

**GREEN BROOK BOARD OF EDUCATION  
BUSINESS MEETING MNUTES  
MONDAY, JANUARY 28, 2013  
7:00 P.M.**

**MEETING CALLED TO ORDER**- The meeting was called to order at 6:58 pm by Mr. James Bencoter, Board President in the Green Brook Middle School Auditorium.

**PLEDGE OF ALLEGIANCE**

Observed by all present.

**STATEMENT OF OPEN PUBLIC MEETINGS ACT**

Mr. Michael Colling, 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 8, 2013, and posted in the Green Brook Middle School and the Irene E. Feldkirchner School.

**ROLL CALL**

Present:                   Mr. Bencoter  
                                  Mr. Binder  
                                  Mr. Boccio  
                                  Ms. Couch  
                                  Ms. Green  
                                  Mr. Martins  
                                  Ms. Piccirilli

Absent:                    Ms. Maillaro  
                                  Ms. Markus-Rodden

Administrators

Present:                   Dr. Richard Labbe, Superintendent  
                                  Mr. Michael Colling, Business Administrator/Board Secretary

**SUPERINTENDENT'S REPORT**

- Presentation by Grade 8 G&T Social Studies Students on the Student Electronic Devices Policy
- 2013-14 Technology Budget Presentation
- 2013 Green Brook Middle School Graduation

**MINUTES**

**Motion to approve the following Minutes:**

Moved by: Ms. Green

Seconded by: Mr. Martins

**Roll Call Vote. Abstain – Mr. Binder, Mr. Boccio & Ms. Couch. Motion carried.**

Agenda/Business Meeting  
Executive Session

Monday, December 10, 2012  
Monday, December 10, 2012

Reorganization Meeting

Monday, January 7, 2013

**FINANCE/BUILDINGS & GROUNDS**

**Motion to approve Finance & Operations Items A – N:**

Moved by: Ms. Green

Seconded by: Mr. Binder

**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 2012-2013 school year:

Fund 11	1,066,499.71
Fund 20	25,782.22
Fund 40	342,200.00
Total	1,434,481.93

- B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution for the 2012-2013 school year:

WHEREAS, the Board of Education has received the attached reports of the treasurer and secretary for the month of November 2012, and

WHEREAS, these reports show the following balances on November 30, 2012:

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	<b>1,607,721.73</b>	<b>1,099,581.43</b>	<b>15,372,992.58</b>

(12)Capital Outlay			
(20)Special Revenue Fund	<b>122,363.30</b>	<b>265,310.62</b>	<b>422,371.92</b>
(30)Capital Projects Fund	<b>283,624.59</b>	<b>34,968.49</b>	<b>819,441.73</b>
(40)Debt Service Fund	<b>191,744.87</b>	<b>1,148,812.48</b>	<b>1,209,052.37</b>
TOTAL	<b>2,205,454.49</b>	<b>2,548,673.02</b>	<b>17,823,858.60</b>

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 overexpended 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 disbursements for the following payroll period for the 2012-2013 school year:

January 15, 2013                      \$456,952.42

- D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept grant funds in the amount of \$500 from Exxon Mobil. Funds will be used to purchase science and/or mathematical instructional supplies at Irene E. Feldkirchner Elementary School for the 2012-2013 school year.

- E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution for the 2012-2013 school year:

WHEREAS, Green Brook Township Board of Education policy no. 0147.1, Board Member Compensation, policy no. 3440, Teaching Staff Members Job Expenses, and policy no. 4440, Support Staff Job Expenses and NJAC 6A:23B1.2 (b) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2012-2013 school year.

NOW THEREFORE, BE IT RESOLVED, that the Green Brook Township Board of Education, hereby establishes the school district travel maximum in specific line accounts for Board Members, Administrative Staff, Teachers, and Support Staff for the 2012-2013 school year.

BE IT FURTHER RESOLVED, that the Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded. The maximum amount allotted for each staff member is \$1,500.

- F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the application for the National Clean Diesel Rebate Program: 2012 School Bus Replacement Funding Opportunity for the 2012-2013 school year.

G. 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 2012-2013 school year, as follows:

<u>Employee</u>	<u>Date</u>	<u>Workshop/Meeting</u>	<u>Cost</u>	<u>Mileage</u>	<u>Cost</u>
M. Baffige	03-13-13	Taking Your Co-Teaching Partnership to a Higher Level	\$225.00	41.2	\$12.77
A. Berger	03-22-13	Symposium for SIPS	\$149.00	167.2	\$51.84
D. Cook	2-19/20-13	Get a Head Start on PARCC	\$298.00	94	\$29.14
D. Cook	03-13-13	The CCSS & Curriculum Mapping: Perfect Together	\$199.99	29.8	\$ 9.24
D. Cook	04-12-13	Education Interview Day	\$ 75.00	73.6	\$22.82
C. Doane	04-12-13	Rutgers' 45 <sup>th</sup> Annual Reading and Writing Conf.	\$150.00	17	\$ 5.27
L. Flora	04-12-13	Rutgers' 45 <sup>th</sup> Annual Reading and Writing Conf.	\$150.00	17	\$ 5.27
L. Pollard	04-17/20-13	National Association of Principals' Conference Denver, Colorado			
		Registration	Not to Exceed \$1,500		
		Hotel, Airfare, Meals, Etc.			
M. Silver	03-08-13	NJAGC 22 <sup>nd</sup> Annual Conference	\$189.00	13.6	\$ 4.25
J. Stetz	03-13-13	Taking Your Co-Teaching Partnership to a Higher Level	\$225.00	41.2	\$12.77

H. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following chaperones for the 8<sup>th</sup> Grade class trip to Williamsburg, Virginia, from June 5, 2013 through June 7, 2013, at a cost to the Board as referenced below, for the 2012-2013 school year:

<u>Employee</u>	<u>Title</u>	<u>Per Night</u>	<u>Total</u>
L. Pollard	Principal	\$200	\$400
C. Seracka	Nurse	\$175	\$350
C. Billman	Teacher	\$150	\$300
R. Esposito	Teacher	\$150	\$300
C. Fox	Teacher	\$150	\$300
P. McNamara	Teacher	\$150	\$300
M. Silver	Teacher	\$150	\$300
K. Smith	Teacher	\$150	\$300
S. Stanton	Teacher	\$150	\$300
M. Tufaro	Teacher	\$150	\$300
K. Weeks	Teacher	\$150	\$300
C. Wetzel	Teacher	\$150	\$300

- I.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the tuition reimbursement to Karen Seiferheld for the following three-credit 2012-2013 fall graduate course at Montclair State University: Leadership and the Learning Organization, in the amount of \$1,595.61, for the 2012-2013 school year.
- J.** 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, in 1993 the New Jersey Department of Education (DOE), Human Services (DHS) and Treasury began the Special Education Medicaid Initiative (SEMI); and

WHEREAS, the purpose of SEMI is to recover a portion of costs for certain Medicaid covered services provided to Medicaid-eligible students enrolled in participating New Jersey local education agencies (LEAs); and

WHEREAS, this revenue is beneficial to both the LEA and the State; and

WHEREAS, Federal Medicaid revenue is available through SEMI only if Federal and State Medicaid requirements are met; and

WHEREAS, the Green Brook Board of Education has less than the required 40 Special Education students necessary for mandatory participation; and

WHEREAS, a waiver approval by the Somerset County Department of Education will not preclude the Green Brook Board of Education for participating in the SEMI program and will not bind the district to the reporting and administrative requirements of SEMI.

NOW, THEREFORE, BE IT RESOLVED, that the Green Brook Board of Education does hereby apply for a waiver for the SEMI program,

BE IT FURTHER RESOLVED, that the Board Secretary is hereby directed to provide a certified copy of this authorizing resolution to the Somerset County Department of Education including the Executive County Superintendent of Schools and the Executive County Business Administrator.

- K.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the tuition reimbursement to Patrick McNamara for the following two-credit 2012-2013 fall graduate course at Fairleigh Dickinson University: Masters Final Project, in the amount of \$1,252.00, for the 2012-2013 school year.
- L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the transfers for November 1, 2012 through November 30, 2012.
- M.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as Supplemental Tutors, at a rate of \$38 per hour, for the 2012-2013 school year:

Martha Powell  
Marisa Proietto  
Jennifer Stetz

N. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the signatories on all Provident Bank Accounts effective February 11, 2013, for the 2012-2013 school year; as follows:

<b>ACCOUNT NAME</b>	<b>ACCOUNT NUMBER</b>	<b>SIGNATORIES</b>
Athletic Account	604612701	Donald Beisswanger Linda Pollard Gregory Brennan
Cafeteria Account	604612636	Gregory Brennan Deb Bishop
Capital Account	604612685	Gregory Brennan Deb Bishop
Capital Reserve	604612651	Gregory Brennan Deb Bishop
District Activity Account	604612669	Gregory Brennan Deb Bishop
General Account	604612644	Gregory Brennan Raymond Murray James Bencoter Bruce Martins
IEF Student Activity Account	604612727	Pat Trepiccione Armand Lamberti Gregory Brennan
Middle School Student Activity Account	604612735	Linda Pollard Kathy Schmitt Gregory Brennan
Payroll Account	604612628	Raymond Murray Gregory Brennan
Payroll Agency Account	604612743	Raymond Murray Gregory Brennan
Selective	604612677	Gregory Brennan Deb Bishop
Unemployment Compensation Account	604612693	Gregory Brennan Deb Bishop

**EDUCATIONAL DEVELOPMENT/POLICY**

**Motion to approve Educational Development/Policy Items A – D:**

Moved by: Ms. Green

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 of the following curricula for the 2012-2013 school year: (See Attachments)

- ELA Grades 6-8
- Gifted and Talented ELA Grades 6-8
- Gifted and Talented Grades K-5

**B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following previously-approved curricula for the 2012-2013 school year retroactive to September 1, 2012 and fully implemented on September 5, 2012, which reflects the work completed to align the curricula to the new standards:

- ELA Grades K-8
- English as a Second Language Grades K-8
- Mathematics Grades 3-5
- Course II Mathematics Grade 6
- Pre-Algebra Grade 6
- Pre-Algebra Grade 7
- Honors Geometry Grade 8
- Gifted and Talented Grades K-5
- Gifted and Talented ELA Grades 6-8
- Gifted and Talented Science Grades 7-8
- Gifted and Talented Social Studies Grade 8
- Latin Grades 4-8
- Spanish Grades K-8
- Physical Education Preschool

**C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following class trips, at no cost to the Board of Education, for the 2012-2013 school year:

<u>Date</u>	<u>Destination</u>	<u>Grade</u>
April 4 & 5, 2013	Buehler Challenger Science Space Center Paramus	7
May 20, 2013	Morristown Performing Arts Center Morristown	K

June 3, 2013

Fort Hancock  
Sandy Hook

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- D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the January 2013 HIB Report, including recommendations for action provided by the Superintendent for the 2012-2013 school year.

**PERSONNEL/NEGOTIATIONS**

**Motion to approve Personnel & Negotiations Items A - H:**

Moved by: Ms. Green

Seconded by: Mr. Binder

**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 Gregory Brennan to serve as Business Administrator/School Board Secretary at an annual salary of \$105,000, prorated, effective February 11, 2013 through June 30, 2013, for the 2012-2013 school year.
- B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Desiree DeNourie to serve as a classroom aide in the Irene E. Feldkirchner Elementary School, Step 2, at an hourly rate of \$17.88, effective February 1, 2013 through June 30, 2013, for the 2012-2013 school year.
- C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval for Emergent Hiring Pending Completion of Criminal History Check and applicant attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18A:6-4.13 et seq., as applicable for the 2012-2013 school year, for the following personnel:

Gregory Brennan  
Desiree DeNourie

- D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the December 10, 2012 resolution approving Anna Panico, Art teacher in the Green Brook Middle School, from a .57 FTE to a 1.0 FTE, Level B+15, Step 13, from effective dates of October 1, 2012 through March 14, 2013, to effective dates of October 1, 2012 through June 30, 2013, replacing Yvonne Schutsky, from an annual salary of \$62,095, adjusted to \$49,778.03, to an annual salary of \$62,095.00, adjusted to \$59,092.30, for the 2012-2013 school year.
- E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Thomas MacWilliams to serve as a substitute teacher, in the Green Brook Township School District, at a daily rate of \$85.00, for the 2012-2013 school year. (permanent)



- F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Beverly Roman to serve as a substitute teacher, in the Green Brook Township School District, at a daily rate of \$85.00, for the 2012-2013 school year. (permanent)
- G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Edith Taylor to serve as a substitute teacher, in the Green Brook Township School District, at a daily rate of \$85.00, for the 2012-2013 school year. (permanent)
- H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Kathryn Creighton to serve as a substitute teacher, in the Green Brook Township School District, at a daily rate of \$85.00, for the 2012-2013 school year. (permanent)

**BOARD MEETING DATES**

Workshop Meeting  
Agenda/Business Meeting

Monday, February 11, 2013  
Monday, February 25, 2013

**ADJOURNMENT**

**Motion to adjourn the meeting at 8:36 PM.**

Moved by: Ms. Green

Seconded by: Ms. Couch

**Vote Unanimous. Motion carried.**

Respectfully submitted,

Michael F. Colling  
SBA/Board Secretary