

Chesterfield Township Board of Education  
Regular Meeting 7:00 p.m.  
Wednesday, October 18, 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 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. 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

November 15, 2017 Regular Monthly Meeting

School District Important Dates

October 23 - 27, 2017	Scholastic Book Fair
October 25, 2017	Parent Information Night for K-4 Report Cards
October 27, 2017	PTA Trunk or Treat
October 31, 2017	Parade of Costumes/Harvest Parties
November 1, 2017	CPEF Monthly Meeting
November 8, 2017	End of 1 <sup>st</sup> Marking Period
November 14, 2017	PTA Executive Meeting
November 9 & 10, 2017	School Closed, NJEA Convention
November 15, 2017	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

Recommend approval of the following amended grant: (Attachment)

Sixth Grade Teachers requesting \$33.00 per student (91 students) totaling \$3,003.00 towards the Fairview Lake Environmental Education Trip. The CPEF approved this grant with an amended amount of \$25.00 per student totaling \$2,275.00.

Vote Section 5

6. Correspondence (Attachment)

Letter dated October 5, 2017, to Mr. Heino and the Board of Education from Melody Lloyd, regarding the October 4, 2017 Board of Education meeting.

Letter dated October 5, 2017, to Mr. Heino and the Board of Education from Kelley Johnson, regarding the October 4, 2017 Board of Education meeting.

Letter dated October 12, 2017, to the Board of Education from Colleen Coughlin, regarding her retirement.

Letter dated October 5, 2017, to the Board of Education from Sue Muzzillo, regarding the October 4, 2017 Board of Education Meeting.

Letter dated October 12, 2017, to Mr. Mazzoni and Board of Education from Jennifer Cirillo, regarding her maternity leave of absence.

Letter dated October 17, 2017, to the Board of Education from Mrs. Bertothy, regarding an agenda item.

7. Minutes (Attachment)

Recommend approval of the following minutes:

October 4, 2017                      Presentation Minutes  
October 4, 2017                      Regular Minutes

Vote Section 7

8. Board of Education

Committee Reports

8A. 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 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

8B. New Jersey School Boards Annual Conference

8B.1 Approval of the Assistant to the Business Administrator to attend Atlantic City Workshop

Recommend the adoption of a resolution approving the assistant to the business administrator, Mary Merrick 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.

8C. Superintendent's Report

8C.1 Student Enrollment

Grade Levels	September 2017	October 2017	Net Change
Pre-School			
<i>Non-Tuition</i>	9	9	
<i>Preschool Disabled (non-tuition)</i>	7	7	
<i>Tuition</i>	15	15	
Kindergarten	88	88	
1 <sup>st</sup>	103	103	
2 <sup>nd</sup>	103	101	-2
3 <sup>rd</sup>	103	105	+2
4 <sup>th</sup>	112	114	+2
5 <sup>th</sup>	121	121	
6 <sup>th</sup>	91	90	-1
Total In-District	752	753	+1
Attending Out-of-District Schools	3	4	+1
Total	755	757	+2

8C.2 Approval of Resolution to Participate in Sustainable Jersey for Schools

Recommend approval of the following resolution:

**Resolution to Participation in the Sustainable Jersey for Schools Certification Program**

**Whereas**—The Chesterfield Board of Education (or Board of Trustees) seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

**Whereas**—The Chesterfield Board of Education and District Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

**Whereas**—Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

**Whereas**—Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

**Whereas**—Sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

**Whereas**—The Chesterfield Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of Sustainable Jersey for Schools. (See the “Create A Green Team” action. Your district “Green Team” can be designated from a pre-existing group within the district if desired.).

**Whereas**—Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

**Whereas**—The Chesterfield Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

**Therefore, it is resolved** that the Chesterfield Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board’s intention to pursue certification for schools in the district.

**We hereby appoint** Scott Heino to be the district’s liaison to Sustainable Jersey for Schools.

**We do hereby recognize** Chesterfield Public School as the agent to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

**We agree to** complete district actions and to support the district’s schools in completing their actions.

**Vote Section 8**

9. Board Policy

9A. First Reading of Revised Policies and Regulation (Attachments)

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

Policy #4151.10/4251.10	Family Leave and Medical Leave
Policy #4211	Recruitment, Selection, and Hiring
Policy #5118.2	Foster Care and Educational Stability
Regulation #5118.2	Foster Care and Educational Stability

9B. Second Reading of Revised Policies (Attachments)

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

Policy #3542.2	School Meal Program Arrears
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  
Policy #1312  
Policy #9130

Family Leave and Medical Leave - Procedures for Military Family Leave  
Community Complaints and Inquires  
Committees

Vote Section 9

10. Personnel

10A. Approval of Maternity Leave Extension (Attachment)

Recommend approval to extend the dates of maternity leave for Melissa Berger, First Grade Teacher, from December 1, 2017 to February 1, 2018.

10B. Approval of Full Time Equivalent Adjustment

Recommend approval of FTE adjustment for Bethann Molesky for the remainder of the 2017-2018 school year, October 19, 2017 through June 30, 2018 from 75% to 100% at MA+9 Step 7. Adjusted contract amount for October 19, 2017 through June 30, 2017 is \$51,179.96 (additional cost is \$12,113.60). As per negotiated agreement.

10C. Approval of Retirement

Recommend approval, with regret, of the retirement of Colleen Coughlin, Custodian, effective January 1, 2018.

10D. Approval of Maternity Leave Extension

Recommend approval to extend the dates of maternity leave for Jennifer Cirillo, Second Grade Teacher, from November 9, 2017 to January 2, 2018.

Vote Section 10

11. Curriculum & Instruction

11A. Presentation on 2016-2017 Standardized Testing – Mike Mazzoni

11B. Presentation of Revised Standards Based Report Card – Jeanine May-Sivieri

11C. Presentation of Revised K – 5 Science Curriculum – Jeanine May-Sivieri

11D. Approval of Revised Standards Based Report Card

Recommend approval of the revised standards based report card.

11E. Approval of Revised K – 5 Science Curriculum (Attachment)

Recommend approval of the revised K – 5 science curriculum for the 2017-2018 school year.

Vote Section 11

12. Health & Safety

12A. Nurses Report – September (Attachment)

12B. Emergency Drill Report (Attachment)

Lock-down Drill	October 5, 2017
Bus Evacuation Drill	October 10, 2017

12C. Student Code of Conduct (Attachment)

12D. H.I.B. Incidents (Attachment)

There were two HIB incidents reported and one confirmed for September.

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	Meal(s) **	Mileage **	Hotel **
Mary Merrick	Assistant to the Business Administrator	Atlantic City, NJ	2017 NJSBA Convention	10/23-10/26/2017	***	\$192.00	\$44.02	\$297.00
Scott Heino	Superintendent	Atlantic City, NJ	Techspo '18	1/25-1/26/2018	\$425.00		\$44.89	

\*\*\* = 2017 ATLANTIC CITY CONVENTION WAS BASED ON GROUP REGISTRATION FEE \$1,400.00

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

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

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:

- Expenditures - Approval and ratification of Expenditures for August.
- Transfers for August: #016 to #023
- Budget Report
- Revenue Report
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

15B. Approval of SEMI Waiver (Attachment)

Recommend approval of the SEMI Waiver for the 2017-2018 school year.

15C. Sub-Finder Services Agreement (Attachment)

Recommend approval of the agreement between Pemberton Township Schools and the Chesterfield Township Board of Education for Sub-finder Services for the 2017-2018 school year at a cost of \$25.00 per teacher.

15D. Approval of Budget Calendar for the 2018- 2019 Budget (Attachment)  
 Recommend approval of the budget calendar for the 2018-2019 school year.

15E. Personnel Waiving Health Benefits (Attachment)  
 Recommend approval and payment of the attached list of personnel waiving health benefits as of September 1, 2017.

15F. Approval of CM3 Building Solutions (Attachment)  
 Recommend approval of CM3 Building Solutions to perform cyber security audit at a cost of \$7,500.00.

Vote Section 15

16. Other Business

17. Facilities Update/Information

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

17B. Health & Safety Evaluation of School Buildings Checklist (Attachment)  
 Recommend approval of the Health & Safety Evaluation of School Buildings for the 2017-2018 school year.

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

17D. Solar Renewable Energy Credits Analysis (Attachment)

17E. Approval of M-1 Form and Comprehensive Maintenance Plan (Attachment)  
 Recommend approval of the Annual M-1 Form and Comprehensive Maintenance Plan.

17F. 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 Scout Troop #23468	Class Room	Monthly Meetings	10/19, 11/2, 12/7, 1/4, 2/1, 3/1, 4/12, 5/3, 6/7
Cub Scouts Pack 55	Cafeteria	Crossover Event	5/5/18 (Saturday)
Cub Scouts Pack 55	Cafeteria	Pinewood Derby	3/9/18 Set up 3/10/18 Event (Saturday)
CTAA	Gym	Student Basketball Evaluations	11/13 & 11/14
CTAA	Media Center	Basketball Draft Night	11/20
CTAA Basketball	Gym and Cafeteria	Youth Basketball Practices and Games	11/27/17 through 3/17/18 Monday – Friday 6:15-9:00 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.
CPEF	Parking Lot	Clothing Drive	11/4/17 7:30 am – 6:00 pm

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:

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