

Chesterfield Township Board of Education
Regular Meeting 6:00 p.m.
Wednesday, November 20, 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.

Swearing In of New Board Member

The Board Secretary administers the Oath of Allegiance to the newly appointed Board Member, Mrs. Kerri Lynch.

Roll Call

Board Members present:

Ms. Christina Hoggan, President
Mr. Matthew Litt, Vice President
Mrs. Jaclyn Halaw
Mrs. Kerri Lynch

Board members absent:

Dr. Terran Brown

Other administration present:

Mr. Scott Heino, Superintendent
Mr. Andrew Polo, Business Administrator/Board Secretary
Dr. Lynn Booth, Supervisor of Special Services
Mrs. Jeanine May-Sivieri, Supervisor of Curriculum & Instruction

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 on January 8, 2019 and meeting time change on November 17, 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 Mrs. Halaw and seconded by Mr. Litt to adjourn to executive session at 6:09 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
Personnel 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 Mrs. Halaw and seconded by Mr. Litt to return to public session at 7:04 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

December 18, 2019 Regular Monthly Meeting

School District Important Dates

November 21, 2019	Early Dismissal - Evening Parent/Teacher Conferences
November 22, 2019	Early Dismissal - Afternoon Parent/Teacher Conferences
November 25, 2019	Early Dismissal - Evening Parent/Teacher Conferences
November 26, 2019	Early Dismissal - Afternoon Parent/Teacher Conferences
November 27, 2019	Early Dismissal
November 28-29, 2019	School Closed – Thanksgiving Holiday
December 4, 2019	CPEF Monthly Meeting
December 5, 2019	FVL Parent Chaperone Meeting
December 5, 2019	FVL Mandatory Parent Meeting
December 9-13, 2019	PTA Holiday Shop
December 10, 2019	PTA Monthly Meeting
December 12, 2019	Variety Show
December 13, 2019	Fairview Lake 5 th /6 th Grade Dance

Presentations

Social Studies Curriculum Presentation and Demonstration by 6th Grade Students - Mrs. Jeanine May-Sivieri

ESL Curriculum Presentation – Mrs. Jeanine May-Sivieri

Special Services Presentation – Dr. Lynn Booth

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 - April Kirkpatrick stated the fund has approved the following grants.

CPEF Grant Request (Attachment) – Public

Approval of the following grants:

5th Grade Teachers, requesting a subscription to Vocabulary Spelling City App. Cost \$324.75

Melissa Chou, Resource Teacher, requesting flexible seating options. Cost \$223.95

Melissa Midora and Karen Stryker, Teachers, request towards Science Olympiad Competition. Cost \$2,000.00

Danielle Christiansen, Counselor, request for Character Education Rockin' for Respect project. Cost \$150.00

6th Grade Teachers, requesting \$25.00 toward each 6th grade student to attend Fairview Lake. Cost \$2,825.00

Minutes (Attachment)

Approval of the following minutes:

October 16, 2019 Executive Minutes

October 16, 2019 Regular Minutes

Board of Education/Superintendent Reports

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.		
Curriculum & Instruction	Chair	Jaclyn Halaw Kerri Lynch	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.	Andrew Polo	
Student Services	Chair	Terran Brown Kerri Lynch	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	October 2019	November 2019	Net Change
Pre-School			
<i>Tuition</i>	17	16	-1
<i>Non-Tuition</i>	12	12	
LMD (non-tuition)	*5	*5	
UMD (non-tuition)	*3	*3	
Kindergarten	88	87	-1
1 st	101	103	+2
2 nd	100	100	
3 rd	115	114	-1
4 th	107	106	-1
5 th	109	109	
6 th	113	113	
Total In-District	762	761	-1
Attending Out-of-District Schools	5	5	
Total	767	765	-2

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

Uniform State Memorandum of Agreement (Attachment) - Public

Approval of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2019-2020 school year.

Board Policy

First Reading of Revised Bylaw (Attachment)

The following revised bylaw is being presented for the first reading:

Bylaw #9130 Committees

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

Minutes

CPEF Grants

Uniform State Memorandum of Agreement

Board Policy

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

Personnel

Extra Time

Approval of the extra time for the following employees:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Jamie Cronin	Classroom Relocation	\$150.00
Jamie Cronin	Missed Prep - IEP meeting (9/25/19)	\$35.00
Jamie Cronin	SpellRead Training (10/14/19, 10/17/19 & 10/25/19)	\$130.00
Jennifer Feder	SpellRead Training (10/14/19, 10/17/19)	\$104.00
Jenn Hamer	Missed Prep period to cover supplemental instruction due to teacher shortage (10/4/19, 10/7/19, 10/8/19, 10/15/19, 10/16/19, 10/17/19, 10/23/19, 10/24/19, 10/25/19, 10/31/19, 11/1/19 and 11/4/19)	\$420.00
Melissa Hillman	Missed Prep - IEP meetings (9/25/19, 10/2/19 & 10/10/19)	\$105.00
Melissa Sakimura	Missed Prep - IEP meeting (9/25/19)	\$35.00
Amanda Sorensen	Missed Prep - IEP meeting (9/25/19)	\$35.00

Continuation of Leave of Absence

Approval of continuation of leave of absence for Tara Bobal, Kindergarten Teacher, through June 30, 2020.

Resignation

Approval of the resignation, with regret of Lori Christensen, 2nd Grade Teacher, effective December 14, 2019.

Before/After School Detention Positions (Attachment)

Approval of the attached list of staff members for the Before/After School Detention Positions for the 2019-2020 school year.

Mentor

Approval of Maria Prince as a mentor for Marissa Holloway for the 2019-2020 school year at an annual stipend of \$550.00.

Maternity Leave

Approval of maternity leave for Jessica Carlini, Lunch/Recess Aide, from November 1, 2019, through approximately January 2, 2020.

Substitute Lunch/Recess Aide

Approval of Gladys Gill as substitute lunch/recess aide for the 2019-2020 school year.

Psychologist Internship

Approval of psychologist internship for Danielle Brown from the College of NJ for 160 hours (January 2020 through June 2020) under the supervision of Danielle Christiansen.

Elementary Education Teacher

Approval of Jaclyn Schaffer as Elementary Education Teacher for the remainder of the 2019-2020 school year at BA Step 4, \$55,936.00 prorated to \$30,585.12 (based on a start date of January 21, 2020).

Interim Second Grade Teacher

Approval of Michael Damiano as an Interim Second Grade Teacher to act in the place of Lori Christensen, from December 16, 2019 through the remainder of the 2019-2020 school year, pursuant to N.J.S.A. 18A:16-1.1 at a salary of \$31,588.20. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

Interim Special Education Resource Teacher

Approval of Mariel Tringali as an Interim Special Education Resource Teacher to act in the place of Jamie Cronin, start date to be determined through the remainder of the 2019-2020 school year, pursuant to N.J.S.A. 18A:16-1.1 at a salary of \$23,325.04 (based on a start date of January 21, 2020). Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

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

Personnel

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

Curriculum & Instruction

Social Studies Curriculum (Attachment)

Approval of the newly written Social Studies Curriculum.

Revised G&T and ESL Curriculum (Attachment)

Approval of the revised G&T and ESL Curriculum.

Fairview Lake Field Trip for the 2019-2020 School Year

Approval of a field trip to Fairview Lake for the sixth grade students for the 2019-2020 school year, February 4 – 7, 2020.

Field Trips

Approval of the following field trips for:

Grade	Date	Reason	Destination
3rd Grade	12/6/2019	To enhance science curriculum	Franklin Institute
UMD and LMD	5/8/2020	Students will explore the movement skills that have been practiced throughout the school year in Adapted PE, in an inclusive environment that was built for students with specific needs.	Jake's Place Playground
4th Grade G & T	5/21/2020	Students will be entering the Law Fair Competition and will either be performing their Mock Trial case or watching the other student winners.	New Jersey State Bar Foundation

Health & Safety

Nurses Report – October (Attachment) - Public

Emergency Drill Report (Attachment) - Public

Evacuation Drill October 24, 2019

Evacuation Drill November 6, 2019

Compressor Station Log (Attachment) - Public

Student Code of Conduct (Attachment) - Public
Report for October

HIB Incidents

September Final Approval:

There were no HIB incidents reported in September.

October Preliminary Approval:

There were no HIB incidents reported in October.

2018-2019 District/School HIB Self-Assessment

Approval of the 2018-2019 District/School HIB Self-Assessment.

Staff Professional Development

Workshop

Approval of the following workshops:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding
Michael Mazzone	Principal	Westampton, NJ	Campus Emergencies Prevention, Response and Recovery	12/11/19		\$11.69	
Lynn Booth	Supervisor	Monroe, NJ	Affirmative Action Certificate Program	1/15/20, 1/21/20, 1/23/20	\$450.00	\$42.63	
Lynn Booth	Supervisor	Ewing, NJ	Wilson Reading System Introductory Course	4/27/20, 4/28/20, 4/29/20	\$840.00	\$43.05	
Melissa Hillman	Preschool	Pemberton, NJ	Visiting Pemberton Early Childhood Classes	12/12/2019		\$10.29	
Courtney Kovac	1st Grade	Mt. Laurel, NJ	Dyslexia: Help Children Who Struggle to Succeed	1/7/2020	\$279.00	\$15.13	

			Read, Write and Spell				
Tarra Baker	Secretary	Princeton, NJ	Front Desk Safety and Security	1/13/2020	\$149.00	\$15.82	
Sabrina Buscamera	Secretary	Princeton, NJ	Front Desk Safety and Security	1/13/2020	\$149.00	\$15.82	
Carla Rigolizzo	Kindergarten	Lafayette Hill, PA	Improving Teacher & Student Language	3/6/2020	\$229.00	\$28.00	
Victoria Wolochow	Kindergarten	Lafayette Hill, PA	Improving Teacher & Student Language	3/6/2020	\$229.00	\$28.00	

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

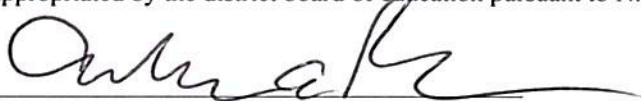
*Curriculum & Instruction
Health & Safety
Staff Professional Development*

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.



Andrew Polo

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 September:

- 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.
- Transfers for September
- Report of the Secretary
- Monthly Transfer Report for County Approval
- Report of the Treasurer

Approval of the following financial report for the month of November: **(Attachment)**

- **Expenditures** - Approval and ratification of Expenditures for November 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 to Join Schools Health Insurance Fund (SHIF) (Attachment)

Approval to join the Schools Health Insurance Fund (SHIF), effective February 1, 2020.

Resolution to Appoint Fund Commissioner and Alternate Fund Commissioner for SHIF

Approval to appoint Andrew Polo as Fund Commissioner and Marnie Briel as Alternate Fund Commissioner to the School Health Insurance Fund (SHIF), effective February 1, 2020. **(Attachment)**

Resolution to Adopt the SHIF Indemnity and Trust Agreement (Attachment)

Approval to adopt the School Health Insurance Fund (SHIF) Indemnity and Trust Agreement.

Designation of Anti-Bullying Coordinator and Anti-Bullying Specialist

BE IT RESOLVED THAT the Chesterfield Township Board of Education does hereby appoint and approve Coletta Graham as Anti-Bullying Coordinator and Danielle Christiansen and Melody Khalifa as Anti-Bullying Specialists for the remainder of the 2019 calendar year.

2018-2019 ESEA Grant Carryover

Approval to accept and expend the 2018-2019 ESEA Grant Carryover as follows:

Title I-A	\$8,311
Title II-A	2,449
Title IV	<u>10,000</u>
Total	\$20,760

Accept Donation of Art Supplies

Approval to accept a donation of art supplies from Mrs. Amy Craft.

Other Business

The Board had a discussion to clarify the Board Goals and the changes to agenda format.

The Board is in favor of a Responsive Classroom review set for January 2020 to ensure the program is being implemented properly.

Mrs. Halaw expressed concern that several board members committed that they would be attending the NJSBA Workshop in Atlantic City. The district reserved and paid for hotel rooms for multiple nights. These members ended up not attending the conference and didn't cancel with enough notice. Mrs. Halaw was concerned that taxpayer money was needlessly wasted on these unused hotel rooms.

Five Minute Recess

A motion was made at 8:41 p.m. 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 8:46 p.m.

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

Facilities Update/Information

Building & Grounds Report (Attachment) – Public

Health & Safety Evaluation of School Buildings Checklist (Attachment)

Approval of the Health & Safety Evaluation of School Buildings for the 2019-2020 school year.

School Dude Report (Attachment) - Public

The work order and incident reports for October 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
Girl Scouts	Cafeteria	Father Daughter Dance	5/1/2020
PTA	Cafeteria	Tech Talk Night w/ John Kriger	12/11/2019
FVL Committee	Cafeteria	FVL 5th and 6th Grade Fundraising Dance-	12/13/2019
Nicole DiMaiuta - G & T	Gym	SpaceX	5/27/2020
Girl Scouts	Atrium	Sensonics Fundraiser	12/2/2019
Cub Scout Pack 55	Cafeteria	Meeting	12/19/19

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

Board Secretary Monthly Certifications

Financials

Facilities

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

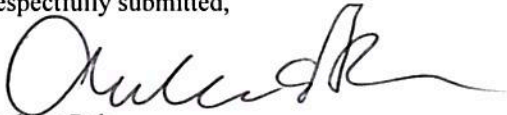
Other Public Comments

Dawn Sheridan stated how do I get my dog therapy program back into the school? Mr. Heino suggested she speak with Mr. Mazzoni.

Adjournment

A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Mrs. Lynch at 9:22 p.m. All agreed.

Respectfully submitted,



Andrew Polo
Business Administrator/Board Secretary