

## OFFICIAL MINUTES

of the **REGULAR MEETING** of the Greenwich Township Board of Education held Thursday February 27, 2003 in the Nehaunsey Middle School multi-purpose room.

The meeting was called to order by President Joseph Marcucci at 7:06 pm.

Roll Call:

Joseph Marcucci  
Frank Minniti  
Joseph Duca  
Larry Hall  
Robyn Glocker Hammond (arrived at 7:09 pm)

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

Absent:

Celia Sorbello  
Marie Downes

As required under the guidelines of the Open Public Meeting Law, notice of this meeting was sent to the Gloucester County Times, Courier Post, and the Township Clerk. It was also posted in the Greenwich Township School Buildings. (Optional: Videotaping Regulations - "The proceedings of this meeting are being videotaped, and anyone wishing to discuss an individual child should so note.")

Flag Salute

1. MINUTES

Motion: (Minniti/Duca) to approve the following minutes:

January 13, 2003 - Workshop Meeting (Attachment - EXHIBIT A1)  
January 21, 2003 - Regular Meeting (Attachment - EXHIBIT A2)  
January 21, 2003 - Caucus (Attachment - EXHIBIT A3)

Motion carried by unanimous roll call vote.

2. SUPERINTENDENT'S REPORT

Motion: (Hall/Minniti) to approve the following:

A. Administrative Reports

1. Enrollment Statistics, Fire Drills and Suspensions, as of January 31, 2003. (Attachment - EXHIBIT B1)
2. School Health Services Monthly Reports as of January 31, 2003. (Attachment - EXHIBIT B2)
3. 2002-2003 Violence & Vandalism Report as of January 31, 2003. (Attachment - EXHIBIT B3)
4. Monthly Report of Attendance Officer as of January 31, 2003. (Attachment - EXHIBIT B4)

Motion carried by unanimous roll call vote.

### 3. PERSONNEL

Motion: (Minniti/Duca) to approve the following:

- A. The retroactive approval for the placement of the following practicum nursing student from the University of Delaware-College of Health and Nursing Sciences for the spring semester 2003 pending completion of required documentation:

Student:

Karen L. Ott, RN

Preceptor:

Cathy Tortella, RN, BA

Motion carried by unanimous roll call vote.

Motion: (Hall/Minniti) to approve the following:

- B. The resolution seeking permission of the Commissioner to employ the below recommended certificated and support staff applicant on an emergent basis for a period not to exceed three (3) months pending completion of a positive Criminal History Check:
  1. The approval of Helen Dunk as Substitute Secretary for the 2002-2003 school year. Substitute rate is \$7.55 per hour.

Motion carried by unanimous roll call vote.

### 4. CURRICULUM & INSTRUCTION

Motion: (Minniti/Hall) to approve the following:

- A. The approval for out-of-district placement of A. P. at Larc School, Westville, NJ as of March 17, 2003 at a pro-rated tuition of \$27,720.00.

Motion carried by unanimous roll call vote.

Motion: (Minniti/Duca) to approve the following:

B. Field Trips

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

GRADE AND/OR GROUP	DESTINATION/TIME	DATE (S)	ESTIMATED RELATED COST	ESTIMATED TRANSPORTATION COST	TOTAL
K	Funari's Thriftway Gibbstown, NJ 9:00 am - 10:15 am	04/01/03 04/02/03 04/03/03 04/04/03	\$-0-	Bus Driver (s): \$32.50/Day	\$130.00
6-8 Alpha Art	Phila. Museum of Art Philadelphia, PA 9:30 am - 2:00 pm	04/04/03	\$175.00 Admission	Bus Driver (s): \$112.50 Lunch: \$6.00 Tolls: \$4.50	\$298.00
6 Project Aware	Underwood Mem. Hospital Woodbury, NJ 911 Center Clayton, NJ 9:30 am - 2:00 pm	04/28/03 05/02/03 05/19/03	\$150.00/Day Substitutes	Bus Driver (s): \$112.50/Day Lunch: \$6.00/Day	\$805.50
2	Scotland Run Park & Nature Center Sewell, NJ 9:00 am - 12:30 pm	04/29/03 04/30/03 05/01/03	\$-0-	Bus Driver (s): \$100.00/Day	\$300.00
6-8 Chorus	Masso's Crystal Manor (Performance) Glassboro, NJ 12:30 pm - 2:30 pm	05/06/03	\$-0-	Bus Driver (s): \$50.00	\$50.00
Dev-K	Collins Farm Elmer, NJ 9:45 am - 12:45 pm	05/07/03	\$-0-	Bus Driver (s): \$75.00	\$75.00
K	Cohanzick Zoo Bridgeton, NJ 9:00 am - 1:30 pm	05/09/03	\$-0-	Bus Driver (s): \$112.50 Lunch: \$6.00	\$118.50
Preschool Handicapped	Cape May Zoo Cape May, NJ 9:00 am - 2:00 pm	05/19/03	\$20.00	Bus Driver (s): \$125.00 Lunch: \$6.00 Aide: \$41.50 Parking: \$50.00	\$242.50
5	GCIT	05/30/03	\$220.00	Bus Driver (s):	

GRADE AND/OR GROUP	DESTINATION/TIME	DATE (S)	ESTIMATED RELATED COST	ESTIMATED TRANSPORTATION COST	TOTAL
Swim America	Sewell, NJ 9:00 am - 11:15 am	06/02/03 06/03/03	Registration	\$187.50	\$407.50
Dev-K	Ft. Billings Park Paulsboro, NJ 10:00 am - 12:30 pm	06/03/03	\$-0-	Bus Driver (s): \$62.50	\$62.50

Motion carried by unanimous roll call vote.

Motion: (Minniti/Duca) to approve the following:

**B. Workshops**

1. The retroactive approval for the following individual to attend out-of-district workshop:\*

NAME	WORKSHOP TITLE/LOCATION/DATE	COST
Sharon Gomez-Salvatore	National Science Convention Philadelphia, PA March 27-28, 2003	\$228.00 Plus mileage Plus substitute

\*Early registration (02/03/03) for reduced registration fee\*

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

NAME	WORKSHOP TITLE/LOCATION/DATE	COST
Marcelline Eachus	Anxiety Disorders in Children & Adolescents Vineland, NJ March 13, 2003	\$125.00 Plus mileage Plus substitute
Janice Holdstein	Intervention Strategies-Helping Students Struggling with Reading and Writing Cherry Hill, NJ March 19, 2003	\$165.00 Plus mileage Plus substitute
Anne Wooton	Intervention Strategies-Helping Students Struggling with Reading and Writing Cherry Hill, NJ March 19, 2003	\$165.00 Plus mileage Plus substitute
Paula Carrozzino	Best Practices and Practical Strategies for Creating an Outstanding Fifth Grade Program Cherry Hill, NJ March 25, 2003	\$165.00 Plus mileage Plus substitute
Elizabeth Kaminski	Using Informational Texts to Teach Reading and Writing Cherry Hill, NJ April 9, 2003	\$155.00 Plus mileage Plus substitute

NAME	WORKSHOP TITLE/LOCATION/DATE	COST
Karlene Babij	Practical Discipline Strategies/Dealing with Difficult Students Mt. Laurel, NJ March 14, 2003	\$155.00 Plus mileage Plus substitute
Regina Hutchison	Practical Discipline Strategies/Dealing with Difficult Students Mt. Laurel, NJ March 14, 2003	\$155.00 Plus mileage Plus substitute
Tina Simmens	Creating an Outstanding Fifth Grade Program Cherry Hill, NJ March 25, 2003	\$165.00 Plus mileage Plus substitute
Cathy Tortella	A Diabetes Update for School Staff Sewell, NJ March 18, 2003	\$40.00 Plus mileage
Cathy Tortella	The Teen Brain: Depression & Suicide in the Growing Child Sewell, NJ April 8, 2003	\$35.00 Plus mileage
Carina Jovanovic	Foreign Language Educators of NJ Annual Spring Conference East Brunswick, NJ March 22, 2003	\$75.00 Plus mileage
Carina Jovanovic	TPR Storytelling Workshop Mays Landing, NJ March 28-29, 2003	\$-0- Plus mileage Plus substitute (1 day)
Sandra Schwartz	How to Better Meet the Needs of Your Gifted/Highly Capable Students Cherry Hill, NJ April 2, 2003	\$165.00 Plus mileage Plus substitute
Janet Geary	Teaching Word Problems Made Easy Cherry Hill, NJ April 23, 2003	\$159.00 Plus mileage Plus substitute
Linda Maddox	Teaching Word Problems Made Easy Cherry Hill, NJ April 23, 2003	\$159.00 Plus mileage Plus substitute
Elizabeth Button	NJSHA Convention Atlantic City, NJ May 2, 2003	\$162.00 Plus mileage Plus substitute
Maureen Jenzano	NJSHA Convention Atlantic City, NJ May 2, 2003	\$162.00 Plus mileage Plus substitute

Motion carried by unanimous roll call vote.

5. BUSINESS & FINANCE

Motion: (Hall/Minniti) to approve the following:

A. Bills List

1. The bills as presented by the Board Secretary in the following amounts are ordered paid. (Attachment - EXHIBIT C)

P46	\$288,321.15
P47	\$ 1,041.75
P48	\$220,046.14
P49	\$146,158.47
P50	\$217,209.68
P51	\$342,741.77
P52	\$ 30,752.46

Motion carried by unanimous roll call vote.

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

B. Student Activities Account

1. The approval of the Student Activities Account Monthly Bank Reconciliation for the Month of January, 2003. (Attachment - EXHIBIT D)

Motion carried by unanimous roll call vote.

Motion: (Minniti/Glocker Hammond) to approved the following:

C. Board Secretary's Report

1. The acceptance of the Board Secretary's Report for the month of January, 2003. (Attachment - EXHIBIT E)

Pursuant to N.J.A.C. 6:A:23-2.11(c)4, the Greenwich Township Board of Education certifies by a roll call vote that as of January 31, 2002, after review of the Board Secretary's Report for and upon consultation with the district officials, to the best of our know 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.

Motion carried by unanimous roll call vote.

Motion: (Hall/Minniti) to approve the following:

D. Treasurer's Report

1. The approval of the Treasurer of School Monies Report for the month of January, 2003. (Attachment - EXHIBIT F)

Motion carried by unanimous roll call vote.

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

E. Transfer List

1. The ratification of transfers, authorized by the Superintendent, for the month of January, 2003, to give balances to new accounts and to balance existing accounts. (Attachment - EXHIBIT G)

Motion carried by unanimous roll call vote.

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

F. Contracts/Agreements

1. Kingsway Regional Shared Services
  - a. The retroactive approval to rescind the Shared Services Proposal between the Kingsway Regional Board of Education and the Greenwich Township Board of Education for the position of School Psychologist effective January 13, 2003.

Motion carried by unanimous roll call vote.

Motion: (Minniti/Duca) to approve the following:

2. Gloucester County Special Services School District
  - a. The approval of the contract agreement between Gloucester County Special Services School District and the Greenwich Township School District for the 2002-2003 I.D.E.A. instructional services effective September, 2002. (Attachment - EXHIBIT H)

Motion carried by unanimous roll call vote.

Motion: (Hall/Duca) to approve the following:

3. Special Education Settlement Agreement

- a. A motion to approve settlement agreement discussed in closed session subject to all necessary signatures being placed on agreement and approval of the terms by the Board of Education council.

Motion carried by unanimous roll call vote.

Motion: (Minniti/Duca) to approve the following:

G. Annual Required Maintenance Budget

- 1. The acceptance of the Annual Required Maintenance Budget Amount Worksheet (Form M-1). This form is used as a tool to help districts estimate the annual required maintenance budget amount to be submitted with the district's Comprehensive Maintenance Plan (CMP). (Attachment - EXHIBIT I1 and I2)

Motion carried by unanimous roll call vote.

Motion: (Minniti/Hall) to approve the following:

H. Resolution

- 1. The acceptance of the resolution authorizing submission of the Comprehensive Maintenance Plan. The Department of Education requires submission of the three-year maintenance plan as part of the QAAR. (Attachment - EXHIBIT J)

GREENWICH TOWNSHIP BOARD OF EDUCATION  
RESOLUTION  
SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Greenwich Township Board of Education are consistent with these requirements,



and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE, BE IT RESOLVED, that the Greenwich Township Board of Education hereby authorized the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Greenwich Township Board of Education in compliance with Department of Education requirements.

Motion carried by unanimous roll call vote.

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

I. Maximum Capital Reserve Statement

1. The acceptance of the Maximum Capital Reserve Statement. The Greenwich Township Public Schools have 100 projects identified in its Five-Year Long-Range Facility Plan that have not been initiated or advanced. The projects have an estimated total cost over the five-year period of \$4,927,704.16. It is estimated that the district may be eligible for State Debt service of EDA grant funds for these projects in the amount of \$1,971,081.66. Accordingly, the estimated local share of these projects is \$2,956,622.50. The local share amount of \$2,956,622.50 represents the maximum amount the Greenwich Township Public Schools may deposit in its capital reserve fund for the 2002-2003 school year. (Attachment - EXHIBIT K)

Motion carried by unanimous roll call vote.

Motion: (Hall/Duca) to approve the following as a group, A-D:

6. USE OF FACILITIES

- A. The retroactive approval for the Gibbstown Soccer Association to use Room #18 at Nehaunsey Middle School for a public soccer meeting on February 11, 2003 from 7:00 pm to 9:00 pm.
- B. The retroactive approval for the Gibbstown Softball/Baseball Association to use the Lobby of the Nehaunsey Middle School for registration on February 19, 20, 25 and 26, 2003 from 6:00 pm to 8:00 pm.

- C. The retroactive approval to reschedule the previously approved date of February 20, 2003 to February 27, 2003 for the Greenwich Township School District PTA at Broad Street School.
- D. The approval of the Application for Dual Use of Educational Space for Room 215 (Speech Room) at Broad Street School for small group/speech instruction for the 2002/2003 school year.

Motion carried by unanimous roll call vote.

7. PUBLIC - AGENDA/NON-AGENDA ITEMS

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

No public comment at this time.

8. CLOSED SESSION

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

The Board of Education for Greenwich Township, assembled in public session on *February 27, 2003*, hereby resolves that an Executive Session closed to the public shall be held on *February 27, 2003, at 7:24 p.m.* in the Nehaunsey Middle School located at 415 Swedesboro Road, Gibbstown, New Jersey, for discussion of certain matters which relate to items authorized by *Open Public Meetings Act., (N.J.S.A. 10:4-12b)* to be discussed in closed session.

- 1. Matters Involving Individual Privacy
- 2. Matters Relating to the Employment Relationship
- 3. Matters Relating to Litigation, Negotiations and Attorney-Client Privilege.

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

Motion: (Duca/Minniti) to enter into closed session to discuss the following:

- A. Personnel
- B. Student Concerns

Motion carried by unanimous roll call vote.

Returned from closed session at 8:56 pm.

9. BUSINESS & FINANCE

Motion: (Minniti/Hall) to approve the following:

A. BE IT RESOLVED TO APPROVE a tentative 2003/2004 school district budget for submission to the Gloucester County Superintendent of Schools as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$9,501,140	\$7,851,103
Special Revenue Fund	\$ <u>240,927</u>	
<b>Total Base Budget</b>	<b>\$9,742,067</b>	<b>\$7,851,103</b>

BE IT FURTHER RESOLVED to apply for the following statutory spending growth limitation adjustment to the 2003/2004 school budget as listed:

Transportation	\$ 103,260
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BE IT FURTHER RESOLVED to apply to utilize "banked cap" from the prior budget year to increase budget year spending authority in the 2003/2004 school budget for \$100,421 to avoid cutting programs and positions. These items cannot be deferred or incrementally completed over a longer period of time.

Motion carried by unanimous roll call vote.

**10. ADJOURNMENT**

Motion: (Minniti/Hall) to adjourn the meeting at 9:00 pm.

Motion carried by unanimous roll call vote.

Respectfully Submitted,

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Scott A. Campbell, Board Secretary



