

Chesterfield Township Board of Education  
Regular Meeting 7:00 p.m.  
Wednesday, February 26, 2019  
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 7:05 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

Ms. Christina Hoggan, President  
Mrs. Amy Jablonski, Vice President  
Dr. Terran Brown  
Mrs. Jaclyn Halaw  
Mr. Matthew Litt

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 February 24, 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.

Meeting Information/Important Dates

Board of Education Important Dates:

March 11, 2019 Work Session Meeting  
March 18, 2019 Regular Monthly Meeting

School District Important Dates

March 4, 2019	Mid-Marking Period
March 6, 2019	CPEF Monthly Meeting
March 12, 2019	PTA Monthly Meeting
March 15 2019	Early Dismissal-Parent Teacher Conferences
March 15, 2019	iPlay America
March 29, 2019	PTA Popcorn & PJ Bingo

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 – Carol Cooper-Braun, CPEF President reported that the Fund will be having a clothing drive in the school parking lot on March 23, 2019. She played a short video and gave an update on the 1<sup>st</sup> Annual Fun Run; she stated the Fund raised \$29,780.00 through Fun Run pledges. She thanked all those who volunteered and helped make this event a success. She stated that due to the success of the event the Fund will be able to give out many grants.

##### CPEF Grant Request (Attachments) - Public

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

Carla Rigolizzo, Kindergarten Teacher requesting 1- KIBO coding robotic kit, to be used daily during WIN station rotations and integrated into other lessons to expand students experiences with coding and robotics. Total cost: \$514.47.

Bethann Molesky, Special Education Teacher requesting flexible seating options for her classroom. Students focus and attention will increase and they will be able to remain on task for longer periods of time. Total cost: \$224.26.

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

##### Correspondence (Attachments) - Public

Letter dated February 12, 2019, to the Board of Education from Laura Bond, regarding Board of Education subcommittee work.

Letter dated February 24, 2019, to the Board of Education from Aparna Shah, regarding Board of Education meeting date and teachers contract.

##### Minutes (Attachments)

A motion was made by Mrs. Jablonski and seconded by Mr. Litt to approve the minutes for the following meetings:

January 23, 2019	Executive Minutes
January 23, 2019	Regular Minutes

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

#### Board of Education

##### Recognition of Students for Outstanding Acts of Kindness

Mr. Calandrillo recognized five 6<sup>th</sup> grade students for their outstanding acts of kindness.

##### Library Book Dedication for Outgoing Board Members

As is our custom, outgoing board members are presented with library books that are dedicated to the Chesterfield School Library in their name in appreciation for their service on the Board of Education.

Mr. Jignesh Shah has served five years on the Chesterfield Township Board of Education. In appreciation of his time over the years, the books being dedicated in his name are:

Bear Feels Sick

Color of Us  
Teddy Bear

Mrs. Laura Bond has served four years on the Chesterfield Township Board of Education. In appreciation of her time over the years, the books being dedicated in her name are:

Katy and The Big Snow  
La Lines: A Novel  
Of Thee I Sign A Letter To My Daughters  
Time of Wonder

Security Cameras

District Technology Coordinator Steve Lee gave a presentation to the Board on the options for updating the schools security system.

A motion was made by Mrs. Jablonski and seconded by Mrs. Halaw to approve security cameras with a server based system.

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

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

Presentation

Dave McNally, CPA, of Holman Frenia Allison, P.C. presented the Final Audit Report for the year ending June 30, 2018.

Board Committee/Superintendent Reports

Board Committee

Mrs. Jablonski gave an update on the Curriculum & Instruction Committee.

Dr. Brown gave updates on the Policy Committee and the CAEA/BOE Negotiation Committee.

Committee		Meeting Dates	
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 October meetings
	Admin. Rep.	Jaclyn Halaw Jeanine May-Sivieri	
Finance	Chair	Christina Hoggan	prior to the March, July and November meetings
	Admin. Rep.	Jaclyn Halaw Patrick Pisano	
Student Services	Chair	Terran Brown	prior to the April, August and December meetings
	Admin. Rep.	Amy Jablonski 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

Restructure Committee Assignments

Mr. Litt will replace Mrs. Jablonski on the Policy Committee and Ms. Hoggan on the Human Resources Committee.

Superintendent's Report

Student Enrollment

<b>Grade Levels</b>	<b>January 2019</b>	<b>February 2019</b>	<b>Net Change</b>
<b>Pre-School</b>			
<i>Non-Tuition</i>	9	10	+1
<i>Preschool Disabled     (non-tuition)</i>	6	6	
<i>Tuition</i>	16	15	-1
<b>Kindergarten</b>	103	103	
1 <sup>st</sup>	99	99	
2 <sup>nd</sup>	112	113	+1
3 <sup>rd</sup>	104	104	
4 <sup>th</sup>	106	107	+1
5 <sup>th</sup>	112	112	
6 <sup>th</sup>	124	125	+1
<b>Total In-District</b>	791	794	+3
<b>Attending Out-of-District Schools</b>	4	4	
<b>Total</b>	795	798	+3

Uniform State Memorandum of Agreement (Attachment) - Public

Approval of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials for the 2018-2019 school year.

Board Member Training (Attachment) - Public

Board Member Training Mandated by New Jersey School Boards Association

Mrs. Halaw and Ms. Hoggan gave an update on the NJSBA Finance conference they attended on February 21, 2019. Mr. Litt attended the February 2019 NJSBA New Board Member training; he stated that he thinks this Board is going to do some really great things.

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

#### 2019-2020 Budget Goal Presentation (Informational Item Only)

Mr. Heino gave an update on the 2018-2019 budget for the additional \$1,541,532 in state funding that was received in July 2018. Mr. Heino also gave an informational presentation on the budget goals for 2019-2020 school year budget.

#### Board Policy

A motion was made by Mrs. Halaw and seconded by Mr. Litt to approve the following new/revised policies being presented for first and second readings:

#### First Reading of Revised Policies (Attachments) – Public

The following revised policies were presented for first reading:

Policy #5118	Non-Residents
Policy #6162.5	Research
Policy #6163.1	Media Center, Library
Policy #6164.2	Counseling Guidance Program
Policy #6164.4	Child Study Team

#### Second Reading of New/Revised Policies (Attachments) – Public

The following new/revised policies were presented for the second 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 Dr. Brown to approve the following personnel items:

#### Instructional Coach

Approval of Maria Martinez as Instructional Coach, commencing April 29, 2019 through June 30, 2019, at MA Step 8, \$61,570.00 prorated to \$12,929.70. (Per negotiated agreement.)

#### School Nurse

Approval of Charmaine Ramos as school nurse, commencing March 18, 2019, through June 30, 2019, at MA Step 4, \$55,931 prorated to \$19,575.85. (Per negotiated agreement.)

#### School Secretary

Approval of Tarra Baker as a School Secretary for the remainder of the 2018-2019 school year, effective date and prorated salary to be determined based on Step 3 of the Secretary salary guide at an annual rate of \$32,531.00, also to work one extra hour a day on student days. Her total annual salary will be \$36,035.16. (Per negotiated agreement.)

#### Substitute

Approval of the following substitute for the remainder of the 2018-2019 school year.

Jennifer Shiner	Lunch/Recess Aide
Kelly D'Oria	Secretary (retro to 2/6/19)

#### Interim Resource Teacher

Approval of Beverly Mills as Interim Resource Teacher, pursuant to N.J.S.A. 18A:16-1.1 from February 11, 2019 to April 10, 2019 at a salary of \$7,168.20. Time employed in this acting position shall not accrue toward the acquisition of tenure as the position is not tenure eligible.

Additional Time for Bus Driver

Approval of Janet Haney to work an additional 0.75 hours January 22, 2019 – June 30, 2019: (\$3,170.34) Total yearly salary is \$56,322.32. (Per negotiated agreement.)

Additional Time for Special Education Transportation Aide

Approval of Christine Forman to work an additional 1.08 hours January 22, 2019 – June 30, 2019: (\$1,549.37) Total yearly salary is \$18,908.03. (Per negotiated agreement.)

Extra Time

Approval of the following extra time for the following employee:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Ancelo, Jennifer	FVL luggage collection on 2/4/19	\$26.00
Berger, Melissa	Missed Prep periods (12/11/18 & 12/12/18)	\$70.00
Berger, Melissa	Missed Prep periods (1/8/19)	\$35.00
Biddle, Jill	FVL luggage collection on 2/4/19	\$26.00
Brayton, Michael	Missed Prep periods (11/29/18, 12/4/18 & 12/10/18)	\$105.00
Brayton, Michael	Missed Prep periods (2 on 1/24/19)	\$70.00
Cirillo, Jennifer	Missed Prep period (12/11/18)	\$35.00
Cirillo, Jennifer	Missed Prep periods (1/25/19 & 1/30/19)	\$70.00
Cochrane, Robert	Missed Prep periods (10/18/18, 10/19/18, 10/29/18 & 12/6/18)	\$140.00
Cronin, Jamie	Missed Prep periods (12/5/18 & 12/12/18)	\$70.00
Ferraro-Mueller, Joan	Missed Prep period (9/27/18)	\$35.00
Ferraro-Mueller, Joan	Missed Prep periods (10/3/18 & 10/4/18)	\$70.00
Ferraro-Mueller, Joan	Missed Prep period (11/4/18)	\$35.00
Ferraro-Mueller, Joan	Missed Prep period (11/28/18)	\$35.00
Ferraro-Mueller, Joan	Missed Prep periods (12/10/18 & 12/12/18)	\$70.00
Garofalo, Laura	FVL luggage collection on 2/4/19	\$26.00
Hillman, Melissa	Missed Prep period (1/30/19)	\$35.00
Kovac, Courtney	Missed Prep period (1/24/19)	\$35.00
Lawrence, Anne	Missed Prep period (1/16/19)	\$35.00
Lawrence, Wendy	Missed Prep periods (12/5/19, 12/6/18 & 12/12/18)	\$105.00
Lawrence, Wendy	Missed Prep period (1/19/19)	\$35.00
Lydon, Valerie	FVL luggage collection on 2/4/19	\$26.00
McCann, Mike	Missed Prep period (1/25/19)	\$35.00
Rahey, Lauren	Missed Prep periods (1/25/19 & 1/30/19)	\$70.00
Rigolizzo, Carla	Missed Prep period (11/29/18)	\$35.00
Rigolizzo, Carla	Missed Prep periods (12/4/18 & 12/5/18)	\$70.00
Rigolizzo, Carla	Missed Prep period (12/10/18)	\$35.00
Sakimura, Melissa	FVL luggage collection on 2/4/19	\$26.00
Sakimura, Melissa	Missed Prep periods (10/16/18 & 12/5/18)	\$70.00
Schauer, Elizabeth	Missed Prep periods (1/10/19 & 1/11/19)	\$70.00

Stryker, Karen	Missed Prep period (12/12/18)	\$35.00
Wolochow, Victoria	Missed Prep period (12/11/18)	\$35.00
Woodruff, Susan	Missed Prep period (12/6/18)	\$35.00

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

#### Curriculum & Instruction

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

#### Field Trips

Approval of the following field trips:

DATE	REASON	DESTINATION	GRADE
5/2019	Enhance Social Studies Curriculum	Washington Crossing Historical Park	4 <sup>th</sup> Grade
5/2019	Enhance Social Studies Curriculum	Pinelands Institute for Natural and Environmental	2 <sup>nd</sup> Grade
3/2019	Orientation	Northern Burlington Middle School	6 <sup>th</sup> Grade
3/2019	Enhance Science Curriculum	Franklin Institute	3 <sup>rd</sup> Grade

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

#### Health & Safety

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

Nurses Report – January (Attachment) - Public

Emergency Drill Report (Attachment) - Public

Student Code of Conduct (Attachment) - Public

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

Ms. Hoggan stated that she has major concern of the number of H.I.B. incidents and she is looking forward to the new discipline plan.

#### December Final Approval:

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

#### January Preliminary Approval:

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

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 Mr. Litt to approve the following workshops:

### Workshops

Approval of the following workshops and mileage.

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Reg. Fee	Mileage	Funding Source
Melissa Berger	1st grade	Mt. Laurel, NJ	Decrease Attention Getting and Tantrum Behaviors	3/18/2019	\$249.00	\$15.13	
Jeanine May-Sivieri	Supervisor	Monroe, NJ	English Language Learners Summit	3/21/2019	\$149.00		
Michael Mazzoni	Principal	Monroe Twp., NJ	2019 NJSLS Mandatory Training	2/25/2019		\$17.17	
Angie Manning	Technology	Monroe Twp., NJ	2019 NJSLS Mandatory Training	2/25/2019		\$17.17	
Karen Stryker	4th grade	Westampton, NJ	Essential Skills to be Successful within the Classroom Setting	3/26/2019	\$149.00	\$10.48	
Jamie Cronin	4th grade	Westampton, NJ	Essential Skills to be Successful within the Classroom Setting	3/26/2019	\$149.00	\$10.48	
Anthony Calandrillo	Director - Spec. Serv.	Mt. Holly, NJ	The "WHOLE" Classroom	3/13/2019	\$149.00	\$9.18	NCLB
Melissa Carlton	Psychologist	Mt. Holly, NJ	The "WHOLE" Classroom	3/13/2019	\$149.00	\$9.18	NCLB
Melody Khalifa	Counselor	Mt. Holly, NJ	The "WHOLE" Classroom	3/13/2019	\$149.00	\$9.18	NCLB
Jennifer Feder	Counselor	Mt. Holly, NJ	The "WHOLE" Classroom	3/13/2019	\$149.00	\$9.18	NCLB
Jennifer Hamer	Resource	n/a	Linda Wood Bell Seeing Stars	3/5-3/7/19	\$895.00		
Bethann Molesky	Resource	n/a	Linda Wood Bell Seeing Stars	3/5-3/7/19	\$895.00		
Amanda Sorensen	Resource	n/a	Linda Wood Bell Seeing Stars	3/5-3/7/19	\$895.00		

### Tuition Reimbursement (Attachments)

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

Elizabeth Schauer	Social Studies & the Arts: Understanding Democracy in Early Childhood Classrooms (3 credits) \$677.10 per credit, Total \$2,031.30
Elizabeth Schauer	Perspectives in Early Childhood & Elementary Education Classrooms in a Diverse Society (3 credits) \$677.10 per credit, Total \$2,031.30
Melissa Carlton	Educ 745 - Organizational Analysis and Problem Solving (3 credits) *\$275.00 per credit, Total \$825.00 * Military Discount Tuition Rate

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

### Transportation

A motion was made by Mrs. Halaw and seconded by Mr. Litt 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.

Board of Education and Board Secretary Monthly Certifications

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

3/18/19  
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)

The following financial reports for approval for the month of December 2018:

- Expenditures - Approval and ratification of Expenditures for December. 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

The following financial reports for approval for the month of January 2019: (Attachment)

- Expenditures - Approval and ratification of Expenditures for January. 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 financial report for approval for the month of February 2019: (Attachment)

- Expenditures - Approval and ratification of Expenditures for February. 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.

SEMI Waiver

Approval of the submission of a request for a waiver to be exempt from the SEMI program for the 2019-2020 school year.

Updated Amended Contract with Amazing Transformations (Attachment)

Approval of updated amended contract with Amazing Transformations for ABA services for the remainder of the

2018-2019 school year.

Substitute Staffing Services and Management Resolution (Attachment) - Public  
Approval of the following resolution:

WHEREAS, the Chesterfield Township Board of Education is in need of Substitute Staffing Services and Management

WHEREAS, a notice was published in the Burlington County Times and District's website. Notice of Competitive Contract Request for Proposal was sent to 3 vendors; and

WHEREAS, Four responses were received and read aloud on February 7, 2019 for the Competitive Contract RFP; and

WHEREAS, based on the selection criteria of cost, effectiveness, experience, and qualifications, the committee selected, ESS, Cherry Hill, NJ; now therefore

BE IT RESOLVED THAT the Chesterfield Township Board of Education approves the award of a competitive contract for Substitute Staffing Services & Management; to ESS, Cherry Hill, NJ. The contractor's percentage is 33%.

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

#### Other Business

The Board had a discussion on the fight for fair funding.

A motion was made by Mrs. Halaw and seconded by Mr. Litt to approve Mrs. Jablonski as the Fair Funding Action Committee Liaison that will be empowered to share information with Mr. Heino and to be disseminated to the community.

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

A motion was made by Mrs. Halaw and seconded by Mr. Litt to approve Mr. Litt and Ms. Hoggan as the Fair Funding Legal Committee.

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

#### Facilities Update/Information

A motion was made by Mrs. Jablonski and seconded by Dr. Brown 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 January from the School Dude software are attached.

Solar Renewable Energy Credits Analysis (Attachment) - Public

#### Use of Facilities

Approval of the attached use of facilities for the 2018-2019 school year.

Name Of Organization	Facility requested	Description of Activity	Date
Cub Scouts	Classroom	Den Meetings	3/5, 3/19, 4/2, 4/16, 5/7, 5/21, 6/4, 6/18
Child Evangelism Fellowship	Media Center	Good News Club	3/13, 3/20, 3/27, 4/3, 4/10

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

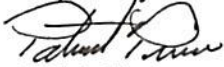
#### Other Public Comments

Stacy Lindes – thanked the Board for their dedication. She thinks the Board is on the right track. She asked Mr.

Heino to keep in mind that not all community members have students in the school or attend board meetings.

A motion was made to adjourn the meeting by Mrs. Halaw and seconded by Mrs. Jablonski at 11:15 p.m. All agreed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Patrick Pisano', written in a cursive style.

Patrick Pisano

Business Administrator/Board Secretary