

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 3, 2009 at 6:55 p.m., pursuant to notice with Mr. Giordano presiding and the following members present: Mr. Bernardini, Mr. DeWinne, Mr. DiGiorgio, Mr. Fanucci, Mr. Franceschini, Mrs. Phillips, Ms. Rios, and Mr. Ulrich. Absent: None.

Also present: Mr. Ottinger, Superintendent, Dr. Figgs and Dr. Gruccio, 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:

Mr. Ottinger introduced Ms. Kelly Castellini, Supervisor of Special Education, to inform the board of the wonderful accomplishments of the Special Olympic Athletes.

Ms. Castellini said it is with great honor to introduce our Special Olympians for the 2008-2009 school year. She said we have over forty five students that currently participate in the Special Olympics. Ms. Castellini said the students present tonight have competed at the state level in bowling and spring track and field competitions.

Mr. Giordano congratulated and thanked the students for the pride they bring to the district.

Mr. Giordano introduced Ms. Charlene Zoerb the Field Representative from the New Jersey School Boards Association to present an overview of the Superintendent search that the board will need to conduct.

Ms. Zoerb thanked the board for having her tonight and distributed a packet to them which briefly describes the superintendent search process. She included a draft calendar of a time frame and said after the criteria is developed for the superintendent search an advertisement is put in the newspaper. Ms. Zoerb read a letter in regards to what the superintendent search is about and how the process would be done. She said to begin the process she would meet with the board and develop the criteria, discuss the newspaper ad, review a tentative calendar, discuss the role of the board, administration, staff and community.

Continued

Ms. Zoerb said the first thing that needs to be done after meeting with the board is to meet with the community and staff for their input. She said we will be using that input when we develop questions and go through the interviewing process. Ms. Zoerb said what you think is important and critical in your next educational leader needs to be in the criteria developed. That is why we say this search is criteria driven. Ms. Zoerb said there will probably be one or two rounds of interviews. We will work with you if you would like to do a forum later in the process if you have a finalist. Ms. Zoerb said we will also help with the reference checking and site visits. She said we will categorize and process all the applications received based on the criteria and then bring them to the board. Ms. Zoerb said at the end of the process we will help with the contract negotiations and establishment of new contract. She said at the conclusion when the superintendent is hired a transition workshop is done where the board and superintendent discuss their expectations for each other as well as setting goals for the coming year.

Mr. Franceschini asked what the average expense was for the last three searches that were done. Ms. Zoerb said each ad usually runs from the \$1,200 to \$2,400 range depending on where you advertise. Mr. Franceschini asked if it would be about \$10,000 or \$11,000 to do a search. Ms. Zoerb said correct. She said one of the things the board needs to discuss is where you are going to place your ads. Ms. Zoerb said that she can give statistics based on the last searches that were done.

Mr. Fanucci asked if there is any advertising that is Internet based. Ms. Zoerb said there are a number of internet bases that we advertise on.

Mr. Ulrich asked what the background check entails. Ms. Zoerb said we check all references and beyond.

Mr. Bernardini asked when we are down to the final candidates do we need clearance to go to the school district that they are currently at. Ms. Zoerb said yes we set that up. Mr. Bernardini asked if we will be able to go thoroughly through the school district speaking with all employees. Ms. Zoerb said yes we work with the superintendent and get their assistance in setting up interviews.

Mr. Franceschini asked if we are able to go with part of the premium search to reduce the cost. Ms. Zoerb said she could speak to Ms. Kershner about that possibility.

Continued

Mrs. Phillips asked about how many applicants we could expect. Ms. Zoerb said we have been ranging in the twenties but it varies.

Ms. Rios asked Ms. Zoerb how many superintendent searches she has done. Ms. Zoerb said she done three searches with New Jersey School Boards and as a board member she did five or six.

Mr. Giordano asked if we can begin the initial stage of the search at the June 20 Board retreat. Ms. Zoerb said in order to have someone in place by October 1st the sooner we can move on this the better. She said if we are going to have staff input it needs to be done before the staff leave for the year. Ms. Zoerb said we need to also think about advertising in the newspaper.

Mrs. Phillips suggested holding the staff input session on the half days that are scheduled.

Mr. Giordano asked Ms. Zoerb to provide her availability to him for the input dates.

Mr. Fanucci asked if the criteria used for the last search could be emailed to the board members. Ms. Zoerb said yes.

Mr. Giordano asked Ms. Zoerb if she can attend next week's board meeting to further discuss the timeline and process. Ms. Zoerb said yes.

Comments by

Board Solicitor: None.

Items for Review:

A. Superintendent

1. **Personnel Items** - Mr. DeWinne asked if the senior maintenance promotion is something we have to do. Ms. Greenfield explained that it is a promotional opportunity through Civil Service. Mr. DeWinne asked if the web page updates usually take the hours listed and is it possible to have the technology students do some of the work. Ms. Greenfield said she along with the accounting department always ask for a justification to make sure it is appropriate for the number of hours. She said it is a good idea but she can not address the student piece.

Continued

Mr. DeWinne asked if in the future we could look at using students to do this type of work. Mrs. Phillips said the school in question is her old school. She said it is hard to get someone to maintain the website. Mrs. Phillips said this individual volunteers his time throughout the entire school year and the website is incredible. She said in the summer she gave him hours in the budget and is glad Mrs. Frederico is continuing to do it. Mr. Dantine said he will look at the communications small learning community structure to see if a plan could be worked out.

Mr. Ulrich asked what a learning consultant is and what is actually spent for the cases that are budgeted. Mrs. Polof said it will not be the amount listed. She said we end up doing about 100 cases over the summer with the child study team that consists of a school psychologist, learning consultant and a social worker. Mr. Ulrich asked what exactly the learning consultant does. Mrs. Polof explained that they do a standardized assessment of skills in math and reading. She said the list on the agenda is an estimate and everyone on the list is not going to do that amount of work.

Mr. Franceschini asked if we are receiving any reimbursement on the evaluations through Medicare. Mrs. Polof said we do receive some money back for that.

Mr. Ulrich asked Mrs. Polof if she personally authorizes a summer evaluation. Mrs. Polof responded yes.

Mr. DeWinne asked who the supervisor is for the psychologists. Mrs. Polof said she is. Mr. DeWinne asked how many cases we do per month during the school year. Mrs. Polof said it depends on the school but it is about fifty to ninety students per person. Mr. DeWinne asked how many psychologist we have. Mrs. Polof said twelve.

Mr. Giordano asked if there will be additions to personnel next week. Ms. Greenfield said yes there will be some employment and summer spreadsheets.

Mr. Fanucci asked if the substitute list is reviewed periodically to see if it is up to date. Ms. Greenfield said we send out a reasonable assurance letter and if they do not work so many days per year they may be dropped.

Mr. Franceschini asked if long term substitutes receive evaluations on their performance. Mrs. Greenfield said we do not have an evaluation in place for substitutes. Mr. Ottinger said he use to evaluate long term substitutes. Mr. Franceschini asked if it should be a standard practice for the principals. Mrs. Greenfield said they do recommend them for employment. Mrs. Nedohon., Math Supervisor, said she did three observations on the long term substitutes this year.

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Mr. Ottinger feels Mr. Franceschini's recommendation is excellent and he is going to recommend that formal evaluations for long term substitute teachers be put in as a practice.

2. **Supervisor of Garage Services-** Mr. Giordano asked for an explanation of this title. Mr. Franchetta said we had a recent announcement of a retirement in the transportation department that will take place September 1st. We decided that it was best to abolish the title we currently have and establish a new title in order to have someone who has expertise in running a garage operation. Mr. Giordano said that person would not be doing what the individual who is retiring is doing. Mr. Franchetta said that is correct.

Mr. Ulrich thinks this is great idea to consolidate and switch titles.

Mr. Giordano asked if the other people in the transportation department will pick up the slack of the one who is retiring. Mr. Franchetta said yes.

Mr. Fanucci asked if someone without a Commercial Driver's License (CDL) would be interviewed. Mr. Franchetta said it may be required.

3. **Special Education Students** – Mr. DeWinne asked how many child study teams we have and where are they located. Mrs. Polof said we have two at the high school, four at the middle schools, four at the elementary schools, one out of district and a partial team at Success.
4. **Budgetary Transfers** – No discussion.
5. **Submission of Grants** – Mrs. Phillips mentioned that all of the Petway School grants are due to Debbie Eisinger the librarian at Petway School. She said that Ms. Eisinger needs to be commended for this.
6. **Acceptance of Funds** – No discussion.
7. **Bids** – Mr. DeWinne asked why we have over one hundred thousand dollars in maintenance fees going out to Keystone Information Systems. Mr. Franchetta said he will he will discuss this with him later.

Mr. DiGiorgio asked if the parking lot paving bid is for repairing. Mr. Cox said yes Mr. Weaver's department identifies what is needed and puts a purchase order in based on the contract. Mr. DiGiorgio asked who he would go to if he sees items that need addressed. Mr. Cox said to Mr. Weaver.

8. **Travel** – Mr. Franceschini asked for an explanation on Mr. Savage’s trip to California. Mr. Ottinger said we have an AVID Program in the district and there is a requirement in the AVID Contract for the coordinator to attend this conference.
9. **Reduction of NJ Youth Corp Funds** – No discussion.
10. **Local School Tax Requisition** – No discussion.
11. **Appointment of Federal Programs Staff** – No discussion.
12. **Substitute Staff Hourly Rates 2009-2010** – Mr. Franceschini said he believes there was discussion about changing the substitute teacher rates so they are not as complicated. Ms. Greenfield said there was discussion but she thinks it was put on hold for the time being.

Ms. Rios asked if the bus attendants were supposed to be included in the schedule. Mr. Franchetta said it will be corrected for next week.
13. **South Jersey Hospital Contract for IMPACT** – Mr. DeWinne asked why in the past the contract was more money. Mr. Ottinger said because at one point it was a one sided partnership. Mr. DeWinne asked what benefits we are getting out of this contract. Mr. Ottinger said it is for the infant and toddler program.
14. **NJ State Health Benefits Program** – Mr. Ulrich asked what the point is for doing this if we are going to have a rate increase in January for NJ State Health Benefits. Mr. Fanucci said this will be monitored because we do not know what the increase amount will be. He said State Health Benefits are enticing districts to come in. Mr. Franchetta said we priced this out for January 1, 2010 with a 20% increase and it was still cost less. Mr. Ulrich said his only concern is that the coverage be comparable. Mr. Fanucci said there were pros and cons on both sides.
15. **Joint Health Insurance Fund Resolution** – Mr. Giordano asked for an explanation on this item. Mr. Franchetta explained that our broker is looking to form its own organization to self insure school districts.

Mr. Fanucci said this will give greater flexibility and allows better control.
16. **New Jersey School Boards Association Subfund Membership** – Mr. Giordano asked if this was done annually. Mr. Franchetta said no New Jersey School Boards Association has broken up their operations to North, Central, and South. We are in the South EIRC part of it and this is to be a member of that.
17. **Nursing Services Plan 2009-2010** – Mr. Bernardini asked if this in reference to the LPN’s. Mr. Ottinger said no it has nothing to do with the LPN’s.

Mr. Franceschini expressed his concern in regards to the lack of nurses during lunch time. Mr. Giordano asked if the nurses remain in the building during lunch time. Mr. Ottinger said they are entitled to leave. Mr. Franceschini suggested that maybe the principals should be trained to administer first aid or have the athletic trainer cover lunches at the high school. Mr. Giordano said we will have to look into this.

Mrs. Phillips mentioned that there are probably two people per building who are trained in CPR.

18. **Bayada Nurse Contract** – No discussion.

19. **Restoration of Employee Increment** – Mr. Giordano asked what the significance was of the word prospectively for this item. Mr. Franchetta said it means it will start on September 1st and will not go back to the time the increment was withheld.

Mrs. Phillips asked how this is determined because usually the increment is restored when the job performance has improved. Mr. Ottinger said this individual requested for this to be approved based on his performance over the last two years. He said his performance was reviewed with his evaluations and principal.

20. **VEA Settlement Agreement** – Mr. Ulrich expressed his concern as to why this is on the agenda before it was discussed in executive session. Mr. DeSanto said the superintendent can remove this recommendation from the work session agenda, discuss it in executive session and if the board is agreement it can be placed on the agenda for next week. Mr. Ottinger said he will withdrawal this item for discussion in executive session.

21. **Free Breakfast and/or Lunch for Private Schools** – No discussion.

22. **Catapult Agreement** – Mr. DeWinne said the cost per pupil is not listed. Mr. Ottinger said it will be provided.

23. **Toilet Room Waiver** – No discussion.

24. **Temporary Facilities** – No discussion.

25. **Fireworks at Vineland High School** – No discussion.

26. **NJ Interscholastic Athletic Association Membership Renewal** – No discussion.

27. **Fall Season Athletic Season** – No discussion.

28. **Flagpole Flower Donation** – Mr. Bernardini mentioned that Mr. Lerner donated the flag and monument at the athletic fields.

29. **Primary Physician** – Mr. Ulrich wanted to know the difference between the primary physician and chief school physician. Mr. Cox said Dr. Venugopal is no longer the primary physician and the chief school physician is taking over all the duties he was doing. He said the primary physician will be doing all the employee physicals.

Mr. Franceschini asked who is doing the sports physicals. Mr. Cox said Dr. Rhyme. Mr. Franceschini asked if Dr. Rhyme is a family practitioner. Mr. Ottinger responded yes. He said Dr. Venugopal caught us completely off guard when he advised Mrs. Williams that he will no longer be doing this. Mr. Franceschini feels a pediatrician would be a more appropriate physician to do evaluations on the students. Mr. Cox said this was sent out to the pediatricians but the quotes were higher.

Mr. Giordano said he did know that we provided physicals for new staff members.

Mr. Bernardini mentioned that there were some parents who believed that we would only do physicals for students who were non-insured and everyone who had insurance would have to go to their own doctor for a physical. Mr. Franceschini asked if there was a problem encouraging the athletes to go to their own doctor versus ours. Mr. Ottinger said the memorandum that went from our athletic director to coaches never said we were not giving physicals or you have to go to your own physician.

Mr. Giordano said we will look into this to see if they can handle the workload.

30. **Chief School Physician** – Discussion above.
31. **Alternate School Physicians** – No discussion.
32. **Physicians for Medical Screening Services** – No discussion.
33. **Reappointment of Non-Tenured Administrative/Supervisory/Auxiliary Personnel and Teachers for 2009-2010** – Mr. Ulrich asked how tenure will work next year for the administrative assistants who are part supervisor and part teacher. Mr. Ottinger said he will have to check with the county superintendent because tenure is related to certification and there is no certification as an administrative assistant. Mr. Ulrich said once the administrative assistants become tenured if the position is cut from the budget we will have teachers making administrative assistant salaries inside the classroom. Mr. Ottinger said he thinks the answer is clear they will receive tenure as an administrative assistant and if the position is cut they will maintain the administrative assistant salary if they return to the classroom.

34. **Adoption of 2009-2010 Budget** – Mr. Franchetta said the recent Supreme Court ruling is that there will be no supplemental funding. He said now that there is no supplemental funding our budget has to be readopted and submitted next Friday. Mr. Franchetta explained that due to a change in the software there is a \$52,000 increase in the budget.

Mr. Bernardini asked what the next step would be to get permission for the science labs. Mr. Ottinger said we would have to wait for the budget to be approved. Mr. Bernardini asked if the budget is approved does someone else have to approve the science labs. Mr. Franchetta said he emailed the county superintendent and is awaiting his response on this question.

Mr. Franceschini asked if we receive approval for the science labs will we have enough time to complete them by September. Mr. Ottinger said if the science labs were started in the summer we anticipate them not being finished until October. He said the principals all agreed that they would make accommodations. Mr. Ottinger said Wayne Knight, the County Business Administrator, is aware of our need to expedite this. Mr. Knight assured him that he would assist in any way that he could with the Department of Education.

35. **First Reading of Policy #6520 Payroll Deductions** – Mr. Franceschini said in light of a few comments made to him by board members he would like to table this item for further discussion.

Dr. Figgs said Mr. DeWinne had expressed a concern about a paragraph, which has been changed.

Mr. DeSanto said there are a couple provisions that he would like to bring to the board's attention. He said the provision in the first page requires that the providers have to be approved by the board and all of the collective bargaining units. Mr. DeSanto said a particular provider is acceptable if accepted by the board and a majority of the bargaining units. He said it is pretty strong language that a provider is to indemnify the board for all losses.

Mr. Giordano said this item will be pulled from the agenda.

- B. Board
 - 1. None.

Review of Bills: No discussion.

Public Comments: Gene Mercoli, Vineland Resident
Mr. Mercoli suggested for the board to put a survey on the Intranet for the staff to submit their comments in regards to what they would like to see in a superintendent. He said this would be a way of reaching more staff members.

Committee Reports: Mr. Franceschini said at the Personnel & Policy Committee meeting they reviewed Policy #8635 Pupil Transportation Vehicles and School Buses. He said they listened to the pros and cons and will make a decision at the next meeting concerning the policy. Mr. Franceschini said they also discussed the salaries for the substitute aides and school psychologists. He said Mrs. Rosolyn Williams, Director of Nursing, and Dr. Keith Figgs were in attendance at the meeting and they discussed policy and procedure for home instruction. Mr. Giordano mentioned that an idea he had was when possible for the tutoring to be done in the Plum Street building. Mr. Franceschini said they discussed the Payroll Deduction Policy #6520 and Loan of School Equipment Policy #7520. He said the committee discussed the Supervisor of Garage title, which they feel is a good idea.

Mr. Franceschini said a Curriculum & Technology meeting was held this evening. He said the middle school principals were invited to attend to discuss scheduling and any other Small learning Community issues. Mr. Franceschini said the Small Learning communities are working in the middle schools. He said that he attended the Delegate Assembly and the main issue was allowing school districts to use tax records for proof of residency.

Mr. Fanucci said the Finance Committee discussed the potential gain or loss of the supplemental aid, which we now have a decision on.

Unfinished Business: Mr. Giordano said he started to review the results of the Small Learning Communities surveys. He said that he will reassemble the Ad Hoc Committee to review these results.

Mr. Franceschini said he was surprised to read in today's newspaper about the LPN Program and thought we were able to create a partnership with the college to continue the program. Mr. Ottinger said we actually put this program in the hands of the college last year. He said the college reimbursed us for the use of our facility and teachers, which was the extent of our involvement.

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Mr. Ulrich said in the transition we were not allowing any new students in the LPN Program until that class graduated and it was cut from the budget. Mr. Franchetta said the college had to apply for a license to have the LPN Program.

Mr. Ottinger said he has been receiving telephone calls inquiring if the board is going to schedule a date for the naming of the athletic complex at the high school. Mr. Giordano said it will be scheduled in July.

New Business: None.

Adjournment: The Board adjourned to executive session at 9:27 p.m.

Respectfully submitted,

Kevin J. Franchetta, CPA
Board Secretary

KJF:df