

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION

Regular Meeting
November 18, 2009

Board President, Mr. Meincke, convened the regular meeting of the Chesterfield Township Board of Education on Wednesday, **November 18, 2009**, at 7:30 p.m. at the Chesterfield Elementary School. A pledge of allegiance was celebrated and was followed by a moment of silence.

The following statement was read: During public comments each speaker will be limited to 5 minutes unless the Board determines additional time is needed. Comments from members of the public or employees that are likely to invade an individual's privacy rights or are not related to matters before the board will not be permitted.

CHESTERFIELD TOWNSHIP SCHOOL DISTRICT VISION STATEMENT

Chesterfield Elementary School strives to build a premier institution of learning where students are challenged to their fullest potential in a safe and caring environment.

CHESTERFIELD TOWNSHIP SCHOOL DISTRICT MISSION STATEMENT

The education of the youngest generation is "THE MISSION" of all adult citizens of Chesterfield Township. We strive to accomplish this in partnership with home and community. As mandated by state and federal guidelines, our goal is to teach our students the skills necessary to achieve proficiency in the most current NJ Core Curriculum Content Standards.

The school leadership must provide the necessary resources and facilities that support a positive learning environment. In a rapidly changing community, Chesterfield Township Elementary School is committed to providing a safe environment in which to prepare all students to become responsible, respectful citizens and active life-long learners, with an appreciation of self and others.

Roll Call

The following board members were present:

Mr. Meincke, President
Mrs. Koetas-Dale, Vice-President
Dr. Brown
Mr. Campanella
Mr. Thier

The following school administrators and professionals:

Mrs. Ellen McHenry, Superintendent
Mr. Michael Mazzoni, Assistant Principal
Mr. Gino Sivieri, Supervisor of Instruction
Mrs. Louise Zoilkowski, Business Administrator/Board Secretary
Mr. Michael Kueny, Hill International (Project Manager)

Others present per sign-in book:

J. Colella, M. Coolidge, A. Coover, J. Schwartz, and J. Ducsak.

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 May 26, 2009:

- a) Posting written notice on the official bulletin board at the Chesterfield Township School.
- b) Mailing written notice to the Register News, Burlington County Times and Trenton Times newspapers.
- c) Filing written notice with the Clerk of Chesterfield Township.
- d) Filing written notice with the Secretary of this body.
- e) 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.

Important Date Information:

- December 16, 2009 –Regular Meeting

Public Comments - Agenda Items Only - None

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION

Regular Meeting
November 18, 2009

Community RelationsChesterfield Public Education Fund (CPEF)CPEF Grants

A motion was made by Mrs. Koetas-Dale and seconded by Mr. Campanella for approval of grants as approved by the CPEF at their meeting on November 3, 2009. (Attachment 5523A)

Second Grade: 152 leveled books for classroom library – Total cost: \$550.

Fifth Grade: Everyday Mathematics Interactive Teachers Lesson Guide CD's, Interactive Student Reference Book and Teacher's Assessment Assistant CD – Total cost: \$555.

School Newspaper: Request for funding for the continuation of the school newspaper club through purchase of materials and salaries for one hour a week starting in December through May – Total cost: \$ 2,000.

Roll Call Vote: 5-0. Motion Carried.

Chesterfield PTA – No ReportCorrespondence and MinutesCorrespondence

- Thank you letter to Chesterfield Public Education Fund (Attachment 5523B)

Minutes

A motion was made by Mr. Campanella and seconded by Dr. Brown for approval of the minutes for the October 21, 2009, regular meeting. All Ayes. Motion Carried.

PRESENTATIONS/DISCUSSION/INFORMATIONAL ITEMSFacilities Update/Information

Mr. Michael Kueny, Hill International Project Manager, presented an update on the building project as follows:

- Schedule update - Hill maintains project is 30-40 days behind schedule. Significant progress continues to be made by all primes.

STEEL CONTRACTOR:

- Completed erection of Structural Steel at Area A (common area). Roof decking, will be complete by month's end.
- One stair delivery is expected by the end of the month. Remaining three stairs to follow as interior masonry proceeds.
- Miscellaneous canopy/railing work remains.

GENERAL CONTRACTOR:

- Poured Main Area B slabs and partial Area A (Gym and large computer classroom). Large portion of Area A is currently being prepared for concrete on Monday 11/23.
- Masons are continuing with installation of exterior CMU block at main level Area B and will continue into Area A as slabs are poured. Lower level Area B Interior CMU (partitions) has begun. Interior masonry will move to main level then to upper level on interior partitions.
- Courtyard work is also underway with "stepped" retaining wall installation.
- Sanitary and storm piping installation (outside of the bldg) is continuing.
- Roof pre-installation meeting is scheduled for this Friday, 11/20. Roofing to start on Area B on Monday, 11/23.

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION

Regular Meeting
November 18, 2009

HVAC CONTRACTOR:

- Chesapeake (Geo-Thermal Subcontractor) has completed the tie-ins and has set the underground vault. Underground work as it relates to the Geo-thermal field is 99% complete.
- Ductwork installation is continuing on the lower level and will move up to main level, then upper level.
- HVAC rough in work continues including the recent installation of the ERV's through the roof.
- Roof top fans/units are currently being set into place.

PLUMBING CONTRACTOR:

- Continuing rough in piping within building B (lower level and Main level).

ELECTRICAL CONTRACTOR:

- Temporary interior lighting installed at Area B. Temporary lighting at Area A to follow.
- Continuing rough in wiring within Building B (all three levels in Area B).

Mr. Meincke reported that the Facilities Committee reviewed the following items last week:

- Draft Schedule Comparison
- Interior Colors (flooring)
- Playground Proposals

Change Orders

A motion was made by Mr. Campanella and seconded by Mr. Thier for approval of the following change orders: (Attachment 5524A)

- General Construction (G.C.-12) Belgian Block Curbing, \$9,000.00
- Plumbing Contractor (P.C.-03) Work due to unsuitable soils, Additional Excavation, Reset Sleeves, Offsets for Piping, \$45,400.00
- Plumbing Contractor (P.C.-04) Additional Testing Lower Level B, \$6,090.00
- Plumbing Contractor (P.C.-05) Mop Receptor, \$12,900.00

Roll Call Vote: 5-0. Motion Carried.

Interior Colors Update

Mrs. McHenry presented alternative colors for the flooring on the ground level of the building.

A motion was made by Mr. Campanella and seconded by Dr. Brown to approve the interior color selections as presented by our architect at the last meeting. All Ayes. Motion Carried.

River Rocks for Courtyard

The Board reviewed the rock selection for certain areas in the courtyard.

2010-2011 Transportation

Mr. Jack Colella presented information regarding 2010-11 transportation options, which he has researched as part of an internship program. (Attachment 5524B)

Transportation Committee

The following persons volunteered to be on a Transportation Committee: Mrs. Koetas-Dale, Mr. Campanella, Mr. Colella, and Mrs. Coover. The Board asked Mrs. McHenry to also invite a parent to participate.

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION

Regular Meeting
November 18, 2009

School District Violence & Vandalism Awareness Public Hearing and Public Comments

Mrs. McHenry reported on the status of school safety as it relates to school violence and vandalism reporting as follows: (Attachment 5525A)

“It is a requirement of the State of NJ that all chief school administrators report to the BOE all acts of violence and vandalism which occurred during the previous school year. Annually we report the number of incidents of violence and vandalism to the state through the Electronic Violence and Vandalism Reporting System. These are reported in four categories – violence, vandalism, weapons, and substance abuse. During the 2008-09 school year there were 7 reportable incidents of violence, no incidents of vandalism, weapons or substance abuse. These incidents resulted in 6 out-of-school suspensions, 1 in-school suspension, and one police notification. The offenders were all students; 5 of the victims were students, and one was a school staff member. The incidents resulted in 6 referrals to support services. The nature of the incidents included five incidents falling in the category of Harassment, Intimidation, Bullying, and 2 fights. (The previous year, 07-08, there were 8 reportable incidents.)

Efforts made to establish a safe and positive school climate included the establishment of the point system linked to our student code of conduct for 5th and 6th grade, school-wide positive recognition of behavior reflective of our core ethical values: kindness, respect, and responsibility. This is done through daily nomination of “Fizz Favorites”, establishment and reinforcement of classroom behavior management systems, school wide character education marking period themes, which include assemblies, such as our Pinwheels for Peace on World Peace Day, which kicked off our school year, marking period assemblies to promote marking period themes, and readings by students each week over the intercom. Our Character Education committee has also continued to organize and manage our peer mediation program. New peer mediators were selected and trained this year. We have conducted staff training on bully prevention, had student assemblies on bus safety, practiced safety drills including fire drills, lock down drills, and evacuation drills. Our staff participated in training related to the Child Assault Prevention Program: a parent program will be held on Nov. 30th, with student lessons to take place the first week of December.”

There were no public comments related to the Violence & Vandalism report.

Board Goals and Committee Reports

Board and District Goals

Board of Education Goals 2009 – 2010

- Develop a process to annually evaluate the CSA and complete the Board Self-Evaluation in a timely manner
- Develop an effective communications plan amongst the board
- Obtain professional development for the board regarding the negotiations process through NJSBA training
- Obtain professional development on board Roles and Responsibilities through NJSBA training

District Goal Areas for 2009 – 2010

Student Achievement:

- Continue to monitor and improve student achievement in a rapidly growing and diverse population.
- Expand the learning process through the use of technology that is supported by staff
- Expand bullying curriculum.

Communications/Community Relations

- Improve the communications process both internally (board – administration – staff) and externally (board – community)

NJSBA Convention Report

Mr. Meincke and Mr. Campanella completed their required board member training at the NJSBA convention during the last week of October. Mrs. McHenry and each Board Member summarized the topics they researched during the convention. The topics included Safety, Superintendent Evaluation, Solar Energy and Salary Guides.

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION

Regular Meeting
November 18, 2009

Board Committee Reports

- Negotiations – The Negotiations Committee met on November 10, 2009, and November 18, 2009.

Negotiations Consultant

Over the course of several months, the Board has received proposals from six firms regarding negotiations consulting services.

A motion was made by Mrs. Koetas-Dale and seconded by Mr. Thier to approve a contract with Susan P. Mintz as a Negotiations Consultant for an amount not to exceed \$9,000. Roll Call Vote: 3-0-2, with Dr. Brown and Mr. Campanella abstaining. Motion Carried.

- Policy – The policy manual was sent to NJSBA on November 9, 2009, for review.
- Advisory
- Affirmative Action Team
- Bikeway Steering
- Community Relations
- Consolidation Task Force
- Gifted and Talented Advisory Committee
- Legislative and State and County School Board News
- Professional Relations

Superintendents Report**Student Information**

<u>Enrollment</u>	<u>October 2009</u>	<u>November 2009</u>	<u>Net Change</u>
Kindergarten	90	92	+2
1 st	63	62	-1
2 nd	75	75	0
3 rd	69	70	+1
4 th	60	60	0
5 th	65	65	0
6 th	59	58	-1
	481	482	+1
Attending Schools in Other Districts	10	11	+1
Total	491	493	+2

Student Code of Conduct

The October 2009 disciplinary report is as follows:

11	incident reports
0	suspensions
5	detentions
4	5 th & 6 th grade students receiving disciplinary points

Student Incident Report

A motion was made by Mr. Campanella and seconded by Dr. Brown for approval of the revised Student Incident Report Form. (Attachment 5526A) Roll Call Vote: 5-0. Motion Carried.

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION

Regular Meeting
November 18, 2009

PolicyPolicy for First Reading

A motion was made by Mr. Campanella and seconded by Dr. Brown for approval of the following policies for first reading: (Attachment 5527A)

1. 5131 – Conduct /Discipline (revision)

Suggestions were made for additional language regarding the dissemination and implementation of the policy.

Roll Call Vote: 5-0. Motion Carried.

Policy for Second Reading

A motion was made by Mr. Campanella and seconded by Dr. Brown for approval of the following policies for second reading and adoption: (Attachments 5527B)

1. 3326 – Payment for Goods and Services (revision)
2. 5110 – Attendance
3. 5113 – Attendance/Absences/Dismissal (revision)

Roll Call Vote: 5-0. Motion Carried.

QSAC (New Jersey Quality Single Accountability Continuum)

Mrs. McHenry, Superintendent, reviewed a detailed PowerPoint Presentation on the QSAC District Performance Review. (Attachment 5527C)

A motion was made by Mr. Campanella and seconded by Mrs. Koetas-Dale approval and submission of the New Jersey Quality Single Accountability Continuum (QSAC) District Performance Review (DPR) document for the Chesterfield Township School District. Roll Call Vote: 5-0. Motion Carried.

PersonnelSubstitute Teacher

A motion was made by Dr. Brown and seconded by Mrs. Koetas-Dale for approval of Tracy Graessle as a substitute teacher for the remainder of the 2009-2010 school year. Roll Call Vote: 4-0-1, with Mr. Campanella abstaining. Motion Carried.

Paraprofessional Substitute

A motion was made by Dr. Brown and seconded by Mrs. Koetas-Dale for approval of Vivian Cacace as a paraprofessional substitute for the remainder of the 2009-2010 school year. Roll Call Vote: 4-0-1, with Mr. Campanella abstaining. Motion Carried.

Extra-Pay Approvals

A motion was made by Dr. Brown and seconded by Mrs. Koetas-Dale for approval of staff appointments for extra-pay positions as follows for the 2009-2010 school year to be paid in accordance with the negotiated agreement.

Fairview Lake Chaperones: (\$260.00 per night)

Patricia Bennett

C.J. Blatchley

Lauran Dunn-Haywood

Laura Flynn

Laura Garofalo

Michael McCann

Gwendolyn McCreary

BethAnn Molesky

Ruben Moncada

Earl Worgess

Roll Call Vote: 4-0-1, with Mr. Campanella abstaining. Motion Carried.

Mileage Reimbursement

A motion was made by Dr. Brown and seconded by Mrs. Koetas-Dale for approval for mileage reimbursement for the following individuals who will also be attending the Fairview Lake Trip: (\$55.04 each per round trip)

Mike Mazzoni

Officer Brian Schoen

Roll Call Vote: 4-0-1, with Mr. Campanella abstaining. Motion Carried.

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION

Regular Meeting
November 18, 2009

After-School Technology Class Instructor

A motion was made by Dr. Brown and seconded by Mrs. Koetas-Dale for approval for Angela Manning to be paid extra pay to provide after school Technology Professional Development for Staff at the rate of \$48.00 per hour, not to exceed 18 hours. (Estimated Cost: \$864.00 - Title IIA funds) Roll Call Vote: 4-0-1, with Mr. Campanella abstaining. Motion Carried.

Band Program

A motion was made by Dr. Brown and seconded by Mrs. Koetas-Dale for ratification of the approval by Mrs. McHenry for Mrs. McCreary to conduct approximately 47 hour-long band rehearsals for the 2009-2010 school year as follows: (Attachment 5528A)

Advanced Band.....23 rehearsals from November until May
Introductory Band..24 rehearsals from November until May

And recommend compensation to Mrs. Gwendolyn McCreary, as per negotiated agreement, at \$48.00 per hour for an estimated cost of \$2,256.00.

Roll Call Vote: 4-0-1, with Mr. Campanella abstaining. Motion Carried.

Curriculum and Instruction**Farm Heritage Day** (Attachment 5528B)

Mr. Mazzoni, Assistant Principal, recognized the work of the Farm Heritage Day Committee, which he served on along with Ms Youngs, Mrs. Lowe, Mrs. Restuccia, Mrs. Blatchley, Mrs. Flynn, Mrs. Garofalo, Mrs. Bennett, and Mrs. Sprague. Mr. Mazzoni showed a slide presentation on the educational activities that were conducted by community members in order to share the history of the Township with students and new community members.

Shared Services Agreement with Northern Burlington County Regional School District

A motion was made by Mrs. Koetas-Dale and seconded by Mr. Campanella for approval to increase the services and the associated expense for the behavioral analyst (shared service with Northern Burlington Regional School District) by one additional day at an additional cost of \$9,000.00. (Total cost: \$18,000) Funds are available in the Applied Behavior Analysis account line-item. Roll Call Vote: 5-0. Motion Carried.

Early Bird Student

A motion was made by Mrs. Koetas-Dale and seconded by Mr. Campanella for approval of the placement of one new Early Bird student into the preschool program at Mansfield School effective retroactive to October 5, 2009, (Estimated Cost: \$13,500) The parents are providing transportation. (Total of 8 students attending for 2009-2010) Roll Call Vote: 5-0. Motion Carried.

Health and Safety

Health Report for the month of October 2009 (Attachment 5528C)

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION

Regular Meeting
November 18, 2009

“H1N1” Update

A motion was made by Mr. Campanella and seconded by Mr. Thier for ratification of the approval by Mrs. McHenry to host an immunization clinic provided by the Burlington County Department of Health which was held at the Chesterfield Elementary School on November 17, 2009, from 1:00 p.m. to 5:00 p.m. and on a second date (to be determined), from 1:00 p.m. to 5:00 p.m. This motion includes approval to compensate the following Chesterfield staff members to assist with the program at their hourly rate:

Sue Woodward	Sylvia Williams
Lori Wisniewski	Beth Haff
Mary Merrick	Patty Bennett
Patti Gullo	

Roll Call Vote: 5-0. Motion Carried.

Chesterfield Township School System Emergency and Crisis Management Plans

A motion was made by Mr. Campanella and seconded by Mr. Thier for approval of the Chesterfield Township School System Emergency and Crisis Management Plans. (Attachment 5529A) (Revision on page 33) Roll Call Vote: 5-0. Motion Carried.

Staff Professional Development

A motion was made by Mrs. Koetas-Dale and seconded by Dr. Brown for approval of the attached professional development workshops and expenses for the following employees: (Attachment 5529B)

- Sumitra Ratneshwar - Keeping Students Actively Engaged in Reading Activities While You Teach Small Groups
- Leanne Carothers - Keeping Students Actively Engaged in Reading Activities While You Teach Small Groups
- Marian Rock - Multicultural Aspects of Communication Disorders
- Marnie Briel - Visual Payroll End of Year Training
- Amy Coover - Visual Payroll End of Year Training
- Mike Coolidge - NJ Association of Designated Person Meetings
- Mike Coolidge - NJ School Building and Grounds Association Meetings
- Mike Coolidge – PEOSH Training
- Judy Schwartz, Response to Intervention K-8

Roll Call Vote: 5-0. Motion Carried.

Important Dates:

- | | |
|----|--|
| A. | November 17-20.....Early Dismissal, Parent/Teacher Conferences |
| B. | November 23.....School Closed, Staff In-Service |
| C. | November 24-27.....School Closed |
| D. | February 9.....NJ QSAC Monitoring |
| E. | November 30.....Child Assault Prevention Program |

Staff Appreciation

The administration will be hosting a staff appreciation holiday gathering on December 4, 2009, at the Chesterfield Inn.

Buildings and Grounds

Fire Drill Report – Fire Drills were held on October 26, 2009, and November 3, 2009, and November 16, 2009.

Use of Facilities

A motion was made by Mrs. Koetas-Dale and seconded by Dr. Brown for approval for use of facilities as per the attached schedule. (Attachment 5529C)

- Chesterfield Elementary School - 11/30/09 - All Purpose Room - Child Assault Prevention Parent Program

Roll Call Vote: 5-0. Motion Carried.

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION

Regular Meeting
November 18, 2009

Chesterfield Township Elementary School Three-Year Comprehensive Maintenance Plan

A motion was made by Mrs. Koetas-Dale and seconded by Dr. Brown for approval of the Chesterfield Township Elementary School Three-Year Comprehensive Maintenance Plan and Form M-1, which are required to be submitted to the County Office as part of our annual monitoring. (Attachments 5530A) Roll Call Vote: 5-0. Motion Carried.

Current Building Update – Appraisal

The following proposals for an appraisal of the existing building were received on Friday, November 13, 2009:

<u>Company</u>	<u>Fee</u>	<u>Hourly Rate</u>
NorthStar Appraisal Company Bellmawr, NJ	\$12,500.00	\$150/75/50
Steven W. Bartelt, MAI Turnersville, NJ	\$16,800.00	\$195/70/35
T.W. Sheehan & Associates, LLC Cherry Hill, NJ	\$ 5,500.00	N/A
ARD Appraisal Company Clark, NJ	\$ 8,250.00	\$140/110
J. McHale & Associates Galloway, NJ	\$ 6,000.00	\$225/150/110/65

A motion was made by Mrs. Koetas-Dale and seconded by Dr. Brown for approval for a contract with T.W. Sheehan & Associates, LLC as per their proposal dated November 12, 2009. Roll Call Vote: 5-0. Motion Carried.

Cafeteria and Finance

Parent, Staff and Student Survey on Cafeteria Services - We will have a report at our December meeting.

Annual Audit – The Annual Audit for the 2008-2009 school year has been completed and will be presented to the Board at the December meeting.

Update on Interest Earnings on Construction Funds (Attachment 5530B)

Update on Annual Purchase Order Commitments

A motion was made by Mrs. Koetas-Dale and seconded by Mr. Thier for approval of the attached list of annual purchase order commitments and related transfers. (Attachment 5530C) Roll Call Vote: 5-0. Motion Carried.

Financial Approval

A motion was made by Mrs. Koetas-Dale and seconded by Mr. Thier for the following financial approvals: (Attachments 5530D)

- **Transfers #45 to #50** for the 2009-2010 school year.
- **Expenditures** - Approval and ratification of Expenditures for October and November 2009 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.
- **Construction Bills** for November 2009.
- **October 31, 2009 Financial Reports**
 - **Report of the Secretary**
 - **Budget Report and Revenue Report**
 - **Monthly Transfer Report**

Roll Call Vote: 5-0. Motion Carried.

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION

Regular Meeting
November 18, 2009

Board of Education and Board Secretary Monthly Certifications

A motion was made by Mrs. Koetas-Dale and seconded by Mr. Thier for approval of the following resolution:

BE IT Resolved that:

Financial Certification of the Board Secretary

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.

Louise Zoilkowski

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, and

*Citations are subject to change due to periodic amendments, new rule or repeals.

Roll Call Vote: 5-0. Motion Carried.

Alliance for Competitive Telecommunications (ACT)

A motion was made by Mrs. Koetas-Dale and seconded by Mr. Thier for approval to continue our participation in the Alliance for Competitive Telecommunications (ACT) from July 1, 2010 to June 30, 2012. (Attachment 5531A)

Roll Call Vote: 5-0. Motion Carried.

Other Public Comments

This meeting will now be open to the public; however, if your questions or comments pertain to litigation, students, personnel or negotiations, we ask that you see the Superintendent after the meeting since we do not discuss these items in public.

Mr. Mazzoni asked about the Board's intentions with regard to the existing school building. Mr. Meincke stated that the Board is reviewing all options for the disposal of the building.

Motion to Adjourn – A motion was made by Mrs. Koetas-Dale and seconded by Mr. Campanella to adjourn the meeting at 10:00 p.m. All Ayes. Motion Carried.

Respectfully Submitted,

Louise Zoilkowski, Board Secretary