

OFFICIAL MINUTES

of the **REGULAR MEETING** of the Greenwich Township Board of Education held Tuesday, November 19, 2002 in the Nehaunsey Middle School Room 18.

The meeting was called to order by President Joseph Marcucci at 7:04 p.m.

Roll Call:

Joseph Marcucci
Frank Minniti
Marie Downes
Joseph Duca
Larry Hall

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

Absent:

Robyn Glocker Hammond
Celia Sorbello

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

- A. Nick L. Petroni, Petroni & Associates presented an overview of the Greenwich Township Board of Education's Comprehensive Annual Financial Report for the fiscal year ending June 30, 2002. Also, the Auditor's Management Report on Administrative Findings, Financial, Compliance and Performance for the year ending June 30, 2002.
- B. Cathy Tortella, R.N., presented the School Nurse Service Plan for the 2002-2003 school year.
- C. Nancy Lynn Cox-Myers, representing Valero Inc. and GAPCAP, presented Educational Videos and Manuals, donated by Valero, Inc.

2. MINUTES

Motion: (Minniti/Duca) to approve the following minutes:

- October 15, 2002 - Regular Meeting (Attachment - EXHIBIT A)
- October 15, 2002 - Caucus #1 (Attachment - EXHIBIT B1)
- October 15, 2002 - Caucus #2 (Attachment - EXHIBIT B2)

Motion carried by unanimous roll call vote.

3. SUPERINTENDENT'S REPORT

A. Administrative Reports

1. Enrollment Statistics, Fire Drills, and Suspensions, as of October 31, 2002. (Attachment - EXHIBIT C1)
2. School Health Services Monthly Reports as of September 30, 2002 and October 31, 2002. (Attachment - EXHIBIT C2)
3. 2002-2003 Violence and Vandalism Report as of October 31, 2002. (Attachment - EXHIBIT C3)
4. Monthly Report of Attendance Officer as of October 31, 2002. (Attachment - EXHIBIT C4)

4. PERSONNEL

Motion: (Hall/Downes) to approve the following as a group, A-D:

- A. The approval of resignation of Tina DeAngelo, Cafeteria/Playground Aide, effective October 31, 2002 as per the attached letter. (Attachment - EXHIBIT D).
- B. The reappointment of Tina DeAngelo as Substitute Cafeteria/Playground Aide for the 2002-2003 school year. Substitute rate is \$7.55 per hour.
- C. The reappointment of Tina DeAngelo as Substitute Secretary for the 2002-2003 school year. Substitute rate is \$7.55 per hour.
- D. The appointment of Tina DeAngelo as Substitute Kitchen Worker for the 2002-2003 school year. Substitute rate is \$7.55 per hour.

Motion carried by unanimous roll call vote.

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

- E. The retroactive appointment of Andrea Sammons as Cafeteria/Playground Aide at Broad Street School for the 2002-2003 school year effective November 12, 2002 for 2.5 hours per day (student calendar - 172 full session days) at a pay rate of \$8.00 per hour.

Motion carried by unanimous roll call vote.

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

- F. The approval of Irina Yurchenko as Substitute Teacher for the 2002-2003 school year. Substitute rate will be \$65.00 per day, up to and including ten (10) days. After ten (10) days, the rate increases to \$75.00 per day.

Motion carried by unanimous roll call vote.

Motion: (Hall/Minniti) to approve the following as a group, G1-G3:

- G. 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 completion of a County Substitute Teacher Application and a positive Criminal History Check:
 - 1. The approval of Edward J. Graham, Jr. as a Substitute Teacher for the 2002-2003 school year. Substitute rate will be \$65.00 a day, up to and including ten (10) days. After ten (10) days, the rate increases to \$75.00 a day.
 - 2. The approval of Lorraine Haddock as Substitute Teacher for the 2002-2003 school year. Substitute rate will be \$65.00 a day, up to and including ten (10) days. After ten (10) days, the rate increases to \$75.00 a day.
 - 3. The approval of Lisa Maden as Substitute Cafeteria/Playground Aide for the 2002-2003 school year. Substitute rate is \$7.55 per hour.

Motion carried by unanimous roll call vote.

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

- H. The approval of the Job Description for the Technology Coordinator as per the attached. (Attachment - EXHIBIT E)

5. CURRICULUM & INSTRUCTION

A. Home School

Motion: (Downes/Duca) to approve the following:

1. The approval for home-schooling of P.W. Notification letter is on file in Superintendent's Office.

Motion carried by unanimous roll call vote.

B. Tuition Student

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

1. The retroactive approval for out-of-district placement of R.M. at Burlington County Special Services School District as of September 26, 2002 at a pro-rated tuition rate of \$18,600.00.

Motion carried by unanimous roll call vote.

C. Field Trips

Motion: (Downes/Hall) to approve the following as a group, C1-C7:

Recommend approval of Request for Educational Trip/Transportation for the following:
(Attachments - EXHIBITS G1-G7)

1. The approval of Request for Educational Trip/Transportation for Grade Kindergarten to Damblys' Garden Center, Berlin, NJ during the first week of December 2002 (exact date to be determined once contacted by Damblys' Garden Center). Time will be from 9:15 a.m. to approximately 11:30 a.m. Estimated cost to the district is \$120.00 for transportation.
2. The approval of Request for Educational Trip/Transportation for Grade 7 to the Franklin Institute, Philadelphia, PA on December 3, 2002. Time will be from 8:50 a.m. to approximately 2:30 p.m. Estimated cost to the district is \$487.00 plus transportation.
3. The approval of Request for Educational Trip/Transportation for Grades 2 and Pre-K to SJPAC Theater, Camden, NJ on December 17, 2002. Time will be from 9:00 a.m. to approximately 1:00 p.m. Estimated cost to the district is \$475.00 plus transportation.
4. The approval of Request for Educational Trip/Transportation for Developmental Kindergarten to Live Theater at SJPAC Theater, Camden, NJ on December 17, 2002. Time will be from 9:00 am. to approximately 1:00 p.m. Estimate cost to the district plus transportation is included in

same day trip for Grades 2 and Pre-K.

5. The approval of Request for Educational Trip/Transportation for Developmental Kindergarten to Pat's Pizzeria, Paulsboro, NJ on January 30, 2003. Time will be from 9:45 a.m. to approximately 11:15 a.m. Estimated cost to the district is \$30.00 for transportation.
6. The approval of Request for Educational Trip for Developmental Kindergarten to the Gibbstown Post Office (weather permitting) the week of February 10, 2003. Time will be from 1:00 p.m. to approximately 1:30 p.m. There is no cost to the district for the walking trip.
7. The approval of Request for Educational trip for the Kindergarten class to visit Dr. Perrige's dental office (weather permitting) February 10 & 11, 2003. Time will be from 12:30 p.m. to approximately 1:30 p.m. There is no cost to the district for this walking trip.

Motion carried by unanimous roll call vote.

D. Workshops

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

1. The retroactive approval for the following individual to attend out-of-district workshop:

Name	Workshop Title/Location/Date	Cost
Christine McLaughlin	Gloucester County Curriculum Consortium Philadelphia, PA (Oct. 30, 2002)	Substitute plus mileage

Motion carried by unanimous roll call vote.

Motion: (Minniti/Hall) to approve the following individuals to attend out-of-district workshops: (Attachment - EXHIBIT I)

Name	Workshop Title/Location/Date	Cost
Jody Harris	GEPA Math Institute: A Series	\$195.00

	of Workshop Connecting Math, Literature Manipulatives & Writing Sicklerville, NJ December 2, 2002 & February 4, 2003	plus mileage plus substitute
Lynn Leupold	GEPA Math Institute: A Series of Workshops Connecting Math, Literature Manipulatives & Writing. Sicklerville, NJ December 2, 2002 & February 4, 2003	\$195.00 plus mileage plus substitute
Kate Brown	Math Assessment: New State Test for Grades 3-4 Glassboro, NJ January 16-17, 2003	\$150.00 plus mileage plus substitute
Beth Miller	Math Assessment: New State Tests for grades 3-4 Glassboro, NJ January 16-17, 2003	\$150.00 plus mileage plus substitute
Kristine Knorr	Divorce: Its Affect & Effect on Our Children & Adolescents Cherry Hill, NJ January 31, 2003	\$125.00 plus mileage

Motion carried by unanimous roll call vote.

E. School Nurse Service Plan

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

1. The approval to accept the School Nurse Service Plan for the 2002-2003 school year.

Motion carried by unanimous roll call vote.

F. Student Teacher (No action required)

1. The following previously board approved student teacher has been

withdrawn by Rowan University from student teaching in Greenwich Township School District for spring 2003:

Student: Brooke Smith Major: Elem Ed Qtr/Sem: Sem 2 CoopTchr/School: Nancy Sager/Broad St

6. BUSINESS & FINANCE

A. Bills Lists

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

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

P26	\$ 1,710.00
P27	\$ 12,915.51
P29	\$ 811.00
P30	\$ 825.91
P31	\$ 16,084.20
P32	\$154,429.54

Motion carried by unanimous roll call vote.

B. Student Activities Account

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

The approval of the Student Activities Account Monthly Bank Reconciliation for the of September, 2002. (Attachment - EXHIBIT K)

Motion carried by unanimous roll call vote.

C. Board Secretary's Report

Motion: (Downes/Minniti) to accept the following:

The acceptance of the Board Secretary's Report for the month of August, 2002. (Attachment - EXHIBIT L)

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 August 31, 2002, after

review of the Board Secretary's Report for August and upon consultation with the district officials, to the best of our knowledge no major account of 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.

Motion carried by unanimous roll call vote.

D. Treasurer's Report

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

1. The approval of the Treasurer of School Monies Report for the month of July, 2002. (Attachment - EXHIBIT M1)

Motion carried by unanimous roll call vote.

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

2. The approval of the Treasurer of School Monies Report for the month of August, 2002. (Attachment - EXHIBIT M2)

Motion carried by unanimous roll call vote.

C. Transfer List

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

The approval of the ratification of transfers, authorized by the Superintendent, for the month of August, 2002, to give balances to new accounts and to balance existing accounts. (Attachment - EXHIBIT N)

Motion carried by unanimous roll call vote.

F. Contracts

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

The approval of the Occupational Therapy Services Agreement between the Gloucester County Special Services School District and the Greenwich Township Board of Education. Our district will receive 203 hours of service at \$55.00 per hour, totaling \$11,165.00.

Motion carried by unanimous roll call vote.

G. Comprehensive Annual Financial Report

Motion: (Hall/Downes) to accept the following:

The acceptance of the Greenwich Township Board of Education Comprehensive Annual Financial Report for the fiscal year ending June 30, 2002.

Motion carried by unanimous roll call vote.

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

Motion: (Minniti/Duca) to accept the following:

The acceptance of the Auditor's Management Report on Administrative Findings, Financial, Compliance and Performance for the fiscal year ending June 30, 2002. Further approval for the Business Administrator to implement each of the recommendations as read and distributed to the public at the November 19, 2002 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 Schools within thirty (30) days of the meeting.

Audit Synopsis (Attachment - EXHIBIT O)
Corrective Action Plan (Attachment - EXHIBIT P)

Motion carried by unanimous roll call vote.

I. Audit Recommendations

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

1. Financial Planning, Accounting & Reporting

- a. The receipts and disbursements for the payroll agency account should be properly entered into the agency account ledger.
- b. The payroll agency cash summary is to be reconciled to the bank account balance on a monthly basis.
- c. The salaries for each payroll are to be reviewed to determine that they are being properly interfaced with the budget.

2. Board Secretary's Records

- a. The approved budgetary line accounts should not be over-expended.

- b. The general fixed asset account group has been established in the general ledger, but it has not been updated (at least monthly) for additions and disposals.
- 3. Treasurer's Records
 - a. The Treasurer should reconcile her cash records with cash records of the Board Secretary.
- 4. Other Special Federal and/or State Projects
 - a. The Board Secretary reviews the budget summary to ensure that grants are recorded for the correct amount.
- 5. Application for State School Aid
 - a. More care is to be taken in verifying the income eligibility for low income students.

Motion carried by unanimous roll call vote.

7. USE OF FACILITIES

Motion: (Duca/Hall) to approve the following as a group, A-F:

- A. The approval for the Greenwich Township Boys Basketball Association to use both the Broad Street and Nehaunsey Middle School Gymnasiums on the following days from December 2, 2002 until March 14, 2003:

Broad Street:

Monday's and Friday's (5:30 p.m. - 9:00 p.m.)

Nehaunsey Middle School:

Monday's, Tuesday's and Thursday's (3:30 p.m. - 5:15 p.m.);

Friday's (3:30 p.m. - 6:00 p.m.)

- B. The approval for the Gibbstown Youth Wrestling Association to use the Nehaunsey Middle School Gymnasium from December 2, 2002 until March 14, 2003 on the following days: Monday's, Tuesday's and Thursday's (5:30 p.m. - 8:00 p.m.).
- C. The approval for the Paulsboro High School 7th & 8th grade Girls Basketball Team to use the Broad Street School Gymnasium for practice from December 2, 2002 until March 14, 2003 on the following days:

Monday's thru Friday's (3:30 p.m. - 5:30 p.m.); and two games
December 19, 2002 versus West Deptford (3:30 p.m. - 5:30 p.m.);
February 27, 2003 versus Woodbury (3:30 p.m. - 5:30 p.m.)

- D. The approval for the Paulsboro Girls Varsity Basketball Team to use the Broad Street and Nehaunsey Middle School Gymnasiums for practice on the following dates:

Broad Street:
January 13, 2003 (3:30 p.m. - 5:30 p.m.)

Nehaunsey Middle School
January 8, 2003 (3:30 p.m. - 5:30 p.m.)
January 17, 2003 (3:30 p.m. - 5:30 p.m.)

- E. The approval for the Paulsboro Boys Varsity Basketball Team to use both the Broad Street and Nehaunsey Middle School Gymnasiums for practice on the following dates:

Broad Street:
January 24, 2003 (3:30 p.m. - 5:30 p.m.)

Nehaunsey Middle School
January 10, 2003 (3:30 p.m. - 5:30 p.m.)
January 31, 2003 (3:30 p.m. - 5:30 p.m.)

- F. The approval for the Greenwich Township Boys Basketball Association to use the Nehaunsey Middle School Lobby for Registrations on November 20, 2002, November 21, 2002, December 2, 2002 and December 3, 2002 from 7:00 p.m. - 8:30 p.m.

Motion carried by unanimous roll call vote.

8. 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.

Mr. Michael Myers, 163 Tomlin Station Road, Gibbstown, NJ asked how it would be possible to receive minutes of meetings he has missed.

Scott Campbell, Board Secretary, replied that if he would provide a written request of

what he needed, copies would be provided in a timely manner.

Mr. Myers then asked if the new Board Member would be required to attend training.

Scott Campbell replied that this particular member will not need training because of their prior service.

Mr. Myers also asked if he could be notified of meetings on Reading Recovery and if citizens would be allowed to attend.

Cathy Tortella, 414 Swedesboro Road, Gibbstown, NJ would like to thank Mr. Campbell for notifying the contractors to remove a downed tree, and if it would be possible to contact them about providing a safer walking path on Constitution Drive. Right now you have to walk in the street where the driveway is and it is not safe.

Scott Campbell indicated he would contact the contractor the next day to rectify the situation.

9. 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 19, 2002*, hereby resolves that an Executive Session closed to the public shall be held on *November 19, 2002*, at 7:52 in the Nehaunsey Middle School 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 Involving Individual Privacy
2. Matters Relating to the Employment Relationship
3. Matters Relating to Litigation, Negotiations and Attorney-Client Privilege.

It is anticipated that such matter 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: (Minniti/Hall) to enter into closed session
at 7:52 p.m. to discuss the following:

1. Personnel
2. Legal Issues

Motion carried by unanimous voice vote.

Motion: (Hall/Duca) to return to regular meeting at 9:15 p.m.

10. PERSONNEL

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

- A. The approval for Violet Gregg to attend the Digital Decisions workshop from July 13-16, 2003. In the event that Mrs. Gregg is not employed by the district at that time, she will be responsible to reimburse the district for the total cost of the workshop.

Motion carried by unanimous roll call vote.

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

2. The approval to submit the Early Employment Separation Initiative to District Principals and Vice-Principals. (Attachment - EXHIBIT Q)

Motion carried by unanimous roll call vote.

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

3. The approval of the Shared Services Agreement of the Business Office Personnel, Mrs. Debbie Truhan, between the Greenwich Township Board of Education (provider) and the Paulsboro Board of Education (receiver) for the remainder of the 2002-2003 school year. (Attachment - EXHIBIT R)

Motion carried by unanimous roll call vote.

11. ADJOURNMENT

Motion: (Minniti/Duca) to adjourn the meeting at 9:18 p.m.

Motion carried by unanimous voice vote.

Respectfully submitted,

Scott A. Campbell, Business Administrator