

1 **OFFICIAL MINUTES**

2
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held
4 **Monday, December 13, 2021** in the Nehausney Middle School library.

5
6 The meeting was called to order by Vice-President Roseanne Lombardo at 6:30 p.m.

7
8 **1. OATH OF OFFICE**

9
10 A. The Oath of Office of Newly Appointed Board Member, Fiona Paterna,
11 was administered by Mr. Scott A. Campbell, School Business
12 Administrator/Board Secretary.

13
14 **Roll Call:**

<input checked="" type="checkbox"/> Mrs. Roseanne Lombardo	Chairperson: Public Relations Committee Chairperson: Strategic Planning Committee Policy/Regulations Committee Delegate to Gloucester County & State Board Associations Personnel Committee
<input checked="" type="checkbox"/> Mr. Andrew Chapkowski	Chairperson: Budget & Finance Committee Buildings & Grounds Committee Policy/Regulations Committee Personnel Committee
<input checked="" type="checkbox"/> Mrs. Erin Herzberg	Chairperson: Policy/Regulations Committee Curriculum/Technology Committee Strategic Planning Committee Personnel Committee
<input checked="" type="checkbox"/> Mrs. Meghann Myers	Chairperson: Buildings & Grounds Committee Public Relations Committee Strategic Planning Committee
<input checked="" type="checkbox"/> Mrs. Fiona Paterna	
<input type="checkbox"/> Mrs. Susan Vernacchio Absent	Chairperson: Negotiations Committee Budget & Finance Committee Public Relations Committee Alternate Delegate to Gloucester County & State Board Associations Personnel Committee

15
16 Quorum **YES**

17
18 Also present were Mr. Scott Campbell, School Business Administrator/Board
19 Secretary and Dr. Jennifer Foley-Hindman, Chief School Administrator.

20
21 As required under the guidelines of the Open Public Meeting Law, notice of this
22 meeting was sent to **The Courier Post**, and **The Township Clerk**. It was also
23 posted in the Greenwich Township School Buildings. (“The proceedings of this
24 meeting are being audiotaped and anyone wishing to discuss an individual child
25 should so note.”)
26

1 **FLAG SALUTE**

2
3 **2. MINUTES**

4
5 Motion: (Herzberg/Myers) to approve the following minutes:

6
7 November 8, 2021 – Regular Meeting
8 November 8, 2021 – Executive Session
9 November 29, 2021 – Special Meeting

10
11 Motion carried by unanimous voice vote with Mrs. Paterna abstaining.

12
13 **3. PRESENTATION**

14
15 A presentation was made by **Andrew Mettler**, Math and Algebra I teacher at
16 Nehaunsey School and also a Data Liaison to the South Jersey Data Consortium
17 and is also completing his internship here at Nehaunsey in Administrative
18 Leadership. He will be lending his expertise in providing a re-cap of the Start
19 Strong Program which is the required state assessment we took and
20 administered in October. Each Board member was given a hand-out to follow
21 along with the presentation.

22
23 ***Erin Herzberg** said this test looked at the learning loss during the pandemic and
24 now we are looking at this year where they are continuing to advance their
25 curriculum. She asked how we are “back-tracking” to include that learning lost to
26 build the foundation of the curriculum now? We want to make sure we go back
27 to look at what was lost and reiterate it into today’s curriculum. **Mr. Mettler** said
28 he thinks that is what this test is doing. **Dr. Jennifer Foley-Hindman** said that
29 teachers have the ability to look at individual students’ scores to look for trends
30 within their classrooms. They do meet and discuss what they did last year and if
31 kids are struggling on a particular skill or skills, they will go back and review with
32 them until they are comfortable that the student can move forward with that skill
33 or whether they need to “spiral” back and review further.*

34
35 **4. ADMINISTRATIVE/PRINCIPAL REPORTS**

36
37 Motion: (Chapkowski/Lombardo) to approve the following as one, A-C:

38
39 A. School Health Services

- 40
41 1. School Health Services report as of **November 30, 2021** for Broad
42 Street School. (Attachment)
43
44 2. School Health Services report as of **November 30, 2021** for
45 Nehaunsey Middle School. (Attachment)

1
2
3
4
5
6
7
8
9
10
11

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

MONTHLY ATTENDANCE – NOVEMBER 2021	
Broad Street School	94.3%
Nehaunsey Middle School	81.1%

BROAD STREET SCHOOL ENROLLMENT – NOVEMBER 2021	
Grade Pre-K	Total: 33
Grade K	Total: 38
Grade 1	Total: 29
Grade 2	Total: 41
Grade 3	Total: 39
Grade 4	Total: 41
Grade 5	Total: 50
TOTAL ENROLLMENT: 271	

NEHAUNSEY MIDDLE SCHOOL ENROLLMENT – NOVEMBER 2021	
Grade 6	Total: 42
Grade 7	Total: 52
Grade 8	Total: 57
TOTAL ENROLLMENT: 151	

DATE	TIME/LOCATION*	DURATION	ACTION/DRILL	WEATHER CONDITIONS
November 3, 2021	10:15 a.m./BSS	2 minutes	Fire Drill	Sunny
November 16, 2021	2:40 p.m./NMS	2 minutes	Fire Drill	Cool, Sunny
November 12, 2021	1:00 p.m./BSS	15 minutes	Issue with Fire Alarm	Sunny
November 18, 2021	10:40 a.m./NMS	5 minutes	Bomb Threat/Shelter in Place	Warm, Sunny
November 19, 2021	2:30 p.m./BSS	3 minutes	Bomb Threat/Shelter in Place	Sunny
*NMS/Nehaunsey Middle School *BSS/Broad Street School				

C. Student Discipline, Violence/Vandalism and HIB

- The approval of the Student Discipline, Violence/Vandalism and HIB as of **November 30, 2021:**

Infraction/ Referrals/Reports	Number of Incidents this Month		2021-2022 Total-To-Date	
	BSS	NMS	BSS	NMS
Dating Violence	0	0	0	0
Detention after School	0	0	0	0

Harassment, Intimidation, or Bullying	2	3	3	4
Lunch Detention	15	12	27	20
Out-of-School Suspensions (OSS)	2	2	4	4
Restricted Study	1	2	3	7
Violence, Vandalism, Substance Abuse	0	0	0	0

2. The approval of the completed investigation reports as of **November 30, 2021**:

Case Number	Date of Initial Report	Date Reported to Superintendent	Result of Investigation
BSS-21.22-02	11/1/21	11/1/21	Confirmed
BSS-21.22-03	11/2/21	11/2/21	Not Confirmed
NMS-21.22-02	11/1/21	11/1/21	Not Confirmed
NMS-21.22-03	11/15/21	11/15/21	Confirmed
NMS-21.22-04	11/22/21	11/22/21	Not Confirmed

Motion carried by unanimous voice vote with Ms. Paterna abstaining.

5. SUPERINTENDENT RECOMMENDATIONS

Motion: (Chapkowski/Herzberg) to approve the following as one, A-C:

- A. The approval to renew Christian Hill as IT Assistant to Michael Grelli, effective immediately, for the 2021-2022 school year, at a rate of \$12.00 per hour, as needed.
- B. The approval of Stacy Anuszewski as Summer 2022 Bulldog Camp Manager, effective January 1, 2022 – December 31, 2022, at a rate of \$50.00 per hour, to include preplanning, preparation, on-site supervision and closing activities.
- C. The approval of annual salary adjustment in the amount of \$3,500.00 for Mrs. Judy Medica, Secretary to the Business Administrator and Transportation Coordinator, from \$53,327.00 to \$56,827.00, for new duties assigned including the completion of payroll and benefits activities. This increase will be prorated to \$1,750.00, effective January 1, 2022, for the remainder of the 2021-2022 school year.

Roll Call Vote:

- Andrew Chapkowski – Yes
- Erin Herzberg - Yes
- Meghann Myers – Yes

1 Fiona Paterna – Abstained
2 Roseanne Lombardo - Yes

3
4 Motion: (Lombardo/Chapkowski) to approve the following as one, D-H:

- 5
6 D. The approval of FMLA request for Kathy Seacrist, medical reasons,
7 requested to begin in January 2022, intermittently and pending all required
8 certifications for FMLA use. (Attachment)
9
10 E. The *retroactive* approval for use of accrued personal day for Kathy
11 Seacrist, used Thursday, December 9, 2021.
12
13 F. The *retroactive* approval of FMLA request for Jennifer Walker, medical
14 reasons, requested to begin December 10, 2021, pending all required
15 certifications for FMLA use. (Attachment)
16
17 G. The *retroactive* approval of use of accrued personal day for Lauren Ernst,
18 used Friday, December 10, 2021. (Attachment)
19
20 H. The approval of Course Reimbursement request for Alexa Wright, as part
21 of a Masters in Reading Specialist program at Rowan University, for class
22 “READ#30515 - Teaching Reading & Writing Across the Grades”, in
23 accordance with the G.T.E.A. and Greenwich Township Board of
24 Education agreement.
25

26 Roll Call Vote:

27
28 Erin Herzberg – Yes
29 Meghann Myers – Yes
30 Fiona Paterna – Abstained
31 Andrew Chapkowski – Yes
32 Roseanne Lombardo - Yes
33

34 **6. POLICY/REGULATION**

35
36 Motion: (Chapkowski/Lombardo) to approve the following
37 Policies/Regulations on first reading:
38

Number	Type	Section	Title	1 st Reading	2 nd Reading
P1648.13	M, N	Administration	School Employee Vaccination Requirements	X	
P1648.14	M, N	Administration	Safety Plan for Healthcare Settings in School Buildings – COVID-19 with appendices	X	
P2425	M, N	Program	Emergency Virtual or Remote Instruction Program	X	

1
2
3
4
5
6
7
8
9
10
11
12

Motion carried by unanimous voice vote with Mrs. Paterna abstaining.

7. CURRICULUM & INSTRUCTION

Motion: (Chapkowski/Herzberg) 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
Steven Wehrle, Teacher BSS	SHAPE NJ State Health/Physical Education Convention Long Branch, NJ	2/14/22 – 2/15/22	\$-0- Plus Substitute (2 days) Plus Mileage

13
14
15
16
17
18
19
20
21
22
23
24

Motion carried by unanimous voice vote with Mrs. Paterna abstaining.

8. REPORT OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

Motion: (Chapkowski/Herzberg) to approve the following as one, A-H:

A. Bills Lists

- The bills as presented by the Business Administrator in the following amounts are ordered paid. (Attachment)

Number	Amount
#31-2022	\$15,731.00
#32-2022	\$18,278.93
#33-2022	\$221,865.26
#34-2022	\$26,393.66
#35-2022	\$18,562.15
#36-2022	\$123,020.58
#37-2022	\$219,963.76
	\$643,815.34

25
26
27
28

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

B. Voided Checks

1. The approval to void the following checks:

Check#	Vendor	Amount	Account/Reason
26391-26416	None	N/A	Current/Printer not set correctly
26329	TSA Consulting	\$100.00	Current/lost in mail
26378	Mary C. Scarpa	\$341.70	Current/lost in mail

C. Student Activities Account

1. The approval of the Student Activities Account Monthly Bank Reconciliation for the months of **August, September, October** and **November 2021**. (Attachments)

D. Board Secretary's Report

1. The acceptance of the Board Secretary's Report for the months of **September** and **October 2021**. The Board Secretary certifies that no line item account has been over expended in violation of *N.J.A.C. 6A:23A-16.10(c)3* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Attachments)

E. Treasurer's Report

1. The approval of the Treasurer's Report in accordance with *18A:17-36* and *18A:17-9* for the months of **September** and **October 2021**. The Treasurer's Report and the Secretary's Report are in agreement for the months of **September** and **October 2021**. (Attachments)

F. 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.

G. Board of Education Certification

1. The approval of the Board of Education certification for the months of **September** and **October 2021** that after review of the

1 secretary's monthly financial reports and upon consultations with
2 the appropriate district officials, that to the best of its knowledge no
3 major accounts or funds have been over expended in violation of
4 *N.J.A.C. 6A:23A-16.10(c) 4* and that sufficient funds are available
5 to meet the district's financial obligations for the remainder of the
6 year.

7
8 H. Transfer List

- 9
10 1. The ratification of transfers, authorized by the Superintendent, for
11 the months of **September** and **October 2021**, to give balances to
12 new accounts and to balance existing accounts. (Attachments)

13
14 Motion carried by unanimous voice vote with Mrs. Paterna abstaining.

15
16 **9. BUILDINGS & GROUNDS**

17
18 Motion: (Chapkowski/Herzberg) to approve the following:

19
20 A. Use of Facilities

- 21
22 1. The approval of the Use of Facilities request from Gibbstown
23 Softball to use either the Broad Street School or Nehaunsey Middle
24 School gymnasiums, beginning January 17, 2022 – March 31, 2022
25 on Mondays and Wednesdays, pending receipt of insurance and as
26 per availability.

27
28 B. Resolution – Comprehensive Maintenance Plan

- 29
30 1. The acceptance of the resolution authorizing submission of the
31 Comprehensive Maintenance Plan. The Department of Education
32 requires submission of the three-year maintenance plan as
33 part of NJQSAC.

34
35 **GREENWICH TOWNSHIP BOARD OF EDUCATION**
36 **RESOLUTION**
37 **SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN**

38
39 **WHEREAS**, the New Jersey Department of Education
40 requires New Jersey School Districts to submit three-year maintenance
41 plan documenting "required" maintenance activities for each of its public
42 school facilities; and

43
44 **WHEREAS**, the required maintenance activities as listed in
45 the Comprehensive Maintenance Plan document for the various school

1 facilities of the Greenwich Township School District are complete and in
2 compliance with the requirements of *N.J.A.C. 6A:26A-3*; and
3

4 **WHEREAS**, the Comprehensive Maintenance Plan includes
5 activities and expenditures for each school facility that qualify as required
6 maintenance pursuant to *N.J.A.C. 6A:26A-2* and are reasonable to keep
7 school facilities open and safe for use or in their original condition and to
8 keep their system warranties valid.
9

10 **NOW, THEREFORE, BE IT RESOLVED**, that the
11 Greenwich Township School District hereby authorizes the School
12 Business Administrator and the School Board President to submit the
13 2021-2022 Comprehensive Maintenance Plan for the Greenwich
14 Township School District in compliance with the New Jersey Department
15 of Education requirements. (Attachment)
16

17 a. Annual Required Maintenance Budget

- 18
19 1. The acceptance of the Annual Required Maintenance
20 Budget Amount Worksheet (Form M-1). This form is used
21 as a tool to help districts estimate the annual required
22 maintenance budget amount to be submitted with the
23 district's Comprehensive Maintenance Plan (CMP).
24 (Attachment – Form M-1)
25

26 b. Maximum Capital Reserve Statement

- 27
28 1. The acceptance of the Maximum Capital Reserve
29 Statement. The Greenwich Township Public Schools have
30 over 41 projects identified in its Five-Year Long-Range
31 Facility Plan that have not been identified or advanced. The
32 projects have an estimated total cost over the five-year
33 period of \$8,643,500.00. It is estimated that the district may
34 be eligible for State Debt service of EDA grant funds for
35 these projects in the amount of \$3,457,400.00. Accordingly,
36 the estimated local share of these projects is \$5,186,100.00.
37 The local share amount of \$5,186,100.00 represents the
38 maximum amount the Greenwich Township Public Schools
39 may deposit in its capital reserve fund for the 2021-2022
40 school year.
41

42 Motion carried by unanimous roll call vote.
43
44
45

1 Roll Call Vote:

2
3 Meghann Myers – Yes
4 Fiona Paterna – Abstained
5 Andrew Chapkowski – Yes
6 Erin Herzberg – Yes
7 Roseanne Lombardo - Yes
8

9 **10. OLD BUSINESS**

10 No Old Business at this time.

11
12
13 **11. NEW BUSINESS**

14
15 A. Committee Reports

- 16
17 1. Erin Herzberg stated that the first negotiations meeting is set for
18 Wednesday, December 15, 2021 from 6:00 p.m. – 8:00 p.m.
19

20 B. Meeting Dates

- 21
22 1. It was decided to start holding the Board Meetings on Tuesdays
23 instead of Mondays starting with the January 4, 2022 meeting with
24 6:30 as the start time.
25

26 **12. PUBLIC – AGENDA/NON-AGENDA ITEMS**

27
28 This is the time when anyone from the public who wishes to speak to the Board
29 may do so. Please state your name, address and phone number. The board will
30 hear your concerns. The Board may or may not take action this evening.
31

32 In accordance with Board policy and procedures, speakers are not permitted to
33 publicly speak of personal issues involving school personnel, or against any
34 person connected to the school system. Any such concern should be presented
35 to the school or district-level administration so that a proper response may be
36 given.
37

38 ***Chad Kent, 5 West Broad Street, Gibbstown, NJ wanted to congratulate Fiona***
39 ***Paterna on her appointment to the school board. Mr. Kent then stated to the***
40 ***Board that as you start your negotiations, he wanted to remind them that as a***
41 ***Board, you are representatives of the community and you need to look out for the***
42 ***best interest of the students. The salary guide is way out of whack and still***
43 ***needs to be adjusted. You have the lower-tiered teachers that don't get a fair***
44 ***shake and the higher-tiered teachers taking advantage of things. He would***
45 ***recommend that during Negotiations that is one of the things you take a look at.***

