

1 **OFFICIAL MINUTES**

2  
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held  
4 **Monday, December 10, 2012** in the Nehaunsey Middle School library.

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6 The meeting was called to order by President Roseanne Lombardo at 7:02 p.m.

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8 **Roll Call:**

- 9  
10 Roseanne Lombardo  
11 Lisa Morina  
12 Andrew Chapkowski  
13 Louis Fabiani  
14 Jason Murschell  
15 Jill Trainor  
16 Susan Vernacchio

17  
18 Also present were Mr. Scott A. Campbell, Acting Interim Superintendent/Business  
19 Administrator/Board Secretary.

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

26  
27 **FLAG SALUTE**

28  
29 **1. PRESENTATION – AUDITORS, BOWMAN & COMPANY, LLC**

30  
31 Michael Welding from Bowman & Company, LLC presented to the Board an  
32 overview of the Greenwich Township Board of Education Comprehensive Annual  
33 Financial Fiscal Year Ending June 30, 2012 and Auditor’s Management Report  
34 on Administrative Findings, Financial Compliance and Performance for the  
35 Fiscal Year Ending June 30, 2012.

36  
37 **2. 2011-2012 AUDIT**

38  
39 Motion: (Vernacchio/Chapkowski) to approve the following as one, A & B:

- 40  
41 A. The acceptance of the Greenwich Township Board of Education  
42 Comprehensive Annual Financial Report for the fiscal year ending June  
43 30, 2012.  
44

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

- 3  
4 1. The acceptance of the Auditor's Management Report on  
5 Administrative Findings, Financial Compliance and Performance  
6 for the fiscal year ending June 30, 2012. Further recommend  
7 approval for the Business Administrator to implement the  
8 recommendations as read and distributed to the public at the  
9 December 10, 2012 Regular Meeting per the Corrective Action Plan  
10 provided by the Board Secretary and on file with the Business  
11 Administrator to be submitted to the County Superintendent of  
12 Schools within thirty (30) days of this meeting.

13  
14 Summary of Audit (Attachment – EXHIBIT A1)  
15 Corrective Action Plan (Attachment – EXHIBIT A2)  
16

17 ***Susan Vernacchio*** wanted to thank Mike Welding for having a great year with  
18 *our district. We certainly appreciate it especially Scott Campbell and his staff for*  
19 *their help and cooperation and also to Mr. Campbell who is handling two job*  
20 *positions at this time. Mr. Campbell would also like to thank Mr. Welding and his*  
21 *staff; they do a great job. He appreciates all the work they do and all the work*  
22 *the ladies in his office do. It is reflective upon this audit.*

23  
24 Motion carried by unanimous roll call vote.

25  
26 **3. MINUTES**

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28 Motion: (Trainor/Vernacchio) to approve the minutes:

29  
30 November 12, 2012 – Regular Minutes  
31 November 12, 2012 – Executive Session  
32

33 Motion carried by unanimous roll call vote.

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35 **4. SUPERINTENDENT'S REPORT**

36  
37 Motion: (Chapkowski/Morina) to approve the following as one A1-A4:

38  
39 A. Administrative Reports

- 40  
41 1. Enrollment Statistics, Fire Drills and Suspensions, as of  
42 November 30, 2012. (Attachment – EXHIBIT C1)  
43  
44 2. School Health Services Monthly Reports as of November 30, 2012.  
45 (Attachment – EXHIBIT C2)

- 1                   3.     2012-2013 Violence & Vandalism Report as of November 30,  
2                                   2012. (Attachment – EXHIBIT C3)  
3  
4                   4.     Monthly Report of Attendance Officer as of November 30, 2012.  
5                                   (Attachment – EXHIBIT C4)  
6

7     **Andrew Chapkowski** asked if the child from the update is included in that  
8     attendance report? **Scott Campbell** said it will be discussed in executive  
9     session. **Lisa Morina** added that she feels Mr. Dean Sizemore does a nice job  
10    as our Attendance Officer. There has been a lot of activity and he has been  
11    detailed in his follow-up and I'm sure the taxpayers appreciate that.  
12

13    Motion carried by unanimous roll call vote.  
14

15    **5.     THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING**  
16                                   **ACTION ITEMS**  
17

18    Motion:           (Trainor/Chapkowski) to approve the following as one, A & B:  
19

- 20    A.     The approval of the agreement between the Greenwich Township Board  
21           of Education and the Greenwich Township Education Association to  
22           institute a personal day bank wherein an employee may donate one  
23           personal day per case for the remainder 2012-2013 school year.  
24  
25    B.     The approval for the appointment of Melissa Hocko as a Part-Time  
26           Special Education Teacher at Nehaunsey Middle School for the 2012-  
27           2013 school year effective January 2, 2013 at a prorated salary of  
28           \$52,107.00, reflective of Step 5 (MA) of the Teacher's Guide, 6.5 hours  
29           per day (teacher days only) no benefits.  
30

31    **Andrew Chapkowski** asked if item A was sick days donated to another teacher?  
32    **Scott Campbell** answered that it is a personal day donation and it is strictly  
33    voluntary. It is the same guidelines as when it was approved last year. **Jason**  
34    **Murschell** asked if item B was what was discussed to resolve the issue of too  
35    many students in the classroom? **Mr. Campbell** said it was but also because  
36    there were four candidates for that position. One person pulled out so they  
37    interviewed just the three but two of the three were not as strong; this particular  
38    person stood out. It was asked if they could just hire this person to do the job  
39    instead of splitting the positions. She taught five years at a Charter School in  
40    Pleasantville and she will be getting her LD certification at the end of the year.  
41    Looking ahead, we do not have an individual in the district with that certification  
42    and we have to go outside the district to get someone. So instead of two people  
43    doing one job, she will be doing the job on a part-time basis.  
44

45    Motion carried by unanimous roll call vote.

1 **6. POLICY/REGULATION**

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

4  
5 A. District Policies/Regulations

- 6  
7 1. The approval of the following list of new and/or revised district  
8 bylaws, policies and regulations on **second** reading:

Policy/Regulation No.	Title
Bylaw 0168	Recording Board Meetings ( <b>Revised</b> )
Policy 2363	Pupil Use of Privately-Owned Technology ( <b>New</b> )
Policy 6620	Petty Cash ( <b>Revised</b> )
Policy 8130	School Organization ( <b>Revised</b> )

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10  
11 Motion carried by unanimous roll call vote.

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13 **7. CURRICULUM & INSTRUCTION**

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15 *\*\*This item was held until after Executive Session\*\*.*

16  
17 **8. BUSINESS & FINANCE**

18  
19 Motion: (Lombardo/Morina) to approve the following as one, A & B:

20  
21 A. Acceptance of Non-Public Technology Initiative Allocation

- 22  
23  
24 1. The approval for the Greenwich Township Board of Education  
25 to accept the 2012-2013 New Jersey Non-public School  
26 Technology Initiative Program allocation in the District total amount  
27 of \$2,087.00 and each non-public school allocation as follows,  
28 (Attachment – EXHIBIT D)

29  
30 Guardian Angels Regional School - \$2,087.00

31  
32 B. Non-Public School Requests for Technology Under the New Jersey Non-  
33 Public Technology Initiative Program

34  
35 **WHEREAS**, the Greenwich Township School District has  
36 consulted with the administrator of each of the participating non-public  
37 schools located within the Public School District; and  
38

1                   **WHEREAS**, the Greenwich Township School district has  
2 advised the non-public schools regarding the limit of funds available for  
3 the provision of technology for the full-time pupils enrolled in the non-  
4 public schools; and

5  
6                   **WHEREAS**, the Greenwich Township School District is in  
7 agreement with the Technology to be provided to the non-public schools  
8 within the limit of the funds that are available;

9  
10                   **NOW, THEREFORE, BE IT RESOLVED** that the Board of  
11 Education approves the attached Non-public School Technology Initiative  
12 Program Request Form from the following non-public school:

13  
14   Guardian Angels Regional School - \$2,087.00

15  
16                   **AND BE IT FURTHER RESOLVED** that the Board of  
17 Education approves the attached New Jersey Non-public School  
18 Technology Initiative Program Agreement and will forward Certified  
19 minutes of this Resolution with the Program Agreement to the Gloucester  
20 County Superintendent of Schools within the timelines set by the State  
21 Department of Education.

22  
23 Motion carried by unanimous roll call vote.

24  
25 **9.     REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD**  
26   **SECRETARY**

27  
28 Motion:           (Vernacchio/Trainor) to approve the following as one, A-G:

29  
30 A.     Bills Lists

- 31  
32 1.     The bills as presented by the Board Secretary in the following  
33 amounts are ordered paid. (Attachment – EXHIBIT E)

34

<b>No.</b>	<b>Amount</b>
P26	\$240,255.50
P27	\$4,950.75
P28	\$149.20
P29	\$232,788.53
P30	\$462,368.16
P31	\$15,456.18
<b>TOTAL</b>	<b>\$955,968.32</b>

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B. Student Activities Account

1. The approval of the Student Activities Account Monthly Bank Reconciliation for the months of October 2012 and November 2012. (Attachments – EXHIBITS F1 and F2)

C. Board Secretary’s Report

1. The acceptance of the Board Secretary’s Report for the month of September 2012. (Attachment – EXHIBIT G)
  - a. Pursuant to *N.J.A.C.6A:23A-16.10(c)*, the Greenwich Township Board of Education certifies by a roll call vote that as of September 30, 2012 after review of the Board Secretary’s Report for September 2012 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:23A-16.10(c)4* 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 2012. The Treasurer’s Report and Secretary’s Report are in agreement for the month of September. (Attachment – EXHIBIT H)

E. Revenue Certification

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

F. Board of Education Certification

1. Pursuant to *N.J.A.C.6A:23A-16.10(c)4*, we certify that after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of *N.J.A.C.6A:23A-16.10(b)* and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

1 G. Transfer List

- 2  
3 1. The ratification of transfers, authorized by the Superintendent, for  
4 the month of September 2012 to give balances to new accounts  
5 and to balance existing accounts. (Attachment – EXHIBIT I)  
6

7 *Lisa Morina* asked about Premier Assistive Technology if that had something to  
8 do with Michael Grelli and the Technology Department? **Scott Campbell** said it  
9 is most likely for a license. He could not find the purchase order but will get back  
10 to her on that. Also a bill was presented from the auditor and he would like  
11 permission to have that payment approved tonight to send out when the  
12 purchase order and payment are processed. **Susan Vernacchio** amended her  
13 motion to include the Bowman & Company payment for \$21,000.00. **Louis**  
14 **Fabiani** asked if that was the amount that was approved to which **Mr. Campbell**  
15 replied that it was.  
16

17 Motion carried by unanimous roll call vote.  
18

19 **10. REGULATORY**

20 No report at this time.  
21  
22

23 **11. OLD BUSINESS**

24  
25 *Susan Vernacchio* said at the last meeting, it was brought up about the school  
26 board election and what the board was going to do and it was advised to go back  
27 to committee. Also she wanted everyone to know that the cost of the April 2012  
28 election that was listed in the paper by a former board member was incorrect.  
29 The amount listed was \$964.63 but the actual amount was \$8,113.40. **Mrs.**  
30 **Vernacchio** would like that noted in the minutes. She also wanted to discuss  
31 which committee this item should go back to and that committee should then  
32 have a report for everyone else. **Scott Campbell** said it should go to the Budget  
33 & Finance Committee. **Lisa Morina** said it would be a good idea to contact the  
34 Board of Elections and find out if any of the schools that did not move their  
35 election to November will be doing so this year and if they are, the costs of an  
36 April election will go up. **Susan Vernacchio** then asked if we were able to  
37 recoup some of the money that was paid out for the electrical work done by the  
38 township electrician? **Mr. Campbell** said he spoke with Bobby Schoch and he  
39 was going to speak with the township about us recouping the money but he  
40 hasn't spoken with him since that time. He is not optimistic about us getting any  
41 money refunded to us but he will ask Mr. Schoch again. **Mrs. Vernacchio** said it  
42 would be a good idea to have something in the minutes regarding this. **Lisa**  
43 **Morina** wanted to know who would be in charge of inspecting the electrical jobs;  
44 would it be Bill Houghton? And how do we protect the school district in the future



1 from “shotty” work? **Mr. Campbell** said a lot of the electrical work should be  
2 inspected by the township since this is a public building.  
3

4 **12. NEW BUSINESS**  
5

6 **Susan Vernacchio** said in light of everything that has happened in Paulsboro in  
7 the past few weeks, she would like to know where we stand if that should happen  
8 here in Greenwich Township as far as the students and the communication?  
9 She knows there is an evacuation plan in place but are we ready if something  
10 like that should happen here? **Scott Campbell** said he had a meeting with the  
11 administration and the nurse’s. We went over our “shelter in place” plan and sent  
12 a copy to Al Silbaugh who is at the Office of the Emergency Management here in  
13 town. Where we lack is if we had to keep people more than a few hours as far  
14 as stored water, food and supplies. The old shelter in place at the Broad Street  
15 School used to be the gymnasium but it was changed to the auditorium because  
16 of the windows in the gymnasium and that was after consulting with Mr. Silbaugh.  
17

18 **Lisa Morina** stated that GAPCAP came in and did an overview with the students  
19 about what their shelter in place protocol is and she had several parents ask  
20 about the policy. Some parents may be concerned about how they can get their  
21 child if they do not want their child having to spend the night at the school during  
22 a shelter in place. **Mr. Campbell** responded that it strictly says in the policy that  
23 no parent can pick up a child during an “in shelter” situation. **Roseanne**  
24 **Lombardo** asked if we are storing water and such and **Mr. Campbell** said we  
25 are going to have to. **Jason Murschell** said the chances of something like that  
26 happening again is slim so you have to be careful that you don’t over extend  
27 yourself with storing supplies.  
28

29 **Andrew Chapkowski** would like to bring up the idea of hiring a computer  
30 science/technology teacher. Computer Science focuses on four areas; Critical  
31 Thinking, Problem Solving, Communication & Collaboration and Creativity &  
32 Innovation. Those are all issues that can be brought to the different subjects  
33 across the whole core curriculum. He would like to see full-year electives that  
34 the students can take to expand our S.T.E.M. Program. **Susan Vernacchio**  
35 asked if this was something Curriculum can look at and maybe get some  
36 numbers together and then pass it on to the Budget & Finance committee to see  
37 what we can do? **Lisa Morina** suggested working with the curriculum  
38 coordinator. **Louis Fabiani** asked if it can be a club but **Mr. Chapkowski** said it  
39 wouldn’t give the students enough time instructionally to give them what they  
40 need for the subject matter. This would be “work”; not just “fun”. **Roseanne**  
41 **Lombardo** asked Jill Trainor to have a meeting with Alisa Whitcraft and see what  
42 the computer teacher is currently teaching in her classroom and how the  
43 technology is already running in this building.  
44  
45



1 **13. CORRESPONDENCE**

2  
3 *Roseanne Lombardo said the only correspondence she received was from the*  
4 *county approving Scott Campbell as Acting Interim Superintendent until*  
5 *December 31, 2012.*  
6

7 **14. PUBLIC – AGENDA/NON-AGENDA ITEMS**

8  
9 This is the time when anyone from the public who wishes to speak to the Board  
10 may do so. Please state your name, address and phone number. The Board will  
11 hear your concerns. The Board may or may not take action this evening. You  
12 will be notified either at this meeting, by letter or telephone of any action the  
13 Board does take.  
14

15 *Andrew Chapkowski asked Mark Pandolfo how much the software? Mr.*  
16 *Pandolfo said it cost about \$2,000.00 to set it up. He said they are still fund-*  
17 *raising and they received some private donations. They were fronted the money*  
18 *by South Jersey Robotics and we are paying them back. After that it is just*  
19 *registration of all the kids. Roseanne Lombardo asked what age group they*  
20 *were working with and Mr. Pandolfo said it was fourth grade through eighth*  
21 *grade. They also had their first competition at Rowan University.*  
22

23 **15. EXECUTIVE SESSION**

24  
25 Pursuant to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-*  
26 *6, et seq.*, which provides that an Executive Session, not open to the public, may  
27 be held for certain specified purposes when authorized by Resolution.  
28 The Board of Education for Greenwich Township, assembled in public session on  
29 **December 10, 2012** hereby resolves that an Executive Session closed to the  
30 public shall be held on **December 10, 2012** at **7:57 p.m.** in the Nehaunsey  
31 Middle School library, Room 48, located at 415 Swedesboro Road, Gibbstown,  
32 New Jersey, for discussion of certain matters which relate to items authorized by  
33 *Open Public Meetings Act, (N.J.S.A. 10:4-12b)* to be discussed in closed  
34 session.  
35

- 36 • Matters Involving Individual Privacy
  - 37 • Matters Relating to the Employment Relationship
- 38

39 It is anticipated that such matters may be disclosed to the public upon the  
40 determination of the Board that applicable exception no longer applies and the  
41 public interest will no longer be served by such confidentiality.  
42

43 Motion: (Vernacchio/Chapkowski) to enter into Executive Session at  
44 7:57 p.m. to discuss the following:  
45

- Personnel
- Legal
- Student Concerns

Motion carried by unanimous voice vote.

Motion: (Murschell/Chapkowski) to return from Executive Session at 10:27 p.m.

Motion carried by unanimous voice vote.

**16. RESOLUTION**

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

- A. The approval for the removal of student, T.C. from the Greenwich Township School District effective immediately as per the attached Resolution. (Attachment – EXHIBIT J)

**17. CURRICULUM & INSTRUCTION**

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

A. Field Trips

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

Grade and/or Group	Destination/Time	Dates
Kindergarten	<b>Garden State Discovery Museum</b> Cherry Hill, NJ 9:00 a.m. – 1:00 p.m.	1/10/13
Grade 5	<b>Broadway Theater</b> Pitman, NJ 9:00 a.m. – 1:30 p.m.	2/1/13
Grade 6	<b>NJ Renaissance Faire</b> Bordentown, NJ 8:15 a.m. – 2:45 p.m.	5/29/13
Grade 3	<b>Franklin Institute</b> Philadelphia, PA 8:50 a.m. – 3:00 p.m.	5/31/13

Motion carried by unanimous roll call vote.

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**18. ADJOURNMENT**

Motion: (Chapkowski/Murschell) to adjourn the meeting at 10:30 p.m.

Motion carried by unanimous voice vote.

Respectfully Submitted,

\_\_\_\_\_  
Scott A. Campbell  
Acting Interim Superintendent  
School Business Administrator/Board Secretary