

Chesterfield Township Board of Education
Regular Meeting 6:30 p.m.
Wednesday, January 23, 2019
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 6:40 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
Mrs. Amy Jablonski, Vice President
Dr. Terran Brown
Mrs. Jaclyn Halaw

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 January 8, 2019 and January 20, 2019 for Time Change:

- 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.

Meeting Information/Important Dates

Board of Education Important Dates:

February 20, 2019 Regular Monthly Meeting

School District Important Dates

January 25, 2019	End of 2 nd Marking Period/Boosterthon Fun Run
February 1, 2019	Report Cards Available On-Line
February 5-8, 2019	6 th Grade Fairview Lake Trip
February 6, 2019	CPEF Monthly Meeting
February 12, 2019	PTA Board Meeting
February 15 - 18, 2019	School Closed – President's Day Weekend
February 19, 2019	School Closed - Staff In-Service

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.

David Sass thanked all of the interviewees tonight; and gives his support to Matt Litt along with his wife and 3 children. He stated he worked with Matt on the fair funding and Matt took the time independently to research and draft a complaint all on his own time. He was considerate to all the issues of fair funding. He has a level headed approach and can hit the ground running.

Maggie Britton stated that she supports Matt Litt and all of his characteristics. He researches what is found to be true. I also thank all the other candidates; I don't know you but it is exciting to see this go forward. #10 ESL I do not know what it is but I hope it is looked at by more than one person and that it is from other schools. #12 PD make sure the teachers extend these PD courses to fellow colleagues. Also make sure the administration is following up and attending the workshops with the teachers.

Jessica Wszolek stated that she supports Matt Litt, he is respectful and thoughtful. He always does his research and takes his time before making a decision. Please consider him for the position. I also thank everyone that applied.

School Community Partnerships

Chesterfield PTA - None

Chesterfield Public Education Fund

Carol Cooper-Braun stated that the big Fun Run is coming up tomorrow. Participation has been great, you should see a lot of grants coming up.

CPEF Grant Request (Attachments) – Public

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

6th Grade Teachers, requesting a grant for the 2019 - Sixth Grade Fairview Lake Trip, in the amount of \$3,075.00. CPEF has agreed on a grant amount of \$25.00 per student attending the trip. Actual total amount of grant will be based on the number of students attending the trip.

Melissa Midora, 2nd Grade Teacher requesting a grant for the Science Olympiad in the amount of \$900.00.

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

Minutes

Approval of Minutes (Attachment)

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

December 12, 2018	Regular Meeting Minutes
December 12, 2018	Executive Minutes

A call of the roll indicated an affirmative vote. Three ayes. No nays. One Abstained (Halaw)

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

January 2, 2019	Reorganization Meeting Minutes
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A call of the roll indicated an affirmative vote. All ayes. No nays.

Board of Education

Interviews of School Board Candidates to Fill Vacant Seat

The following candidates were interviewed by the board:

Erin Pinelli	7:00 p.m.
Christina Lyon	7:20 p.m.
Karthikeyan Prabhakaran	7:40 p.m.
Rob Sheerr	8:00 p.m.
Matthew Litt	8:20 p.m.
Jill Moraca	8:40 p.m.

Adjourn to Executive Session

A motion was made at 8:38 p.m. by Mrs. Jablonski 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:

Deliberation Regarding Board Vacancy

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 at 9:10 p.m. by Mrs. Halaw and seconded by Mrs. Jablonski to return to public session.

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

Board President Ms. Hoggan thanked everyone for coming out and getting involved.

A motion was made by Mrs. Jablonski and seconded by Dr. Brown to appoint Matthew Litt as board member.

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

Board Committee/Superintendent Reports

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

Board Committee

Human Resources and Finance committees gave updates.

Compressor station updated that the testing has been completed, waiting on results.

<u>Committee</u>			<u>Meeting Date</u>
Human Resources	Chair	Terran Brown	prior to the January, May and September meetings
	Admin. Rep.	Christina Hoggan Mike Mazzoni	
Curriculum & Instruction	Chair	Amy Jablonski	prior to the February, June and

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

Board Member Training (Attachments) – Public

Board Member Training Mandated by New Jersey School Boards Association

Mrs. Halaw gave an update on the NJSBA New Board Member Training she attended, she stated they gave her a lot of information and she is glad she was able to attend.

Superintendent's Report

Student Enrollment

Grade Levels	December 2018	January 2019	Net Change
Pre-School			
Non-Tuition	8	9	+1
Preschool Disabled (non-tuition)	6	6	
Tuition	16	16	
Kindergarten	103	103	
1 st	95	99	+4
2 nd	111	112	+1
3 rd	103	104	+1
4 th	107	106	-1
5 th	111	112	+1
6 th	123	124	+1

Total In-District	783	791	+8
Attending Out-of-District Schools	4	4	
Total	787	795	+8

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

Board Policy

First Reading of New/Revised Policies (Attachments) – Public

A motion was made by Mrs. Halaw and seconded by Mrs. Jablonski to approve the following new/revised policies being presented for first reading:

Policy #4111.2,4211.2	Domestic Violence (new)
Policy #5147.7	Gender Identity and Expression (new)
Policy #6145	Extracurricular Activities (revised)
Policy #6146.2	Promotion, Retention (revised)
Policy #6147	Standards of Proficiency (revised)

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

Personnel

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

Substitutes

Approval of the following substitutes for the remainder of the 2018-2019 school year:

Olga Choquette	Copy Aide
Mahalakshmi Sundararajan	Teacher
Jalakshmi Purusothaman	Teacher
Debra Kauffman	Teacher
Charmaine Ramos	Nurse/Teacher
Johnnie Wade	Teacher

Parent Chaperones for Fairview Lake (Attachment)

Approval of the attached list of parent chaperones for the sixth grade trip to Fairview Lake from February 5-8, 2019, pending completion of background check.

Extra Time

Approval of the extra time for the following employees:

Staff Member	Brief Description of Work Completed	Total amount
Hillman, Melissa	Missed prep due to CST meetings (1/7/19 & 1/10/19)	\$70.00

Part-Time Custodian

Approval of John Hall as a part-time custodian for the remainder of the 2018-2019 school year, effective January 24, 2019 for 3.5 hours per day (43.8%) at Custodial Step 0 at a prorated amount of \$6,805.76. (As per the negotiated agreement.)

Staff Chaperones for Fairview Lake (Attachment)

Approval of the attached list of staff chaperones for the sixth grade trip to Fairview Lake from February 5-8, 2019, at a rate of \$279.00 per night. (As per the negotiated agreement.)

Resignation – Resource Teacher

Approval, of the resignation of Megan Iannuzzi, Resource Teacher, effective January 9, 2019.

Instructional Coach Job Description (Attachment) - Public
Approval the of the job description for Instructional Coach.

Maternity Leave of Absence

Approval of maternity leave of absence for Shannon McGettigan, Resource Teacher, from approximately April 3, 2019 through October 31, 2019.

Retirement

Approval, with regret, of the retirement of Robert Carter, Jr., Building and Grounds Supervisor, effective July 1, 2019.

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

Curriculum & Instruction

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

English as a Second Language Curriculum (Attachment) – Public

Approval of the New Jersey Model Curriculum for English as a Second Language curriculum for the 2018-2019 school year.

Bilingual/ESL Three Year Program Plan (Attachment) – Public

Approval of the Bilingual/ESL three year program plan for school years 2017-2020.

English Language Arts Curriculum and Social Studies Curriculum

Approval of English Language Arts Curriculum and Social Studies Curriculum for the 2018-2019 school year.

Field Trip

Approval of the following field trip:

DATE	GRADE	REASON	DESTINATION
3/2019	2 nd	Aligns with science unit on Ecosystem Diversity and NGSS	Pinelands Institute for Natural and Environmental Studies
3/2019	Kindergarten	Connection to math and science standards	Burlington Bowling & Recreation Center
5/2019	1 st	Supports the NGSS Exploring Organisms unit of study	Johnson's Corner Farm

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

Health & Safety

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

Nurses Report – December (Attachment) – Public

Emergency Drill Report (Attachment) – Public

Bomb Threat Drill December 13, 2018
Fire Drill January 4, 2019
Bomb Threat Drill January 9, 2019

Student Code of Conduct (Attachment) – Public
Report for December.

H.I.B. Incidents

November Final Approval:

There was one H.I.B. incident reported and one confirmed for November.

December Preliminary Approval:

There was one H.I.B. incident reported and one not confirmed for December.

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

Staff Professional Development

A motion was made by Mrs. Halaw and seconded by Mrs. Jablonski to approve the following workshops:

Workshops

Approval of the following workshops and mileage.

					Workshop/Exhibit Cost to District		
Name	Position	Destination	Justification	Date	Reg. Fee	Mileage	Funding Source
Jaclyn Halaw	Board Member	Trenton	NJSBA Training - Making Meetings Matter	2/9/2019	\$50.00		
Jaclyn Halaw	Board Member	West Windsor	NJSBA Training – Innovations in School Finance and Employee Health Care Conference	2/21/2019	\$99.00		
Amy Jablonski	Board Member	Trenton	NJSBA Training - Making Meetings Matter	2/9/2019	\$50.00		
Christina Hoggan	Board Member	Trenton	NJSBA Training - Making Meetings Matter	2/9/2019	\$50.00		
Christina Hoggan	Board Member	West Windsor	NJSBA Training – Innovations in School Finance and Employee Health Care Conference	2/21/2019	\$99.00		
Angela Manning	Computer	Atlantic City, NJ	Techspo '19	1/31/19-2/1/19	\$450.00	\$110.60	
Jessica Davern	Resource	Princeton, NJ	WRS Wilson Reading System 4th Edition	1/29, 1/30, 1/31	\$700.00	\$18.32	IDEA
Julia Johnson	Resource	Princeton, NJ	WRS Wilson Reading System 4th Edition	1/29, 1/30, 1/31	\$700.00	\$18.32	IDEA

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

Transportation

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

Revised 2018-2019 Transportation Route - Bus 12 (Attachment)

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

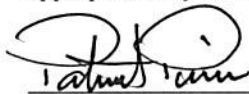
Board of Education and Board Secretary Monthly Certifications

A motion was made by Mrs. Jablonski and seconded by Mrs. Halaw 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

2/26/19

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)

Approve the following financial reports for November:

- Expenditures - Approval and ratification of Expenditures for November 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 December
- Budget Report
- Revenue Report
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

Approval of the following financial reports for the month of December: (Attachment)

- Expenditures - Approval and ratification of Expenditures for December 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 January: (Attachment)

- Expenditures - Approval and ratification of Expenditures for January 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 January 8, 2019.

Withdraw Funds from Maintenance Reserve Account

Approval to withdraw funds from the maintenance reserve account in the amount of \$51,000.00 for FVHD Architects for soft cost on the Geo-Thermal Vault Project.

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

Other Business

2019-2020 School Calendar

Mr. Heino and Board had a discussion about the 2019-2020 School Calendar.

Mr. Heino discussed with the Board the process for the RFP for Attorney.

Mrs. Jablonski asked if they could add a work session instead of having committee meetings.

Mrs. Halaw stated she thought they should have an additional meeting for the audit review and district goal setting.

Ms. Hoggan stated she wants to add monthly work session meetings. The Board agreed on a work session meeting on February 13, 2019.

Facilities Update/Information

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

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

School Dude Report (Attachment) – Public

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

Solar Renewable Energy Credits Analysis (Attachment) – Public

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

Other Public Comments - None

Adjournment

A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Dr. Brown at 10:07 p.m. All agreed.

Respectfully submitted,



Patrick Pisano

Business Administrator/Board Secretary