

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, June 2, 2010 at 7:03 p.m., pursuant to notice with Mr. Franceschini presiding and the following members present: Mr. DeWinne, Mr. DiGiorgio, Mr. English, Mr. Fanucci, Dr. Mounier, Mrs. Phillips, and Mr. Ulrich. Absent: Ms. Rios.

Also present: Dr. Banks, Superintendent, Dr. Gruccio and Mrs. Elliott, 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. Franceschini 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. DeWinne wished Mrs. Arlene Pancari the best on her retirement.

Dr. Banks reminded the board that they will receive an additional list in their packets next week to vote on for the return of non-tenured staff.

Mr. DeWinne asked for an explanation on what the guidance department heads do at the high school. Dr. Banks said they run the department in each building. She said they will be especially important next year because we are not filling the guidance supervisor position. Mr. DeWinne asked what is being taught in the Bilingual/ESL Summer Program grades 5-8 at Wallace School and is it coming out of our budget or is it grant funded. Ms. Greenfield said the students are working on their language skills and it is grant funded. Mr. Ulrich asked why two substitutes are allotted for in this program. Ms. Greenfield said we like to have a couple substitutes approved in case there are a number of teachers out. Mr. Ulrich asked if the hours listed under summer employment are the definite hours that will be worked or is it up to those hours. Ms. Greenfield said up to those hours. She said that she along with Dr. Banks and the assistant superintendents have been looking very closely at the hours that are being submitted, questioning them and possibly reducing the numbers.

2. **Placement of Special Education Students** – Mr. Fanucci asked if we looked at our behavior disability (BD) program and how we are housing the program. Mrs. Polof said we are looking at the special education numbers, programs that are needed and staffing. Mr. Fanucci asked if we have an adequate number of special education teachers at the high school or would it be better to place some of the real extreme behaviorally disabled students out of the district. Mrs. Polof said this year we have sent quite a few students at the high school out of the district because of severe behaviors. Mr. Fanucci asked if these classified students are reviewed each year by the child study team. Mrs. Polof said they are reviewed weekly.

Dr. Mounier asked how the institutions are staffed that receive these students and is there a way to create a unit to receive some of these students and save money. Mrs. Polof said we opened the Success Program to bring students back. Dr. Mounier asked how these institutions are organized in terms of facilities, security and personnel. Mr. Ulrich said we do not have the facility and we are leasing the success building. Mr. Fanucci mentioned to Dr. Mounier that he can visit any of the facilities for a tour. Dr. Mounier asked if it would be possible to acquire a property or use the adult education center for special education. Mr. Fanucci said the special education budget is different than the general budget and there are federal guidelines. Mr. Franchetta said special education funding comes from the Department of Education, federal funds and Medicaid reimbursement. Mr. Franceschini asked what we received in Medicaid reimbursement. Mr. Franchetta said the state keeps 80% and we receive 20% based on each service rendered. Mr. DeWinne asked what the current enrollment is at Success. Mrs. Polof said currently the enrollment is 32 and for September it will be 34. Dr. Mounier asked if it were true that there are empty rooms in the Success building. Mrs. Polof said not that she is aware of.

3. **Budgetary Transfers** – Mr. DeWinne asked for an explanation on the custodial services line item. Mr. Franchetta explained that we try to keep the budget transfers balanced within that department before going out to another department. Mr. DeWinne asked what is custodial services energy. Mr. Franchetta said electricity for the entire district is charged to the maintenance budget. Mr. DeWinne asked what column 7 (remaining allowable balance from) on the transfer detail report sheet means. Mr. Franchetta explained that you are not allowed to take money from instructional accounts to supplement non-instructional accounts and you are only allowed 10% in the categories before the county superintendent's approval is required

Dr. Mounier asked what period is reflected in these transfers. Mr. Franchetta said at the end of each month all of our accounts have to be in balance and budget transfers are done monthly. Dr. Mounier questioned why there are so many transfers in one month. Mr. Franchetta said staff is charged to multiple line items and you never know where money is needed when absences occur and substitutes are brought in. Dr. Mounier commented that to a non-accountant this looks like careless budgeting.

4. **Submission of Grants** – No discussion.
5. **Bids** - Mr. English asked if we take the lowest bidder. Mr. Franchetta said as long as they provide all the proper paperwork. Mr. English asked if we pay them an hourly rate. Mr. Franchetta said it depends on the contract. Mr. English asked we if pay the out of town contractors for their travel time. Mr. Franchetta said he does not believe we do. Mr. DeWinne asked how much overseeing is done once the bid is awarded. Mr. Franchetta said the bid is just an estimate of how many hours are anticipated for the coming year. Mr. DeWinne asked what are premium hours. Mr. Franchetta said it would be weekends and holidays. Mr. Franceschini asked who oversees these contracts. Mr. Franchetta said Mr. Weaver has a crew that does most of this work and these contracts are only executed if Mr. Weaver's staff is unavailable. Mr. English if we do time and material with these contractors. Mr. Franchetta said yes time and material. Mr. English asked if it would be better to buy the materials ourselves and safe the 10% markup. Mr. Franchetta said is something that could be looked into.

Mr. DeSanto said the bid comparison has to be an apple to apple comparison. He said to do an actual comparison is to have the rate upon which the analysis is made and then provide the premium markup to do the premium time. Mr. DeSanto currently it is very difficult to compare if the premium time is unknown. He said on some of these bid variables should be reviewed to establish what is a fair bid comparison method. Mr. Fanucci asked if this could be changed internally. Mr. DeSanto said when authorization is given for a project to go to bid that is the time you need to question and be more creative. Mr. Franceschini asked Mr. DeSanto if the process could be perfected between now and the next meeting. Mr. DeSanto said yes he could do it tomorrow but it would depend on when everyone us available.

Mr. DeWinne asked if we are staying at \$29,000.00 this year for contracts bid by the state or county. Mr. Franchetta said he seen a memo where the bid threshold was going to be raised but he has not seen the result of it yet. Mr. Franceschini asked Mr. Franchetta what he speculates it to be. Mr. Franchetta said about three to four percent.

Mr. DeWinne asked what we track in inventory on the annual software maintenance draft. Mr. Franchetta said that is our warehouse. Mr. DeWinne asked if SubFinder is working efficiently. Mr. Franchetta said yes. Mr. DeWinne asked what the personnel segment is on the draft. Mr. Franchetta said it is the personnel tracking system. Mr. Fanucci asked who employees call if SubFinder is not implemented in their building. Mr. Franchetta said they would still use the SubFinder system but schools that have been implemented do not have to do any paperwork. Mr. Fanucci asked if there are buildings that are still not online. Mr. Franchetta said our goal is by the end of June to have all schools online if not by September.

Dr. Mounier asked what happens when this non-paper system fails. Mr. Franchetta said the SubFinder System is a standalone PC system that interfaces to the employee personnel system. Mr. Ulrich said the building has a generator. Mr. DiGiorgio asked if there are any regulations that require offsite storage of this information. Mr. Franchetta said Coney back ups are stored in his office in a fireproof safe.

6. **Travel** – No discussion.
7. **Amended NCLB Application FY 2010** – No discussion.
8. **Appointment of Federal Programs Salaries and Funding Percentages** – No discussion.
9. **2010-2011 Hourly Rates for Substitute Personnel** – Mr. DeWinne said this was already approved and questioned what is being corrected. Ms. Greenfield said the special education aide rate was omitted from the previous list.

Mr. Franceschini asked when was the last time that we changed the rate for a substitute school nurse. Ms. Greenfield said we have not changed any of the rates in quite a while. Mr. Franceschini asked if we are having a difficult time finding substitute school nurses. Ms. Greenfield responded yes. Mr. Ulrich said he was going to add to the July Personnel & Policy agenda a discussion about the nurses. Ms. Greenfield said she will contact her colleagues in other districts to see what they pay substitute nurses.

Dr. Mounier asked if we have a sufficient number of assistant principals, supervisors and school psychologists to handle a short term so we do not have to pay for a substitute. Ms. Greenfield said the school psychologist substitute would be for the summer and substitute principals and assistant principals are utilized on rare occasions.

Mr. English asked if we have a lot of substitute maintenance workers. Ms. Greenfield said she does not know how many we have but we have not recruited for substitute maintenance workers in a while.

10. **Cancellation of Accounts Receivable** – Mr. DiGiorgio asked what this primarily was for. Mr. Franchetta said a couple of years ago our elementary before and after school program was handled by us in-house. He said it is now the responsibility of the YMCA to collect the money from the parents. Mr. Franchetta said this is from people who owed us money from that period. Mr. Ulrich asked if there was any cross reference done to see if these are any in-district parents. Mr. Franchetta said he asked for that to be done.

11. **Appointment of Dr. Robert Smick for Medical Screenings** – No discussion.
12. **Appointment of Dr. Timothy Rhyme as Chief School Physician** – No discussion.
13. **Appointment of Dr. Joseph Bernardini and Dr. Brad Bernardini as Alternate School Physicians** – No discussion.
14. **Appointment of Frank DiDomenico as Alternate Counsel** – Mr. DeWinne asked what Mr. DiDomenico's role would be on some of the grievances and negotiation issues. Dr. Banks said this may be an item for executive session.
15. **Appointment of Dina Elliott as Title IX Coordinator** – Dr. Mounier asked if these assignments come with a stipend or are they part of the regular duties. Dr. Banks said there is no stipend.
16. **Appointment of Dina Elliott as Affirmative Action Officer** – No discussion.
17. **Appointment of Dina Elliott as Homeless Children Liaison** – No discussion.
18. **Appointment of Dina Elliott as Working Papers Issuing Officer** – No discussion.
19. **Appointment of Ruth Ann Polof as Section 504 Student Compliance Officer** – No discussion.
20. **Appointment of Maryann Greenfield as Section 504 Employee Compliance Officer** – No discussion.
21. **Adoption of 2010-2011 School District Budget** – Mr. DeWinne asked if this will change at all because of the retirements. Mr. Franchetta said yes. He said the city reduced our budget by 407 thousand dollars and this budget is a re-adoption of our budget less that amount. Mr. DiGiorgio asked if this is still subject to change until June 30<sup>th</sup>. Mr. Franchetta said once this adopted it will be filed with the county office and we can make changes through budget transfers starting in July. Mr. DiGiorgio asked if we are going back and including item #5. Dr. Banks said no that will remain eliminated with some adjustments for evening programs. Mr. DeWinne asked where the large number came from for health benefits. Mr. Franchetta said there were people who were added back.
22. **Bayada Nurse Contract** – No discussion.
23. **Agreement to Participate in the Steward B. McKinney-Vento Grant Program** – Mr. Franceschini asked if this is the first time we are doing this. Mr. Franchetta said this is the first time.

24. **NJ Interscholastic Athletic Association Membership** – No discussion.
25. **Four-Year Comprehensive Air Force JROTC Curriculum** – No discussion.
26. **Dutch and German Exchange Program** – Dr. Mounier asked if we do exchange programs with other countries. Dr. Banks said we are getting ready to do an exchange program with Italy.
27. **Legal Attendance Days** – Mr. Fanucci asked if these were half days for students and staff. Dr. Banks said it is half days for students and staff remain on to do paperwork and grades.
28. **Approval of Bell Schedules** – Mrs. Phillips asked why the lunch times are all different on the elementary schedule. Dr. Banks said they all should be 45 minutes.  
  
Mr. English asked what is an abbreviated day. Dr. Banks said that is the legal attendance day.
29. **Donation from Allen Associates** – No discussion.
30. **Fireworks at VHS** – Mr. English asked if his includes the track area since it is under construction. Dr. Banks said the city would have to be notified that they cannot use that area.
31. **Reappointment of Non-Tenured Administrative/Supervisory/Auxiliary Personnel and Teachers** – No discussion.
32. **Amended Section 125 Cafeteria Plan** – No discussion.
33. **Assistant Superintendents and Business Administrator Contracts** – Mr. Ulrich asked if the salary listed represents an increase. Dr. Banks said no it is the same salary. Mr. Ulrich said in the scope of contract negotiations and potential strategies should we be approving any salaries at this point or should they be pending on what happens with the other bargaining units. Dr. Banks said we are required under the code to renew their contracts every year. She said these contracts include the 1.5% contribution towards health benefits, which is automatic for any contract that is renewed. Mr. Ulrich asked if these contracts have to be renewed right now. Dr. Banks responded yes. Mr. Ulrich said they are asking for concessions throughout the state and parts of those concessions are decreasing salaries. Dr. Banks said she does not believe the county superintendent would approve a contract without an amount listed but we can amend the contract. Mr. Franceschini asked Mr. DeSanto what our rights are. Mr. DeSanto said he would have to review Regulation 6A-23 and would notify the board and administration.

B. Board

1. None.

Review of Bills: Mr. DeWinne questioned what the checks were for made out to the Vineland Board of Education. Mr. Franchetta said check #233646 was probably for SES Services but he will get the information on all the checks in question.

Public Comments: Jim Smith  
Mr. Smith said he was informed on Friday, May 28<sup>th</sup> that the WIA Grant Program is being discontinued by Dr. Banks through an email sent by Maryann Greenfield.

Dr. Banks said that is not true the grant is on hold and is not being discontinued.

Mr. Smith expressed his concern that because of the WIA Grant being on hold students who are working on job sites will not be able to continue working as of July 1. He said this would leave numerous places within the community with a break in service. Mr. Smith said employees that have been working this grant for years would have to stop working on June 30<sup>th</sup>. These employees could have applied for various summer job opportunities within the district had they known this was to occur. Mr. Smith said he would like to request a motion for the summer hours to be placed on the agenda tonight so the WIA Program may continue without breaks in service.

Michelle Mazzeo

Ms. Mazzeo questioned why a substitute security guard was hired for a summer security guard job over a full time employee.

Committee Reports: Mr. Ulrich said a grievance was heard at tonight's Policy & Personnel Committee meeting. He said the committee had a discussion with Mrs. Polof on child study teams, budget line items, statutes and costs. Mr. Ulrich said also discussed was the alternative high school assessment and students who have not met the state benchmarks. He said due to time constraints other items that were on the agenda for discussion will be moved to the July meeting agenda.

Mr. Fanucci said discussed at the Finance Committee meeting was the solar project initiative. He said the energy audit approved by the board has gone out for Request for Proposals, which Mr. Weaver has been working on diligently.

Continued

Mr. Fanucci said the Adult Education Program was discussed and some options will be presented. He said there was continual discussion on the budget. Mr. Fanucci said the Food Service Request for Proposal went out and he read an excerpt from the proposal.

Mr. DeWinne said he would like to see the board return to having written minutes for the committee meetings in order to help people who are not in attendance and who are new members to board.

Unfinished

Business:

Mr. DeWinne asked where we stand with what services we will send Request for Proposals (RFP's) out for. Mr. Franceschini asked Mr. Franchetta to forward the email for the RFP's to board members for a consensus. Mr. DeSanto requested for the board to have discussion about this at a work session. Mr. Franceschini said this could be discussed at the July work session.

New Business:

Mr. English asked how you would go about adding an item to an existing agenda for a vote next week. Mr. DeSanto explained that the board bylaws regulate the board meetings. He said the bylaws are currently set up that anticipates that there is an agenda setting meeting with the board president and superintendent, which takes place several days prior to the work session. Mr. DeSanto said at that agenda setting meeting there is the opportunity for the board president and superintendent to determine what goes on the agenda. He said on tonight's agenda there is section VI. B., which is matters brought to the board by board members. Mr. DeSanto said not everything that the board votes on is a superintendent recommendation. He said there could be something that the superintendent is not in favor of or does not need to present to the board and the board can do it. Mr. DeSanto said the bylaws provide that you have to let the superintendent and board president know prior to the Thursday before the work session. As long as it is not something that is emergent or last minute it should be something that is presented several days ahead to be put on the agenda. Mr. English said that he would like to abolish the Small Learning Communities and revert back to the 9/10 and 11/12 building format. Dr. Banks said for us to dismantle the Small Learning Communities now would be too late for the next school year. However, there have been many discussions as to whether or not the Small Learning Communities are working and if we should start looking at some alternatives for the following school year. Dr. Banks said she is going back to the high school Tuesday to speak with staff as a follow up to their concerns with regard to the Small Learning Communities and the course offerings.

Dr. Banks said we have raised the bar for our students however; we do need another track in Language Arts/Math. She said we have students who learn at different rates and it is important to have two courses with different pacing. Dr. Banks said if we end up abolishing the Small Learning Communities she would like it done in an organized planned out manner. She said this is something that we will be looking at early on in the school year so we do not have chaos for the opening of the following school year.

Mr. DeSanto said if board members want to place a matter on the agenda for the work session, so it can be advanced for discussion and voted on the following week, the procedure is in the bylaws. If there is a topic that a board member wants to bring up to have a board discussion on that is something that can be done under old or new business.

Mrs. Phillips thanked Mr. English for bringing this issue up because she is also in favor of abolishing Small Learning Communities. She understands the need to be organized, which is what got us into the problem in the first place.

Mr. Franceschini said you need to remember that the old way was not working either and the 9/10 building was problematic. He is hopeful that the Small Learning Communities can be saved or modified to work.

Mr. Ulrich said Mr. Franceschini is correct in saying that the prior format at the high school was not working either.

Mr. DiGiorgio agrees with Mr. English and also understands the process that Dr. Banks said needs to be followed to evaluate what direction we need to go in.

Mr. DeWinne said he would like to discuss the summer work program that Mr. Smith spoke about. Dr. Banks said there were some personnel placed on the summer work order that she will not approve. Mr. DeWinne said the program is not stopping. Dr. Banks said no that is totally incorrect.

Dr. Mounier asked where we stand in terms of our budget. Mr. Franchetta said his estimate is that we would generate as of June 30 between twelve and thirteen million dollars as surplus. Dr. Mounier thinks it would be a good idea every couple months to issue a budget that shows exactly where we stand.

Dr. Mounier thanked the individuals who organized the Role Model Program at Petway School and Career Day at Wallace School. He asked if the playground at Petway School has been dealt with. Mr. English said the holes have been repaired and they will look at doing something bigger in the summer. Dr. Mounier said that school is not very old and there must have been a failure in the engineering. He asked if there are plans that show the engineering for the playground. Mr. Franceschini said yes. Dr. Mounier said we should be able to examine the plans and know whether or not it was improperly graded to begin with. Mr. Franceschini said the proper protocol was not followed and Dr. Banks should have been the first person contacted about this. He said this issue is definitely a concern and is being addressed.

Mr. Ulrich thanked the staff at Veterans Memorial School and Vineland High School South for the fine job they did on their Spring Concerts.

Mr. Franceschini mentioned that the board tries their best to attend all events in the district.

Adjournment: The Board adjourned to executive session at 9:07 p.m.

Respectfully submitted,

Kevin J. Franchetta, CPA  
Board Secretary