

The regular meeting of the Board of Education of the City of Vineland was held in the Board Room, 625 Plum Street, Vineland, New Jersey, Wednesday, October 14, 2009 at 7:05 p.m., pursuant to notice with Mr. Giordano presiding and the following members present: Mr. Bernardini, Mr. DiGiorgio, Mr. DeWinne, Mr. Fanucci, Mr. Franceschini, Mrs. Phillips, Ms. Rios, and Mr. Ulrich. Absent: None.

Also present: Dr. Figgs, Interim Superintendent, Dr. Gruccio, Assistant Superintendent, Mr. Franchetta, Board Secretary, Mr. DeSanto, Solicitor, Ms. Greenfield, Executive Director of Personnel, Mrs. Polof, Special Education Director, 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

Christina Carlo, Floricelia Cordero and Daija Livingston students from Johnstone Elementary School lead the Board in the Pledge of Allegiance, Dr. Louise Karwowski, Principal was in attendance.

Presentation (s):

Dr. Figgs introduced George Costanzo an eighth grade student at Wallace Middle School who was the district participant in the National Special Olympics. George has been involved in Special Olympics for five years and participates in bowling and track & field. Dr. Figgs said George's fine performance allowed him to advance to the state finals. In August of this year George was selected to participate in the National Games Training Camp in Lawrenceville, New Jersey. Dr. Figgs said George is presently waiting to hear if he will be selected to join South Jersey's National Team, which will compete in Nebraska next July. Dr. Figgs introduced George's teacher Pat Luko and his mother Karen Graiff.

Ms. Luko thanked Dr. Figgs, Mrs. Polof and the board for given these children the opportunity they would have never had.

Dr. Figgs presented the 2008-2009 Violence and Vandalism Report. He said based on Statute 18A:17-46 we are required to have a Public Hearing every year whereby the report is given to the board on all acts of violence and vandalism for the previous school year. Verification of the annual report will be part of the monitoring of the school district under the NJ Quality and Single Accounting System (NJ QSAC). Dr. Figgs said the data has been verified under the Electronic Violence and Vandalism Reporting System through our computer operations department during the summer.

Continued

Dr. Figgs said between the 2007-2008 and 2008-2009 school year, the number of violent incidents increased from 114 to 136. Most of the incidents were due to fights with some incidents of harassment and bullying. The police were notified 17 times, resulting in 11 police reports but no expulsions. Dr. Figgs said we had 6 incidents involving a cost to the district and while the number of incidents has increased the cost to the district went down.

Mr. Franceschini questioned if our security cameras are working in the school parking lots. Dr. Figgs said as far as he knows all of our security cameras are working.

Dr. Figgs said based on actions taken we had no expulsions and 255 short term suspensions. He said 14 students were placed in alternative education programs and 2 students placed in an out-of-district program. Dr. Figgs emphasized that these are new categories and the statistics are based on the reports that were submitted from the violence and vandalism. He said there were 128 students placed on home instruction for a period of time.

Mr. Giordano asked if it is fair to say that the home instruction figure of 128 students is a bit excessive. Dr. Figgs said it is probably very conservative because this is just based on the number of incidents submitted in the violence and vandalism report. There are many more students who are involved with home instruction.

Dr. Figgs said our offender information increased slightly. He said we continue to do a number of interventions in order to try to help reduce the incidents of violence and vandalism. Dr. Figgs said we continue to enforce uniform discipline guides at the elementary, middle and high school levels, as well as peer mediation, student assistance counselors and health and social service coordinators. We have the Giraffe Program at the elementary level and continue to have a positive relationship with the Juvenile Officers and Fire Department. Dr. Figgs said we have Random Acts of Kindness Week and our Bullying/Harassment Policy is shared with the staff at the beginning of every year. Historically the third week of October has been Violence Awareness Week and activities are coordinated through the principal. He said our Developmental Guidance Program (K-12) teaches character traits and alternative to violence.

Continued

Dr. Figgs said the information on the current Violence, Vandalism, and Substance Abuse Incident Report Form was shared with every Principal and Vice Principal at a meeting that was held in September. He said there were changes to the form from last year and it has been made more understandable. Dr. Figgs said he also shared the violence and vandalism website with the principals that contain a number of useful resources.

Mr. Giordano asked if this form is what is used to come up with the totals that are in the report. Dr. Figgs said it is an updated version of the form from last year. Mr. Giordano asked if the form is only filled out if the incident will be reported to the state. Dr. Figgs said also if it is not reportable because it has to be signed off on.

Mr. Ulrich asked if this report reflects the corrections that the state said were not reported in regards to the issues at Landis Middle School and was the form changed mid-stream that prevented the non-reporting. Dr. Figgs said no this form was updated during the summer and the issues with Landis Middle School are addressed. He said we had to develop a plan on how we are going to deal with reporting incidents.

Mr. DeWinne asked Dr. Figgs if he has the statistical information as far as what the numbers were for Landis Middle School in 2008-2009 and 2007-2008. Dr. Figgs said he does not have those reports but could get them through the archives.

Mr. Franceschini asked if the district has a workplace violence policy in place. Dr. Figgs said he is not familiar with that policy.

Mr. Giordano asked Mr. Harold Shapiro, Associate Solicitor, to explain the reason for the Public Hearing.

Mr. Shapiro said we are required under New Jersey Statute to have a Public Hearing with regard to the approval of the Assistant Superintendents contracts. Up until now we have not had actual written formal contracts for the assistant superintendents. Mr. Shapiro said about a year ago the state passed regulations which require contracts for the assistant superintendents. He said we put to paper the procedures and protocols that we had along with communication with each of the assistant superintendents.

Continued

Mr. Shapiro said pursuant to the process and regulations these contracts come before the board for approval only after they were presented to the New Jersey Department of Education and County Superintendent's office for review and approval. He said a couple of changes were requested and made. Mr. Shapiro said if the contracts are approved the assistant superintendents will have a template to go forward with in future years. He said a formal contract was created to replace an informal process that has been in effect for many years and complies with the requirements by the new code regulations.

Motion: A motion was made by Mr. Franceschini, seconded by Mr. Fanucci, to open the Public Hearing approving the contract terms for the Assistant Superintendents of Schools and Business Administrator for the period July 1, 2008 to June 30, 2009 and July 1, 2009 to June 30, 2010. All Members voted "yes."

No members of the public commented on this issue.

Motion: A motion was made by Mr. Fanucci, seconded by Mr. DeWinne, to close the public hearing. All Members voted "yes."

Public Comments on
Agenda Items:

George Wozunk

Mr. Wozunk said that he is with Amsan MidAtlantic and submitted documents that contested opposing janitorial bids that were submitted. He asked if his bid, which complies with all the rules, would be considered to be accepted.

Mr. DeWinne asked Mr. Cox if we were unaware of this at the work session when it was presented. Mr. Cox said late Friday the low bidder had 1 item of the 150 that did not meet the specifications. After speaking to legal counsel he was told that bid would have to be rejected. Mr. Cox said he reviewed the items with Mr. Weaver and determined that the specifications should be re-written to be open to competition and remove items that looked to be geared to one vendor. We would have a bid more open to competition. Mr. DeWinne asked if that is our attorney's opinion or is it based on law. Mr. Cox said our Associate Solicitor, Mr. DiDomenico, said even though it was only one item we would have to reject the bid because the specifications were not met. Mr. DeWinne asked if we state on our bids that we are going to accept the bid in full or choose items line by line. Mr. Cox said this particular bid was a class award to one vendor.

Mr. DeWinne asked if this was something the board decided. Mr. Cox said it was made a recommendation when the bid went out. Mr. DeWinne asked if it would be prudent with this economy to try to capture some of the savings that are out there with bids. Mr. Giordano suggested for this issue to go before the Finance Committee. Mr. DeWinne asked if the bid had to be rejected because one item did not meet the specifications. Mr. Cox said yes one item did not meet the specifications so we looked at the bid as a whole and revised the specifications so it is not restrictive.

Mr. Ulrich asked if we tossed the bid out instead of accepting the next bidder. Mr. Cox said we have not done that yet and that is what the vote is for. Mr. Ulrich asked if it would make sense that the next vendor would be awarded the bid. Mr. Cox said we would have to look at the specifications to see if they were restrictive. Mr. Ulrich asked what the price difference was on the next bidder. Mr. Cox said \$27,000 dollars.

Mr. Fanucci asked after receiving the bids how long did it take to find out about the one item. Mr. Cox said it took a week and a half to go through the process. Mr. Fanucci asked who found the error. Mr. Cox said the vendor protesting started it.

Mr. DiGiorgio asked if these five bidders were all the bidders. Mr. Cox said that is who bid but it was sent out to about forty people. Mr. DiGiorgio asked if it was necessary to include the bidders who could not bid on all the items. Mr. Cox said he listed them because they bid.

Approval of Minutes: Upon motion by Mr. Franceschini, seconded by Mr. Fanucci, the Board approved the minutes from September 2, 2009, September 8, 2009, September 9, 2009 and September 22, 2009. All Members voted “yes.”

Report of the
Secretary/Custodian
Of School Monies:

Upon motion by Mr. Franceschini, seconded by Mr. Fanucci, the reports of the Secretary and Custodian of School Monies for the month of August 2009, which are in agreement were approved as submitted and on file in the Minute Book, and the Board approved its monthly certification of budgetary major account fund status and the Board Secretary’s monthly certification as on file with the Secretary. All

Members voted “yes.”

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Solicitor’s Report: None.

Recommendations: Page 7

G I O R D A N O	B E R N A R D I N I	D E W I N N E	D I G I O R G I O	F A N U C C I	F R A N C E S C H I N I	P H I L L I P S	R I O S	U L R I C H
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				2	1			

RECOMMENDATIONS

It is recommended that:

1. The Board approve personnel items in accordance with the lists provided and on file with the Secretary of the Board.

All Members
 voted "yes."
 (9-0-0)

Mrs. Phillips asked if listed under the description of the last name on the second page of additions instead of a date should it be a resignation or rescind. Ms. Greenfield said it is a resignation.

Mr. Bernardini complimented the Landis School teachers who are volunteering their time with no pay to do the Mighty Milers.

2. The Board authorize the assignments of the pupils, whose names are provided and on file with the Secretary of the Board, to special education programs outside the district with tuition costs to be borne by the Board.

All Members
 voted "yes."
 (9-0-0)

Further, the Board approve the acceptance of the tuition pupil(s), whose names are on file with the Secretary of the Board, for placement in special education programs offered in Vineland with tuition costs to be borne by the sending district(s).

(Tuition payment and assignments shall be regulated by Chapter 46, Laws of 1966, as amended, and the rules and regulations of the State Department of Education.)

3. The Board approve budgetary transfers in accordance with the list provided and on file with the Secretary of the Board.

All Members
 voted "yes."
 (9-0-0)

G I O R D A N N O	B E R N A R D I N I	D E W I N N E	D I G I O R G I O	F A N U C C I	F R A N C E S C H I N I	P H I L L I P S	R I O S	U L R I C H
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					1		2	

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4. The Board approve submission of the following grant(s) as provided and on file with the Secretary of the Board:

- a. Kohl’s A-Team Grant
Mennies Elementary School
In the amount of ----- \$ 500.00
(Plus community service)
- b. Target Field Trip Grant
Mennies Elementary School
In the amount of ----- \$ 1,180.00
- c. Cumberland County
Office of Employment & Training
WIA Out-of-School Youth
Vineland Adult Education Program
October 12, 2009 – September 30, 2010
In the amount not to exceed ----- \$ 50,000.00
- d. Strategy for Safe Streets & Neighborhoods
Truancy Reduction Pilot Program
In the amount of ----- \$ 50,000.00
(Funding is provided from the New Jersey Department of Education and the Attorney General’s Office.)
- e. American Recover & Reinvestment Act
(ARRA)
Individuals with Disabilities Education
Improvement Act (IDEIA)
July 1, 2009 – August 31, 2011
Basic Allocation (3-21) ----- \$2,898,682.00
Preschool Allocation (3-5) ----- \$ 104,246.00

All Members
voted “yes.”
(9-0-0)

5. The Board accept funding in the following amount(s):

- a. Naviance Succeed Grant
Vineland High School
In the amount of ----- \$6,895.00

All Members
voted “yes.”
(9-0-0)

Mrs. Phillips thanked everyone responsible for the grants.

G I O R D A N O	B E R N A R D I N I	D E W I N N E	D I G I O R G I O	F A N U C C I	F R A N C E S C H I N I	P H I L L I P S	R I O S	U L R I C H
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At this time, Dr. Figgs recognized and congratulated Melanie Lovisone on her appointment as an Assistant Principal at Vineland High School North.

6. Bids:

a. The Board exercise the option to renew the following contract for one (1) year in accordance with 18A: 18A-42:

Printer Supplies

Award:

The Tree House, Inc.

Newton, Massachusetts

In the estimated amount of - - - - - \$108,750.00

b. The Board approve the 2009 – 2010 district-wide software licenses and support for the non-financial Fusion software products supplied by Keystone Information System, Inc. of Maple Shade, New Jersey for six (6) months of educational coverage (January 1, 2009 – June 30, 2009) in the amount of \$20,878.50 in accordance with 18A: 18A-5(19).

c. The Board approve the following Extraordinary Unspecified Service (EUS) contracts in the amount to exceed \$29,000.00 in accordance with 18A: 18A-5.a(2):

Math Instruction

LL Teach

Bridgewater, New Jersey

Staff Development Workshop

Lakewood, New Jersey

Teacher Training

Children’s Literacy Initiative

Philadelphia, Pennsylvania

d. The Board acknowledge receipt of bids for Janitorial Cleaning Products and recommend that all bids are rejected in accordance with 18A: 18A-22.d.

All Members
 voted “yes.”
 (9-0-0)

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7. The Board approve travel for district members as required by NJAC 6A:10A-8.3 and school field trips as per lists provided and on file with the Secretary of the Board.

All Members voted "yes." (9-0-0)

8. The Board approve the appointments of staff of Federal Programs salaries and funding percentages for the 2009 – 2010 school year as per the names provided and on filed with the Secretary of the Board.

All Members voted "yes." (9-0-0)

9. The Board accept the result of the Department of Treasury's Public Agency Review conducted on Thursday, September 3, 2009.

All Members voted "yes." (9-0-0)

10. The Board establish petty cash funds for the 2009 – 2010 fiscal year for the name provided and on file with the Secretary of the Board.

All Members voted "yes." (9-0-0)

11. The Board approve the cancellation of an accounts receivable balance of \$5,497.40.

All Members voted "yes." (9-0-0)

12. The Board approve the Annual Maintenance Reserve Deposit Worksheet (Form M-1) indicating the required deposit in the 2010 – 2011 budget.

All Members voted "yes." (9-0-0)

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13. The Board approve the Comprehensive Maintenance Plan Report for the following period:

2008 – 2009 Actual ----- \$ 743,858.00
 2009 – 2010 Budgeted ----- \$1,102,397.00
 2010 – 2011 Planned ----- \$1,250,100.00

The Comprehensive Maintenance Plan shall include activities and expenditures, for each school facility, that qualify as **required maintenance** pursuant to N.J.A.C. 6A:26A-2 and are reasonable to ensure such facilities are kept open and safe for use or in its original condition and maintain the validity of warranties.

All Members voted “yes.”
 (9-0-0)

14. The Board approve a Resolution for the submission of the educational specification/schematic designs for the following two projects:

Veterans Memorial Middle School
 Sound Booth
 NJDOE Project #5390-060-10-1000

Vineland High School North
 Room W108 Alterations
 NJDOE Project #5390-053-10-1000

All Members voted “yes.”
 (9-0-0)

15. The Board approve the following Joint Transportation Agreements for the 2009 – 2010 school year:

- a. Cumberland County Educational Cooperative
 Routes #58001 and #59101
- b. Buena Regional School District
 Route #11592

All Members voted “yes.”
 (9-0-0)

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16. The Board approve the tuition contract with Gloucester County Vocational Technical School District for the Southern New Jersey Academy of Performing Arts for the 2009 – 2010 school year.

All Members
 voted “yes.”
 (9-0-0)

17. The Board approve an Agreement with Salem County Special Services School District to enter into a Non-Public Services Agreement for the 2009 – 2010 school year. (This service is authorized under Federal I.D.E.I.A.)

All Members
 voted “yes.”
 (9-0-0)

18. The Board authorize a Resolution which awards contracts to the childcare providers in accordance with the list on file with the Secretary of the Board for the 2009 – 2010 school year in accordance with the form of contract approved by the Department of Education.

All Members
 voted “yes.”
 (9-0-0)

19. The Board approve an Agreement with Interim HealthCare of New Jersey at a rate of \$25.00 per hour for Service Provider in accordance with the form of contract approved by the Board Solicitor and the Superintendent of Schools.

All Members
 voted “yes.”
 (9-0-0)

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20. The Board approve a Resolution authorizing the Vineland Board of Education to enter into an Inter-local Services Agreement with the City of Vineland to assist in providing free influenza vaccines to eligible preschool students enrolled in the Vineland Public Schools Preschool Programs to help meet the new State requirements.

All Members
 voted "yes."
 (9-0-0)

21. The Board award a Supplemental Educational Services (SES) contract/agreement to the following provider(s) in a form approved by the Board Solicitor and the Superintendent of Schools for tutoring services in Language Arts and/or Math, pursuant to the Federal No Child Left Behind (NCLB) legislation:

All Members
 voted "yes."
 (9-0-0)

	<u>Rate Per Hour</u>
American Tutor, Inc. -----	\$45.00 - \$65.00
Arline Institute -----	\$60.00 - \$75.00
ATS Project Success -----	\$ 50.00
Club Z Tutoring Service -----	\$45.00 - \$65.00
Education Advance Corp. -----	\$ 45.00
Education Futures Corp. -----	\$ 45.00
Educational Instruction Resource Center - (EIRC)	\$ 50.00
Global Institute -----	\$50.00 - \$60.00
Learn-It Systems -----	\$ 65.00
Regional Enrichment & Learning Center - (REAL)	\$40.00 - \$60.00
Rocket Learning -----	\$ 60.00
Vineland Public Schools SES -----	\$ 53.00

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22. The Board approve the continuation of the 21st Century Community Learning Center Program at Landis Middle School for the 2009 – 2010 school year. The program is funded through the Cumberland Empowerment Zone Corp. in the amount of \$65,572.00.

All Members
 voted “yes.”
 (9-0-0)

23. The Board accept the following donations in accordance with Board Policy #7230, “Gifts, Grants and Donations:”

All Members
 voted “yes.”
 (9-0-0)

a. Target Stores – School Library Makeover Project
 Durand Elementary School

<u>Donated Items</u>	<u>Estimated Cost</u>
New Library Books - - - - -	\$ 500.00
Benches for Reading Garden - - - - -	690.00
Shrubs, Planter Benches, Planting Mix - - -	150.00
Materials for Mural - - - - -	<u>900.00</u>

Cash Total of Donated Items - - - - - \$2,240.00

b. Estate of Joseph H. Reno - - - - - \$3,578.57

Mr. Ulrich thanked Target and the Estate of Joseph H. Reno for their donations.

24. The Board authorize an update to the Long-Range Facilities Plan (LRFP) to decommission the use of Maurice Fels School.

All Members
 voted “yes.”
 (9-0-0)

25. The Board approve Addendum A to the Aerospace Science I Curriculum, Physical Training/Wellness for the AF JROTC course at the high school.

All Members
 voted “yes.”
 (9-0-0)

B. Proposed for review or discussion or adoption by Board Members:

1. Approval of a Resolution authorizing the contract terms for the Assistant Superintendents of Schools and the Business Administrator pursuant to N.J.S.A. 18A:11-11, for the period July 1, 2008 to June 30, 2009 and July 1, 2009 to June 30, 2010.

Motion: A motion was made by Mr. Franceschini, seconded by Mr. DeWinne, to approve a Resolution authorizing the contract terms for the Assistant Superintendents of Schools and the Business Administrator pursuant to N.J.S.A. 18A:11-11, for the period July 1, 2008 to June 30, 2009 and July 1, 2009 to June 30, 2010. All Members voted “yes.”

Approval of Bills: Upon motion by Mr. Franceschini, seconded by Mr. Fanucci, the bills were approved and warrants issued for same. All Members voted “yes” (\$5,649,676.96).

Emergent Item(s)
(with prior approval) None.

Public: None.

Board Member

Remarks: Mr. DeWinne asked for an update on the lease agreement between the City of Vineland and Maurice Fels School for the Recreation Department’s use. Mr. Franchetta said today he spoke to Dale Elbeuf, the City Superintendent of Recreation, and Mr. Elbeuf said that he will be sending a letter to Mrs. Johnson in our Accounting Department requesting the use of Maurice Fels School. Mr. Franchetta said the request will be granted. Mr. DeWinne asked what the time frame would be for this to be expedited. Mr. Franchetta said as soon as the letter is received it will be quick.

Mr. Franceschini said at the Personnel & Policy Committee meeting held tonight a grievance hearing was heard. He said they were given an update on our updated Policies and Regulations that Dr. Figgs has been working on. Mr. Franceschini said 95% of that has been completed and they will be reviewing the regulation policy next month. He said they were also given an H1N1 Swine Flu update and inoculations for students only will be held on October 21 at Veterans Memorial School.

Continued

Mr. Franceschini said the city has received approximately 1000 doses of the inoculation. He said there is an ongoing update about H1N1 and flu prevention on *Channel #9*. Mr. Franceschini said the next Personnel & Policy Committee meeting will be held on November 18 at 5:30 p.m.

Mr. Ulrich wished Charles Sheftall a happy retirement for his long dedication to the district.

Mrs. Phillips wished Marlene Guicheteau the best on her retirement. She thanked Pat Luko for her dedication as a teacher and all that she does for special education.

Mr. Franceschini commended Rowdy the Rooster, the Vineland High School Mascot, for the spirit he brings to the football games.

Mr. DiGiorgio acknowledged and thanked Bridgeton Glass and their employees for a Mennies School project that they participated in.

Mr. Fanucci thanked Dr. Figgs for all his years of service in the district. He mentioned to Mr. Franchetta that within the next couple of weeks he would like to schedule a Finance Committee meeting. Mr. Fanucci asked Dr. Gruccio to discuss what she shared with him today in regards to the K-12 System.

Dr. Gruccio said last year, after three vendors gave a presentation, a vote was taken and they ended up choosing K-12 Systems. She said at the request of Mr. Fanucci they decided that before the end of the year they would provide half days so the staff could begin trained. Dr. Gruccio said they have had a lot of issues with K-12, mostly at the elementary level. She said basically the glitches at the middle and high school level have to do with special education and special subject teachers as well as physical education. Dr. Gruccio said we believe that they are simple things to fix and we are trying to do that. She said a meeting is scheduled for Wednesday in the board room at 10:00 a.m. for anyone who would like to attend. Representatives from K-12 will be in attendance along with the elementary principals. She said this week all spelling grades were lost and she spoke to Steve Goodwin, System Analyst, who found a way to retrieve the grades. Dr. Gruccio said this has been a rough road and the teachers are very frustrated.

Continued

Dr. Gruccio said there has been a lot of conversation about dropping K-12 and her personal opinion is that we need to make this work. It is not anyone's fault because a vote was taken with many principals, board members and people from central office that were present and the majority ruled. She said we have to do our very best to make it work and be patient with our teachers as they go through this process.

Mr. Giordano said that he attended both meetings and the principals made the best possible decision on the information they had available at the time. He said at that time the board put their stamp of approval on the principals choice.

Ms. Rios congratulated and wished Dr. Figgs the best of luck on his retirement.

Mr. Bernardini announced that tomorrow at 10:00 a.m. at Vineland High School South the pre-bids will be held for all contractors who are interested in bidding on Middle School #2. He said they are expecting about 50 to 75 contractors and sub-contractors to be in attendance. Mr. Bernardini thanked Dr. Figgs for the support he gives the board.

Mr. Ulrich asked Mr. Bernardini if a local contractor was written into the bid for the demonstration school project. Mr. Bernardini said because it was a community school it was an entirely different operation. He said the state could pick whomever they wanted based on the criteria.

Report/Remarks by
Board President:

Mr. Giordano thanked Dr. Figgs for everything he has done for the school district in particular how he always stepped up to the plate to help the Board of Education. He said that he is the ultimate professional who never waivers from his demeanor.

Resolution:

Mr. Franchetta read a resolution to recess into executive session on **Wednesday, October 14, 2009 and Monday, November 16, 2009** regarding budget issues, personnel matters, contract negotiations and anticipated or pending litigation.

Motion: Upon motion by Mr. Franceschini, seconded by Mr. Fanucci, the resolution was passed. All Members voted “yes”.

Adjournment: The Board adjourned to executive session by voice vote at 8:11 p.m.

Respectfully Submitted,

Kevin J. Franchetta, CPA
Board Secretary

KJF:df