

1 **OFFICIAL MINUTES**

2
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held
4 Tuesday, November 21, 2006 in the Nehaunsey Middle School library.

5
6 The meeting was called to order by President Frank J. Minniti at 7:03 pm.

7
8 **Roll Call:**

- 9
10 Frank Minniti
11 Robyn Glocker Hammond
12 Lawrence Hall
13 Patrick Lani, Jr.
14 Michael Myers
15 James Sorbello
16 Susan Vernacchio

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

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

26
27 Flag Salute

28
29 **1. PRESENTATION**

30
31 Nick L. Petroni, Petroni & Associates, presented an overview of the Greenwich
32 Township Board of Education Comprehensive Annual Financial Report - Fiscal
33 Year Ending June 30, 2006 and Auditor's Management Report on Administrative
34 Findings, Financial, Compliance and Performance - Fiscal Year Ending June 30,
35 2006.

36
37 A brief discussion ensued.

38
39 Board President Frank J. Minniti thanked Mr. Petroni for the services they
40 provide and commented that he was happy with the overall results of the audit
41 showing once again that the administration is guiding the District in the right
42 direction.

43 Board Member Lawrence Hall asked what it meant that the "auditee qualified as
44 low-risk auditee"? This was on page 137 of the audit. Nick Petroni responded

1 that we were not considered low risk because of the segregation of duties in the
2 office and district.
3 Board Member Patrick Lani, Jr. asked why some of the information is listed as
4 unaudited? Nick Petroni answered that during the audit, you are only required to
5 audit a certain percentage or sample of information and that a full blown audit
6 would require considerably more time and would be more costly to the district.
7

8 **2. MINUTES**

9
10 Motion: (Vernacchio/Glocker Hammond) to approve the minutes:

11
12 October 17, 2006 - Regular Meeting
13 October 17, 2006 - Caucus
14

15 Motion carried by unanimous roll call vote.
16

17 **3. SUPERINTENDENT'S REPORT**

18
19 Motion: (Myers/Hall) to approve the following as one, A1-A4:
20

21 A. Administrative Reports

- 22
23 1. Enrollment Statistics, Fire Drills and Suspensions, as of October
24 31, 2006. (Attachment - EXHIBIT B1)
25
26 2. School Health Services Monthly Reports as of October 31, 2006.
27 (Attachment - EXHIBIT B2)
28
29 3. 2006-2007 Violence & Vandalism Report as of October 31, 2006.
30 (Attachment - EXHIBIT B3)
31
32 4. Monthly Report of Attendance Officer as of October 31, 2006.
33 (Attachment - EXHIBIT B4)
34

35 Motion carried by unanimous roll call vote.
36

37 **4. PERSONNEL**

38
39 Motion: (Sorbello/Myers) to approve the following as one, A-E:
40

- 41 A. The retroactive approval to accept a Leave of Absence (FMLA) for
42 Suzanne Lavin, on an as-needed basis effective November 2, 2006 as per
43 the attached. (Attachment - EXHIBIT D)
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B. The approval for the appointment of Margaret Skalecki as Substitute Nurse for the 2006-2007 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.

C. The approval for the appointment of the following individuals as Substitute Teachers for the 2006-2007 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.

Susan Ferretti
Helen Gielda
Susan Dean

D. 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 completion of require paperwork:

1. The approval for the appointment of Rebekah Pratta as Substitute Teacher for the 2006-2007 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.

2. The approval for the appointment of Janice Behring for the following support staff substitute positions for the 2006-2007 school year:

	<u>Rate of Pay:</u>
Substitute Bus Aide	\$8.00 per hour
Substitute Cafeteria/Lunchroom Aide	\$8.00 per hour
Substitute Kitchen Worker	\$8.00 per hour

3. The approval for the appointment of Ruth Mower for the following support staff substitute positions for the 2006-2007 school year:

	<u>Rate of Pay:</u>
Substitute Cafeteria/Lunchroom Aide	\$8.00 per hour
Substitute Secretary	\$8.50 per hour

E. The retroactive approval for the resignation of Brett Fereday, Non-Instructional Aide, effective November 1, 2006 as per the attached. (Attachment - EXHIBIT E)

Motion carried by unanimous roll call vote.

1 **5. CURRICULUM & INSTRUCTION**

2 Motion: (Hall/Glocker Hammond) to approve the following as one, A-F:

3
4
5 A. Field Trips

- 6
7 1. The approval of Request for Educational Trip/Transportation for the
8 following:

9

GRADE AND/OR GROUP	DESTINATION/TIME	DATE	ESTIMATED RELATED COST	ESTIMATED TRANSPORTATION COST	TOTAL
Grade 4	New Jersey State House Trenton, NJ 8:45 am-2:15 pm	5/4/07	\$-0-	Driver: \$286.00 Lunch: \$ 16.00	\$302.00

10
11 B. Workshops

- 12
13 1. The retroactive approval for the following individuals to attend out-
14 of-district workshop:

15

NAME	WORKSHOP TITLE/LOCATION/DATE	COST
Gina Casella Regina Minniti Debbie Truhan	School Law for Educational Office Professionals Atlantic City, NJ 11/9/06	\$126.00 (\$42.00 each) Dues \$30.00 (\$10.00 each) Plus mileage

- 16
17 2. The approval for the following individual to attend out-of-district
18 workshop:

19

NAME	WORKSHOP TITLE/LOCATION/DATE	COST
Regina Minniti	School Transportation Supervisors of NJ, Inc. Cranbury, NJ 12/1/06	\$39.00

20
21 C. Out-of-District Placement

- 22
23 1. The retroactive approval for out-of-district student placement of
24 T.D. at Bankbridge School Summer Day Camp from July 5, 2006
25 through August 1, 2006 at a tuition rate of \$1,000.00.

26
27 D. Practicum Student

- 28
29 1. The retroactive approval for the following Fairleigh Dickinson
30 University Field Experience student for placement during the fall

1 semester 2006 at Nehaunsey Middle School from October 18, 2006
2 through December 13, 2006.

3
4 Student: Cooperating Teacher:
5 John Petroski Elizabeth Kaminski (Grade 7)
6

- 7 2. The approval for the following Rowan University Field Experience
8 student for placement with a certified school psychologist beginning
9 December 2006 through June 2007.

10
11 Student: Cooperating Teacher:
12 Christine Williams Robert Harris
13

14 E. Student Teacher

- 15
16 1. The approval for the following Stockton College Student Teacher
17 for placement during the spring semester 2007 at Broad Street
18 School from January 2, 2007 through April 13, 2007.

19
20 Student: Cooperating Teacher:
21 Jennifer Haines Kate Brown (Grade 1)
22

23 F. Tutoring Services

- 24
25 1. The retroactive approval for Brookfield Schools (Underwood
26 Children's Partial Care Program) to provide tutoring services on an
27 as-needed basis for the 2006-2007 school year at \$25.00 per hour
28 for a minimum of 5 hours per week (regular ed) and 10 hours per
29 week (special ed).
30

31 Motion carried by unanimous roll call vote.
32

33 **6. BUSINESS & FINANCE**

34
35 Motion: (Sorbello/Vernacchio) to approve the following:
36

37 A. Bills Lists

38
39 1. Resolution

- 40
41 a. Recommend approval of the Travel and Related Expense
42 Reimbursement resolution as follows:

43 **WHEREAS**, the Greenwich Township Board of Education
44 recognized school staff and Board members will incur travel expenses

1 related to and within the scope of their current responsibilities and for
2 travel that promotes the delivery of instruction or furthers the
3 efficient operation of the school district; and
4

5 **WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members
6 to receive prior approval of these expenses by a majority of the full voting
7 membership of the Board and staff members to receive prior approval of
8 these expenses by the Superintendent of Schools and a majority of the full
9 voting membership of the Board; and
10

11 **WHEREAS**, a Board of Education may establish, for regular district
12 business travel only as described in NJOMB Circular Letter 06-02,
13 including amendments or revisions thereto, a threshold amount below
14 which Board approval is not required; and
15

16 **WHEREAS**, the Board of Education establishes, for regular district
17 business travel only, an annual school year threshold of \$1,000.00 per
18 staff/Board member where prior Board approval shall not be required
19 unless this annual threshold for a staff/Board member is exceeded in a
20 given school year (July 1 through June 30); and
21

22 **WHEREAS**, travel and related expenses not in compliance with
23 N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be
24 necessary and unavoidable are excluded from the requirements of
25 N.J.A.C. 6A:23B-1.1 et seq.; and
26

27 **THEREFORE, BE IT FURTHER RESOLVED**, the Board of
28 Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1
29 et seq. as being necessary and unavoidable as per noted on the attached
30 Board of Education Approval of Travel and Related Expense
31 Reimbursement Form; and
32

33 **BE IT FURTHER RESOLVED**, the Board of Education approves
34 the travel and related expense reimbursements as listed on the attached
35 Board of Education Approval of Travel and Related Expense
36 Reimbursement Form.
37

38 Motion carried by unanimous roll call vote.
39

40 Motion: (Glocker Hammond/Hall) to approve the following as one, A2-E:
41

- 42 2. The bills as presented by the Board Secretary in the following
43 amounts are ordered paid. (Attachment - EXHIBIT F)
44

P24	\$953.92
P25	\$59,108.34
P26	\$280,106.56
P27	\$164,593.29
P28	\$38,924.75
P29	\$279,532.99
P30	\$198,625.34
P31	\$13,500.00

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B. Student Activities Account

1. The approval of the Student Activities Account Monthly Bank Reconciliation for the month of September, 2006. (Attachment - EXHIBIT G)

C. Board Secretary's Report

1. The acceptance of the Board Secretary's Report for the month of September, 2006. (Attachment - EXHIBIT H)

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, 2006, after review of the Board Secretary's Report for September 2006, 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, 2006. The Treasurer's Report and Secretary's Report are in agreement for the month of September, 2006. (Attachment - EXHIBIT I)

E. Transfer List

1. The ratification of transfers, authorized by the Superintendent, for the month of September 2006, to give balances to new accounts and to balance existing accounts. (Attachment - EXHIBIT J)

Motion carried by unanimous roll call vote.

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

1 F. Grants

- 2
3 1. The approval to accept the approved IDEIA grant award from the
4 NJDOE for the fiscal year 2007 pending availability of funds as
5 listed below:

6
7 Program Duration: Start: 09/01/06 End: 08/31/07

8

PROGRAM NAME	GRANT NUMBER	AWARD AMOUNT
IDEIA Combined	IDEIA 183007	
Basic		\$176,335.00
Preschool		\$10,381.00

9
10 These figures also include \$28,001.00 which is the proportionate
11 share to be used for services to students with disabilities parentally
12 placed in private schools.

13
14 Motion carried by unanimous roll call vote.

15
16 Motion: (Hall/Glocker Hammond) to approve the following as one G1-G2:

17
18 G. Contracts

- 19
20 1. The approval of the Contract For "In School" Nursing Services
21 Pertaining to Christian N., #55-726 between Bayada Nurses, Inc.
22 and the Greenwich Township Board of Education as per the
23 attached. (Attachment - EXHIBIT K)
- 24
25 2. The approval of the Physical Therapy Services Agreement between
26 Gloucester County Special Services School District and the
27 Greenwich Township School District for the 2006-2007 school year
28 as per the attached. (Attachment - EXHIBIT N)

29
30 Motion carried by unanimous roll call vote.

31
32 Motion: (Vernacchio/Sorbello) to approve the following as one, H1-H2:

33
34 H. 2005-2006 Audit

- 35
36 1. The acceptance of the Greenwich Township Board of Education
37 Comprehensive Annual Financial Report for the fiscal year ending
38 June 30, 2006.

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

- 3
4 a. The acceptance of the Auditor's Management Report on
5 Administrative Findings, Financial, Compliance and
6 Performance for the fiscal year ending June 30, 2006.
7 Further approval for the Business Administrator to implement
8 each of the recommendations as read and distributed to the
9 public at the November 21, 2006 Regular Meeting per the
10 Corrective Action Plan provided by the Board Secretary and
11 on file with the Business Administrator to be submitted to the
12 County Superintendent of Schools within thirty (30) days of
13 this meeting.

14
15 Audit Synopsis (Attachment - EXHIBIT M1)
16 Corrective Action Plan (Attachment - EXHIBIT M2)

17
18 Motion carried by unanimous roll call vote.

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20 **7. USE OF FACILITIES**

21
22 Motion: (Sorbello/Minniti) to approve the following as one, A-E:

- 23
24 A. The approval for Gibbstown Wrestling to use the Nehaunsey Middle
25 School gymnasium to teach school age children basic wrestling on
26 Tuesdays and Thursdays from November 27, 2006 to February 27, 2007
27 from 5:30 pm to 7:30 pm.

- 28
29 B. The approval for the Greenwich Township Recreation Committee to use
30 the Broad Street auditorium for Comedy Night on December 1, 2006 from
31 6:00 pm to 10:00 pm.

- 32
33 C. The approval for Gibbstown Hockey to use the Nehaunsey Middle School
34 lobby for sign-ups on the following dates from 6:30 pm to 8:00 pm:

35
36 November 30, 2006 December 1, 2006
37 December 7, 2006 December 8, 2006

- 38
39 D. The retroactive approval for Gibbstown Girls Basketball to use the
40 Nehaunsey Middle School lobby on the following dates:

41
42 Monday: November 20, 2006 and November 27, 2006
43 Tuesday: November 21, 2006 and November 28, 2006

1 E. The approval for Greenwich Township Recreation Committee Men's
2 Basketball to use the Broad Street School gymnasium from 6:00 pm to
3 9:30 pm each Wednesday from November 29, 2006 through May 30,
4 2007.

5
6 Motion carried by unanimous roll call vote.

7
8 **8. OLD BUSINESS**

9
10 Patrick Lani, Jr. handed out his findings from his tour of Broad Street School and
11 asked when the Buildings and Grounds Committee was going to make a
12 recommendation on the buildings. Robyn Glocker Hammond, chairperson of the
13 Buildings & Grounds Committee, stated that discussion was still in the committee
14 phase and a recommendation would come out of the committee to the rest of the
15 board. (Attachment)

16
17 **9. NEW BUSINESS**

18
19 None at this time.

20
21 **10. CORRESPONDENCE**

22
23 A thank you note was received from the Greenwich Township teachers for the
24 Education Week Gifts. Also, a thank you from the Paulsboro Board of Education
25 for the dinner accommodations at the NJSBA convention in October.

26
27 **11. BOARD OF EDUCATION COMMITTEE REPORTS**

28
29 Negotiations Committee met last week and will be meeting again on November
30 28, 2006 to finalize proposals.

31
32 **12. PUBLIC - AGENDA/NON-AGENDA ITEMS**

33
34 This is the time when anyone from the public who wishes to speak to the Board
35 may do so. Please state your name, address and phone number. The Board will
36 hear your concerns. The Board may or may not take action this evening. You
37 will be notified either at this meeting, by letter or telephone of any action the
38 Board does take.

39
40 Lee Lucas, 361 Democrat Road, Gibbstown, NJ, asked when the Buildings and
41 Grounds Committee would be meeting next. Board President Frank Minniti
42 responded that the Buildings & Grounds Committee would be setting a meeting
43 time and date for the near future but the chairperson for that committee, Robyn

1 Glocker Hammond, is also the chairperson for the Negotiations Committee and
2 they are getting ready to go into negotiations with the local bargaining unit.
3

4 William Stetser, 648 Washington Street, Gibbstown, NJ, wants to know if the
5 mistakes and problems in the handling of his son, Paul, have been resolved and
6 he wants to make sure that they don't happen again. Dr. Francine Marteski
7 responded that Paul has been taken care of by the district and proper
8 accommodations have been made in his handling and the lines of
9 communication have always been open when it comes to the school district. The
10 District plans on continuing to provide the services and adjusting them as
11 conditions change. Mr. Stetser then asked about Mr. Fereday's position and if
12 the Board would reconsider hiring Mr. Fereday.

13 Mr. Minniti responded that the Board has accepted Mr. Fereday's resignation and
14 the salary that was paid to him was discussed with him in the beginning and he
15 made the decision to accept the position with the terms that were laid out.

16 Mr. Stetser asked if Mr. Fereday was substituting for Mr. Rebyak, who used to
17 hold the position and if that was the case, shouldn't he be paid substitute teacher
18 rate which is more than he was making? Dr. Marteski explained that Mr. Rebyak
19 was not re-hired after last year and that substitute teacher salaries are different
20 from non-instructional aide's salaries.

21 Mr. Stetser commented that he feels Paul needs a full-time instructional aide and
22 isn't getting a proper response from the district. Mr. Minniti responded that the
23 District is committed to your son and every other child. We realize his situation is
24 changing and we will do everything we have to do to attend to Paul's needs. Mr.
25 Stetser asked to hire Mr. Fereday back because he is good with students,
26 particularly Paul.
27

28 Brett Fereday, 128 Dupont Avenue, Gibbstown, NJ, added that he was contacted
29 by Principal Gibson when the position became open and was asked to apply. He
30 also stated that he was not told or shown what the job duties consisted of. He
31 feels that two or three people should handle Paul and has discussed this with
32 the physical therapist and staff members. Mr. Fereday claims he has
33 repeatedly stated this and no one was listening or responding to Paul's
34 needs. Mr. Fereday stated that he has a problem with the salary being paid by
35 the board for this work and he needed enough money to survive and this job
36 wasn't providing enough money. He would still like to be considered for the
37 position and would like the board to consider his proposed terms. These terms
38 were previously submitted to the Superintendent's Office.

39 Frank Minniti said the plan is to fill the position with a non-instructional aide at the
40 rate set by the Board and we are not going to fill the position with the first person
41 who comes along.

42 Mr. Stetser asked who will train the new person? Dr. Marteski responded that
43 the physical therapist will train the new employee.
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13. ADJOURNMENT

Motion: (Glocker Hammond/Vernacchio) to adjourn the meeting at 8:20 p.m.

Motion carried by unanimous voice vote.

Respectfully Submitted,

Scott A. Campbell, Board Secretary