

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, August 30, 2017
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 two minutes and one visit to the podium. 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. Peggy Hallion, Vice President
Mrs. Laura Bond
Dr. Terran Brown
Mr. John Probasco

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 11, 2017:

- 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:

September 27, 2017 Regular Monthly Meeting

School District Important Dates

August 31, 2017	New Teacher Orientation
August 31, 2017	New Student Orientation
September 5 & 6, 2017	Staff In-Service Days
September 7, 2017	Opening Day for Students
September 12, 2017	PTA General Meeting
September 13, 2017	CPEF Monthly Meeting
September 14, 2017	Early Dismissal – Back to School Night
September 15, 2017	PTA Family 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 two minutes and one visit to the podium. 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

PTA 2017-2018 Officers

Stacy Cassidy President

Rebecca Polito	Vice President
Kelly Spinner	Vice President
Brittany Temple	Treasurer
Kim Hutchinson	Secretary

5B. Chesterfield Public Education Fund

CPEF 2017-2018 Officers

Carol Cooper-Braun	President
Sheri Friends	Vice President
Kelley Johnson	Secretary
James Murray	Treasurer

5B.1 CPEF Grant Request (Attachment)

Recommend approval of the following grant:

Joan Mueller, Kindergarten teacher is requesting the following two items: Area carpet with color blocks \$169.97 and a student mail center \$139.99. Total grant amount: \$309.96.

Vote Section 5B.1

6. Correspondence (Attachment)

Letter dated August 24, 2017, to Mr. Heino from Jennifer Cirillo, 2nd Grade Teacher, confirming end of her maternity leave of absence through November 8, 2017.

Letter dated July 19, 2017, to Mr. Heino from Allan Forsyth, 3rd Grade Teacher, requesting paternity leave of absence effective on or about October 4, 2017.

Letter dated July 26, 2017, to Mr. Heino from the CAEA, requesting the Board of Education to voluntarily accept the Chesterfield Administrative Educational Association.

Letter dated August 21, 2017, to Mr. Heino from Diana Thompson, Speech Language Specialist, resigning from her position.

Letter dated August 22, 2017, to Mr. Heino from Wendi Sheridan, LDTC regarding completion of graduate credits and movement on salary guide.

Letter dated August 28, 2017, to Mr. Shah and members of the Board of Education from Jackie and Andrew Halaw, requesting a technology security update.

Letter dated August 29, 2017, to Mr. Heino from Kelly D’Oria, regarding several concerns.

7. Minutes (Attachment)

Recommend approval of the following minutes:

July 19, 2017	Regular Minutes
July 19, 2017	Executive Minutes

Vote Section 7

8. Board of Education

Committee Reports

8B. Board Committee/Superintendent Reports

8B.1 New Jersey School Boards Association - Presentation by Jesse Adams, Field Representative

<u>Committee</u>			<u>Meeting Dates</u>
Human Resources	Chair	Peggy Hallion Terran Brown	prior to the January, May and September meetings
Curriculum & Instruction	Admin. Rep.	Mike Mazzoni	prior to the February, June and October meetings
	Chair	Laura Bond Jignesh Shah	
Finance	Admin. Rep.	Jeanine May-Sivieri	prior to the March, July and November meetings
	Chair	Jignesh Shah Peggy Hallion	
	Admin. Rep.	Patrick Pisano	
Student Services	Chair	Terran Brown John Probasco	prior to the April, August and December meetings
	Admin. Rep.	Anthony Calandrillo	
BURLCO School Boards Association Executive Committee Delegate:			Terran Brown
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

8C. Superintendent's Report

8C.1 Presentation of the 2017-2018 District Goals

8C.2 Continuation of State Aid Discussion

8C.3 Board Docs Discussion

8C.4 Student Enrollment

*August 2017 tentative enrollment figures are based off the rollover of the 2016-2017 school year to the 2017-2018 school year.

Grade Levels	July 2017	*August 2017	Net Change
Pre-School			
<i>Non-Tuition</i>	10	9	-1
<i>Preschool Disabled (non-tuition)</i>	4	6	+2
<i>Tuition</i>	16	15	-1
Kindergarten	86	89	+3
1st	103	104	+1
2nd	102	105	+3
3rd	101	103	+2
4th	116	115	-1
5th	118	122	+4
6th	92	90	-2
Total In-District	748	758	+10
Attending Out-of-District Schools	3	3	
Total	751	761	+10

8D. NJ Department of Education Update

9. Board Policy

9A. First Reading of Revised Policies (Attachments)

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

Policy #3542.2	School Meal Program Arrears
Policy #4111	Recruitment, Selection and Hiring
Policy #4111.1/4211.1	Nondiscrimination/Affirmative Action
Policy #4112.2	Certification
Policy #4112.4/4212.4	Employee Health
Policy #4112.6/4212.6	Personnel Records

9B. Second Reading of Revised Policies (Attachments)

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

Policy #1120	Board of Education Meetings
Policy #1410	Local Units
Policy #2131	Superintendent
Policy #2224	Nondiscrimination/Affirmative Action
Policy #2240	Research, Evaluation and Planning
Policy #2255	Action Planning for State Monitoring NJQSAC New Jersey Quality Single Accountability Continuum
Policy #3100	Budget Planning, Preparation and Adoption
Policy #3510	Operation and Maintenance of Plant
Policy #3515	Smoking Prohibition
Policy #3542.1	Wellness and Nutrition

VOTE Section 9

10. Personnel

10A. Approval of Maternity Leave of Absence End Date

Recommend approval of end date of maternity leave of absence for Jennifer Cirillo, through November 8, 2017.

10B. Approval of Paternity Leave of Absence

Recommend approval of paternity leave of absence for Allan Forsyth commencing on or about October 4, 2017, and lasting for four weeks.

10C. Approval of Lunch/Recess Aides for 2017-2018

Recommend approval of the following lunch/recess aides for the 2017-2018 school year:

Sabrina Buscarnera	\$11.00 per hour
Theresa Basile	\$11.00 per hour

10D. 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 2017-2018 school year.

10E. Approval of Substitutes for 2017-2018

Recommend approval of the following substitutes for the 2017-2018 school year:

Christine Alpin	Teacher
Tara Bobal	Teacher (pending background check)
Christina Cavallo	Teacher
Nicole Pucci	Teacher
Tianna Tucker	Teacher

Michael Baber	Sub Custodian
Jade DeLong	Lunch/Recess Aide
Gina Shandilya	Lunch/Recess Aide
Tina Tucker	Lunch/Recess Aide (pending background check)

10F. 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 July 27, 2017 and August 2, 2017.

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

Substitute Aide	# of hours	Total amount
DeLong, Jade	3	\$31.50
Petro-Raymond, Michelle	6	\$66.00
Plummer, Lisa	3	\$33.00
Tucker, Tina	3	\$31.50

Staff Member	# of hours	Total amount
Afreen, Shagufta*	4	\$44.88
Basile, Theresa*	1	\$11.00
Blauth, Robin	3	\$43.89
Buscarnera, Sabrina*	4	\$44.00
Cacace, Vivian	6	\$90.84
Case, Colleen*	3.5	\$42.56
D'Oria, Kelly*	4	\$44.88
Guiadeen, Nadira*	1	\$11.00
Kaur, Jaisbeer*	1	\$12.61
Kurlander, Marianne*	3.5	\$44.14
Marino, Janet*	3.5	\$41.44
Nylander, Gloria*	4	\$48.64
Zellweger, Nicole*	0.5	\$5.61

10I. Approval of Character Education Committee

1. Recommend approval of the following personnel as Character Education Committee Members:

Bethann Molesky	Lori Christensen
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2. Recommend approval of the following personnel to work on the Character Education Curriculum for the 2017-2018 school year. Two staff members @ 5 hours each, \$52/hour, per negotiated agreement: (Total \$520.00)

Danielle Christiansen	Judy Schwartz
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10J. Approval of AForce Consulting Services (Attachment)

Recommend approval of AForce Consulting Services as Learning Consultant for three students at \$175.00 per hour for 3-5 hours per week for the 2017-2018 school year.

10K. Approval to Accept the Chesterfield Administrative Educational Association (CAEA)

Recommend approval for the Board of Education to voluntarily accept the Chesterfield Administrative Educational Association (CAEA) as the administrative bargaining unit for Chesterfield Township School District.

10L. Approval of Literacy Curriculum Discussion

Recommend approval of the following personnel to review the 6th grade literacy curriculum for the 2017-2018 school year. Four staff members @ 3 hours each, \$52/hour, per the negotiated agreement: (Total \$624.00)

Sharon Angelucci	Valerie Lydon
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10M. Approval of Special Education Teacher

Recommend approval of Megan Iannuzzi as Special Education Teacher for the 2017-2018 school year at MA Step 4 - \$55,931.00, as per negotiated agreement.

10N. Approval of Basic Skills/G&T Teacher

Recommend approval of Nicole DiMaiuta as Basic Skills/G&T Teacher for the 2017-2018 school year at BA Step 1 - \$52,931.00, as per negotiated agreement. Her salary will be prorated as Basic Skills (25%) and G&T (75%).

10O. Approval of Interim Resource Teacher

Recommend approval of Nicole Decker as Interim Resource Teacher (Jessica Davern) for the 2017-2018 school year at the per diem rate of \$80 for days 1-5 (commencing with New Teacher Orientation Days - August 21 & 31), \$85 for days 6-20, and \$264.66 (BA Step 1-2) for days 21-187 at a cost of \$45,873.22.

10P. Approval of Interim First Grade Teacher

Recommend approval of Jennifer Maicher as Interim First Grade Teacher (Melissa Berger) commencing September 5, 2017, through December 4, 2017, at the per diem rate of \$80 for days 1-5 (commencing with New Teacher Orientation Days – August 21 & 31) , \$85 for days 6-20, and \$264.66 (BA Step 1-2) for days 21- 62 at a cost of \$12,790.72.

10Q. Approval of Interim Second Grade Teachers

1. Recommend approval of Caroline Conroy as Interim Second Grade Teacher (Jennifer Cirillo) commencing September 5, 2017, through November 21, 2017, at the per diem rate of \$80 for days 1-5 (commencing with New Teacher Orientation Day – August 31) , \$85 for days 6-20, and \$264.66 (BA Step 1-2) for days 21- 54 at a cost of \$10,673.44.

2. Recommend approval of Nicole Pucci as Interim Second Grade Teacher (Anne Lawrence) commencing approximately September 22, 2017, through March 29, 2018, at the per diem rate of \$80 for days 1-5 (including New Teacher Orientation Days – August 21 & 31), \$85 for days 6-20, and \$264.66 (BA Step 1-2) for days 21- 123 at a cost of \$28,934.98.

10R. Approval of Additional Hours for Science Curriculum Committee Member

Recommend approval of additional hours for science curriculum writing for the 2017-2018 school year.

K – 5th Grade Science Curriculum – 6 staff members @ up to 2 additional hours, @ \$52/hour, per negotiated agreement: (Total \$624.00)

6th Grade Science Curriculum – 3 staff members @ 3 additional hours each, \$52/hour, per negotiated agreement: (Total \$468.00)

10S. Approval of Additional Hours for Report Card Committee

Recommend approval of additional hours for personnel to work on the standards based report card for grades K – 4 for the 2017-2018 school year.

Report Card Committee – 5 Staff members @ 2 hours each, \$52/hour, per negotiated agreement: (Total \$520.00)

10T. Approval of Resignation

Recommend approval of the resignation of Diana Thompson, Speech Language Specialist.

10U. Approval of Speech Language Specialist

Recommend approval of Kimberly Barca as Speech Language Specialist for the 2017-2018 school year at MA Step 11, as per negotiated agreement. Salary to be determined based on start date.

11. Curriculum & Instruction

11A. Summer Curriculum Update
Presented by Jeanine May-Sivieri

11B. Approval of Therapy Dogs
Recommend approval to have therapy dogs visit specific classrooms for LAL support.

11C. Approval of OutReach Consultation Services (Attachment)
Recommend approval of OutReach consultation services through the Carbone Clinic for the 2017-2018 school year.

Vote Section 11

12. Health & Safety

12A. Nurses Report – none

12B. Emergency Drill Report – none

12C. Adoption of the Emergency Management Plan: August 2017 (Attachment)
Recommend approval of the revised and updated plan.

Vote Section 12

13. Staff Professional Development

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District	
					Reg. Fee	Mileage
Patrick Pisano	Business Administrator/Board Secretary	Robbinsville, NJ	NJASBO Academy Programs 2017- 2018	10/3,11/2, 11/29, 1/9, 3/6, 5/16	\$200.00	\$40.56

14. Transportation

14A. Approval of 2017-2018 Transportation Route - Bus 12 (Attachment)

14B. Approval of 2017-2018 Northern Burlington Regional Joint Transportation Routes (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 (Attachment)

Recommend the following revised 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.
- Additional June Transfers #120 to #134 for the 2016-2017 school year

The following revised reports for June are attached:

- Budget Report
- Revenue Report
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

15B. Approval of Agreement with Burlington County Special Services (Attachment)

Recommend approval to enter into a shared services agreement with Burlington County Special Services for the 2017 -2018 school year for:

Professional Services (PSA)
Non Public Chapters 192/193
Non Public Nursing Services
Non Public IDEA Grant Allocation

15C. Approval of Submission of the Child Nutrition Program Application

Recommend approval to submit the Child Nutrition Program Application for the 2017 -2018 school year.

15D. Approval of Temporary Purchasing Agent (QPA)

Recommend approval of Patrick Pisano as Temporary Purchasing Agent (QPA) following Harold E. O'Neil, Jr. during the term of the appointment, a contracting unit's bid threshold may remain at the maximum amount allowed. Local Finance Notices 2011-15, and 2011-16.

15E. Approval of IDEA Grant Application (Attachment)

Approve the IDEA Grant application for the 2017-2018 school year as follows:

IDEA Grant	\$130,239
IDEA Pre-School	<u>5,974</u>
Total	\$136,213

15F. Approval to Dispose of Copy Machines (Attachment)

Recommend approval to dispose of the attached list of old copy machines.

15G. Approval to Use GovDeals

Recommend approval to use GovDeals.com for the purpose of selling the old copy machines.

15J. Approval of Champions Before and After School Program Agreement (Attachment)

Recommend approval of the Champions Before and After School Program Agreement for the 2017-2018 school year.

Vote Section 15

16. Other Business

17. Facilities Update/Information

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

17B. School Dude Report (Attachment)

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

17C. Solar Renewable Energy Credits Analysis (Attachment)

17C.1 Approval of Sale of SREC Credits

17D. Use of Facilities

Recommend the approval of the following use of facilities for the 2017-2018 school year :

Name Of Organization	Facility requested	Description of Activity	Date
Champions	Cafeteria, Media Center, Gym	Before & After School Program	9/7/17 – 6/19/18 Daily based on the School Calendar
PTA	Use of Building Restrooms	Family Movie Night & Food Trucks	9/1/17
PTA	Cafeteria	Welcome Back Teacher Luncheon	9/6/17
PTA	Cafeteria 9/12 Media Center 1/9 & 5/8	General Meetings 2017-2018	9/12, 1/9, 5/8
PTA CPEF Girl Scouts CTAA CTAASA Cub Scouts NutriServe	Cafeteria or Gym	Back to School Night	9/14/17
PTA	Media Center	Executive Meetings 2017-2018	10/10,11/14, 2/13, 3/13, 4/10
PTA	Atrium	Harvest Party Room Parent Sign In	10/31/17
PTA	Atrium	Holiday Shop	12/4/17-12/8/17
PTA	Cafeteria	Cookies with Santa	12/14/17
PTA	Atrium	Holiday Party Room Parent Sign In	12/22/17
PTA	Cafeteria	Snow Ball Dance	1/19/18 1/26/18 (Make Up Date)
PTA	Cafeteria	Popcorn & Pajama Family Bingo	3/16/18
PTA	Cafeteria	Adult Blingo	4/20/18

PTA	Gym & Restrooms	Carnival	6/9/18
PTA	Atrium	Last Day of School Party Room Parent Sign In	Last day of school
FVL Committee	Outside Main Entrance	Soft Pretzel Sale	9/15, 9/22, 9/29, 10/13, 10/20, 10/27
FVL Committee	Parking Lot	Rangoli Art Display	9/17/17
CPEF	Media Center Art Room 1/3/18	Monthly Meetings 2017-2018	9/17, 10/4, 11/1, 12/6, 1/3, 2/7, 3/7, 4/11, 5/2, 6/6
CPEF	Gym/Restrooms	5 th Annual 5K Set Up & 5K	4/13/18 & 4/14/18
CPEF	Classrooms	Fall Clubs 2017	10/2, 10/16, 10/23, 10/30, 11/6 10/4, 10/11, 10/18, 10/25, 11/1 10/5, 10/12, 10/19, 10/26, 11/2
CPEF	Classrooms	Spring Clubs 2018	4/23, 4/30, 5/7, 5/14, 5/21 4/25, 5/2, 5/9, 5/16, 5/23 4/26, 5/3, 5/10, 5/17, 5/24
CPEF	Computer Lab	Newspaper Club 2017-2018	Fall - 10/11, 10/18, 10/25, 11/1, 11/8, 11/15 Winter - 2/14, 2/21, 2/28, 3/7, 3/14, 3/21 Spring - 4/25, 5/2, 5/9, 5/16, 5/23, 5/30
Child Evangelism Fellowship of NJ	Media Center	Good News Club Fall 2017	9/26, 10/3, 10/10, 10/17
Girl Scouts Troop 21354	Art Room	Troop Meetings for 2017-2018	9/15, 10/20, 11/3, 12/1, 12/15, 1/5, 1/19, 2/2, 3/16, 4/13, 5/4, 5/18, 6/1
CTAASA	Outside Basketball Court	Dialed Action Sports Team	9/27/17

Vote Section 17

18. Other Public Comments

19. 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:

Personnel

RESOLVED, that the aforesated 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 19

20. Motion to Return to Public Session

Vote Section 20

21. Motion to Adjourn

Vote Section 21