

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, May 1, 2013 at 7:02 p.m., pursuant to notice with Mr. Medio presiding and the following members present: Mr. DiGiorgio, Mr. English, Mr. Jennings, Mr. Mercado, Ms. Morello, Dr. Mounier, and Mr. Ulrich. Absent: Ms. Rios.

Also present: Dr. Guccio, Superintendent, Mr. Frey, Assistant Superintendent, Mrs. Polof, Assistant Superintendent, Ms. Ludy, Board Secretary, Mr. DeSanto, Board Solicitor, press and public. Absent: None.

Mr. Medio 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 to be sent to the following, announcing time and place thereof, agenda, etc.: The Daily Journal, the Atlantic City Press, Clerk - City of Vineland, and Administrative Office Public Bulletin Board.

Flag salute:

Special

Presentations:

Dr. Guccio introduced Sylvia Morano, Principal of Barse School and Teacher, Joyce Guenther Nolan to present the READ 180 All-Star.

Ms. Morano announced that Keily Ortiz was chosen as the Scholastic Read 180 All-Star nominated by Ms. Guenther Nolan.

Ms. Guenther Nolan said she nominated Keily because when she entered her classroom as a third grader she would rarely volunteer her opinion or read. She said over the year she saw her begin to develop her opinions, express them and read. Ms. Guenther Nolan said Keily has become a role model for the rest of the students and was one of twelve chosen in the entire United States. She said Keily was given a \$1,200 check along with an engraved plaque and the entire *Harry Potter* storybook series.

Dr. Guccio introduced Mrs. Polof to present the Teachers of the Year along with the District Teacher of the Year.

Mrs. Polof said it is with great honor that she is able to present our School Teachers of the Year and District Teacher of the Year. She introduced the following teachers: Meredith DeFeo, VHS, Danielle Simone, VHN, Alexandra Wells, Landis, Jack Martine, Veterans Memorial, Penny Saunders, Rossi, Lisa Benedetti, Wallace, Terry DiSanti, Barse, Daisy Mercado, Sabater, Amanda Conley, D’Ippolito, Stacey Bays, Durand, Dawn Rado, Johnstone, Nicole Sapello, Mennies, Karly Daplyn, Petway, Melissa Maginis, Winslow, Paula Andro, Dallago, Diane Rodriguez, Leuchter and Jamie Williams, Cunningham Alternative School.

Mrs. Polof announced that the District Teacher of the Year is Daisy Mercado from Sabater School who was also chosen as the County Teacher of the Year and will in the running for the State Teacher of the Year.

Dr. Gruccio thanked the teachers for all that they do and wished them the very best.

Mr. Medio called for a five minute break at 7:16 p.m.

The meeting resumed at 7:21p.m.

Dr. Gruccio introduced Mr. Lou Russo to discuss the Teacher for a Day Program.

Mr. Russo said we would like to initiate a Teacher for a Day Program. He said May 6th through May 10th is Teacher Appreciation week. Mr. Russo said we would like to institute the program for the first time in the Vineland Public Schools. He said the program is an opportunity to invite members of the public in to experience a single day in the public school system. Mr. Russo said the invitees would be partnered up with a host teacher to show the reality of our public school system.

Mr. Ulrich said he is sure his wife, who is an elementary teacher, would be more than glad to volunteer for someone see what a teacher does from an elementary perspective.

Mr. Medio asked if this is going to be done next week. Mr. Russo said possibly the end of the month or first week of June.

Harassment, Intimidation and Bullying (HIB Report), Suspension Report, Cunningham Alternative School Report/Average Daily Attendance – No discussion.

Suspension Report – No discussion.

Comments by

Board Solicitor: None.

Public Comments

on Agenda Items: None.

Items for Review:

A. Superintendent

1. **PERSONNEL**

1.1 **Personnel Items** – No discussion.

1.2 **Reasonable Assurance** – No discussion.

1.3 **Hourly Rates for Substitute Personnel** – Ms. Morello asked how we rank in the county with these rates. Dr. Rossi said we are competitive and the rate has not increased in two years. Ms. Morello asked Dr. Rossi what he does to acquire substitutes. Dr. Rossi said we work with the local employment agencies in the county and advertise as well as word of mouth. Ms. Morello asked if we recruit at the community colleges. Dr. Rossi said we send them job announcements.

1.3 **Reduction in Force (RIF) of Non-Tenured Professionals** – Mr. Mercado expressed his concern that the list is long and asked if there is a timeframe for notifying these individuals that they will be brought back. Dr. Rossi said the requirement to notify employees to come back is June 1st. He said our first obligation is to accommodate the tenured teachers. Dr. Gruccio said it is our hope that very few people remain on the RIF list and we have asked the principals to assure their teachers not to panic when they receive the letter.

1.4 **Not Recommended for Reappointment** – No discussion.

2. **PROCEDURES & OPERATIONS**

2.1 **Travel** – No discussion.

2.2 **Bus Evaluation Drills April** – No discussion.

2.3 **Energy Conservation Program & Policy** – Ms. Morello asked if Mr. DeSanto reviewed this item. Mr. DeSanto said yes this was recommended by Cenergistics and revisions were made. Ms. Morello asked if the person who enforces and guides this program is a district employee. Mr. DeSanto said Mr. Weaver is intended to be the district liaison and Cenergistics is providing the energy manager. Dr. Rossi said on Monday, May 20, 2013 at 3:30 p.m. Cenergistics will be here to describe the energy specialist position to anyone who is interested.

3. **BUILDINGS & GROUNDS**

- 3.1 **Proposed Interior Alterations Phase 2 – Almond Road Preschool** – Ms. Morello asked what kind of alterations are being done. Dr. Guccio said we are completing the extra preschool classrooms.

4. **FINANCE**

- 4.1 **Budgetary Transfers** – No discussion.
- 4.2 **Special Education Students** – No discussion.
- 4.3 **Salem County Special Services Agreement** – Dr. Mounier asked why this is for the 2012-2013 school year. Dr. Guccio said students are approved as they come into the district.
- 4.4 **Purchasing Manual** – Ms. Morello asked if there are a lot of changes to the purchasing manual and standard operating procedures or are they the same. Ms. Ludy said since 2010 the board has to approve these items every year and they are the same documents. Ms. Morello asked if the standards that are in place for purchasing are dictated by state mandate and law. Ms. Ludy said the NJ School Boards Association has a template that follows the standard operating procedures and the purchasing manual is part of that. Ms. Morello asked if there is any way we can try to give as much work as we reasonably can to the local vendors. Mr. Zorzi, Purchasing Director, said this summer he will be inviting the local vendors in to explain to them how we do business and introduce them to the policies and procedures that we follow. Ms. Morello suggested reaching out to the Greater Vineland Chamber of Commerce to spread the word and touch base with the community.
- 4.5 **Standard Operating Procedures** – No discussion.
- 4.6 **Local Tax Requisition** – No discussion.
- 4.7 **Summer 2013 Programs** – Ms. Morello asked what the Carrera Program is. Dr. Guccio said she is not familiar with the program and will get that information to her. Ms. Morello asked how these programs are funded. Dr. Guccio said Bilingual/ESL is funded through our Title III program and special education is funded through special education funding. She said the pre-school program is the hospital portion of the program that is funded through the hospital. Ms. Morello asked if there is a fee for service for the wrap around. Dr. Guccio said she believes it is through the hospital but will get it clarified. Mrs. Morello asked if the Carrera and RAFT Programs are grant driven. Dr. Guccio said the RAFT Program is.

Mr. Mercado asked for an update on how the online summer school courses went last summer. Dr. Gruccio said she will get that information to the board. Ms. Morello asked if there is a deadline for enrollment in that program. Mrs. Polof said we have a contract with them and they are meeting with guidance. Mr. Mercado asked if as a student did not have the money to take the class last summer would they be permitted to take the course during the school year online. Mrs. Polof said not at this point but that is something that we are looking at.

4.7.1 **Free Breakfast and/or Lunch for Private Schools** – Ms. Morello asked if the private schools have a clear understanding as to what they need to do. Dr. Gruccio said they need our permission to feed those students.

4.8 **Contracts for 2013-2014 – a. Before/After Care Program, b. Carpet & Tile Installation/Sales, c. Concrete Services, d. Electrical Services, e. HVAC Services, f. Parking Lot Paving Services, g. Plumbing Services** – Mr. Mercado asked if in the past did we bid out additional items such as roofing. Mr. Zorzi said we participate in the Ed Data contract for roofing. He said there is one roofer that Mr. Weaver and his maintenance department have been quite pleased with and they want to continue with them. Mr. Mercado expressed his concern that we are not going out for bid on big contracts such as the roofing contract. Mr. Zorzi said it was bid through Ed Data and we could still go out for bid on our own with this. Mr. Medio asked if we have time to do this before the June board meeting. Mr. Zorzi responded yes. Mr. Mercado said he would like all these contracts to go out for bid not just roofing. Dr. Gruccio said we had the ability to roll these contracts over for a second year with no increase in the costs. Mr. DiGiorgio asked about the response time on an emergency situation. Mr. Weaver said in the contract there is a response time listed that they have to adhere to. He said if the vendor is keeping the same hourly rate in the contract and the contract is terminated and rebid we may be paying more money. Mr. Zorzi said these bids are for emergency situations such as nights and weekends not for day to day operations. Mrs. Morello asked if these bids are for catastrophic emergency events and larger jobs are bid out. Mr. Weaver said annual maintenance is also done on these contracts. Mr. Mercado asked what the minimum amount of money is on the roofing contract that the roofer will make. Mr. Weaver said the square footage of the repair varies every time. He said we are not paying for response or travel time and the vendor is paid on a per call basis. Mrs. Morello requested for more information to be sent to the board on these contracts to answer some of the questions.

4.9 **VHS Athletic Wing Addition** – Mrs. Morello asked how long this has been in the pipeline. Dr. Gruccio said since budget discussions began.

4.10 **City of Vineland Shared Services Agreement** – Mr. Ulrich said these types of things are what we should be doing with the City of Vineland to defray costs.

4.11 **a. Joint Purchasing Agreement with CCBVE** – Mrs. Morello asked how this would be impacted if there was a full day. Dr. Gruccio said this is for the bus transportation. Mrs. Morello asked if a school was built would this agreement be null and void. Dr. Gruccio said she believes we would still need this agreement for some of our students.

b. Resolution for Member Participation in Joint Purchasing System with CCBVE-

Mr. DiGiorgio asked if there is a reason to believe this could negatively impact us during the five years. Dr. Gruccio said she does not believe so because we have done this for many years. Mrs. Morello asked what we are jointly purchasing. Ms. Ludy said we have to belong to the joint purchasing agreement in order to participate in the transportation portion of the agreement.

4.12 **Grants – a. Sabater Family Friendly, b. Barse FFV, c. NJ Child Assault Prevention, d. NJ Special Needs Child Assault** - Mrs. Morello asked how the Fresh Fruit & Vegetable Program is doing at Barse School. Mrs. Moreno, Principal of Barse School, said we have not started the program yet.

4.13 **Approval of the following Appointments:**

- a. Board Secretary**
- b. Custodian of School Records**
- c. Custodian of School Monies**
- d. Qualified Purchasing Agent**
- e. Legal Depositories**
- f. Bank Depositories**
- g. Lisa Beatty, CPA to fill the following positions in the absence of Cherie Ludy for the period of July 1, 2013 to June 30, 2014 – Board Secretary, Custodian of School District Records, Contracting Agent, Transfer/Investment of Funds at authorized district depositories**
- h. Conscientious Employee Protection Act Contact Person**
- i. Section 504 Employee Compliance Officer**
- j. Appointing Authority/Civil Service Hearing Officer**
- k. Partnership with Colleges and Universities**
- l. Section 504 Student Compliance Officer**
- m. Working Papers Issuing Officer**
- n. Title IX Coordinator**
- o. Affirmative Action Officers**
- p. Americans with Disabilities Act Coordinator**
- q. Right to Know Officer**
- r. Integrated Pest Management Coordinator**
- s. Indoor Air Quality Designee**
- t. PEOSHA Officer**

- u. Asbestos Management Officer**
- v. Chemical Hygiene Officer**
- w. Architect of Record**
- x. Attorney of Record**
- y. Insurance Broker**
- z. Official Newspapers**
- aa. Tuition Agreement for Homeless Students**
- bb. Bargaining Units**
- cc. Annual Travel Stipends**
- dd. Contracting Agents**

Mr. Mercado mentioned that one of the newspapers on the Official Newspaper list is no longer in business. He feels that the Architect of Record, Attorney of Record and Insurance Broker should go out for bid on an annual basis. Ms. Ludy said the NJQSAC suggests that we go out for one bid every three years to promote consistency. Mr. Mercado said these are big ticket items and if we want to save money they should all go out for bid every year. Mrs. Morello asked what happened in the past. Ms. Ludy said they never went out for bid. Mr. DiGiorgio asked if we approve these contracts for six months would it create a fiscal year issue. Ms. Ludy said that is a good idea because the new board would be choosing the attorney, architect and auditor. Ms. Morello said we are a large district and we need to take a businesslike approach to these things. Mr. Medio requested for the superintendent to look into this and give the board a report on Friday. Mr. Mercado asked Mr. DeSanto if we have other options such as listing what we want to pay in the proposal. Mr. DeSanto said he will address the question to all vendors except the attorney. He said with Pay to Play the board is allowed with professional services contracts to set experience and qualification standards along with the rate. Mr. DeSanto said you will have to value the experience and qualifications of the individual. He advised setting a standard set of specifications. Mr. Jennings asked who the Conscientious Employee Protection Act Contact Person (CEPA) would go to if he had a complaint. Dr. Gruccio said to her. Mr. Jennings asked if someone had an issue with Dr. Rossi where would they go. Dr. Gruccio said they would be referred to her. Mr. Jennings asked if there are alternates for h. through v. Dr. Gruccio said we have not had alternates designated in the past. Mr. Ulrich said someone is appointed as needed. Mr. DiGiorgio asked what the annual travel stipends are for. Ms. Ludy said that she believes it is for professional development.

- 4.14 **Rejection of St of NJ recommendation** – Dr. Mounier asked if the state is trying to save money by doing this. Dr. Gruccio responded yes. Ms. Morello said as a district you can only do what you can do. She feels this would be a disaster potentially waiting to happen. Mr. Ulrich said the attendance officers need to be targeting these parents and we need to enforce bringing parents to court to get these students to school.

2. ITEMS PROPOSED FOR REGULAR AGENDA:

- a. **Report by the Secretary of the Board of Education (February)** – No discussion.
- b. **Monthly Bills Incurred** – No discussion.

B. Proposed for review or discussion or adoption by Board Members: None.

Public Comments: Lisa Arena, Principal of Mennies School
Mrs. Arena said the elementary principals and assistant principals take parents to court every month for attendance issues. However, the parents do not attend court regularly.

Mr. Mercado said last week he requested for Dr. Gruccio to contact a local municipal court judge to request if our staff could be given a courtesy so they do not have to wait at the court house the entire day. He asked if there could be a representative sent to court instead of a principal. Mr. DeSanto said he believes it has to be someone who has personal knowledge of the lack of attendance and will look into this. Dr. Gruccio said she has not had much luck trying to contact the judge. Mr. DeSanto said if the board pleases he can contact the judge. Dr. Mounier asked if we can document the amount of time and cost that is involved and send it to Trenton along with our rejection of this idea.

Committee Reports: None.

Unfinished Business: None.

New Business: None.

Resolution: Ms. Ludy read a resolution to convene into executive session for the following reasons as outlined in N.J.S.A. 10-4-12. Any matter involving employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

(The nature of discussion is Superintendent evaluation); **BE IT FURTHER RESOLVED** that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity or person with respect to said discussion.

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

Mr. DeSanto said the New Jersey School Boards Association has requested the opportunity to brief the board and public on the superintendent’s evaluation process.

Ms. Jane Kershner, from the New Jersey School Boards Association, explained the process to the board and public.

Mr. English asked if a board member can refuse to take part in the process. Ms. Kershner said yes however; by law you must evaluate your superintendent annually. She said there would be no logical reason to say that you are not going to do this. Mr. DeSanto said the Doctrine of Necessity allows the board to do something that they are required to do. He said if there is a board member that feels they are still conflicted they can voluntarily remove themselves. Ms. Kershner said as a board you have to evaluate your superintendent annually. Ms. Morello said she has participated in a lot of superintendent evaluations. She said the NJ School Boards Association process makes it fair to the superintendent and there are standard questions that touch on all the leadership aspects.

Adjournment: The meeting was adjourned by voice vote to executive session at 8:50 p.m.

Respectfully submitted,

Cherie Ludy
Board Secretary

