

Chesterfield Township Board of Education  
Goal Setting/Regular Meeting 6:00 p.m.  
Wednesday, November 14, 2018  
MINUTES

The goal setting/regular meeting of the Chesterfield Township Board of Education was opened at 6:11 p.m., by President Jignesh Shah.

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:

Mr. Jignesh Shah, President  
Mrs. Laura Bond, Vice President  
Ms. Christina Hoggan

Board Member absent:

Dr. Terran Brown  
Mrs. Amy Jablonski

Other administration present:

Mr. Scott Heino, Superintendent  
Mr. Patrick Pisano, 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 on January 28, 2018 and the time change on November 7, 2018:

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.

Board Goals

New Jersey School Boards Association Field Service Representative Jesse Adams – Board Goals

Jesse Adams discusses board goals with the board - committee structures, board operations, community engagement, working with outside and inside relationships, meeting effectiveness, development of committee structure and committee chairs.

FVHD Architects

FVHD Architects, George Duthie and Steve Gillan - Review site observation report for geothermal vault. They gave their recommendation for replacing the existing underground vault with a building above ground to house the geothermal valves.

## Meeting Information/Important Dates

### Board of Education Important Dates

December 12, 2018 Regular Monthly Meeting (Date Change)

### School District Important Dates

November 15, 2018	Early Dismissal - Evening Parent/Teacher Conferences
November 16, 2018	Early Dismissal - Afternoon Parent/Teacher Conferences
November 19, 2018	Early Dismissal - Evening Parent/Teacher Conferences
November 20, 2018	Early Dismissal - Afternoon Parent/Teacher Conferences
November 20, 2018	Picture Retakes
November 21, 2018	Early Dismissal
November 22-23, 2018	School Closed – Thanksgiving Holiday
December 3-7, 2018	PTA Holiday Shop
December 5, 2018	CPEF Monthly Meeting
December 6, 2018	FVL Parent Chaperone Meeting
December 6, 2018	FVL Mandatory Parent Meeting
December 11, 2018	PTA 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

Stacey Lindes thanked everyone for filling the clothing drive truck. CPEF upcoming events are a Boosterthon and Barnes and Noble night.

### CPEF Grant Request (Attachments) – Public

A motion was made by Ms. Hoggan and seconded by Mrs. Bond to approve the following grant:  
Allan Forsyth, 5<sup>th</sup> Grade Teacher requesting flexible seating options for his classroom. The seats will allow students to show academic improvements and they will be more engaged in their learning. Cost \$414.47.

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

### Minutes (Attachment)

A motion was made by Mrs. Bond and seconded by Ms. Hoggan to approve the following minutes:

October 17, 2018 Regular Minutes

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

### Board of Education

#### Committee Reports

Ms. Hoggan gave an update on the Policy Committee and the Compressor Station and Pipeline Committee.  
Mr. Heino, Mrs. Bond and Ms. Hoggan gave updates from the NJ School Boards Conference.  
Mr. Shah gave an update on the Finance Committee.

#### Board Committee/Superintendent Reports

<u>Committee</u>	<u>Meeting Dates</u>
Human Resources	prior to the January, May and

	Admin. Rep.	Amy Jablonski Mike Mazzoni	September meetings
Curriculum & Instruction	Chair	Laura Bond Amy Jablonski	prior to the February, June and October meetings
	Admin. Rep.	Jeanine May-Sivieri	
Finance	Chair	Jignesh Shah Christina Hoggan	prior to the March, July and November meetings
	Admin. Rep.	Patrick Pisano	
Student Services	Chair	Terran Brown Laura Bond	prior to the April, August and December meetings
	Admin. Rep.	Anthony Calandrillo	
BURLCO School Boards Association Executive Committee Delegate:			Jignesh Shah
Legislative Chairperson & Delegate to NJ School Boards Association:			Jignesh Shah
Alternate Delegate:			Amy Jablonski
District Advisory Committee:			Laura Bond Terran Brown
BOE Policy Committee:			Terran Brown Christina Hoggan
CTEA/BOE Negotiation Committee			Christina Hoggan Jignesh Shah
CAEA/BOE Negotiation Committee			Jignesh Shah Terran Brown
Compressor Station & Pipeline Impact Committee:			Christina Hoggan

#### Superintendent's Report

##### Student Enrollment

Grade Levels	October 2018	November 2018	Net Change
<b>Pre-School</b>			
<i>Non-Tuition</i>	8	8	
<i>Preschool Disabled (non-tuition)</i>	5	6	+1
<i>Tuition</i>	15	16	+1
<b>Kindergarten</b>	100	103	+3
<b>1<sup>st</sup></b>	94	93	-1
<b>2<sup>nd</sup></b>	111	112	+1
<b>3<sup>rd</sup></b>	102	102	
<b>4<sup>th</sup></b>	106	107	+1
<b>5<sup>th</sup></b>	112	111	-1
<b>6<sup>th</sup></b>	123	122	-1
<b>Total In-District</b>	776	780	+4
<b>Attending Out-of-District Schools</b>	5	5	
<b>Total</b>	781	785	+4



Board Member Training (Attachments) - Public  
Board Member Training Mandated by New Jersey School Boards Association

Board Policy/Regulation

A motion was made by Mrs. Bond and seconded by Ms. Hoggan to approve the following revised/new policies:

First Reading of Revised Policies (Attachments) – Public

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

Policy #5141.21	Administering Medication
Policy #5141.21	Emergency Administration of Naloxone for Drug Overdose Form
Policy #6142	Subject Fields
Policy #6142.2	English as a Second Language; Bilingual Programs
Policy #6142.4	Physical Education and Health
Policy #6142.12	Career and Technical Education

Second Reading of Revised/New Policies (Attachments) - Public

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

Policy #3541.32	District Owned Vehicles
Policy #4151	Attendance Patterns - Regulation
Policy #6141	Curriculum Design and Development

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

Personnel

A motion was made by Mrs. Bond and seconded by Ms. Hoggan to approve the following personnel items:

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>
Barca, Kimberly	Involuntary Relocation of Classroom	\$150.00
Bulley, Amanda	Involuntary Relocation of Classroom	\$150.00
Chou, Melissa	Involuntary Relocation of Classroom	\$150.00
Hillman, Melissa	Missed Prep for CST Meetings 10/17/18 & 11/1/18	\$ 70.00

Technology Committee

Approval of the following personnel to continue their work on the technology committee for the 2018-2019 school year, up to 10 hours each. Total \$2,836.50.

Jennifer Ancelo*	\$52.00/hour @ 10 hours for a total of \$520.00, per negotiated agreement
Michael Brayton	\$52.00/hour @ 10 hours for a total of \$520.00, per negotiated agreement
Maria Prince	\$52.00/hour @ 10 hours for a total of \$520.00, per negotiated agreement
Angela Manning	\$52.00/hour @ 10 hours for a total of \$520.00, per negotiated agreement
Melissa Carlton	\$52.00/hour @ 10 hours for a total of \$520.00, per negotiated agreement
Marnie Briel	\$23.65/hour @ 10 hours for a total of \$236.50

\*new member of committee for the 2018-2019 school year

Substitute

Approval of Sudha Govindaraj as a substitute teacher for the 2018-2019 school year.

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.

### Resignation

Approval of the resignation of Mary Wolverton, Lunchroom/Recess Aide, effective November 25, 2018.

### Special Education Teacher

Approval of Amber Clark as full time Special Education Teacher for the remainder of the 2018-2019 school year effective November 12, 2018 at BA Step 1, \$52,931.00, prorated to \$40,756.89, as per negotiated agreement.

### School Counselor

Approval of Melody Khalifa as School Counselor for the remainder of the 2018-2019 school year effective January 2, 2019 at MA+18 Step 7, \$61,068.00, prorated to \$36,640.80, as per negotiated agreement.

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

### Curriculum & Instruction

A motion was made by Ms. Hoggan and seconded by Mrs. Bond to approve the following items:

#### Fairview Lake Field Trip for the 2018-2019 School Year

Approval of a field trip to Fairview Lake for the sixth grade students for the 2018-2019 school year, February 5 – 8, 2019.

#### ABA Services (Attachment)

Re-approval of Amazing Transformations to provide an applied behavioral therapist for behavioral and educational support services, 5 hours per week at \$450.00 per week for the 2018-2019 school year.

### Paraprofessional

Approval of one additional paraprofessional from Delta T for the preschool self-contained classroom.

#### Bilingual/ESL Three-Year Program Plan (Attachment)

Approval of the Bilingual/ESL Three-Year program plan for school years 2017-2020.

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

### Health & Safety

A motion was made by Ms. Hoggan and seconded by Mrs. Bond to approve the following items:

#### Nurses Report – October (Attachment) - Public

#### Emergency Drill Report (Attachment) - Public

Bomb Threat Drill	October 30, 2018
Evacuation Drill	November 2, 2018

#### Student Code of Conduct (Attachment) – Public

Report for October

#### H.I.B. Incidents (Attachment)

#### September Final Approval:

There were no HIB incidents reported in September.

#### October Preliminary Approval:

There were three H.I.B. incidents reported and three confirmed for October.

#### Adoption of the Emergency Management Plan: November 2018 (Attachment)

Approval of the revised and updated plan.

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



### Staff Professional Development

A motion was made by Ms. Hoggan and seconded by Mrs. Bond to approve the following items:

### Workshops

Approval of the following workshops:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding
Anthony Calandrillo	Director of Spec Serv	Voorhees, NJ	Co-Teaching	12/5&6/2018	\$449.00		
Melissa Carlton	Psychologist	McGuire AFB, NJ	JBMDL Inclusive by Design: A Gathering for Influencers	10/24/2018	\$0.00		

### Tuition Reimbursement (Attachment)

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

Bethann Molesky	BEHP 5012 - Basic Elements of Behavior Analysis	Total \$850.00
Bethann Molesky	BEHP 5013 - Developing, Strengthening, Maintaining Behavior	Total \$850.00

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

### Transportation

A motion was made by Ms. Hoggan and seconded by Mrs. Bond to approve the following item:

### Approval of the Revised 2018-2019 Transportation Route - Bus 12 (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 Mrs. Bond and seconded by Ms. Hoggan to approve the following resolution and financial items:

Approval of the following resolution:

BE IT Resolved that: Pursuant to N.J.A.C. 6:23-2.12(c)3\*, I certify that as of the date of this Board meeting, no budgetary line item account has obligations and payments (contractual orders) which in total, exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:22-8-1.



Patrick Pisano

12/12/18  
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)

Recommend 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: #019 to #022
- Report of the Secretary
- Budget Report
- Revenue Report
- Monthly Transfer Report
- Report of the Treasurer

Approval of the following financial reports for the month of October: (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.

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.

Personnel Waiving Health Benefits (Attachment)

Approval and payment of the attached list of personnel waiving health benefits as of November 1, 2018.

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

Other Business - None

Facilities Update/Information

A motion was made by Ms. Hoggan and seconded by Mrs. Bond to approve the following item:

Supervisor of Building & Grounds Report - Robert Carter (Attachment) - Public

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

M-1 Form and Comprehensive Maintenance Plan (Attachment)

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

Use of Facilities

Approval of the following use of facilities for the 2018-2019 school year:

Name Of Organization	Facility requested	Description of Activity	Date
FVL 2019	Atrium	Pie Fundraiser Pick up	11/19/18

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

Other Public Comments

Ben Wolverton asked if the drug narcan (referring to policy #5141.21) needed to be administered by the nurse. Mr. Heino asked Mr. Wolverton to call him tomorrow and he would answer his questions.

Melissa Chou stated she is a resource teacher here at school, she asked to please give value to the teachers and give them a fair contract. Make it a priority to settle the contract.

Adjournment

A motion was made to adjourn the meeting by Mrs. Bond and seconded by Ms. Hoggan at 8:32 p.m. All agreed.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Patrick Pisano', with a stylized flourish at the end.

Patrick Pisano  
Business Administrator/Board Secretary