

Chesterfield Township Board of Education
Executive Session 6:00 p.m.
Regular Meeting 7:00 p.m.
Wednesday, July 31, 2019
Reschedule from July 24, 2019
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:04 p.m., by President Christina Hoggan, with a flag salute and moment of silence.

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.

Roll Call

Ms. Christina Hoggan, President
Mrs. Amy Jablonski, Vice President
Dr. Terran Brown
Mrs. Jaclyn Halaw
Mr. Matthew Litt

Also present were:

Mr. Scott Heino, Superintendent
Ms. Pat Austin, Interim Business Administrator/Board Secretary

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 8, 2019 and rescheduled/executive session on July 29, 2019:

- Posting written notice on the official bulletin board at the Chesterfield Township School.
- Mailing written notice to the Burlington County Times and Trenton Times newspapers.
- Filing written notice with the Clerk of Chesterfield Township.
- Filing written notice with the Secretary of this body.
- 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.

A motion was made by Mrs. Halaw and seconded by Mrs. Jablonski to adjourn to executive session at 6:08 p.m. with the 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.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Return to Public Session

A motion was made by Mrs. Halaw and seconded by Mr. Litt to return to public session at 7:09 p.m.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Meeting Information/Important Dates

Board of Education Important Dates:

August 21, 2019 Regular Monthly Meeting

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. – No comments

School Community Partnerships

Chesterfield PTA - None

Chesterfield Public Education Fund - None

Minutes (Attachment)

A motion was made by Mrs. Halaw and seconded by Mr. Litt to approve the minutes for the following meetings:

June 19, 2019 Regular Minutes
June 19, 2019 Executive Minutes

A call of the roll indicated an affirmative vote. All ayes. No nays.

Board of Education/Committee Reports

Board Committee

<u>Committee</u>			<u>Meeting Dates</u>
Human Resources	Chair	Terran Brown Matthew Litt	prior to the January, May and September meetings
	Admin. Rep.	Mike Mazzoni	
Curriculum & Instruction	Chair	Amy Jablonski Jaclyn Halaw	prior to the February, June and October meetings
	Admin. Rep.	Jeanine May-Sivieri	
Finance	Chair	Christina Hoggan Jaclyn Halaw	prior to the March, July and November meetings
	Admin. Rep.	Patricia Austin	
Student Services	Chair	Terran Brown Amy Jablonski	prior to the April, August and December meetings
	Admin. Rep.	Lynn Booth	

BURLCO School Boards Association Executive Committee Delegate: Christina Hoggan

Legislative Chairperson & Delegate to NJ School Boards Association: Alternate Delegate:	Amy Jablonski Christina Hoggan
District Advisory Committee:	Jaclyn Halaw Christina Hoggan
BOE Policy Committee:	Terran Brown Matthew Litt
CTEA/BOE Negotiation Committee:	Amy Jablonski Christina Hoggan
CAEA/BOE Negotiation Committee:	Terran Brown Matthew Litt
Compressor Station & Pipeline Impact Committee:	Christina Hoggan
Fair Funding Action Committee Liaison:	Amy Jablonski
Fair Funding Legal Committee:	Christina Hoggan Matthew Litt
Mission and Vision District Committee:	Amy Jablonski

Superintendent's Report

Mr. Heino gave a building repair update regarding the storm / power outage, he stated that a surge happened when power was lost and that caused a pipe to break and leak glycol. A claim has been filed with the insurance company. Repairs are going well HVAC system is on, floor tiles are being worked on; cabinets in two rooms will be replaced. Mr. Heino stated that the cement project has been very interesting. The concrete company is having a difficult time getting the color right once it is dry, it looks pink. Mr. Heino indicated that he was concerned with the color and stated we still have the option to change it to regular color cement. The board agreed we should go with no color.

A motion was made by Mrs. Halaw and seconded by Mr. Litt to approve no color cement.
A call of the roll indicated an affirmative vote. All ayes. No nays.

Mr. Heino stated that Mr. Pisano and Mrs. Briel worked very hard to get the retro checks out. All regular salary retro checks were paid prior to Mr. Pisano leaving the district.

Summer Cleaning is coming along; the upper and lower levels are all complete. All the interactive boards have been installed.

Student Enrollment

*July 2019 enrollment reflects anticipated roll over from the 2018-2019 school year to the 2019-2020 school year. However, it does not reflect children transferring in or out of Chesterfield over the summer.

Grade Levels	June 2019	*July 2019	Net Change
Pre-School			
<i>Tuition</i>	15	16	+1
<i>Non-Tuition</i>	11	10	-1
<i>Preschool Disabled LMD (non-tuition)</i>	6	6	
<i>UMD (non-tuition)</i>	n/a		
Kindergarten	104	85	-19
1st	98	104	+6
2nd	114	97	-17
3rd	104	114	+10
4th	106	104	-2

5 th	112	106	-6
6 th	124	112	-12
Total In-District	794	754	-40
Attending Out-of-District Schools	4	4	
Total	798	758	-40

Presentation of the 2019-2020 District Goals

Mr. Heino presented the Board with the 2019-2020 District Goals. The Board had concerns that there was not a goal focusing on Student Achievement and nothing on community involvement on values and beliefs.

The Board wants Student Achievement as a district goal. Mr. Heino stated he will work on the goals and bring it back to them.

Organizational Chart and Job Descriptions (Attachment) – Public

This item was removed from the agenda.

Board Policy (Attachment)

Mr. Heino stated he wants to make the chain of command to be very clear and simple; the first point of contact should be the child's teacher. Mr. Heino presented a complaint form for use with the policy. The Board asked to have the Chain of Command on the school website.

A motion was made by Mrs. Halaw and seconded by Mr. Litt to remove the complaint form.

Regulation #1312 Procedures for Complaints and Inquiries

A call of the roll indicated an affirmative vote. All ayes. No nays.

Personnel

A motion was made by Mrs. Jablonski and seconded by Mr. Litt to approve the following personnel items:

Summer Hours 2019

Child Study Team & Related Services

OT - Anne Marie Petty 2 - additional evaluations @ \$375.00 = \$750.00

LDT/C - Wendy Sheridan 5 - additional hrs @ \$52/hr + 1 - additional evaluation @ \$375.00 = \$635.00

PT - Clare Fannon 2 - evaluations @ \$375/per evaluation, as per contract = \$750.00

Special Education Teacher - Erin Casey 7- additional hrs @ \$52/hr to provide reading instruction as per IEP dated 7/30/19.

Summer hours for School Counselors to work on Counseling Programing & Character Education

Danielle Christiansen & Melody Khalifa - 8 hrs each @ \$52/hr = \$832.00

School Nurse for ESY & Remedial Summer School

Charmaine Ramos 5 - additional hrs @ \$52/hr = \$260.00

School Climate Committee

Recommend approval of the following personnel to review the school climate survey.

School Climate Committee – 5 staff members up to 3 hours each, \$52/hr = \$780.00

Judy Schwartz	Antoinette DiEleuterio
Valerie Lydon	Cindy McNally
Melody Khalifa	

Class Preparation Time for Self-Contained MD Classroom

One hour of preparation time is needed prior to the start of the 2019-2020 school year to set up the self-contained MD classroom. Preparation includes furniture and room arrangement coordinated with the Maintenance Department. Elizabeth Schauer – PSD Teacher 1 hr. x \$52 hr. = \$52.00

Science Lab Organization

Approval of Sharon Angelucci and Antoinette DiEleuterio to each work up to 3 hours in the organization of Science Lab at \$52 per hour for a total of \$312.00.

Extra Time

Approval of the extra time for the following employee:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Ancelo, Jen	Graduation (6/21/19)	\$39.00
Angelucci, Sharon	Graduation (6/21/19)	\$39.00
Berger, Melissa	Missed Prep period (6/5/19, 6/11/19)	\$70.00
Biddle, Jillian	Graduation (6/21/19)	\$39.00
Brayton, Michael	Missed Prep period (6/6/19, 6/14/19, 6/19/19)	\$140.00
Cirillo, Jennifer	Missed prep periods (5/21/19, 6/12/19 & 6/17/19)	\$105.00
Cochrane, Robert	Missed Prep periods (5/22/19, 6/13/19 & 6/14/19)	\$105.00
Flynn, Laura	Missed Prep periods (5/21/19, 6/18/19, 6/19/19 & 6/21/19)	\$140.00
Kovac, Courtney	Missed Prep periods (6/3/19, 6/4/19, 6/5/19, 6/6/19, 6/11/19, 6/14/19, & 6/17/19)	\$245.00
Lawrence, Anne	Missed Prep periods (6/5/19, 6/6/19, 6/7/19, 6/12/19, & 6/14/19)	\$175.00
Lawrence, Wendy	Missed Prep periods (5/13/19, 5/14/19, 5/16/19, 5/17/19, 6/14/19, & 6/17/19)	\$210.00
Lydon, Valerie	Missed Prep periods (6/14/19 & 6/18/19)	\$70.00
Lydon, Valerie	Graduation (6/21/19)	\$39.00
McDermott, Colleen	Missed prep periods (5/9/19, 5/13/19 & 5/14/19)	\$105.00
Midora, Melissa	Involuntary Relocation of Assignment/Classroom	\$150.00
Rahey, Lauren	Missed prep periods (5/21/19 & 6/12/19)	\$70.00
Sakimura, Melissa	Missed Prep periods (5/31/19, 6/13/19, & 6/18/19 x2)	\$140.00
Sakimura, Melissa	Graduation (6/21/19)	\$39.00
Salamon, John	Missed prep periods (5/13/19)	\$35.00
Weisgarber, Vicki	Missed Prep period (6/12/19, 6/14/19)	\$70.00

Resignation

Approval, with regret, of resignation of Bethann Molesky as Resource Teacher effective August 31, 2019.

Resignation

Approval, with regret, of resignation of Esther Blend as Lunch/Recess Aide effective June 30, 2019.

Lunch/Recess Aide

Approval of Mihaela Hogas as Lunch/Recess Aide for the 2019-2020 school year at \$11.00/hr, hours to be determined.

Lunch/Recess Aide

Approval of Theresa Basile as Lunch/Recess Aide for the 2019-2020 school year at \$11.73/hr, hours to be determined.

Resignation

Approval, with regret, of resignation of Kimberly Breiland as 3rd Grade Teacher effective July 16, 2019.

Elementary Education Teacher

Approval of Krista Metz as Elementary Education Teacher for the 2019-2020 school year at BA Step 4, \$55,936.00.

Lunch/Recess Aide

Approval of Sherry Hirth as Lunch/Recess Aide for the 2019-2020 school year at \$11.00/hr, hours to be determined.

Lunch/Recess Aide

Approval of Jessica Carlini as Lunch/Recess Aide for the 2019-2020 school year at \$11.00/hr, hours to be determined. (pending background check)

Resignation

Approval, with regret, of resignation of Beth Klee as Special Education Teacher effective July 22, 2019.

Addendum to Employment Contract (Attachment)

Approval of the addendum to the employment contract between Chesterfield Township Board of Education and Patrick Pisano for the 2018-2019 school year.

Resignation

Approval, with regret, of resignation of Jessica Davern as Special Education Teacher effective July 25, 2019.

Resignation

Approval, with regret, of resignation of Bhawana Upadhyay as Lunch/Recess Aide effective July 29, 2019.

Special Education Teacher

Approval of Tanya Bloom as Special Education Teacher for the 2019-2020 school year at MA Step 2, \$57,436.00.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Curriculum & Instruction

A motion was made by Mrs. Halaw and seconded by Mr. Litt to approve the following:

Responsive Classroom Training (Attachment)

Approval of Responsive Classroom training for two sessions at \$21,000.00 each.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Health & Safety

A motion was made by Mrs. Halaw and seconded by Mr. Litt to approve the following:

Nurses Report - June (Attachment) - Public

Emergency Drill Report (Attachment) - Public
Fire Drill June 24, 2019

Student Code of Conduct (Attachment) - Public
Report for June 2019

H.I.B. Incidents (Attachment)

May Final Approval:
There were three confirmed H.I.B. incidents for May.

June Preliminary Approval:
There were two confirmed H.I.B. incidents for June.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Staff Professional Development
Approval of Workshops

A motion was made by Mr. Litt and seconded by Mrs. Halaw to approve the following workshop and mileage:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Source of Funding	Reg. Fee	Mileage
Scott Heino	Superintendent	Monroe Twp, NJ	Understanding by Design and Curriculum Design	9/24/2019		\$255.00	\$17.17
Jeanine May-Sivieri	Supv. of C/I	Monroe Twp, NJ	Understanding by Design and Curriculum Design	9/24/2019		\$255.00	\$17.17
Coletta Graham	Principal	Monroe Twp, NJ	Understanding by Design and Curriculum Design	9/24/2019		\$255.00	\$17.17
Maria Martinez	Instructional Coach	Monroe Twp, NJ	Understanding by Design and Curriculum Design	9/24/2019		\$255.00	\$17.17
Maria Prince	5th gr teacher	Monroe Twp, NJ	Understanding by Design and Curriculum Design	9/24/2019		\$255.00	\$17.17
Leia DeLisa	3rd gr teacher	Monroe Twp, NJ	Understanding by Design and Curriculum Design	9/24/2019		\$255.00	\$17.17

Workshops (Attachment) - Public

As negotiated between the Superintendent and the CTEA President, each CTEA staff member in attendance and with completion of the Responsive Classroom training will receive a total payment of \$900.00.

Attached is a list of all staff members to attend Responsive Classroom training on July 22 - 25, 2019 and August 5 - 8, 2019.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Board of Education and Board Secretary Monthly Certifications

A motion was made by Mrs. Jablonski and seconded by Mr. Litt to approve the following resolution and financial items below:

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.



Pat Austin

8-22-19

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.

Financial Approvals (Attachments)

Approval of the following financials:

- Expenditures - Approval and ratification of Expenditures for May 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.
- May Transfers
- Budget Report
- Revenue Report
- Monthly Transfer Report
- Report of the Secretary
- Report of the Treasurer

Approval of the following financial report for approval for the month of June: (Attachment)

- Expenditures - Approval and ratification of Expenditures for June. 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.

2019-2020 Tax Payment Schedule (Attachment)

Approval of the attached 2019-2020 tax payment schedule.

IDEA Grant Application Submission for 2019-2020 (Attachment)

Approval of the submission of the IDEA grant application for 2019-2020 school year.

ESSA (NCLB) Grant Application Submission for 2019-2020 (Attachment)

Approval of the submission of the ESSA (NCLB) grant application for 2019-2020 school year.

School Lunch Prices

Approval of the student lunch prices for the 2019-2020 school year, the rate will increase from \$2.90 to \$2.95 as per the USDA.

Interlocal Services Agreement – Millstone Township (Attachment)

Approval of the Interlocal Services Agreement for the 2019-2020 school year between Chesterfield Township Board of Education and Millstone Township for Maintenance and HVAC Services.

Geo-Thermal Vault Waterproofing (Attachment)

Approval of Hudak Infrastructure for geo-thermal vault remedial waterproofing at a total cost of \$39,638.00.

Authorization for Signatories

Approval of the following resolution and approval to designate the following signatories on the following accounts:

BE IT RESOLVED THAT First Bank designated as the official depository of the Chesterfield Board of Education written order of the signatories so entitled to payment, and without reference to the original ownership of the moneys deposited; all withdrawals must contain signatures as indicated below.

on Accounts: #2040001204 General Fund

3 Signatories: Christina Hoggan, President or Amy Jablonski, Vice President and
Janice Jones, Treasurer and Patricia Austin, Interim Business Administrator/Board Secretary

on Account: #2040001212 Lunchroom

2 Signatories: Janice Jones, Treasurer and Patricia Austin, Interim Business Administrator/Board Secretary

on Accounts: #2040001220 Payroll

#2040001253 Unemployment

#2040001261 Summer Pay

2 Signatories: Janice Jones, Treasurer and Patricia Austin, Interim Business Administrator/Board Secretary

on Accounts: #2040001246 Student Activity

2 Signatories: Scott Heino, Superintendent, Linda Nice, Administrative Secretary and/or
Patricia Austin, Interim Business Administrator/Board Secretary

on Accounts: #2040001279 Construction Account

#2040000147 Capital Investment

3 Signatories: Christina Hoggan, President or Amy Jablonski, Vice President and
Janice Jones, Treasurer and Patricia Austin, Interim Business Administrator/Board Secretary

Delta-T Group (Attachment)

Approval of the MRESC NJ State Approved Co-op # 65MCESCCPS Delta-T Group, North Jersey Inc. to provide paraprofessional services at an hourly bill rate of \$16.95 for the 2019-2020 school year.

Agreement with Lumberton Township Board of Education (Attachment)

Approval to enter into shared services agreement with Lumberton Township Board of Education for Physical Therapist Services for the 2019-2020 school year.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

A motion was made by Mrs. Jablonski and seconded by Mr. Litt to approve the following financial items:

Donation (Attachment)

Approval to donate bricks from the front entrance way of the school building to the Country Pool Club in Chesterfield.

A call of the roll indicated an affirmative vote. Four ayes. No nays. One abstained. (Halaw) Motion carried.

Other Business (Attachment)

Mr. Heino and Ms. Austin presented two quotes for playground renovations to the Board.

A motion was made by Mrs. Halaw and seconded by Mr. Litt to approve RubbeRecycle \$17,684.00 for playground repairs.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

The Board would like to add another meeting for August to discuss Board Goals and to have NJSBA training with Jesse Adams.

Facilities Update/Information

Mr. Heino reported on the status of the security cameras; wiring is done and cameras are going in soon. The project is due to be completed in August.

A motion was made by Mrs. Halaw and seconded by Mr. Litt to approve the following items:

Supervisor of Building & Grounds Report (Attachment) - Public

School Dude Report (Attachment) - Public

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

Solar Renewable Energy Credits Analysis (Attachment) - Public

Use of Facilities

Approval of the following use of facilities for the 2019-2020 school year:

Name Of Organization	Facility requested	Description of Activity	Date
Hindi USA	6 Classrooms	Hindi Class	September 2019 - June 2020 Friday Evenings (while school is in session based on dates available on the blackout calendar)
Girl Scout Troop #21348	Art Room	Monthly Meetings	9/17, 10/1, 10/15, 11/5, 11/19, 12/3, 12/17, 1/7, 1/21, 2/11, 2/25, 3/10, 3/24, 4/7, 4/21, 5/5, 5/19, 6/2
Chesterfield Kids for Community - Kindergarten Playdate	Cafeteria	Kindergarten Play Date	8/27

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Other Public Comments

Andrea Katz asked if teachers can use autoreply on their email so if a teacher is absent the public knows they need to contact someone else. She stated she thinks grief counseling on the first day of school is a good idea.

Jeness Jose stated that in the past she had a few instances that were problems and she did go to the teachers. And nothing was done. What is needed is that the teachers need to be trained on the communication of the chain of command. I did send an email that was real clear, but nothing happened about a bullying issue. I had to go to the principal since I received no response to my e-mail. It was not followed up with and there should be formal training for teachers on the procedures. What are the precautions with the pipeline issue? The school needs to put on the website what the issues are with the pipeline.

Mrs. Halaw asked about what happens during recess, if you knew there is a blow down in process, what does the school do when that happens?

Mr. Heino stated that we are notified when there is a blow down of the pipeline. We are told there is no concern or risk by the experts, but we do bring the students inside the building when it happens.

Mr. Litt asked if an expert can come to a meeting to discuss the implications of the pipeline and compressor station on the school.

Ms. Hoggan asked if we are keeping track when the blow down process happens. Scott stated we have had three blow downs. But the pipe line is still not live.

Adjourn to Executive Session

A motion was made at 9:14 p.m. by Mrs. Halaw and seconded by Mr. Litt to approve the following resolution to adjourn to executive session:

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.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Return to Public Session

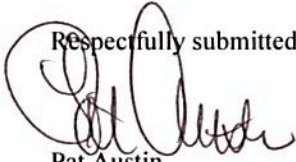
A motion was made at 10:30 p.m. by Mrs. Halaw and seconded by Mr. Litt to return to public session.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

Adjournment

A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Mr. Litt at 10:30 p.m. All agreed.

Respectfully submitted,



Pat Austin
Interim Business Administrator/Board Secretary