

**GREEN BROOK BOARD OF EDUCATION
BUSINESS MEETING MINUTES
MONDAY, JANUARY 27, 2014
7:00 P.M.**

MEETING CALLED TO ORDER- The meeting was called to order at 7:00 pm by Mr. James Benscoter, Board President in the Green Brook Middle School Media Center.

PLEDGE OF ALLEGIANCE

Observed by all present.

STATEMENT OF OPEN PUBLIC MEETINGS ACT

Mr. Gregory Brennan, Business Administrator/Board Secretary read the following statement:
The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advanced notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Green Brook Township Public School District of Somerset County has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Green Brook Township Clerk's Office and the Courier News. This notice was faxed to the above on January 7, 2014, and posted in the Green Brook Middle School and the Irene E. Feldkirchner Elementary School.

ROLL CALL

Present: Mr. Azzarello
Mr. Benscoter
Mr. Binder
Mr. Brault
Ms. Connors
Ms. Couch
Mr. Humphrey
Mr. Martins
Ms. Piccirilli

Administrators

Present: Dr. Richard Labbe, Superintendent
Mr. Gregory Brennan, Business Administrator/Board Secretary

SUPERINTENDENT'S REPORT

- 2013-14 Period 1 EVVRS/HIB Report
- 2014-15 Proposed Transportation Budget Presentation – Nancy Farinella
- 2014-15 Proposed Special Education Budget Presentation – Dr. Richard Labbe

Staff Coverage for December

Number of Substitute Days	79
Number of Substitutes	17
Cost of Substitutes	\$6,649.69
Number of Staff Coverage Periods	31.5
Cost of Staff Coverage	\$1,071.00

Staff Attendance for December

Administration	100%	Facilities & Operations	100%
Teachers	96 %	Aides	94%
Transportation	99%	Office Personnel	99%

Student Attendance for November

IEF	96.53%
GBMS	96.28%

Student Attendance for December

IEF	94.56%
GBMS	96.71%

MINUTES

Motion to approve the following Minutes:

Moved by: Mr. Brault	Seconded by: Mr. Binder
Agenda/Business Meeting	Monday, December 9, 2013
Reorganization Meeting	Monday, January 6, 2014
Workshop Meeting	Monday, January 13, 2014

Roll Call Vote. Vote Unanimous. Motion carried.

FINANCE/BUILDINGS & GROUNDS

Motion to approve Finance & Operations Items A - R:

Moved by: Ms. Couch	Seconded by: Mr. Martins
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Roll Call Vote. Vote Unanimous. Motion carried.

A. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the bills for January in the following amounts for the 2013-2014 school year:

Fund 11	1,113,483.88
Fund 40	969,200.00
Total	2,082,683.88

B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution for the 2013-2014 school year:

WHEREAS, the Board of Education has received the attached reports of the treasurer and secretary for the month of November, and

WHEREAS, these reports show the following balances on November 30, 2013:

WHEREAS, in compliance with N.J.A.C.6:20-2A.10(d) the secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education,

FUND -	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund			
(11)Current Expense	3,483,639.22	16,292,837.41	17,119,898.06
(12)Capital Outlay			
(20)Special Revenue Fund	233,141.60	281,686.26	306,457.32
(30)Capital Projects Fund	283,588.66	840.00	514,880.89
(40)Debt Service Fund	299,671.15	1,163,437.50	1,184,558.35
TOTAL	4,300,040.63	17,738,801.17	19,125,794.62

NOW THEREFORE, BE IT RESOLVED, the Board of Education accepts the above referenced reports and certification, and be it

FURTHER RESOLVED, in compliance with N.J.A.C.6:20-2A.10(e), the Board of Education certifies that, after review of the secretary’s monthly financial report (appropriation section), to the best of its knowledge, no major account or fund has been over expended in violation of N.J.A.C.6:20-2A.10(a)(1), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the year.

- C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the transfers for November 1, 2013 through November 30, 2013.
- D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the disbursements for the following payroll period for the 2013-2014 school year:

December 15, 2013	\$463,905.96
December 31, 2013	\$434,212.54
January 15, 2014	\$446,246.41
- E. The Superintendent recommends and I so move the Board of Education of the Township of Green Brook approval of the Watchung Hills Regional High School Learning and Language Disabilities tuition contract agreement for high school student #2525, in the amount of \$54,350.00 for the 2013-2014 school year.

F. The Superintendent recommends and I so move the Board of Education of the Township of Green Brook approval of the Watchung Hills Regional High School Learning and Language Disabilities tuition contract agreement for high school student #2531 effective December 18, 2013, in the amount of \$54,350.00, prorated, for the 2013-2014 school year.

G. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution for the 2013-2014 school year:

RESOLUTION FOR INCREASING BID THRESHOLD AND APPOINTING A QUALIFIED PURCHASING AGENT IN A BOARD OF EDUCATION OR OTHER ENTITY SUBJECT TO THE PROVISIONS OF N.J.S.A. 18A:18A-1

WHEREAS, 18A:18A-3 permits a board of education to authorize its purchasing agent to award contracts that do not exceed in a contract year the annual limit as established by the Governor, and

WHEREAS, local boards of education have been advised by the Local Finance Board through (LFN 2010-13) that the Governor has authorized the following bid and quotation thresholds effective July 25, 2013,

	Bid Threshold	Quotation Threshold
Base Amount	\$26,000	\$3,900
With Qualified Purchasing Agent	\$36,000	\$5,400

WHEREAS, Gregory E. Brennan, Business Administrator/Board Secretary, does possess the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, Green Brook Township Board of Education maintains its bid and quotation thresholds as provided in N.J.S.A. 18A:18A-3;

NOW THEREFORE BE IT RESOLVED, that the governing body of the Green Brook Township Board of Education, in the County of Somerset, in the State of New Jersey hereby maintains its bid threshold to \$36,000 and its quotation threshold \$5,400 and be it further

RESOLVED, that the governing body hereby appoints Gregory E. Brennan, Business Administrator/Board Secretary as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

H. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following workshops and mileage reimbursement for the 2013-2014 school year, as follows:

<u>Employee</u>	<u>Date</u>	<u>Workshop/Meeting</u>	<u>Cost</u>	<u>Mileage</u>	<u>Cost</u>
N. Farinella	3/24-25/14	NJ Pupil Transportation Conference School	\$325.00	206	\$63.86

		Transportation Supervisors of NJ			
J. Narvaez	3/24/14	NJ Pupil Transportation Conference – Mechanic’s Program	\$125.00	206	\$63.86
L. Pollard	2/21/14	Career Knight at Rutgers	\$200.00	21.8	\$6.76
B. Stanton	4/11/14	TCNJ 2014 Education Interview Day	\$75.00	76.4	\$23.68

- I.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Deborah Chitester, M.S., CCC/SLP, from Multi-Language Kids, Inc., to perform a Bilingual Speech-Language Evaluation for the Green Brook Township School District, at a cost of \$550.00, for the 2013-2014 school year.
- J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval for the submission of the following grants through the Watchung Hills Regional Municipal Alliance, for the 2013-2014 school year:

<u>Title of Program</u>	<u>Amount</u>
DayTop Village Residents Discuss ATOD Avoidance (ATOD: Alcohol, Tobacco and Other Drugs) Grs. 7-8	\$300.00
Dare for 5 th Graders	\$427.00
Total:	\$727.00

- K.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the tuition reimbursement to Carlyn O’Regan for the following three-credit fall course at Rutgers University: Learning Disabilities, in the amount of \$1,944.00, for the 2013-2014 school year.
- L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the tuition reimbursement to Timothy Charleston for the following three-credit fall course at Rutgers University: Supervisor of Instruction, in the amount of \$1,944.00, for the 2013-2014 school year.
- M.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to reimburse John Brault for all of the fees and costs associated with Assembly Bill 444 amending N.J.S.A. 18A: 12-1 et seq., which requires that all members of a Board of Education or members of a Board of trustees of a charter school, undergo a criminal history record check. Reimbursement for administrative and MorphoTrak fees will be provided only upon the submission of the appropriate ePayment receipts and will not exceed \$78.50 per member, for the 2013-2014 school year.
- N.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to reimburse Griffith Humphrey for all of the fees and costs associated with Assembly Bill 444 amending N.J.S.A. 18A: 12-1 et seq., which requires that all members of a Board of Education or members of a Board of trustees of a charter school, undergo a criminal

history record check. Reimbursement for administrative and MorphoTrak fees will be provided only upon the submission of the appropriate ePayment receipts and will not exceed \$78.50 per member, for the 2013-2014 school year.

- O. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the apportionment of salary from the following teacher that is being paid through Preschool funds from the IDEIA Consolidated Grant from January 31, 2014 until June 30, 2014, for the 2013-2014 school year:

INSTRUCTIONAL AIDE	FULL SALARY	AMOUNT/% PAID BY GRANT	FICA/TPAF BENEFIT REIMBURSEMENT	ACCOUNT NUMBER
Erin Napodano, IEF	\$13,742.40	\$3,310.45/24%	\$253.25	IDEIA

Note: This is a routine motion required because a portion of the salary of this teacher is federally funded. Grant requirements necessitate inclusion of the detailed salary information on this motion.

- P. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the FY2014 NCLB Title IIA application to implement the approved program for professional development by opening up budget lines that would allow for in-district presenters and substitutes to allow teachers to attend training.
- Q. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution:

WHEREAS, the Green Brook Board of Education (“Board”) is the owner of Noble Field and the ITB Field (the “Fields”) located at the Irene E. Feldkirchner School; and

WHEREAS, the Green Brook Little League Group, Inc. (“Little League”) is a charter member of and operates under the direction of the Little League Baseball, Inc. and provide athletic opportunities for children of the Green Brook Township community during non-school hours; and

WHEREAS, the Board of Education uses the Fields as an integral part of its physical education, but does not use the Fields for school purposes when school is not in session after school hours and on weekends; and

WHEREAS, for more than a decade the Board of Education and the Little League have entered into various Lease Agreements whereby the Little League was permitted to install field lights and to utilize the Fields when they were not needed for school purposes; and

WHEREAS, the Little League also undertook certain maintenance and insurance obligations as a condition of the use of the Fields;

NOW THEREFOR BE IT RESOLVED, RESOLVED, that the Green Brook Board of Education hereby authorizes the Lease Agreement with the Green Brook Little League, Inc., for the period January 1, 2014 through December 31, 2014 with the option to renew for three additional one year periods which is attached hereto and incorporated by reference for an amount of One Dollar (\$1.00) per year and other valuable consideration; and be it

- E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following designated holidays for 12-month employees for the 2014-2015 school year, and as approved in the 2013-2014 school year:

Independence Day	Friday, July 4, 2014
Labor Day	Monday, September 1, 2014
Thanksgiving	Thursday, November 27, 2014
Day after Thanksgiving	Friday, November 28, 2014
Christmas Eve Day	Wednesday, December 24, 2014
Christmas Day	Thursday, December 25, 2014
Floating Holiday (1 of 2)	Friday, December 26, 2014
Floating Holiday (2 of 2)	Monday, December 29, 2014
Presidents' Holiday (1 of 2)	Tuesday, December 30, 2014
New Year's Eve Day	Wednesday, December 31, 2014
New Year's Day	Thursday, January 1, 2015
Presidents' Holiday (2 of 2)	Friday, January 2, 2015
Good Friday	Friday, April 3, 2015
Memorial Day	Monday, May 25, 2015

PERSONNEL/NEGOTIATIONS

Motion to approve Personnel & Negotiations Items A - C:

Moved by: Mr. Azzarello

Seconded by: Mr. Martins

Roll Call Vote. Vote Unanimous. Motion carried.

- A. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the October 28, 2013 resolution approving Jennifer Grant, Grade 4 teacher in the Irene E. Feldkirchner Elementary School, for a paid sick leave, from effective dates of December 5, 2013 through February 10, 2014, to effective dates of December 5, 2013 through January 31, 2014, for the 2013-2014 school year.
- B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the October 28, 2013 approving Jennifer Grant, Grade 4 teacher in the Irene E. Feldkirchner Elementary School, for an unpaid child care leave, from effective dates of February 11 through June 30, 2014, to effective dates of February 3 through June 30, 2014, for the 2013-2014 school year.
- C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of John Vollmer to serve as a substitute bus driver, in the Green Brook Township School District, at an hourly rate of \$19.50, for the 2013-2014 school year.
(See Attachment)

BOARD MEETING DATES

Workshop Meeting
Agenda/Business Meeting

Monday, February 10, 2014
Monday, February 24, 2014

January 27, 2014

ADJOURNMENT

Motion to adjourn the meeting at 9:05 PM.

Moved by: Mr. Binder

Seconded by: Mr. Martins

Vote Unanimous. Motion carried.

Respectfully submitted,

Gregory E. Brennan
SBA/Board Secretary