

Chesterfield Township Board of Education  
Regular Meeting 7:00 p.m.  
Wednesday, December 20, 2017  
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 7:00 p.m., by President Jignesh Shah, with a flag salute and moment of silence.

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.

Board Members present:

Mr. Jignesh Shah, President  
Mrs. Peggy Hallion, Vice President  
Mrs. Laura Bond  
Dr. Terran Brown  
Mr. John Probasco

Other administration present:

Mr. Scott Heino, Superintendent  
Mr. Patrick Pisano, Business Administrator/Board Secretary  
Mr. Michael Mazzoni, Principal

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 11, 2017.

Posting written notice on the official bulletin board at the Chesterfield Township School.

Mailing written notice to the Burlington County Times and Trenton Times newspapers.

Filing written notice with the Clerk of Chesterfield Township.

Filing written notice with the Secretary of this body.

Mailing written notice to each person who has requested copies of the regular meeting schedule and who as prepaid any charge fixed for such service.

Meeting Information/Important Dates

Board of Education Important Dates:

January 3, 2018                      Reorganization Meeting

School District Important Dates

December 22, 2017	Early Dismissal-Winter Break Begins
January 2, 2018	School Re-Opens
January 3, 2018	CPEF Meeting (Art Room)
January 9, 2018	PTA General Meeting
January 15, 2018	School Closed – Martin Luther King Day
January 16, 2018	Community Outreach Meeting
January 19, 2018	PTA Snowball Dance
January 24, 2018	FVL 2019 Sensonics Fund Raiser

### 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. – No Comments

### School Community Partnerships

#### Chesterfield PTA – None

Chesterfield Public Education Fund – Fairview Lake Class of 2019 is starting their fundraising. The first fundraiser is this week at the Five Below store in the Hamilton Market Place; they are giving a 10 percent donation on all sales when you present the flyer which is available on the school website.

### Northern Burlington County Regional School District

Dr. James Sarruda along with Andrew Kearns, Rich Kaz, and Megan Riffle presented the Northern Burlington County Regional School District's plan for the 2018 referendum, being voted on Tuesday, March 13, 2018. They introduced the referendum website: [www.nbreferendum.com](http://www.nbreferendum.com) and encouraged everyone to visit it, a link to the website can be found on the home page of the Chesterfield School website. Everyone is invited to come for a presentation and tour of the building with the Chesterfield PTA on January 30, 2018 at 6:00 p.m. or during any of the other information session. Please check the website for the dates of public tours of the facility.

### Correspondence (Attachment) - Public

Letter dated December 8, 2017 to Mr. Mazzoni, Mr. Heino, and the Board of Education from Melody Lloyd, regarding Fairview Lake 2019 fundraising insurance.

Mrs. Bond would like a letter sent to the Fairview Lake Committee letting them know they are covered under the school boards insurance for fundraising events as long as an event takes place on school property. The school insurance does not cover off site events.

### Minutes (Attachment)

A motion was made by Mrs. Hallion and seconded by Mr. Probasco to approve the following minutes:

November 15, 2017	Regular Minutes
November 15, 2017	Executive Minutes

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

### Board of Education

#### Presentation

Chris Bentley, C.P.A., Audit Manager for Holman Frenia Allison, P.C. presented the Audit Report for the year ending June 30, 2017.

### Committee Reports/Superintendent Reports

#### Board Committees

Mr. Shah reported that the preparation for the next budget has begun and it is not looking good. We are working off our original state aid amount of \$419,983. We are not including the additional aid we received for 2017-2018 because we do not know if we will receive that again. At this time there is not much to report.

Mr. Heino reported that the policy committee met with Jean Harkness from NJSBA. She encouraged them to develop a schedule and review a maximum of five policies a month. He said it is going to take years to get caught up.

Committee		Meeting Dates	
Human Resources	Chair	Peggy Hallion	prior to the January, May and September meetings
		Terran Brown	
	Admin. Rep.	Mike Mazzoni	

Curriculum & Instruction	Chair	Laura Bond	prior to the February, June and October meetings
	Admin. Rep.	Jignesh Shah Jeanine May-Sivieri	
Finance	Chair	Jignesh Shah	prior to the March, July and November meetings
	Admin. Rep.	Peggy Hallion Patrick Pisano	
Student Services	Chair	Terran Brown	prior to the April, August and December meetings
	Admin. Rep.	John Probasco Anthony Calandrillo	
BURLCO School Boards Association Executive Committee Delegate:			Laura Bond
Alternate Delegate:			Jignesh Shah
Legislative Chairperson & Delegate to NJ School Boards Association:			Terran Brown
Alternate Delegate:			John Probasco
District Advisory Committee:			Laura Bond
			Terran Brown

#### November 7, 2017 Election Results (Attachment) - Public

Statement of Results for the Annual School Election - Following is the Statement of Results for the School Election of the Chesterfield Township School District in the County of Burlington, held in conjunction with the General Election at the Chesterfield Township Municipal Building on November 7, 2017. Polling Districts 1 & 2 (General Election Districts 1 and 2) were declared open at 6:00 a.m. and were closed at 8:00 p.m.

Registered voters in Chesterfield: 3,697

For members of the Chesterfield Board of Education (2) for a three-year term:

John C. Probasco	472
Margaret (Peggy) Hallion	398
Amy Jablonski	914
Christina Hoggan	937
Personal Choice	13
Total votes cast	2,734

#### Superintendent's Report

##### Student Enrollment

A motion was made by Mrs. Bond and seconded by Mrs. Hallion to approve the following items:

Grade Levels	November 2017	December 2017	Net Change
Pre-School			
Non-Tuition	12	14	+2
Preschool Disabled (non-tuition)	7	7	
Tuition	14	14	
Kindergarten	87	90	+3
1st	102	102	
2nd	101	103	+2
3rd	105	104	-1
4th	114	115	+1
5th	122	121	-1
6th	91	91	
Total In-District	755	761	+6
Attending			



Out-of-District Schools	4	4	
Total	759	765	+6

#### Extend Mentorship

Approval to extend the mentorship of Alice Thompson, Administrative Intern from Caldwell University with Scott Heino, Superintendent from December 9, 2017 through April 18, 2018.

#### Uniform State Memorandum of Agreement (Attachment) - Public

Approval of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2017-2018 school year.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

#### Board Policy

##### Second Reading of Revised Policy (Attachment) - Public

Policy #3542.2	School Meal Program Arrears
Policy #9130	Committees
Policy #4113/4213	Assignment; Transfer

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

#### Personnel

##### Staff Chaperones for Fairview Lake (Attachment) – Public

A motion was made by Mrs. Hallion and seconded by Mr. Probasco to approve the attached list of staff chaperones for the sixth grade trip to Fairview Lake from February 6-9, 2018, at a rate of \$279.00 per night.

A call of the roll indicated an affirmative vote. Three ayes. Two nays. (Bond/Brown) Motion carried.

A motion was made by Dr. Brown and seconded by Mrs. Hallion to approve the following personnel items:

##### Discipline Committee

Approval of the following staff members for the 2017-2018 discipline committee.

Nicole Pucci	Judy Schwartz
Valerie Lydon	Cindy McNally
Antoinette DiEleuterio	Mike Mazzoni

#### Community Service Work

Approval of a prior Chesterfield student to complete 400 hours of community service work under the direction of Chesterfield School over the next 24 months.

#### Substitute Lunch/Recess Aide

Approval of Shameka Wise as substitute Lunch/Recess Aide – (retroactive to 11/28/2017), for the remainder of the 2017-2018 school year.

#### Part-Time Custodian

Approval of David Shafer as part-time custodian for the 2017-2018 school year, effective January 2, 2018 for 5 hours per day (62.5%) at Custodial Step 4 at a prorated amount of \$12,535.00, as per negotiated agreement. This is a replacement for a retirement.

#### Extra Time

Approval of the following extra time for the following employee:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Hillman, Melissa	Missed Prep due to CST meeting (11/2/17, 11/7/17)	\$70.00

Lunch/Recess Aide  
Approval of Gina Shandilya as lunch/recess aide for the remainder of the 2017-2018 school year (effective

1/2/2018), 2 hours per day for 106 days at \$11.00/ hour = \$2,332.00.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Curriculum & Instruction - None

Health & Safety

A motion was made by Mrs. Hallion and seconded by Mr. Probasco to approve the following items:

Nurses Report – November (Attachment) - Public

Emergency Drill Report (Attachment) - Public

Fire Drill November 27, 2017

Evacuation Drill November 28, 2017

Evacuation Drill December 1, 2017

Fire Drill December 5, 2017

Student Code of Conduct (Attachment) - Public  
Report for November

H.I.B. Incidents (Attachment)

There was one HIB incident reported and one confirmed for November.

A call of the roll indicated an affirmative vote. Four ayes. No nay. One abstained. (Bond) Motion carried.

Staff Professional Development

Workshops

A motion was made by Mrs. Hallion and seconded by Mr. Probasco to approve the following workshops:

					Workshop/Exhibit Cost to District	
Name	Position	Destination	Justification	Date	Reg. Fee	Mileage
Michael Mazzoni	Principal	BCSSSD	Burlington County Crisis Response Team	9/14/17 12/5/17 1/25/18 6/7/18		\$10.11 per workshop
Danielle Christiansen	School Counselor	BCSSSD	Burlington County Crisis Response Team	9/14/17 12/5/17 1/25/18 6/7/18		\$10.11 per workshop
Melissa Hillman	Preschool	Cherry Hill, NJ	Increase Your Students' Learning with Work Stations That Work	1/29/2018	\$259.00	\$18.66
Patty Sary	Accounts Payable Secretary	Mt. Laurel, NJ	Purchasing	3/15/2018	\$100.00	\$17.60
Erin Spinello	Speech	Voorhees, NJ	Practical Therapy Techniques for Challenging Articulation Cases: Frontal Lateral Lisp & Distorted "R"	1/11/2018	\$249.00	
Melissa Carlton	Psychologist	Westampton, NJ	FAPE Special Ed Update 2018	1/18/2018	\$0.00	\$10.44
Cindy McNally	Social Worker	Westampton, NJ	FAPE Special Ed Update 2018	1/18/2018	\$0.00	\$10.44
Wendi	LDTC	Westampton,	FAPE Special Ed	1/18/2018	\$0.00	\$10.44



Sheridan		NJ	Update 2018			
Amanda Bulley	Resource	Princeton, NJ	Foundations Level 1	2/6/2018	\$350.00	\$14.26
Bethann Molesky	Resource	Princeton, NJ	Foundations Level 1	2/6/2018	\$350.00	\$14.26
Shannon McGettigan	Resource	Princeton, NJ	Foundations Level 1	2/6/2018	\$350.00	\$14.26
Erin Casey	Resource	Princeton, NJ	Foundations Level 2	2/7/2018	\$350.00	\$14.26
Jennifer Hamer	Resource	Princeton, NJ	Foundations Level 2	2/7/2018	\$350.00	\$14.26
Angela Manning	Technology	Atlantic City, NJ	Techspo 18	1/24 - 25/2018	\$425.00	\$44.64
Gwendolyn McCreary	Music Specialist	E. Brunswick, NJ	NJ Music Educators Conference	2/22 - 24/2018	\$210.00	\$34.78

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

#### Transportation

A motion was made by Mrs. Hallion and seconded by Mr. Probasco to approve of the following revised transportation route.

#### Revised 2017-2018 Transportation Route - Bus 12 (Attachment)

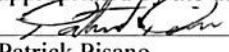
A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

#### Board of Education and Board Secretary Monthly Certifications

A motion was made by Mrs. Hallion and seconded by Mr. Probasco to approve of the following financial items:

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 1/25/18

#### 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.

#### Financial Approvals (Attachments)

Recommend the following financial approvals for November:

- Expenditures - Approval and ratification of Expenditures for November 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 November: #040 to #048
- Budget Report
- Revenue Report
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

Recommend the following financial approvals for December:

- Expenditures - Approval and ratification of Expenditures for December 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.

#### Health Benefit Waiver

<u>Employee #</u>		<u>Waives Coverage</u>	<u>Level of Coverage</u>	<u>Waiver Amount</u>	<u>12/15/17 Payment</u>	<u>6/15/18 Payment</u>
4060	*	Yes	Family	\$1,680.00	\$0.00	\$1,680.00

\*waiving coverage as of January 1, 2018

Approval to accept the 2016/17 Comprehensive Annual Financial Report as presented for the Fiscal Year Ended June 30, 2017 (Attachment) - Public

Approval of the 2016/17 Corrective Action Plan as a result of the Fiscal Year Ended June 30, 2017 Audit (Attachment) – Public

Recommendation Number 001:

Finding 2017-001:

The School District did not receive proper county superintendent approval for line-item transfers from general appropriation accounts that on a cumulative basis exceeded 10 percent of the amount of the account included in the budget certified for taxes as required by N.J.S.A. 18A:22-8.1.

Recommendation:

That the School District receive County Superintendent approval for all line-item transfers from any general fund appropriation account that on a cumulative basis exceed 10 percent of the amount of the account included in the budget certified for taxes.

Corrective Action 2017-001:

The District will review and approve all transfers along with being submitted to the Board of Education on a monthly basis.

Recommendation Number 002:

Finding 2017-002:

Student Activities: There was not sufficient supporting documentation for cash receipts related to student activity fundraisers.

Recommendation:

Proper supporting documentation be maintained for all cash receipts from fundraisers.

Corrective Action 2017-002:

Additional oversight will be provided by the principal and business office that will eliminate this recommendation in the future.

Approval of the Certification of Implementation of the Corrective Action Plan for the Fiscal Year Ended June 30, 2017 (Attachment) - Public

Approval of Pitt Bull Secure Technologies (Attachment) - Public

Approval of Pitt Bull Secure Technologies to perform cyber security audit at a cost of \$7,500.00.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Other Business - None

Facilities Update/Information

A motion was made by Mrs. Hallion and seconded by Mrs. Bond to approve the following items:

Supervisor of Building & Grounds Report - Robert Carter (Attachment) - Public

School Dude Report (Attachment) - Public



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

Solar Renewable Energy Credits Analysis (Attachment) - Public

Use of Facilities

Approval of the following use of facilities:

Name Of Organization	Facility requested	Description of Activity	Date
FVL Fundraising 2019	Atrium	Sensonics Fundraiser	1/24/18
Girl Scout Troops	Atrium	Cookie Sales during CTAA Basketball Games	1/18/18-3/11/18
Hindi USA	Cafeteria	Hindi Poetry Competition	2/2/18

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Dr. Brown thanked Mrs. Hallion and Mr. Probasco for being on the board. He stated how very grateful he was to have Mrs. Hallion on the board for the last 3 years and Mr. Probasco for the last year.

Other Public Comments

Amy Jablonski asked about the technology plan. She stated that she doesn't feel it is necessary for teachers to get approval to bring in outside devices to use in school. She has never seen an outside device corrupt a school district. Mr. Shah stated that it is a real threat to our security.

Jackie Halaw stated that teachers are still working without a contract.

Stacy Lindes thanked Mrs. Bond for raising the question about the parents paying for the substitute while teachers are at Fairview Lake. She feels it is an added burden on parents to pay for the substitute.

Adjourn to Executive Session

A motion was made at 8:43 p.m. by Mrs. Hallion and seconded by Mr. Probasco to approve the following resolution to adjourn to executive session:

**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.

Return to Public Session

A motion was made at 9:59 p.m. by Dr. Brown and seconded by Mr. Probasco to return to public session.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Resolution (Attachment)



A motion was made by Dr. Brown and seconded by Mr. Probasco to approve the following School Funding Litigation Resolution:

**RESOLUTION**  
**SCHOOL FUNDING LITIGATION**

Whereas, the School Funding Reform Act of 2008 (SFRA) reflects the current New Jersey law that provides State Aid to public school districts; and

Whereas, the New Jersey Legislature has appropriated limited monies to fund such State Aid for public school districts; and

Whereas, the Chesterfield School District is receiving less than 70% of the State Aid it would otherwise receive pursuant to the SFRA; and

Whereas, the Chesterfield School District's taxpayers are paying more than 100% of their fair share of local taxes as determined by the State of New Jersey; and

Whereas, other school districts are receiving 100% and more of their State Aid allocation pursuant to the SFRA, while their taxpayers pay less than 100% of their fair share of local taxes as determined by the State of New Jersey; and

Whereas, such disparate treatment is neither "equal" nor "equitable" and is without a rational basis;

Now, Therefore Be It Resolved, that the Chesterfield School District hereby determines to join in litigation proposed by the Newton Board of Education to address the unequal and disparate results caused by the SFRA's distribution of available State Aid and its impact upon its local taxpayers; and

Be It Further Resolved, that the Chesterfield Board of Education Administration is directed and authorized to provide \$2,500 toward the costs of pursuing such litigation in order to further the interests of the Chesterfield School District and its taxpayers; and

Be It Further Resolved that the Chesterfield Board of Education reserves the right to withdraw from the litigation should it determine that it is in the Board's best interest

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

**Resolution (Attachment)**

A motion was made by Mrs. Bond and seconded by Mrs. Hallion to approve the following legal resolution:

**CHESTERFIELD SCHOOL DISTRICT BOARD OF EDUCATION**

**RESOLUTION AUTHORIZING SETTLEMENT WITH Family and Student ID #7217247731**

December 20, 2017

WHEREAS, the Board of Education wishes to authorize settlement with regard to a student matter;

BE IT RESOLVED, that the Board hereby consents to settlement with Family and Student Identification Number 7217247731 pursuant to the terms of the Release and Settlement Agreement attached hereto and authorizes the Board of Education President, Mr. Jignesh Shah to execute the Agreement on behalf of the Board.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

**Return to Public Session**

A motion was made at 10:04 p.m. by Mrs. Bond and seconded by Mrs. Hallion to return to public session.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Adjourn

A motion to adjourn was made by Mrs. Bond and seconded by Mrs. Hallion at 10:04 p.m. All agreed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patrick Pisano", written in a cursive style.

Patrick Pisano  
Business Administrator/Board Secretary