

1 **OFFICIAL MINUTES**

2
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held
4 Monday, December 10, 2007 in the Nehaunsey Middle School library.

5
6 The meeting was called to order by President Frank J. Minniti at 7:00 p.m.

7
8 **Roll Call:**

- 9
10 Frank Minniti
11 Robyn Glocker Hammond
12 Patrick Lani, Jr.
13 Michael Myers
14 Frederick Reel
15 Susan Vernacchio
16

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

19
20 **Absent:**

- 21
22 James Sorbello
23

24 As required under the guidelines of the Open Public Meeting Law, notice of this meeting
25 was sent to the Courier Post, The Philadelphia Inquirer and the Township Clerk. It was
26 also posted in the Greenwich Township School Buildings. (Optional: Videotaping
27 Regulations – “The proceedings of this meeting are being videotaped and anyone
28 wishing to discuss an individual child should so note.”)
29

30 Flag Salute

31
32 **1. MINUTES**

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34 Motion: (Glocker Hammond/Myers) to approve the minutes:

- 35
36 November 20, 2007 - Regular Meeting
37 November 20, 2007 - Executive Session
38

39 Motion carried by unanimous roll call vote.

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41 **2. SUPERINTENDENT'S REPORT**

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43 Motion: (Myers/Minniti) to approve the following as one, A & B:
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A. Administrative Reports

- 1. Enrollment Statistics, Fire Drills and Suspensions, as of November 30, 2007. (Attachment - EXHIBIT B1)
- 2. School Health Services Monthly Reports as of November 30, 2007. (Attachment - EXHIBIT B2)
- 3. 2007-2008 Violence & Vandalism Report as of November 30, 2007. (Attachment - EXHIBIT B3)
- 4. Monthly Report of Attendance Office as of November 30, 2007. (Attachment - EXHIBIT B4)

B. District Policies/Regulations

- 1. The approval of the following list of revised district policies and regulations on first reading. (Attachment - EXHIBIT C)

Policy 8600 - Transportation

Motion carried by unanimous roll call vote.

Motion: (Vernacchio/Reel) to approve the following as one, C & D:

C. Memorandum of Agreement

- 1. The approval of the revised Uniform State Memorandum of Agreement for 2007-2008, signed by the chief school administrator and law enforcement official. (Attachment - EXHIBIT D)

D. School Safety Plan/Emergency Management Plan

- 1. The approval of the revised Greenwich Township School District's School Safety Plan/Emergency Management Plan for the 2007-2008 school year. (A copy is available in the Superintendent's Office)

Motion carried by unanimous roll call vote.

3. PERSONNEL

Motion: (Vernacchio/Myers) to approve the following as one, A-D:

- 1 A. The approval for the acceptance of the resignation/retirement of Kate
- 2 Brown, Teacher, effective June 30, 2008. (Attachment-EXHIBIT E)
- 3
- 4 B. The approval for the acceptance of the resignation /retirement of
- 5 Michele Burgess, Teacher, effective June 30, 2008. (Attachment -
- 6 EXHIBIT F)
- 7
- 8 C. The approval for the acceptance of the resignation/retirement of Linda
- 9 Chalmers, Teacher, effective June 30, 2008. (Attachment - EXHIBIT G)
- 10
- 11 D. The approval for the acceptance of the resignation/retirement of Joann
- 12 Parker, Teacher, effective June 30, 2008. (Attachment - EXHIBIT H)
- 13

14 Motion carried by unanimous roll call vote.

15 Motion: (Myers/Vernacchio) to approve the following as one, E & F:

- 16
- 17
- 18 E. The approval for the appointment of the following teaching staff
- 19 member as Mentor Teacher for the 2007-2008 school year to be
- 20 compensated as per the BOE/GTEA Agreement, Article XII, Section B,
- 21 4(a) effective January 1, 2008.
- 22

<u>Staff Member/Grade Level</u>	<u>Mentor Teacher</u>
Sandi Schappert	Paula Carrozzino

- 23
- 24
- 25
- 26 F. The resolution herein seeking permission of the Commissioner to
- 27 employ the below recommended support staff applicant on an
- 28 emergent basis for a period not to exceed three (3) months pending
- 29 a positive Criminal History check and/or completion of required
- 30 paperwork.
- 31
- 32 1. The approval for the appointment of Bonnie Lloyd as a Part-Time
- 33 Clerk at Broad Street School and Nehaunsey Middle School
- 34 for the 2007-2008 school year, 4 hours per day (Monday,
- 35 Tuesday, Thursday 12:00 p.m.- 4:00 p.m. and Wednesday and
- 36 Friday 9:45 a.m.-1:45 p.m.) at an hourly rate of \$12.00 per hour not
- 37 to exceed \$8,640.00 prorated as of date of hire effective January 7,
- 38 2008.
- 39

40 Motion carried by unanimous roll call vote.

41 Motion: (Myers/Glocker Hammond) to approve the following as one, G & H:

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- 43
- 44 G. The approval of the salaries of the G.T.E.A. represented tenured
- 45 teaching staff members for the 2007-2008 school year as per the

1 attached; as per the agreement between the Greenwich Township Board
2 of Education and the Greenwich Township Education Association.
3 (Attachment - EXHIBIT I)
4

- 5 H. The approval of the salaries of the G.T.E.A. represented non-
6 tenured teaching staff members for the 2007-2008 school year as per
7 the attached; as per the agreement between the Greenwich Township
8 Board of Education and the Greenwich Township Education Association.
9 (Attachment - EXHIBIT J)
10

11 **Mr. Reel asked what the percentage increase was for the first year? Dr.
12 Francine Marteski replied that it was 4.92% on the base, and it was right on mark
13 with the county average.**
14

15 Motion carried by unanimous roll call vote.
16

17 Motion: (Reel/Minniti) to approve the following as one, I-L:
18

- 19 I. The approval of the salaries of the G.T.E.A. represented classroom aides
20 for the 2007-2008 school year as per the attached; as per the
21 agreement between Greenwich Township Board of Education and the
22 Greenwich Township Education Association. (Attachment - EXHIBIT K)
23
- 24 J. The approval of the salaries of the G.T.E.A. represented secretarial
25 staff members for the 2007-2008 school year as per the attached; as per
26 the agreement between the Greenwich Township Board of Education
27 and the Greenwich Township Education Association. (Attachment -
28 EXHIBIT L)
29
- 30 K. The approval of the salaries of the G.T.E.A. represented
31 custodial/maintenance staff members for the 2007-2008 school year
32 as per the attached; as per the agreement between the Greenwich
33 Township Board of Education and the Greenwich Township Education
34 Association. (Attachment - EXHIBIT M)
35
- 36 L. The approval of the salaries of the G.T.E.A. represented cafeteria staff
37 members for the 2007-2008 school year as per the attached; as per
38 the agreement between Greenwich Township Board of Education and the
39 Greenwich Township Education Association. (Attachment - EXHIBIT N)
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41 Motion carried by unanimous roll call vote.
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43 Motion: (Glocker Hammond/Myers) to approve the following as one, M-O:
44

1 M. The approval for the salaries of the unrepresented central office
2 employees for the 2007-2008 school year. (Attachment - EXHIBIT O)

3
4 N. The approval for the salaries of the following individuals as District Bus
5 Drivers for the 2007-2008 school year at the following hourly rates:
6

EMPLOYEE	HOURLY RATE
Doris Ledrich	\$17.51
Dolores Mooney	\$17.51
Cathleen Myers	\$18.25
Darlean Thompson	\$26.99
Charlotte Williams	\$22.32
Ada Zubec	\$26.99
Sharon Zubec	\$27.25

7
8 O. The approval for payment of tuition reimbursement to Kathy
9 Seacrist for an Implementing Positive Behavioral Support at Rowan
10 University (Spring 2008) for an amount not to exceed the current
11 New Jersey state college tuition rate pending
12 completion/verification of required documentation.
13

14 Motion carried by unanimous roll call vote.

15
16 **4. CURRICULUM & INSTRUCTION**

17 Motion: (Vernacchio/Myers) to approve the following:

18
19 A. Workshops

NAME	WORKSHOP TITLE/LOCATION/DATE	COST
Scott A. Campbell	Professional Development Program Budget 08/09 Doubletree Mt. Laurel, NJ 12/20/07 9:00 a.m.-1:00 p.m.	\$100.00 Plus Mileage
Francine Marteski	School Administrator Mentor Training Program Trenton, NJ 1/22/08-1/23/08 8:30 a.m.-1:00 p.m.	\$197.50 per day Plus Mileage
Cathy Tortella	Conference-School Nurse Easton, NJ 3/14/08 5:00 pm-10:00 pm 3/15/07 7:00 am-4:30 pm	\$195.00 Plus Mileage

22 Motion carried by unanimous roll call vote.

23
24 Motion: (Glocker Hammond/Minniti) to approve the following as one B1-B2:
25

1 A. Field Experience Student

- 2
3 1. The retroactive approval of the following student from Rowan
4 University to conduct her field experience as listed below:

5
6

<u>Student</u>	<u>Cooperating Teachers</u>	<u>Dates</u>
Suzanne Myers	Nora Traum/Elizabeth Kaminski Nehaunsey Middle School	12/6/07
	Patricia McGovern Broad Street School	12/6/07

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- 13 2. The approval for the following student from LaSalle University for
14 student teaching placement as listed below:

15

<u>Student:</u>	<u>Cooperating Teacher</u>	<u>Dates:</u>
Nicole Gray	Paula Carrozzino	1/28/08- 4/24/08

16
17
18

19 Roll Call Vote:

20
21 Frank Minniti - Yes to all
22 Robyn Glocker Hammond - Yes to all
23 Patrick Lani, Jr. - Yes to all
24 Michael Myers - Abstained on item B1, Yes to B2
25 Frederick Reel - Yes to all
26 Susan Vernacchio - Yes to all
27

28 **5. BUSINESS & FINANCE**

29
30 Motion: (Glocker Hammond/Minniti) to approve the following:

31
32 A. Bills Lists

- 33
34 1. Resolution

35
36 The approval of the Travel and Related Expense Reimbursement
37 resolution as follows:

38
39 **WHEREAS**, the Greenwich Township Board of Education
40 recognizes school staff and Board members will incur travel expenses
41 related to and within the scope of their current responsibilities and for
42 travel that promotes the delivery of instruction or furthers the efficient
43 operation of the school district; and
44

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

7 **WHEREAS**, a Board of Education may establish, for regular
8 district business travel only as described in NJOMB Circular Letter 06-02,
9 including amendments or revisions thereto, a threshold amount below
10 which Board approval is not required; and
11

12 **WHEREAS**, the Board of Education establishes, for regular
13 district business travel only, an annual school year threshold of \$1,000.00
14 per staff/Board member where prior Board approval shall not be required
15 unless this annual threshold for a staff/Board member is exceeded in a
16 given school year (July 1 through June 30); and
17

18 **WHEREAS**, travel and related expenses not in compliance
19 with N.J.A.C. 6A:23-B-1.1 et seq., but deemed by the Board of Education
20 to be necessary and unavoidable are excluded from the requirements of
21 N.J.A.C. 6A:23B-1.1 et seq.; and
22

23 **THEREFORE, BE IT FURTHER RESOLVED**, the Board of
24 Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1
25 et seq. as being necessary and unavoidable as per noted on the attached
26 Board of Education Approval of Travel and Related Expense
27 Reimbursement Form; and
28

29 **BE IT FURTHER RESOLVED**, the Board of Education
30 approves the travel and related expense reimbursements as listed on the
31 attached Board of Education Approval of Travel and Related Expense
32 Reimbursement Form.
33

34 Motion carried by unanimous roll call vote.

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

- 36 2. The bills as presented by the Board Secretary in the following
37 amounts are ordered paid. (Attachment - EXHIBIT P)
38
39
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P34	\$285,124.17
P35	\$216,603.97
P36	\$ 6,502.56
P37	\$ 26,366.35

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2 **Patrick Lani, Jr. asked why we were paying Garrison Architects in advance of
3 the window renovation job and what recourse we have if the job is done
4 incorrectly? Scott Campbell responded that we are paying them a percentage of
5 the job based off of the agreement the Board of Education has with Garrison's
6 and that they have done all the preliminary work which will enable the job to get
7 started. If the job is laid out correctly by the architect, the responsibility is on the
8 contractor to perform as agreed upon in the bid specifications.
9

10 Mr. Lani then asked when the Media Center renovation project at Broad Street
11 School was going to start and why did it take so long? Mr. Campbell replied
12 that it did not get started because the Board did not approve an architect of
13 record at the reorganization meeting and it delayed any project of that stature
14 that would be expected to be done last summer. He also added that the
15 bathrooms across the hall were also submitted and approved by the state under
16 one project number for the media center.**
17

18 Motion carried by unanimous roll call vote.

19
20 Motion: (Myers/Minniti) to approve the following as one, B-F:
21

22 B. Cafeteria Payments
23

- 24 1. The approval for the following cafeteria payments for the month of
25 November, 2007 as presented by the Board Secretary in the
26 following amounts are ordered paid.
27

CK#	DATE	PAYABLE TO	DESCRIPTION	AMOUNT
619	11/15/07	Office Depot	Supplies	\$17.19
620	11/15/07	Deer Park Water	Water	\$23.94
621	11/15/07	NJ Dept of Agriculture	Food	\$98.70
622	11/15/07	Paul Vallandingham	Food	\$105.17
623	11/15/07	Deluxe Italian Bakery	Food	\$145.86
624	11/15/07	Jack & Jill	Food	\$321.98
625	11/15/07	Stroehmann	Food	\$687.84
626	11/15/07	American Kitchen	Repairs	\$999.00
627	11/15/07	City Supply	Food	\$1,110.32
628	11/15/07	Hy-Point	Milk	\$1,837.71
629	11/15/07	Sysco	Food	\$14,565.72
630	11/15/07	Greenwich Twp. BOE	Salaries	\$2,000.00
			Total Paid Out	21,913.43

28
29 **Michael Myers asked what check #630 was for? Scott Campbell responded
30 that the cafeteria contributes for their portion of salaries and the Board pays the
31 balance. The cafeteria should fund 100% of their salaries but since they run in
32 the red, the Board picks up the remaining balance. **
33

1 C. Student Activities Account

- 2
3 1. The approval of the Student Activities Account Monthly Bank
4 Reconciliation for the month of October, 2007. (Attachment -
5 EXHIBIT Q)

6
7 D. Board Secretary's Report

- 8
9 1. The acceptance of the Board Secretary's Report for the month of
10 October, 2007. (Attachment - EXHIBIT R)

11
12 Pursuant to N.J.A.C. 6A:23-2.11 (c) 4, the Greenwich Township
13 Board of Education certifies by a roll call vote that as of October 31,
14 2007, after review of the Board Secretary's Reports for October,
15 2007, and upon consultation with the district officials, to the best of
16 our knowledge no major account or fund has been over expended
17 in violation of N.J.A.C.6A:23:23-2.11(b) and that sufficient funds are
18 available to meet the district's financial obligation for the remainder
19 of the fiscal year.

20
21 E. Treasurer's Report

- 22
23 1. The approval of the Treasurer's Report in accordance with 18A:17-
24 36 and 18A:17-9 for the month of October, 2007. The Treasurer's
25 Report and Secretary's Report are in agreement for the month of
26 October, 2007. (Attachment - EXHIBIT S)

27
28 F. Transfer List

- 29
30 1. The ratification of transfers, authorized by the Superintendent, for
31 the month of October, 2007, to give balances to new accounts and
32 to balance existing accounts. (Attachment - EXHIBIT T)

33
34 Motion carried by unanimous roll call vote.

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36 **6. USE OF FACILITIES**

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38 Motion: (Vernacchio/Minniti) to approve the following as one, A-C:

- 39
40 A. The approval for the Township of Greenwich to use the Nehaussey Middle
41 School gymnasium for an annual reorganization meeting on January 1,
42 2008 at 12:00 p.m.

43

1 B. The approval for the American Red Cross Blood Drive to be held in the
2 Nehaunsey Middle gymnasium on Wednesday, February 20, 2008 from
3 11:30 a.m. - 9:30 a.m.
4

5 C. The approval for St. Michael's Youth Group to use the Nehaunsey Middle
6 School gymnasium for volleyball on Saturday, January 12, 2008 and
7 Saturday, January 26, 2008 from 5:30 p.m. - 8:00 p.m.
8

9 Motion carried by unanimous roll call vote.
10

11 **7. OLD BUSINESS**
12

13 Fred Reel asked about a sewage backup problem in the gymnasium on October
14 26th that caused a very serious odor and what we were doing about it since he
15 knows we have a sewage pump station problem? Scott Campbell responded
16 that he was not aware of any sewage problem in the gym and that if there was an
17 odor, it probably came from the grease trap behind the cafeteria needing to be
18 dumped out by the waste removal company.
19

20 Susan Vernacchio then asked the status on the employee's retro pay situation
21 and when it would be paid? Scott Campbell will bring that up in new business.
22

23 **8. NEW BUSINESS**
24

25 Fred Reel wanted to go over several articles that he recently read pertaining to
26 school funding and the Abbott Districts, three districts in the county going out for
27 referendums and his belief that it will set the tone for what districts will do in the
28 future. Also, an article on students with disabilities and the costs associated with
29 paying for these students. Scott Campbell answered Susan Vernacchio's
30 question from old business and let the Board know that salaries were in place for
31 the December 15th pay and retroactive checks have been calculated and should
32 also be released on the 15th.
33

34 Mr. Reel wanted to know about the public notice for the Superintendent's and the
35 School Business Administrator's contracts for this year. Frank Minniti responded
36 that it is a requirement under the new law that we give proper public notice twice
37 before discussion of these items. Mr. Reel then asked if our Superintendent was
38 tenured? Dr. Francine Marteski responded that she was not tenured.
39

40 Patrick Lani, Jr. asked what the percentage increases were for the second & third
41 year of the contract? Mr. Campbell responded it was 4.7% in the second year
42 and 4.3% in the third year.
43

1 Michael Myers asked the status on the bus accident that took place last week?
2 Scott Campbell responded that the damage to the bus was minor and no one
3 was hurt. All of the procedures were followed relating to the accident.
4

5 Mr. Reel claims there are a lot of faucets at Broad Street School that run or leak
6 and it is a waste of water. Mr. Campbell responded that there are ten faucets
7 throughout the school that could be fixed and that is based off a tour of the
8 school today. The faucets are not ADA compliant and all of them should
9 probably be replaced. We find that the younger students do not shut them off
10 properly. Mr. Reel also questioned if we pay a water or sewer bill to the township
11 and Mr. Campbell responded that we do not.
12

13 **9. CORRESPONDENCE**

14
15 Various thank you letters have been received from the staff thanking the Board
16 for their gift for American Education week.
17

18 **10. BOARD OF EDUCATION COMMITTEE REPORTS**

19
20 Susan Vernacchio and the Budget & Finance Committee met last week and will
21 meet again December 17, 2007. The Public Relations Committee will meet for
22 their budgeted items along with the Buildings & Grounds Committee.
23

24 **11. PUBLIC - AGENDA/NON-AGENDA ITEMS**

25
26 This is the time when anyone from the public who wishes to speak to the Board
27 may do so. Please state your name, address and phone number. The Board will
28 hear your concerns. The Board may or may not take action this evening. You
29 will be notified either at this meeting, by letter or telephone of any action the
30 Board does take.
31

32 None at this time.
33

34 **12. ADJOURNMENT**

35
36 Motion: (Myers/Reel) to adjourn the meeting at 7:55 p.m.
37

38 Motion carried by unanimous voice vote.
39

40 Respectfully Submitted,
41
42

43
44 _____
45 Scott A. Campbell, Board Secretary

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