

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, July 19, 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.

2B. Appoint Acting Board Secretary

Recommend approval of motion to appoint Harold E. O'Neil, Jr. as Acting Board Secretary for this meeting.

Vote Section 2B

3. Meeting Information/Important Dates

September 5-6, 2017 Staff In-Service Days
September 7, 2017 Opening Day for Students
September 14, 2017 Back to School Night

Board of Education Important Dates:

August 30, 2017 Regular Monthly Meeting

School District Important Dates – none to report

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

5B. Chesterfield Public Education Fund

6. Correspondence (Attachment)

Letter dated June 9, 2017, to Mr. Heino from Jessica Davern, Resource Teacher, regarding her maternity leave of absence effective September 1, 2017 through January 1, 2019.

Letter dated June 13, 2017, to the Board of Education from Margaret Russell, Lunch/Recess Aide, resigning from her position for the 2017-2018 school year.

Letter dated June 14, 2017, to the Board of Education from Bina Joshi, Lunch/Recess Aide, resigning from her position for the 2017-2018 school year.

Letter dated June 14, 2017, to the Mr. Heino from Brianna Pellecchia, Special Education Teacher, resigning from her position.

Letter dated June 29, 2017, to the Mr. Heino from Alyssa Zara, Special Education Teacher, resigning from her position.

7. Minutes (Attachment)

Recommend approval of the following minutes:

June 14, 2017	Regular Minutes
June 14, 2017	Executive Minutes

Vote Section 7

8. Board of Education

8A. Presentation of Preliminary 2017-2018 Goals

Committee Reports

8B. Board Committee

Finance Subcommittee - Discussion of 2017-2018 Budget.

<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 Mazzoni	
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

8C. Superintendent’s Report

8C.1 Student Enrollment

*July 2017 enrollment reflects anticipated roll over from the 2016-2017 school year to the 2017-2018 school year. However, it does not reflect children transferring in or out of Chesterfield over the summer.

Grade Levels	June 2017	July 2017	Net Change
Pre-School			
<i>Non-Tuition</i>	11	10	-1
<i>Preschool Disabled (non-tuition)</i>	4	4	
<i>Tuition</i>	13	16	+3
Kindergarten	103	86	-17
1st	102	103	+1
2nd	101	102	+1
3rd	116	101	-15
4th	118	116	-2
5th	92	118	+26
6th	111	92	-19
Total In-District	771	748	-23
Attending Out-of-District Schools	4	3	-1
Total	775	751	-24

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 #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 to Rescind Resolution Authorizing a Reduction in Force

Recommend approval of motion to rescind the Reduction in Force Resolution (Item #8A) passed by the Board on May 3, 2017.

10B. Approval of Resignation – Resource Teacher

Recommend approval, with regret, of the resignation of Brianna Pellecchia, Resource Teacher, effective July 31, 2017.

10C. Approval of Resignation – Resource Teacher

Recommend approval, with regret, of the resignation of Alyssa Zara, Resource Teacher, effective July 31, 2017.

10D. Approval of Maternity Leave

Recommend approval of maternity leave of absence for Jessica Davern, Resource Teacher from September 1, 2017 to her return date of January 1, 2019.

10E. Approval of Resignation – Lunch/Recess Aide

Recommend approval, with regret, of the resignation of Margaret Russell, Lunch/Recess Aide, effective June 30, 2017.

10F. Approval of Resignation – Lunch/Recess Aide

Recommend approval, with regret, of the resignation of Bina Joshi, Lunch/Recess Aide, effective June 30, 2017.

10G. Approval of Summer Hours

Recommend approval for Robin Blauth (\$14.63 /hour) and Vivian Cacace, (\$15.14 /hour), as needed to perform clerical duties during the summer months not to exceed 20 hours each.

10H. Approval of Special Education Teacher

Recommend approval of Erin Casey as Special Education Teacher for the 2017-2018 school year at BA Step 2 - \$52,931.00, as per negotiated agreement.

10I. Approval of Kindergarten Teacher

Recommend approval of Joan Mueller as Kindergarten Teacher for the 2017-2018 school year at MA+ 27 Step 7 - \$61,568.00, as per negotiated agreement.

10J. Approval of 4th Grade Teacher

Recommend approval of Robert Cochrane as 4th Grade Teacher for the 2017-2018 school year at BA Step 2 - \$52,931.00, as per negotiated agreement.

10K. Approval of 3rd Grade Teacher

Recommend approval of Colleen McDermott as 3rd Grade Teacher for the 2017-2018 school year at MA Step 7 - \$60,068.00, as per negotiated agreement.

10L. Approval of Substitutes for the 2017-2018 School Year (Attachment)

Recommend approval of the attached list of substitutes for the 2017-2018 school year.

10M. Approval of Authorization for Consultant to the Business Administrator

Recommend approval to authorize the Superintendent to have Harold E. O'Neil, Jr. assist as a consultant to the Business Administrator on an as needed basis at the rate of \$500.00 per diem, August 1, 2017 through August 31, 2017.

Vote Section 10

11. Curriculum & Instruction

12. Health & Safety

12A. Nurses Report – June (Attachment)

12B. Emergency Drill Report (Attachment)

Lock-Down Drill	June 19, 2017
Fire Drill	July 5, 2017
Bomb Threat Drill	July 10, 2017

- 12C. Student Code of Conduct (Attachment)
Report for June 2017
- 12D. H.I.B. Incidents (Attachment)
There were two H.I.B. incidents reported in June and both were confirmed.
- 12E. HIB-ITP Data Collection, September 1, 2016 – June 30, 2017 (Attachment)
- 12F. EVVRS Report, January 1, 2017 – June 30, 2017 (Attachment)

Vote Section 12

13. Staff Professional Development

13A. Approval of Workshops

Recommend approval of the following workshops and mileage:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District	
					Reg. Fee	Mileage
Linda Nice	Assistant to the Superintendent	Hamilton, NJ	Regional Training for Certification and Professional Development	8/4/2017	\$0.00	\$0.00

13B. Approval of Tuition Reimbursement (Attachments)

Mr. Heino has approved tuition reimbursement for the following staff member, in accordance with the negotiated agreement, upon successful completion of the following graduate course:

Melissa Carlton	School Supervision & Organizational Theory	(3 credits) \$1,920.00 (\$640.00/cr)
Melissa Carlton	School Supervision & Evaluation of Instruction	(3 credits) \$1,920.00 (\$640.00/cr)

Vote Section 13

14. Transportation

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 (Attachment)

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 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.
- June Transfers #120 to #131 for the 2016-2017 school year
- Budget Report
- Revenue Report
- Monthly Transfer Report

15B. Approval of School Lunch Prices (Attachment)

Recommend approval of the student lunch prices for the 2017-2018 school year, at \$2.85 and student reduced lunch at \$0.40 as per the Department of Student Nutrition.

15C. Approval to Correct the Contract Numbers for Item #16M of June 14, 2017 Minutes

Recommend approval to correct the contract number for the lease purchase of the Canon 8595iG copier and 6 Lexmark xc8160 copiers approved on June 14, 2017. The correct N.J. State contract is G-2075 for Canon 40462 and Lexmark 40466.

15D. Approval to Join Consortium for Title III

Recommend approval to join a consortium with Bordentown Regional School District for the Title III grant.

15E. Approval of Contract to Perform 2016-2017 Audit (Attachment)

Recommend to approve the contract with John J. Maley, Jr. C.P.A., R.M.A., P.S.A., of Holman Frenia Allison, P.C. to perform the audit on the financial records for the 2016-2017 school year not to exceed \$15,900.00.

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)

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
GIRL SCOUTS Troop #23948	ART ROOM	MONTHLY MEETINGS	9/18, 10/2, 10/16, 10/30, 11/13, 11/27, 12/11, 1/8, 1/22, 2/5, 2/26, 3/12, 3/26, 4/16, 4/30, 5/14, 6/4
GIRL SCOUTS Troops #22434 & #23307	ART ROOM	MONTHLY MEETINGS	9/18, 10/2, 10/23, 11/6, 11/27, 12/11, 1/8, 1/22, 2/12, 2/26, 3/12, 3/26, 4/16, 4/30, 5/14
GIRL SCOUTS Troop #21348	ART ROOM	MONTHLY MEETINGS	9/19, 10/3, 10/17, 11/7, 12/5, 12/19, 1/9, 1/23, 2/13, 2/17, 3/13, 3/27, 4/10, 4/24, 5/8, 5/22, 6/5
GIRL SCOUTS Troop #23034	ART ROOM	MONTHLY MEETINGS	9/27, 10/11, 10/25, 11/8, 11/29, 12/13, 1/10, 1/24, 2/14, 2/28, 3/14, 3/28, 4/11,

			4/25, 5/9, 5/23, 6/13
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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 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. Motion to Adjourn

Vote Section 21