

Chesterfield Township Board of Education
Regular Meeting 6:00 p.m.
Wednesday, October 16, 2019
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:00 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
Mr. Matthew Litt, Vice President
Dr. Terran Brown
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 October 9, 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 Mr. Litt and seconded by Mrs. Halaw to adjourn to executive session at 6:11 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:

Contractual Matter

RESOLVED, that the aforestated 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 7:05 p.m.

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

Five Minute Recess

A motion was made by Mrs. Halaw and seconded by Mr. Litt to recess for five minutes.

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 7:10 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

November 20, 2019 Regular Monthly Meeting

School District Important Dates

October 18, 2019	Picture Day
October 21 - 24, 2019	Scholastic Book Fair
November 6, 2019	End of 1 st Marking Period
November 6, 2019	CPEF Monthly Meeting
November 7 & 8, 2019	School Closed, NJEA Convention
November 11, 2019	School Closed, Staff In-Service
November 12, 2019	PTA Executive Meeting
November 20, 2019	Report Cards Available Online

Presentations

Spring 2019 NJSLA Results – Administrative Team (Attachment)

2018-2019 District/School HIB Self-Assessment (Attachment)

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)

September 25, 2019

September 25, 2019

October 2, 2019

October 2, 2019

Regular Minutes – Dr. Brown abstained

Executive Minutes – Dr. Brown abstained

Regular Minutes

Executive Minutes

Board of Education/Superintendent Reports

2019-2020 District Goals

2019-2020 Board Goals

A motion was made by Mrs. Halaw and seconded by Mr. Litt to open another Public Comment.

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

Public Comment

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

Five Minute Recess

A motion was made at 8:34 p.m. by Mr. Litt and seconded by Dr. Brown to recess for five minutes.

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 8:37 p.m.

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

Committee Reports - Dr. Brown updated on the Human Resources committee and recommended bringing student teachers back in spite of the required videotaping assessment they must submit to their school. Dr. Booth explained the benefits of having student teachers.

Ms. Hoggan gave an update on the Pipeline Committee and the Town Hall meeting scheduled for October 22, 2019.

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.		
Curriculum & Instruction	Chair	Vacant 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 Vacant	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: Christina Hoggan

District Advisory Committee: Jaclyn Halaw
Christina Hoggan

BOE Policy Committee: Terran Brown
Matthew Litt

CTEA/BOE Negotiation Committee: Matt Litt
Christina Hoggan

CAEA/BOE Negotiation Committee: Terran Brown
Matthew Litt

Compressor Station & Pipeline Impact Committee: Christina Hoggan

Fair Funding Action Committee Liaison: Vacant

Fair Funding Legal Committee: Christina Hoggan
Matthew Litt

Community Heritage Committee: Christina Hoggan
Matthew Litt

Superintendent's Report
Student Enrollment

Grade Levels	September 2019	October 2019	Net Change
Pre-School			
<i>Tuition</i>	17	17	
<i>Non-Tuition</i>	11	12	+1
<i>LMD (non-tuition)</i>	*5	*5	
<i>UMD (non-tuition)</i>	*3	*3	
Kindergarten	88	88	
1 st	101	101	
2 nd	100	100	
3 rd	115	115	
4 th	107	107	
5 th	109	109	
6 th	114	113	-1
Total In-District	762	762	
Attending Out-of-District Schools	5	5	
Total	767	767	0

* The enrollment of students in the LMD and UMD classes is reflected in the grade level numbers for those students.

Board Policy

Second Reading of Revised Policies (Attachment) - Public

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

- Policy 5131.1 Harassment, Intimidation and Bullying
Policy 3542.3 Procurement Procedures for Child Nutrition Programs

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

Minutes

2019-2020 District Goals

2019-2020 Board Goals

Board Policy

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

Personnel

Substitutes

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

- | | |
|---------------------|--|
| Angela Smylie | Nurse |
| Dale Donner | Nurse |
| Vandana Singh | Lunch/Recess Aide (pending background check) |
| Rosemary Olexovitch | Lunch/Recess Aide |

Resignation

Approval, with regret, of resignation of Sherry Hirth as Lunch/Recess Aide effective November 30, 2019.

Salary for Special Education Teacher

Approval of the start date for Nicole Loftus as Special Education Teacher, effective October 14, 2019 through June 30, 2019 at BA Step 5, \$55,936.00, prorated in the amount of \$48,104.96.

Lunch/Recess Aide

Approval of Melanie Wolak as lunch/recess aide for the remainder of the 2019-2020 school year (effective 10/17/2019), 2.92 hours per day for 141 days at \$11.00/ hour = \$4,528.92.

Vision Mission Oversight Team

Approval of the Vision Mission Oversight Team up to 10 hours per committee member for the 2019-2020 school year.

School Climate Team

Approval of the School Climate Team up to 5 hours per committee member for the 2019-2020 school year. Compensation will be based on the agreed upon negotiated rate.

Variety Show Stipends

Approval of the following staff members to coordinate the Variety Show and receive the associated stipend of \$698.00 each, per the negotiated agreement.

- | | |
|----------------|----------------|
| Mike McCann | Melody Khalifa |
| Courtney Kovac | Allan Forsyth |

School Play Stipends

Approval of the following staff members to coordinate the School Play. Stipend compensation is pending CTEA/BOE agreement.

- Gwendolyn McCreary, Director
Antoinette DiEleuterio, Co-Director
Michael Brayton, Co-Director

A motion was made by Mrs. Halaw and seconded by Dr. Brown to remove the following item:

Sidebar Agreement between CTBOE and the CTEA (Attachment)

Recommend approval of Sidebar Agreement between the Chesterfield Township Board of Education and the Chesterfield Township Education Association for Clubs Program.

A call of the roll indicated an affirmative vote. All ayes. No nays. (See Other Business for Vote)

Extra Time for Lunch/Recess Aides (Attachment)

Approval of payment of extra time for the attached aides to attend a Playground Supervision Safety meeting on September 26, 2019 or meeting with Mr. Mazzone on October 11, 2019. (Aides are being paid for number of hours attended less 2.93 or 2.33 hour obligation listed in their contract.)

A motion was made by Mrs. Halaw and seconded by Dr. Brown to approve the following item:

Personnel

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

Curriculum & Instruction

Wilson Foundations Training (Attachment)

Approval of Wilson Foundations training for one session, October 23, 2019 at \$1,450.00.

Revised Preschool Curriculum (Attachment)

Approval of the revised Preschool Curriculum.

Health & Safety

Nurses Report – September (Attachment) - Public

Emergency Drill Report (Attachment) - Public

Lock-down Drill September 26, 2019

Fire Drill October 10, 2019

Compressor Station Log (Attachment) - Public

Student Code of Conduct (Attachment) - Public

H.I.B. Incidents

Final Approval:

One H.I.B. incident reported – One non-confirmed

September Preliminary Approval:

There were no H.I.B. incidents reported in September.

Staff Professional Development

Workshop

Approval of the following workshops:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding
Mike Mazzone	Principal	Monroe Twp., NJ	Overview of the Discrimination Law & Role of the Affirmative Action Officer	12/13/2019	\$150.00	\$19.39	
Mike Mazzone	Principal	Monroe Twp., NJ	Enhancing Social/Emotional Learning with a Focus on Special Ed	1/15/2020	\$149.00	\$19.39	
Mike Mazzone	Principal	Monroe Twp., NJ	Crisis Prevention and Preparedness	1/29/2020	\$149.00	\$19.39	
Gwendolyn McCreary	Music	Atlantic City, NJ	NJ Music Educators Conference	2/20-2/23/2020	\$170.00	\$148.68	
Larry Pingitor	Custodian	Westampton, NJ	School IPM Coordinators 2019-2020 Training	11/8/2019	\$0.00	\$11.90	
Larry Pingitor	Custodian	Westampton, NJ	PEOSH/NJADP 2019-2020 Indoor Air Quality Training	3/6/2020	\$0.00	\$11.90	
Antoinette DiEleuterio	Instructional Coach	Mt. Laurel, NJ	Maximize the Power of Guided Math	11/25/2019	\$279.00	\$14.98	
Maria Prince	5 th Grade Teacher	Mt. Laurel, NJ	Maximize the Power of Guided Math	11/25/2019	\$279.00	\$14.98	

Tuition Reimbursement (Attachment)

Mr. Heino has approved tuition reimbursement for the following staff members, in accordance with the requirements of their certification.

Elizabeth Schauer Early Childhood Curriculum - \$2,190.84
Elizabeth Schauer Literacy Foundations - \$2,190.84

Lauran Gleason Linguistics & Second Language Acquisition for Teaching Languages - \$2,055.00

Transportation

Revised 2019-2020 Transportation Route - Bus 12 (Attachment)

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

- Curriculum & Instruction*
- Health & Safety*
- Staff Professional Development*
- Transportation*

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

Board of Education and Board Secretary Monthly Certifications

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 financial reports for the month of August 2019:

- 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.
- Transfers for August
- Budget Report
- Revenue Report
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

The following reports for September 2019 are attached: (Attachment)

- Expenditures - Approval and ratification of Expenditures for September 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 October 2019 are attached: (Attachment)

- Expenditures - Approval and ratification of Expenditures for October 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.

North Hanover Township School District 2019 ESY and 2019-2020 Tuition Agreement (Attachment)

Approval of the attached 2019 ESY/Related Services, 2019-2020 Tuition/Related Services contracts with North Hanover Township School District for SID#5011958955 effective July 1, 2019 through June 30, 2020, 2019 ESY Tuition \$1,600.00, 2019 ESY Related Services \$1,578.40, 2019-2020 Tuition \$29,604.00, 2019-2020 Related Services \$47,547.67 for a total amount of \$80,330.07.

Burlington County Special Services School District 2019-2020 Tuition Agreement (Attachment)

Approval of the attached 2019-2020 Tuition agreement with Burlington County Special Services School District for SID#5548170702 effective September 5, 2019 through June 19, 2020, in the amount of \$41,249.00.

Burlington County Special Services School District ESEA-ESSA Agreement (Attachment)

Approval of the attached ESEA-ESSA agreement with BCSSSD for the 2019-2020 school year.

A motion was made by Mrs. Halaw and seconded by Mr. Litt to amend the budget calendar to add two additional meetings.

Budget Calendar for the 2020-2021 Budget (Attachment)

Approval of the budget calendar for the 2020-2021 school year budget.

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

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 and Janice Jones, Treasurer and Andrew Polo, Business Administrator/Board Secretary

on Account: #2040001212 Lunchroom

2 Signatories: Janice Jones, Treasurer and Andrew Polo, Business Administrator/Board Secretary

on Accounts: #2040001220 Payroll
#2040001253 Unemployment
#2040001261 Summer Pay

2 Signatories: Janice Jones, Treasurer and Andrew Polo, Business Administrator/Board Secretary

on Accounts: #2040001246 Student Activity

2 Signatories: Scott Heino, Superintendent, Linda Nice, Administrative Secretary and/or Andrew Polo, Business Administrator/Board Secretary

on Accounts: #2040001279 Construction Account
#2040000147 Capital Investment

3 Signatories: Christina Hoggan, President and Janice Jones, Treasurer and Andrew Polo, Business Administrator/Board Secretary

Temporary Purchasing Agent (QPA)

Approval of Andrew Polo as Temporary Purchasing Agent (QPA) following Patricia Austin during the term of the appointment, a contracting unit's bid threshold may remain at the maximum amount allowed. Local Finance Notices 2011-15, and 2011-16.

Facilities Update/Information

Building & Grounds Report (Attachment) - Public

M-1 Form and Comprehensive Maintenance Plan (Attachment)

Approval of the Annual M-1 Form and Comprehensive Maintenance Plan.

School Dude Report (Attachment) - Public

The work order and incident reports for September 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
Cub Scouts Pack 55	Cafeteria	Meeting	11/14/19
PTA	Atrium	Holiday Shop	12/9-12/13/19
CTAA	Gym	Student Basketball Evaluations	11/14/19 11/15/19
CTAA	Media Center	Basketball Draft	11/19/19
CTAA Basketball	Gym and Cafeteria	Youth Basketball Practices and Games	11/27/19 through 3/20/20 Monday – Friday 6:00-9:00 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.
CTAA	Room TBD	Basketball Pictures	1/2/20
Champions	Cafeteria	Full Day Program	11/11/19

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

Board of Education

Board Secretary Monthly Certifications

Financials

Facilities

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

Other Business

Draft Committee Policy (Attachment) The Board reviewed the draft committee policy.

Clubs Program - The Board had a discussion regarding the cost of the clubs program, being self-sufficient, and the Boards responsibility of hardship cases.

A motion was made by Mrs. Halaw and seconded by Dr. Brown to add the following item for approval:

Sidebar Agreement between CTBOE and the CTEA (Attachment)

Approval of Sidebar Agreement between the Chesterfield Township Board of Education and the Chesterfield Township Education Association for Clubs Program.

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

Code of Conduct - The Board discussed the code of conduct and how it is being presented to students using the new dragon mascot items.

Curriculum - Reading - The Board discussed reading levels, Mrs. Halaw shared some information from her committee meeting regarding the removal of letters/numbering of levels on books, and the use of "Just Right Books."

Action Item List – The Board discussed keeping a list of action items/board notes for review at future board meetings.

School Climate Survey – The Board had a discussion regarding the results of the survey and what the next step will be regarding follow up with all the data that was collected. The Board may consider creating a committee.

Other Public Comments - None

Adjournment

A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Dr. Brown at 10:27 p.m. All agreed.

Respectfully submitted,

Pat Austin (MEM)

Pat Austin
Interim Business Administrator/Board Secretary