

1 **OFFICIAL MINUTES**

2
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held
4 **Tuesday, February 8, 2022** in the Nehaunsey Middle School library.

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6 The meeting was called to order by Vice-President Erin Herzberg at 6:30 p.m.
7

<input type="checkbox"/> Mrs. Susan Vernacchio President Absent	CHAIRPERSON: Negotiations Committee Budget & Finance Committee Public Relations/Health & Safety Committee Personnel Committee Gloucester County/State Board Association – Alternate
<input checked="" type="checkbox"/> Mrs. Erin Herzberg Vice-President	CHAIRPERSON: Policy & Regulation Committee Curriculum & Technology Committee Negotiations Committee Personnel Committee Strategic Planning Committee
<input checked="" type="checkbox"/> Mr. Andrew Chapkowski	CHAIRPERSON: Budget & Finance Committee Buildings & Grounds Committee Policy & Regulation Committee Personnel Committee
<input checked="" type="checkbox"/> Mr. John T. Goetaski	CHAIRPERSON: Strategic Planning Committee Budget & Finance Committee Buildings & Grounds Committee Personnel Committee
<input checked="" type="checkbox"/> Mrs. Roseanne Lombardo	Gloucester County/State Board Association Representative Paulsboro Board of Education Representative Curriculum & Technology Committee Policy & Regulations Committee Personnel Committee
<input checked="" type="checkbox"/> Mrs. Meghann Myers	CHAIRPERSON: Buildings & Grounds Committee CHAIRPERSON: Public Relations/Health & Safety Committee Personnel Committee
<input checked="" type="checkbox"/> Mrs. Fiona Paterna	CHAIRPERSON: Curriculum & Technology Committee Public Relations/Health & Safety Committee Strategic Planning Committee Personnel Committee

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9 **Quorum: Yes**

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11 Also present were Dr. Jennifer Foley-Hindman, Chief School Administrator and
12 Mr. Scott A. Campbell, School Business Administrator/Board Secretary.

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

1 **FLAG SALUTE**

2
3 **1. SCHOOL ETHICS PRESENTATION**

4
5 The School Ethics Act and Code of Ethics for School Board Members pursuant to
6 *N.J.S.A. 18A:12-21, et seq.*, was presented by **Mr. Scott Campbell**, School
7 Business Administrator/Board Secretary.

8
9 **Board members in attendance were required to sign acknowledgement of*
10 *training afterward.*

11
12 **2. MINUTES**

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14 Motion: (Chapkowski/Lombardo) to approve the minutes:

15
16 January 4, 2022 – Reorganization/Regular Meeting

17
18 Motion carried by unanimous voice vote.

19
20 **3. HIB PRESENTATION**

21
22 The HIB (Harassment, Intimidation & Bullying) Presentation was given by Mr.
23 John Tirico, Director of Special Services, for report period #1, July 1, 2021 –
24 December 31, 2021.

25
26 *Erin Herzberg asked if there was a program where the older students can*
27 *partner up with the younger students if they are struggling as in “peer support”?*
28 *John Tirico said it has been done in the past where there may be a new student*
29 *who just needs a friend, etc. He can definitely look into it.*

30
31 **4. ADMINISTRATIVE/PRINCIPAL REPORTS**

32
33 Motion: (Chapkowski/Herzberg) to approve the following as one, A-C:

34
35 A. School Health Services Monthly Reports

- 36
37 1. The School Health Services Monthly Report as of **January 31,**
38 **2022** for Broad Street School. (Attachment)
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40 2. The School Health Services Monthly Report as of **January 31,**
41 **2022** for Nehaunsey Middle School. (Attachment)
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B. Monthly Attendance, Enrollment, Drills and Monthly Overview

MONTHLY ATTENDANCE – JANUARY 2022	
Broad Street School	94.2%
Nehaunsey Middle School	92.6%

BROAD STREET SCHOOL ENROLLMENT – JANUARY 2022	
Grade Pre-K	Total: 38
Grade K	Total: 38
Grade 1	Total: 29
Grade 2	Total: 42
Grade 3	Total: 40
Grade 4	Total: 41
Grade 5	Total: 51
TOTAL ENROLLMENT: 279	

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NEHAUNSEY MIDDLE SCHOOL – JANUARY 2022	
Grade 6	Total: 43
Grade 7	Total: 54
Grade 8	Total: 57
TOTAL ENROLLMENT: 154	

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DATE	TIME/*LOCATION	DURATION	ACTION/DRILL	WEATHER CONDITIONS
January 12, 2022	1:58 p.m./BSS	2 minutes	Fire Drill	Partly Cloudy
January 13, 2022	10:05 a.m./NMS	2 minutes	Fire Drill	Cold, Sunny
January 24, 2022	1:20 p.m./BSS	3 minutes	Lockdown	Sunny
January 27, 2022	12:50 p.m./NMS	10 minutes	Lockdown	Cold, Sunny
*BSS – Broad Street School *NMS – Nehaunsey Middle School				

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MONTHLY EVENT OVERVIEW: 2021-2022		
DATE	EVENT	BUILDING
January	Clubs: Art, Band, Book, Chorus Jazz, Kempes, PEP	Nehaunsey Middle School

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C. Student Discipline, Violence/Vandalism, HIB

1. The approval of the Student Discipline, Violence/Vandalism, HIB as of **January 31, 2022:**

Infractions/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	0	0	4	4
Lunch Detention	7	4	49	29
Out-of-School Suspensions (OSS)	0	0	4	4
Restricted Study	1	2	7	15
Violence, Vandalism, Substance Abuse	0	0	0	0

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2. The approval of completed Investigation Reports as of **January 31, 2022**.

CASE NUMBER	DATE OF INITIAL REPORT	DATE REPORTED TO SUPERINTENDENT	RESULT OF INVESTIGATION

Motion carried by unanimous voice vote with John Goetaski abstaining.

5. SUPERINTENDENT RECOMMENDATIONS

Motion: (Herzberg/Lombardo) to approve the following:

- A. The approval for adjustment to salary for Melissa Mortimer, for degree conferral of her Masters in School Leadership through Wilmington University. Adjustment will be from Step C, BA + 30 annual salary of \$54,950.00, to Step C, MA, annual salary of \$55,700.00, prorated to December 13, 2021. (Attachment)

Motion carried by unanimous roll call vote.

Motion: (Chapkowski/Myers) to approve the following as one, B-D:

- B. The approval for use of accrued personal days, above three in a year, for Diane Shirley; tentatively Thursday, **March 3, 2022** and Friday, **March 4, 2022**. (Please see attached request.)
- C. The approval for use of accrued personal days, above three in a year, for Maria Santos; full day on Thursday, **April 14, 2022** and half day on Friday, **May 27, 2022**. (Attachment)
- D. The approval for use of accrued personal days, above three in a year, for Suzanne Lavin; half day on Friday, **May 27, 2022**, full day Tuesday, **May**

1 **31, 2022, week of June 6-10, 2022 (5 days) and week of June 27-June**
2 **30, 2022 (4 days). (Attachment)**

3
4 Motion carried by unanimous voice vote.

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6 Motion: (Chapkowski/Herzberg) to approve the following:

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8 E. The approval for submission of the SEMI Waiver Request in accordance
9 with *N.J.A.C. 6A:23A-5.3A*, for the 2022-2023 school year, well in advance
10 of required submission, and by Board Resolution, to the Gloucester
11 County Executive County Superintendent of Schools. (Attachment)

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13 Motion carried by unanimous voice vote.

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15 **6. POLICY/REGULATIONS**

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17 Motion: (Chapkowski/Lombardo) to approve the following:

18
19 A. The Greenwich Township Board of Education adopts, by resolution, its
20 annual review of all Policies, Regulations and By-Laws in accordance with
21 *N.J.S.A. 18A:11*.

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23 Motion carried by unanimous voice vote.

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25 **7. CURRICULUM & INSTRUCTION**

26
27 Motion: (Chapkowski/Paterna) to approve the following:

28
29 A. Workshops

30

NAME/POSITION	WORKSHOP/LOCATION/TIME	DATE	COST
Nicole McGann NMS Teacher	NJPSA FEA Gifted & Talented Series (purchase of the series of three workshops and one webinar)	3/3/22	\$310.00
Scott Campbell, SBA	School Law & Legislation Purchasing Audit Review NJ Association of School Business Officials	2/24/22 3/22/22 4/26/22	\$100.00 each Plus Mileage on all three dates

31
32 Motion carried by unanimous voice vote.

1 **8. BUDGET & FINANCE**

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3 Motion: (Chapkowski/Lombardo) to approve the following:

- 4
5 A. The *retroactive* approval of Shared Services Agreement between Logan
6 Township Board of Education and Greenwich Township Board of
7 Education for a Librarian Consultant for the 2021-2022 school year, in the
8 amount not to exceed \$6,000.00, effective **September 1, 2021**.
9 (Attachment)

10
11 **Andrew Chapkoski** asked the estimated hours that the librarian works? **Dr.**
12 **Jennifer Foley-Hindman** said the librarian consultant actually lives in New York
13 but is a retired Media Center Specialist from Gloucester County. She comes
14 down here approximately three to four times a year and works in the buildings.
15 She goes through the books and gets rid of old, outdated items or those items
16 that have reached their usefulness. She just sent the new book order in for the
17 Broad Street School. She has on-line access to what is being checked out. All
18 the paperwork goes through Logan Township so there is no way to track how
19 many hours she works but we certainly receive more services than what we pay
20 for. **Fiona Paterna** asked who is using the services? **Dr. Foley-Hindman** said
21 the students are coming to library in Broad Street accompanied by their teachers
22 and here in Nehaunsey, the English or Social Studies teachers bring their
23 students down.

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25 Motion carried by unanimous voice vote.

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27 **9. REPORT OF SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

28
29 Motion: (Chapkowski/Paterna) to approve the following as one, A-G:

- 30
31 A. The bills as presented by the Business Administrator in the following
32 amounts are ordered paid. (Attachment)

33

NUMBER	AMOUNT
42-2022	\$319,303.98
43-2022	\$1,464.18
44-2022	\$3,866.47
45-2022	\$125,814.78
46-2022	\$18,392.96
47-2022	\$52,000.00
48-2022	\$18,229.17
49-2022	\$115,887.66
TOTAL AMOUNT: \$654,959.20	

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1 B. Student Activities Account

- 2
3 1. The approval of the Student Activities Account Monthly Bank
4 Reconciliation for the month of **December 2021**. (Attachment)

5
6 C. Board Secretary's Report

- 7
8 1. The acceptance of the Board Secretary's Report for the month of
9 **December 2021**. The Board Secretary certifies that no line item
10 account has been over expended in violation of *N.J.A.C. 6A:23A-*
11 *16.10(c)3* and that sufficient funds are available to meet the
12 district's financial obligations for the remainder of the fiscal year.
13 (Attachment)

14
15 D. Treasurer's Report

- 16
17 1. The approval of the Treasurer's Report in accordance with *18A:17-*
18 *36* and *18A: 17-9* for the month of **December 2021**. The
19 Treasurer's Report and the Secretary's Report are in agreement for
20 the month of **December 2021**. (Attachment)

21
22 E. Revenue Certification

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

27
28 F. Board of Education Certification

- 29
30 1. The approval of the Board of Education certification for the month
31 of **December 2021**, that after review of the Secretary's monthly
32 financial reports and upon consultation with the appropriate district
33 officials, that to the best of its knowledge no major accounts or
34 funds have been over expended in violation of *N.J.A.C. 6A:23A-*
35 *16.10(c)4* and that sufficient funds are available to meet the
36 district's financial obligations for the remainder of the year.

37
38 G. Transfer List

- 39
40 1. The ratification of transfers, authorized by the Superintendent, for
41 the month of **December 2021**, to give balances to new accounts
42 and to balance existing accounts. (Attachment)

43
44 ***Meghan Myers and Fiona Paterna abstained on item A, bills lists, relating to***
45 ***Aid in Lieu for their respective child.***

1 Motion carried by unanimous voice vote with John Goetaski abstaining.
2

3 **10. OLD BUSINESS**
4

5 None at this time.
6

7 **11. NEW BUSINESS**
8

9 A. Committee Reports

- 10
11 1. *Erin Herzberg said the Negotiations Committee has met and their*
12 *next meeting is Tuesday, **March 1, 2022.***
13

14 B. New Business

15
16 1. Discussion of World Language Program

- 17
18 A. **Dr. Jennifer Foley-Hindman** said she wanted to support the
19 idea of bringing Spanish to the district. She said it would be
20 beneficial to students to have an additional World Language
21 program. We can't eliminate what we currently have but she
22 can support bringing in something new. It will not come
23 without a significant cost. In order to have the K-8 program,
24 we would need a certified K-12 teacher. We are looking into
25 grant money but unfortunately we haven't been able to
26 locate any. We also looked into sharing a teacher with
27 another district. In contacting those districts, two of them
28 said they would be willing to share with us but we would
29 have to hire the teacher; they would not be able to hire a
30 Spanish teacher. One district said they may be able to work
31 it out in their schedule where they can give us one period a
32 day to teach Spanish I to our 8th graders. We have not
33 negotiated the price yet.
34

35 ***Amber Khan**, 508 Myrtle Avenue, Gibbstown, NJ asked that because of the*
36 *cost, can there be some kind of combined program? Also isn't it more*
37 *efficient for the kids in the long run to know a language which is the 2nd*
38 *dominating language in the United States rather than a language that isn't going*
39 *to help them when they pick up the phone and it says to dial 1 for English and 2*
40 *for Spanish? But she does know that everything comes down to cost. **Dr. Foley-***
41 ***Hindman** said if we make the decision that we are only going to have one world*
42 *language, we would have to eliminate the current Italian program and then find a*
43 *Spanish teacher. I'm not very optimistic that I can find a Spanish teacher. That*
44 *was why I tried to get one period a day. **Mrs. Khan** said you can become*
45 *proficient with an on-line program. It can happen; it's all about how much you*

1 want it. **Roseanne Lombardo** asked if we can find an on-line program? **Dr.**
2 **Foley-Hindman** said there are on-line Spanish programs for a cost. **Andrew**
3 **Chapkowski** asked if we would jeopardize the money we receive for the current
4 Italian program if we decide to do another World Language Program? **Dr. Foley-**
5 **Hindman** said we can still meet their allowable uses. **Erin Herzberg** said the
6 World Language program is very important for our children but the biggest
7 problem is finding the resources and a teacher to ever consider the possibility of
8 bringing it in at this time. **Dr. Foley-Hindman** said we cannot eliminate one
9 program without having another definite one to bring in. We can look to re-vamp
10 the Elementary School program to make it more exploratory and get more
11 exposure. It may lead to securing a full-time teacher. **Dr. Foley-Hindman** also
12 said that she thinks Mrs. Khan's points are very well taken and it needs to be
13 something that we continue to look for and see how we can figure it out. We
14 have to start small and expand from there. Even if we made the decision to
15 eliminate the Italian program and hire a full-time Spanish teacher, I don't think I
16 can find one. Then we would be left with nothing. **Mrs. Lombardo** said she likes
17 the shared services idea if that could be worked out. **Dr. Foley-Hindman** said it
18 is a district that we do other shared services with and she is waiting on them.
19 They are "crunching the numbers as we speak." **Meghann Myers** asked how
20 many 8th graders take Italian? **Dr. Foley-Hindman** said it is approximately 19
21 students. **Mrs. Myers** said the majority of the students go to either GCIT or
22 Paulsboro High School. She asked if Paulsboro High School offered Italian? **Dr.**
23 **Foley-Hindman** said that both schools offer Italian and Spanish. She also said
24 we have a very high acceptance rate at GCIT and they are very complimentary.
25 Our kids are successful and are very prepared for their world language classes.
26 **Mrs. Myers** asked if we do the shared services with Spanish, would we still keep
27 the Italian to which **Dr. Foley-Hindman** said we would. **Mrs. Lombardo** made a
28 suggestion that we check into the cost of getting a Spanish teacher for the one
29 period and figure out the rest as an on-line program.

30
31 2. Letter from Department of Community Affairs regarding the Local
32 Recreations Improvement Grant. (Attachment)

33
34 A. **Dr. Foley-Hindman** said we received a letter from the
35 Department of Community Affairs where we applied the
36 Local Recreation Improvement Grant and received
37 \$70,000.00. The grant is earmarked "allowable uses".
38 Resources that we can use during the day and our
39 community can it. Typically it is municipalities that apply for
40 that grant to put in Parks and Local recreations areas. Since
41 Nehaunsey does not have fencing around the grounds, it
42 can be used 24/7 for all those that like to walk around the
43 track. We did put in for the remediation of the track. We
44 could put in some additional facilities in front of the building
45 such as an outdoor basketball court, pickle ball or bocci ball

1 court, horseshoes, etc. Construction costs have gone up
2 and the Buildings and Grounds Committee can talk about
3 what they might be interested in or how they see the best
4 use of this money.
5

6 3. NJSBA – Goal setting
7

8 A. **Andrew Chapkowski** said with so many new people on the
9 board, we should bring in the NJSBA so as a board we can
10 talk about our goals. **Dr. Jennifer Foley-Hindman** said she
11 will teach out to Terri Lewis and see if we can schedule
12 something with her.
13

14 4. Non-Sending Districts
15

16 A. **Andrew Chapkowski** said we should have a policy in place
17 for our non-sending districts for contracts. “If one of our non-
18 sending districts doesn’t offer a program that you want your
19 child to have, we should have a policy in place to handle the
20 cost for that.” He suggests we supply the tuition for the
21 parents who want to send their child to another school
22 district that has an offering that our currently contracted
23 school district doesn’t provide if its under the cost of the
24 current sending district. This would be above school choice.
25 **Erin Herzberg** said she can recall that there is a policy like
26 that in regards to the higher education, the sending district
27 and the cost of how it’s being dispersed. **Dr. Foley-**
28 **Hindman** said she will look into it. **Mr. Chapkowski** wanted
29 to add that we have to make sure that this NOT an avenue
30 for kids to go there for sports; it is just for education.
31

32 **12. CORRESPONDENCE**
33

34 A. **Scott Campbell** said at the Gloucester County Insurance Fund Dinner on
35 12/2/21, we were awarded the Safety Elite II award and also the
36 Certificate of Excellence award. This award, in the amount of \$6,500.00,
37 is for the recognition of Safety Incentive & Claims Reporting and Financial
38 Excellence.
39

40 **13. PUBLIC – AGENDA/NON-AGENDA ITEMS**
41

42 This is the time when anyone from the public who wishes to speak to the Board
43 may do so. Please state your name, address and phone number. The Board will
44 hear your concerns. The Board may or may not take action this evening.
45

1 In accordance with Board policy and procedures, speakers are not permitted to
2 publicly speak of personal issues involving school personnel, or against any
3 person connected to the school system. Any such concern should be presented
4 to the school or district-level administration so that a proper response may be
5 given.
6

7 **Alyson Martorana**, 34 South Home Avenue, Gibbstown, NJ, has several
8 questions. Since restrictions are starting to lift, will the PTO be allowed to start
9 working within the schools again? **Dr. Foley-Hindman** said at some point, yes.
10 **Ms. Martorana**, said the PTO would also like to start doing Pretzel sales again
11 and would like it to be a bi-monthly or monthly thing. **Dr. Foley-Hindman** said
12 that pretzel sales are a little “iffy” right now.
13

14 **Ms. Martorana** then asked if we will be hiring a new full-time Special Education
15 Teacher to replace the one we lost? **Dr. Foley-Hindman** said our Special
16 Education numbers do not warrant that. **Ms. Martorana** said we have lost a
17 couple part-time aides also and will they be replaced? **Dr. Foley-Hindman** said
18 we were cited by the county office in our mid-year budget review for being over
19 the state acceptable amount for aides and cost per pupils with aides. Through
20 attrition we are trying to get to what is considered the “state right size” for aides.
21 We don’t want to have to go through the process of “reduction in force” which is
22 painful. So she does not anticipate bringing those aides back because of being
23 cited for the amount we currently have. **Ms. Martorana** asked if the numbers
24 were known; is it so many aides to so many kids? **Scott Campbell** said it’s a per
25 pupil expenditure. It’s an expenditure that’s been running that way for years and
26 they’ve been telling us for that long that we are “too fat” in that area and in the
27 maintenance/facilities area. He also said it is a state formula; not ours. **Dr.**
28 **Foley-Hindman** said what factors in is not just the amount of kids per aide but
29 the salary cap that is included in that.
30

31 **Ms. Martorana’s** next question asked the reason for not having a full-time
32 librarian? **Dr. Foley-Hindman** said the district didn’t have a certified librarian
33 when she started here as Chief School Administrator and in order to meet the
34 guidelines, we went through shared services to be under the direction of a
35 certified librarian.
36

37 **Ms. Martorana** asked if the “sink-hole” at the track is a priority of the \$70,000.00
38 to which **Dr. Foley-Hindman** responded, “yes. It is a priority.”
39

40 **Ms. Martorana** asked what is earmarked for the \$6,500.00 check we received?
41 Is there a certain allocation for that money? **Mr. Campbell** said it is restricted to
42 what we can use it for. Items such as PPE, employee safety equipment and
43 facilities related. It is not for salaries or anything like that.
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1 **14. ADJOURNMENT**

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3 Motion: (Chapkowski/Lombardo) to adjourn the meeting at 7:57 p.m.

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5 Motion carried by unanimous voice vote.

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8 Respectfully Submitted,

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14 Scott A. Campbell, Board Secretary

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17 **Next Board of Education Regular Meeting and approval to submit the Budget to the County Office is
18 scheduled for Tuesday, March 8, 2022 at 6:30 p.m.