.00	\$44.02	\$207.00
Marnie Briel	Business Office PR/HR Secretary	Atlantic City, NJ	2018 NJSBA Convention	10/22-10/23/2018	***	\$165.00	\$44.02	\$207.00
Nicole DiMaiuta	G&T Teacher	New Brunswick	Law Fair/Law Adventure for Teachers	10/18/18	\$0.00	-----	\$20.46	-----

Scott Heino	Superintendent	Sewell, NJ	The Future is Date in the Hands of Teachers	9/25/2018	\$0.00	-----	\$25.61	-----
Jeanine May-Sivieri	Supervisor	Sewell, NJ	The Future is Date in the Hands of Teachers	9/25/2018	\$0.00	-----	\$25.61	-----
Nicole Hartman	4th Grade	Sewell, NJ	The Future is Date in the Hands of Teachers	9/25/2018	\$0.00	-----	\$25.61	-----
Jillian Biddle	6th Grade	Sewell, NJ	The Future is Date in the Hands of Teachers	9/25/2018	\$0.00	-----	\$25.61	-----
Patrick Pisano	Business Administrator	Voorhees, NJ	BCIP JIF Meeting	9/12/2018 11/14/18	\$0.00	-----	\$38.44	-----

*** = 2018 ATLANTIC CITY CONVENTION WAS BASED ON GROUP REGISTRATION FEE \$1,500.00

** = Not to exceed the approved amount.

Vote Section 13

14. Transportation

14A. Approval of the Revised 2018-2019 Transportation Route - Bus 12 (Attachment)

Vote Section 14

15. Board of Education and Board Secretary Monthly Certifications

Recommend approval of the following resolution:

BE IT Resolved that: Pursuant to N.J.A.C. 6:23-2.12(c)3*, I certify that as of the date of this Board meeting, no budgetary line item account has obligations and payments (contractual orders) which in total, exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:22-8-1.

Patrick Pisano

Date

Financial Certification of the Board

Pursuant to N.J.A.C. 6:23-2.12(c)3*, the Chesterfield Township Board of Education hereby certifies that after review of the Board Secretary's and Treasurer's monthly financial reports, as recorded in the minutes of the Board each month, and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.12(c)3*, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

*Citations are subject to change due to periodic amendments, new rule or repeals.

15A. Financial Approvals (Attachments)

Recommend the following revised financial approvals for the month of June 2018: Final

- 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.
- Additional June Transfers #121 to #137 for the 2017-2018 school year
- Budget Report
- Revenue Report
- Report of the Secretary

- Report of the Treasurer
- Monthly Transfer Report

Recommend the following financial approvals for July 2018: Draft

- 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.
- Transfers for July
- Budget Report
- Revenue Report
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

15B. Approval to Accept Donation

Recommend approval to accept a donation of 20 HP 17" computer monitors from Mansfield Township School District.

15C. Approval to Accept Donation

Recommend approval to accept a donation of 49 computer monitors, 8 printers, and 45 keyboards from PayPal.

15D. Approval of IDEA Grant (Attachment)

Recommend approval to accept and expend the IDEA Grant for the 2018-2019 school year as follows:

IDEA Grant	\$132,617
IDEA Pre-School	6,172
IDEA Non-Public	<u>2,040</u>
Total	\$140,829

15E. Approval of ESEA Grant (Attachment)

Recommend approval to accept and expend the ESEA Grant for the 2018-2019 school year as follows:

Title I-A	\$14,376
Title II-A	5,489
Title IV	<u>10,000</u>
Total	\$29,865

15F. Approval of Sub-Finder Services Agreement (Attachment)

Recommend approval of the agreement between Pemberton Township Schools and the Chesterfield Township Board of Education for Sub-Finder Services for the 2018-2019 school year at a cost of \$30.00 per teacher.

Vote Section 15

16. Other Business

16A. Technology Purchases

16B. Paraprofessionals – Delayed openings

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 August 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 2018-2019 school year:

Name Of Organization	Facility requested	Description of Activity	Date
Chesterfield Cub Scouts Pack 55	Cafeteria	Pack Meeting	10/18/18
PTA	Restrooms	Movie Night	Date Changed to 10/12/18
FVL Committee 2019	2 Classrooms	ETS Fundraiser	9/18 & 9/19/18
Girl Scout Troop #21354	Art Room	Troop Meetings	October Date TBD, 11/2, 12/7, 12/14, 1/4, 1/18, 2/1, 2/22, 3/1, 3/22, 4/5, 5/3, 5/17, 6/7
PTA	Atrium	SCRIP Fundraiser Pick up	10/22, 11/19, 12/19, 1/22, 2/20, 3/19, 4/17, 5/20, 6/14
Hindi USA	Cafeteria	Cultural Activity	10/12/18
CPEF	Room TBD	Bricks 4 Kids Club	Oct/Nov-Actual Dates TBD
CPEF	Room TBD	Mad Science Club	Oct/Nov/Dec-Actual Dates TBD

Vote Section 17

18. Motion to Adjourn to Executive Session

Recommend approval of the following resolution:

EXECUTIVE SESSION RESOLUTION

WHEREAS, N.J.S.A. 10:4-6, et seq. (Open Public Meetings Act) provides that the Board of Education of the Chesterfield School District may exclude the public from that portion of the meeting at which the Board of Education discusses certain matters as set forth in N.J.S.A. 10:4-12; and,

WHEREAS, the following subjects shall be discussed in the session of the Board of Education closed to the public:

At the time of printing - No Executive Session is planned

RESOLVED, that the 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. Other Public Comments

21. Motion to Adjourn

Vote Section 21