

1 **OFFICIAL MINUTES**

2
3 of the **PUBLIC HEARING/REGULAR MEETING** of the Greenwich Township Board of
4 Education held **Monday, March 25, 2013** in the Nehaunsey Middle School library.

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6 The meeting was called to order by Vice-President Lisa Morina at 7:00 p.m.

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8 Roll Call:

- 9
10 Lisa Morina
11 Andrew Chapkowski
12 Louis Fabiani
13 Jill Trainor
14 Susan Vernacchio

15
16 Also present were Mr. Stephen Derkoski, Interim Superintendent and Mr. Scott A.
17 Campbell, School Business Administrator/Board Secretary.

18
19 Absent:

- 20
21 Roseanne Lombardo

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

28
29 **FLAG SALUTE**

30
31 **1. MOTION TO OPEN PUBLIC HEARING ON THE 2013-2014 SCHOOL BUDGET**

32
33 Motion: (Vernacchio/Trainor) to open the public hearing portion of the
34 meeting to present the 2013-2014 proposed budget.

35
36 A. The 2013-2014 Budget Presentation was made by Scott A. Campbell,
37 School Business Administrator. (Presentation attached)

38
39 B. Discussion open to the public.

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41 Motion carried by unanimous roll call vote.
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1 **2. MOTION TO CLOSE PUBLIC HEARING**

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3 Motion: (Chapkowski/Vernacchio) to close the public hearing.

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5 Motion carried by unanimous roll call vote.

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8 **REGULAR MEETING**

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10 **3. MOTION TO ADOPT THE 2013-2014 SCHOOL BUDGET:**

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12 Motion: (Chapkowski/Vernacchio) to approve the following as one, A-E:

13
14 A. Recommend approval of the following resolution:

15
16 **BE IT RESOLVED**, the Greenwich Township Board of Education
17 budget for the FY 2013-2014 is adopted as follows:

	<u>Budget</u>
Total General Fund	\$12,118,436.00
Total Special Revenue Fund	\$ 287,308.00
Totals	<u>\$12,405,744.00</u>

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24 **BE IT FURTHER RESOLVED**, that there should be raised for the
25 General Fund \$9,565,815.00 for the ensuing School Year (2013-14); and

26
27 B. **WHEREAS**, school district policy (#6471) and *N.J.A.C. 6A:23B-*
28 *1.2(b)* provides that the Board of Education shall establish in the annual
29 school budget a maximum expenditure amount that may be allotted for
30 such travel and expense reimbursement for the 2013-2014 school year;
31 and

32
33 **WHEREAS**, maximum expenditure amount allotted for travel and
34 expense reimbursement for the 2012-2013 school year was \$6,097.00;
35 and

36
37 **WHEREAS**, travel and expense reimbursement has reached a total
38 amount \$2,470.06 as of February 28, 2013;

39
40 **NOW, THEREFORE, BE IT RESOLVED**, that the Greenwich
41 Township Board of Education, in the County of Gloucester, New Jersey
42 hereby establishes the school district travel maximum for the 2013-2014
43 school year at the sum of \$5,777.00; and

1 **BE IT FURTHER RESOLVED**, that the School Business
2 Administrator shall track and record these costs to insure that the
3 maximum amount is not exceeded.
4

5 C. **WHEREAS**, *N.J.A.C. 6A:23A:5.2(a)* mandates boards to establish
6 annually prior to budget preparation, for public relations and each type of
7 professional service a maximum level of spending for the ensuing school
8 year; and
9

10 **WHEREAS**, the budget includes the following appropriations:
11

12	Legal	\$15,000.00
13	Accounting	\$21,000.00
14	Physician	\$ 3,300.00
15	Architect	\$15,000.00
16	Teacher Prof. Dev.	\$23,900.00
17		

18 **WHEREAS**, the Administration needs to notify the Board if there
19 arises a need to exceed said maximums. Upon which the Board may
20 adopt a dollar increase in the maximum amount through formal board
21 action; and
22

23 **WHEREAS**, the Board and Administration wishes to minimize the
24 amount of paperwork involved in this area;
25

26 **NOW, THEREFORE, BE IT RESOLVED**, that the Greenwich
27 Township School District Board of Education establishes maximums for
28 professional development in the areas listed above at a level of 50% of the
29 amounts listed for the 2013-2014 school year.
30

31 D. Resolution: State Aid – School Year 2013-2014
32

33 **WHEREAS**, the Board of Education of Greenwich Township in the
34 County of Gloucester has met to acknowledge and accept the 2013-2014
35 State Aid,
36

37 **BE IT RESOLVED**, that the Greenwich Township Board of
38 Education acknowledges receipt of the 2013-2014 State Aid amounts
39 listed below:
40

AID CATEGORY	AMOUNT
Categorical Special Education Aid	\$342,959.00
Categorical Security Aid	\$84,835.00

Transportation Aid	\$272,654.00
Adjustment Aid	\$410,720.00
TOTAL	\$1,111,168.00

1
2 **THEREFORE, BE IT RESOLVED**, that the Board of Education of
3 Greenwich Township does accept the State Aid for school year 2013-
4 2014.

5
6 E. Tax Payment Schedule:

7
8 The approval of the attached Tax Payment Schedule for the 2013-2014
9 school year. (Attachment-Exhibit A)

10
11 Roll Call Vote:

12
13 Lisa Morina – Yes
14 Andrew Chapkowski – Yes
15 Louis Fabiani – Yes
16 Jill Trainor – Yes
17 Susan Vernacchio - Yes

18
19 **4. MINUTES**

20
21 Motion: (Vernacchio/Trainor) to approve the minutes:

22
23 February 11, 2013 -- Regular Meeting
24 February 11, 2013 -- Executive Session
25 February 26, 2013 -- Special Meeting
26 March 5, 2013 -- Special Meeting
27 March 5, 2013 -- Executive Session

28
29 Motion carried by unanimous roll call vote.

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31 **5. SUPERINTENDENT’S REPORT**

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33 Motion: (Chapkowski/Vernacchio) to approve the following as one, A1-A4:

34
35 A. Administrative Reports

- 36
37 1. Enrollments Statistics, Fire Drills and Suspensions as of February
38 28, 2013. (Attachment – EXHIBIT C1)
39
40 2. School Health Services Monthly Reports as of February 28, 2013.
41 (Attachment – C2)

1 3. 2012-2013 Violence & Vandalism Report as of February 28, 2013.
2 (Attachment – EXHIBIT C3)

3
4 4. Monthly Report of Attendance Officer as of February 28, 2013.
5 (Attachment – EXHIBIT C4)

6
7 Motion carried by unanimous roll call vote.
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9 **6. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING**
10 **ACTION ITEMS**

11
12 Motion: (Chapkowski/Vernacchio) to approve the following as one, A-D:
13

14 A. The approval to adjust the existing 2012-2013 Greenwich Township
15 School District Calendar to reflect the mandatory make-up days and
16 required time for staff development related to EE4NJ. (Attachment –
17 EXHIBIT D)

18
19 B. The approval for the following Rowan University students for full-time
20 student teaching placements (elementary education) from September 3,
21 2013 through December 19, 2013:

<u>Student</u>	<u>Cooperating Teachers</u>
Brittney DeCotiis	Megan Sizemore (Kindergarten)
Danielle Paoello	Suzanne Pezzino (Grade 4)

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27 C. The approval for the following Rowan University student for a combined
28 full-time student teaching placement (Subject Matter – English) from
29 September 3, 2013 through December 19, 2013 and full-time student
30 teacher placement (special education) from January 2, 2014 through
31 February 14, 2014:

<u>Student</u>	<u>Cooperating Teachers</u>
Cheryl Cutter	Nicole McGann (Language Arts)
	Jennifer Walker

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37 D. The approval for the appointment of Andrew Misinkavitch and Robert Viola
38 as Substitute Custodians for the remainder of the 2012-2013 school year.
39 Substitute rate of pay will be \$8.50 per hour.
40

41 Motion carried by unanimous roll call vote.
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1 **7. POLICY/REGULATION**

2
3 None at this time.

4
5 **8. CURRICULUM & INSTRUCTION**

6
7 Motion: (Chapkowski/Morina) to approve the following as one, A-D:

8
9 **A. Technology Plan**

- 10
11 1. The approval of the Greenwich Township School District
12 Technology Plan for the period of July 1, 2013 through June 30,
13 2016. (A copy is available in the Superintendent’s office for
14 review.)

15
16 **B. No Child Left Behind Grant Award**

- 17
18 1. The approval to accept the Greenwich Township School District No
19 Child Left Behind (NCLB) Grant Award for the fiscal year 2013 as
20 listed below:
21

Program Name	FY 2013 Allocation Amount
NCLB Consolidated	
Title I, Part A	\$77,290.00
Title II, Part A	\$18,813.00
TOTAL ALLOCATION	\$96,103.00

22
23 **C. Field Trips**

- 24
25 1. The approval of the Request for Educational Trip/Transportation for
26 the following:
27
28

Grade and/or Group	Destination/Time	Date(s)	Estimated Related Cost	Estimated Transportation Cost	Total
Grade 4	New Jersey State Police Museum and State House Trenton, NJ 8:50 a.m. – 2:00 p.m.	4/19/13		\$600.00 (buses)	\$600.00
Grade 1	Adventure Aquarium Camden, NJ 9:30 a.m. – 2:45 p.m.	4/26/13	Admission/ Bus Fee: \$728.00	\$340.00 (buses)	\$1,068.00

Grade 2	Academy of Natural Sciences Philadelphia, PA 9:00 a.m. – 2:30 p.m.	5/3/13	Admission: \$449.00	\$188.00 (1 bus)	\$637.00
Grade 3	Franklin Institute Philadelphia, PA 8:50 a.m. – 2:30 p.m.	5/31/13	Tickets/Lunchroom Fee: \$542.50	\$376.00 (2 buses)	\$918.50

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D. Workshops

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

Name	Workshop Title/Location/Date	Cost
Catrina Collier-Laster	Annual Conference on Reading and Writing Double Tree Hotel Somerset, NJ 4/12/13	\$175.00 Plus Mileage Plus Substitute
Jacquelyn Traini	PARCC – Get in the Know EIRC, Mullica Hill, NJ 4/18/13 4:00 p.m. – 7:00 p.m.	\$40.00 Plus Mileage
Terry DiSanto	The Art and Science of Healing Children (Child Abuse Workshop) Gloucester County College Sewell, NJ 4/18/13 8:00 a.m. – 3:00 p.m.	Plus Mileage
Cathy Tortella	The 3 R's of Child Abuse Gloucester County College Sewell, NJ 4/18/13 8:00 a.m. – 3:00 p.m.	Plus Mileage Plus Substitute (morning only—half day for students)
Stephania Tomaszewski	Lego Robotics for STEM Training Rowan University Glassboro, NJ 4/19/13 8:30 a.m. – 1:30 p.m.	\$125.00 Plus Mileage Plus Substitute

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Motion carried by unanimous roll call vote.

9. **BUSINESS & FINANCE**

Motion: (Morina/Chapkowski) to approve the following:

A. Resolutions:

Contract Execution (Capehart and Scatchard):

1 **WHEREAS**, funds are available for this purpose; and
2

3 **WHEREAS**, The Local Public Contracts Law (*N.J.S.A. 18A:18-5 et. seq.*)
4 no longer requires that the resolution authorizing the award of contracts
5 for "Professional Services" be bid competitively;
6

7 **NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of
8 Greenwich, County of Gloucester and State of New Jersey, as follows:
9

- 10 1. The President and Secretary are hereby authorized and
11 directed to execute the following contract for the 2012-2013
12 school year with:
13
14 a. Capehart and Scatchard to provide contract
15 negotiations services on an "As Needed" basis at a
16 fee of \$165.00 per hour.
17
18 2. The above contract is awarded without competitive bidding
19 as a "professional service" under provisions of the Local
20 Public Contracts Law because the above persons or firms
21 named are licensed to practice a recognized profession in
22 the State of New Jersey as above stated, and further such
23 services to be performed cannot be bid competitively
24 because it is impossible to prepare specifications for same in
25 accordance with the above-captioned statutes.
26

27 Contract Execution (Nutri-Serve):
28

29 **WHEREAS**, funds are available for this purpose; and
30

31 **WHEREAS**, the Local Public Contracts Law (*N.J.S.A. 18A:18-5 et. seq.*)
32 no longer requires that the resolution authorizing the award of contracts
33 for "Professional Services" be bid competitively;
34

35 **NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of
36 Greenwich, County of Gloucester and State of New Jersey, as follows:
37

- 38 1. The President and Secretary are hereby authorized and directed to
39 execute the following contract for the 2013-2014 school year with:
40
41 a. Nutri-Serve Management, Inc. at the flat rate of \$14,910.00.
42
43 2. The above contract is awarded without competitive bidding as a
44 "professional service" under provisions of the Local Public

1 Contracts Law because the above persons or firms named are
2 licensed to practice a recognized profession in the State of New
3 Jersey as above stated, and further such services to be performed
4 cannot be bid competitively because it is impossible to prepare
5 specifications for same in accordance with the above-captioned
6 statutes.
7

8 Motion carried by unanimous roll call vote.

9
10 Motion: (Chapkowski/Trainor) to approve the following as one, B1 & B2:

11
12 B. Out of District Placements

- 13
14 1. The *retroactive* approval for student #R2012-20 to attend
15 Gloucester County Special Services Alternative High School
16 Program effective March 5, 2013, at a tuition rate of \$19,251.00
17 (prorated) for the 2012-2013 school year. The School Board
18 President and School Business Administrator are authorized to
19 execute all contracts. (Attachment – EXHIBIT E1)
20
21 2. The *retroactive* approval for student #2012-11 to attend Brookfield
22 Academy effective March 18, 2013, at a tuition rate of \$15,252.00
23 (prorated) for the 2012-2013 school year. (This student was
24 previously approved to attend Ranch Hope.) The School Board
25 President and School Business Administrator are authorized to
26 executive all contracts. (Attachment – EXHIBIT E2)
27

28 Motion carried by unanimous roll call vote.

29
30 **10. REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD**
31 **SECRETARY**

32
33 Motion: (Trainor/Vernacchio) to approve the following as one, A-I:

34
35 A. Bills Lists

- 36
37 1. The bills as presented by the Board Secretary in the following
38 amounts are ordered paid. (Attachment – EXHIBIT F1)
39

No.	Amount
P54	\$240,962.95
P55	\$28,504.42
P56	\$233,823.26

P57	\$239,953.59
P58	\$28,412.22
P59	\$5,611.74
P60	\$107,930.94
P61	\$218,889.87
P62	\$238,933.64
P63	\$28,309.26
P64	\$.03
P66	\$250,691.42
P67	\$50,248.61
TOTAL	\$1,672,271.95

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B. The approval that the following checks be voided. (Attachment – EXHIBIT F2)

Check#	Vendor	Amount
14055	Stewart Business Systems	\$299.68
13462	William Houghton	\$24.01

C. Student Activities Account

1. The approval of the Student Activities Account Monthly Bank Reconciliation for the month of **February 2013**. (Attachment – EXHIBIT G)

D. Board Secretary’s Report

1. The acceptance of the Board Secretary’s Report for the month of **February 2013**. The Board Secretary certifies that no line item account has been over expended in violation of *N.J.A.C. 6A:23A – 16.10(c)3* and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (Attachment – EXHIBIT H)

E. 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 **February 2013**. The Treasurer’s Report and Secretary’s Report are in agreement for the month of **February 2013**. (Attachment – EXHIBIT I)

1 F. Revenue Certification

- 2
3 1. The Board Secretary in accordance with *N.J.A.C. 6A:23A –*
4 *16.10(c)2* certifies that there are no changes in anticipated revenue
5 amounts or revenue sources.
6

7 G. Board of Education Certification

- 8
9 1. The approval of the Board of Education certification for the month
10 of **February 2013** that after review of the secretary's monthly
11 financial report and upon consultation with the appropriate district
12 officials, that to the best of its knowledge no major accounts or
13 funds have been over expended in violation of *N.J.A.C. 6A:23A –*
14 *16.10(c)4* and that sufficient funds are available to meet the
15 district's financial obligations for the remainder of the fiscal year.
16

17 H. Transfer List

- 18
19 1. The ratification of transfers, authorized by the Superintendent, for
20 the month of **February 2013** to give balances to new accounts and
21 to balance existing accounts. (Attachment – EXHIBIT J)
22

23 I. Board of Education Meeting Dates 2013

- 24
25 1. The approval of the following Board of Education Meeting dates for
26 the remainder of 2013:
27

28 Monday – May 13, 2013

29 Monday – June 10, 2013

30 July – No Meeting

31 Monday – August 26, 2013 (held the 4th Monday due
32 to employment contracts,
33 start of school business)

34 Monday – September 9, 2013

35 Monday – October 21, 2013 (held the 3rd Monday due
36 to school closed for
37 Columbus Day)

38 Monday – November 11, 2013

39 Monday – December 9, 2013
40

41 Motion carried by unanimous roll call vote.
42
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1 **11. REGULATORY**

2
3 Motion: (Chapkowski/Trainor) to approve the following as one, A-F:

- 4
5 A. The *retroactive* approval for the Greenwich Township Recreation
6 Committee to use the Broad Street School gymnasium on Saturday,
7 March 23, 2013 from 9:00 a.m. to 12:00 p.m. for their annual Easter Egg
8 Hunt.
9
10 B. The *retroactive* approval for Gibbstown Softball to use the open fields in
11 the back of Broad Street School for softball practice from Saturday, March
12 23, 2013 through Saturday, June 23, 2013 from 4:00 p.m. to 8:00 p.m.
13
14 C. The approval for Guardian Angels Regional School to use the Broad
15 Street School auditorium for their Spring Musical on April 10, April 17,
16 April 24, May 1, May 8, May 13, and May 15, 2013 from 6:00 p.m. to 9:00
17 p.m. and on May 17 and May 18, 2013 from 5:00 p.m. to 9:30 p.m.
18
19 D. The approval for the Greenwich Township Office of Emergency
20 Management to use the Broad Street School auditorium for an
21 informational meeting for residents regarding Shelter in Place on
22 Thursday, May 2, 2013 from 6:30 p.m. to 8:30 p.m.
23
24 E. The approval for Gibbstown SACC to use the Broad Street School
25 auditorium on Tuesday, May 28, 2013, Wednesday, May 29, 2013 and
26 Thursday, May 30, 2013 from 9:00 a.m. to 11:00 a.m. for preschool
27 graduation practice and the Broad Street auditorium and gymnasium on
28 Thursday, May 30, 2013 from 6:00 p.m. to 9:00 p.m. for preschool
29 graduation and refreshments.
30
31 F. The approval for Gibbstown SACC to use the Broad Street School
32 gymnasium and playground various days during the 2013-2014 school
33 year and the Broad Street School playground during the summer (June
34 2013 – August 2013 when school is not in session). SACC is a 501C
35 Non-Profit Organization.
36

37 Roll Call Vote:

38
39 Jill Trainor – Yes
40 Susan Vernacchio – Abstained on items E & F; Yes to all others
41 Lisa Morina – Yes
42 Andrew Chapkowski – Yes
43 Louis Fabiani - Yes
44

1 **12. OLD BUSINESS**

2
3 None at this time.

4
5 **13. NEW BUSINESS**

6
7 None at this time.

8
9 **14. CORRESPONDENCE**

10
11 None at this time.

12
13 **15. PUBLIC – AGENDA/NON-AGENDA ITEMS**

14
15 This is the time when anyone from the public who wishes to speak to the Board
16 may do so. Please state your name, address and phone number. The Board will
17 hear your concerns. The Board may or may not take action this evening. You
18 will be notified either at this meeting by letter or telephone of any action the
19 Board does take.

20
21 ***Patty New**, Teacher at Broad Street School, asked if anyone applied for the*
22 *open Board of Education seat? **Lisa Morina** said it was something that will be*
23 *discussed during Executive Session.*

24
25 ***Lee Lucas**, 361 Democrat Road, Gibbstown, asked if that was something for*
26 *which the Board needed to go into closed session? **Mrs. Morina** said they will*
27 *take action when they come out of executive session. **Stephen Derkoski** said*
28 *the Board does have the opportunity to interview a candidate in closed session*
29 *but any discussion about the position will be done in the open meeting.*

30
31 ***Patty New** said the budget presentation talked about the projected rate in the*
32 *health care increase being 14%. She wanted to know what the monetary amount*
33 *is per family? **Scott Campbell** answered that the projected cost for a family*
34 *which includes prescriptions, dental and medical would be \$30,349.63. For*
35 *parent/child, the cost is \$17,471.00; for husband/wife, the cost is \$23,254.00 and*
36 *for single, the cost is \$10,356.00.*

37
38 ***Lee Lucas** commented that \$30,000.00 is an expensive plan.*

39
40 **16. EXECUTIVE SESSION**

41
42 Pursuant to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-*
43 *6, et seq.*, which provides that an Executive Session, not open to the public, may
44 be held for certain specified purposes when authorized by Resolution.

1 The Board of Education for Greenwich Township, assembled in public session on
2 **March 25, 2013** hereby resolves that an Executive Session closed to the public
3 shall be held on **March 25, 2013** at **8:12 p.m.** in the Nehaunsey Middle School
4 library, Room 48, located at 415 Swedesboro Road, Gibbstown, New Jersey, for
5 discussion of certain matters which relate to items authorized by *Open Public*
6 *Meetings Act, (N.J.S.A. 10:4-12b)* to be discussed in closed session.
7

- 8 • Matters Required By Law to Be Confidential
- 9 • Matters Involving Individual Privacy
- 10 • Matters Relating to the Employment Relationship

11
12 It is anticipated that such matter may be disclosed to the public upon the
13 determination of the Board that applicable exception no longer applies and the
14 public interest will no longer be served by such confidentiality.
15

16 Motion: (Chapkowski/Vernacchio) to enter into Executive Session at 8:12
17 p.m. to discuss the following:

- 18 • Personnel
- 19 • Legal

20
21
22 Motion carried by unanimous voice vote.

23
24 Motion: (Chapkowski/Morina) to return from Executive Session at 8:43 p.m.

25
26 Motion carried by unanimous voice vote.
27

28 **17. NEW BOARD MEMBER**

29
30 Motion: (Vernacchio/Chapkowski) to accept the application of Kenneth L.
31 Ridinger to fill the vacant seat on the Greenwich Township Board of
32 Education.
33

34 Motion carried by unanimous roll call vote.

35
36 **Scott A. Campbell** then swore in Mr. Ridinger to the Board of Education.
37

38 **18. INTERIM SUPERINTENDENT CONTRACT**

39
40 Motion: (Vernacchio/Trainor) to approve the following:

- 41
42 A. The approval to expand the contract of the Interim Superintendent from
43 two (2) days to three (3) days per week at the same per diem rate for the
44 remainder of the 2012-2013 school year, effective March 25, 2013.

