

1 **OFFICIAL MINUTES**

2
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held
4 Tuesday, October 26, 2004 in the Nehaunsey Middle School library.

5
6 The meeting was called to order by President Frank J. Minniti at 7:01 p.m.

7
8 Roll Call:

9
10 Frank J. Minniti
11 Joseph G. Marcucci
12 Joel Antipuna
13 Vince Giovannitti
14 Larry Hall
15 Robyn Glocker Hammond
16 Marie Downes McDonald

17
18 Also present was Dr. Francine Marteski, Superintendent and Scott A. Campbell,
19 Business Administrator/Board Secretary.

20
21 As required under the guidelines of the Open Public Meeting Law, a notice of this
22 meeting was sent to the Courier Post, the Philadelphia Inquirer and the Township Clerk.
23 It was also posted in the Greenwich Township School Buildings. (Optional: Videotaping
24 Regulations - "The proceedings of this meeting are being videotaped, and anyone
25 wishing to discuss an individual child should so note.")

26
27 Flag Salute

28
29 **1. CLOSED SESSION #1**

30
31 Pursuant to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-*
32 *6, et seq.*, which provides that an Executive Session, not open to the public, may
33 be held for certain specified purposes when authorized by Resolution.

34
35 The Board of Education for Greenwich Township, assembled in public session on
36 *October 26, 2004*, hereby resolves that an Executive Session closed to the public
37 shall be held on *October 26, 2004 at 7:04 p.m.* in the Nehaunsey Middle School
38 located at 415 Swedesboro Road, Gibbstown, New Jersey, for discussion of
39 certain matters which relate to items authorized by *Open Public Meetings Act,*
40 (N.J.S.A. 10:4-12b) to be discussed in closed session.

- 41
42 1. *Matters Involving Individual Privacy*
43 2. *Matters Relating to the Employment Relationship*

44 It is anticipated that such matters may be disclosed to the public upon the

1 determination of the Board that applicable exception no longer applies and
2 the public interest will no longer be served by such confidentiality.

3
4 Motion: (Hall/Glocker Hammond) to enter into the 1st closed session
5 at 7:04 p.m. to discuss the following:

- 6
7 1. Personnel

8
9 Motion carried by unanimous voice vote.

10
11 Returned from 1st closed session at 7:13 p.m.

12
13 **2. PRESENTATION**

- 14
15 A. District Violence & Vandalism Report 2003-2004, Dr. Francine Marteski,
16 Superintendent.
17
18 C. District QAAR 2003-2004, Dr. Francine Marteski, Superintendent.
19
20 D. School Ethics Act and Code of Ethics for School Board Members
21 pursuant to N.J.S.A. 18A:12-21, et seq., Mr. Scott Campbell, Business
22 Administrator/Board Secretary.
23

24 **3. PERSONNEL**

25
26 Motion: (Giovannitti/Marcucci) to approve the following:

- 27
28 A. The approval for the appointment of Diane Shirley as Second Grade
29 Teacher at Broad Street School for the 2004-2005 school year at an
30 annual salary of \$38,956.00, prorated, with benefits, effective November
31 1, 2004.
32

33 Motion carried by unanimous roll call vote.

34
35 Motion: (Hall/Downes McDonald) to approve the following:

- 36
37 B. The approval for the appointment of Tammy Trauger as Library/Media
38 Specialist - Social Studies Teacher at Nehaunsey Middle School for the
39 2004-2005 school year at an annual salary of \$39,156.00, prorated, with
40 benefits, effective January 3, 2005.
41

42 Motion carried by unanimous roll call vote.

43
44 **4. MINUTES**

1
2 Motion: (Glocker Hammond/Downes McDonald) to approve the following
3 minutes:
4

5 September 13, 2004 Workshop Meeting (Attachment - Exhibit A1)
6 September 13, 2004 Caucus (Attachment - Exhibit A2)
7 September 21, 2004 Regular Meeting (Attachment - Exhibit A3)
8 September 21, 2004 Caucus (Attachment - Exhibit A4)
9

10 Motion carried by unanimous roll call vote.
11

12 **5. SUPERINTENDENT'S REPORT**
13

14 Motion: (Marcucci/Antipuna) to approve the following as one, (A & B):
15

16 A. Administrative Reports
17

- 18 1. Enrollment Statistics, Fire Drills and Suspensions as of September
19 30, 2004 (Attachment - Exhibit B1).
20
- 21 2. School Health Services Monthly Reports as of September 30, 2004
22 (Attachment - Exhibit B2)
23
- 24 3. 2004-2005 Violence & Vandalism Report as of September 30, 2004
25 (Attachment - Exhibit B3)
26
- 27 4. Monthly Report of Attendance Officer as of September 30, 2004
28 (Attachment - Exhibit B4)
29

30 B. Quality Assurance Annual Report/Statement of Assurances
31

- 32 1. The approval of the 2003-2004 Quality Assurance Annual Report
33 (QAAR)/Statement of Assurances for submission to the Gloucester
34 County Superintendent of Schools. (Attachment - Exhibit C1)
35
- 36 2. The approval of the District Objectives incorporated in the 2003-
37 2004 Quality Assurance Annual Report for submission to the
38 Gloucester County Superintendent of Schools. (Attachment -
39 Exhibit C2)
40

41 Motion carried by unanimous roll call vote.
42

43 Motion: (Giovannitti/Hall) to approve the following:
44

1 C. Mentoring Plan Statement of Assurance

- 2
3 1. The approval of the Greenwich Township Mentoring Plan
4 Statement of Assurance and Intent for the 2004-2005 school year.
5 (Attachment - Exhibit D)

6
7 Motion carried by unanimous roll call vote.

8
9 Motion: (Hall/Marcucci) to approve the following:

10
11 D. Superintendent's Goals

- 12
13 1. The approval of the Superintendent's Goals for the 2004-2005
14 school year as set by the Greenwich Township Board of Education
15 and Dr. Francine Marteski, Superintendent. (Attachment - Exhibit
16 E)

17
18 Motion carried by unanimous roll call vote.

19
20 Motion: (Downes McDonald/Minniti) to approve the following:

21
22 E. Fundraisers

- 23
24 1. The approval for fundraising activities at Broad Street School and
25 Nehaunsey Middle School during the 2004-2005 school year such
26 as Pennies for Patients, food drive, Ronald McDonald House,
27 Entertainment Book Sales, magazine sales and candy drives.

28
29 Motion carried by unanimous roll call vote.

30
31 **6. PERSONNEL**

32
33 Motion: (Antipuna/Minniti) to approve the following as one, (A-D):

- 34
35 A. The approval for the source of salary for Joann Parker, Basic Skills
36 Teacher, to be allocated as follows: \$56,254.00 from Current
37 Expense/General Fund (81%) and \$13,600.00 from NCLB Title I (19%)
38 totaling the previously Board of Education approved amount for 2004-
39 2005 of \$69,854.00.

- 40
41 B. The approval for the source of salary for Janice Spoto, Basic Skills
42 Teacher, to be allocated as follows: \$43,336.00 from Current
43 Expense/General Fund (68%) and \$20,400.00 from NCLB Title I (32%)
44 totaling the previously Board of Education approved amount for 2004-

1 2005 of \$63,736.00.

2
3 C. The approval to extend payment of salary to Carol Yandach for October
4 27, 28 and 29, 2004 due to employee's exhausting sick days prior to
5 November 1, 2004 retirement date.

6
7 D. The approval for the appointment of the following staff members as
8 Homebound Instructors for the 2004-2005 on an as-needed basis at
9 \$25.00 per hour for a minimum of 5 hours per week (regular ed) and 10
10 per week (special ed):

11
12 Cheryl Pindur Sandra Schwartz Anne Wooton
13 Kimberly Robostello Kathy Seacrist Janine Harris
14 Stephanie Schober Megan Sizemore

15
16 Maureen Jenzano (for related services)
17 Elizabeth Button (for related services)

18
19 Motion carried by unanimous roll call vote.

20
21 Motion: (Glocker Hammond/Minniti) to approve the following as one,
22 (E & F):

23
24 E. The retroactive approval for increase in hours (2 hour minimum per half-
25 day at contracted hourly rate) for the following individuals effective
26 September 14, 2004. On district half-days, two workers at Nehaunsey
27 Middle School and one worker at Broad Street School will come in for the
28 serving of breakfast to students at each school.

29
30 Broad Street School: Nehaunsey Middle School:
31 Patricia Shannon Patricia Shannon
32 Mary Jane Doherty Jerilyn Tranquillo
33 Mary Ford Nancy Ragnelli
34 Judith Maurer Judith Maurer

35
36 F. The resolution herein seeking permission of the Commissioner to employ
37 the below recommended certificated and support staff applicants on an
38 emergent basis for a period not to exceed three (3) months pending
39 completion of a County Substitute Teacher Application and/or a positive
40 Criminal History Check:

41
42 1. The approval for the appointment of the following individuals as
43 Substitute Teachers for the 2004-2005 school year. Substitute rate
44 will be \$70.00 a day, up to and including ten (10) days. After ten
45 (10) days, the rate increases to \$75.00 a day.

Kathryn Tortella
Martin Keeley

Shelley Franz-Copeland
Jean Walko

2. The approval for the appointment of the following individuals as Substitute Kitchen Workers for the 2004-2005 school year. Substitute rate will be \$7.75 per hour.

Gail Broomall Ann Innes Michelle Picken

3. The approval for the appointment of the following individuals as Substitute Cafeteria/Lunchroom Aides for the 2004-2005 school year. Substitute rate will be \$7.75 per hour.

Ann Innes Michelle Picken

4. The approval for the appointment of Michelle Picken as Substitute Bus Aide and Substitute Custodian for the 2004-2005 school year. Substitute rate will be \$7.75 per hour for Substitute Bus Aide and \$8.00 for Substitute Custodian.

Motion carried by unanimous roll call.

7. CURRICULUM & INSTRUCTION

Motion: (Giovannitti/Minniti) to approve the following as one, (A & B):

A. Field Trips

1. The approval of Request for Educational Trip/Transportation for the following:

Grade and/or Group	Destination/Time	Date	Estimated Related Cost	Estimated Transportation Cost	Total
K	Mood's Farm Market Mullica Hill, NJ 10:15 am-1:15 pm (10/27) 9:45 am-12:45 pm (10/28)	10/27/04 & 10/28/04	Admission: \$604.50	Bus Driver: \$150.00	\$754.50
K	Dr. Perrige (Dentist) Gibbstown, NJ 9:15 am-10:30 am 11:30 am-12:45 am	2/1/05 2/8/05	\$-0-	*Bus Driver: \$115.00 *(If raining)	*\$115.00

Grade and/or Group	Destination/Time	Date	Estimated Related Cost	Estimated Transportation Cost	Total
K	Gibbstown Post Office Gibbstown, NJ 9:15 am-10:30 am	2/10/05 2/11/05	\$-0-	*Bus Driver: \$57.50 *(If raining)	*\$57.50
2	Academy of Natural Science Philadelphia, PA 9:00 am-2:00 pm	4/15/05	Admission/Activities \$661.00	Bus Driver: \$250.00 Lunch: \$ 12.00 Tolls \$ 9.00	\$932.00
1	Gibbstown Post Office Gibbstown, NJ 9:00 am-11:00 am	TBD Mid- November	\$-0-	\$-0-	\$-0-
3	Woodford Cedar Run Wildlife Refuge & Educational Center Medford, NJ 9:00 am-2:20 pm	5/6/05	Admission: \$300.00	Bus Driver: \$250.00 Lunch: \$12.00	\$562.00
SADD 5-8	Capps Picnic Park Bridgeton, NJ 9:00 am-2:00 pm	5/25/05	Fundraiser account plus \$5.00 per student contribution	Bus Driver: \$250.00 Lunch: \$12.00	\$262.00

Grade K: 10/27/04 (Mrs. Chalmers & Mrs. Morris)
 10/28/04 (Ms. Sizemore & Ms. Schober)
 02/01/05 (Mrs. Chalmers & Mrs. Morris)
 02/08/05 (Ms. Sizemore & Ms. Schober)
 02/10/05 (Mrs. Morris & Ms. Sizemore)
 02/11/05 (Mrs. Chalmers & Ms. Schober)

2. Workshops

1. The retroactive approval for the following individuals to attend out-of-district workshops:

Name	Workshop/Title/Location/Date	Cost
Cathy Tortella	Teen Suicide Voorhees, NJ 10/26/04 (5:30 pm-8:00 pm)	\$30.00 Plus Mileage Reimbursement
Janet Lani	Camden County Educational Media Specialists Fall Mini-Conference Lindenwold, NJ 10/28/04 (4:00 pm-7:30 pm)	\$15.00 Plus Mileage Reimbursement

Motion carried by unanimous roll call vote.

Motion: (Hall/Downes McDonald) to approve the following as one, (C-E):

1 3. Home Instruction

2
3 1. The retroactive approval for K.W. to receive home instruction
4 services from Brookfield Academy at the rate of \$25.00 per hour
5 effective September 23, 2004.

6
7 2. The retroactive approval for P.T. to receive district-provided home
8 instruction services and related services effective September 28,
9 2004.

10
11 4. Practicum Students

12
13 1. The retroactive approval for the following Clinical Practice student
14 from Fairleigh Dickinson University for placement during the fall
15 semester at Broad Street School.

16
17 Student Cooperating Teacher
18 Kenneth Hackney Kate Brown

19
20 5. Substance Abuse Prevention Program

21
22 1. The approval of the Greenwich Township School District Substance
23 Abuse Prevention Program. (Attachment - Exhibit F)

24 Motion carried by unanimous roll call vote.

25
26 **8. BUSINESS & FINANCE**

27
28 Motion: (Marcucci/Antipuna) to approve the following:

29
30 A. Bill Lists

31
32 5. The bills as presented by the Board Secretary in the following
33 amounts be ordered paid (Attachment - Exhibit G)

34
35

P16	\$ 187.38
P17	\$ 2,059.62
P18	None
P19	\$ 82,220.54
P20	\$241,969.60
P21	\$ 59.77
P22	\$ 98,749.74

36
37
38
39
40
41

P16	\$ 187.38
P23	\$ 1,596.79
P24	\$244,587.93
P25	\$ 57,093.06

Motion carried by unanimous roll call vote.

Motion: (Hall/Minniti) to approve the following as one, (B-E):

B. Student Activities Account

1. The approval of the Student Activities Account Monthly Bank Reconciliation for the Month of August, 2004. (Attachment - Exhibit H)

C. Board Secretary's Report

1. The acceptance of the Board Secretary's Report for the month of August, 2004. (Attachment - Exhibit I)

Pursuant to N.J.A.C. 6A:23-2.11 (c)4, the Greenwich Township Board of Education certifies by a roll call vote that as of August 31, 2004, after review of the Board Secretary's Report for August, 2004, and upon consultation with the district officials, to the best of our knowledge no major account or fund has been overexpended in violation of N.J.A.C. 6A:23:23-2.11 (b) and that sufficient funds are available to meet the district's financial obligation for the remainder of the fiscal year.

D. Treasurer's Report

1. The approval of the Treasurer of School Monies Report for the month of August, 2004. (Attachment - Exhibit J)

E. Transfer List

1. The ratification of transfers, authorized by the Superintendent, for the month of August, 2004, to give balances to new accounts and to balance existing accounts. (Attachment - Exhibit K)

Motion carried by unanimous roll call vote.

Motion: (Downes McDonald/Minniti) to approve the following as one, (F1-

1 F4):

2
3 F. Contracts

4
5 1. Annual Employee Assistance Program

- 6
7 a. The approval of the Annual Employee Assistance Program
8 Agreement Renewal as per the GTEA/BOE Agreement,
9 Article XII, Section E, 3.c. between the Greenwich Township
10 Board of Education and The Southwest Council, Inc. for the
11 2004-2005 school year. Rate will be \$1,840.00.
12 (Attachment - Exhibit L1)

13
14 2. Occupational Therapy Services Agreement

- 15
16 a. The approval of the Occupational Therapy Services
17 Agreement between the Gloucester County Special Services
18 School District and the Greenwich Township /Board of
19 Education for the 2004-2005 school year. Our district will
20 receive 198 hours of service at \$60.00 per hour, totaling
21 \$11,880.00. (Attachment - Exhibit L2)

22 3. The approval of the Nonpublic Technology Program Agreement
23 between Gloucester County Special Services School District and
24 the Greenwich Township Board of Education for the 2004-2005
25 school year. (Attachment - Exhibit L3)

26
27 4. The approval to utilize the Gloucester County Special Services
28 School District Substitute School Nurse Clearinghouse on an as-
29 needed basis in the event that the district's school nurses are
30 absent on the same day and an approved district substitute nurse
31 cannot be acquired. The rate of pay for a full day is \$225.00.

32
33 Motion carried by unanimous roll call vote.

34
35 Motion: (Marcucci/Glocker Hammond) to approve the following:

36
37 G. Resolution

- 38
39 1. The acceptance of the resolution authorizing submission of the
40 Comprehensive Maintenance Plan. The Department of Education
41 requires submission of the three-year maintenance plan as part of
42 the QAAR.
43

44 **GREENWICH TOWNSHIP BOARD OF EDUCATION**

RESOLUTION
SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Greenwich Township School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW, THEREFORE, BE IT RESOLVED, that the Greenwich Township School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Greenwich Township School District in compliance with Department of Education requirements.

Motion carried by unanimous roll call vote.

Motion: (Antipuna/Giovanitti) to approve the following:

- H. The acceptance of the Resolution Binding the Greenwich Township Board of Education to Purchase Electric Generation Services Through the Alliance for Competitive Energy Services (ACES) as per the attached. (Attachment - Exhibit M)

Motion carried by unanimous roll call vote.

Motion: (Glocker Hammond/Antipuna) to approve the following as one, (I-J):

I. Maximum Capital Reserve Statement

- 1. The acceptance of the Maximum Capital Reserve Statement. The Greenwich Township Public Schools have 100 projects identified in its Five-Year Long-Range Facility Plan that have not been identified or advanced. The projects have an estimated total cost over the five-year period of \$4,927,704.16. It is estimated that the district may be eligible for State Debt Service or EDA grant funds for these projects in the amount of \$1,971,081.66. Accordingly, the estimated local share of these projects is \$2,956,622.50. The local

1 share amount of \$2,956,622.50 represents the maximum amount
2 the Greenwich Township Public Schools may deposit in its capital
3 reserve fund for the 2004-2005 school year. (Attachment - Exhibit
4 N)
5

6 J. Annual Required Maintenance Budget
7

- 8 1. The acceptance of the Annual Required Maintenance Budget
9 Amount Worksheet (Form M-1). This form is used as a tool to help
10 districts estimate the annual required maintenance budget amount
11 to be submitted with the district's Comprehensive Maintenance
12 Plan (CMP). (Attachment - Exhibit O)
13

14 Motion carried by unanimous roll call vote.
15

16 **9. USE OF FACILITIES**
17

18 Motion: (Marcucci/Glocker Hammond) to approve the following as one,
19 (A-G):
20

- 21 A. The approval for Greenwich Township Recreation to use the Nehaunsey
22 Middle School gymnasium on Saturday, October 30, 2004 for a Halloween
23 party (if raining) from 6:00 p.m. to 9:00 p.m.
24
- 25 B. The approval for Natural Helpers to use a Nehaunsey Middle School
26 classroom on Tuesday, November 9, 2004 for a parent meeting from 6:00
27 p.m. to 9:00 p.m.
28
- 29 C. The approval for Gibbstown Boys Basketball to use the Nehaunsey foyer
30 for registration on October 25, 2004 through October 28, 2004 from 6:00
31 p.m. to 8:00 p.m.
32
- 33 D. The approval for Gibbstown Boys Basketball to use the Broad Street
34 School and Nehaunsey Middle School gymnasiums for practice and
35 games for the 2004-2005 winter season as per the attached.
36 (Attachment - Exhibit P1)
37
- 38 E. The approval for Paulsboro High School Athletic Department to use the
39 Broad Street School gymnasium for practice and games for the 2004-2005
40 winter season as per the attached. (Attachment - Exhibit P2)
41
- 42 F. The approval for the Greenwich Township Student Council to use the
43 Nehaunsey Middle School library for Student Council induction on
44 Wednesday, October 27, 2004 from 6:00 p.m. to 7:00 p.m.

1
2 G. The approval for the Gibbstown Girls Cheerleading to use the Broad
3 Street School gymnasium for practice for the additional dates of
4 November 1, 8, 10, 15 and 17, 2004 from 6:00 p.m. to 8:00 p.m.
5

6 Motion carried by unanimous roll call vote.
7

8 **10. CORRESPONDENCE**
9

10 None at this time.
11

12 **11. BOARD OF EDUCATION COMMITTEE REPORTS**
13

14 **12. PUBLIC - AGENDA/NON-AGENDA ITEMS**
15

16 This is the time when anyone from the public who wishes to speak to the Board
17 may do so. Please state your name, address, and phone number. The Board
18 will hear your concerns. The Board may or may not take action this evening.
19 You will be notified either at this meeting, by letter, or telephone of any action the
20 Board does take.
21

22 Board President Frank J. Minniti commented on the district's security plan and
23 the most recent purchase of a door monitoring system at each school. Mr.
24 Minniti commented how the district is striving to make our buildings safer and that
25 the recent help of the Greenwich Township police Department has been
26 appreciated. Also, Mr. Minniti added that a lot of the credit for our presentations
27 tonight should be given to Dr. Marteski, Scott Campbell and Michael Grelli as you
28 can see by the quality of the presentations, the district has made technology a
29 focus of its progress.
30

31 Pat Adams, 103 Bacchus Avenue, Gibbstown, NJ asked if the boy's basketball
32 schedule is ok and what doors should they enter when they come for games and
33 practices?
34

35 Scott Campbell responded that the dates requested have been finalized and
36 would be supplied for review. At Nehaunsey, everyone will be expected to enter
37 and leave from the side parking lot door. At Broad Street, they will enter and
38 leave from the back bus platform door. It is expected that the basketball program
39 will have a sufficient amount of help available to monitor activity.
40

41 **13. CLOSED SESSION #2**
42

43 Pursuant to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-*
44 *6, et seq.*, which provides that an Executive Session, not open to the public, may

1 be held for certain specified purposes when authorized by Resolution.

2
3 The Board of Education for Greenwich Township, assembled in public session on
4 *October 26, 2004*, hereby resolves that an Executive Session closed to the public
5 shall be held on *October 26, 2004 at 8:30 p.m.* in the Nehaunsey Middle School
6 located at 415 Swedesboro Road, Gibbstown, New Jersey, for discussion of
7 certain matters which relate to items authorized by *Open Public Meetings Act*,
8 (N.J.S.A. 10:4-12b) to be discussed in closed session.

- 9
10 1. *Matters Involving Individual Privacy*
11 2. *Matters Relating to the Employment Relationship*
12

13 It is anticipated that such matters may be disclosed to the public upon the
14 determination of the Board that applicable exception no longer applies and
15 the public interest will no longer be served by such confidentiality.

16
17 Motion: (Glocker Hammond/Minniti) to enter into the 2nd closed session
18 at 8:30 p.m. to discuss the following:

- 19
20 1. Personnel
21

22 Motion carried by unanimous voice vote.

23
24 Returned from 2nd closed session at 9:25 p.m.

25
26 **14. ADJOURNMENT**

27
28 Motion: (Hall/Glocker Hammond) to adjourn the meeting at 9:26 p.m.

29
30 Motion carried by unanimous roll call vote.

31
32 Respectfully submitted,

33
34
35
36 _____
37 Scott A. Campbell, Board Secretary
38