

An open work session of the Board of Education of the City of Vineland was held in the Board Room, 625 Plum Street, Vineland, New Jersey, Wednesday, January 9, 2008 at 7:05 p.m., pursuant to notice with Mr. Giordano presiding and the following members present: Ms. Arroyo, Mr. Bernardini, Mr. Fanucci, Mr. Franceschini, Mrs. Gavigan, Mr. Snyder, Mr. Spinelli and Mr. Ulrich. Absent: none.

Also present: Mr. Ottinger, Superintendent, Dr. Figgs, Dr. Guccio, and Mr. Peters, Assistant Superintendents, Mr. Franchetta, Board Secretary, Mr. DeSanto, Board Solicitor, Mrs. Polof, Director of Special Education, Ms. Greenfield, Executive Director of Personnel, press and public. Absent: none.

Mr. Giordano announced that in compliance with the New Jersey meeting law commonly referred to as "The Sunshine Law," the Vineland Board of Education has caused notice of this meeting.

Flag salute:

Special

Presentations: None.

Comments by

Board Solicitor: None.

Items for Review:

A. Superintendent

1. **Personnel Items** - Mr. Snyder asked if there were any additions. Ms. Greenfield said yes and she apologized for an error that was made under (additions) substitute building maintenance worker the amount per hour should be \$8.95.

Mr. Franceschini mentioned that name three under substitute teachers is spelled incorrectly.

Mrs. Gavigan acknowledged the retirement of Patricia Phillips, Rusty Phillips and Gloria Rochetti.

Mr. Snyder acknowledged Mrs. Judith Fagotti who is also retiring. He asked if criminal background checks are done on volunteers who do extra curricular assignments. Ms. Greenfield responded yes and the volunteers are reimbursed after they bring in their clearance.

Mr. Fanucci asked if the background check process takes a long time. Ms. Greenfield said it depends on the time of the year but normally they are returned in two to three weeks.

Continued

Mr. Spinelli asked what the liability is regarding clinician versus volunteer coach. Ms. Greenfield said that she would look into it.

2. **Placement of Special Education Students** – No discussion.
3. **Budgetary Transfers** – No discussion.
4. **Resolution for Public Hearing Altering Contract Terms for Asst. Superintendents and Business Administrator** – Mr. Snyder asked if longevity means anything on this contract. Mr. Ottinger responded no. Mr. Snyder asked how many steps are on the guide. Mr. Giordano said they do not have a salary guide. Mr. Snyder asked if this group negotiates their own individual contracts. Mr. Franchetta said the superintendent makes the recommendation. Mr. Giordano said this is a new guideline and there has to be a public hearing on these salaries. Mr. Ottinger said in the future the county superintendent will review the salaries before the board. Mr. Snyder asked for the years of service and requested an explanation on the steps. Mr. Franchetta said he would get that information.

Mr. Franceschini asked what the starting salary is for an assistant superintendent with no experience. Mr. Ottinger said that depended on where the superintendent wanted to start them, which is where the problem is. He said in two cases over the years the superintendent started the assistant superintendent below the high school principal. Mr. Ottinger said we are trying to straighten this out so in future years there will be a starting salary for the board to approve and a minimal percentage raise. Mr. Giordano asked if there was a gradual process to do this. Mr. Ottinger said he does not see how there would be.

Mr. Ulrich asked what special assistant superintendent and top cap assistant superintendent means. Mr. Franchetta explained that this was the same spreadsheet that was used for the other non-affiliated employees.

Mr. Snyder asked Mr. Franchetta how he came up with the top cap percentage. Mr. Franchetta said it was VASA's.

Mr. Franceschini asked what the top scale is for a high school principal. Mr. Ottinger said it would be around \$130,000.

Mr. Fanucci asked if the new county superintendent has reviewed this. Mr. Ottinger said no the new county superintendent will not start until after June 30.

Continued

Mr. Franceschini asked when the new county superintendent is in place will he be able to review and change salaries. Mr. Ottinger said he can review the salaries of the superintendent and assistant superintendents but can not change them.

Mr. Snyder asked Mr. Franchetta for an explanation on how the money was broken down. Mr. Franchetta said he took the 2006-2007 guide and applied the different percentages for the three years. He said guides were created for the 2007-2008, 2008-2009, and 2009-2010 school years. Mr. Franchetta said when he reviewed it the distribution was not equitable so he divided it by three to make it equitable during the three year period. Mr. Snyder asked if there was a pot of money to work with. Mr. Franchetta said no he used the VASA percentages. Mr. Snyder questioned why there is a 4.45% increase if that is not the case. Mr. Franchetta said that was the original amount before it was equalized for the three years. Mr. Spinelli said the finance committee asked for it to be equalized and for the distribution to be pushed into other years so there would not be such a big disparity.

Mrs. Gavigan asked if at the end of Mr. Ottinger's contract period will the county superintendent approve his salary. Mr. Ottinger said either approve or disapprove it. Mrs. Gavigan asked if the top of this scale will drive the superintendent's salary up. Mr. Ottinger said he thinks it does. Mrs. Gavigan asked if Mr. Franchetta will provide a salary scale to the board with the steps. Mr. Franchetta responded yes.

Mr. Ulrich mentioned that what people fail to realize is the normal standard of living index raise goes into every contract.

Mr. Fanucci asked if you could cap a position with the exception of the cost of living. Mr. Ottinger said not normally and usually it is left to the respective group to develop their salary scale.

5. **Acceptance of Funds** – Mr. Snyder asked what the revision was on the three-year mentoring program. Mr. Franchetta said it was a budget modification.
6. **Bids** – Mr. Snyder asked for an explanation on this item. Mr. Cox explained that there is a three or four dollar charge on the phone bill that is put into a pot and this is a reimbursement for the portion of the charge that is taken. We hired a vendor four years ago because we have been unsuccessful for a number of years in getting the money. Mr. Snyder asked if this was to get money back. Mr. Cox said this is to pay the vendor. Mr. Fanucci asked if there was someone in the district who could do this and save us this money. Mr. Cox said when people were doing this ten years ago the instructions kept changing and we were not getting anything. Mr. Franchetta said there are strict filing deadline requirements and the rules always change.

Continued

Mr. Fanucci said he is glad we are getting the money back but we have a lot of bright people in this district and someone should be able to do this. Mr. Franchetta said he will speak with Mr. Dantine about this.

7. **Travel** – Mr. Franceschini asked if we typically send coaches to softball clinics. Mr. Ottinger responded yes. Mr. Franceschini questioned the cost of the conference that Ms. Greenfield will be attending. Ms. Greenfield said by attending this conference she will be certificated in doing internal complaints.

Mr. Giordano asked if only coaches that on our staff are allowed to attend the softball clinics. Mr. Ottinger said that is correct.

8. **Transportation Agreement** – Mrs. Gavigan questioned why we are approving this in the middle of the year when the assignment was in July. Mr. Franchetta said sometimes the county superintendent reviews the agreements before the board. He said it could also be because of the changes with the new school. Mrs. Gavigan asked if Sheppard transports the students to the new school. Mr. Franchetta said Sheppard basically handles the providers.

9. **Extension of Commercial Development Company Lease** – Mr. Giordano asked what happens if we move prior to the end of the lease date. Mr. Franchetta said there is a provision in the lease that would allow us a 90 day written notice to leave.

Ms. Arroyo asked if we would be able to utilize Cunningham School if needed. Mr. Ottinger said we would just stay where we currently are at the Adult Education Center.

Mrs. Gavigan asked if this ordinarily would have been a three year contract. Mr. Ottinger said that is correct. Mrs. Gavigan asked what Adult Education Lease costs. Mr. Franchetta said he did not remember the amount and would get that information.

Mr. Ulrich asked how long the lease is for the property at the Boulevard and Elmer. Mr. Franchetta said we have about two more years there.

10. **Uniform Memorandum of Agreement with Law Officials** – Mr. Giordano asked if this was just a revision. Dr. Figgs said this is the updated version.

11. **Special Education Monitoring Self-Assessment Document** – Mr. Giordano asked if this has already been done. Mr. Ottinger responded yes. Mr. Giordano asked if this self assessment is annual. Mrs. Polof said it will become annual but has not been in the past.

12. **Revisions to Bilingual United States History I & II, World History and Geography Curricula** – (withdrawn by superintendent)

13. Establishment of Date, Time and Place for Drawing for Position on School Ballot and Establishment of Opening and Closing of Polls – No discussion.

14. Acceptance of Donation – Mrs. Gavigan asked if this donation was the result of a parent. Mr. Ottinger responded yes.

B. Board

1. None.

Review of Bills: No discussion.

Committee Reports: Mr. Giordano said discussed at Monday’s Finance Committee meeting was the request for implementing student activity accounts in the elementary schools. He said also discussed was a resolution that was received from Washington Township. There is a bill on the table to pass legislation that would entitle individuals ten paid leave of absence weeks during the family leave. Mr. Giordano said the board will be asked to adopt a resolution to oppose this bill. He said there was a brief discussion on the salaries of the assistant superintendents.

Mr. DeSanto said it is his recollection that the bill may not have gotten out of committee and will check the status of the bill.

Mr. Arroyo mentioned that the Curriculum & Technology Committee will be meeting on Monday.

Mr. Franceschini said discussed at the Personnel & Policy Committee meeting was Policy #7650, Use of School Vehicles by Staff Members. He said this item was tabled and will be sent to the Finance Committee for further discussion. Mr. Franceschini said Policy #8601, which is Supervision After School Dismissal, was reviewed. He said they also discussed the civil service job specification, audio visual specialist.

Mr. Bernardini said the Buildings & Grounds Committee did a walk through of the Center City School. He said maintenance people worked through the holiday and it was a very organized move. Mr. Bernardini said two of the bicycle patrolman stopped in and will be making their presence at the school part of their route. Mr. Franceschini asked if a defibrillator was brought over to the school. Mr. Bernardini said he asked Scott and Gerry and they said that they are working on it. Mr. Bernardini said because of the holidays there was no early childhood meeting.

Unfinished Business: Mr. Snyder asked if there will be a presentation from the company that we hired to do home instruction. Dr. Figgs mentioned that Dr. Gerry Luongo will be working as a liaison with us and this company. He said the computers have been distributed to the students and our expectation is that at next month's board meeting a presentation will be done.

New Business: Mr. Fanucci asked if there will be gang awareness training for teachers and staff. Mr. Ulrich said members of the police department have been meeting monthly with principals and gang awareness has been the topic of discussion. Mr. Fanucci asked if we can make this mandatory for staff in the district. Dr. Gruccio said an in-service will be done related to gang activity.

Mr. Snyder said there should be a process in place for attendance at the National School Boards Association Conventions. He requested to attend this year's conference and was disappointed that he received no information as to whether he would be attending or not. Mr. Snyder feels the selection process should be made by the board. Mr. Giordano said this is a board issue and has nothing to do with central administration. He said this could be put on a work session, discussed and a decision can be made as to who is going to attend. Mr. Franceschini asked if the state recently mandated a limit of two on these type of conferences. Mr. Giordano said our limit was always three and he does not know if a new guideline is in place that supersedes that. Mr. Bernardini said he thought that under the new guidelines the superintendent has to review who is going and permission needs to be received from Trenton. Mr. Snyder said he would just like to see a process in place. Mr. Ulrich asked if anyone was going. Mr. Snyder said Mr. Bernardini is going. Mrs. Gavigan said that we have to make sure that enough money is budgeted in the board account for this. Mr. Giordano said absolutely. He said the bottom line is that we need to have a process in place for this. Mr. Snyder asked if this is something that the Personnel & Policy Committee should be researching. Mr. Franceschini said he would put this on next week's agenda.

Mrs. Gavigan asked if the Personnel & Policy Committee had a chance to work on the policy regarding courtesy to our professional staff. Mr. Franceschini said central administration is working on a rough draft.

Mrs. Gavigan reminded everyone that the board is still taking name suggestions for the naming of the new school. She announced that the meeting to name the K through 5 building at the Center City Learning Complex will be held on **Wednesday, January 23, 2008**. Mr. Spinelli asked if the school will be named on that evening or are we just taking information up to that date. Mr. Giordano said we should be able to do the naming that night as we have done in the past. Mrs. Gavigan asked for a slide to be put on *Channel #13* with the naming of the school criteria. Mr. Franchetta said the new policy, which the board will vote on next week, requires that a public notice be placed in the newspaper for the naming. Mr. Giordano said the preference is to have the names in advance of the meeting, which will be held at the new school at 7:00 p.m.

Mrs. Gavigan announced that this Saturday evening a fundraising event sponsored by the Mayor Barse and City Council will be held to benefit Project Graduation at the Centerton Golf Club for \$35.00.

Adjournment: The Board adjourned to executive session at 8:12 p.m.

Respectfully submitted,

Kevin J. Franchetta, CPA
Board Secretary

