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2
3 **OFFICIAL MINUTES**

4 of the **REORGANIZATION MEETING** of the Greenwich Township Board of Education
5 held **Monday, January 7, 2014** in the Nehaunsey Middle School library.

6 The meeting was called to order by Board Secretary, Scott A. Campbell at 6:15 p.m.
7

8 As required under the guidelines of the Open Public Meeting Law, notice of this meeting
9 was sent to the ***The South Jersey Times, Courier Post,*** and the ***Township Clerk.*** It
10 was also posted in the Greenwich Township School Buildings. (Optional: Audiotaping
11 Regulations – “The proceedings of this meeting are being audiotaped and anyone
12 wishing to discuss an individual child should so note.”)
13

14 **FLAG SALUTE**

15
16 **1. OPENING PROCEDURES**

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18 **2. OATH OF OFFICE OF NEWLY ELECTED BOARD MEMBERS**

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20 **Scott A. Campbell** stated that tonight is a special occasion because we have
21 Gloucester County Deputy Freeholder, Joseph Chila, a former Greenwich
22 Township School and Paulsboro High School graduate here and he will
23 administer the oath of office to re-elected Board Members Roseanne Lombardo,
24 Lisa Morina, Susan Vernacchio and Kenneth Ridinger.
25

26 Roll Call

27
28 Andrew Chapkowski
29 Louis Fabiani
30 Roseanne Lombardo
31 Lisa Morina
32 Ken Ridinger
33 Jill Trainor
34 Susan Vernacchio
35

36 Also present were Mr. Stephen Derkoski, Interim Superintendent/Principal and Mr. Scott
37 A. Campbell, School Business Administrator/Board Secretary.
38

39 **3. TEMPORARY CHAIR**

40
41 Motion: (Vernacchio/Chapkowski) to approve the following:

42
43 A. The approval to appoint Scott A. Campbell, Business Administrator/Board
44 Secretary, as temporary chair to conduct the election prior to nomination
45 of officers.

1 Motion carried by unanimous voice vote.
2

3 **4. ACCEPTANCE OF ELECTION RESULTS**
4

5 Motion: (Chapkowski/Lombardo) to approve the following as one, A1-A2:
6

7 A. The acceptance of the Annual School Board Election Results:
8

9 1. 3-Year Term:

<u>Name:</u>	<u># of Votes</u>	<u>Percentage</u>
Roseanne Lombardo	1,264	33.02%
Lisa Morina	1,272	33.23%
Susan Vernacchio	1,241	32.42%
Write In	51	1.33%

16 2. Unexpired 1-Year Term:

Kenneth Ridinger	1,260	98.23%
Write In	23	1.77%

21
22 Motion carried by unanimous voice vote.
23

24 **5. NOMINATIONS FOR PRESIDENT**
25

26 Scott Campbell opened the nominations for President.
27

28 A. Andrew Chapkowski nominated Roseanne Lombardo for the position of
29 President.
30

31 Lisa Morina seconded the nomination.
32

33 No other nominations.
34

35 Scott Campbell closed the nominations for President.
36

37 Roll Call for Roseanne Lombardo as President for the 2014 Calender Year
38

39 Andrew Chapkowski – Yes
40 Louis Fabiani – Yes
41 Roseanne Lombardo – Abstained
42 Lisa Morina – Yes
43 Ken Ridinger – Yes
44 Jill Trainor – Yes
45 Susan Vernacchio - Yes

1 President takes the chair.

2
3 **Roseanne Lombardo** addressed the board by thanking them for all their hard
4 work.

5
6 **6. NOMINATIONS FOR VICE-PRESIDENT**

7
8 Scott Campbell opened the nominations for Vice-President.

9
10 A. Roseanne Lombardo nominated Susan Vernacchio for the position of
11 Vice-President.

12 Lisa Morina seconded the nomination.

13
14
15 No other nominations.

16
17 Scott Campbell closed the nominations for Vice-President.

18
19 **Roll Call for Susan Vernacchio as Vice-President for the 2014 Calender Year**

20
21 Louis Fabiani – Yes
22 Roseanne Lombardo – Yes
23 Lisa Morina – Yes
24 Ken Ridinger – Yes
25 Jill Trainor – Yes
26 Susan Vernacchio – Abstained
27 Andrew Chapkowski – Abstained
28

29 **7. PRESENTATION**

30
31 Scott A. Campbell, School Business Administrator/Board Secretary briefly
32 presented the School Ethics Act and Code of Ethics for School Board members
33 pursuant to *N.J.S.A. 18A:12-21, et. seq.* The Board did not have any questions
34 or comments. (Attachment – EXHIBIT A)
35

36 **8. BOARD MEETING SCHEDULE**

37
38 Motion: (Morina/Trainor) to approve the following:

39
40 A. The approval for designation of the Greenwich Township School District's
41 Regular Board Meeting Schedule through December 2014:
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43
44

DATE	DAY	TIME	PURPOSE
January 13, 2014	Monday	6:30 p.m.	Regular Meeting
February 10, 2014	Monday	6:30 p.m.	Regular Meeting
March 10, 2014*	Monday	6:30 p.m.	Public Hearing
March 19, 2014*	Wednesday	6:30 p.m.	Special Meeting
April 24, 2014	Thursday	6:30 p.m.	Public Hearing/Regular Meeting
May 12, 2014	Monday	6:30 p.m.	Regular Meeting
June 9, 2014	Monday	6:30 p.m.	Regular Meeting
August 11, 2014	Monday	6:30 p.m.	Regular Meeting
September 8, 2014	Monday	6:30 p.m.	Regular Meeting
October 6, 2014	Monday	6:30 p.m.	Regular Meeting
November 10, 2014	Monday	6:30 p.m.	Regular Meeting
December 8, 2014	Monday	6:30 p.m.	Regular Meeting

*These dates may change due to the Budget submission dates to the County.

Motion carried by unanimous voice vote.

9. APPOINTMENT

Motion: (Trainor/Lombardo) to approve the following as one, A-F:

A. The approval to extend the current professional services contracts until June 30, 2014:

Professional Service	Name
Auditor	Bowman & Company, LLP
Solicitor	John Armano & Associates, Trimble & Armano
Physician	Inspira Health Systems (f.k.a. Underwood Memorial Hospital)
Insurance Agent	Hardenbergh Insurance Group
Health Benefits	Broker of Record-Integrity Consulting Group
Environmental Consultant	Environmental Design, Inc.

B. RESOLUTION – Contract Execution

WHEREAS, funds are available for this purpose; and

WHEREAS, the Local Public Contracts Law, (*N.J.S.A. 18A:18-5 et. seq.*) no longer requires that the resolution authorizing the award of contracts for “Professional Services” be bid competitively;

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1 **NOW, THEREFORE, BE IT RESOLVED**, by the
 2 Board of Education of Greenwich, County of Gloucester and State of New
 3 Jersey, as follows:
 4

- 5 1. The President and Secretary are hereby authorized and directed to
 6 execute contracts until June 30, 2014:
 7
 8 a. Bowman & Company, LLP for auditing and accounting
 9 services,
 10 b. John Armano & Associates, Trimble & Armano for legal
 11 representation,
 12 c. Inspira Health Systems, for health and physician services,
 13 d. Hardenbergh Insurance Group for insurance agent,
 14 e. Integrity Group Consulting for dental, health and prescription
 15 broker services,
 16 f. Environmental Design, Inc. for environmental consultant.
 17
 18 2. The above contracts are awarded without competitive bidding as a
 19 “professional service” under provisions of the Local Public
 20 Contracts Law because the above persons or firms named are
 21 licensed to practice a recognized profession in the State of New
 22 Jersey as above stated and further such services to be performed
 23 cannot be bid competitively because it is impossible to prepare
 24 specifications for same in accordance with the above-captioned
 25 statutes.
 26

27 C. The approval to extend the following appointments until June 30, 2014:
 28

Air Quality Designee	William Houghton
Integrated Pest Management	William Houghton
Asbestos Management/ PEOSHA Officer	William Houghton
Safety and Health Designee	William Houghton
School Safety Director	William Houghton
Hazardous Communications Trainer	Scott A. Campbell and William Houghton
School Business Administrator/Board Secretary	Scott A. Campbell
Affirmative Action Officer/Team	Alisa Whitcraft, Officer Daniel Giorgianni/Katie Eckert, Team
Anti-Bullying Committee	Daniel Giorgianni, Coordinator/Specialist Nehaunsey Katie Eckert, Specialist Broad Street Jacquelyn Traini, Principal Broad Street Alisa Whitcraft, Principal Nehaunsey

	Lori Chiavoroli Terry DiSanto Tina Sayers Christine Franklin, Parent Member
Title IX Coordinator	Alisa Whitcraft, Principal/ Curriculum Coordinator
Section 504 Officer	Robert Harris
ADA Coordinator	Robert Harris
Homeless Liaison	Terry DiSanto
Working Papers Issuing Officers	Alisa Whitcraft and Jennifer Ellick
Official Bargaining Unit	Greenwich Township Education Association (GTEA)
Newspapers	Courier Post and South Jersey Times
Purchasing Agency Compliance Officer	Scott A. Campbell
Agency Compliance Officer	Scott A. Campbell
Custodian of Records	Scott A. Campbell
Qualified Purchasing Agent/ Bid Threshold	Scott A. Campbell
Authority to Invest Funds	Scott A. Campbell
Acting Superintendent in Emergency Situations	Scott A. Campbell

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D. Tax Shelter Annuities

1. The approval to extend the following tax shelter annuity companies until June 30, 2014:

AXA/The Equitable	Lincoln Investment Planning
Siracusa Benefits Program	Great American

E. Substitute Nurse Rate

1. The approval of the rate for Substitute Nurses until June 30, 2014:

	<u>Rate:</u>
Substitute Nurses:	\$100.00 per day

F. Substitute Support Staff Rates

1. The approval of the hourly rates for Substitute Support Staff until June 30, 2014:

Hourly Rate:

Substitute Custodians	\$ 8.50
Substitute Cafeteria/Lunchroom Aides	\$ 8.25
Substitute Non-Instructional Aide	\$ 8.25
Substitute Secretary	\$ 8.50

Andrew Chapkowski said we need to go out for proposal for an architect. Scott Campbell said he has had meetings with two firms but he would like to get them to come out and give a presentation to the Board. **Mr. Campbell** would like to have at least four (4) firms to give a presentation.

Susan Vernacchio asked if we need to investigate the hourly rates for the substitute position since the minimum wage has now gone up? **Scott Campbell** said it is something the Budget & Finance committee needs to discuss.

Motion carried by unanimous roll call vote.

10. RESOLUTIONS

Motion: (Chapkowski/Ridinger) to approve the following resolution:

A. Travel and Related Expense Reimbursement Resolution:

1. The approval of the Travel and Related Expense Reimbursement resolution through June 30, 2014:

WHEREAS, the Greenwich Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, *N.J.A.C. 6A:23B-1.1 et. seq.* requires Board members to receive prior approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish for regular district business travel only as described in *NJOMB Circular Letter 06-02*, including amendments or revisions thereto, a threshold amount below which Board approval is not required; and

1 **WHEREAS**, the Board of Education establishes, for
2 regular district business travel only, an annual school year
3 threshold of \$1,000.00 per staff/Board member where prior Board
4 approval shall not be required unless this annual threshold for a
5 staff/Board member is exceeded in a given school year (July 1
6 through June 30); and
7

8 **WHEREAS**, travel and related expenses not in
9 compliance with *N.J.A.C. 6A:23B-1.1 et. seq.*, but deemed by the
10 Board of Education to be necessary and unavoidable are excluded
11 from the requirements of *N.J.A.C. 6A:23B-1.1 et. seq.*; and
12

13 **THEREFORE, BE IT FURTHER RESOLVED**, the
14 Board of Education approves all travel not in compliance with
15 *N.J.A.C. 6A:23B-1.1 et. seq.* as being necessary and unavoidable
16 as per noted on the attached Board of Education Approval of Travel
17 and Related Expense Reimbursement Form; and
18

19 **BE IT FURTHER RESOLVED**, the Board of
20 Education approves the travel and related expense
21 reimbursements as listed on the attached Board of Education
22 Approval of Travel and Related Expense Reimbursement Form.
23

24 Motion carried by unanimous voice vote.

25
26 Motion: (Lombardo/Morina) to approve the following:
27

28 B. Payment of Bills Between Board Meetings
29

30 **WHEREAS**, the Greenwich Township Board of
31 Education finds it necessary to pay certain bills (tuition, utilities,
32 health benefits, insurance, cafeteria and payroll) in between
33 regularly scheduled board meetings;
34

35 **WHEREAS**, the Greenwich Township Board of
36 Education does not schedule meetings during the month of July;
37 and
38

39 **WHEREAS**, performance of business functions of the
40 district must continue on a scheduled basis;
41

42 **NOW, THEREFORE, BE IT RESOLVED**, the
43 Superintendent and Business Administrator/Board Secretary will
44 continue to conduct regularly scheduled monthly business in

1 between regularly scheduled meetings and during the month of July
2 prior to Board of Education approval.

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4 Motion carried by unanimous voice vote.

5
6 Motion: (Morina/Vernacchio) to approve the following:

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8 C. Designation Bank Depositories

9
10 **BE IT RESOLVED**, that **Colonial Bank FSB** be
11 designated as the official depository for all school money,
12 including the following accounts, with the number of
13 signatures required and the person(s) authorized to sign
14 checks or vouchers until June 30, 2014, as indicated:
15

Account Title	Signatures Required	Person(s) Designated To Sign Checks
Current	3	Roseanne Lombardo, President Scott A. Campbell Merrie Schmidt, Treasurer of School Monies Stephen E. Derkoski
Agency	1	Scott A. Campbell Merrie Schmidt, Treasurer of School Monies
Salary	1	Scott A. Campbell Merrie Schmidt, Treasurer of School Monies
Student Activity Fund	2	Scott A. Campbell Merrie Schmidt, Treasurer of School Monies Stephen E. Derkoski

16
17 **BE IT ALSO RESOLVED**, that the Vice-President,
18 **Susan Vernacchio**, to be authorized and empowered to act at all
19 times in the absence of the President, and the signatures and acts
20 of the said Vice-President, **Susan Vernacchio**, be as legal and
21 binding as those of the President; and a copy of this Resolution be
22 sent to **Colonial Bank FSB**.

23
24 Motion carried by unanimous voice vote.

25
26 Motion: (Vernacchio/Trainor) to approve the following:

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28 D. Line Item Transfer Approval

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30 **WHEREAS**, during the course of doing business
31 between Board Meetings, purchase orders are issued that cause
32 line items to be in deficit; and

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WHEREAS, *N.J.S.A. 18A:22-8.1* stipulates that the Board shall approve such transfers before the purchase orders are issued; and

WHEREAS, *N.J.S.A. 18A:22-8.1* recognizes the Boards meet once a month and that business must be conducted, allows for the Chief School Administrator to approve such transfers to keep line items from being in deficit and the report of such transfers be given to the Board at the next subsequent Board meeting for ratification,

THEREFORE, BE IT RESOLVED, by the Greenwich Township Board of Education, Gloucester County, does hereby authorize the Chief School Administrator to authorize line item transfers between regular Board meetings to keep them from going into deficit.

Motion carried by unanimous voice vote.

Motion: (Trainor/Chapkowski) to approve the following:

E. Resolution to Adjust the Budget Submission Calendar for 2014-2015:

WHEREAS, *Chapter 202, P.L. 2011* provided that New Jersey School Districts may move their school board elections from April to November, and

WHEREAS, over 90% of all school districts have chosen to make this change, and

WHEREAS, the current school budget submission calendar has not been changed or amended to reflect the fact that the majority of New Jersey school districts no longer have budget votes in April, and

WHEREAS, districts that no longer have an April budget vote would benefit greatly having more time to prepare and submit their budgets to county offices for review and approval, and

WHEREAS, proposed legislation (*A4300 and S2877*) recognizes this benefit by extending budget submission dates for districts with November elections.

1 **NOW, THEREFORE, BE IT RESOLVED** that the
2 Greenwich Township Board of Education, County of Gloucester
3 does hereby request their local legislators to press forward and
4 have this legislation (*A4300 and S2877*) adopted in time to modify
5 the School District Budget Calendar for the 2014-2015 school
6 year, and

7 **BE IT FURTHER RESOLVED**, that a copy of this
8 resolution be forwarded to: Appropriate Legislators, New Jersey
9 Association of School Business Officials, New Jersey School
10 Boards Association.

11
12 Motion carried by unanimous roll call vote.

13
14 **11. AUTHORITY TO INVEST FUNDS**

15
16 Motion: (Chapkowski/Trainor) to approve the following as one, item #11-13:

17
18 A. The approval to authorized **Scott A. Campbell**, Business
19 Administrator/Board Secretary to invest funds until June 30, 2014.

20
21 **12. PETTY CASH**

22
23 A. The approval to establish a Petty Cash fund until June 30, 2014 in the
24 amount of \$300.00, which will be shared between the Superintendent's
25 Office and the Business Office.

26
27 **13. NEWSPAPERS**

28
29 A. The approval to designate the **Courier Post** as the official newspaper and
30 the **South Jersey Times** as the alternate newspaper for the Greenwich
31 Township School District until June 30, 2014.

32
33 Motion carried by unanimous voice vote.

34
35 **14. DELEGATES**

36
37 Motion: (Trainor/Lombardo) to approve the following:

38
39 A. The approval to appoint **Roseanne Lombardo** and **Jill Trainor** as the
40 Greenwich Township School District Delegates to the County and State
41 Board Association until June 30, 2014.

42
43 Motion carried by unanimous voice vote.

44
45 **15. BOARD REPRESENTATIVE**

This item was tabled until the next meeting.
Stephen Derkoski stated that if no one volunteers for the position of Paulsboro Board of Education Representative, it will go to the County Superintendent and he will recommend and appoint someone from our Board.

16. WORKING PAPERS

Motion: (Vernacchio/Trainor) to approve the following as one, item# 16-19:

- A. The approval to designate **Alisa Whitcraft**, Principal/Curriculum Supervisor and **Jennifer Ellick**, Principal's Secretary, as issuing officers of working papers until June 30, 3014.

17. COMMITTEES

- A. The approval of the following committees until June 30, 2014:

- Budget & Finance/Policy & Regulations
- Regulatory
- Curriculum
- Negotiations

All of the above committees will share the responsibilities of Personnel and Public Relations. The Curriculum Committee will also include Technology.

18. POLICIES, BY-LAWS AND CURRICULUMS

- A. The approval to adopt policies, by-laws and the following curriculums of the previous Board of Education until June 30, 2014, consistent with the New Jersey Core Curriculum Content Standards and the Curriculum Review Cycle:

Art	Pre-K – 8
Art	6-8/G & T
Basic Skills Improvement Program	Pre-K – 8
Caring Makes a Difference (responding to Prejudice, Genocide and the Holocaust)	Pre-K – 8
Computer Education	Pre-K – 8
Cross-Content Workplace Readiness	Pre-K – 8
Family Life	Pre-K – 8
Guidance and Counseling	Pre-K – 8

Health	Pre-K – 8
Language Arts Literacy (Writing, Reading, Spelling)	
Library Curriculum	
Pre-Algebra	6-8/G & T
Algebra	6-8/G & T
Mathematics	Pre-K – 8
Music	Pre-K – 8
Multicultural Curriculum	Pre-K – 8
Omega/Gifted & Talented	Pre-K – 8
Penmanship	Pre-K – 8
Physical Education	Pre-K – 8
Science	Pre-K – 8
Social Studies	Pre-K – 8
Substance Abuse Prevention Program	
World Languages	Pre-K – 8
Special Education	Pre-K – 8
21 st Century Life Skills	

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19. TEXTBOOKS

A. The approval to accept the textbooks as listed on the attached until June 30, 2014. (Attachment – EXHIBIT B)

Motion carried by unanimous voice vote.

20. PUBLIC AGENDA/NON-AGENDA ITEMS

Denise Grovatt, PTA President reminded the Board of the Mother/Son dance, Father/Daughter dance, Designer Bag Bingo and Book Fair events that are coming up.

21. EXECUTIVE SESSION

Pursuant to certain requirements of the Open Public Meetings Act, *N.J.S.A. 10:4-6, et seq.*, which provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution.

The Board of Education for Greenwich Township, assembled in public session on **January 7, 2014** hereby resolves that an Executive Session closed to the public shall be held on **January 7, 2014** at **7:24 p.m.** in the Nehaunsey Middle School library, Room 48, located at 415 Swedesboro Road, Gibbstown, New Jersey, for discussion of certain matters which relate to items authorized by

1 Open Public Meetings Act, (*N.J.S.A. 10:4-12b*) to be discussed in closed
2 session.

- 3 • Matters Involving Individual Privacy
- 4 • Matters Relating to the Employment Relationship

5
6 It is anticipated that such matter may be disclosed to the public upon the
7 determination of the Board that applicable exception no longer applies and the
8 public interest will no longer be served by such confidentiality.

9
10 Motion: (Trainor/Lombardo) to enter into Executive Session at 7:24
11 p.m. to discuss the following:

- 12 • Personnel
- 13 • Legal

14
15
16 Motion carried by unanimous voice vote.

17
18 Motion: (Trainor/Ridinger) to return to the regular meeting at 7:55
19 p.m.

20
21 Motion carried by unanimous voice vote.

22
23 **22. NEW BUSINESS**

24
25 Interim Superintendent **Stephen Derkoski** discussed with the Board a request
26 from a District Administrator to be reimbursed \$300.00 for their Superintendent's
27 Certificate test. The Board unanimously denied that request because it was
28 outside the terms of the requesting individuals contract.

29
30 **23. ADJOURNMENT**

31
32 Motion: (Morina/Vernacchio) to adjourn the meeting at 7:56 p.m.

33
34 Motion carried by unanimous voice vote.

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37
38 Respectfully Submitted,

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42 _____
43 Scott A. Campbell, Board Secretary
44

