

1 **OFFICIAL MINUTES**

2  
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held  
4 **Monday, December 9, 2013** in the Nehaunsey Middle School library.

5  
6 The meeting was called to order by President Roseanne Lombardo at 7:05 p.m.

7  
8 **Roll Call:**

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

17  
18 Also present were Mr. Stephen Derkoski, Interim Superintendent and Mr. Scott A.  
19 Campbell, School Business Administrator/Board Secretary.

20  
21 **FLAG SALUTE**

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

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

30  
31 Michael Welding from Bowman & Company LLC, will present an overview of the  
32 Greenwich Township Board of Education Comprehensive Annual Financial  
33 Report Fiscal Year Ending June 30, 2013 and Auditor’s Management Report on  
34 Administrative Findings, Financial, Compliance and Performance – Fiscal Year  
35 Ending June 30, 2013.

36  
37 **2. 2012-2013 AUDIT**

38  
39 Motion: (Vernacchio/Trainor) 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, 2013.

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, 2013. Further recommend  
7 approval for the Business Administrator to implement the  
8 recommendation as read and distributed to the public at the  
9 December 9, 2013 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 **3. MINUTES**

18  
19 Motion: (Trainor/Vernacchio) to approve the minutes:  
20

21 November 11, 2013 – Regular Meeting  
22

23 Roll Call Vote:  
24

25 Lisa Morina – Abstained  
26 Andrew Chapkowski – Abstained  
27 Louis Fabiani – Yes  
28 Ken Ridinger – Yes  
29 Jill Trainor – Yes  
30 Sue Vernacchio – Yes  
31 Roseanne Lombardo - Yes  
32

33 **4. SUPERINTENDENT'S REPORT**  
34

35 Motion: (Chapkowski/Morina) to approve the following as one, A1-A3:  
36

37 A. Administrative Reports  
38

- 39 1. Enrollment Statistics, Fire Drills and Suspensions, as of November  
40 30, 2013. (Attachment – EXHIBIT C1)  
41  
42 2. School Health Services Monthly Reports as of November 30, 2013.  
43 (Attachment – EXHIBIT C2)  
44

- 1                   3.     2013-2014 Violence & Vandalism Report as of November 30,  
2                                   2013. (Attachment – EXHIBIT C3)  
3

4                   Motion carried by unanimous roll call vote.  
5

6     **5. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING**  
7                                   **ACTION ITEMS**  
8

9                   Motion:           (Morina/Vernacchio) to approve the following as one, A-F:  
10

- 11                   A.     The approval for the retroactive appointment of Maria Santos as a Part-  
12                                   Time Custodian effective November 22, 2013 for the 2013-2014 school  
13                                   year, 20 hours per week, at an hourly rate of \$10.00 per hour, no benefits.  
14  
15                   B.     The approval to continue the In-School Suspension Program for the  
16                                   remainder of the 2013-2014 school year.  
17  
18                   C.     The approval for Catrina Collier-Laster to continue as Head Teacher at the  
19                                   Broad Street School at an additional stipend of \$750.00 for the remainder  
20                                   of the 2013-2014 school year.  
21  
22                   D.     The approval for the following student from Rowan University to conduct  
23                                   her field experience at Broad Street School on the following dates:  
24                                   February 3, 5, 10, 12, 17, 19, 24 and 26, 2014 and March 3, 5, 10 and 12,  
25                                   2014.  
26

<u>Student</u>	<u>Cooperating Teacher</u>
Grace Irene Kaler	Steve Wehrle

- 27  
28  
29  
30                   E.     The approval for a medical/maternity leave of absence for Jennifer Spera,  
31                                   Special Education Aide, beginning Monday, March 24, 2014 through  
32                                   Friday, May 30, 2014. Mrs. Spear will be using sick/personal days and the  
33                                   New Jersey Family Leave Act as needed. (Attachment – EXHIBIT D)  
34  
35                   F.     The approval for the appointment of Robin Schiepan as Substitute Nurse  
36                                   for the 2013-2014 school year. Substitute rate will be \$100.00 a day.  
37

38                   Motion carried by unanimous roll call vote.  
39

40     **6. POLICY/REGULATION**  
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42                   None at this time.  
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45

1 **7. CURRICULUM & INSTRUCTION**

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

4  
5 A. Workshops

- 6  
7 1. The approval for the following individuals to attend out-of-district  
8 workshops:

Name	Workshop Title/Location/Date	Cost
Jean Morrison	<b><i>“Contagious Rash Seminar for School Nurses”</i></b> Auletto Caterers Deptford, NJ 12/16/13 4:30 p.m. – 7:30 p.m.	\$49.00 Plus Mileage
Kimberly Chila	<b><i>“Guided Reading – Differentiated Instruction”</i></b> 1/22/14 The Mansion on Main Street Cherry Hill, NJ 1/9/14 8:15 a.m. – 3:15 p.m.	\$225.00 Plus Substitute Plus Mileage
Cathy Tortella	<b><i>“Managing Childhood Diabetes in the School Setting”</i></b> 1/22/14 <b><i>“Put the Squeeze on Oral Disease – Oral Health Matters More Than You Think”</i></b> 3/12/14 <b><i>“Childhood Obesity”</i></b> 5/21/14 EIRC, Mullica Hill, NJ 4:00 p.m. – 7:00 p.m.	\$135.00 (for all three seminars) Plus Mileage

10  
11 B. Field Trips

- 12  
13 1. The approval of Request for Educational Trip/Transportation for the  
14 following:

Grade and/or Group	Destination/Time	Date	Estimated Related Cost	Estimated Transportation Cost	Total
Grade 1	<b><i>Adventure Aquarium</i></b> Camden, NJ 9:30 a.m. – 3:00 p.m.	4/11/14	Tickets: \$540.00	\$350.00 (2 buses)	\$890.00

16  
17 Motion carried by unanimous roll call vote.

18  
19 **8. BUSINESS & FINANCE**

20  
21 Motion: (Chapkowski/Trainor) to approve the following:

1 A. Acceptance of Non-Public Technology Initiative Allocation

- 2  
3 1. The approval that the Greenwich Township Board of Education  
4 accepts the 2013-2014 New Jersey Non-Public School Technology  
5 Initiative Program allocation in the District total amount of \$2,260.00  
6 and each non-public school allocation as follows: (Attachment –  
7 EXHIBIT E1)

8  
9 Guardian Angels Regional School - \$2,260.00

10  
11 B. Non-Public School Request(s) for Technology Under The NJ Non-Public  
12 Technology Initiative Program:

13  
14 **WHEREAS**, the Greenwich Township School District has  
15 consulted with the administrator of each of the participating non-public  
16 schools located within the Public School District; and

17  
18 **WHEREAS**, the Greenwich Township School District has  
19 advised the non-public schools regarding the limit of funds available for  
20 the provision of technology for the full-time pupils enrolled in the non-  
21 public schools; and

22  
23 **WHEREAS**, the Greenwich Township School District is in  
24 agreement with the technology to be provided to the non-public schools  
25 within the limit of the funds that are available;

26  
27 **NOW, THEREFORE, BE IT RESOLVED**, that the Board of  
28 Education approves the Non-Public School Technology Initiative Program  
29 Request Forms (on file in the Business Office) from the following non-  
30 public school:

31  
32 Guardian Angels Regional School - \$2,260.00

33  
34 **AND BE IT FURTHER RESOLVED** that the Board of  
35 Education approves the attached NJ Non-Public School Technology  
36 Initiative Program Agreement and will forward Certified minutes of this  
37 Resolution with the Program Agreement to the Gloucester County  
38 Superintendent of Schools within the timelines set by the State  
39 Department of Education.

- 40  
41 C. The approval of the School Register Summary Report for the 2012-2013  
42 school year. (Attachment – EXHIBIT E2)

43  
44 Motion carried by unanimous roll call vote.

1 **Susan Vernacchio** wanted to know if this program was for the Gibbstown  
2 campus of Guardian Angels only or for the Paulsboro campus as well? **Scott**  
3 **Campbell** replied that it is for the Gibbstown campus only; the Paulsboro  
4 campus will have to go through the Paulsboro school district.  
5

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

9 Motion: (Morina/Ridinger) to approve the following as one, A-G:  
10

11 A. Bills List  
12

- 13 1. The bills as presented by the Business Administrator in the  
14 following amounts are ordered paid. (Attachment – EXHIBIT F1)  
15

No.	Amount
P003	\$67,090.22
P004	\$5,311.88
P005	\$120.00
P006	\$65,623.48
P007	\$5,217.15
P032	\$97.07
P039	\$237,487.19
P040	\$35,987.59
P041	\$390,612.77
P042	-\$0.02
P043	\$48.39
P044	-\$117,594.95
P045	\$107,427.12
P046	\$238,040.16
P047	\$18,148.06
P048	\$155.00
P049	\$87,437.38
<b>TOTAL</b>	<b>\$1,141,208.49</b>

- 16 2. The approval to void the following checks: (Attachment – EXHIBIT  
17 F2)  
18  
19  
20  
21

Check#	Vendor	Amount
14476	William Houghton	\$11.46
14601	William Houghton	\$269.65
14683	BESCO	\$514.20

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B. Student Activities Account

1. The following Student Activities Account check as presented by the Business Administrator is in for payment: (Attachment – EXHIBIT G)

Check#	Vendor	Amount
1014	Gibbstown PTA	\$584.70

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C. Board Secretary's Report

1. The acceptance of the Board Secretary's Report for the month of October, 2013. (Attachment – EXHIBIT H)
- a. Pursuant to *N.J.A.C. 6A:23A-16.10(c)3*, the Greenwich Township Board of Education certifies by a roll call vote that as of October 31, 2013, after review of the Board Secretary's Report for October 2013 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.

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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 October, 2013. The Treasurer's Report and Secretary's Report are in agreement for the month of October, 2013. (Attachment – EXHIBIT I)

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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.

1 F. Board of Education Certification

- 2  
3 1. Pursuant to *N.J.A.C. 6A:23A – 16.10(c)4*, we certify that after  
4 review of the Secretary’s monthly financial report (appropriations  
5 section) and upon consultation with the appropriate district officials,  
6 that to the best of our knowledge no major accounts or fund has  
7 been over expended in violation of *N.J.A.C. 6A:23A – 16.10(b)* and  
8 that sufficient funds are available to meet the district’s financial  
9 obligations for the remainder of the fiscal year.

10  
11 G. Transfer List

- 12  
13 1. The ratifications of transfers, authorized by the Superintendent, for  
14 the month of October 2013 to give balances to new accounts and to  
15 balance existing accounts. (Attachment – EXHIBIT J)

16  
17 Roll Call Vote:

18  
19 Susan Vernacchio – Yes  
20 Roseanne Lombardo – Abstained on P049 (PO#608-14); yes to all others  
21 Lisa Morina – Yes  
22 Andrew Chapkowski – Yes  
23 Louis Fabiani – Yes  
24 Ken Ridinger – Yes  
25 Jill Trainor - Yes

26  
27 **10. REGULATORY**

28  
29 Motion: (Chapkowski/Ridinger) to approve the following:

- 30  
31 A. The approval for the American Red Cross Blood Drive to be held in the  
32 Nehaunsey Middle School Gymnasium on Tuesday, February 25, 2014  
33 from 11:00 a.m. – 9:00 p.m.

34  
35 Motion carried by unanimous roll call vote.

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37 **11. OLD BUSINESS**

38  
39 None at this time

40  
41 **12. NEW BUSINESS**

42  
43 **Stephen Derkoski** discussed the Broad Street School Student of the Month and  
44 he suggested that those students come to a Board meeting to give them the  
45 acclamation that they deserve. **Susan Vernacchio** asked if the Nehaunsey



1 Middle School could be included in that since they are older and would have  
2 more appreciation of it? All board members were in agreement and **Mr.**  
3 **Derkoski** said he will look into that and get back to the Board at the next  
4 meeting.

5  
6 **Stephen Derkoski** discussed the School Security update. A security booklet  
7 was handed out to each classroom and office. **Mark Wilgus**, from the Paulsboro  
8 Refining Company was at the dedication for the scoreboard and indicated to the  
9 principal that he would be happy to buy the locks that we wanted to purchase for  
10 both buildings.

11  
12 **Scott Campbell** discussed the reorganization meeting and it was decided that  
13 the meeting will be held on January 7, 2014 at 6:00 p.m. The regular meeting  
14 will be held on January 13, 2014. The board decided to have the board meetings  
15 on the second Monday of the month to start at 6:30 p.m. The meeting schedule  
16 will be distributed at the next regular meeting.

17  
18 **13. CORRESPONDENCE**

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20 **Roseanne Lombardo** discussed Student Address Verification Services which  
21 she received in the mail. It costs \$5.00 per student. **Scott Campbell** feels it is  
22 too expensive and **Ken Ridinger** feels it is unrealistic.

23  
24 **Scott Campbell** discussed the AED's we have in the district and he is looking to  
25 get the portable units in both buildings. He also suggests that all the custodians  
26 be trained and certified in using these AED's.

27  
28 The board discussed the homeless issue and our state aid.

29  
30 **Stephen Derkoski** discussed the Teacher of the Year and bringing them here at  
31 the board meeting to honor them. He also stated that **Steve Wehrle** is being  
32 acknowledged by the NJEA. He would like to attend the board meeting for a  
33 short period to explain how this came about.

34  
35 **14. PUBLIC – AGENDA/NON-AGENDA ITEMS**

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

42  
43 In accordance with Board policy and procedures, speakers are not permitted to  
44 publicly speak of personal issues involving school personnel, or against any  
45 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 comments at this time.

5  
6 **15. 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  
12 The Board of Education for Greenwich Township, assembled in public session on  
13 *December 9, 2013* hereby resolves that an Executive Session closed to the  
14 public shall be held on *December 9, 2013* at **8:03 p.m.** in the Nehaunsey Middle  
15 School library, Room 48, located at 415 Swedesboro Road, Gibbstown, New  
16 Jersey, for discussion of certain matters which relate to items authorized by  
17 Open Public Meetings Act, (*N.J.S.A. 10:4-12b*) to be discussed in closed  
18 session.

- 19  
20
  - Matters Involving Individual Privacy
  - Matters Relating to the Employment Relationship

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

26  
27 Motion: (Chapkowski/Lombardo) to enter into Executive Session at 8:03  
28 p.m. to discuss the following:

- 29  
30
  - Personnel
  - Legal

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32  
33 Motion carried by unanimous voice vote.

34  
35 Motion: (Lombardo/Vernacchio) to return to the regular meeting at 8:20  
36 p.m.

37  
38 Motion carried by unanimous voice vote.

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40 **16. ADJOURNMENT**  
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42 Motion: (Lombardo/Ridinger) to adjourn the meeting at 8:21 p.m.

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44 Motion carried by unanimous voice vote.

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Respectfully Submitted,

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Scott A. Campbell, Board Secretary