

1 **OFFICIAL MINUTES**

2  
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held  
4 Tuesday, November 16, 2004 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 J. Minniti  
11 Joseph G. Marcucci  
12 Joel Antipuna  
13 Vince Giovannitti  
14 Larry Hall  
15 Marie Downes McDonald

16  
17 Also present was Dr. Francine Marteski, Superintendent and Scott A. Campbell,  
18 Business Administrator/Board Secretary.

19  
20 Absent:

21  
22 Robyn Glocker Hammond

23  
24 As required under the guidelines of the Open Public Meeting Law, a notice of this  
25 meeting was sent to the Courier Post, the Philadelphia Inquirer and the Township Clerk.  
26 It was 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. PRESENTATIONS**

- 33  
34 A. Helping Hands, Susan McAlary, Principal and Fourth Grade Students -  
35 Broad Street School.  
36  
37 B. Nick L. Petroni, Petroni & Associates presented an overview of the  
38 Greenwich Township Board of Education Comprehensive Annual  
39 Financial Report - Fiscal Year Ending June 30, 2004; and Auditor's  
40 Management Report on Administrative Findings, Financial, Compliance  
41 and Performance - Fiscal Year Ending June 30, 2004.  
42  
43  
44

1 **2. RESOLUTIONS**

2  
3 Motion: (Downes Mc Donald/Antipuna) to approve the following:

- 4  
5 A. The approval of the preliminary eligible cost determinations in connection  
6 with the proposed building program. (Attachment - Exhibit A)

7  
8 Motion carried by unanimous roll call vote.

9  
10 Motion: (Hall/Downes McDonald) to approve the following:

- 11  
12 B. The approval for the submission of a proposal (ballot question) to the  
13 voters of the school district at a Special Election to be held on January 25,  
14 2005. (Attachment - Exhibit B)

15  
16 Motion carried by unanimous roll call vote.

17  
18 **3. MINUTES**

19  
20 Motion: (Marcucci/Antipuna) to approve the following minutes:

21  
22

October 12, 2004	Workshop Meeting (Attachment - Exhibit C1)
October 12, 2004	Caucus (Attachment - Exhibit C2)
October 26, 2004	Regular Meeting (Attachment - Exhibit C3)
October 26, 2004	Caucus #1 (Attachment - Exhibit C4)
October 26, 2004	Caucus #2 (Attachment - Exhibit C5)

26  
27

28 Motion carried by unanimous roll call vote.

29  
30 **4. SUPERINTENDENT'S REPORT**

31  
32 Motion: (Giovannitti/Minniti) to approve the following:

33  
34 A. Administrative Reports

- 35  
36 1. Enrollment Statistics, Fire Drills and Suspensions as of October 31,  
37 2004 (Attachment - Exhibit D1).  
38  
39 2. School Health Services Monthly Reports as of October 31, 2004  
40 (Attachment - Exhibit D2)  
41  
42 3. 2004-2005 Violence & Vandalism Report as of October 31, 2004  
43 (Attachment - Exhibit D3)  
44

- 1  
2 4. Monthly Report of Attendance Officer as of October 31, 2004  
3 (Attachment - Exhibit D4)  
4

5 Motion carried by unanimous roll call vote.  
6

7 **5. PERSONNEL**  
8

9 Motion: (Antipuna/Hall) to approve the following:  
10

- 11 A. Approve the resignation of William F. Copeland effective January 1, 2005.  
12 (Attachment-Exhibit E)  
13

14 Motion carried by unanimous roll call vote.  
15

16 Motion: (Antipuna/Hall) to approve the following:  
17

- 18 B. The approval to appoint Joann Parker as Mentor Teacher to Diane Shirley,  
19 Grade 2 for the 2004-2005 school year. Compensation as per the  
20 BOE/GTEA agreement, Article XII, Section B, 4 (a) .  
21

22 Motion carried by unanimous roll call vote.  
23

24 Motion: (Antipuna/Hall) to approve the following:  
25

- 26 C. The approval for the appointment of Michelle Bradford as Substitute  
27 Teacher for the 2004-2005 school year. Substitute rate will be \$70.00 a  
28 day, up to and including ten (10) days. After ten (10) days, the rate  
29 increases to \$75.00 a day.  
30

31 Motion carried by unanimous roll call vote.  
32

33 **6. CURRICULUM & INSTRUCTION**  
34

35 Motion: (Marcucci/Minniti) to approve the following as one, (A & B):  
36

37 A. Field Trips  
38

- 39 1. The approval of Request for Educational Trip/Transportation for the  
40 following:  
41

Grade and/or Group	Destination/Time	Date	Estimated Related Cost	Estimated Transportation Cost	Total
Natural Helpers/ Youth Leadership Project	Mr. Misery Browns Mil, NJ 8:00 am - 5:30 pm 8:00 am - 9:00 pm	11/22/04 11/23/04	Substitutes: \$600.00 Stipends: \$600.00	Bus Driver (s): \$300.00	\$1,500.00
Grade 7	Franklin Institute Philadelphia, PA 8:50 am - 2:15 pm	12/14/04	Admission: \$675.00	Driver (s): \$250.00 Parking: \$20.00 Lunch: \$12.00 Tolls: \$ 9.00	\$966.00
Grade 1	Pat's Pizzeria Paulsboro, NJ 9:00 am - 11:30 am	2 days TBA (Mid-Jan)	\$-0-	Driver (s): \$100.00	\$100.00
Grade 5	G.C.I.T. Sewell, NJ 8:20 am - 1:30 pm	02/04/05	Admission: \$112.50	Driver (s): \$250.00 Lunch: \$ 12.00	\$374.50
Grade 1	Washington Twp Center for the Performing Arts Sewell, NJ 9:00 am - 12:30 pm	05/10/05	\$442.00	Driver (s): \$175.00	\$617.00
Grade 2	Nehausney Middle School Distance Learning Virtual Field Trip	12/07/04	Less than \$50.00	Driver: \$50.00	\$50.00

B. Workshops

1. The approval for the following individual (s) to attend out-of-district workshop (s):

Name	Workshop/Title/Location/Date	Cost
Sheli Burgess	PlayFit PE 2 the Max Philadelphia, PA November 15, 2004	\$169.00 Plus Mileage Reimbursement
Neil Harrington	Traumatic Stress, PTSD and Grief Cherry Hill, NJ November 17, 2004	\$185.95 Plus Mileage Reimbursement
Teresa DiSanto	Annual School Social Worker Conference Princeton, NJ May 2, 2005	\$95.00 Plus Mileage Reimbursement

Motion carried by unanimous roll call vote.

Motion: (Giovannitti/Downes MacDonald) to approve the following:

1 C. Practicum Student (s):

- 2  
3 1. The approval for the following Clinical Practice student (s) from  
4 Bloomsberg University for placement during the fall semester at the  
5 Broad Street School.

6  
7 Student Cooperating Teacher  
8 Jacqueline Shute  
9 11/19/04 & 11/22/04 (Gr. 2) Beth Miller  
10 12/15 - 17/04 (Gr. K) Stephanie Schober

- 11  
12  
13 2. The approval for the following Clinical Practice student (s) from  
14 Rowan University for placement during the spring semester at the  
15 Broad Street School.

16  
17 Student Cooperating Teacher  
18 Genesis J. Varquez Sheli Burgess  
19 Jennifer Biscottini Christine McLaughlin  
20 Michelle E. Bowers Janice Holdstein  
21 Stephanie N. Kehler Paula Carrozzino

22  
23 Motion carried by unanimous roll call vote.

24  
25 **8. BUSINESS & FINANCE**

26  
27 Motion: (Giovannitti/Downes Mc Donald) to approve the following:

28  
29 A. Bill Lists

- 30  
31 1. The bills as presented by the Board Secretary in the following  
32 amounts be ordered paid (Attachment - Exhibit F)

33  
34

P27	\$243,076.52
P28	\$ 8,988.12
P29	\$242,775.90
P30	\$766,035.24

35  
36  
37

38  
39 Motion carried by unanimous roll call vote.

40  
41 Motion: (Marcucci/Antipuna) to approve the following as one, (B-E):  
42  
43

1 B. Student Activities Account

- 2  
3 1. The approval of the Student Activities Account Monthly Bank  
4 Reconciliation for the Month of September, 2004. (Attachment -  
5 Exhibit G)

6  
7 C. Board Secretary's Report

- 8  
9 1. The acceptance of the Board Secretary's Report for the month of  
10 September, 2004. (Attachment - Exhibit H)

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 September  
14 30, 2004, after review of the Board Secretary's Report for  
15 September 30, 2004, and upon consultation with the district  
16 officials, to the best of our knowledge no major account or fund has  
17 been overexpended in violation of N.J.A.C. 6A:23:23-2.11 (b) and  
18 that sufficient funds are available to meet the district's financial  
19 obligation for the remainder of the fiscal year.

20  
21 D. Treasurer's Report

- 22  
23 1. The approval of the Treasurer of School Monies Report for the  
24 month of September, 2004. (Attachment - Exhibit I)

25  
26 E. Transfer List

- 27  
28 1. The ratification of transfers, authorized by the Superintendent, for  
29 the month of September, 2004, to give balances to new accounts  
30 and to balance existing accounts. (Attachment - Exhibit J)

31  
32 Motion carried by unanimous roll call vote.

33  
34 Motion: (Giovannitti/Antipuna) to approve the following:  
35  
36  
37  
38  
39  
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41  
42  
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44  
45

1 F. Grants

2  
3 The approval to accept the approved IDEA grant award from the NJDOE  
4 for the fiscal year 2005 pending availability of funds as listed below:  
5

6 Program Duration: 9/01/04 to 8/31/05  
7

8 Program Name	Grant Number	Award Amount
9 IDEA PART B - COMBINED	IDEA	
10 BASIC		\$175,831
11 PRESCHOOL		\$ 12,280

12  
13 Motion carried by unanimous roll call vote.

14  
15 Motion: (Hall/Minniti) to approve the following:  
16

17 G. Contracts

- 18  
19 1. The approval of the agreement between the Greenwich Township  
20 School District and Ron Rukenstein & Associates for providing  
21 assistance for the proposed building program as per the attached.  
22 (Attachment - Exhibit K1)  
23

24 Motion carried by unanimous roll call vote.

25  
26 Motion: (Minniti/Antipuna) to approve the following:  
27

- 28 2. The approval of a Lease Agreement with Xerox for four units as per  
29 the attached. These units are for use in the a) Business Office; B)  
30 Child Study Team Office; c) Broad Street School Main Office; and  
31 d) Nehaunsey Middle School Teachers' Workroom. (Attachment -  
32 Exhibit K2)  
33

34 Motion carried by unanimous roll call vote.

35  
36 Motion: (Hall/Downes Mac Donald) to approve the following:  
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38  
39  
40  
41  
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1 H. Comprehensive Annual Financial Report

- 2  
3 1. The approval of the Greenwich Township Board of Education  
4 Comprehensive Annual Financial Report for the fiscal year ending  
5 June 30, 2004.

6  
7 Motion carried by unanimous roll call vote.

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

10  
11 I. Auditor's Management Report on Administrative Findings, Financial,  
12 Compliance and Performance

- 13  
14 1. The approval of the acceptance of the Auditor's Management  
15 Report on Administrative Findings, Financial, Compliance and  
16 Performance for the fiscal year ending June 30, 2004. Further  
17 recommend approval for the Business Administrator to implement  
18 each of the recommendations as read and distributed to the public  
19 at the November 16, 2004 Regular Meeting per the Corrective  
20 Action Plan provided by the Board Secretary and on file with the  
21 Business Administrator to be submitted to the County  
22 Superintendent of Schools within thirty (30) days of this meeting.

23  
24 Audit Synopsis (Attachment - Exhibit L1)  
25 Corrective Action Plan (Attachment - Exhibit L2)

26  
27 Motion carried by unanimous roll call vote.

28  
29 Motion: (Minniti/Marcucci) to approve the following:

30  
31 J. Audit Recommendations

- 32  
33 1. Financial Planning, Accounting and Reporting  
34 04-1. Receipts for the payroll agency account should be properly  
35 entered into the Agency Account Ledger.  
36 04-2. The Payroll Agency cash summary be reconciled to the bank  
37 account balance on a monthly basis.
- 38  
39 2. Board Secretary's Records  
40 04-3. The Board Secretary should reconcile his cash records with  
41 the reconciled bank statements and the records of the  
42 Treasurer.

43  
44 Motion carried by unanimous roll call vote.

45



1 **9. USE OF FACILITIES**

2  
3 Motion: (Marcucci/Hall) to approve the following as one,  
4 (A-B):

5  
6 A. The approval for the Greenwich Township P.T.A. to use the Broad Street  
7 School gymnasium and kitchen on March 4, 2005 from 3:00 p.m. to 11:00  
8 p.m. for a Chinese Auction fundraiser event.

9  
10 B. The approval for Cathy Tortella, School Nurse, to use the Nehaunsey  
11 Middle School gymnasium on Wednesday, February 23, 2005 from 12:00  
12 p.m. to 9:00 p.m. for the American Red Cross Annual Blood Drive.

13  
14 Motion carried by unanimous roll call vote.

15  
16 **10. CORRESPONDENCE**

17  
18 None at this time.

19  
20 **11. BOARD OF EDUCATION COMMITTEE REPORTS**

21  
22 None at this time.

23  
24 **12. PUBLIC - AGENDA/NON-AGENDA ITEMS**

25  
26 No Public comments at this time.

27  
28 **13. CLOSED SESSION**

29  
30 Pursuant to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-*  
31 *6, et seq.*, which provides that an Executive Session, not open to the public, may  
32 be held for certain specified purposes when authorized by Resolution.

33  
34 The Board of Education for Greenwich Township, assembled in public session on  
35 November 16, 2004, hereby resolves that an Executive Session closed to the  
36 public shall be held on November 16, 2004 at 7:48 p.m. in the Nehaunsey Middle  
37 School located at 415 Swedesboro Road, Gibbstown, New Jersey, for discussion  
38 of certain matters which relate to items authorized by *Open Public Meetings Act,*  
39 (N.J.S.A. 10:4-12b) to be discussed in closed session.

- 40  
41 1. *Matters Involving Individual Privacy*  
42 2. *Matters Relating to the Employment Relationship*  
43 3. *Matters Relating to the Investment of Public Funds*  
44

1 It is anticipated that such matters may be disclosed to the public upon the  
2 determination of the Board that applicable exception no longer applies and  
3 the public interest will no longer be served by such confidentiality.  
4

5 Motion: (Hall/Antipuna) to enter into closed session  
6 at 7:48 p.m. to discuss the following:  
7

8 A. Personnel  
9

10 Motion carried by unanimous voice vote.  
11

12 Returned from closed session at 9:16 p.m.  
13

14 **14. ADJOURNMENT**  
15

16 Motion: (Marcucci/Hall) to adjourn the meeting at 9:17 p.m.  
17

18 Motion carried by unanimous roll call vote.  
19

20 Respectfully submitted,  
21

22  
23 \_\_\_\_\_  
24 Scott A. Campbell, Board Secretary  
25  
26