

1 **OFFICIAL MINUTES**

2
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held
4 Monday, November 20, 2000 in the Nehaussey Middle School Multi-Purpose room.

5
6 The meeting was called to order by President David Salvatore at 7:04 pm.

7
8 **Roll Call:**

9
10 David Salvatore
11 Joseph Marcucci
12 Robyn Glocker Hammond
13 Marie Downes
14 Larry Hall
15 Fred Weber (arrived at 7:07 p.m.)
16

17 Also present was Stephen C. Combs, Superintendent and Scott A. Campbell, Business
18 Administrator/Board Secretary.

19
20 **Absent:**

21
22 Carmel Morina
23

24 As required under the guidelines of the Open Public Meeting Law, notice of this meeting
25 was sent to the Gloucester County Times, Courier Post, 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. PRESENTATION**

33
34 Nick L. Petroni, of Petroni & Associates, presented an overview of the Greenwich
35 Township Board of Education Comprehensive Annual Financial Report for the
36 fiscal year ending June 30, 2000. Also, Auditor’s Management Report on
37 Administratove Findings, Financial, Compliance and Performance for the year
38 ending June 30, 2000.
39

40 **2. MINUTES**

41
42 Motion: (Downes/Glocker Hammond) to approve the following minutes:

43
44 October 16, 2000 – Workshop Meeting

1 October 16, 2000 – Caucus
2 October 23, 2000 – Regular Meeting
3 October 23, 2000 - Caucus
4

5 Motion carried by unanimous roll call vote.
6

7 **3. FINANCE**
8

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

- 11 A. The ratification of transfers for August, 2000, authorized by the
12 Superintendent, to give balances to new accounts and to balance existing
13 accounts. (Attachment – EXHIBIT A)
14

15 Motion carried by unanimous roll call vote.
16

17 Motion: (Hall/Glocker Hammond) to approve the following:
18

- 19 B. The Board Secretary's Report for the month of August, 2000.
20 (Attachment – EXHIBIT B)
21

22 Motion carried by unanimous roll call vote.
23

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

- 26 C. The bills as presented by the Board Secretary in the total amounts of
27 \$197,314.53, \$85,454.51, \$198,882.94, \$212,279.85, \$747.77,
28 \$196,610.37, \$11,780.59 and \$97,421.12 be ordered paid. (Attachment –
29 EXHIBIT C)
30

31 Motion carried by unanimous roll call vote.
32

33 Motion: (Glocker-Hammond/Marcucci) to approve the following:
34

- 35 D. The approval of the Treasurer of School Monies Report for the month of
36 August, 2000. (Attachment – EXHIBIT D)
37

38 Motion carried by unanimous roll call vote.
39

40 Motion: (Weber/Downes) to approve the following:
41

- 42 E. The Student Activities Report for the month of September, 2000.
43 (Attachment – EXHIBIT E)
44

1 Motion carried by unanimous roll call vote.

2
3 Motion: (Marcucci/Weber) to approve the following:

4
5 F. Pursuant to N.J.A.C.6:20-2.13(e)*, that the Greenwich Township Board of
6 Education certifies by a roll call vote that as of August 31, 2000, after
7 review of the Secretary's Monthly Financial Report for the month of August
8 (Appropriations section) and upon consultation with the district officials, to
9 the best of our knowledge no major account or fund has been over-
10 expended in violation of N.J.A.C.6:20-2.13(b) and that sufficient funds are
11 available to meet the district's financial obligation for the remainder of the
12 fiscal year.

13
14 Motion carried by unanimous roll call vote.

15
16 Motion: (Glocker-Hammond/Hall) to approve the following:

17
18 G. The Greenwich Township Board of Education Comprehensive Annual
19 Financial Report for the fiscal year ended June 30, 2000.

20
21 Motion carried by unanimous roll call vote.

22
23 Motion: (Hall/Glocker-Hammond) to approve the following:

24
25 H. The Auditor's Management Report on Administrative Findings, Financial,
26 Compliance and Performance for the year ended June 30, 2000. Further
27 that the Business Administrator implement each of the recommendations
28 as read, and distributed to the public at the November 20, 2000 Regular
29 Meeting per the Corrective Action Plan provided by the Board Secretary
30 and on file with the Business Administrator, to be submitted to the County
31 Superintendent of Schools within thirty (30) days of this meeting.

32
33 Attachment – EXHIBIT H

Audit Synopsis

34 Attachment – EXHIBIT I

Corrective Action Plan

35
36 **AUDIT RECOMMENDATIONS**

37
38 Insurance

39
40 1) The surety bond of the Treasurer needs to be increased to meet the
41 minimum required.

42
43 Financial Planning, Accounting and Reporting

- 1 2) New Jersey Unemployment withholdings and employer portion be
- 2 promptly remitted to the state.
- 3 3) All Employees Quarterly Reports (Form NJ-927) be completed and filed
- 4 on a timely basis to eliminate penalties and interest assessments.
- 5 4) All receipts and disbursement for the payroll agency account be entered
- 6 into the Agency Account Ledger.
- 7 5) The Payroll Agency cash summary be reconciled to the bank account
- 8 balance on a monthly basis.
- 9 6) Employees should be paid in strict accordance with their approved
- 10 contract.
- 11 7) All letters of intent signed by the employees contain salary information.
- 12

13 Classification of Expenditures

- 14
- 15 8) District should reference The Uniform Minimum Chart of Accounts for New
- 16 Jersey Public Schools and other available reference materials, as the
- 17 budget guidelines for the proper classification required to be in compliance
- 18 with N.J.A.C.6:20-2A.2(m).
- 19

20 Board Secretary's Records

- 21
- 22 9) Approved budgetary line accounts should not be over-expended.
- 23 10) The general fixed assets account group has been established in the
- 24 general ledger, but it has not been updated (at least monthly) for additions
- 25 and disposals.
- 26 11) The petty cash fund be closed at year end in accordance with N.J.A.c.6:2-
- 27 2.10.
- 28 12) "Old" Due to Grantor balances should returned or disposed of in
- 29 accordance with the terms of the grant agreement.
- 30

31 Food Service

- 32
- 33 13) Prior to submitting reimbursement vouchers to the US Department of
- 34 Agriculture, the meals claimed should be verified to the meal count activity
- 35 records.
- 36

37 Transportation

- 38
- 39 14) Only students on roll as of October 15, be included in the DRTRS report.
- 40

41 Motion carried by unanimous roll call vote.

42 **4. USE OF FACILITIES**

1 Motion: (Hall/Weber) to approve the following:
2

- 3 1. The use of the Broad Street School gymnasium by the Paulsboro Jr. High
4 School Girls, grades 7 and 8, and the high school basketball teams for
5 practices on:
6

7 December 4, 2000 through March 1, 2001
8 3:15 p.m. to 5:45 p.m.
9

10 Motion carried by unanimous roll call vote.
11

12 Motion: (Marcucci/Glocker-Hammond) to approve the following:
13

- 14 2. The use of the Nehaunsey Middle School gymnasium by the American
15 Red Cross Blood Drive on January 17, 2001, 1:00 p.m. to 8:30 p.m.
16

17 Motion carried by unanimous roll call vote.
18

19 **5. TUITION**
20

21 Motion: (Marcucci/Downes) to approve the following:
22

- 23 1. That R.D. be received as a tuition student from the East Greenwich
24 School District for the Pre-School Disabled Class at Broad Street School.
25 Tuition for the 2000-2001 school year to be prorated at a cost of
26 \$8,122.00.
27

28 Motion carried by unanimous roll call vote.
29

30 Motion: (Glocker Hammond/Marcucci) to approve the following:
31

- 32 2. That M.D. be received as a tuition student from Logan Township School
33 District for the Pre-School Disabled Class at Broad Street School. Tuition
34 for the 2000-2001 school year will be prorated at a cost of \$6,812.00.
35

36 Motion carried by unanimous roll call vote.
37

38 **6. GRANTS**
39

40 Motion: (Marcucci/Hall) to accept the following:
41

- 42 1. The 2000-2001 Improving America's Schools Act (IASA) Title VI-Class
43 Size Reduction Initiative grant award in the amount of \$11,600.00.
44

1 Motion carried by unanimous roll call vote.
2

3 **7. RESOLUTION**
4

5 Motion: (Hall/Marcucci) to approve the following Resolution:
6

7 **WHEREAS**, the Greenwich Township Board of Education desires
8 to express its support for the Greenwich Township Branch of the Gloucester
9 County Library System by stating its intention to donate up to three acres of the
10 Nehaussey Middle School property for use as a public library and community
11 center.
12

13 **NOW, THEREFORE, BE IT RESOLVED**, by the Greenwich
14 Township Board of Education, that:
15

16 The Greenwich Township Board of Education hereby states its
17 intentions to donate up to three acres of the Nehaussey Middle School property
18 fronting on Swedesboro-Billingsport Road for use as a public library and
19 community center conditioned upon the following: (A) that the land be used
20 exclusively for the Greenwich Branch of the Gloucester County Library and
21 Community Center and (B) that this gift of land or any other actions related to this
22 construction will not necessitate any allocation of funding by the Greenwich
23 Township Board of Education and (C) final site plans for the proposed library will
24 have to be mutually agreed upon by all parties involved – Greenwich Township
25 Board of Education, Greenwich Township Branch of the Gloucester County
26 Library System and Greenwich Township.
27

28 Motion carried by unanimous roll call vote.
29

30 **8. CONTRACT**
31

32 Motion: (Marcucci/Weber) to approve the following:
33

- 34 1. The professional services authorizing Garrison Architects to complete the
35 district Long Range Facilities Planning Process (LRFP) at a cost of
36 \$15,000.00 for the entire district. The New Jersey Department of
37 Education changed the scope and process of the Long-Range Facilities
38 Planning Process (LRFP) mandated for each district.
39

40 **9. NEW BUSINESS**
41

42 **SUPERINTENDENT'S RECOMMENDATIONS**
43

44 A. PERSONNEL

1 Motion: (Weber/Marcucci) to approve the following:
2

- 3 1. The listed individuals as Substitute Teachers for the 2000-2001
4 school year (pending completion of all documentation).

5
6 Urmev, Dawn
7 Walter, Alexa
8 Rizzo, Pamela A.
9

10 Motion carried by unanimous roll call vote.

11
12 Motion: (Hall/Glocker-Hammond) to approve the following:
13

- 14 2. The listed individual as a Substitute Secretary for the 2000-2001 school
15 year (pending completion of all documentation).

16
17 Grey, Margaret Ann
18

19 Motion carried by unanimous roll call vote.
20

21 Motion: (Marcucci/Weber) to approve the following:
22

- 23 3. The listed individual as Substitute Nurse for the 2000-2001 school year
24 (pending completion of all documentation).

25
26 Guinaugh, Judith A.
27

28 Motion carried by unanimous roll call vote.
29

30 Motion: (Weber/Hall) to approve the following:
31

- 32 4. The listed individual as Substitute Bus Driver for the 2000-2001 school
33 year (pending completion of all documentation).

34
35 Motion carried by unanimous roll call vote.
36

37 **10. PUBLIC – AGENDA/NON-AGENDA ITEMS**
38

39 This is the time when any one from the public who wishes to speak to the Board
40 may do so. Please state your name, address, and phone number. The Board
41 will hear your concerns. The Board may or may not take action this evening.
42 You will be notified either at this meeting, by letter, or telephone of any action the
43 Board does take.
44

1 None

2
3 **11. CLOSED SESSION**

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

8
9 The Board of Education for Greenwich Township, assembled in public session on
10 *November 20, 2000*, hereby resolves that an Executive Session closed to the
11 public shall be held on *November 20, 2000* at 7:30 p.m. in the Nehaunsey Middle
12 School located at 415 Swedesboro Road, Gibbstown, New Jersey, for
13 discussion of certain matters which relate to items authorized by *Open Public*
14 *Meetings Act, (N.J.S.A. 10:4-12b)* to be discussed in closed session.

- 15
16 1. *Matters Involving Individual Privacy*
17 2. *Matters Relating to the Employment Relationship*

18
19 It is anticipated that such matter may be disclosed to the public upon the
20 determination of the Board that applicable exception no longer applies and the
21 public interest will no longer be served by such confidentiality.

22
23 Motion: (Hall/Glocker-Hammond) to enter into closed session at 7:30
24 p.m. to discuss the following:

- 25
26 A. *Personnel*

27
28 Motion carried by unanimous voice vote.

29
30 Returned from closed session at 9:04 p.m.

31
32 **12. ADJOURNMENT**

33
34 Motion: (Glocker Hammond/Hall) to adjourn the meeting at 9:05 p.m.

35
36 Motion carried by unanimous voice vote.

37
38
39 Respectfully Submitted,

40
41
42
43 _____
44 Scott A. Campbell, Board Secretary

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