

Chesterfield Township Board of Education
Executive Session 6:00 p.m.
Regular Meeting 7:00 p.m.
Wednesday, August 21, 2019
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:02 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

Board Members present:

Ms. Christina Hoggan, President
Dr. Terran Brown
Mr. Matthew Litt

Board Members Absent

Mrs. Amy Jablonski, Vice President
Mrs. Jaclyn Halaw

Other administration present:

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 Executive Session on August 19, 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.

Adjourn to Executive Session

A motion was made by Dr. Brown and seconded by Mr. Litt to adjourn to executive session at 6:02 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:

Legal Matter

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 Dr. Brown and seconded by Mr. Litt to return to public session at 7:06 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:

September 25, 2019 Regular Monthly Meeting

School District Important Dates

August 27, 2019	Chesterfield Kids Community Kindergarten Play Date
August 27, 2019	Administrator Meet and Greet
September 2, 2019	School Building Closed-Labor Day
September 3-4, 2019	Staff In-Service Days
September 5, 2019	First Day of School for Students
September 10, 2019	PTA Meeting
September 18, 2019	Early Dismissal-Back to School Night
September 24, 2019	Responsive Classroom Parent Night

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.

Jennifer O'Brien thanked the Board and the business office for the hard work they did to get the retro pay checks out. She stated there are still two outstanding items that they would like prior to the start of school: extra pay and the updated agreement.

Brian Kenny stated that he doesn't understand why the Board is approving a contract for the Business Administrator who no longer works here. Mr. Heino stated that he would speak to him regarding his question after the meeting.

Resignation of Board Member

A motion was made by Mr. Litt and seconded by Dr. Brown to approve the resignation with regret of Mrs. Amy Jablonski as Board Member effective, August 21, 2019.

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

School Community Partnerships

Chesterfield PTA - None

Chesterfield Public Education Fund - None

Minutes (Attachment)

A motion was made by Mr. Litt and seconded by Dr. Brown to approve of the following minutes:

July 31, 2019 Regular Meeting Minutes

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

Board of Education/Superintendent Reports

A motion was made by Dr. Brown and seconded by Mr. Litt to approve the following resolution:

Resolution to Authorize the Submission and Approval of the Comprehensive Equity Plan

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby authorize the submission and approval of the proposed Comprehensive Equity Plan to the County Office of the Department of Education. (Attachment)

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

Board Committee - No committee reports

<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 Mazzone	
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:			Amy Jablonski
		Alternate Delegate:	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

Superintendent's Report

Student Enrollment

*2019 tentative enrollment figures are based off the rollover of the 2018-2019 school year to the 2019-2020 school year.

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

Board Policy

A motion was made by Dr. Brown and seconded by Mr. Litt to approve the following revised policy for the second reading:

Second Reading of Revised Policy (Attachment) - Public
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 Mr. Litt and seconded by Dr. Brown to approve the following personnel items:

Summer Hours 2019

Social Studies Curriculum Committee

Approval of one additional staff member to work on the Social Studies curriculum committee.
1 staff member; up to 30 hours, \$52/hr. (Total \$1,560.00)

Erin Casey

Kindergarten Screenings

Approval of the following staff members to complete kindergarten screenings.
4 staff members; up to 3 hours each, \$52/hr (Total \$624.00)

Victoria Wolochow Joan Mueller
Charmaine Ramos Taylor Roberts

Comprehensive Equity Plan Committee

Approval of 2 staff members to work on the Comprehensive Equity Plan Committee.
2 staff members; up to 2 hours each, \$52/hr. (Total \$208.00)

Elizabeth Schauer Jennifer Milano-Maicher

Child Study Team & Related Services

PT - Clare Fannon

LDTTC - Wendi Weber-Sheridan

Speech - Taylor Roberts

PT Evaluations during ESY - 2 @ \$375/per evaluation, as per contract

1 Evaluation @ \$375/per evaluation

2 Evaluations @ \$375 per evaluation = \$750.00

G & T Curriculum Committee

Approval of 10 additional hours for the following personnel to work on the G & T curriculum.

2 staff members; up to 10 hours each, \$52/hour. (Total \$1040.00)

Nicole DiMaiuta

Maria Prince

ESL Curriculum Committee

Approval of the following personnel to revise the ESL curriculum.

1 staff member; up to 10 hours, \$52/hour. (Total \$520.00)

Maria Martinez

Lunch/Recess Aide

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

Lunch/Recess Aide

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

Substitute Lunch/Recess Aide

Approval of Melanie Wolak as substitute lunch/recess aide for the 2019-2020 school year. (pending background check)

Resignation

Approval, with regret, of resignation of John Hall as custodian, effective August 31, 2019.

Formalize Salaries of Non-Affiliated Staff Members (Attachment)

Approval to formalize the salaries of the non-affiliated staff members for the 2017-2018 and the 2018-2019 school years – the percentage increases and longevity mirrored the May 2019 settled CTEA contract.

Employment Contract of Business Administrator/Board Secretary for 2019-2020

RESOLVED that the Board of Education approve an employment contract between the Chesterfield Township Board of Education and Patrick Pisano effective July 1, 2019 through June 30, 2020 at a salary of \$109,270.74 prorated to the resignation date of July 15, 2019. This employment contract is contingent upon the approval of the Executive County Superintendent of Schools in accordance with N.J.A.C. 6A:23A-3.1. (Attachment)

Involuntary Relocation Stipend (Attachment)

Approval of the attached list of staff members to each receive a \$150.00 stipend for the involuntary relocation of assignment/classroom for the 2019-2020 school year.

Day Custodian

Approval of Stephen Cardona as a day custodian for the remainder of the 2019-2020 school year, effective September 1, 2019 at a rate of \$38,232.00 Custodial Step 0, prorated to \$31,860.00.

Designation of Affirmative Action Officer, 504 Coordinator and ADA Officer

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint and approve Lynn Booth as Affirmative Action Officer, 504 Coordinator and ADA (American Disability Act) Officer for the 2019-2020 school year.

Substitutes for 2019-2020

Approval of the following substitutes for the 2019-2020 school year:

Shannon Coleman	Lunch/recess aide
Carol Gibson	Lunch/recess/copy aide
Vasanthi Iyer	Lunch/recess aide
Lisa Plummer	Lunch/recess aide
Sabrina Buscarnera	Bus aide
Kelly D'Oria	Bus aide
Carol Gibson	Bus aide
Donald Haney	Bus aide
Donald Haney	Bus driver
Vivian Cacace	Secretary
Shannon Coleman	Secretary
Kelly D'Oria	Secretary
Christopher Tulli	Custodian

Organizational Chart and Job Descriptions (Attachment)

Approval of the organizational chart and job descriptions for principals and supervisors.

Elementary Education Teacher

Approval of Timothy Hart as Elementary Education Teacher for the 2019-2020 school year at MA+27 Step 7, \$62,498.00. (Pending background check)

Special Education Teacher

Approval of Nicole Loftus as Special Education Teacher for the 2019-2020 school year at BA Step 5, \$55,936.00. (Pending background check)

Special Education Teacher

Approval of Frances Sielski as Special Education Teacher for the 2019-2020 school year at BA Step 7, \$58,998.00. (Pending background check)

Special Education Teacher

Approval of Lisa Marie Graham Moore as Special Education Teacher for the 2019-2020 school year at BA Step 6, \$56,437.00. (Pending background check)

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

Curriculum & Instruction

A motion was made by Mr. Litt and seconded by Dr. Brown to approve the following:

ABA Services (Attachment)

Approval of Amazing Transformations to provide applied behavioral therapist for behavioral and educational support services for the 2019-2020 school year, as per contract.

Bayada Home Health Care, Inc. Contract (Attachment)

Approval of Bayada Home Health Care, Inc. for substitute school nursing care and or one on one nursing care.

Literacy Coach (Attachment)

Approval of Kirsten Widmer, Literacy Coach to provide onsite professional development.

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

Health & Safety

A motion was made by Dr. Brown and seconded by Mr. Litt to approve the following:

H.I.B. Incidents

June Final 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

A motion was made by Mr. Litt and seconded by Dr. Brown to approve the following:

Workshops

Approval of the following workshops and mileage:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District			
					Reg. Fee	Funding	Mileage	Expenses
Mike Mazzoni	Principal	Westampton, NJ	Burlington County Crisis Response Team	9/19, 12/5, 1/23, 6/4			\$11.20 per workshop	
Danielle Christiansen	Counselor	Westampton, NJ	Burlington County Crisis Response Team	9/19, 12/5, 1/23, 6/4			\$11.20 per workshop	
Jennifer Feder	BSI	Westampton, NJ	Burlington County Crisis Response Team	9/19, 12/5, 1/23, 6/4			\$11.20 per workshop	
Lynn Booth	Supervisor of Special Services	Edison, NJ	CPI Non-Violent Crisis Intervention	10/22-10/25	\$3,424.00		\$103.60	
Lynn Booth	Supervisor of Special Services	Somerset, NJ	Beyond Decoding	10/4/19	\$195.00		\$31.95	

Tuition Reimbursement (Attachment) (Attachment)

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

- Elizabeth Schauer Intergrating Science & Technology in Early Childhood & Elementary Classrooms
(3 credits) \$2,139.57 (\$713.19/cr)
- Elizabeth Schauer Socio-Cultural Context of Disability and Inclusive Education
(3 credits) \$2,139.57 (\$713.19/cr)
- Lauran Gleason Planning, Teaching, and Assessment in ESL Classrooms
(3 credits) \$2,055.00 (\$685.00/cr)
- Lauran Gleason Issues of Language & Cultural 3 Diversity in ESL/Bilingual programs
(3 credits) \$2,055.00 (\$685.00/cr)

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

Transportation

A motion was made by Mr. Litt and seconded by Dr. Brown to approve the following transportation routes:

2019-2020 Transportation Route - Bus 12 (Attachment)

2019-2020 Northern Burlington Regional Joint Transportation Routes (Attachment)

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 Mr. Litt and seconded by Dr. Brown 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.

Patricia Austin

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 (Attachment)

Approval of the following financials:

- 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.
- Transfers
- Budget Report
- Revenue Report
- Report of the Secretary
- Monthly Transfer Report

The following reports for July are attached: (Attachment)

- 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.

The following reports for August are attached: (Attachment)

- Expenditures - Approval and ratification of Expenditures for August 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.

Resolution with Monmouth-Ocean Educational Services Commission (Attachment)

Approval of the attached resolution for participation in Coordinated Transportation 2019-2023 between Monmouth-Ocean Education Services Commission (MOESC) and Chesterfield Township Board of Education for the four year period from September 1, 2019 through June 30, 2023.

Submission of the Child Nutrition Program Application

Approval to submit the Child Nutrition Program Application for the 2019-2020 school year.

Champions Before and After School Program Agreement (Attachment)

Approval of the Champions Before and After School Program Agreement for the 2019-2020 school year.

PCDI Student Tuition Contract (Attachment)

Approval of the attached tuition contract with Princeton Child Development Institute (PCDI) for SID# 7217247731 effective July 2, 2019 through June 30, 2020 in accordance with the agreement at the per diem rate of \$564.44 for a total of \$118,532.40.

The Newgrange School of Princeton, Inc. Student Tuition Contract (Attachment)

Approval of the attached 2019-2020 school year tuition contract with The Newgrange School of Princeton, Inc. for SID# 5758068752 at a per diem rate of \$348.17, total tuition \$74,508.38.

Cambridge School Tuition Agreement (Attachment)

Approval of the attached 2019-2020 tuition and related service contracts with Cambridge School for SID#2771057791 effective September 4, 2019 through June 30, 2019 in the amount of \$52,012.00.

Shared Service Agreement – Monmouth Ocean Educational Services Commission or Ventnor Board of Education

Approval of shared services agreement between Chesterfield Township Board of Education and Monmouth Ocean Education Services Commission (MOESC) or Ventnor Board of Education for transportation of out of district student for the 2019-2020 school year.

IDEA Grant (Attachment)

Approval to accept and expend the IDEA Grant for the 2019-2020 school year as follows:

IDEA Grant	\$137,856
IDEA Pre-School	<u>6,291</u>
Total	\$144,147

ESEA Grant (Attachment)

Approval to accept and expend the ESEA Grant for the 2019-2020 school year as follows:

Title I-A	\$13,474
Title II-A	6,569
Title IV	<u>10,000</u>
Total	\$30,043

ESS Addendum Agreement (Attachment)

Approval of the addendum agreement between ESS Northeast, LLC for substitute staffing services and the Chesterfield Township Board of Education for the 2019-2020 school year.

District Medical Inspector

Approval of Dr. Joyce Leonetti as District Medical Inspector for the 2019-2020 school year, at a rate of \$2,400 per year.

ESY Physical Therapist Contract (Attachment)

Approval of the agreement for Physical Therapist, Clare Fannon, for the 2019 ESY program year.

Approval for Pipeline Safety/Medical Consultant (Attachment)

KDH Enterprises, LLC Contract (Attachment)

Approval of KDH Enterprises, LLC to provide student evaluations/consultations, and any duties assigned by the Director of Student Services.

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

Other Business

Board Goals: Agenda Format and Committee Structure

Board discussed goals - Board needs to change the bylaws. Each subcommittee needs to write the charge of their chair and charge of their committee: Four committees: Human Resources, Curriculum & Instruction, Finance, & Student Services.

Board Vacancy

Board discussed filling the Board vacancy. Will advertise for vacancy, and have interviews at a special Board meeting on October 2, 2019. The Board will use the same procedure to interview candidates as they did previously. A motion was made by Mr. Litt and seconded by Dr. Brown to follow the same procedure as they used previously to fill the Board vacancy.

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

Vice President Vacancy

Ms. Hoggan nominates Dr. Brown for Vice President
Dr. Brown nominates Mr. Litt for Vice President
Ms. Hoggan withdraws her nomination for Vice President

A motion was made by Dr. Brown and seconded by Mr. Litt to approve Mr. Litt as Vice President.

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

Facilities Update/Information

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

Supervisor of Building & Grounds Report (Attachment) - Public

School Dude Report (Attachment) - Public

The work order and incident reports for July 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
Champions	Cafeteria, Media Center, Gym	Before & After School Program	9/5/19 – 6/18/20 Daily based on the School Calendar
Girl Scout Troop #23948	Art Room	Troop Meetings	9/30, 10/14, 10/28, 11/4, 11/18, 12/2, 12/16, 1/6, 1/27, 2/10, 2/24, 3/9, 3/23, 4/6, 4/20, 5/11, 6/1
Fairview Lake 2020 Committee	Cafeteria	Bollywood Ladies Night	9/20/19
PTA	Media Center	Monthly Meetings	9/10, 10/8, 11/12, 12/10, 1/14, 2/11, 3/10, April TBD, 5/12

Good News Club	Media Center	Meetings	9/25, 10/2, 10/16, 10/23, 10/30
Cub Scouts Pack 55	Cafeteria	Meeting	9/19
Girl Scout Troop #25100	World Language Room	Meeting	9/9, 9/23, 10/7, 10/21, 11/4, 11/18, 12/2, 1/13, 1/27, 2/10, 2/24, 3/16, 3/30, 4/6, 4/27, 5/4, 5/18, 6/1, 6/15

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

Other Public Comments

Andrea Katz stated that she knows the Board just voted for Vice President but it felt a little off with Mrs. Halaw not here. She should have been here for the vote.

Karen Sever asked if it is two Principals or a Principal and a Vice Principal. Mr. Heino stated two Principals.

Adjourn to Executive Session - No action will be taken

A motion was made at 7:55 p.m. by Mr. Litt and seconded by Dr. Brown 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:

Legal Counsel

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

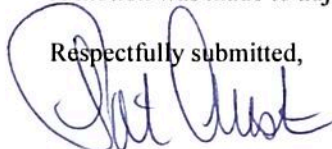
A motion was made at 8:45 p.m. by Mr. Litt and seconded by Dr. Brown to return to public session.

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 Mr. Litt and seconded by Dr. Brown at 8:45 p.m. All agreed.

Respectfully submitted,



Pat Austin
Interim Business Administrator/Board Secretary