

1 **OFFICIAL MINUTES**

2
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held
4 Tuesday, November 20, 2007 in the Nehaunsey Middle School library.

5
6 The meeting was called to order by President Frank J. Minniti at 7:00 pm.

7
8 **Roll Call:**

9
10 Frank J. Minniti
11 Robyn Glocker Hammond (arrived at 7:03 p.m.)
12 Michael Myers
13 Frederick Reel
14 James Sorbello
15 Susan Vernacchio

16
17 Also present were Dr. Francine Marteski, Superintendent and Scott A. Campbell,
18 School Business Administrator/Board Secretary.

19
20 **Absent:**

21
22 Patrick Lani, Jr.

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

29
30 Flag Salute

31
32 **1. PRESENTATIONS**

33
34 A. Nick L. Petroni, Petroni & Associates, gave an overview of the Greenwich
35 Township Board of Education Comprehensive Annual Financial Report –
36 Fiscal Year Ending June 30, 2007 and Auditor’s Management Report on
37 Administrative Findings, Financial, Compliance and Performance – Fiscal
38 Year Ending June 30, 2007.

39
40 *Frank J. Minniti asked Mr. Petroni if the State asks for input from the auditors
41 on how to improve purchasing for districts and also help districts run better
42 fiscally. Mr. Petroni answered that the laws were set up to make purchasing
43 for districts easier by using state contracts but getting the better price through
44 state contracts is not always the case as we see in the private sector. Certain

1 areas are getting tougher with thresholds for purchasing and some of the
2 policies are archaic and the state should let business administrators do their
3 job and auditors do theirs.
4 Fred Reel asked why instructional costs have gone up over the last few
5 years? Scott A. Campbell answered that it is mostly due to negotiated salary
6 increases and additional increasing costs. Mr. Reel then asked who put the
7 audit book together? Mr. Petroni replied that it is a collaboration between his
8 firms representatives and Scott A. Campbell. The format of the audit is
9 uniform throughout the state and country. The information in the document
10 will show you what the trends in the district have been over the last few years.
11 Mr. Reel then asked how running two schools affects the district financially?
12 Mr. Petroni responded that they look at the overall picture; not on a building
13 by building basis. Mr. Reel then commented that from time to time you hear
14 of public officials who steal. Is that what the audit looks for? Mr. Petroni
15 responded that fraud is not the focus of the audit and not what we are looking
16 for. The district is complying with accounting and grant regulations to name a
17 few. Your Business Administrator and his staff do an excellent job.

18
19 **2. MINUTES**

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

- 22
23 October 1, 2007 – Workshop Meeting
24 October 1, 2007 – Executive Session
25 October 16, 2007 – Regular Meeting
26 October 16, 2007 – Executive Session
27

28 Motion carried by unanimous roll call vote.
29

30 **3. SUPERINTENDENT'S REPORT**

31
32 Motion: (Reel/Minniti) to approve the following:
33

34 A. **Administrative Reports**

- 35
36 1. Enrollment Statistics, Fire Drills and Suspensions, as of October
37 31, 2007. (Attachment - EXHIBIT B1)
38
39 2. School Health Services Monthly Reports as of October 31, 2007.
40 (Attachment - EXHIBIT B2)
41
42 3. 2007-2008 Violence & Vandalism Report as of October 31,
43 2007. (Attachment - EXHIBIT B3)
44

1 4. Monthly Report of Attendance Office as of October 31, 2007.
2 (Attachment - EXHIBIT B4)

3 Motion carried by unanimous roll call vote.

4
5 Motion: (Glocker Hammond/Sorbello) to approve the following:

6
7 B. District Policies/Regulations

8
9 1. The approval of the following list of revised and newly mandated
10 district policies and regulations on second reading. (Attachment -
11 EXHIBIT C)

12
13 **Revised Bylaw 0147 Appendix A** - Board Member Travel
14 Expenses

15 **New Policy 3340** - Grievance - Teaching Staff

16 **Revised Policy 4340** - Grievance Support Staff

17 **Revised Policy/Revised Regulation 5330** - Administration of
18 Medicine

19 **Revised Policy 5512.01** - Harassment, Intimidation and Bullying

20 **Revised Policy/New Regulation 5530** - Substance Abuse

21 **New Policy 5561** - Use of Restraints

22 **Revised Policy/New Regulation 8461** - Reporting Violence,
23 Vandalism, Alcohol and Other Drug Abuse

24 **New Policy 8601** - Pupil Supervision After School Dismissal

25
26 Motion carried by unanimous roll call vote.

27
28 **4. PERSONNEL**

29
30 Motion: (Sorbello/Glocker Hammond) to approve the following as one, A-H:

31
32 A. The retroactive approval to accept a Leave of Absence (FMLA) for
33 Joanne Parker effective October 25, 2007 until TBD.

34
35 B. The retroactive approval to accept a Leave of Absence (FMLA) for
36 Cheryl Pindur effective October 26, 2007 until November 30, 2007.

37
38 C. The approval for the acceptance of the resignation/retirement of
39 Regina Hutchison, Teacher, effective January 1, 2008. (Attachment –
40 EXHIBIT C)

41
42 D. The approval for the appointment of Sandi Schappert as Grade 4
43 Teacher at Broad Street School for the 2007-2008 school year at an
44 annual salary of \$42,463.00, Step 1, (BA) retroactive to September 1,

1 2007 (to be adjusted pending 2007-2010 GTEA contract ratification)
2 with benefits, as per the GTEA Agreement.
3

4 E. The approval for the appointment of Lynne Beechler as a long term
5 substitute teacher effective October 29, 2007 through June 17, 2008.
6 (Attachment – EXHIBIT D)
7

8 F. The approval to accept a Leave of Absence with no pay for Sharon
9 DiMenna, Bus Aide, effective December 3, 2007 until December 7,
10 2007.
11

12 G. The approval for the appointment of the following individuals as
13 Substitute Teachers for the 2007-2008 school year. Substitute rate will
14 be \$70.00 a day, up to and including ten (10) days. After ten (10)
15 days, the rate increases to \$75.00 a day.
16

17 Holly Grimes Corina Sanfino
18

19 H. The approval for the appointment of Tina Wilgus as substitute
20 secretary for the 2007-2008 school year at an hourly rate of \$8.50 per
21 hour.
22

23 Motion carried by unanimous roll call vote.
24

25 **5. CURRICULUM & INSTRUCTION**
26

27 Motion: (Vernacchio/Minniti) to approve the following:
28

29 A. The approval to submit the Local Professional Development Plan for the 2008-
30 2009 school year to the County Superintendent (copy available for review in
31 the Superintendent's Office).
32

33 Motion carried by unanimous roll call vote.
34

35 Motion: (Glocker Hammond/Sorbello) to approve the following:
36

37 **B. Field Trips**
38

39 1. The approval of Request for Educational Trip/Transportation for the
40 following:
41

GRADE AND/OR GROUP	DESTINATION/TIME	DATES	ESTIMATED RELATED COST	ESTIMATED TRANSPORTATION COST	TOTAL
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Grade 1	Greenwich Township Library 12:15 pm-1:45 pm	3/4/08	\$-0-	Driver: \$81.00	\$81.00
Grade 2	Academy of Natural Sciences Philadelphia, PA 8:50 am-2:00 pm	3/7/08	\$440.00	Tolls: \$3.00 Drivers: \$135.00 Lunch: \$8.00	\$586.00
Grade 6	University of Pennsylvania Museum of Archeology & Anthropology 8:45 am-1:30 pm	4/24/08	\$300.00	Tolls: \$9.00 Drivers: \$312.00 Lunch: \$16.00 Substitute: \$75.00	\$712.00
Grade 4	Trenton State House Trenton, NJ 8:45 am-2:15 pm	5/1/08	\$-0-	Drivers: \$270.00	\$270.00
Grade 3	Cedar Run Wildlife Refuge Medford, NJ 9:00 am-2:00 pm	5/1/08	\$438.00	Driver: \$270.00 Lunch: \$16.00	\$754.00
Grade 1	Adventure Aquarium Camden, NJ	5/7/08	\$593.00	Driver: \$324.00 Lunch: \$16.00 Parking: \$20.00	\$953.00

Motion carried by unanimous roll call vote.

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

C. Workshops

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

NAME	WORKSHOP TITLE/LOCATION/DATE	COST
Janice Spoto Allison Delaney	Strategies to Teach All Learners in Any Classroom Drexel Hill, PA 11/29/07	\$189.00 (Spoto only-Delaney had Courtesy Pass) Plus Substitute Plus Mileage
Regina Minniti	STS Transportation General Meeting Columbus, NJ 12/7/07	\$40.00
Jennifer Carr Rabecca Cotton	Writing on Demand-Increasing Students' Success in Writing Voorhees, NJ 12/17/07	\$199.00 each Plus Substitute Plus Mileage
Lori Chiavoroli Jody Harris	Inclusion Workshop-Successful Co-Teaching Strategies Voorhees, NJ 1/10/08	\$195.00 each Plus Substitute Plus Mileage
Lorie Muraca	Learn/Develop Strategies to be Successful in Transitioning Preschool Disabled Children Into General Education Programs 2/22/08	\$15.00 Plus Substitute Plus Mileage

Roll Call Vote:

1 Frank Minniti – Abstained on Regina Minniti; Yes to all others
2 Robyn Glocker Hammond – Yes to all
3 Michael Myers – Yes to all
4 Frederick Reel – Yes to all
5 James Sorbello – Yes to all
6 Susan Vernacchio – Yes to all

7 **6. BUSINESS & FINANCE**
8

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

10
11 A. Bills Lists
12

13 1. Resolution
14

15 The approval of the Travel and Related Expense Reimbursement
16 resolution as follows:
17

18 **WHEREAS**, the Greenwich Township Board of Education
19 recognizes school staff and Board members will incur travel expenses
20 related to and within the scope of their current responsibilities and for
21 travel that promotes the delivery of instruction or furthers the efficient
22 operation of the school district; and
23

24 **WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board
25 members to receive prior approval of these expenses by a majority of the
26 full voting membership of the Board and staff members to receive prior
27 approval of these expenses by the Superintendent of Schools and a
28 majority of the full voting membership of the Board; and
29

30 **WHEREAS**, a Board of Education may establish, for regular
31 district business travel only as described in NJOMB Circular Letter 06-02,
32 including amendments or revisions thereto, a threshold amount below
33 which Board approval is not required; and
34

35 **WHEREAS**, the Board of Education establishes, for regular
36 district business travel only, an annual school year threshold of \$1,000.00
37 per staff/Board member where prior Board approval shall not be required
38 unless this annual threshold for a staff/Board member is exceeded in a
39 given school year (July 1 through June 30); and
40

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

1
2 **THEREFORE, BE IT FURTHER RESOLVED**, the Board of
3 Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1
4 et seq. as being necessary and unavoidable as per noted on the attached
5 Board of Education Approval of Travel and Related Expense
6 Reimbursement Form; and
7

8 **BE IT FURTHER RESOLVED**, the Board of Education
9 approves the travel and related expense reimbursements as listed on the
10 attached Board of Education Approval of Travel and Related Expense
11 Reimbursement Form.
12

13 Motion carried by unanimous roll call vote.

14 Motion: (Myers/Minniti) to approve the following:

- 15
16
17 2. The bills as presented by the Board Secretary in the following
18 amounts are ordered paid. (Attachment - EXHIBIT E)
19

P21	\$3,026.00
P22	\$937.61
P23	\$279,417.80
P24	\$55,505.60
P25	\$20,963.50
P26	\$20,963.50-
P27	\$184,061.71
P28	\$4,129.34
P29	\$42,760.86
P30	\$0.00
P31	\$279,809.85
P32	\$100,082.18
P33	\$85,199.10

20
21 Motion carried by unanimous roll call vote.

22
23 Motion: (Sorbello/Myers) to approve the following as one, B-F:
24

25 B. Student Activities Account
26

- 27 1. The approval of the Student Activities Account Monthly Bank
28 Reconciliation for the month of September, 2007. (Attachment – EXHIBIT
29 F)
30

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C. Cafeteria Account

1. The approval for the following cafeteria payments for the month of October, 2007 as presented by the Board Secretary in the following amounts are ordered paid. (Attachment – EXHIBIT L)

CK#	DATE	PAYABLE TO	DESCRIPTION	AMOUNT
607	10/15/07	Deer Park	Water	\$7.83
608	10/15/07	Deluxe Italian Bakery	Food	\$20.40
609	10/15/07	Thrower Mechanical Cont	Repairs	\$80.00
610	10/15/07	NJ Dept of Agriculture	Food	\$190.35
611	10/15/07	Paul Vallandingham	Food	\$198.18
612	10/15/07	Hobart	Repairs	\$275.30
613	10/15/07	Jack & Jill	Food	\$374.28
614	10/15/07	Stroehmann	Food	\$633.09
615	10/15/07	City Supply Co. Inc.	Food	\$1,246.24
616	10/15/07	Hy-Point Farms	Food	\$1,520.82
617	10/15/07	Sysco Foods	Food	\$4,427.62
			Total Paid Out	\$8,974.11

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D. Board Secretary's Report

1. The acceptance of the Board Secretary's Report for the month of September, 2007. (Attachment - EXHIBIT G)

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, 2007, after review of the Board Secretary's Report for September 2007, 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.

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 September, 2007. The Treasurer's Report and Secretary's Report are in agreement for the month of September, 2007. (Attachment - EXHIBIT H)

F. Transfer List

- 1 1. The ratification of transfers, authorized by the Superintendent, for
2 the month of September, 2007, to give balances to new accounts
3 and to balance existing accounts. (Attachment - EXHIBIT J)
4

5 Motion carried by unanimous roll call vote.
6

7 Motion: (Vernacchio/Minniti) to approve the following:
8

9 G. Grants

- 10
11 1. The approval to accept the approved IDEIA grant award from the
12 NJDOE for the fiscal year 2008 pending availability of funds as listed
13 below:
14

15 Program Duration: Start 9/1/07 End: 8/31/08
16

PROGRAM NAME	GRANT NUMBER	AWARD AMOUNT
IDEIA COMBINED	IDEIA 183008	
BASIC		\$182,931.00
PRESCHOOL		\$ 10,431.00

17
18 Motion carried by unanimous roll call vote.
19

20 Motion: (Sorbello/Vernacchio) to approve the following as one, H1 & H2:
21

22 H. Contracts

- 23
24 1. The retroactive approval of the summer 2007 Joint Transportation
25 Agreement (route GWS-1 and GWS-7) between the Gateway Regional
26 High School (Host) and the Greenwich Township Board of Education
27 (Joiner) for the transportation of two students as follows: student A.V.
28 to Bancroft, Haddonfield, NJ at a cost of \$1,540.48 as student V.M. to
29 Durand Academy, Woodbury, NJ at a cost of \$1,433.10. Total cost for
30 the route is \$2,973.58.
31
32 2. The approval for the participation in the Gloucester County Audio-
33 Visual Aids Commission for the 2008-2009 school year, at a cost of
34 \$4.10 per pupil assessment. (Attachment – EXHIBIT J)
35

36 Motion carried by unanimous roll call vote.
37

38 Motion: (Glocker Hammond/Minniti) to approve the following:
39

1
2 I. 2006-2007 Audit
3

- 4 1. The acceptance of the Greenwich Township Board of Education
5 Comprehensive Annual Financial Report for the fiscal year ending
6 June 30, 2007.
7

8 Motion carried by unanimous roll call vote.
9

10 Motion: (Vernacchio/Sorbello) to approve the following:
11

12 2. Auditor's Management Report on Administrative Findings, Financial
13 Compliance and Performance

- 14 a. The acceptance of the Auditor's Management Report on
15 Administrative Findings, Financial, Compliance and
16 Performance for the fiscal year ending June 30, 2007. Further
17 recommend approval for the Business Administrator to
18 implement the recommendation as read and distributed to the
19 public at the November 20, 2007 Regular meeting per the
20 Corrective Action Plan provided by the Board Secretary and on
21 file with the Business Administrator to be submitted to the
22 County Superintendent of Schools within thirty (30) days of this
23 meeting.
24

25 Audit Synopsis (Attachment – EXHIBIT K1)
26 Corrective Action Plan (Attachment – EXHIBIT K2)
27

28 **7. USE OF FACILITIES**
29

30 Motion: (Myers/Minniti) to approve the following as one, A-D:
31

- 32 A. The retroactive approval for Gibbstown Girls Basketball to use the
33 Nehaunsey Middle School lobby for sign-ups from 6:00 p.m. to 8:00 p.m.
34 on the following dates:
35

36 Monday, November 12, 2007 through Thursday, November 25, 2007
37 Monday, November 19, 2007 through Wednesday, November 21, 2007
38

- 39 B. The approval for Gibbstown Girls Basketball to use the Broad Street
40 School gymnasium on Tuesdays and Thursdays from 6:00 p.m. to 9:00
41 p.m. from November 20, 2007 through March 25, 2008 and to use the
42 Nehaunsey Middle School gymnasium on Wednesdays from 6:00 p.m. to
43 9:00 p.m. from November 21, 2007 through March 19, 2008.
44

1 C. The approval for the Greenwich Township PTA to use the Broad Street
2 School gymnasium and kitchen for Family Fun Night on January 29, 2008
3 from 6:00 p.m. to 10:00 p.m. (rescheduled from November 14, 2007).
4

5 D. The approval for the Greenwich Township PTA to use the Broad Street
6 School gymnasium and kitchen for a Chinese Auction on February 29,
7 2008 from 3:00 p.m. to 10:00 p.m.
8

9 Motion carried by unanimous roll call vote.

10
11 **8. OLD BUSINESS**

12
13 Scott A. Campbell let the Board know that the only thing holding up the final
14 payment on the roof is a leaky drain pipe and the contractor will be out this week
15 to correct it.

16 The contracts for the window replacement at Nehaunsey Middle School have
17 been received and the project is expected to begin over the Christmas holiday
18 break.
19

20 **9. NEW BUSINESS**

21
22 Fred Reel wanted to know why a specific teacher has not been chosen as
23 Teacher of the Year? Dr. Francine Marteski explained the nomination/selection
24 process for our district.

25 Mr. Reel then asked about Home Schooling and if there was anyone in the
26 district who home schooled their child? Dr. Marteski answered that she was not
27 aware of any home schooling situation.

28 Scott Campbell let the Board of Education know the sewer pump at Nehaunsey
29 was broken and needed to be replaced. Quotes are being sought and the Board
30 will be updated. Right now, we are running on a back-up pump. Monitoring
31 provisions have been set up by the custodial staff.
32

33 **10. CORRESPONDENCE**

34
35 Various thank you letters have been received from the staff thanking the Board
36 for their gift for American Education week.
37

38 **11. BOARD OF EDUCATION COMMITTEE REPORTS**

39
40 The Buildings & Grounds and Business & Finance committees will schedule
41 meetings for December.
42
43
44

1 **12. PUBLIC - AGENDA/NON-AGENDA ITEMS**

2
3 This is the time when anyone from the public who wishes to speak to the Board
4 may do so. Please state your name, address and phone number. The Board will
5 hear your concerns. The Board may or may not take action this evening. You
6 will be notified either at this meeting, by letter or telephone of any action the
7 Board does take.

8
9 None at this time.

10
11 **13. EXECUTIVE SESSION**

12
13 Pursuant to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-*
14 *6, et seq.*, which provides that an Executive Session, not open to the public, may
15 be held for certain specified purposes when authorized by Resolution.

16 The Board of Education for Greenwich Township, assembled in public session on
17 November 20, 2007, hereby resolves that an Executive Session closed to the
18 public shall be held on November 20, 2007 at 7:47 p.m. in the Nehaunsey Middle
19 School library, Room 48, located at 415 Swedesboro Road, Gibbstown, New
20 Jersey, for discussion of certain matters which relate to items authorized by
21 *Open Public Meetings Act, (N.J.S.A. 10:4-12b)* to be discussed in closed
22 session.

- 23
24 1. *Matters Involving Individual Privacy*
25 2. *Matters Relating to the Employment Relationship*
26

27 It is anticipated that such matters may be disclosed to the public upon the
28 determination of the Board that applicable exception no longer applies and
29 the public interest will no longer be served by such confidentiality.

30
31 Motion: (Glocker Hammond/Sorbello) to enter into closed session at 7:47
32 p.m. to discuss the following:

- 33
34 1. *Negotiations*
35 2. *Personnel*
36 3. *Legal*
37

38 Motion carried by unanimous voice vote.

39
40 Returned from executive session at 8:05 p.m.

41
42 **14. CONTRACTS**

43
44 Motion: (Vernacchio/Sorbello) to approve the following:

1 A. The approval for the ratification of the represented employee contracts
2 between the Greenwich Township Board of Education and the Greenwich
3 Township Education Association for the fiscal years 2007-2008 through
4 2009-2010. Copies of the contracts are available in the Business Office.
5

6 Motion carried by unanimous roll call vote.
7

8 Motion: (Glocker Hammond/Vernacchio) to approve the following:
9

10 B. The approval of the un-represented Confidential Secretaries, Technical
11 and Custodial Supervisory employees contracts between the Greenwich
12 Township Board of Education and each individual employee for the fiscal
13 year 2007-2008. These employee's will also receive the rate negotiated
14 by the association for 2007-2008.

15 Motion carried by unanimous roll call vote.
16

17 Motion: (Glocker Hammond/Sorbello) to approve the following:
18

19 C. The approval of three new five-year leases on XEROX copiers for the
20 following areas in the district: Broad Street Teacher's Room,
21 Superintendent's Office and the Business Office. These units were
22 purchased under New Jersey State Contract number A51145 and reflect
23 an average monthly savings of \$251.30.
24

25 Motion carried by unanimous roll call vote.
26

27 **15. ADJOURNMENT**
28

29 Motion: (Sorbello/Vernacchio) to adjourn the meeting at 8:10 p.m.
30

31 Motion carried by unanimous voice vote.
32
33
34

35 Respectfully Submitted,
36
37

38
39 _____
40 Scott A. Campbell, Board Secretary
41
42