

Chesterfield Township Board of Education
Regular Meeting 6:30 p.m.
Wednesday, January 23, 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.

District Goals
2018-2019 School Year

DISTRICT GOAL #1: Conduct an assessment of the Chesterfield Township School District 2016-2021 Strategic Plan and update, as appropriate, to ensure relevancy of the strategic goals and objectives guiding the school district leadership decision making processes.

Objective #1: Establish a Vision and Mission Statement which reflects the desires of the collective school district stakeholders.

Objective #2: Update the strategic plan goals, objectives, and action plans to ensure district leadership direction and alignment to the collective vision.

DISTRICT GOAL #2: Establish a school district community culture and climate focused on the development of the whole-child; socially, emotionally, and academically.

Objective #1: Enrich the climate and culture of the school by developing a consistent and age-appropriate district wide discipline plan.

Objective #2: Work collaboratively with District Discipline Committee to implement and align character education program to the specific needs of the district to enhance students understanding and acceptance of each other’s differences in concert with implementation of the newly developed discipline plan.

Welcome to this meeting of the Chesterfield Township Board of Education. If there is any agenda item, which you would like to discuss with the Board, please do so during that portion of the agenda entitled, "Public Comments-Agenda Items Only".

Should you have any other comments and/or questions once we have passed the "Public Comments-Agenda Items Only" portion in the agenda, please reserve those comments for "Other Public Comments" at the end of the meeting.

When you do address the Board, please state your name and address and limit your comments to three minutes. The total length of time for public comment is unrestricted unless a time limit is imposed by the Board President. Please refrain from comments that are likely to invade an individual's privacy rights or are not related to matters before the Board. They will not be permitted.

1. Call To Order

Pledge of Allegiance\Moment of Silence

Roll Call

Ms. Christina Hoggan, President
Mrs. Amy Jablonski, Vice President
Dr. Terran Brown
Mrs. Jaelyn Halaw

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 January 20, 2019 for Time Change:

- 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:

February 20, 2019 Regular Monthly Meeting

School District Important Dates

January 25, 2019 End of 2nd Marking Period/Boosterthon Fun Run
February 1, 2019 Report Cards Available On-Line
February 5-8, 2019 6th Grade Fairview Lake Trip
February 6, 2019 CPEF Monthly Meeting
February 12, 2019 PTA Board Meeting
February 15 - 18, 2019 School Closed – President's Day Weekend
February 19, 2019 School Closed - Staff In-Service

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 (Attachments) - Public

Recommend approval of the following grants:

6th Grade Teachers, requesting a grant for the 2019 - Sixth Grade Fairview Lake Trip, in the amount of \$3,075.00. CPEF has agreed on a grant amount of \$25.00 per student attending the trip. Actual total amount of grant will be based on the number of students attending the trip.

Melissa Midora, 2nd Grade Teacher requesting a grant for the Science Olympiad in the amount of \$900.00.

Vote Section 5

6. Minutes

Approval of Minutes (Attachment)

Recommend approval of the minutes for the following meetings:

December 12, 2018	Regular Meeting Minutes
December 12, 2018	Executive Minutes
January 2, 2019	Reorganization Meeting Minutes

Vote Section 6

7. Board of Education

7A. Interviews of School Board Candidates to Fill Vacant Seat

The candidates are:

Erin Pinelli	7:00 p.m.
Christina Lyon	7:20 p.m.
Karthikeyan Prabhakaran	7:40 p.m.
Rob Sheerr	8:00 p.m.
Matthew Litt	8:20 p.m.
Jill Moraca	8:40 p.m.

7B. 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:

Deliberation Regarding Board Vacancy

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 7B

7C. Motion to Return to Public Session

Board Committee/Superintendent Reports

7D. Board Committee

<u>Committee</u>			<u>Meeting Date</u>
Human Resources	Chair	Terran Brown Christina Hoggan	prior to the January, May and September meetings
	Admin. Rep.	Mike Mazzoni	
Curriculum & Instruction	Chair	Amy Jablonski Jaclyn Halaw	prior to the February, June and October meetings
	Admin. Rep.	Jeanine May-Sivieri	
Finance	Chair	Christina Hoggan Jaclyn Halaw	prior to the March, July and November meetings
	Admin. Rep.	Patrick Pisano	
Student Services	Chair	Terran Brown Amy Jablonski	prior to the April, August and December meetings
	Admin. Rep.	Anthony Calandrillo	
BURLCO School Boards Association Executive Committee Delegate:			Christina Hoggan
Legislative Chairperson & Delegate to NJ School Boards Association:			Christina Hoggan
Alternate Delegate:			Amy Jablonski
District Advisory Committee:			Jaclyn Halaw Christina Hoggan
BOE Policy Committee:			Terran Brown Amy Jablonski
CTEA/BOE Negotiation Committee:			Amy Jablonski Christina Hoggan
CAEA/BOE Negotiation Committee:			Terran Brown Jaclyn Halaw
Compressor Station & Pipeline Impact Committee:			Christina Hoggan

7E. Board Member Training (Attachments) - Public
Board Member Training Mandated by New Jersey School Boards Association

7F. Superintendent's Report

7F.1 Student Enrollment

Grade Levels	December 2018	January 2019	Net Change
Pre-School			
<i>Non-Tuition</i>	8	9	+1
<i>Preschool Disabled</i>	6	6	

<i>(non-tuition)</i>			
<i>Tuition</i>	16	16	
Kindergarten	103	103	
1 st	95	99	+4
2 nd	111	112	+1
3 rd	103	104	+1
4 th	107	106	-1
5 th	111	112	+1
6 th	123	124	+1
Total In-District	783	791	+8
Attending Out-of-District Schools	4	4	
Total	787	795	+8

Vote Section 7

8. Board Policy

8A. First Reading of New/Revised Policies (Attachments) - Public
The following new/revised policies are being presented for first reading:

Policy #4111.2,4211.2	Domestic Violence (new)
Policy #5147.7	Gender Identity and Expression (new)
Policy #6145	Extracurricular Activities (revised)
Policy #6146.2	Promotion, Retention (revised)
Policy #6147	Standards of Proficiency (revised)

Vote Section 8

9. Personnel

9A. Approval of Substitutes

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

Olga Choquette	Copy Aide
Mahalakshmi Sundararajan	Teacher
Jalakshmi Purusothaman	Teacher
Debra Kauffman	Teacher
Charmaine Ramos	Nurse/Teacher
Johnnie Wade	Teacher

9B. Approval of Parent Chaperones for Fairview Lake (Attachment)

Recommend approval of the attached list of parent chaperones for the sixth grade trip to Fairview Lake from February 5-8, 2019, pending completion of background check.

9C. Approval of Extra Time

Recommend approval of the extra time for the following employees:

Staff Member	Brief Description of Work Completed	Total amount
Hillman, Melissa	Missed prep due to CST meetings (1/7/19 & 1/10/19)	\$70.00

9D. Approval of Part-Time Custodian

Recommend approval of John Hall as a part-time custodian for the remainder of the 2018-2019 school year, effective January 24, 2019 for 3.5 hours per day (43.8%) at Custodial Step 0 at a prorated amount of \$6,805.76. (As per the negotiated agreement.)

9E. Approval of Staff Chaperones for Fairview Lake (Attachment)

Recommend approval of the attached list of staff chaperones for the sixth grade trip to Fairview Lake from February 5-8, 2019, at a rate of \$279.00 per night. (As per the negotiated agreement.)

9F. Approval of Resignation – Resource Teacher

Recommend approval, of the resignation of Megan Iannuzzi, Resource Teacher, effective January 9, 2019.

9G. Approval of Instructional Coach Job Description (Attachment) - Public

Recommend approval the of the job description for Instructional Coach.

9H. Approval of Maternity Leave of Absence

Recommend approval of maternity leave of absence for Shannon McGettigan, Resource Teacher, from approximately April 3, 2019 through October 31, 2019.

9I. Approval of Retirement

Recommend approval, with regret, of the retirement of Robert Carter, Jr., Building and Grounds Supervisor, effective July 1, 2019.

Vote Section 9

10. Curriculum & Instruction

10A. Approval of English as a Second Language Curriculum (Attachment) - Public

Recommend approval of the New Jersey Model Curriculum for English as a Second Language curriculum for the 2018-2019 school year.

10B. Approval of the Bilingual/ESL Three Year Program Plan (Attachment) - Public

Recommend approval of the Bilingual/ESL three year program plan for school years 2017-2020.

10C. Approval of English Language Arts Curriculum and Social Studies Curriculum

Recommend approval of English Language Arts curriculum and Social Studies curriculum for the 2018-2019 school year.

10D. Approval of Field Trip

Recommend approval of the following field trip:

DATE	GRADE	REASON	DESTINATION
3/2019	2 nd	Aligns with science unit on Ecosystem Diversity and NGSS	Pinelands Institute for Natural and Environmental Studies
3/2019	Kindergarten	Connection to math and science standards	Burlington Bowling & Recreation Center
5/2019	1 st	Supports the NGSS Exploring Organisms unit of study	Johnson’s Corner Farm

VOTE Section 10

11. Health & Safety

11A. Nurses Report – December (Attachment) – Public

11B. Emergency Drill Report (Attachment) - Public
 Bomb Threat Drill December 13, 2018
 Fire Drill January 4, 2019
 Bomb Threat Drill January 9, 2019

11C. Student Code of Conduct (Attachment) – Public
 Report for December.

11D. H.I.B. Incidents

November Final Approval:

There was one H.I.B. incident reported and one confirmed for November.

December Preliminary Approval:

There was one H.I.B. incident reported and one not confirmed for December.

Vote Section 11

12. Staff Professional Development

12A. Approval of Workshops

Recommend approval of the following workshops and mileage.

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding Source
Jaclyn Halaw	Board Member	Trenton	NJSBA Training - Making Meetings Matter	2/9/2019	\$50.00		
Jaclyn Halaw	Board Member	West Windsor	NJSBA Training – Innovations in School Finance and Employee Health Care Conference	2/21/2019	\$99.00		
Amy Jablonski	Board Member	Trenton	NJSBA Training - Making Meetings Matter	2/9/2019	\$50.00		
Christina Hoggan	Board Member	Trenton	NJSBA Training - Making Meetings Matter	2/9/2019	\$50.00		
Christina Hoggan	Board Member	West Windsor	NJSBA Training – Innovations in School Finance and Employee Health Care Conference	2/21/2019	\$99.00		
Angela Manning	Computer	Atlantic City, NJ	Techspo '19	1/31/19-2/1/19	\$450.00	\$110.60	
Jessica Davern	Resource	Princeton, NJ	WRS Wilson Reading System 4th Edition	1/29, 1/30, 1/31	\$700.00	\$18.32	IDEA
Julia Johnson	Resource	Princeton, NJ	WRS Wilson Reading System 4th Edition	1/29, 1/30, 1/31	\$700.00	\$18.32	IDEA

Vote Section 12

13. Transportation

13A. Approval of the Revised 2018-2019 Transportation Route - Bus 12 (Attachment)

Vote Section 13

14. 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.

14A. 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 December
- Budget Report
- Revenue Report
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

Recommend approval of the following financial reports for the month of December: (Attachment)

- Expenditures - Approval and ratification of Expenditures for December 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.

Recommend approval of the following financial report for the month of January: (Attachment)

- Expenditures - Approval and ratification of Expenditures for January 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.

14B. Personnel Waiving Health Benefits (Attachment)

Recommend approval and payment of the attached list of personnel waiving health benefits as of January 8, 2019.

14C. Approval to Withdraw Funds from Maintenance Reserve Account

Recommend approval to withdraw funds from the maintenance reserve account in the amount of \$51,000.00 for FVHD Architects for soft cost on the Geo-Thermal Vault Project.

Vote Section 14

15. Other Business

15A. 2019-2020 School Calendar

16. Facilities Update/Information

16A. Supervisor of Building & Grounds Report - Robert Carter (Attachment) – Public

16B. School Dude Report (Attachment) - Public

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

16C. Solar Renewable Energy Credits Analysis (Attachment) - Public

Vote Section 16

17. Other Public Comments

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

20. Motion to Adjourn

Vote Section 20