

Chesterfield Township Board of Education

Presentation Meeting 7:00 p.m.

Regular Meeting 7:40 p.m.

Wednesday, October 4, 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 **presentation** meeting of the Chesterfield Township Board of Education.

1. Call To Order

Roll Call

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

1A. BoardDocs Presentation

Laura Vautour will present on the use of BoardDocs through a webinar.

1B. Motion to Adjourn

**VOTE Section 1B**

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 **October 2, 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

October 18, 2017 Regular Monthly Meeting

School District Important Dates

October 5, 2017 Mid-Marking Period Advisory Reports on-line  
October 6, 2017 School Closed – Staff In-Service

October 9, 2017	School Closed – Columbus Day
October 10, 2017	PTA Board Meeting
October 11, 2017	CPEF Meeting
October 11, 2017	Picture Day

4. Nutri-Serve Food Management Presentation

Kristen Mueller, Registered Dietician and Sharon McLoone, Operations Manager

5. 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.

6. School Community Partnerships

6A. Chesterfield PTA

6B. Chesterfield Public Education Fund

6B.1 CPEF Grant Request (Attachment)

Recommend approval of the following grant:

Valeria Lydon requesting 100 student subscriptions to Scholastic’s SCOPE, a language arts periodical for all sixth grade students. Cost \$1,098.90.

Vote Section 6

7. Correspondence (Attachment)

Letter dated September 13, 2017, to Mr. Mazzoni from Jaisbeer Kaur, Lunch/Recess Aide, regarding her resignation effective September 27, 2017.

Letter dated September 26, 2017, to Mr. Mazzoni from Nadira Guiadeen, Lunch/Recess Aide, regarding her resignation effective September 29, 2017.

Letter dated September 26, 2017, to the Chesterfield Board of Education from Jackie Halaw, regarding agenda attachments.

Letter dated September 29, 2017, to Mr. Heino, Mr. Mazzoni, and the Board of Education, from Melissa Berger, First Grade Teacher, regarding her maternity leave of absence.

Letter dated September 27, 2017, to the Chesterfield Board of Education from Kristin Goldmacher, regarding cancellation of Board meeting.

Letter dated October 3, 2017, to the Chesterfield Board of Education from Melody Lloyd, regarding her concern for an agenda item.

8. Minutes (Attachment)

Recommend approval of the following minutes:

August 30, 2017	Regular Minutes
August 30, 2017	Executive Minutes

Vote Section 8

9. Board of Education

9A. Board Committee

<u>Committee</u>			<u>Meeting Dates</u>
Human Resources	Chair	Peggy Hallion Terran Brown	prior to the January, May and September meetings
	Admin. Rep.	Mike Mazzone	
Curriculum & Instruction	Chair	Laura Bond Jignesh Shah	prior to the February, June and October meetings
	Admin. Rep.	Jeanine May-Sivieri	
Finance	Chair	Jignesh Shah Peggy Hallion	prior to the March, July and November meetings
	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: 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

9B. New Jersey School Boards Annual Conference

9B.1 Approval of Board Members to attend Atlantic City Workshop

Recommend the adoption of a resolution approving school board members Jignesh Shah, Peggy Hallion, Laura Bond, Terran Brown, John Probasco to attend the New Jersey School Board Annual Conference (2017 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.

9B.2 Approval of Administrators to attend Atlantic City Workshop

Recommend the adoption of a resolution approving school administrators, Scott Heino and Patrick Pisano, and school supervisor of building & grounds, Robert Carter to attend the New Jersey School Board Annual Conference (2017 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.

9C. Superintendent's Report

9C.1 Student Enrollment

<b>Grade Levels</b>	<b>August 2017</b>	<b>September 2017</b>	<b>Net Change</b>
<b>Pre-School</b>			
<i>Non-Tuition</i>	<b>9</b>	<b>9</b>	<b>0</b>
<i>Preschool Disabled (non-tuition)</i>	<b>7</b>	<b>7</b>	<b>0</b>
<i>Tuition</i>	<b>15</b>	<b>15</b>	<b>0</b>
<b>Kindergarten</b>	<b>89</b>	<b>88</b>	<b>-1</b>

1 <sup>st</sup>	104	103	-1
2 <sup>nd</sup>	105	103	-2
3 <sup>rd</sup>	103	103	
4 <sup>th</sup>	115	112	-3
5 <sup>th</sup>	122	121	-1
6 <sup>th</sup>	90	91	+1
<b>Total In-District</b>	<b>759</b>	<b>752</b>	<b>-7</b>
<b>Attending Out-of-District Schools</b>	<b>3</b>	<b>3</b>	
<b>Total</b>	<b>762</b>	<b>755</b>	<b>-7</b>

9D. Approval to Mentor (Attachments)

Recommend approval of Alice Thompson from Caldwell University as an administrative intern under the direction and in cooperation with Scott Heino, Superintendent from September 28, 2017 through December 8, 2017 for a total of 150 hours.

9E. NJ Department of Education Update

Vote Section 9

10. Board Policy

10A. First Reading of Revised Policies (Attachments)

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

Policy #4113/4213	Assignment; Transfer
Policy #4119.23/4219.23	Employee Substance Abuse
Policy #4131/4131.1	Staff Development, In-service Education/Visitation/Conferences
Policy #4151.10/4251.10	Family Leave and Medical Leave - Procedures for Military Family Leave
Policy #1312	Community Complaints and Inquires
Policy #9130	Committees

10B. Second Reading of Revised Policies (Attachments)

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

Policy #1120	Board of Education Meetings
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

VOTE Section 10

11. Personnel

11A. Approval to Rescind and Cancel Superintendent's Contract

Recommend approval to rescind and cancel the contract (July 1, 2014 through June 30, 2018) with Scott Heino, Superintendent, effective June 30, 2017.

11B. Approval to Accept Superintendent's Contract (Attachments)

Recommend to approve the contract for Scott Heino, Superintendent, for the period of July 1, 2017 through June 30,

2022 with a salary of \$145,000 for the 2017-2018 school year, as attached and upon approval by the Interim Executive County Superintendent of Schools.

11C. Approval of Bus Driver's and Part-Time Custodian 2017-2018 Hours and Salary

Recommend approval of Janet Haney to work as a bus driver 5 hours per day from July 1, 2017 - August 31, 2017 (\$5,218) and 6 hours per day from September 1, 2017 – June 30, 2017 (\$31,308). Her custodial hours are 3 hours per day July 1, 2017 – August 31, 2017 (\$2,833) and 2 hours per day from September 1, 2017 – June 30, 2017 (\$9,444). Total yearly salary is \$48,803 for an 8 hour day. (Based on 2016-2017 salaries) As per the negotiated agreement.

11D. Approval of Bus Aide's 2017-2018 Hours and Salary

Recommend approval of Christine Forman to work 5 hours per day from September 1, 2017 through June 30, 2018 at an hourly rate of \$15.94 – total \$14,505. (Based on 2016-2017 salaries) As per the negotiated agreement.

11E. Approval of Resignation

Recommend approval of the resignation of Jaisbeer Kaur, lunchroom/recess aide, effective September 27, 2017.

11F. Approval of Substitutes

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

Tanya Martindale	Teacher
Padma Bethapudi	Teacher
Michael Morawa	Custodian (retroactive to September 15, 2017)
Adam Canadate	Custodian (pending background clearance)
Mary Wolverton	Lunch/Recess Aide (retroactive to September 7, 2017)
Jaisbeer Kaur	Lunch/Recess Aide
Lindsay Lawrence	Bus Aide

11G. Approval to Adjust Start Date and Salary for Interim Second Grade Teacher

Recommend approval of Nicole Pucci as Interim Second Grade Teacher (Anne Lawrence) commencing on September 5, 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- 136 at a cost of \$32,375.56.

11H. 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 17 & 18, 2017 at their hourly rate.

Carol Gibson	4hrs@ \$11.50 = \$46.00
Sabrina Buscarnera	4hrs@ \$11.00 = \$44.00
Kelly D'Oria	4hrs@ \$11.22 = \$44.88
Shagufta Afreen	4hrs@ \$11.22 = \$44.88
Mary Wolverton	4hrs@ \$11.50 = \$46.00

11I. Approval of Resignation

Recommend approval of the resignation of Nadria Guiadeen, Lunchroom/Recess Aide, effective September 29, 2017.

11J. Approval of Interim Third Grade Teacher

Recommend approval of Jennifer Molnar as Interim Third Grade Teacher (Allan Forsyth) commencing on or about October 4, 2017 for 4 weeks, at a per diem rate of \$264.66 (BA Step 1-2) at a cost of \$5,293.20.

11K. Approval of Mentor

Recommend approval of Antoinette DiEleuterio as a mentor for Nicole DiMaiuta for the 2017-2018 school year at an annual stipend of \$550.00.

Vote Section 11

12. Curriculum & Instruction

12A. Mentor Program (Attachment)  
 Recommend approval of the 2017-2018 Mentor Program.

12B. L.E.A.D. Program - Informational  
 Officer Kevin will commence the Law Enforcement Against Drugs (L.E.A.D.) program for our sixth grade students in October 2017.

12C. Approval of Field Trip  
 Recommend approval of the following field trip for:

Preschool	October 23, 2017	Full Day, AM, & PM Pre School Classes	Oasis Family Farm, Robbinsville, NJ
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Vote Section 12

13. Health & Safety

13A. Nurses Report – no report for August

13B. Approval of the 2017-2018 Nursing Services Plan (Attachment)  
 Recommend approval of the 2017-2018 Chesterfield Township School Nursing Services Plan.

13C. Emergency Drill Report (Attachment)

Fire Drill                                      September 28, 2017  
 Lock-Down Drill                                September 29, 2017

13D. Student Code of Conduct - no report for August

13E. H.I.B. Incidents – no report for August

13F. 2016-2017 District/School HIB Self-Assessment (Attachment)

Vote Section 13

14. Staff Professional Development

14A. 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	2017 NJSBA Convention	10/23-10/26/2017	***	\$192.00	\$44.02	\$297.00
Patrick Pisano	BA	Atlantic City, NJ	2017 NJSBA Convention	10/23-10/26/2017	***	\$192.00	\$44.02	\$297.00
Jignesh Shah	BOE President	Atlantic City, NJ	2017 NJSBA Convention	10/23-10/26/2017	***	\$192.00	\$44.02	\$297.00
Terran Brown	BOE Member	Atlantic City, NJ	2017 NJSBA Convention	10/23-10/26/2017	***	\$192.00	\$44.02	\$297.00

Laura Bond	BOE Member	Atlantic City, NJ	2017 NJSBA Convention	10/23-10/26/2017	***	\$192.00	\$44.02	\$297.00
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\*\*\* = 2017 ATLANTIC CITY CONVENTION WAS BASED ON GROUP REGISTRATION FEE \$1,400.00

\*\* = Not to exceed the approved amount.

**Vote Section 14**

15. Transportation

16. 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.

16A. Financial Approvals (Attachments)

Recommend the following revised financial approvals for the month of June 2017:

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

Recommend the following financial approvals for July 2017:

- 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: #001 to #015
- Budget Report
- Revenue Report
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

16B. Approval of the Submission of the ESSA (NCLB) Grant Application

Recommend approval to submit the ESSA (NCLB) grant application for the 2017-2018.



16C. Approval of Interlocal Services Agreement – Millstone Township (Attachment)  
 Recommend approval of the Interlocal Services Agreement for the 2017-2018 school year between Chesterfield Township Board of Education and Millstone Township for Maintenance and Electric and HVAC Services.

16D. Approval of CM3 Services Agreement (Attachment)  
 Recommend approval of CM3 Building Solutions, Inc. Support Services Agreement, September 1, 2017 through August 31, 2018.

16E. Approval of PCDI Student Tuition Contract (Attachment)  
 Recommend approval of the attached tuition contract with Princeton Child Development Institute (PCDI) for SID# 7217247731 effective July 1, 2017 through October 17, 2017 at the per diem rate of \$575.00 for a total of \$34,500.00.

16F. Approval of BCSSSD Student Tuition Contract (Attachment)  
 Recommend approval of the attached 2017-2018 tuition contract with Burlington County Special Services School District (BCSSSD) for SID# 7217744064 effective September 6, 2017 through June 19, 2018, in the amount of \$47,791.00.

16G. Approval of Resolution (Attachment)  
 Recommend approval as follows:

CHESTERFIELD SCHOOL DISTRICT BOARD OF EDUCATION  
 RESOLUTION AUTHORIZING SETTLEMENT WITH Family and Student ID #5758068752 PURSUANT TO  
 N.J.A.C.6A:3-1.13(d)

October 4, 2017

WHEREAS, N.J.A.C 6A:3-1.13(d) requires that a Board of Education provide a resolution authorizing settlement indicating that the district board of education has consented to the terms of the settlement;

BE IT RESOLVED, that the Board hereby consents to settlement with Family and Student Identification Number 5758068752 pursuant to the terms of the Release and Settlement Agreement attached hereto and authorizes the Board of Education President, Mr. Jingsh Shah to execute the Agreement on behalf of the Board.

16H. Approval of The Newgrange School of Princeton, Inc. Student Tuition Contract (Attachment)  
 Recommend approval of the attached 2017-2018 tuition contract with The Newgrange School of Princeton, Inc. for SID# 5758068752 effective September 29, 2017 at a per diem rate of \$332.55 through June, total tentative tuition charge for 169 days will be \$56,200.95.

Vote Section 16

17. Other Business

18. Facilities Update/Information

18A. Supervisor of Building & Grounds Report - Robert Carter (Attachment)

18B. School Dude Report (Attachment)  
 The work order and incident reports for August from the School Dude software are attached.

18C. Solar Renewable Energy Credits Analysis (Attachment)

18D. 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
Hindi USA	Cafe	Cultural Event	9/29/2017
Chesterfield Township	Restrooms	Harvest Festival	10/7/2017

Girl Scout Troop #25013	Art Room	Troop Meetings	10/16, 10/30, 11/13, 11/27, 12/11, 1/8, 1/22, 2/5, 2/16, 3/16, 3/26, 4/9, 4/23, 5/7, 5/21, 6/4, 6/11
Girl Scout Troop #21559	Art Room	Troop Meetings	10/4, 10/18, 11/1, 11/15, 11/29, 12/13, 1/10, 1/24, 2/21, 3/7, 3/21, 4/18, 5/2, 5/16, 5/30
Cub Scout Pack 55	Cafeteria	Pack Meetings	10/12, 12/11, 4/9
Cub Scout Pack 55	Cafeteria	Blue & Gold Banquet	2/8/18
PTA	Atrium	Evening Scholastic Book Fair	10/23 & 10/24

Vote Section 18

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:

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 19

20. Motion to Return to Public Session

Vote Section 20

21. Other Public Comments

22. Motion to Adjourn

Vote Section 22