

## **OFFICIAL MINUTES**

of the **REGULAR MEETING** of the Greenwich Township Board of Education held Tuesday, November 15, 2005 in the Nehaunsey Middle School library.

The meeting was called to order by President Frank J. Minniti at 7:02 p.m.

Roll Call:

Frank Minniti  
Robyn Glocker Hammond  
JoAnne Caira  
Larry Hall  
Marie Downes McDonald  
James Sorbello  
Susan Vernacchio

Also present was Dr. Francine Marteski, Superintendent and Scott A. Campbell, Business Administrator/Board Secretary.

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

Flag Salute

### 1. PRESENTATIONS

Nick L. Petroni, Petroni & Associates, presented an overview of the Greenwich Township Board of Education Comprehensive Annual Financial Report–Fiscal Year Ending June 30, 2005 and Auditor’s Management Report on Administrative Findings, Financial, Compliance and Performance–Fiscal Year Ending June 30, 2005.

Board President Frank J. Minniti commented that both he and the Board were extremely happy with the audit results and with the services provided by Petroni & Associates.

### 2. **MINUTES**

Motion: (Sorbello/Glocker Hammond) to approve the following minutes:

October 11, 2005 - Workshop Meeting

October 11, 2005 - Caucus  
October 18, 2005 - Regular Meeting  
October 18, 2005 - Caucus

Motion carried by unanimous roll call vote.

3. SUPERINTENDENT'S REPORT

Motion: (Caira/Hall) to approve the following as one, A & B:

A. Administrative Reports

1. Enrollment Statistics, Fire Drills and Suspensions, as of October 31, 2005.  
(Attachment - EXHIBIT B1)
2. School Health Services Monthly Reports as of October 31, 2005.  
(Attachment - EXHIBIT B2)
3. 2005-2006 Violence & Vandalism Report as of October 31, 2005.  
(Attachment - EXHIBIT B3)
4. Monthly Report of Attendance Officer as of October 31, 2005.  
(Attachment - EXHIBIT B4)

B. District Policies/Regulations

1. The approval of the following list of revised and newly mandated policies and required regulations on first reading. (Attachment - EXHIBIT C)

**Revised** Policies/Regulations:

P1220 - Employment of Chief School Administrator

P2360 - Use of Technology

P2415.04 - Title I-Parental Involvement

P2481 - Home or Out-of-School Instruction for General Education Pupils

P5111 - Eligibility of Resident/Nonresident Pupils

R5111.1 and R5111.2 - Eligibility of Resident/Nonresident Pupils

P5330 - Administration of Medication

R5330 - Administration of Medication

**New** Policies/Regulations

P0147 - Board Member Compensation and Expenses

P3440 - Job Expenses (Teaching Staff Members)

P4440 - Job Expenses (Support Staff Members)

- P7444 - Use of Metal Detectors
- P7650 - Staff Member's Use of School Vehicles
- R8420.4 - Kidnapping
- R8420.5 - Asbestos Release
- R8420.6 - Accidents To and From School
- P8635 - Pupil Transportation Vehicles and School Buses

Motion carried by unanimous roll call vote.

4. PERSONNEL

Motion: (Sorbello/Vernacchio) to approve the following as one, A-G:

A. The resolution herein seeking permission of the Commissioner to employ the below recommended certificated and support staff applicants on an emergent basis for a period not to exceed three (3) months pending a positive Criminal History check and/or pending completion of required paperwork:

1. The approval for the appointment of Helen Kidd for the following substitute positions:

	<u>Substitute Rate of Pay:</u>
Substitute Bus Aide	\$7.75 per hour
Substitute Cafeteria/Lunchroom Aide	\$7.75 per hour
Substitute Kitchen Worker	\$7.75 per hour

2. The approval for the appointment of Sarah McWilliams for the following substitute positions:

	<u>Substitute Rate of Pay:</u>
Substitute Cafeteria/Lunchroom Aide	\$7.75 per hour
Substitute Custodian	\$8.00 per hour
Substitute Non-Instructional Aide	\$7.75 per hour

B. The approval for payment of tuition reimbursement for Elizabeth Button for an Advance Practicum in Speech/Language course at Kean University (Fall, 2005) for an amount not to exceed the current NJ state college tuition rate pending completion/verification of required documentation as per Article XII, Section C, of the GTEA/Board Agreement.

C. The retroactive approval for the appointment of Nathaniel Downes to assist in the upkeep of the district technology system on an as-needed basis for the 2005-2006 school year at a salary rate of \$8.00 per hour.

D. The approval for the appointment of Anne DiMarco as Substitute Teacher for the 2005-2006 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.

- E. The approval to amend the 2005-2006 Natural Helpers extra-curricular stipend amount for Kristine Knorr from \$500.00 to \$275.00 (due to leave of absence).
- F. The approval to appoint Cathy Tortella the Natural Helpers extra-curricular position from January 2006 thru mid-April, 2006 (due to employee leave of absence) at a stipend amount of \$25.00 per hour, not to exceed \$225.00.
- G. The approval for the appointment of Heather Leslie as Substitute Non-Instructional Aide for the 2005-2006 school year. Substitute rate of pay is \$7.75 per hour.

Roll Call Vote:

Frank J. Minniti - Yes to all  
Robyn Glocker Hammond - Yes to all  
JoAnne Cairn - Yes to all  
Larry Hall - Yes to all  
Marie Downes McDonald - Abstained on Item C  
Yes to all others  
James Sorbello - Abstained on Item C  
Yes to all others  
Susan Vernacchio - Yes to all

5. CURRICULUM & INSTRUCTION

Motion: (Hall/Downes McDonald) to approve the following as one, A-E:

A. Practicum Students:

1. The approval for the following Rowan University Practicum students for placement during the Fall, 2005 semester:

Student:

Cooperating Teacher:

Jennifer Bertino (Psychology) Robert Harris  
Jaime Macewen (Special Ed) Edna Mae Graham

- B. The approval for Les Aungst, Kean University Adjunct Professor, to observe Elizabeth Button working with students during testing, meetings, etc. during the Fall, 2005 semester as required for course completion.
- C. The approval for Jaime Hunckler, Gloucester County College student, to teach

four mini-lessons on recycling in Ms. Robostello's second grade classroom as part of a course project in Environmental Science.

D. Field Trips

1. The approval of Request for Educational Trip/Transportation for the following:

GRADE AND/OR GROUP	DESTINATION/TIME	DATES	ESTIMATED RELATED COST	ESTIMATED TRANSPORTATION COST	TOTAL
Grade 1	Adventure Aquarium, Camden, NJ 9:00 am-2:15 pm	05/11/06	\$661.50	Driver: \$250.00 Lunches: \$16.00 Parking: \$20.00	\$947.50
Grade 1	Gloucester County Library Gibbstown, NJ 9:00 am-11:00 am	Mid-January	\$-0-	Driver: \$100.00	\$100.00

E. Workshops

NAME	WORKSHOP TITLE/LOCATION/DATE	COST
Kristine Knorr Enid Colon-Allen	Character Ed Workshop Cumberland County College, Vineland, NJ 10/18/05 & 3/3/06	\$335.00 each* *Character Ed Funds*

Motion carried by unanimous roll call vote.

6. BUSINESS & FINANCE

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

A. Bills Lists

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

<b>P26</b>	(\$100.00)
<b>P27</b>	\$100.00
<b>P28</b>	\$259,830.71
<b>P29</b>	\$237,305.24

<b>P26</b>	(\$100.00)
<b>P30</b>	\$62,330.25
<b>P31</b>	\$149,335.34
<b>P32</b>	\$35,150.12

Motion carried by unanimous roll call vote.

Motion: (Sorbello/Glocker Hammond) to approve the following as one, B-E:

**B. Student Activities Account**

1. The approval of the Student Activities Account Monthly Bank Reconciliation for the month of September, 2005. (Attachment - EXHIBIT E)

**C. Board Secretary's Report**

1. The acceptance of the Board Secretary's Report for the month of September, 2005. (Attachment - EXHIBIT F)

Pursuant to N.J.A.C.6A:23-2.11(c)4, the Greenwich Township Board of Education certifies by a roll call vote that as of September 30, 2005, after review of the Board Secretary's Report for September, 2005, and upon consultation with the district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C.6A:23:23-2.11(b) and that sufficient funds are available to meet the district's financial obligation for the remainder of the fiscal year.

**D. Treasurer's Report**

1. The approval of the Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of September, 2005. The Treasurer's Report and Secretary's Report are in agreement for the month of September, 2005. (Attachment - EXHIBIT G)

**E. Transfer List**

1. The ratification of transfers, authorized by the Superintendent, for the month of September, 2005, to give balances to new accounts and to balance existing accounts.

Motion carried by unanimous roll call vote.

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

F. Maximum Capital Reserve Statement

1. The acceptance of the Maximum Capital Reserve Statement. The Greenwich Township Public Schools have 14 projects identified in its Five-Year Long-Range Facility Plan that have not been identified or advanced. The projects have an estimated total cost over the five-year period of \$962,500.00. It is estimated that the district may be eligible for State Debt service or EDA grant funds for these projects in the amount of \$385,000.00. Accordingly, the estimated local share of these projects is \$577,500.00. The local share amount of \$577,500.00 represents the maximum amount the Greenwich Township Public Schools may deposit in its capital reserve fund for the 2005-2006 school year. (Attachment - EXHIBIT I)

Motion carried by unanimous roll call vote.

Motion: (Vernacchio/Glocker Hammond) to approve the following as one, G & H):

G. The acceptance of the Greenwich Township Board of Education Comprehensive Annual Financial Report for the fiscal year ending June 30, 2005.

H. Auditor's Management Report on Administrative Findings, Financial Compliance and Performance

1. The acceptance of the Auditor's Management Report on Administrative Findings, Financial, Compliance and Performance for the fiscal year ending June 30, 2005. Further recommend approval for the Business Administrator to implement each of the recommendations as read and distributed to the public at the November 15, 2005 Regular Meeting per the Corrective Action Plan provided by the Board Secretary and on file with the Business Administrator to be submitted to the County Superintendent of School within thirty (30) days of this meeting.

Audit Synopsis (Attachment - EXHIBIT J1)

Corrective Action Plan (Attachment - EXHIBIT J2)

Motion carried by unanimous roll call vote.

Motion: (Caira/Hall) to approve the following resolutions as one, I & J:

I. Resolution

**WHEREAS** the Greenwich Township Board of Education is required to adopt expense by-laws and policies pursuant to N.J.A.C.6A:23B-1.1 and 1.2, and

**WHEREAS** there is not sufficient notice for formal readings at scheduled Board of Education meetings prior to adoption,

**NOW, THEREFORE, BE IT RESOLVED**, the Greenwich Township Board of Education hereby grants prior-approval for the reimbursement of expenses incurred by any employee for travel within the State of New Jersey, for which the Chief School Administrator provides written approval, and which the Chief School Administrator deems to be necessary or unavoidable, and which travel is for the purpose of attending any state, county or education organization affiliate meetings, or for the purpose of furthering delivery of instruction or the efficient operation of the school district.

J. Resolutions

1. The approval for the acceptance of the Resolution Binding the Greenwich Township Board of Education to Purchase Natural Gas Supply Services through the Alliance for Competitive Energy Services (ACES) as per the attached. (Attachment - EXHIBIT L)
2. The approval for the acceptance of the following resolution:

**SUBMISSION OF SCHOOL DISTRICT LRF**

**WHEREAS**, every New Jersey school district must submit a Long Range Facility Plan to the Commissioner of Education every five years, specifically every year ending in "0" or "5", and

**WHEREAS**, regulations require that every Board of Education must approve the submission of this plan,

**NOW, THEREFORE, BE IT RESOLVED**, that the Greenwich Township Board of Education does hereby authorize the Superintendent and/or the School Business Administrator to submit the attached Long Range Facility Plan for the Greenwich Township School District to the commissioner of Education, and



**BE IT FURTHER RESOLVED**, that the Superintendent and/or the School Business Administration, in accordance with regulation, shall provide an advisory copy of this plan to the local planning board.

Motion carried by unanimous roll call vote.

7. USE OF FACILITIES

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

- A. The approval for the American Red Cross to use the Nehaunsey Middle School gymnasium for the Blood Drive on February 22, 2006 from 11:00 am to 9:30 pm.
- B. The approval for Gibbstown Girls Basketball to use the Broad Street School and Nehaunsey Middle School gymnasiums from November 30, 2005 through March 31, 2006 as per the attached. (Attachment - EXHIBIT K)

Motion carried by unanimous roll call vote.

8. OLD BUSINESS

Dr. Francine Marteski updated the Board on the following:

- A. Kindergarten enrollment
- B. Uniform letter from PTA

Scott A. Campbell updated the Board on the following:

- A. Roofing project at Nehaunsey Middle School.

9. NEW BUSINESS

Dr. Francine Marteski reviewed the in-service from 11/7/05 and 11/9/05 and the professional development survey.

10. CORRESPONDENCE

None at this time

11. BOARD OF EDUCATION COMMITTEE REPORTS

Personnel committee met regarding Superintendent's contract. The Board will discuss at the December, 2005 workshop meeting.

12. PUBLIC - AGENDA/NON-AGENDA ITEMS

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

Raymond Dorrel, 114 Bacchus Avenue, Gibbstown, NJ asked when the Long-Range Facilities Plan would be available for public review.

Scott A. Campbell, School Business Administrator/Board Secretary responded that the submittal is web-based and copies will be available after December 5, 2005.

Mr. Dorrel asked if there was any way that the Board could meet on different nights as the planning board coincides with the Board of Education meetings.

Board president Frank J. Minniti, responded that unfortunately our meetings are scheduled on the same day and it makes it difficult for people who want to be kept informed.

**13. CLOSED SESSION**

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

The Board of Education for Greenwich Township, assembled in public session on November 15, 2005, hereby resolves that an Executive Session closed to the public shall be held on November 15, 2005 at 7:45 p.m. in the Nehaunsey Middle School library, Room 48, located at 415 Swedesboro Road, Gibbstown, New Jersey, for discussion of certain matters which relate to items authorized by *Open Public Meetings Act, (N.J.S.A. 10:4-12b)* to be discussed in closed session.

1. *Matters Relating to Litigation, Negotiations and the Attorney Client Privilege.*

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.

Motion: (Glocker Hammond/Vernacchio) to enter into closed session at 7:45 p.m. to discuss the following:

- A. Legal

Motion carried by unanimous voice vote.

Returned from closed session at 8:02 p.m.

14. ADJOURNMENT

Motion: (Caira/Glocker Hammond) to adjourn the meeting at 8:03 p.m.

Motion carried by unanimous roll call vote.

Respectfully submitted,

---

Scott A. Campbell, Board Secretary