

1 **OFFICIAL MINUTES**

2
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held
4 **August 10, 2015** in the Nehaunsey Middle School library.

5
6 The meeting was called to order by President Roseanne Lombardo at 6:35 p.m.

7
8 **Roll Call:**

<input checked="" type="checkbox"/> Mrs. Roseanne Lombardo, School Board President	Curriculum/Technology Committee Regulatory/Safety Committee Gloucester County/State Board Association
<input checked="" type="checkbox"/> Mrs. Susan Vernacchio, School Board Vice-President	(Chair) Budget/Finance/Policy Committee Negotiations/Personnel Committee Gloucester County/State Board Association
<input checked="" type="checkbox"/> Mr. Andrew Chapkowski	(Chair) Curriculum/Technology Committee Negotiations/Personnel Committee
<input checked="" type="checkbox"/> Mr. Nelson Hall	Curriculum/Technology Committee Regulatory/Safety Committee
<input checked="" type="checkbox"/> Mr. John Hughes ***Arrived at 6:40 p.m.***	Paulsboro Board of Education Representative
<input type="checkbox"/> Mrs. Lisa Morina ***Absent***	(Chair) Regulatory/Safety Committee Budget/Finance/Policy Committee
<input checked="" type="checkbox"/> Mr. Duane Sarmiento	(Chair) Regulatory/Safety Committee Budget/Finance/Policy Committee

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11 Quorum YES

12
13 Also present were Dr. Jennifer Foley-Hindman, Chief School Administrator and Mr.
14 Scott A. Campbell, School Business Administrator/Board Secretary.

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16 As required under the guidelines of the Open Public Meeting Law, notice of this meeting
17 was sent to the **The South Jersey Times**, and the **Township Clerk**. It was also posted
18 in the Greenwich Township School Buildings. (Optional: Videotaping Regulations –
19 “The proceedings of this meeting are being videotaped and anyone wishing to discuss
20 an individual child should so note.”)

21
22 **FLAG SALUTE**

23
24 **1. MINUTES**

25
26 Motion: (Chapkowski/Vernacchio) to approve the minutes:

27
28 June 8, 2015 – Regular Meeting
29 June 8, 2015 – Executive Session #1

Motion carried by unanimous roll call vote.

Thomas Schulte wanted to thank the Board of Education for the opportunity to work in the Greenwich Township School District for the last six months. He said it was a great experience for him and the Board but more importantly, a great experience for the students. He feels the Board did a phenomenal job in the hiring of Dr. Jennifer Foley-Hindman and the district will be in very capable hands. He again, thanked the Board for the opportunity to work in the district and hopes the Board and Dr. Foley-Hindman will continue a long and great career together.

2. SUPERINTENDENT’S REPORT

Motion: (Sarmiento/Vernacchio) to approve the following as one, A1 & A2:

A. Administrative Reports

- 1. Enrollment Statistics, Fire Drills and Suspensions, as of June 30, 2015. (Attachment – EXHIBIT B1)
- 2. School Health Services Monthly Reports as of June 30, 2015. (Attachment – EXHIBIT B2)

Motion carried by unanimous roll call vote.

3. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS

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

- A. The approval of the appointment of Susan Capasso-Pipczynski, to the position of School Nurse at Broad Street School for the 2015-2016 school year effective September 1, 2015. This approval is pending a positive Criminal History check and/or completion of required paperwork, at a salary of \$49,700.00, Step 1 (BA), with benefits as per the GTEA Agreement.
- B. The approval for the appointment of Carol Skelton to the position of Secretary to the Superintendent for the 2015-2016 school year effective September 1, 2015. This approval is pending a positive Criminal History check and/or completion of required paperwork, at a salary of \$49,000.00, with benefits.

- 1 C. The approval to rescind the April 13, 2015 appointment of Nicole Simak,
2 Occupational Therapist, for the 2015-2016 school year at an annual salary
3 of \$41,616.00; no benefits.
4
5 D. The approval to amend the salary of Tara Reale, PreSchool Disabled
6 Teacher at Broad Street Elementary School, to \$51,372.00 (Step 4,
7 BA+30) from \$50,686.00 (Step 4, BA+15) for the 2015-2016 school year.
8
9 E. The approval to accept the resignation of Stephen E. Derkoski, District
10 Student Enrollment Manager, effective September 1, 2015. (Attachment –
11 EXHIBIT C1)
12
13 F. The approval to accept the resignation of Holly Fisler,
14 Cafeteria/Lunchroom Aide, effective August 17, 2015. (Attachment –
15 EXHIBIT C2)
16
17 G. The approval of the Request for Course Approval to Gerardo Batista,
18 Custodial/Maintenance, under Article XII, Section C1, of the GTEA
19 Contract. The course, “Management Supervision and Human Resources”
20 will be taken during the Fall, 2015 at a cost of \$881.00.
21
22 H. The approval of the Greenwich Township School District Medical Standing
23 Orders for the 2015-2016 school year. (Copy of the Standing Orders are
24 available for review in the Superintendent’s Office.)
25

26 ***Duane Sarmiento** wanted to commend Dr. Foley-Hindman for showing that*
27 *Gibbstown residents do have the qualifications to hold positions here at our*
28 *school district.*

29
30 ***Scott Campbell** wanted to make note that in item F, that position will not be filled*
31 *so there will be a budget savings to the district.*

32
33 ***Andrew Chapkowski** asked about item E and wanted to know if we will be filling*
34 *that position? **Roseanne Lombardo** doesn’t know if the position will be filled just*
35 *yet but we will be discussing it.*

36
37 Motion carried by unanimous roll call vote.
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39 **4. POLICY/REGULATION**

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41 None at this time.
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1 **5. CURRICULUM & INSTRUCTION**

2 Motion: (Hughes/Hall) to approve the following as one, A-D:

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5 A. Workshops

- 6
7 1. The approval for the following individuals to attend out-of-district
8 workshops:

Name	Workshop Title/Location/Date	Cost
Diane Shirley	Annual Conference for Gifted & Talented Students EIRC Glassboro, NJ 10/2/15 8:30 a.m. – 2:00 p.m.	\$90.00 (Fee) \$75.00 (Substitute) TBD (Mileage)
Katie Eckert	WISC-V Training EIRC Glassboro, NJ 10/5/15	\$149.00 (Fee) TBD (Mileage)

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11 B. Out-of-District Placements

- 12
13 1. The approval of the following special education private school
14 placements for the 2015-2016 school year and approval to execute
15 all contracts relating:

Student#	Program	Tuition	ESY	Other Costs & Notes
6767685394	Clarke School for Hearing & Speech	\$2,625.00 Summer Only	Yes	NOT BUDGETED
4712839826	GCSSSD Bankbridge Elementary School	\$35,820.00 \$3,980.00 (ESY)	Yes	Educational Interpreter=\$18,033.40 1:1 Aide=\$36,000.00 Nurse=\$73,200.00 NOT BUDGETED

- 16
17
18 2. The approval of the following special education private school
19 placements for the 2015-2016 school year and approval to execute
20 all contracts relating:

Student#	Program	Cost	Notes
5619107290	Paulsboro High School	\$TBD	NOT BUDGETED

- 21
22
23 C. The approval of the contract with General Healthcare Resources, Inc. to
24 provide Occupational Therapy services to the District for the 2015-2016
25 school year at the following rates. (Attachment – EXHIBIT D)

- 1 D. The approval of the Request to Provide Services Contracts through the
 2 Commission for the Blind and Visually Impaired for the 2015-2016 school
 3 year for the following pupils:
 4

Pupil	Service Level	Amount
2015-CBVI1	Level 1	\$1,900.00
2015-CBVI2	Level 1	\$1,900.00

5 Motion carried by unanimous roll call vote.
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8 **6. BUDGET & FINANCE**
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10 Motion: (Hall/Sarmiento) to approve the following as one, A-C:
 11

- 12 A. The *retroactive* approval to renew the current contract with The Southwest
 13 Council, Inc. for Employee Assistance Programs from July 1, 2015 until
 14 June 30, 2016 at a rate of \$20.00 per employee. (Copy of the contract is
 15 on file in the Business Office.) **Note: no increase over last year.**
 16
 17 B. Designated Bank Depositories
 18

19 **BE IT RESOLVED**, that **Cape Bank** be designated as
 20 the official depository for all school money, including the following
 21 accounts, with the number of signatures required and persons authorized
 22 to sign checks or vouchers until June 30, 2016, as indicated:
 23

Account Title	Signatures Required	Persons Designated to Sign Checks
Current	3	Roseanne Lombardo, President Scott A. Campbell, SBA/BS Dr. Jennifer Foley-Hindman, Superintendent Merrie Schmidt, Treasurer
Agency	1	Scott A. Campbell, SBA/BS
Salary	1	Scott A. Campbell, SBA/BS
Student Activity Fund	2	Scott A. Campbell, SBA/BS Dr. Jennifer Foley-Hindman, Superintendent Merrie Schmidt, Treasurer

24 **BE IT ALSO RESOLVED**, that the Vice President,
 25 Susan Vernacchio, to be authorized and empowered to act at all times in
 26 the absence of the President and the signatures and acts of the said Vice-
 27 President, Susan Vernacchio, be as legal and binding as those of the
 28 President; and a copy of this Resolution be sent to **Cape Bank**.
 29
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31 Motion carried by unanimous roll call vote.
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1 Motion: (Lombardo/Chapkowski) to approve the following as one, C & D:

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3 C. Transportation

- 4
5 1. The approval of the continuation of Bid #1-1112R, multi-contracts
6 #GR1112 for the 2015-2016 school year with Holcomb Bus
7 Service. This is the fourth year for renewal (Renewal #4-1415) and
8 it is for transportation services to and from school. The contract for
9 the 2015-2016 school year will be in the amount of \$184,281.00.
10 the Board of Education gives the Superintendent and the Business
11 Administrator permission to execute any documents pertaining to
12 this contract. The routes are as follows:
13

Bus Routes	Schools	Contractor
GRP1, GRP2, GRP3	Paulsboro High School	Holcomb Bus Service
GRN1, GRN2, GRN3, GRN4, GRN5	Nehaunsey Middle School	Holcomb Bus Service
GRO1, GRO2, GRO4, GRO5	Broad Street Elementary	Holcomb Bus Service
GPS1 & GPS2	AM & PM Preschool – Broad Street Elementary	Holcomb Bus Service

- 14
15 2. The *retroactive* approval of the ESY 2015 Summer Joint
16 Transportation Agreement between the Gateway Regional Board of
17 Education (Host) and the Greenwich Township Board of Education
18 (Joiner) for the transportation of (21) students as follows:
19

20 Seven (7) students to the Nehaunsey Pre-School Program
21 Fourteen (14) students to the Nehaunsey School MD Program
22

23 The Joiner agrees to pay the Host \$6,568.75 which may be
24 adjusted based on changes to the route.
25

- 26 D. The approval of the Resolution Authorizing Contracts with Certain
27 Approved State Contracts Vendors for Boards of Education pursuant to
28 N.J.S.A. 18A:18A-10a for the 2015-2016 school year. (Attachment –
29 EXHIBIT E1 & E2)
30

31 Motion carried by unanimous roll call vote.
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33 **7. REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD**
34 **SECRETARY**
35

36 Motion: (Sarmiento/Hall) to approve the following as one, A-K:
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A. Bills Lists

1. The bills as presented by the Business Administrator in the following amounts are ordered paid. (Attachment – EXHIBIT F1)

Number	Amount
P99	\$238,666.88
P100	\$18,010.83
P101	\$290,902.06
P102	\$22,006.98
P103	\$177,662.56
P104	\$7,502.59
P105	\$107,809.79
P106	\$4,384.13
P107	\$36,668.13
P108	\$28,477.04
P110	\$322.00
P111	\$8,940.78
P112	\$442.00
P1	\$22,559.11
P2	\$22,169.81
P3	\$164,319.35
P4	\$12,140.68
P5	\$146,902.63
P6	\$10,790.66
P8	\$10,000.00
TOTAL	\$1,330,678.01

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B. Voided Checks

1. The approval to void the following check:

Check#	Vendor	Amount
16706	A & P Plumbing	\$15.45

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C. Student Activities Account

1. The approval of the Student Activities Account Monthly Bank Reconciliation for the months of June and July 2015. (Attachment – EXHIBITS F2 & F3)

- 1 2. The following attached list of checks is in for payment.
2 (Attachment – EXHIBIT F4)
3

4 D. Board Secretary's Report
5

- 6 1. The acceptance of the Board Secretary's Report for the months of
7 June and July 2015. The Board Secretary certifies that no line item
8 account has been over expended in violation of N.J.A.C. 6A:23A –
9 16.10(c)3 and that sufficient funds are available to meet the
10 district's financial obligations for the remainder of the fiscal year.
11 (Attachment – EXHIBITS F5 & F6)
12

13 E. Treasurer's Report
14

- 15 1. The approval of the Treasurer's Report in accordance with 18A:17-
16 36 and 18A:17-9 for the months of June and July 2015. The
17 Treasurer's Report and Secretary's Report are in agreement for the
18 months of June and July 2015. (Attachment – EXHIBITS F7 & F8)
19

20 F. Revenue Certification
21

- 22 1. The Board Secretary in accordance with N.J.A.C. 6A:23A–
23 16.10(c)2 certifies that there are no changes in anticipated amounts
24 or revenue sources.
25

26 G. Board of Education Certification
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- 28 1. The approval of the Board of Education certification for the months
29 of June and July 2015 that after review of the secretary's monthly
30 financial reports and upon consultation with the appropriated district
31 officials, that to the best of its knowledge no major accounts or
32 funds have been over expended in violation of N.J.A.C. 6A:23A-
33 16.10(c)4 and that sufficient funds are available to meet the
34 district's financial obligations for the remainder of the fiscal year.
35

36 H. Transfer List
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- 38 1. The ratification of transfers, authorized by the Superintendent, for
39 the months of June and July 2015 to give balances to new
40 accounts and to balance existing accounts. (Attachment –
41 EXHIBITS F9 & F10)
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1 I. Monthly Transfer Approval

- 2
3 1. The approval of the Monthly Transfer Report for June 2015.
4 (Attachment – EXHIBIT F11)

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6 J. Informational

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8 Scott Campbell gave a brief synopsis of the 2014-2015 Breakfast & Lunch
9 Program. (Attachment – EXHIBIT F12a)

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11 K. Food Service Charge Policy

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13 1. The approval of the Food Service Department Lunch Charge
14 Policy. (Attachment – EXHIBIT F12b)

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16 Motion carried by unanimous roll call vote.

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18 **8. REGULATORY**

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20 Motion: (Chapkowski/Hall) to approve the following as one, A-D:

- 21
22 A. The approval for Gibbstown S.A.C.C. to utilize the Broad Street School in
23 the case of a “shelter in place” event between September 1, 2015 and
24 June 15, 2016.
25
26 B. The approval for Gibbstown S.A.C.C. to utilize the Broad Street School
27 Auditorium for Preschool Graduation practice on May 24, 25 and 26, 2016
28 between 9:00 a.m. and 11:30 a.m. and May 26, 2016 between 6:00 p.m.
29 and 9:00 p.m. for Preschool Graduation ceremony.
30
31 C. The approval for the Earth Day Presentation in the Broad Street School
32 Auditorium on April 19, 2016 between 5:00 p.m. and 9:00 p.m.
33
34 D. The *retroactive* approval for the South Jersey Officials Association to
35 utilize the Nehaunsey Middle School Cafeteria for general meetings on
36 August 4, 11, 18 and 25, 2015 between 7:00 p.m. and 9:00 p.m.
37

38 Motion carried by unanimous roll call vote.

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40 **9. OLD BUSINESS**

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42 ***Subscription Bussing:***

43 ***Roseanne Lombardo*** wanted to know if a walking student is covered by
44 insurance just like the bussing students? **Scott Campbell** replied that all
45 students are covered under **liability insurance** whether they walk or ride the bus

1 due to the fact that they ride the bus when they attend school trips. But they are
2 not covered under **student accident insurance** unless they are recognized by
3 the board and a resolution would have to be passed recognizing that student as
4 being a bussing student. **Duane Sarmiento** wanted to know if we would have to
5 pass a resolution for every walking student who wanted to ride the bus? **Mr.**
6 **Campbell** stated you do. **Mrs. Lombardo** asked if there was a cost and **Mr.**
7 **Campbell** said there is not; just have to recognize the student. **Susan**
8 **Vernacchio** wanted to know who would be taking the reins on seeing that those
9 “subscription bussing” students get on the proper bus? Would it be the principal,
10 a teacher? She said mistakes will be made and a student could possibly be
11 dropped off at the wrong stop. She is concerned about that. **Andrew**
12 **Chapkowski** wanted to develop a policy for subscription bussing and it should
13 be sent home with the opening day packets. **Dr. Jennifer Foley-Hindman** also
14 suggested putting something on the website to measure parental interest.

15
16 **10. NEW BUSINESS**

17
18 **Susan Vernacchio** wanted to make a recommendation that the District
19 Attendance Manager duties be sent to the Business Office.

20
21 **Scott Campbell** updated the Board on the damage from the storm on June 23,
22 2015.

23
24 **11. CORRESPONDENCE**

25
26 A thank you was received from FHVD, district Architect of Record. (Attachment –
27 EXHIBIT G)

28
29 **12. PUBLIC – AGENDA/NON-AGENDA ITEMS**

30
31 This is the time when anyone from the public who wishes to speak to the Board
32 may do so. Please state your name, address and phone number. The Board will
33 hear your concerns. The Board may or may not take action this evening. You
34 will be notified at this meeting by letter or telephone of any action the Board does
35 take.

36
37 In accordance with Board policy and procedures, speakers are not permitted to
38 publicly speak of personal issues involving school personnel, or against any
39 person connected to the school system. Any such concern should be presented
40 to the school or district-level administration so that a proper response may be
41 given.

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43 No public comment at this time.

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13. ADJOURNMENT

Motion: (Hughes/Sarmiento) to adjourn the Regular Meeting at 7:36 p.m.

The next Board of Education meeting will be held September 14, 2015 at 6:30 p.m.

Respectfully Submitted,

Scott A. Campbell, Board Secretary