

1 **OFFICIAL MINUTES**

2
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held
4 **Monday, February 12, 2018** in the Nehaussey Middle School library.

5
6 The meeting was called to order by President Roseanne Lombardo at 6:32 p.m.

7
8 **Roll Call:**

<input checked="" type="checkbox"/> Mrs. Roseanne Lombardo School Board President	Curriculum/Technology Committee Buildings & Grounds Committee Personnel & Public Relations Delegate Gloucester County/State Board Association
<input checked="" type="checkbox"/> Mr. Andrew Chapkowski School Board Vice-President	(Chair) Buildings & Grounds Committee Curriculum & Technology Committee Personnel & Public Relations
<input checked="" type="checkbox"/> Mr. John Hughes	Paulsboro Board of Education Representative Negotiations Committee Policy & Regulations Committee Personnel & Public Relations
<input checked="" type="checkbox"/> Mr. Chad Kent	(Chair) Curriculum/Technology Committee Budget & Finance Committee Policy & Regulations Committee Personnel & Public Relations
<input checked="" type="checkbox"/> Mr. Gerald Michael, Jr.	(Chair) Negotiations Committee Budget & Finance Committee Personnel & Public Relations
<input type="checkbox"/> Mr. Duane Sarmiento Absent	(Chair) Policy & Regulations Committee Buildings & Grounds Committee Personnel & Public Relations
<input checked="" type="checkbox"/> Mrs. Susan Vernacchio	(Chair) Budget & Finance Committee Negotiations Committee Personnel & Public Relations Alternate Delegate to the Gloucester County/State Board Association

9
10 Quorum **YES**

11
12 Also present were Mr. Scott A. Campbell, School Business Administrator/Board
13 Secretary and Dr. Jennifer Foley-Hindman, Chief School Administrator.

14
15 As required under the guidelines of the Open Public Meeting Law, notice of this meeting
16 was sent to **The Courier Post**, and **The Township Clerk**. It was also posted in the
17 Greenwich Township School Buildings. (Optional: Videotaping Regulations – “The
18 proceedings of this meeting are being videotaped and anyone wishing to discuss an
19 individual child should so note.”)

20
21 **FLAG SALUTE**

1 **1. MINUTES**

2
3 Motion: (Hughes/Chapkowski) to approve the minutes:

4
5 January 8, 2018 – Reorganization/Regular Meeting

6
7 **Roll Call Vote:**

8
9 Roseanne Lombardo – Yes

10 Andrew Chapkowski – Yes

11 John Hughes – Yes

12 Chad Kent – Abstained

13 Gerald Michael – Abstained

14 Susan Vernacchio - Yes

15
16 **2. HIB PRESENTATION**

17
18 **Mr. John Tirico**, Child Study Team Director, made a presentation about
19 Harassment, Intimidation and Bullying. The presentation covered the months of
20 July 1, 2017 through December 31, 2017.

21
22 **3. TEACHERS OF THE YEAR PRESENTATION**

23
24 A. A presentation was made to our recipients of the Educator’s of the Year
25 Award. Alisa Whitcraft made a presentation on behalf of **Nicole Leach,**
26 **5th Grade Teacher of the Year at Broad Street School** and Dr. Jennifer
27 Foley-Hindman made a presentation on behalf of **Jennifer Walker,**
28 **Special Education Teacher of the Year at Nehaunsey Middle School.**

29
30 ***On behalf of the entire Board of Education, Administration, staff and***
31 ***students, we congratulate them on this award and thank them for***
32 ***their dedication to our students.***

33
34 **A short break was taken from 6:42 p.m. – 6:52 p.m. to watch a brief video*
35 *highlighting our teachers of the year and for cake and refreshments which were*
36 *served to the recipients and their families.**

37
38 **4. ADMINISTRATIVE/PRINCIPAL REPORTS**

39
40 Motion: (Hughes/Kent) to approve the following as one, A-C:

41
42 A. **School Health Services**

43
44 1. School Health Services report as of **January 31, 2018** for Broad
45 Street School. (Attachment)

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2. School Health Services report as of **January 31, 2018** for Nehaunsey Middle School. (Attachment)

B. Monthly Attendance, Enrollment, Drills and Monthly Overview:

MONTHLY ATTENDANCE – JANUARY 2018	
Broad Street School	95.3%
Nehaunsey Middle School	96%

BROAD STREET SCHOOL ENROLLMENT – JANUARY 2018	
Grade PSD	Total: 11
Grade K	Total: 46
Grade 1	Total: 48
Grade 2	Total: 42
Grade 3	Total: 48
Grade 4	Total: 53
Grade 5	Total: 47
TOTAL ENROLLMENT: 295	

NEHAUNSEY MIDDLE SCHOOL – JANUARY 2018	
Grade 6	Total: 53
Grade 7	Total: 33
Grade 8	Total: 49
TOTAL ENROLLMENT: 135	

DRILLS – JANUARY 2018				
Date	Time/Location	Duration	Action/Drill	Weather Conditions
January 16, 2018	NMS/1:20 p.m.	3 minutes	Routine Fire Drill	Clear, Cold
January 19, 2018	BSS/2:16 p.m.	2 minutes	Routine Fire Drill	Sunny, Cold
January 23, 2018	NMS/12:57 p.m.	2 minutes	Lock Down Drill	Rainy
January 23, 2018	BSS/9:18 a.m.	6 minutes	Lock Down Drill	Rainy
*NMS/Nehaunsey Middle School *BSS/Broad Street School				

MONTHLY EVENT OVERVIEW – JANUARY 2018		
Date	Event	Location
January 13, 2018	Optical Academy	NMS
January 30, 2018	Red Cross Blood Drive	NMS
January 31, 2018	Hoops for Heart	NMS

1 C. Student Discipline, Violence/Vandalism and HIB

- 2
3 1. The approval of the Student Discipline, Violence/Vandalism and
4 HIB as of **January 31, 2018**:
5

Infractions Referrals Reports	Number of Incidents January 2018		2017-2018 Total-to-Date	
	BSS	NMS	BSS	NMS
Dating Violence	0	0	0	0
Detention After School	0	1	0	6
Lunch Detention	1	0	21	0
Harassment, Intimidation or Bullying	0	1	5	3
Out-School-Suspensions (OSS)	0	1	4	6
Restricted Study	0	1	0	3
Violence, Vandalism, Substance Abuse	0	0	0	0

- 6
7 2. Completed Investigation Reports as of January 31, 2018:
8

Case Number	Date of Initial Report	Date Reported to Superintendent	Result of Investigation
NMS 17/18-7	1/17/18	1/17/18	Confirmed

9
10 *Dr. Jennifer Foley-Hindman commented on the "Eagles Parade Day"*
11 *absences. Broad Street School was at 22% and Nehaunsey Middle School was*
12 *at 42% which averaged to a district total of 28% absentee rate.*

13
14 Motion carried by unanimous voice vote.

15
16 **5. SUPERINTENDENT RECOMMENDATIONS**

17
18 Motion: (Hughes/Chapkowski) to approve the following as one, A, C-L:

- 19
20 A. The approval of FMLA request from Tina Sayers, teacher at Broad Street
21 School, for family medical reasons and to be taken intermittently. This
22 request is *retroactive* to January 17, 2018 through June 30, 2018, or until
23 60 days have been exhausted. This will be utilized in compliance with all
24 FMLA, Greenwich Township District Policy/Regulations and GTEA
25 protocols. Certification of Health Care Provider form has been received.
26 (Attachment)
27
28 C. The approval to appoint Julie Koontz as substitute teacher for the
29 maternity leave of Jesse Golden, effective approximately February 20,
30 2018 through June 13, 2018. This is pending receipt of all required

1 documentation including archive of fingerprints. This appointment will be
2 at the rate of \$125.00 per day.

- 3
4 D. The approval to appoint the following staff members to the School Safety
5 Team per the Anti-Bullying Bill of Rights, (N.J.S.A. 18A:37-13 et seq.), at a
6 stipend of \$30.00 per hour, if applicable, as per the GTEA Agreement.
7 This will be for the 2018-2019 school year.
8

NEHAUNSEY TEAM	BROAD STREET TEAM
Marjorie Cryan – School Nurse	Susan Pipczynski – School Nurse
Diana Dresh – Child Study Team	Katie Eckert McLaughlin – Child Study Team
Lou Damminger – Parent	Michael Grelli – Parent
Daniel Giorgianni – Anti-Bullying Specialist	Stacy Podolski – Anti-Bullying Specialist
Bethanne Barousse – Teacher	Alisa Whitcraft – Principal
John Tirico – HIB Coordinator	

- 9
10 E. The approval of verbal FMLA request for medical reasons from Allison
11 Delaney, Special Education teacher at Nehaunsey Middle School,
12 effective January 12, 2018 – February 9, 2018 and thereafter intermittently
13 through June 30, 2018, or until 60 days has been exhausted. This will be
14 utilized in compliance with all FMLA, Greenwich Township District
15 Policy/Regulations and GTEA protocols. Receipt of Certification of Health
16 Care Provider has been requested.
17
18 F. The approval of FMLA request for medical reasons from Maria Villacorta,
19 Full-Time Aide at Broad Street School, *retroactively* effective January 30,
20 2018 through January 30, 2019, to be utilized intermittently or until 60
21 days has been exhausted. This will be utilized in compliance with all
22 FMLA, Greenwich Township District Policy/Regulations and GTEA
23 protocols. Certification of Health Care Provider form has been received.
24 (Attachment)
25
26 G. The approval to appoint Cathy Tortella as substitute School Nurse, three
27 (3) days a week at Broad Street School, for a maternity coverage,
28 effective March 19, 2018 through June 14, 2018, at a rate of pay of
29 \$175.00 per day.
30
31 H. The approval to appoint Beverly Tomarchio as substitute School Nurse,
32 two (2) days a week at Broad Street School, for a maternity coverage,
33 effective March 19, 2018 through June 14, 2018, at a rate of pay of
34 \$175.00 per day. This appointment is subject to all required
35 documentation including Criminal History review clearance.
36

- 1 I. The approval for salary adjustment for Vanessa Gottesfeld, Broad Street
- 2 School teacher, from (Step 11, BA15), \$59,502.00 to (Step 11, MA),
- 3 \$60,874.00, prorated to January 2, 2018.
- 4
- 5 J. The approval to appoint the following teaching staff to the DEAC and SciP
- 6 committees for the 2017-2018 school year, at a rate of \$30.00 per hour for
- 7 attendance to meetings, as per the GTEA agreement:
- 8

DEAC	SciP
Bethanne Barousse – NMS	Bethanne Barousse – NMS
Joshua Bomze – NMS	Stephanie Beckett – BSS
Nicole McGann – NMS	Janet Geary – BSS
Andrew Mettler – NMS	Nicole McGann - NMS
	Andrew Mettler – NMS
	Stephania Tomaszewski – NMS
	Annelise Walker - BSS

- 9
- 10 K. The approval to adjust the pay rate for Substitute Secretary from \$9.00 per
- 11 hour to \$12.00 per hour, effective February 12, 2018 for the remainder of
- 12 the 2017-2018 school year.
- 13
- 14 L. The approval to adjust the pay rate for Substitute Custodians from \$9.00
- 15 per hour to \$11.00 per hour, effective February 12, 2018 for the remainder
- 16 of the 2017-2018 school year.
- 17

18 **Chad Kent** asked about stipends for item D and if administrators got them? **Dr.**

19 **Jennifer Foley Hindman** responded that Alisa Whitcraft, John Tirico and

20 Michael Grelli are not under the GTEA agreement so they would not get a

21 stipend. **Mr. Kent** than asked if the increases in item’s K & L would have an

22 effect on the budget? **Dr. Foley-Hindman** responded that she and **Scott**

23 **Campbell** had discussed it and there is enough money to pay for it. She also

24 said we don’t bring substitutes in all the time and unfortunately we have been

25 posting and re-posting in the newspapers but are having difficulty staffing those

26 positions. So we are going to increase the amount paid in the hopes of attracting

27 enough substitutes.

28

29 Motion carried by unanimous voice vote.

30

31 Motion: (Hughes/Kent) to approve the following:

- 32
- 33 B. The approval of the 2018-2019 School Calendar, Draft 2, (without having
- 34 Veteran’s Day off).
- 35
- 36
- 37

1 Roll Call Vote:

- 2
- 3 Roseanne Lombardo – Yes
- 4 Andrew Chapkowski – No
- 5 John Hughes – Yes
- 6 Chad Kent – Yes
- 7 Gerald Michael – No
- 8 Susan Vernacchio – Yes
- 9

10 Motion passes by a vote of 4 yes’s and 2 no’s.

11

12 **6. POLICY/REGULATION**

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14 Motion: (Chapkowski/Hughes) to approve the following:

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16 A. The approval of the following list of new and/or district policies:

17

POLICY/REGULATION NUMBER	TITLE	1ST READING	2ND READING
P 0169.02	ByLaws Board Member Use of Social Networks		XX
P 3437	Teaching Staff Members Military Leave		XX
P 4437	Support Staff Members Military Leave		XX
R 7101	Property Educational Adequacy of Capital Projects		XX
P 7425	Property Lead Testing of Water in Schools		XX
P & R 7440	Property School District Security		XX
P & R 7441	Property Electronic Surveillance in School Buildings and on School Grounds		XX
P 8507	Operations Breakfast Offer vs. Serve (OVS)		XX
P & R 8630	Operations Bus Driver/Bus Aide Responsibility- Emergency School Bus Procedures		XX

18

19 Motion carried by unanimous voice vote.

20

21 **7. CURRICULUM & INSTRUCTION**

22

23 Motion: (Kent/Vernacchio) to approve the following as one, A & B:

24

25 A. Field Trips

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27 1. The approval of the following field trips:

Grade and/or Group	Destination	Date	Estimated Related Cost including Transportation
7 th Grade ELA Resource	Seeing Eye Puppies Gloucester County Library Gibbstown, NJ	2/16/18	\$-0-

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B. Workshops

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

Name/Position	Workshop, Location, Time	Date	Cost
Stacy Podolski BSS Guidance Counselor	PARCC Testing Training Department of Education Sheraton Atlantic City, NJ 8:00 a.m. – 3:00 p.m.	3/8/18	\$-0- Plus Mileage Plus Tolls Plus Parking
DJ Haney Music Teacher	Developing Successful Ensembles Gateway Regional High School 9:00 a.m. – 12:00 p.m.	3/12/18	\$-0- Plus Mileage
Stacy Podolski BSS Guidance Counselor	Anti-Bullying Bill of Rights On-Line Workshop 1.5 hours	3/16/18	\$25.00
Marjorie Cryan NMS School Nurse	Domestic Minor Sex Trafficking Garden AHEC Continuing Education Auletto's Catering Deptford, NJ 5:00 p.m. – 7:00 p.m.	4/25/18	\$45.00
Marjorie Cryan NMS School Nurse	NJSSNA Spring Conference Princeton Marriott Princeton, NJ 7:00 a.m. – 5:00 p.m.	3/17/18	\$199.00 Plus Mileage
Dan Giorgianni NMS Guidance Counselor	Ramp Up Your School Counseling Program Monroe Township, NJ 9:00 a.m. – 3:00 p.m.	3/9/18	\$149.00 Plus Mileage
Stacy Podolski BSS Guidance Counselor	Ramp Up Your School Counseling Program Monroe Township, NJ 9:00 a.m. – 3:00 p.m.	3/9/18	\$149.00 Plus Mileage

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Motion carried by unanimous voice vote.

8. BUDGET & FINANCE

Motion: (Chapkowski/Michael) to approve the following as one, A-C:

A. The approval of the resolution for the L.A.R.C. School to include the cost of lunch in the tuition rate paid by Greenwich Township Board of Education for the 2018-2019 school year. There will be no extra cost to the district. (Attachment)

- 1 B. The approval to submit for Special Education Medicaid Initiative (SEMI)
 2 waiver for fiscal 2018-2019 school year, as part of the district's proposed
 3 budget to the County. (Attachment)
 4
 5 C. The approval of the contract with Educational Consortium for
 6 Telecommunications Savings, (ECTS), for the 2018-2019 school year and
 7 thereafter until notified, for discounts through E-Rate under the terms
 8 described in the attached contract. (Attachment)
 9

10 **Andrew Chapkowski** asked why we have to approve item A every year for the
 11 L.A.R.C. School lunches? **Scott Campbell** responded that since it is
 12 outstanding of the tuition contract, they have a legal responsibility to have us
 13 approve a resolution for the lunches.
 14

15 Motion carried by unanimous voice vote.
 16

17 **9. REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR**
 18 **BOARD SECRETARY**
 19

20 Motion: (Kent/Chapkowski) to approve the following as one, A-G:
 21

22 A. Bills Lists
 23

- 24 1. The bills as presented by the Business Administrator in the
 25 following amounts are ordered paid.
 26

Number	Amount
P58	\$477,967.14
P59	\$221,619.81
P60	\$12,309.37
TOTAL \$711,896.32	

27
 28 B. Student Activities Account
 29

- 30 1. The approval of the Student Activities Account Monthly Bank
 31 Reconciliation for the month of **December 2017**. (Attachment)
 32

33 C. Board Secretary's Report
 34

- 35 1. The acceptance of the Board Secretary's Report for the month of
 36 **December 2017**. The Board Secretary certifies that no line item
 37 account has been over expended in violation of *N.J.A.C. 6A:23A-*
 38 *16.10(c)3* and that sufficient funds are available to meet the

1 district's financial obligations for the remainder of the fiscal year.
2 (Attachment)

3
4 D. Treasurer's Report

- 5
6 1. The approval of the Treasurer's Report in accordance with 18A:17-
7 36 and 18A:17-9 for the month of **December 2017**. The
8 Treasurer's Report and the Secretary's Report are in agreement for
9 the month of **December 2017**. (Attachment)

10
11 E. Revenue Certification

- 12
13 1. The Board Secretary in accordance with *N.J.A.C. 6A:23A-16.10(c)2*
14 certifies that there are no changes in anticipated revenue amounts
15 or revenue sources.

16
17 F. Board of Education Certification

- 18
19 1. The approval of the Board of Education certification for the month
20 of **December 2017**, that after review of the Secretary's monthly
21 financial reports and upon consultation with the appropriate district
22 officials, that to the best of its knowledge no major accounts or
23 funds have been over expended in violation of *N.J.A.C. 6A:23A-*
24 *16.10(c)4* and that sufficient funds are available to meet the
25 district's financial obligations for the remainder of the year.

26
27 G. Transfer List

- 28
29 1. The ratification of transfers, authorized by the Superintendent, for
30 the month of **December 2017**, to give balances to new accounts
31 and to balance existing accounts. (Attachment)

32
33 H. Monthly Transfer

- 34
35 1. The approval of the monthly transfers for the month of **December**
36 **2017**.

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38 Motion carried by unanimous voice vote.

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40 **10. BUILDINGS & GROUNDS**

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42 Motion: (Vernacchio/Michael) to approve the following as one, A1 & A2:
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1 A. Use of Facilities

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- 3 1. The approval for Use of Facilities request from teachers Kathryn
- 4 Tortella and Tina Sayers to use their classrooms on March 14,
- 5 2018 for Grades 4 and 5 Science Night. Times will be from 6:00
- 6 p.m. to 7:30 p.m.
- 7
- 8 2. The approval to allow the New Jersey State Office of Licensing to
- 9 inspect portions of our facility at Broad Street School as part of the
- 10 requirements for the Gibbstown School-Age Child Care program
- 11 (S.A.C.C.). (Attachment)
- 12

13 Motion carried by unanimous voice vote.

14

15 **11. OLD BUSINESS**

16

17 *Dr. Jennifer Foley-Hindman gave the Board a brief update of the findings from*

18 *the energy audit. The Board will now work with the architect in an effort to move*

19 *forward.*

20

21 **12. NEW BUSINESS**

- 22
- 23 A. The Board decided to move the March 12, 2018 Board meeting to March
- 24 26, 2018 at 6:30 p.m.
- 25
- 26 B. Roseanne Lombardo gave a brief overview of the evaluation tool for the
- 27 CSA evaluation.
- 28
- 29 C. Roseanne Lombardo spoke about a Student Survey for our 7th and 8th
- 30 graders. The survey would ask what they would like to study in high
- 31 school to prepare for college.
- 32
- 33 D. Andrew Chapkowski asked if we provided bike racks at the Nehaunsey
- 34 School and was told that the bike racks are right at the bus platform.
- 35

36 **13. CORRESPONDENCE**

37

38 No correspondence at this time.

39

40 **14. PUBLIC – AGENDA/NON-AGENDA ITEMS**

41

42 This is the time when anyone from the public who wishes to speak to the Board

43 may do so. Please state your name, address and phone number. The Board will

44 hear your concerns. The Board may or may not take action this evening. You

1 will be notified either at this meeting, by letter, or telephone of any action the
2 Board does take.

3
4 In accordance with Board policy and procedures, speakers are not permitted to
5 publicly speak of personal issues involving school personnel, or against any
6 person connected to the school system. Any such concern should be presented
7 to the school or district-level administration so that a proper response may be
8 given.

9
10 No public comment at this time.

11
12 **15. ADJOURNMENT**

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14 Motion: (Michael/Kent) to adjourn the meeting at 7:52 p.m.

15
16 Motion carried by unanimous voice vote.

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21 Respectfully Submitted,

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26 _____
27 Scott A. Campbell, Board Secretary

28
29 ***Next Board of Education Reorganization/Regular Meeting is scheduled for*
30 *Monday, March 26, 2018 at 6:30 p.m. ***
31