

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, October 17, 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.

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

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

November 14, 2018 Regular Monthly Meeting

School District Important Dates

October 22 - 26, 2018	Scholastic Book Fair
November 3, 2018	CPEF Clothing Drive
November 6, 2018	End of 1 st Marking Period
November 7, 2018	School Closed, Diwali
November 8 & 9, 2018	School Closed, NJEA Convention
November 13, 2018	PTA Executive Meeting
November 14, 2018	CPEF Monthly Meeting
November 14, 2018	Report Cards Available Online

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

6. Correspondence (Attachment) - Public

49 Identical letters dated September 29, 2018, to the Board of Education from Laura Bond, Jessica & Todd Wszolek, Mary & Ronald Hing, Deepthi Ancha, Nicole Agudelo, Stacey Lindes, William & Victoria Weisgarber, R. Davison, Brigitte Hosford, Gina D’Angeli, Heather Hendrickson, Melody Lloyd, Lora Sofield, Jennifer Hanley, Jim Mitchell, Tony & Nancy Restuccia, David & Tina Bloemer, Peter & Kerri Lynch, Kirby Hogancamp, Jamie Wickwire, Krishna Palakodeti, Chandra Rekha Koduri, Mark Breiland, Amy Locascio, Vanessa Alfano, Steven Jablonski, Brian & Jill Moraca, Antonio & Nikolas Delgado, Jason Akers, Lucas Grosse, Regina Bertothy, Sandeep Adusumally, James O’Brien, Shreekant Dhopte, Kelly D’Oria, Melinda Hanley, Olena Feltes, Nicole Pucci, Yasmin Maher, Tim & Sharon Grosso, Sabrina DeCarlo.

7. Minutes (Attachment)

Recommend approval of the following minutes:

September 19, 2018	Regular Minutes
September 19, 2018	Executive Minutes

Vote Section 7

8. Board of Education

Committee Reports

8A. Board Committee

<u>Committee</u>		<u>Meeting Dates</u>
Human Resources	Chair	prior to the January, May and September meetings
	Admin. Rep.	
Curriculum & Instruction	Chair	prior to the February, June and October meetings
	Admin. Rep.	
Finance	Chair	prior to the March, July and November meetings
	Admin. Rep.	
Student Services	Chair	prior to the April, August and December meetings
	Admin. Rep.	
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

8B. Superintendent's Report8B.1 Student Enrollment

Grade Levels	September 2018	October 2018	Net Change
Pre-School			
<i>Non-Tuition</i>	8	8	
<i>Preschool Disabled (non-tuition)</i>	5	5	
<i>Tuition</i>	15	15	
Kindergarten	105	100	-5
1st	94	94	
2nd	111	111	
3rd	103	102	-1
4th	107	106	-1
5th	111	112	+1
6th	124	123	-1
Total In-District	783	776	-7
Attending Out-of-District Schools	5	5	
Total	788	781	-7

9. Board Policy9A. First Reading of Revised/New Policies (Attachments) - Public

The following revised/new policies are being presented for the first reading:

Policy #3541.32	District Owned Vehicles
Policy #4151	Attendance Patterns - Regulation
Policy #6141	Curriculum Design and Development

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

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

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

Vote Section 9

10. Personnel10A. Approval of Bus Driver's and Part-Time Custodian 2018-2019 Hours and Salary

Recommend approval of Janet Haney to work as a bus driver and custodian as follows:

- July 1, 2018 - August 31, 2018: 4.5 hours per day (\$4,696.40) – bus / 3.5 hours per day (\$3,305.60) – custodian;
- September 1, 2018 – September 10, 2018: 6 hours per day (\$939.24) – bus / 2 hours per day (\$283.32) – custodian;
- September 11, 2018 – June 30, 2019: 8 hours per day from (\$40,491.68) – bus / 0.5 hours per day (\$3,435.74) – custodian

Total yearly salary is \$53,151.98. (Based on 2016-2017 salaries) As per the negotiated agreement.

10B. Approval of Bus Aide's 2018-2019 Hours and Salary

Recommend approval of Christine Forman to work as follows:

- September 1, 2018 through September 10, 2018: 5 hours per day at an hourly rate of \$15.94 (\$239.10).
- September 11, 2018 through June 30, 2019: 6 hours per day at an hourly rate of \$15.94 (\$17,119.56).

Total yearly salary is \$17,358.66. (Based on 2016-2017 salaries) As per the negotiated agreement.

10C. Approval of College Student to Observe Classroom Teacher

Recommend approval of Abigail Heltzman, 1st year education student attending Rowan College to observe a classroom teacher at Chesterfield School for one day.

10D. Approval of Substitutes

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

Rene Mans	Lunch/Recess Aide (pending background check)
Ana Bolognini	Lunch/Recess Aide (pending background check)
Pam Dahl	Bus Aide (retro to 10/10/18)
Sabrina Buscarnera	Bus Aide (retro to 10/12/18)
Sabrina Buscarnera	Teacher
Brendan Barca	Teacher (pending background check)

10E. Approval of Proctor for Kindergarten Cognitive Skills Testing

Recommend approval of the Carol Gibson to proctor up to four hours for kindergarten testing on October 16 & 18, 2018 at the hourly rate of \$11.50, Total \$46.00.

10F. Approval of Extra Time

Recommend 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>
Melissa Hillman	Missed prep periods due to CST meetings (9/26/18 , 10/2/18, 10/4 /18)	\$105.00
Jennifer O'Brien	Extra In-Service above contracted hours on 10/5/18	\$262.46

10G. Approval of Revision of Salary for Lunch/Recess Aide

Recommend approval of revision of salary due to number of hours worked for Mary Wolverton, lunch/recess aide for the 2018-2019 school year, 2.5 hours per day at \$11.53/hour = \$4,930.00. (She was originally approved September 19, 2018 to work 2 hours per day.)

10H. Approval of College Student to be Observed for Internship Requirements

Recommend approval of Quintara Tucker, paraprofessional to be observed by her supervisor for coursework requirements while studying to become a Board Certified Behavior Analyst (BCBA). Observations will be no more than 3 hours per month.

10I. Approval of Full Time Music Teacher Equivalent Adjustment

Recommend approval of FTE adjustment for Jennifer O'Brien, Music Teacher for the remainder of the 2018-2019 school year, October 12, 2018 through June 30, 2019 from 58.6% to 100% at MA+9 Step 6. Adjusted contract amount for October 12, 2018 through June 30, 2019 is \$49,390.67 (additional cost for the school year is \$15,735.67). As per negotiated agreement.

10J. Approval of NJPEPL Evaluation Tool

Recommend approval of the NJPEPL Evaluation Tool for the 2018-2019 school years.

10K. Approval of Library Aide and Adjustment of Lunch/Recess/Copy Aide Hours

Recommend approval of Vivian Cacace as library aide and to adjust her lunch/recess copy aide hours as follows:

- October 22, 2018 – June 30, 2018 to work as a library aide for 3 hours per day at an hourly rate of \$16.32 for a total of \$7,526.40. (Based on Paraprofessional salary guide Step 0 for 2016-2017. As per negotiated agreement.)
- October 22, 2018 – June 30, 2018 to work as a lunch/recess/copy aide for 2 hours per day at an hourly rate of \$15.23 for a total of \$4,628.48. Previously approved at the September 19, 2018 meeting to work 4 hours per day. (Based on 2016-2017 salary, per negotiated agreement.)

Vote Section 10

11. Curriculum & Instruction

11A. Approval of Field Trip

DATE	GRADE	REASON	DESTINATION
11/6/18	1 st	Trip connects with and enhances NGSS unit of study-exploring organisms.	Philadelphia Zoo

11B. Approval of the Three Year Technology Plan

Recommend approval of the three year technology plan.

Vote Section 11

12. Health & Safety

12A. Nurses Report – September (Attachment) - Public

12B. Emergency Drill Report (Attachment) - Public
 Fire Drill September 21, 2018
 Lock-down Drill September 27, 2018
 Fire Drill October 2, 2018

12C. Student Code of Conduct (Attachment) - Public

12D. H.I.B. Incidents

September Preliminary Approval:

There were no HIB incidents reported in September.

12E. 2017-2018 District/School HIB Self-Assessment (Attachment)

Mr. Mazzoni and Mrs. McNally will present the 2017-2018 HIB Self-Assessment.

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	Mileage	Funding
Laura Garofalo	BSI	Princeton, NJ	Wilson Foundations	2/4/2018	\$350.00	\$14.14	
Nicole DiMaiuta	G&T	Bordentown, NJ	Space Ex Meeting	10/19/2018	\$0.00	\$2.05	
Anthony Calandrillo	Director of Special Services	Cherryhill/Voorhes, NJ	Co Teaching Conference	12/5&6/2018	\$449.00	\$0.00	

13B. Approval of AForce Consulting Services (Attachment)

Recommend approval of AForce Consulting Services to provide professional development training and consulting services for the 2018-2019 school year: not to exceed \$5,000.00 to paid for by Title I funding.

Vote Section 13

14. Transportation

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

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 approval of the following financial reports for the month of August 2018:

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

Recommend the following financial approvals for September 2018:

- Expenditures - Approval and ratification of Expenditures for September.

15B. Approval of Florence Township Board of Education Student Tuition Contract (Attachment)

Recommend approval of the attached 2018-2019 Special Education Tuition agreement between the Florence Township Board of Education and Chesterfield School District for SID# 8514034180 effective September 11, 2018 through June 20, 2019, in the amount of \$44,900.00 for Special Education and \$6,009.28 for Special Services.

15C. Approval of Executive Functioning Skills Training Agreement (Attachment)

Recommend approval of the agreement for Executive Functioning Skills Training between Burlington County Special Services School District and Chesterfield Township School District effective October 1, 2018 through the end of the 2018-2019 school year.

15D. Approval of Budget Calendar for the 2018- 2019 Budget (Attachment)

Recommend approval of the budget calendar for the 2018-2019 school year.

15E. Approval of SEMI Waiver (Attachment)

Recommend approval of the SEMI Waiver for the 2018-2019 school year.

15F. Approval to Amend Resolution to Approve Transfer of 2017-2018 Year Surplus to Reserve
 WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a board of education to establish and/or deposit into certain reserve accounts at year end; and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution; and

WHEREAS, the Chesterfield Township Board of Education wishes to deposit current year surplus, if available, into the Capital Reserve Account or the Maintenance Reserve Account, at year end; and

WHEREAS, the Chesterfield Township Board of Education has determined that a combined total of up to \$500,000 may be transferred to the Maintenance Reserve Account, if surplus is available and it is determined to be financially beneficial to the district; be it therefore

RESOLVED, that the Board of Education authorize the Business Administrator/Board Secretary to make the determination and act upon transferring the surplus funds, consistent with all applicable laws and regulations.

Vote Section 15

16. Other Business

17. Facilities Update/Information

17A. Supervisor of Building & Grounds Report - Robert Carter (Attachment) - Public

17B. Health & Safety Evaluation of School Buildings Checklist (Attachment)
 Recommend approval of the Health & Safety Evaluation of School Buildings for the 2018-2019 school year.

17C. School Dude Report (Attachment) - Public
 The work order and incident reports for September from the School Dude software are attached.

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

17E. 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
FVL 2019	Cafeteria	Dance	11/02/18
FVL 2019	Atrium	Candle Fundraiser Pick up	One evening the week of Nov 12 th – Date TBD
Cub Scouts Pack 55	Cafeteria	Meeting	11/29/18
PTA	Cafeteria	Dance	1/18/19 Snow Make-up Date 1/25/19
PTA	Cafeteria	Canvas Painting Night	2/22/19
PTA	Cafeteria	Popcorn & PJ Bingo	3/1/19
PTA	Cafeteria	Adult Blingo	5/10/19
PTA	Gym & Restrooms	Carnival	6/8/19
PTA	Atrium	Fall Book Fair	10/22-10/26/18
PTA	Atrium	Holiday Shop	12/3-12/7/18

CPEF	One Parking Spot	Fall Clothing Drive	11/2-11/4/18
CPEF	One Parking Spot	Spring Clothing Drive	3/23-3/25/19
Champions	Classrooms	Clubs	11/27-12/20/18 Actual dates - TBD
CTAA	Gym	Student Basketball Evaluations	11/12/18 11/13/18
CTAA	Media Center	Basketball Draft Night	11/19/18
CTAA Basketball	Gym and Cafeteria	Youth Basketball Practices and Games	11/26/18 through 3/16/19 Monday – Friday 6:00-9:00 p.m. Saturdays 9:00 – 2:00 p.m. Dates according to blackout calendar. Days the school is closed the building is not used. Both rooms are not always available.
CTAA	Room TBD	Basketball Pictures	1/3/19
Girl Scout Troop #21559	Art Room	Troop Meetings for 2018/2019	November meeting TBD, 12/5, 12/19, 1/2, 1/16, 2/13, 2/27, 3/13, 3/27, 4/10, 5/8, 5/22, 6/5

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