

1 **OFFICIAL MINUTES**

2  
3 of the **PUBLIC HEARING/REGULAR MEETING** of the Greenwich Township  
4 Board of Education held Thursday March 27, 2008 in the Nehaunsey Middle  
5 School library.

6  
7 The meeting was called to order by Frank J. Minniti at 7:00 p.m.

8  
9 **Roll Call:**

- 10  
11 Frank J. Minniti  
12 Robyn Glocker Hammond  
13 Michael Myers  
14 Frederick Reel  
15 Patrick Lani, Jr.  
16 James Sorbello (arrived at 7:05 p.m.)  
17 Susan Vernacchio

18  
19 Also present were Dr. Francine Marteski, Superintendent and Scott A. Campbell,  
20 School Business Administrator/Board Secretary.

21  
22 As required under the guidelines of the Open Public Meeting Law, notice of this  
23 meeting was sent to the Courier Post, The Philadelphia Inquirer and the  
24 Township Clerk. It was also posted in the Greenwich Township School  
25 Buildings. (Optional: Videotaping Regulations – “The proceedings of this  
26 meeting are being videotaped and anyone wishing to discuss an individual child  
27 should so note.”)

28  
29 Flag Salute

30  
31 **1. MOTION TO OPEN PUBLIC HEARING ON THE 2008-2009 SCHOOL BUDGET**

32  
33 Motion: (Myers/Glocker Hammond) to open the Public Hearing portion of  
34 the meeting to present the 2008-2009 Proposed Budget.

35  
36 A. The 2008-2009 Budget Presentation was made by Scott A. Campbell,  
37 School Business Administrator. (Presentation attached)

38  
39 B. Discussion open to the public.

40  
41 Mr. Thomas Love, 217 Ashton Drive, Gibbstown, NJ asked what the  
42 assessed value is for this year and what that is equal to?  
43 Scott A. Campbell responded that the assessed value is  
44 \$648,001,728.00 and that makes a penny equal to \$64,800.00.  
45

1 Mr. Love then asked what the 100% PERS obligation meant?  
2 Mr. Campbell explained that a few years ago, it was determined that  
3 the Public Employee's Retirement System (PERS) was under-  
4 funded and that the school districts and municipalities had to start  
5 making payments to replenish the system. This has been done as a  
6 phase in process of 40%, 60% and 80% over the last three years. This  
7 fiscal year, at 80%, our payment was over \$75,000.00 and next fiscal  
8 year with our obligation at 100%, we have estimated our payment to be  
9 \$229,000.00. Mr. Campbell reiterated that PERS is for all support staff in  
10 the district and is not for teachers or administrators who are under the  
11 Teacher's Pension Annuity Fund (TPAF).

12  
13 Mike Myers wanted to know what the checks and balances for the  
14 budget are?  
15 Scott A. Campbell responded that the Budget and Finance Committee  
16 held several meetings during the budget development and then the Board  
17 as a whole approved submittal to the county for review. The county then  
18 gives us approval to have a public hearing and present our budget for  
19 voter approval.

20  
21 Patrick Lani asked how we make money as a district?  
22 Scott A. Campbell responded that we have transportation jointures for  
23 special education students, shared services with Paulsboro and  
24 Mantua Township and interest on our bank accounts. Mr. Lani wanted to  
25 know what we can do with the extra money that we have over the amount  
26 required to put back into the budget for tax relief? Mr. Campbell  
27 responded that it is not included in the current budget and that if the Board  
28 of Education determines that it needs funds to tend to an emergency  
29 situation such as a faulty boiler, it would have to access the fund balance  
30 by a vote of the whole board.

31  
32 **2. MOTION TO CLOSE PUBLIC HEARING**

33  
34 Motion: (Glocker Hammond/Vernacchio) to close the public hearing.  
35  
36 Motion carried by unanimous roll call vote.

37  
38 **3. MOTION TO ADOPT THE 2008-2009 SCHOOL BUDGET**

39  
40 Motion: (Sorbello/Glocker Hammond) to approve the following resolution:  
41  
42 A. The approval of the following resolution:  
43

1                    **BE IT RESOLVED** to approve a school district budget for the FY  
2 2008-2009 for submission to the voters and the Gloucester County  
3 Superintendent of Schools as follows:  
4

	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund	\$11,540,581.00	\$9,033,100.00
Total Special Revenue Fund	\$ 327,743.00	N/A
Totals	<u>\$11,868,324.00</u>	<u>\$9,033,100.00</u>

10  
11 Motion carried by unanimous roll call vote.

12  
13 **4. MINUTES**

14  
15 Motion: (Glocker Hammond/Vernacchio) to approve the minutes:

16  
17 February 19, 2008 - Regular Meeting

18  
19 Motion carried by unanimous roll call vote.

20  
21 **5. SUPERINTENDENT'S REPORT**

22  
23 Motion: (Sorbello/Myers) to approve the following as one, A-C:

24  
25 A. Administrative Reports

- 26  
27 1. Enrollment Statistics, Fire Drills and Suspensions, as of February 29,  
28 2008 ( Attachment - EXHIBIT B1)  
29  
30 2. School Health Services Monthly Reports as of February 29, 2008  
31 (Attachment - EXHIBIT B2)  
32  
33 3. 2007-2008 Violence & Vandalism Report as of February 29, 2008  
34 (Attachment - EXHIBIT B3)  
35  
36 4. Monthly Report of Attendance Officer as of February 29, 2008  
37 (Attachment - EXHIBIT B4)  
38

39 B. District Policies/Regulations

- 40  
41 1. The approval that the following Policy and Regulation be abolished:

42  
43 ***Policy/Regulation 8464*** - Missing Children  
44

1 2. The approval of the following revised district policies and regulations  
2 on **first** reading:

3  
4 **Policy 2110 (Revised)** - Philosophy of Education/District Mission  
5 Statement

6 **Policy/Regulation 6422 (Revised)** - Budget Transfers, Emergency  
7 Purchases, and Over-expenditure of Funds

8 **Policy/Regulation 8461 (Revised)** - Violence, Vandalism, Alcohol  
9 and Other Drug Abuse

10 **Policy/Regulation 8462 (Revised)** - Reporting Potentially Missing  
11 or Abused Children (Replaces Policy/Regulation 8464 - Missing  
12 Children)

13  
14 3. The approval of the following revised district policy on **second** reading:

15  
16 **Policy 5512.01 (Revised)** - Harassment, Intimidation and Bullying

17  
18 C. School Calendar

19  
20 1. The approval of the proposed Greenwich Township School District  
21 calendar for the 2008-2009 school year as per the attached.  
22 (Attachment - EXHIBIT C)

23  
24 \*James Sorbello asked if our calendar lined up with Paulsboro? Dr.  
25 Francine Marteski responded that she worked with Dr. Scambia to have  
26 the calendars match up to the best of our abilities. Robyn Glocker  
27 Hammond, representative to the Paulsboro Board of Education,  
28 commented that Paulsboro made it a priority to match up the best they  
29 could.

30  
31 Fred Reel questioned if the policies and personnel items for approval  
32 are being rubber stamped for approval? Mike Myers responded that most  
33 of the policies being presented for approval are changes in policy due to  
34 changes in code and do not have to be reviewed by the Policy Committee.  
35 If a Board of Education member wants to request a change in policy, it has  
36 to be made to the Policy Committee. Dr. Marteski responded that  
37 personnel items are always made by the Superintendent which reflects  
38 code.\*

39  
40 Motion carried by unanimous roll call vote.

41  
42 **6. PERSONNEL**

43  
44 Motion: (Glocker Hammond/Sorbello) to approve the following as one, A-G:  
45

- 1 A. The retroactive approval to accept a Leave of Absence (FMLA) for Janice  
 2 Spoto, Teacher, effective March 4, 2008 until TBD.  
 3  
 4 B. The acceptance of the resignation of Maryann Wright, Cafeteria/Lunch  
 5 Aide, effective March 14, 2008 as per the attached. (Attachment -  
 6 EXHIBIT D)  
 7  
 8 C. The approval for the maternity/medical leave of absence for Tina Sayers,  
 9 Teacher, beginning April 14, 2008 until June 30, 2008. (Attachment -  
 10 EXHIBIT E)  
 11  
 12 D. The approval for a maternity/medical leave of absence for Tara Small,  
 13 Classroom Aide, beginning on or about April 21, 2008 for a period of four  
 14 weeks as per the attached. (Attachment - EXHIBIT F)  
 15  
 16 E. The approval for the appointment of the following as Substitute Teachers  
 17 for the 2007-2008 school year. Substitute rate will be \$70.00 a day up to  
 18 and including ten (10) days. After ten (10) days, the rate increases to  
 19 \$75.00 a day.

20  
 21 Andrew Locantora Raymond Gezzi  
 22 Stacie Colone

- 23  
 24 F. The approval for the appointment of Loretta Houghton for the following  
 25 substitute positions for the 2007-2008 school year.

26  
 27 **Rate of Pay:**

28 Substitute Cafeteria/Lunchroom Aide	\$8.00
29 Substitute Kitchen Worker	\$8.00
30 Substitute Bus Aide	\$8.00
31 Substitute Non-Instructional Aide	\$8.00
32 Substitute Secretary	\$8.50

- 33  
 34 G. The approval for the appointment of Alison Grelli as a substitute secretary  
 35 for the 2007-2008 school year at an hourly rate of \$8.50 per hour.

36  
 37 **Roll Call Vote:**

38  
 39 Frank J. Minniti - yes to all  
 40 Robyn Glocker Hammond - yes to all  
 41 Michael Myers - yes to all  
 42 Patrick Lani, Jr. - yes to all  
 43 Fred Reel - abstained on all  
 44 James Sorbello - yes to all  
 45 Susan Vernacchio - yes to all

1 **7. CURRICULUM & INSTRUCTION**

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

3  
4  
5 **A. Field Trips**

- 6  
7 1. The approval of the Request for Educational Trip/Transportation for the  
8 following:

9

GRADE AND/OR GROUP	DESTINATION/TIME	DATE	ESTIMATED RELATED COST	ESTIMATED TRANSPORTATION COST	TOTAL
Nehaunsey NJHS Club	<b>Gloucester County Wide Clean-up</b> Woodbury, NJ 7:30 am-12:00 pm (Students will be accompanied by Councilman Joseph DiMenna)	4/19/08	\$-0-	Driver - \$108.00 Lunch - \$ 8.00	\$116.00
Grade 8	<b>Hershey Park</b> Hershey, PA 7:00 am-8:00 pm	5/30/08	Time Beyond School Day 8 teachers \$30.00 per hour x 5 hours = \$1,200.00	\$-0-	\$1,200.00
Nehaunsey NJHS	<b>Independence Mall &amp; Citizens Bank Park</b> Phillies game	6/5/08	\$84.00 (tickets for 2 teachers & 1 bus driver) covered by NJHS funds from fundraising	Driver - \$234.00 Toll - \$3.00	\$237.00 Plus Substitutes

10  
11 Motion carried by unanimous roll call vote.

12  
13 Motion: (Sorbello/Vernacchio) to approve the following:

14  
15 **B. Workshops**

- 16  
17 1. The approval for the following individuals to attend out-of-district  
18 workshops:

19

NAME	WORKSHOP TITLE/LOCATION/DATE	COST
Stephania Tomaszewski	<b>Educational Technology Curriculum Committee Meeting</b> Middlesex County ETTC - East Brunswick, NJ April 2, 2008 10:00 am-1:00 pm	Plus Mileage Plus Substitute
Elizabeth Button Maureen Jenzano	<b>New Jersey Speech &amp; Hearing Association Conference</b> Atlantic City Convention Center - Atlantic City, NJ April 10-11, 2008 9:00 am-4:45 pm	\$295.00 each Plus Mileage
Janet Jachimowicz-Geary	<b>West Jersey Reading Council Spring Meeting</b> Burlington County Institute of Technology - Westampton, NJ April 23, 2008 4:00 pm	\$30.00 Plus Mileage

Angela Addeo Gina Casella Jennifer Ellick Bonnie Lloyd Regina Minniti Debra Truhan	<b>Gloucester County Association of Educational Office Professionals</b> Ergonomics Gambi Caterers - Wenonah, NJ April 24, 2008 6:00 pm-9:00 pm	\$23.00 each
Joshua Bomze Diane Shirley	<b>Gloucester County Academy of Teaching &amp; Learning</b> Quarterly Workshop EIRC - Sewell, NJ May 12, 2008 8:30 am - 3:00 pm	Plus Mileage Plus Substitute
Angela Addeo	<b>Regional Training Sessions for Licensing</b> Richard Stockton College of NJ - Pomona, NJ April 11, 2008 10:00 am - 1:00 pm (Information obtained from NJDOE on 3/25/08)	Plus Mileage

1 \*Mike Myers asked if we had procedures for sending employees out? Dr.  
2 Francine Marteski explained the process for employee's request for  
3 workshops & seminars were followed for each request.\*  
4

5 **Roll Call Vote:**

- 6  
7 Frank J. Minniti - abstained on Regina Minniti  
8 Robyn Glocker Hammond - yes to all  
9 Michael Myers - yes to all  
10 Patrick Lani, Jr. - yes to all  
11 Fred Reel - yes to all  
12 James Sorbello - yes to all  
13 Susan Vernacchio - yes to all  
14

15 Motion: (Myers/Minniti) to approve the following as one, C-F:  
16

17 C. **Contracted Services**

- 18  
19 1. The approval for Behavioral Consulting Services to provide services  
20 through Devereux to P.T. up to four hours per week at a rate of  
21 \$115.00 per hour effective March 28, 2008 through June 30, 2008.  
22

23 D. **Field Experience Student**

- 24  
25 1. The approval of the following student from Holy Family University to  
26 conduct her field experience as listed below:  
27  
28  
29  
30  
31

<u>Student</u>	<u>Cooperating Administrator</u>	<u>Dates</u>
Sari Abrahamson	Susan McAlary	April 1, 2008 Broad Street School
	Alisa Whitcraft	April 2, 2008 Nehaunsey School

2. The approval of the following student form Neumann College to conduct her field experience as listed below:

<u>Student</u>	<u>Cooperating Teacher</u>	<u>Dates</u>
Stacy Hoehn	Carlyn McCabe Broad Street School	September 3, 2008- November 28, 2008

3. The approval for the following Rowan University student for a 60-hour shadowing exercise during the spring semester with a certified school psychologist required for completion of a pre-internship program. (This replaces the student previously approved on the February 19, 2008 agenda.)

<u>Student</u>	<u>Cooperating Administrator</u>
Jamie Cowan	Robert Harris

E. Summer Programs

1. The approval of the following Summer Programs to be held June 23, 2008 through July 29, 2008 (four-day week, Monday through Thursday, 22 day total).
- a. Multiply Disabled - 2008 Extended School Year Program
  - b. 2008 Summer Fast ForWord Program

Motion carried by unanimous roll call vote.

**8. BUSINESS & FINANCE**

Motion: (Sorbello/Minniti) to approve the following:

A. Bills List

1. Resolution - The approval of the Travel and Related Expense Reimbursement resolution as follows:



1                                   **WHEREAS**, the Greenwich Township Board of  
2 Education recognizes school staff and Board members will incur travel  
3 expenses related to and within the scope of their current responsibilities  
4 and for travel that promotes the delivery of instruction or furthers the  
5 efficient operation of the school district; and  
6

7                                   **WHEREAS**, *N.J.A.C. 6A:23B-1.1 et seq.* requires  
8 Board members to receive prior approval of these expenses by a majority  
9 of the full voting membership of the Board and staff members to receive  
10 prior approval of these expenses by the Superintendent of Schools and a  
11 majority of the full voting membership of the Board; and  
12

13                                   **WHEREAS**, a Board of Education may establish, for  
14 regular district business travel only as described in *NJOMB Circular Letter*  
15 *06-02*, including amendments or revisions thereto, a threshold amount  
16 below which Board approval is not required; and  
17

18                                   **WHEREAS**, the Board of Education establishes, for  
19 regular district business travel only, an annual school year threshold of  
20 \$1,000.00 per staff/Board member where prior Board approval shall not be  
21 required unless this annual threshold for a staff/Board member is  
22 exceeded in a given school year (July 1 through June 30); and  
23

24                                   **WHEREAS**, travel and related expenses not in  
25 compliance with *N.J.A.C. 6A:23B-1.1 et seq.*, but deemed by the Board of  
26 Education to be necessary and unavoidable are excluded from the  
27 requirements of *N.J.A.C. 6A:23B-1.1 et seq.*; and  
28

29                                   **THEREFORE, BE IT RESOLVED**, the Board of  
30 Education approves all travel not in compliance with *N.J.A.C. 6A:23B-1.1*  
31 *et seq.* as being necessary and unavoidable as per noted on the attached  
32 Board of Education Approval of Travel and Related Expense  
33 Reimbursement Form; and  
34

35                                   **BE IT FURTHER RESOLVED**, the Board of  
36 Education approves the travel and related expense reimbursements as  
37 listed on the attached Board of Education Approval of Travel and Related  
38 Expense Reimbursement Form.  
39

40 Motion carried by unanimous roll call vote.

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

- 43  
44                                   2. The bills as presented by the Board Secretary in the following  
45 amounts are ordered paid. (Attachment - EXHIBIT G1)

P63	\$289,875.40
P64	\$249,139.59
P65	\$295,960.97
P66	\$175,355.32
P67	\$ 75,304.80

1  
2  
3  
4  
5  
6  
7  
  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18

Motion carried by unanimous roll call vote.

Motion: (Sorbello/Minniti) to approve the following:

B. The approval that the following check be voided. (Attachment - EXHIBIT G2)

5766	528.23
------	--------

Motion carried by unanimous roll call vote.

Motion: (Glocker Hammond/Vernacchio) to approve the following:

C. Cafeteria Payments

1. The retroactive approval for the following cafeteria payments for *March 2008* as presented by the Board Secretary in the following amounts are ordered paid.

Ck#	Date	Payable to	Description	Amount
665	3/14/08	Deer Park	Water	\$19.95
666	3/14/08	NJ Dept. of Agriculture	Food	\$68.15
667	3/14/08	Paul Vallandingham	Food	\$85.60
668	3/14/08	Deluxe Italian Bakery	Food	\$189.92
669	3/14/08	Jack & Jill Ice Cream	Food	\$192.10
670	3/14/08	Stroehmann	Food	\$503.61
671	3/14/08	Hobart	Repairs	\$998.90
672	3/14/08	City Supply Co. Inc.	Food	\$1,018.84
673	3/14/08	Hy-Point	Food	\$1,409.10
674	3/14/08	Sysco	Food	\$8,104.65
675	3/14/08	Board of Education	Salaries	\$6,000.00
			<b>March Total Pay-Out</b>	<b>\$18,590.82</b>

19  
20  
21  
22  
23  
24  
25  
26

Motion carried by unanimous roll call vote.

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

1 D. Student Activities Account

- 2  
3 1. The approval of the Student Activities Account Monthly Bank  
4 Reconciliation for the month of *February 2008*. (Attachment - EXHIBIT  
5 H)

6  
7 E. Board Secretary's Report

- 8  
9 1. The acceptance of the Board Secretary's Report for the month of  
10 *February 2008*. (Attachment - EXHIBIT I)  
11 Pursuant to *N.J.A.C.6A:23-2.11(c)4*, the Greenwich Township Board of  
12 Education certifies by a roll call vote that as of *February 29, 2008*, after  
13 review of the Board Secretary's Report for *February 2008*, and upon  
14 consultation with the District officials, to the best of our knowledge no  
15 major account or fund has been over expended in violation of  
16 *N.J.A.C.6A:23:23-2.11(b)* and that sufficient funds are available to  
17 meet the district's financial obligation for the remainder of the fiscal  
18 year.

19  
20 F. Treasurer's Report

- 21  
22 1. The approval of the Treasurer's Report in accordance with *18A:17-36*  
23 and *18A:17-9* for the month of *February 2008*. The Treasurer's Report  
24 and Secretary's Report are in agreement for the month of *February*  
25 *2008*. (Attachment - EXHIBIT J)

26  
27 G. Transfer List

- 28  
29 1. The approval for the ratification of transfers, authorized by the  
30 Superintendent, for the month of *February 2008*, to give balances to  
31 new accounts and to balance existing accounts. (Attachment -  
32 EXHIBIT K)

33  
34 Motion carried by unanimous roll call vote.

35  
36 **9. USE OF FACILITIES**

37  
38 Motion: (Myers/Vernacchio) to approve the following as one, A & B:

- 39  
40 A. The retroactive approval for the Gibbstown Recreation Committee to use  
41 the Broad Street School gymnasium on Friday, March 14, 2008 from 5:00  
42 pm - 9:00 pm for a pizza party.  
43

1 B. The approval for the Greenwich Township PTA to use the Nehaunsey  
2 Middle School Library for "Meet the Candidates Night" on Tuesday, April  
3 1, 2008 from 7:00 pm to 9:00 pm.  
4

5 Motion carried by unanimous roll call vote.  
6

7 **10. OLD BUSINESS**  
8

9 Susan Vernacchio asked where we were with the sewer pumps at Nehaunsey  
10 Middle School? Scott Campbell responded that the project was completed on  
11 March 22, 2008 without any problems and that everything is up and  
12 running fine.  
13

14 **11. NEW BUSINESS**  
15

16 Fred Reel commented that we are relying on the good faith of the  
17 Superintendent and School Business Administrator on some items and he  
18 assumes that they are doing a good job but how can we be sure? A brief  
19 discussion followed.  
20

21 Scott A. Campbell informed the Board of Education that there would be a bid  
22 opening on April 8, 2008 for the Change in Use and Partial Roof Replacement.  
23 There is a concern for asbestos abatement on both projects and if it will drive the  
24 prices up on each project.  
25

26 Robyn Glocker Hammond reminded all eligible Board of Education members to  
27 return the Superintendent's evaluation by April 14, 2008.  
28

29 Dr. Francine Marteski reminded the Board of Education members to return  
30 their self-evaluation by April 7, 2008. She also informed the Board that the last  
31 day of school will be June 18, 2008 and that graduation dates have been worked  
32 out with Paulsboro High School so there is no conflict.  
33

34 **12. CORRESPONDENCE**  
35

36 None at this time.  
37

38 **13. BOARD OF EDUCATION COMMITTEE REPORTS**  
39

40 None at this time.  
41

42 **14. PUBLIC - AGENDA/NON-AGENDA ITEMS**  
43

44 This is the time when anyone from the public who wishes to speak to the Board  
45 may do so. Please state your name, address and phone number. The Board will

1 hear your concerns. The Board may or may not take action this evening. You  
2 will be notified either at this meeting by letter or telephone of any action the  
3 Board does take.  
4

5 Bonnie Lloyd, 641 West Broad Street, Gibbstown, NJ, asked if there is a concern  
6 with doing those projects with asbestos and how it would affect the students?  
7 Scott Campbell responded that all of the projects would be done during the  
8 summer months and proper precautions would be taken for employees working  
9 during the summer.

10  
11 **15. ADJOURNMENT**

12  
13 Motion: (Glocker Hammond/Minniti) to adjourn the meeting at 8:55 p.m.  
14

15 Motion carried by unanimous voice vote.  
16

17 Respectfully Submitted,  
18  
19

20  
21 \_\_\_\_\_  
22 Scott A. Campbell, Board Secretary  
23  
24