

## **OFFICIAL MINUTES**

of the **REGULAR MEETING** of the Greenwich Township Board of Education held Tuesday, October 17, 2006 in the Nehaunsey Middle School library.

The meeting was called to order by President Frank J. Minniti at 6:02 pm.

### **Roll Call:**

Frank J. Minniti  
Robyn Glocker Hammond  
Michael Myers  
James Sorbello  
Susan Vernacchio

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

### **Absent:**

Patrick Lani, Jr.  
Larry Hall

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

Flag Salute

### **1. PRESENTATIONS**

- A. Dr. Francine Marteski, Superintendent, gave a presentation of the results of the District Violence & Vandalism Report from 2005-2006. (Attachment)
- B. Dr. Francine Marteski, Superintendent, gave a presentation of the 2005-2006 District QAAR. (Attachment)

\*A copy of the Quality Assurance Annual Report is on file for review in both the Superintendent's Office and the Business Office.\*

## **2. MINUTES**

Motion: (Glocker Hammond/Vernacchio) to approve the minutes:

September 11, 2006 - Workshop Meeting  
September 11, 2006 - Caucus  
September 19, 2006 - Regular Meeting

Motion carried by unanimous roll call vote.

## **3. SUPERINTENDENT'S REPORT**

Motion: (Sorbello/Myers) to approve the following as one, A-C:

### **A. Administrative Reports**

1. Enrollment Statistics, Fire Drills and Suspensions, as of September 30, 2006. (Attachment - EXHIBIT B1)
2. School Health Services Monthly Reports as of September 30, 2006. (Attachment - EXHIBIT B2)
3. 2006-2007 Violence & Vandalism Report as of September 30, 2006. (Attachment - EXHIBIT B3)
4. Monthly Report of Attendance Officer as of September 30, 2006. (Attachment - EXHIBIT B4)

### **B. Quality Assurance Annual Report/Statement of Assurances**

1. The approval of the 2005-2006 Quality Assurance Annual Report (QAAR) / Statement of Assurances for submission to the Gloucester County Superintendent of Schools.
2. The approval of the District Objectives incorporated in the 2005-2006 Quality Assurance Annual Report for submission to the Gloucester County Superintendent of Schools.

### **C. School Nursing Services Plan**

1. The approval of the Greenwich Township School District School Nursing Services Plan for the 2006-2007 school year (copy included in the 2005-2006 QAAR).

\*Dr. Marteski again reaffirmed that the Nursing Services Plan was part of the QAAR and asked if there were any questions from the Board. No questions were asked at this time.\*

Motion carried by unanimous roll call vote.

**4. PERSONNEL**

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

A. The resolution herein seeking permission of the Commissioner to employ the below recommended certificated and support staff applicants on an emergent basis for a period not to exceed three (3) months pending a positive Criminal History check and/or completion of required paperwork:

1. The approval for the appointment of the following individuals as Substitute Teachers for the 2006-2007 school year. Substitute rate will be \$70.00 a day, up to and including ten (10) days. After ten (10) days, the rate increases to \$75.00 a day.

Kenneth Hackney  
Jennifer Dougherty  
Iracema McGill

B. The approval for the appointment of Jena DiAngelo as Substitute Teacher for the 2006-2007 school year. Substitute rate will be \$70.00 a day, up to and including ten (10) days. After ten (10) days, the rate increases to \$75.00 a day.

C. The approval for the appointment of Bertha June Damminger for the following support staff substitute positions for the 2006-2007 school year:

	<u>Rate of Pay:</u>
Substitute Cafeteria/Lunchroom Aide	\$8.00 per hour
Substitute Kitchen Worker	\$8.00 per hour

D. The retroactive approval for the appointment of the following teaching staff member as Mentor Teacher for the 2006-2007 school year to be compensated as per the BOE/GTEA agreement, Article XII, Section B, 4(a) effective September 22, 2006.

<u>Staff Member/Grade Level</u>	<u>Mentor Teacher</u>
Janet Lani (Library/Media Specialist)	Sandra Schwartz

- E. The approval for the appointment of the following teaching staff members for the 2006-2007 Curriculum Committee with possible summer hours at a stipend of \$25.00 per hour:
- |                  |              |               |
|------------------|--------------|---------------|
| Paula Carrozzino | Kate Brown   | Jody Harris   |
| Sharon Salvatore | Lynn Leupold | Cheryl Pindur |
- F. The approval for the appointment of Amilcan Rodriguez, Jr. for the Natural Helpers extra-curricular position for the 2006-2007 school year at a stipend rate of \$25.00 per hour, not to exceed \$500.00.
- G. The approval to accept a Leave of Absence (FMLA) for Enid Colon-Allen, Guidance Counselor, from February 15, 2007 through May 15, 2007 as per the attached. (Attachment - EXHIBIT C)
- H. The retroactive approval to accept a Leave of Absence (FMLA) for Maria (Lisa) Villacorta, Special Education Classroom Aide, from October 17, 2006 through November 3, 2006 as per the attached. (Attachment - EXHIBIT D)
- I. The retroactive approval to amend the hours of Ellen Sarmiento, Part-Time Instructional Special Education Aide, from 19.5 hours per week to 20 hours per week at a prorated salary rate of \$17.39 per hour, not to exceed \$12,520.80, effective September 14, 2006.

Motion carried by unanimous roll call vote.

**5. CURRICULUM & INSTRUCTION**

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

A. Field Trips

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

GRADE AND/OR GROUP	DESTINATION/TIME	DATES	ESTIMATED RELATED COST	ESTIMATED TRANSPORTATION COST	TOTAL
Grades 6,7,8	<b>Natural Helpers:</b>				
	Mt. Misery Retreat Center 8:30 am-5:30 pm	10/16/06	*\$2,595.00	Drivers: \$200.00	\$2,795.00
	Mt. Misery Retreat Center 8:30 am-9:00 pm	10/17/06			
Gloucester County Library 8:00 am-3:00 pm	10/18/06	*Safe & Drug Free Schools & Communities - Title IV			

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

GRADE AND/OR GROUP	DESTINATION/TIME	DATES	ESTIMATED RELATED COST	ESTIMATED TRANSPORTATION COST	TOTAL
Pre-School & MD	<b>Duffield's Farm Market</b> Sewell, NJ 9:15 am-12:00 pm	10/23/06	\$123.20	Driver: \$78.00	\$201.20
Grade K	<b>Discovery Museum</b> Cherry Hill, NJ 9:00 am-1:00 pm	10/27/06	\$288.00	Drivers: \$208.00 Lunch: \$ 16.00	\$512.00
Grade 7	<b>Franklin Institute</b> Philadelphia, PA 9:00 am-2:00 pm	12/01/06	\$776.00	Drivers: \$260.00 Lunch: \$ 16.00 Tolls: \$ 9.00	\$1,061.00
Grade 1	<b>Gloucester County Library</b> Gibbstown, NJ 12:00 pm-2:00 pm	Mid-Jan 2007	\$-0-	Driver: \$56.00	\$56.00
Grade 1	<b>Adventure Aquarium</b> Camden, NJ 9:00 am-2:15 pm	5/10/07	\$680.00	Driver: \$130.00 Lunch: \$ 8.00	\$818.00
Grade 3	<b>Woodford Cedar Run Wildlife Refuge</b> Medford, NJ 9:00 am-2:20 pm	5/11/07	\$345.00	Drivers: \$286.00 Lunch: \$ 16.00	\$647.00

**B. Workshops**

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

NAME	WORKSHOP TITLE/LOCATION/DATE	COST
Jody Harris Sharon Salvatore	<b>NJ Science Convention</b> Somerset, NJ 10/10/06 and 10/11/06	\$175.00 (\$75.00 member plus \$100.00 non-member) Plus substitute Plus mileage
Alanna Schell Lynn Wildrick	<b>NJ Alternative Proficiency Test Training (APA)</b> Mt. Laurel, NJ 10/13/06	\$-0- Plus substitute (1) Plus mileage

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

NAME	WORKSHOP TITLE/LOCATION/DATE	COST
Lynn Wildrick	<b>Symposium for Learning Consultants</b> Bridgeport, NJ 10/20/06	\$120.00 Plus Mileage
Rob Harris Enid Colon-Allen Amilcan Rodriguez Suzanne Mlynarczyk Paula Carrozzino	<b>I &amp; RS Team Training (State Mandated)</b> EIRC, Sewell, NJ 10/30/06 and 10/31/06	\$-0- Plus Substitutes (2) Plus Mileage

C. Substance Abuse Prevention Program

1. The approval of the Greenwich Township School District Substance Abuse Prevention Program, remaining unchanged, with no additional terms/provisions.

D. Out-of-District Placement

1. The retroactive approval for out-of-district placement for R.D. at Shady Lane Child Development Center for the 2006-2007 school year at a prorated cost of \$60.25 per week, totaling \$2,470.25 effective September 1, 2006. Tuition will be funded by I.D.E.I.A. FY 07 Preschool Grant.

E. Practicum Student

1. The approval for Fairleigh Dickinson University Field Experience student, Elizabeth Walker, for placement during the fall semester 2006 at Broad Street School from October 18, 2006 through December 13, 2006.

Motion carried by unanimous roll call vote.

**6. BUSINESS & FINANCE**

Motion: (Sorbello/Minniti) to approve the following:

A. Bills Lists

1. Resolution

Recommend approval of the Travel and Related Expense Reimbursement resolution as follows:

**WHEREAS**, the Greenwich Township Board of Education recognized 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

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

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

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

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

Motion carried by unanimous roll call vote.

Motion: (Vernacchio/Sorbello) to approve the following:

2. The bills as presented by the Board Secretary in the following amounts are ordered paid. (Attachment - EXHIBIT E)

P18	\$276,020.53
P19	\$147,102.03
P20	\$-0-
P21	\$100,264.14
P22	\$279,831.33
P23	\$274,588.30

Motion carried by unanimous roll call vote.

Motion: (Myers/Glocker Hammond) to approve the following as one, B-D:

B. Board Secretary's Report

1. The acceptance of the Board Secretary's Report for the month of August, 2006. (Attachment - EXHIBIT G)

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, 2006, after review of the Board Secretary's Report for August 2006, and upon consultation with the district officials, to the best of our knowledge no major account or fund has been over expended 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.

C. Treasurer's Report

1. The approval of the Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of August, 2006. The Treasurer's Report and Secretary's Report are in agreement for the month of August, 2006. (Attachment - EXHIBIT H)

D. Transfer List

1. The ratification of transfers, authorized by the Superintendent, for the month August, 2006, to give balances to new accounts and to balance existing accounts. (Attachment - EXHIBIT I)

Motion carried by unanimous roll call vote.

Motion: (Sorbello/Vernacchio) to approve the following:

E. Resolution

1. The acceptance of the resolution authorizing submission of the Comprehensive Maintenance Plan. The Department of Education requires submission of the three-year maintenance plan as part of the QAAR.

**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 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.

F. Annual Required Maintenance Budget

Motion: (Vernacchio/Minniti) to approve the following:

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

Motion carried by unanimous roll call vote.

G. Maximum Capital Reserve Statement

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

1. The acceptance of the Maximum Capital Reserve Statement. The Greenwich Township Public Schools have 15 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 \$4,392,500.00. It is estimated that the district may be eligible for State Debt service or EDA grant funds for these projects in the amount of \$1,757,000.00. Accordingly, the estimated local share of these projects is \$2,635,500.00. The local share amount of \$2,635,500.00 represents the maximum amount the Greenwich Township Public Schools may deposit in its capital reserve fund for the 2006-2007 school year.

Motion carried by unanimous roll call vote.

**7. USE OF FACILITIES**

Motion: (Glocker Hammond/Minniti) to approve the following as one, A-D:

- A. The approval for the Gibbstown Girls Basketball to use the Broad Street School and Nehaunsey Middle School gymnasiums from November 1, 2006 through March 16, 2007 as per the attached. (Attachment - EXHIBIT K)
- B. The approval for the Greenwich Township Recreation Committee to use the Broad Street School gymnasium and kitchen for a residential Halloween party on October 20, 2006 from 5:00 pm to 10:00 pm.
- C. The approval for the Paulsboro High School to use the Broad Street School gymnasium for Jr. High Girls and Jr. High Boys Basketball practice and games Monday thru Friday from November 27, 2006 through March 9, 2007 from 3:15 pm to 5:30 pm.
- D. The approval to amend the Greenwich Township PTA usage of the Broad Street School gymnasium for Family Fun Night from November 20, 2006 beginning at 2:00 pm to November 30, 2006 beginning at 2:00 pm.

Motion carried by unanimous roll call vote.

**8. OLD BUSINESS**

None at this time.

**9. NEW BUSINESS**

None at this time.

**10. CORRESPONDENCE**

None at this time.

**11. BOARD OF EDUCATION COMMITTEE REPORTS**

None at this time.

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

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

No public comment at this time.

**13. CLOSED 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.

1 The Board of Education for Greenwich Township, assembled in public session on  
2 October 17, 2006, hereby resolves that an Executive Session closed to the  
3 public shall be held on October 17, 2006 at 6:43 p.m. in the Nehaunsey Middle  
4 School library, Room 48, located at 415 Swedesboro Road, Gibbstown, New  
5 Jersey, for discussion of certain matters which relate to items authorized by  
6 *Open Public Meetings Act, (N.J.S.A. 10:4-12b)* to be discussed in closed  
7 session.

- 8  
9 1. *Matters Involving Individual Privacy*  
10 2. *Matters Relating to the Employment Relationship*  
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12 It is anticipated that such matters may be disclosed to the public upon the  
13 determination of the Board that applicable exception no longer applies and  
14 the public interest will no longer be served by such confidentiality.

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16 Motion: (Glocker Hammond/Minniti) to enter into closed session  
17 at 6:43 p.m. to discuss the following:

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19 1. *Negotiations*  
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21 Returned from closed session at 8:21 pm.

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23 Motion carried by unanimous voice vote.  
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**25 14. ADJOURNMENT**

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27 Motion: (Sorbello/Glocker Hammond) to adjourn the meeting at 8:22 p.m.  
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Motion carried by unanimous voice vote.

Respectfully Submitted,

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Scott A. Campbell, Board Secretary