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OFFICIAL MINUTES

of the **REGULAR MEETING** of the Greenwich Township Board of Education held **Monday, December 11, 2017** in the Nehausney Middle School library.

The meeting was called to order by President Roseanne Lombardo at 6:30 p.m.

Roll Call:

<input checked="" type="checkbox"/> Mrs. Roseanne Lombardo School Board President	Curriculum/Technology Committee Buildings & Grounds Committee Personnel & Public Relations 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 checked="" type="checkbox"/> Mr. Duane Sarmiento	(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

Quorum **YES**

10
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**
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1 **1. MINUTES**

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3 Motion: (Chapkowski/Vernacchio) to approve the minutes:

4
5 November 13, 2017 – Regular Meeting
6 November 13, 2017 – Executive Session
7

8 Motion carried by unanimous voice vote.
9

10 **2. ADMINISTRATIVE/PRINCIPAL REPORTS**

11
12 Motion: (Chapkowski/Vernacchio) to approve the following as one, A-C:

13
14 A. School Health Services

- 15
16 1. School Health Services report as of **November 30, 2017** for Broad
17 Street School. (Attachment)
18
19 2. School Health Services report as of **November 30, 2017** for
20 Nehaunsey Middle School. (Attachment)
21

22 B. Monthly Attendance, Enrollment, Drills and Monthly Overview:
23

MONTHLY ATTENDANCE – NOVEMBER 2017	
Broad Street School	95.4%
Nehaunsey Middle School	95.2%

24

BROAD STREET SCHOOL ENROLLMENT – NOVEMBER 2017	
Grade PSD	Total: 8
Grade K	Total: 46
Grade 1	Total: 48
Grade 2	Total: 43
Grade 3	Total: 49
Grade 4	Total: 51
Grade 5	Total: 49
TOTAL ENROLLMENT: 294	

25

NEHAUNSEY MIDDLE SCHOOL – NOVEMBER 2017	
Grade 6	Total: 53
Grade 7	Total: 34
Grade 8	Total: 50
TOTAL ENROLLMENT: 137	

26

DRILLS – NOVEMBER 2017				
Date	Time/Location	Duration	Action/Drill	Weather Conditions
November 7, 2017	NMS/8:30 a.m.	3 minutes	Fire Drill	Cold, Sunny
November 2, 2017	BSS/1:20 p.m.	2 minutes	Fire Drill	Warm, Sunny
November 21, 2017	NMS/10:40 a.m.	5 minutes	Non-Fire Evacuation	Clear, Sunny
November 14, 2017	BSS/10:18 a.m.	5 minutes	Non-Fire Evacuation	Cloudy, Cold
*NMS/Nehausney Middle School *BSS/Broad Street School				

1

MONTHLY EVENT OVERVIEW – NOVEMBER 2017		
Date	Event	Location
November 8, 2017	In-service	Both
November 13, 2017	Marking Period One (1) ends	Both
November 13, 2017	Helping Hands Canned Food Drive	Both
November 16, 2017	Report Cards Issued	Both
November 20, 2017	Conferences	Both
November 21, 2017	Conferences	Both

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C. Student Discipline, Violence/Vandalism and HIB

- The approval of the Student Discipline, Violence/Vandalism and HIB as of **November 30, 2017**:

Infractions Referrals Reports	Number of Incidents November 2017		2017-2018 Total-to-Date	
	BSS	NMS	BSS	NMS
Dating Violence	0	0	0	0
Detention After School	0	0	0	3
Lunch Detention	1	0	15	0
Harassment, Intimidation or Bullying	4	0	7	6
Out-School-Suspension (OSS)	2	3	3	6
Restricted Study	0	0	1	2
Violence, Vandalism, Substance Abuse	0	0	0	0

8
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10

- Completed Investigation Reports as of November 30, 2017:

Case Number	Date of Initial Report	Date Reported to Superintendent	Result of Investigation
BSS-1718-4	11/2/17	11/2/17	Confirmed
BSS-1718-5	11/2/17	11/2/17	Confirmed
BSS-1718-6	11/3/17	11/3/17	Confirmed
BSS-1718-7	11/13/17	11/13/17	Not Confirmed

11

1 **Chad Kent** asked about a letter from the school nurse that went home in regards
2 to sick students. **Dr. Jennifer Foley-Hindman** responded that she will be in
3 contact with the school nurse and get back to the board on that issue.
4

5 Motion carried by unanimous voice vote.
6

7 **3. SUPERINTENDENT RECOMMENDATIONS**
8

9 Motion: (Vernacchio/Lombardo) to approve the following as one, A-J:
10

- 11 A. The approval to accept verbal request from Rosemary Craytor, Part-Time
12 Cafeteria/Lunchroom Aide at Nehaunsey, to extend her medical leave to
13 early January 2018.
14
- 15 B. The approval of request from MaryEllen Peterson, Part-Time Aide at
16 Broad Street School, for FMLA medical leave effective 12/7/17 through
17 12/14/17 and possibly additional days, providing all documents are
18 received. (Attachment)
19
- 20 C. The approval to acknowledge receipt of 2016-2017 ESSA District
21 Accountability Profile, NMS and BSS District Accountability Profile from
22 the NJDOE. (Attachment)
23
- 24 D. The approval to appoint Tracy Sparks as Part-Time
25 Cafeteria/Lunchroom/Playground Aide at Broad Street School, effective
26 upon receipt of all hiring documentation including the Criminal History
27 Clearance, at a rate of \$9.00 per hour for the 2017-2018 school year.
28
- 29 E. The approval for course approval from Suzanne Pezzino, Math Teacher at
30 Broad Street School, to proceed with the next course in her MA pedagogy
31 through Fairleigh Dickinson University, "**Math 6508-World of Math:**
32 **Algebra**", description provided, starting 1/22/18 – 5/12/18. This would be
33 approved according to the requirements of Article XII, Salaries,
34 Reimbursements and Benefits, Section C, of the GTEA contract.
35
- 36 F. The approval of transfer for Melissa Saggese, from Broad Street School
37 as Cafeteria/Lunchroom/Playground Aide to Nehaunsey Middle School as
38 Cafeteria aide, effective upon replacement of Broad Street School position
39 for Part-Time Cafeteria/Lunchroom/Playground Aide.
40
- 41 G. The approval to allow Richard Erdman, teacher in Japan and prior
42 student/employee, to attend several classes in Mrs. Harris's room, NMS
43 teacher, on December 20 & 21, 2017 to discuss schooling in Japan,
44 comparing and contrasting it to schooling in America.
45

- H. The acceptance of resignation from Faithanne Jeffers West, dated 11/28/17, as Part-Time Custodian at Broad Street School, effective 12/8/17, with much gratitude. (Attachment)
- I. The approval of request for FMLA from Megan Ballinger, teacher at Broad Street School, maternity leave, effective approximately March 19, 2018 to June 30, 2018, to be taken in accordance with GTEA, FMLA and NJFLI guidelines. (Attachment)
- J. The approval of request for FMLA from Susan Pipczynski, School Nurse at Broad Street School, maternity leave, effective approximately March 26, 2018 to June 30, 2018, to be taken in accordance with GTEA, FMLA and NJFLI guidelines. (Attachment)

Motion carried by unanimous voice vote.

4. CURRICULUM & INSTRUCTION

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

A. Field Trips

- 1. The approval of the following Field Trips:

Grade and/or Group	Destination	Date	Estimated Related Cost Including Transportation
Grade 1	Adventure Aquarium Camden, NJ	4/27/18	\$1,175.00
Grade 2	Palmyra Cove Nature Park Palmyra, NJ	5/4/18	\$1,521.00
Grade 4	Trenton State House Old Barracks Museum and NJ State Museum Trenton, NJ	5/16/18	\$1,422.00
Grade 5	Constitutional Walking Tour Philadelphia, PA	5/15/18	\$1,998.00

B. Workshops

- 1. The approval for the following individuals to attend Out-of-District workshops:

Name/Position	Workshop, Location, Time	Date	Cost
Steve Wehrle Broad Street School PE Teacher	State Health & Physical Education Conference Long Branch, NJ 7:00 a.m. – 3:00 p.m.	2/26/18 2/27/18	\$0.00 Plus Mileage Plus Substitute

Maureen Jenzano Broad Street School Speech Teacher	Childhood Apraxia of Speech Cherry Hill, NJ 8:30 a.m. – 3:15 p.m.	2/12/18	\$259.00 Plus Mileage
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2 Motion carried by unanimous voice vote.
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4 **5. BUDGET & FINANCE**

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6 Motion: (Chapkowski/Lombardo) to approve the following as one, A-C:
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- 8 A. The *retroactive* approval of the tuition contract between National Park
9 School District (Sender) and Greenwich Township Board of Education
10 (Receiver), for homeless student# 4454406025. Services
11 beginning December 1, 2017 – June 30, 2018 in the amount of
12 \$12,014.36 for the 2017-2018 school year.
13
14 B. The *retroactive* approval of the tuition contract between Greenwich
15 Township Board of Education (Sender) and Deptford Township Board of
16 Education (Receiver), for homeless student # 5239729177. Services
17 began September 13, 2017 – June 30, 2018 in the amount of \$13,052.16
18 for the 2017-2018 school year.
19
20 C. The approval of the services of Psychiatrist Thomas O'Reilly, MD of
21 Medford Family Psychiatry, to perform psychiatric evaluations as needed
22 for the 2017-2018 school year, at a rate of \$450.00 per evaluation, not to
23 exceed \$1,000.00 for said school year.
24

25 ***Susan Vernacchio*** asked who normally did our evaluations? ***Dr. Jennifer***
26 ***Foley-Hindman*** deferred that question to ***Mr. John Tirico***. ***Mr. Tirico***
27 *responded that psychiatric evaluations are outside of our ability and we so not*
28 *perform them. Duane Sarmiento then asked about the rate of \$1,000.00 if the*
29 *evaluations are only \$450.00 each? Mr. Tirico replied that it is a "as per case*
30 *basis" and he wanted to make sure there was enough money for the evaluations.*
31

32 Motion carried by unanimous voice vote.
33

34 Motion: (Lombardo/Michael) to approve the following D1 & D2:
35

- 36 D. Auditor's Management Report on Administrative Findings, Compliance
37 and Performance
38
39 1. The acceptance of the Auditor's Management Report on
40 Administrative Findings, Compliance and Performance for the fiscal
41 year ending June 30, 2017. Further approval is made for the
42 Business Administrator to implement the recommendations as read
43 and distributed to the public at the December 11, 2017 Regular

1 Board Meeting per the Corrective Action Plan provided by the
2 Board Secretary and on file with the Business Administrator to be
3 submitted to the County Superintendent of Schools within thirty (30)
4 days of this meeting. (Copy on file in the Business Administrator's
5 Office.)
6

- 7 2. The acceptance of the Greenwich Township Board of Education
8 Comprehensive Annual Financial Report for the fiscal year ending
9 June 30, 2017. (Copy on file in the Business Administrator's
10 Office.)
11

12 Motion carried by unanimous voice vote.
13

14 **6. REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR**
15 **BOARD SECRETARY**
16

17 Motion: (Vernacchio/Chapkowski) to approve the following as one, A-H:
18

19 A. **Bills Lists**
20

- 21 1. The bills as presented by the Business Administrator in the
22 following amounts are ordered paid:
23

Number	Amount
P44	\$180,282.74
P45	\$124,705.46
P46	\$233,442.68
P47	\$17,036.86
P48	\$152,438.44
	AMOUNT \$707,906.18

24 B. **Voided Checks**
25

- 26 1. The approval to void the following checks:
27
28

Check#	Vendor	Amount	Account
19836	GC Prof. Middle School Counselors	\$220.00	Current
19881	Horizon BC/BS of NJ	\$124,705.46	Current

29 C. **Student Activities Account**
30

- 31 1. The approval of the Student Activities Account Monthly Bank
32 Reconciliation for the month of **November 2017**. (Attachment)
33

1 D. Board Secretary's Report

- 2
3 1. The acceptance of the Board Secretary's Report for the months of
4 **October 2017** and **November 2017**. The Board Secretary certifies
5 that no line account has been over expended in violation of
6 *N.J.A.C. 6A:23A-16.10(c)3* and that sufficient funds are available to
7 meet the district's financial obligations for the remainder of the
8 fiscal year. (Attachment)

9
10 E. Treasurer's Report

- 11
12 1. The approval of the Treasurer's Report in accordance with *18A:17-*
13 *36* and *18A:17-9* for the months of **October 2017** and **November**
14 **2017**. The Treasurer's Report and the Secretary's Report are in
15 agreement for the months of **October 2017** and **November 2017**.
16 (Attachment)

17
18 F. Revenue Certification

- 19
20 1. The Board Secretary in accordance with *N.J.A.C. 6A:23A-16.10(c)2*
21 certifies that there are no changes in anticipated revenue amounts
22 or revenue sources.

23
24 G. Board of Education Certification

- 25
26 1. The approval of the Board of Education Certification for the months
27 of **October 2017** and **November 2017**, that after review of the
28 Secretary's monthly financial reports and upon consultation with the
29 appropriate district officials, that to the best of its knowledge no
30 major accounts or funds have been over expended in violation of
31 *N.J.A.C. 6A:23A-16.10(c)4* and that sufficient funds are available to
32 meet the district's financial obligations for the remainder of the year.

33
34 H. Transfer List

- 35
36 1. The ratification of transfers, authorized by the Superintendent, for
37 the months of **October 2017** and **November 2017**, to give
38 balances to new accounts and to balance existing accounts.
39 (Attachment)

40
41 Motion carried by unanimous voice vote.

1 **7. BUILDINGS & GROUNDS**

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3 Motion: (Hughes/Kent) to approve the following as one, A1-A4:

4
5 A. **Use of Facilities**

- 6
7 1. The approval of the request from Gibbstown Softball to use the
8 Broad Street School or Nehaunsey Middle School gymnasiums on
9 Tuesdays and/or Wednesdays from 5:00 p.m. – 9:00 p.m. for
10 softball practice/drills starting the week of January 8, 2018 through
11 March 28, 2018.
12
13 2. The approval of the request from the G.T.E.A. to use the Broad
14 Street School Auditorium/lobby on Thursday, February 1, 2018
15 from 5:00 p.m. – 8:00 p.m. They will be hosting an “International
16 Night/Art Showcase”. (Snow date is Thursday, February 8, 2018.)
17
18 3. The approval of the request from Michael Grelli to use either the
19 Broad Street School or Nehaunsey Middle School gymnasiums
20 (when available) for Flag Football Practice, effective December 12,
21 2017 through April 7, 2018.
22
23 4. The approval of the request from Optical Academy (through the
24 G.T.E.A.-Vanessa Gottesfeld and Stacy Podolski) to use the
25 Nehaunsey Middle School gymnasium on Saturday, January 13,
26 2018 from 9:00 a.m. – 2:00 p.m. This would be open to the
27 community and staff as well, to promote affordable eye exams and
28 eye wear. (Attachment)
29

30 **John Hughes** asked about facilities usage and how far in advance do groups
31 sign up for usage of the building? **Dr. Jennifer Foley-Hindman** replied that
32 most groups put in their requests at the beginning of the school year in
33 September. **Mr. Hughes** suggested putting together a calendar so that there are
34 no conflicts.
35

36 Motion carried by unanimous voice vote.
37

38 **8. OLD BUSINESS**

39
40 *No Old Business at this time.*
41

42 **9. NEW BUSINESS**

43
44 *The Board discussed the 2018 Tentative Meeting Dates. (Attachment)*
45

1 **10. CORRESPONDENCE**

2
3 Article and picture of preparation of school back packs donated by the Paulsboro
4 Refinery. (Attachment)

5
6 **11. PUBLIC – AGENDA/NON-AGENDA ITEMS**

7
8 This is the time when anyone from the public who wishes to speak to the Board
9 may do so. Please state your name, address and phone number. The Board will
10 hear your concerns. The Board may or may not take action this evening. You
11 will be notified either at this meeting, by letter or telephone of any action the
12 Board does take.

13
14 In accordance with Board policy and procedures, speakers are not permitted to
15 publicly speak of personal issues involving school personnel or against any
16 person connected to the school system. Any such concern should be presented
17 to the school or district-level administration so that a proper response may be
18 given.

19
20 *Lee Campbell, 59 Mason Avenue, Gibbstown, NJ asked about the 8th grade trip*
21 *to Washington, DC. Dr. Jennifer Foley-Hindman responded that it is still in the*
22 *planning stages. Mr. Campbell then had a complaint about the bus company*
23 *regarding lateness. Mr. Scott Campbell said they have contacted Holcomb*
24 *about the problem and we will also be making bid specifications during the next*
25 *contract renewal.*

26
27 **12. EXECUTIVE SESSION**

28
29 Pursuant to certain requirements of the **Open Public Meetings Act, N.J.S.A.**
30 **10:4-6, et. seq.**, which provides that an Executive Session, not open to the
31 public, may be held for certain specified purposes when authorized by
32 Resolution. The Board of Education for Greenwich Township, assembled in
33 public session on **December 11, 2017**, hereby resolves that an Executive
34 Session closed to the public shall be held on **December 11, 2017** at **7:01 p.m.**
35 in the Nehaunsey Middle School library, located at 415 Swedesboro Road,
36 Gibbstown, New Jersey, for discussion of certain matter which relate to items
37 authorized by **Open Public Meetings Act, (N.J.S.A. 10:4-12b)** to be discussed
38 in closed session.

39
40 Motion: (Michael/Hughes) to enter into Executive Session at 7:01 p.m. to
41 discuss the following:

42
 Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:

Matters in which the release of information would impair the right to receive government funds, and

specifically:
<input type="checkbox"/> Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:
<input type="checkbox"/> Matters concerning negotiations, and specifically:
<input type="checkbox"/> Matters involving the purchase of real property and/or the investment of public funds, and specifically:
<input type="checkbox"/> Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:
<input type="checkbox"/> Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically:
<input checked="" type="checkbox"/> Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically: GTEA Grievance
<input type="checkbox"/> Matters involve quasi-judicial deliberations, and specifically:

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

****Duane Sarmiento excused himself from the proceedings at 7:01 p.m. ****

Motion: (Chapkowski/Michael) to adjourn the Executive Session and return to the Regular Meeting at 7:42 p.m.

Motion carried by unanimous voice vote.

13. ADJOURNMENT

Motion: (Lombardo/Vernacchio) to adjourn the meeting at 8:00 p.m.

Motion carried by unanimous voice vote.

Respectfully Submitted,

Scott A. Campbell, Board Secretary

****Next Board of Education Reorganization/Regular Meeting is tentatively scheduled for Monday, January 8, 2018 at 6:30 p.m. ****