

1 **OFFICIAL MINUTES**

2
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held
4 **Monday, March 13, 2017** in the Nehaunsey Middle School library.

5
6 The meeting was called to order by President Roseanne Lombardo at 6:32 p.m.

7
8 Roll Call:

<input checked="" type="checkbox"/> Mrs. Roseanne Lombardo School Board President	Curriculum/Technology Committee Buildings & Grounds Committee Gloucester County/State Board Delegate
<input checked="" type="checkbox"/> Mr. Andrew Chapkowski School Board Vice-President	(Chair) Buildings & Grounds Committee Curriculum/Technology Committee
<input checked="" type="checkbox"/> Mr. John Hughes	Negotiations Committee Policy Committee Paulsboro Board of Education Representative
<input type="checkbox"/> Mr. Chad Kent Absent	(Chair) Curriculum/Technology Committee Budget & Finance Committee Policy Committee
<input type="checkbox"/> Mr. Gerald Michael, Jr. Absent	(Chair) Negotiations Committee Budget & Finance Committee
<input type="checkbox"/> Mr. Duane Sarmiento Absent	(Chair) Policy Committee Buildings & Grounds Committee
<input checked="" type="checkbox"/> Mrs. Susan Vernacchio	(Chair) Budget & Finance Committee Negotiations Committee Gloucester County/State Board Delegate

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10
11 Quorum **YES**

12
13 Also present were Dr. Jennifer Foley-Hindman, Chief School Administrator and Mr.
14 Scott A. Campbell, School Business Administrator/Board Secretary.

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16 As required under the guidelines of the Open Public Meeting Law, notice of this meeting
17 was sent to ***The Courier Post, and The Township Clerk***. It was also posted in the
18 Greenwich Township School Buildings. (Optional: Videotaping Regulations – “The
19 proceedings of this meeting are being videotaped and anyone wishing to discuss an
20 individual child should so note.”)

21
22 **FLAG SALUTE**

23
24 **1. MINUTES**

25
26 Motion: (Chapkowski/Hughes) to approve the following minutes:

27
28 February 13, 2017 – Regular Meeting
29 February 13, 2017 – Executive Session

30
31 Motion carried by unanimous voice vote.

1 **2. DELEGATE**

2
3 Motion: (Vernacchio/Chapkowski) to approve the following:

- 4
5 A. The approval to appoint **Roseanne Lombardo** (primary) and **Susan**
6 **Vernacchio** (alternate) as the Greenwich Township School District
7 Delegates to the Gloucester County and the New Jersey State Board
8 Association until December 31, 2017.

9
10 Motion carried by unanimous voice vote.

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12 **3. ADMINISTRATIVE/PRINCIPAL REPORTS**

13
14 Motion: (Chapkowski/Vernacchio) to approve the following as one, A & B:

15
16 A. School Health Services

- 17
18 1. School Health Services report as of **February 28, 2017** for Broad
19 Street School. (Attachment)
20
21 2. School Health Services report as of **February 28, 2017** for
22 Nehaunsey Middle School. (Attachment)

23
24 B. Monthly Attendance, Enrollment, Drills and Monthly Overview:

MONTHLY ATTENDANCE – FEBRUARY 2017	
Broad Street School	93%
Nehaunsey Middle School	93%

BROAD STREET SCHOOL ENROLLMENT – FEBRUARY 2017	
Grade PSD	Total: 14
Grade K	Total: 46
Grade 1	Total: 44
Grade 2	Total: 46
Grade 3	Total: 52
Grade 4	Total: 52
Grade 5	Total: 54
TOTAL ENROLLMENT: 308	

NEHAUNSEY MIDDLE SCHOOL ENROLLMENT – FEBRUARY 2017	
Grade 6	Total: 35
Grade 7	Total: 50
Grade 8	Total: 56
TOTAL ENROLLMENT: 141	

DRILLS – FEBRUARY 2017				
Date	Time/Location	Duration	Action/Drill	Weather Conditions
February 1, 2017	NMS/11:57 a.m.	2 minutes	Fire Drill	Cold, Clear
February 8, 2017	BSS/10:15 a.m.	2 minutes	Fire Drill	Cool, Sunny
February 22, 2017	NMS/10:40 a.m.	10 minutes	Active Shooter Drill	Cold, Clear
February 28, 2017	BSS/1:18 p.m.	6 minutes	Active Shooter Drill	In rooms
*NMS/Nehaunsey Middle School		*BSS/Broad Street School		

1

MONTHLY EVENT OVERVIEW – FEBRUARY 2017		
Date	Event	Location
February 6, 2017	American Red Cross Blood Drive	NMS
February 9, 2017	Snow Day	District
February 10, 2017	Sweetheart Dance	BSS
February 15, 2017	DOE QSAC Visit	District
February 26, 2017	NJAHPERD Awards-Steve Wehrle	Out of District

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Motion carried by unanimous voice vote.

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

C. Student Discipline, Violence/Vandalism and HIB

Infractions Referrals Reports	Number of Incidents February 2017		2016-2017 Total-to-Date	
	BSS	NMS	BSS	NMS
Dating Violence	0	0	0	0
Detention After School	0	1	0	14
Lunch Detention	2	1	22	1
Harassment, Intimidation or Bullying	0	0	0	0
Out-School-Suspension (OSS)	1	0	2	3
Restricted Study	3	0	4	2
Violence, Vandalism, Substance Abuse	0	0	0	0

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Motion carried by unanimous voice vote.

4. SUPERINTENDENT RECOMMENDATIONS

Motion: (Hughes/Lombardo) to approve the following as one, A-H:

A. The approval of Sharon Walter as a substitute Secretary and Cafeteria/Lunchroom Aide at \$9.00 per hour pending all required documentation including Criminal History background check clearance.

- 1 B. The approval to accept the request for use of more than three (3) personal
2 days from Patricia Seiner, Teacher at Broad Street School. (Attachment)
3
4 C. The approval to appoint Rosemary Craytor as part-time
5 Cafeteria/Lunchroom Aide effective March 20, 2017, for the
6 remainder of the 2016-2017 school year, at a rate of \$10.00 per hour.
7
8 D. The approval of request by Steven Wehrle to allow Amanda Gallagher,
9 student at Rowan University for Health and Physical Education, to assist
10 in the morning Rise and Shine Club to experience a physical activity club.
11 Amanda Gallagher will not be put in a position of supervisor or be there in
12 the presence of the children without Mr. Steven Wehrle, HPE Teacher at
13 BSS and Club Supervisor. (Attachment)
14
15 E. The approval to accept the letter of retirement, with appreciation and
16 gratitude, from Teresa DiSanto, School Social Worker, effective July, 1,
17 2017. (Attachment)
18
19 F. The approval to accept the letter of retirement, with appreciation and
20 gratitude, from Elizabeth Colflesh, Speech Language Specialist, effective
21 July 1, 2017. (Attachment)
22
23 G. The approval for request of FMLA/NJFLA Parental Leave from Michael
24 Snyder, Teacher at Nehaunsey Middle School, from May 22, 2017 until
25 June 2, 2017. Mr. Snyder will be utilizing nine (9) personal days for this
26 request (10 maximum if needed). (Attachment)
27
28 H. The approval of job description, #3016, for Speech Language Specialist
29 as approved by Mr. John Tirico, Director of Special Services.
30 (Attachment)
31

32 ***Susan Vernacchio would like to commend and thank Mrs. Terry DiSanto and***
33 ***Mrs. Elizabeth Colflesh for their many years of service. Dr. Jennifer Foley-***
34 ***Hindman said both have done a fine job and have been a credit to our district.***
35

36 Motion carried by unanimous voice vote.
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38 **5. POLICY/REGULATION**

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40 Motion: (Vernacchio/Chapkowski) to approve the following:

- 41
42 A. The approval of the following new and/or revised district policies:
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Policy/Regulation #	Title	1 st Reading	2 nd Reading
P & R 2460 (M, R)	Special Education	XX	
R 2460.1 (M, R)	Special Education-Location, Identification and Referral	XX	
R 2460.8 (M, R)	Special Education-Free and Appropriate Public Education	XX	
R 2460.9 (M,R)	Special Education-Transition from Early Intervention Program to Preschool Programs	XX	
R 2460.15 (M,R)	Special Education-In Service Training Needs for Professionals and Paraprofessional Staff	XX	
R 2460.16 (M, No revisions)	Special Education—Instructional Material to Blind or Print-Disabled Students	XX	
P 2467 (M, R)	Surrogate Parents and Foster Parents	XX	
P & R 1510 (M, R)	American with Disabilities Act		XX
P & R 2418 (M, N)	Section 504 of Rehabilitation Act of 1973, Students		XX
P & R 5116 (R)	Education of Homeless Children		XX
R 7460	Energy Conservation		XX
P & R 8330 (M, R)	Student Records		XX
M=Mandatory R=Revised N=New			

Motion carried by unanimous voice vote.

6. CURRICULUM & INSTRUCTION

Motion: (Hughes/Lombardo) to approve the following:

A. Workshops

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

Name/Position	Workshop/Location/Time	Date	Cost
Daniel Giorgianni School Counselor	Intervention for Depressed, Anxious & Traumatized Children Gloucester County College 9:00 a.m. – 3:00 p.m.	3/27/17	\$-0- Plus Mileage
Gerardo Batista Custodial/Maintenance **Retroactive to 3/13/17**	Annual Expo NJSBGA Harrah's Convention Center 8:30 a.m. – 4:00 p.m.	2 days 3/13/17 3/14/17	\$200.00 Plus Mileage
Sarah Beerley Nicole Leach Teachers at Broad Street School	Raise Reading & Writing Proficiency & Increase PARCC Scores Atlantic-Cape May Community College 9:00 a.m. – 11:30 a.m.	3/31/17	\$-0- Plus Mileage Plus Substitute

Motion carried by unanimous voice vote.

1 **7. BUDGET & FINANCE**

2
3 Motion: (Lombardo/Hughes) to approve the following as one, A & B:

4
5 A. The approval to renew the food service management contract for
6 Nutri-Serve Food Management, Inc. at a flat fee of \$15,732.50 for
7 the 2017-2018 school year.

8
9 B. The approval of the Nonpublic Technology and Nonpublic Textbook
10 Purchasing contracts between Gloucester County Special Services
11 School District and Greenwich Township School District for the
12 2017-2018 school year.

13
14 *Andrew Chapkowski would like to know what the benefits are to the Nonpublic*
15 *Technology services. Scott Campbell said there are none and we are*
16 *charged an administration fee. Dr. Jennifer Foley-Hindman said it is*
17 *mandatory. The state provides the funds and we are the flow-through*
18 *LEA (Local Educational Agency); we disperse the funds to the Nonpublic school.*

19
20 Motion carried by unanimous voice vote.

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22 **8. ADOPTION OF TENTATIVE BUDGET 2017-2018**

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24 Motion: (Hughes/Lombardo) to approve the Adoption of the Tentative
25 Budget for 2017-2018:

26
27 **ADOPTION OF THE TENTATIVE BUDGET 2017-2018**

28
29 **BE IT RESOLVED**, that the tentative budget for the Greenwich
30 Township Board of Education be approved for the 2017-2018 School Year using
31 the 2017-2018 state aid figures and the Secretary to the Board of Education be
32 authorized to submit the following tentative budget to the Executive County
33 Superintendent of Schools for approval in accordance with the statutory deadline:
34

	General Fund	Special Revenues	Debt Service	Total
2017-2018 Total Expenditures	\$11,690,800.00	\$321,997.00	\$-0-	\$12,012,797.00
Less: Anticipated Revenues	\$1,601,905.00	\$321,997.00	\$-0-	\$1,923,902.00
Taxes to be Raised	\$10,088,895.00	\$-0-	\$-0-	\$10,088,895.00

35
36 And to advertise said tentative budget in the Courier Post in accordance with the
37 form suggested by the State Department of Education and according to law; and
38

1 **BE IT FURTHER RESOLVED**, that a public hearing be held in the
2 Nehaunsey Middle School Library, on April 24, 2017 at 6:30 p.m. for the purpose
3 of conducting a public hearing on the budget for the 2017-2018 School Year.
4

5 **BE IT RESOLVED**, that the Greenwich Township Board of
6 Education requests the approval of a capital reserve deposit in the amount of
7 \$15,000.00. The district intends to utilize these funds for future projects identified
8 in its Long-Range Facility Plan.
9

10 **ALSO, BE IT RESOLVED** that the Greenwich Township Board of
11 Education requests the approval of a maintenance reserve deposit in the amount
12 of \$10,000.00.
13

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

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

25 **WHEREAS**, a Board of Education may establish, for regular district
26 business travel only, an annual school year threshold of \$150.00 per staff
27 member where prior Board approval shall not be required unless this annual
28 threshold for a staff member is exceeded in a given school year (July 1 through
29 June 30); and
30

31 **WHEREAS**, travel and related expenses not in compliance with
32 *N.J.A.C. 6A:23B-1.1 et seq.*, but deemed by the Board of Education to be
33 necessary and unavoidable as noted on the approved Board of Education Out-of-
34 District Travel and Reimbursement Forms; and
35

36 **NOW, THEREFORE, BE IT RESOLVED**, the Board of Education
37 approves all travel not in compliance with *N.J.A.C. 6A:23B-1.1 et seq.* as being
38 necessary and unavoidable as noted on the approved Board of Education Out-of-
39 District Travel and Reimbursement forms; and
40

41 **BE IT FURTHER RESOLVED**, the Board of Education approves
42 travel and related expense reimbursements in accordance with *N.J.A.C. 6A:23B-*
43 *1.2(b)*, to a maximum expenditure of \$1,000.00 for all staff and board members.
44

1 **Andrew Chapkowski** asked how much is in the music budget so we can start a
2 music program? **Scott Campbell** replied that there is \$21,000.00 in the budget.
3 **Mr. Chapkowski** also asked if the laptop policy will be continuing to which **Mr.**
4 **Campbell** responded, "yes".
5

6 Motion carried by unanimous roll call vote.
7

8 **9. REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD**
9 **SECRETARY**

10 Motion: (Hughes/Chapkowski) to approve the following:
11

12 A. Bills Lists
13
14

Number	Amount
P55	\$227,543.39
P56	\$16,663.87
P57	\$123,621.36
P58	\$5,985.00
P59	\$232,806.44
P60	\$17,051.70
P61	\$60,128.91
P62	\$4,599.95
P63	\$602,753.76
	TOTAL \$1,291,154.38

15 Motion carried by unanimous voice vote.
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18 **10. BUILDINGS & GROUNDS**
19

20 Motion: (Lombardo/Hughes) to approve the following:
21

22 A. Use of Facilities
23

- 24 1. The approval for Use of Facilities Request from Gibbstown
25 Recreation Committee to use the Broad Street School gymnasium
26 on Saturday, April 1, 2017, for an Easter Egg Hunt from 9:00 a.m. –
27 11:00 a.m.
28

29 Motion carried by unanimous voice vote.
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1 **11. OLD BUSINESS**

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3 Motion: (Chapkowski/Vernacchio) to approve referring the district map
4 discussion to the Curriculum & Instruction Committee.

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6 Motion carried by unanimous voice vote.
7

8 **12. COMMITTEE REPORTS**

9
10 *Susan Vernacchio wanted to say that they put together a good budget. They*
11 *were able to keep all staff intact as well as going to cap.*
12

13 **13. NEW BUSINESS**

14
15 A. The Board briefly discussed the upcoming job vacancy for the Supervisor
16 of Buildings & Grounds position which will become available starting July
17 1. 2017.

18
19 Motion: (Chapkowski/Hughes) to approve to keep the advertisement in-
20 house.
21

22 Motion carried by unanimous voice vote.
23

24 B. The 8th Grade Dialogue & Reception is being held on Thursday, March 23,
25 2017, at the Investor's Bank Performing Arts Center in Sewell, NJ. It is
26 being hosted by the Gloucester County School Boards Association. Our
27 district student is Danielle Pettinichio, whom we feel will be a wonderful
28 representative.
29

30 **14. CORRESPONDENCE**

31
32 No correspondence at this time.
33

34 **15. PUBLIC – AGENDA/NON-AGENDA ITEMS**

35
36 This is the time when anyone from the public who wishes to speak to the Board
37 may do so. Please state your name, address and phone number. The Board will
38 hear your concerns. The Board may or may not take action this evening. You
39 will be notified either at this meeting, by letter, or telephone of any action the
40 Board does take.
41

42 In accordance with Board policy and procedures, speakers are not permitted to
43 publicly speak of personal issues involving school personnel or against any
44 person connected to the school system. Any such concern should be presented

1 to the school or district-level administration so that a proper response may be
2 given.

3
4 No public comment at this time.

5
6 **16. EXECUTIVE SESSION**

7
8 Pursuant to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-*
9 *6, et seq.*, which provides that an Executive session, not open to the public, may
10 be held for certain specified purposes when authorized by Resolution.

11 The Board of Education for Greenwich Township, assembled in public session on
12 **March 13, 2017**, hereby resolves that an Executive Session closed to the public
13 shall be held on **March 13, 2017** at **6:56 p.m.** in the Nehaunsey Middle School
14 library, located at 415 Swedesboro Road, Gibbstown, New Jersey, for discussion
15 of certain matters which relate to items authorized by *Open Public Meetings Act,*
16 *(N.J.S.A. 10:4-12b)* to be discussed in closed session.

17
18 Motion: (Lombardo/Chapkowski) to enter into Executive Session at 6:56
19 p.m. to discuss the following:
20

<input type="checkbox"/> Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:
<input type="checkbox"/> Matters in which the release of information would impair the right to receive government funds, and specifically:
<input type="checkbox"/> Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:
<input type="checkbox"/> Matters concerning negotiations, and specifically:
<input type="checkbox"/> Matters involving the purchase or real property and/or the investment of public funds, and specifically:
<input type="checkbox"/> Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:
<input checked="" type="checkbox"/> Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically: Student Residency
<input checked="" type="checkbox"/> Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions or employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically: GTEA Grievance
<input type="checkbox"/> Matters involving quasi-judicial deliberations, and specifically:

21
22 It is anticipated that such matters may be disclosed to the public upon the
23 determination of the Board that applicable exception no longer applies and the
24 public interest will no longer be served by such confidentiality.

25 Motion carried by unanimous voice vote.
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Motion: (Lombardo/Hughes) to adjourn the Executive Session and return to the regular meeting at 7:33 p.m.

Motion carried by unanimous voice vote.

17. ADJOURNMENT

Motion: (Chapkowski/Hughes) to adjourn the meeting at 7:34 p.m.

Motion carried by unanimous voice vote.

Respectfully Submitted,

Scott A. Campbell, Board Secretary

***Next Board of Education Regular Meeting is scheduled for Monday, April 10, 2017 at 6:30 p.m. ***