

1 **OFFICIAL MINUTES**

2
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held
4 Monday, December 15, 2008 in the Nehaunsey Middle School library.

5
6 The meeting was called to order by President Patrick Lani, Jr. at 7:00 p.m.

7
8 **Roll Call:**

9
10 Patrick Lani, Jr.
11 Frederick Reel
12 Louis Fabiani
13 Robyn Glocker Hammond
14 Frank Minniti
15 Loraine LaPalomento
16 Michael Myers

17
18 Also present were Dr. Francine Marteski, Superintendent.

19
20 **Absent:**

21
22 Scott A. Campbell, School Business Administrator/Board Secretary

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
26 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. PRESENTATION**

33
34 Mr. Edward Paul and Mr. Daniel J. Ball of Ball, Buckley & Seher, LLP presented
35 an overview of the Greenwich Township Board of Education Comprehensive
36 Annual Financial Report--Fiscal Year Ending June 30, 2008, and the Auditor's
37 Management Report on Administrative Findings, Financial, Compliance and
38 Performance--Fiscal Year Ending June 30, 2008.

39
40 **Jennifer Maden**, 42 East Broad Street, Gibbstown, NJ questioned the salary
41 cuts on the auditor's reports.

42
43 **Lee Lucas**, 361 Democrat Road, Gibbstown, NJ questioned the savings the
44 district would have if there is a consolidation of the school buildings. There was

1 a discussion with the auditors about municipal bonds and about a tax
2 increase of \$.13 on every \$100.00.

3
4 **Frank Minniti** commented that he is not in favor of any layoffs of school
5 personnel.

6
7 **2. MINUTES**

8
9 Motion: (Myers/LaPalomento) to approve the minutes:

- 10
11 November 12, 2008 - Special Meeting
12 November 12, 2008 - Executive Session
13 November 13, 2008 - Special Meeting
14 November 13, 2008 - Executive Session

15
16 ****November 17, 2008 minutes were tabled until the January 26, 2009 meeting.****

17
18 ****Loraine LaPalomento** stated that she was not at the November 12, 2008 meeting but
19 the minutes showed that she was present. The minutes will be corrected to reflect her
20 absence.**

21
22 Motion carried by unanimous roll call vote.

23
24 **3. SUPERINTENDENT'S REPORT**

25
26 Motion: (Minniti/Glocker Hammond) to approve the following as one, A & B:

27
28 A. Administrative Reports

- 29
30 1. Enrollment Statistics, Fire Drills and Suspensions as of November
31 30, 2008. (Attachment - EXHIBIT B1)
32
33 2. School Health Services Monthly Reports as of November 30, 2008.
34 (Attachment - EXHIBIT B2)
35
36 3. 2008-2009 Violence & Vandalism Report as of November 30, 2008.
37 (Attachment - EXHIBIT B3)
38
39 4. Monthly Report of Attendance Officer as of November 30, 2008.
40 (Attachment - EXHIBIT B4)

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42 B. District Policies/Regulations

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- 1. The approval of the following list of new and/or revised district bylaws, policies and regulations on **second** reading:
Policy 5512.01 - Harassment, Intimidation and Bullying

Motion carried by unanimous roll call vote.

4. PERSONNEL

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

- A. The approval for the acceptance of the resignation of Janice Spoto, Teacher, effective December 31, 2008. (Attachment - EXHIBIT C)
- B. The approval for the acceptance of the resignation of Lynn Wildrick, Learning Disabilities Teacher-Consultant, effective January 31, 2009.
- C. The approval for the appointment of Nicole McGann as a Grade 6 Teacher at Nehauseney Middle School for the 2008-2009 school year effective January 5, 2009 at an annual salary of \$47,671.00, Step 1 (MA), prorated with benefits, as per the GTEA Agreement.
- D. The approval for payment of tuition reimbursement for Andrew Locantora, Instructional Aide, for courses to be taken at Wilmington University, Mathematics for Teachers I and Educational Psychology & Assessment, (Spring 2009) for amounts not to exceed the current NJ state college tuition rate pending completion/verification of required documentation as per Article XII, Section I, of the GTEA/Board Agreement.
- E. The approval for the appointment of Janice Spoto as a Substitute Teacher for the 2008-2009 school year. Substitute rate will be \$70.00 per day, up to and including ten (10) days. After ten (10) days, the rate increases to \$75.00 a day.
- F. The approval for the appointment of Rose Borelli as a Substitute Teacher and as an Instructional Aide for the 2008-2009 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.
- G. The approval for the appointment of Rose Borelli for the following substitute positions for the 2008-2009 school year.

	<u>Hourly Rate of Pay:</u>
Substitute Kitchen Worker	\$8.50
Substitute Non-Instructional Aide	\$8.25

1 Motion carried by unanimous roll call vote.

2
3 **5. CURRICULUM & INSTRUCTION**

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

6
7 A. Field Trip

- 8
9 1. The approval of Request for Educational Trip/Transportation for the
10 following:
11

Grade and/or Group	Destination/Time	Date	Estimated Related Cost	Estimated Transportation Cost	Total
Student Council Grades 5-8	Dave & Buster's Cooperation & Teamwork "The Company Challenge" Philadelphia, PA 10:00 am-2:30 pm	3/10/09	Tickets will be paid for by Student Council Substitutes: \$150.00 (2)	Drivers: \$130.00 Tolls: \$ 4.00 Lunch: \$ 8.00	\$292.00

12 Motion carried by unanimous roll call vote.

13
14 Motion: (Glocker Hammond/Minniti) to approve the following:

15
16 B. Workshops

- 17
18 1. The approval for the following individuals to attend out-of-district
19 workshops.
20
21

Name	Workshop Title/Location/Date	Cost
Teresa DiSanto	McKinney-Vento Homeless Education Program Gloucester County Office of Education Sewell, NJ 12/18/08 9:30 am-12:00 pm	\$-0- Plus mileage
Cathy Tortella	Conference-School Nurse Eatontown, NJ 3/20/09 3:30 p.m.-10:00 p.m. 3/21/08 7:00 a.m.-4:30 p.m.	\$195.00 Plus mileage Plus substitute
Angela Addeo	Microsoft Access 2007-Basic Workshop/Course Gloucester County College Sewell, NJ 1/22/09 6:30 p.m.-9:30 p.m. 1/23/09 6:30 p.m.-9:30 p.m.	\$129.00 Plus Mileage

22 Motion carried by unanimous roll call vote.
23

1 Motion: (Minniti/Glocker Hammond) to approve the following:
2

3 C. Out of District Placements
4

- 5 1. The approval for the following special education private school
6 placements for the 2008-2009 school year.
7

ODP	Program	Tuition
2008-17	New Hope	\$280.00/week
2008-18	GSSSD-Bankbridge	\$30,600.00/year

8
9 Motion carried by unanimous roll call vote.

10
11 **6. BUSINESS & FINANCE**
12

13 Motion: (LaPalomente/Lani) to approve the following:
14

15 A. Bills Lists
16

- 17 1. The bills as presented by the Board Secretary in the following amounts
18 are ordered paid. (Attachment - EXHIBIT E1)
19

P34	\$-0-
P35	\$290,901.42
P36	\$282,599.48
P37	\$4,531.18
P38	\$200,111.95
P39	\$111,266.74
P40	\$6,661.96
P41	\$69,398.89

20
21 Motion carried by unanimous roll call vote.
22

23 Motion: (Minniti/Glocker Hammond) to approve the following:
24

- 25 2. The approval for the following check to be voided. (Attachment -
26 EXHIBIT E2)
27

Check#	Vendor	Amount
7063	Staff Development	\$199.00

1 Motion carried by unanimous roll call vote.

2
3 Motion: (LaPalomente/Fabiani) to approve the following:

4
5 B. Cafeteria Payments

- 6
7 1. The approval for the following cafeteria payments for December
8 2008 as presented by the Board Secretary in the following amounts
9 are ordered paid.

10

Ck#	Date	Payable To	Description	Amount
743	12/15/08	Shop Rite	Supplies	\$9.00
744	12/15/08	Deer Park	Water	\$11.37
745	12/15/08	Deluxe Italian Bakery	Food	\$31.98
746	12/15/08	NJ Dept. of Agriculture	Food	\$65.80
747	12/15/08	Paul Vallandingham	Food	\$99.00
748	12/15/08	Stroehmann	Food	\$281.13
749	12/15/08	City Supply	Food	\$309.15
750	12/15/08	Jack & Jill Ice Cream	Food	\$313.57
751	12/15/08	Hy-Point	Milk	\$968.98
752	12/15/08	Sysco	Food	\$7,619.77
753	12/15/08	Board of Education	Salaries	\$10,000.00
		December Total Pay Out		\$19,709.75

11 Motion carried by unanimous roll call vote.

12
13 Motion: (Minniti/Myers) to approve the following as one, C-F:

14
15 C. Student Activities Account

- 16
17 1. The approval of the Student Activities Account Monthly Bank
18 Reconciliation for the month of November, 2008. (Attachment -
19 EXHIBIT F)

20
21 D. Board Secretary's Report

- 22
23 1. The acceptance of the Board Secretary's Report for the month of
24 November, 2008. (Attachment - EXHIBIT G)

25
26 Pursuant to N.J.A.C.6A:23-2.11(c)4, the Greenwich Township
27 Board of Education certifies by a roll call vote that as of *November*
28 *30, 2008*, after review of the Board Secretary's Reports for
29

1 *November, 2008*, and upon consultation with the district officials, to
2 the best of our knowledge no major account or fund has been over
3 expended in violation of N.J.A.C.6A:23:23-2.11(b) and that
4 sufficient funds are available to meet the district's financial
5 obligation for the remainder of the fiscal year.
6

7 E. Treasurer's Report

- 8
9 1. The approval of the Treasurer's Report in accordance with 18A:17-
10 36 and 18A:17-9 for the month of *November, 2008*. The
11 Treasurer's Report and Secretary's Report are in agreement for the
12 month of *November, 2008*. (Attachment - EXHIBIT H)
13

14 F. Transfer List

- 15
16 1. The ratification of transfers, authorized by the Superintendent, for
17 the month of November, 2008, to give balances to new accounts
18 and to balance existing accounts. (Attachment - EXHIBIT I)
19

20 Motion carried by unanimous roll call vote.

21
22 Motion: (Minniti/Fabiani) to approve the following:
23

24 G. Grants

- 25
26 1. The approval to accept the approved IDEIA grant award from the
27 NJDOE for the fiscal year 2009 for funds as listed below:
28

29 Program Duration: Start: 9/1/08 End: 8/31/09
30

Program Name	Grant Number	Award Amount
IDEIA Combined	IDEA 183009	
Basic		\$182,945.00
Pre-School		\$10,065.00

31
32 Motion carried by unanimous roll call vote.

33
34 Motion: (LaPalomero/Myers) to approve the following:
35

36 H. Contracts

- 37
38 1. The approval of the Agreement between SchoolinSites, LLC and
39 the Greenwich Township School District for the 2009-2010 school

1 year to provide Web Hosting Services at a cost of \$3,024.00 (40
2 percent discounted rate) contingent upon the eRate bid for web
3 hosting. The contract needs to be approved prior to filing the
4 necessary forms for eRate funding approval which are due in
5 January. (Attachment - EXHIBIT J1)
6

- 7 2. The approval of Great American Plan Administrators, Inc. as the
8 Third Party Administrators (TPA) for the Greenwich Township
9 Board of Education and the approval of the plan services
10 agreement between both parties. There is **no cost** to the district as
11 their fees have been waived. (Attachment - EXHIBIT J2)
12

13 ****Patrick Lani** asked what the Third Party Administrators, (TPA) is? Dr.
14 **Francine Marteski** explained what services they provide at no cost to the
15 district.**
16

17 Motion carried by unanimous roll call vote.
18

19 Motion: (Glocker Hammond/LaPalomento) to approve the following as one,
20 I1 & I2:
21

22 I. 2007-2008 Audit
23

- 24 1. The acceptance of the Greenwich Township Board of Education
25 Comprehensive Annual Financial Report for the fiscal year ending
26 June 30, 2008.
27
28 2. Auditor's Management Report on Administrative Findings, Financial
29 Compliance and Performance
30

31 Audit Synopsis (Attachment - EXHIBIT K1)
32 Corrective Action Plan (Attachment - EXHIBIT K2)
33

34 Motion carried by unanimous roll call vote.
35

36 **7. USE OF FACILITIES**
37

38 Motion: (Glocker Hammond/Minniti) to approve the following as one, A-D:
39

- 40 A. The retroactive approval for the Greenwich Township Recreation
41 Committee to use the Broad Street School Auditorium for a Comedy Night
42 on Friday, December 5, 2008 from 6:00 p.m. - 10:30 p.m.
43

1 B. The approval for the Township of Greenwich to use the Nehaunsey Middle
2 School gymnasium for an annual reorganization meeting on Monday,
3 January 5, 2009 from 6:30 p.m. - 8:00 p.m.

4
5 C. The approval for a Bridge the GAP Workshop (Division of Youth and
6 Family Services) on Tuesday, January 13, 2009 from 3:30 p.m. - 4:30
7 p.m. to be held in the Nehaunsey Middle School library.

8
9 D. The approval for the Greenwich Township PTA to use the Broad Street
10 kitchen and gymnasium on Friday, January 30, 2009 from 6:00 p.m. -
11 10:00 p.m. for a Family Fun Night.

12
13 **Patrick Lani questioned the township's use of the building for a reorganization
14 meeting.**

15
16 Motion carried by unanimous roll call vote.

17
18 **8. OLD BUSINESS**

19
20 Patrick Lani introduced the new Superintendent, Mr. Robert Suessmuth.

21
22 Fred Reel read the letter from Dr. Mark Stanwood regarding transportation.

23
24 Louis Fabiani stated that he knows of someone who would be interested in being
25 a substitute bus driver.

26
27 **9. NEW BUSINESS**

28
29 Patrick Lani stated that Jim Sorbello & Susan Vernacchio are videotaping the
30 board meeting but not giving a copy of the minutes to him but they have put it on
31 a website. Mr. Lani also stated that the Board may now begin to videotape
32 the meetings.

33
34 Patrick Lani read a notice that the 1988 Ford pick-up truck is now for sale.

35
36 **10. CORRESPONDENCE**

37
38 None at this time.

39
40 **11. BOARD OF EDUCATION COMMITTEE REPORTS**

41
42 Robyn Glocker Hammond had a report from the Business & Finance Committee
43 on seeing what cuts can be made from the budget. They are waiting for the
44 ratables from the township.

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

2
3 This is the time when anyone from the public who wishes to speak to the Board
4 may do so. Please state your name, address and phone number. The Board will
5 hear your concerns. The Board may or may not take action this evening. You
6 will be notified either at this meeting, by letter or telephone of any action the
7 Board does take.

8
9 **Susan Vernacchio**, 224 Phyllis Drive, Gibbstown, NJ asked what the budgeted
10 amount was for the auditors? **Patrick Lani** said he will get back to her on that.
11 **Mrs. Vernacchio** asked why the budget report was late since it was due in
12 November and she was told they had difficulty gathering information.

13
14 **Lee Lucas**, 361 Democrat Road, Gibbstown, NJ wanted to congratulate and
15 thank **Dr. Marteski** for her years of service to the district. He spoke about the
16 change in dates for school board elections and on the elimination of voting for the
17 school budget.

18
19 **Cindy Valentino**, 2 Crescent Avenue, Gibbstown, NJ asked about Scott
20 Campbell's contract and why he doesn't have one yet? **Patrick Lani** stated that
21 we are in negotiation with Mr. Campbell. **Ms. Valentino** also asked about the
22 Nehaunsey School principal's position. **Interim Superintendent Robert**
23 **Suessmuth** will address that item at a later date.

24
25 **13. ADJOURNMENT**

26
27 Motion: (Minniti/Glocker Hammond) to adjourn the meeting at
28 8:15 p.m.

29
30 Motion carried by unanimous voice vote.

31
32
33 Respectfully Submitted,

34
35
36
37
38 _____
39 Angela Addeo
40 (for Scott A. Campbell, Board Secretary)

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