

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

I. MEETING CALLED TO ORDER

II. PLEDGE OF ALLEGIANCE

III. STATEMENT OF OPEN PUBLIC MEETINGS ACT

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 Elementary School.

IV. ROLL CALL

V. SUPERINTENDENT'S REPORT

- Green Brook Township School District's School Nursing Services Plan
- 2013-14 QSAC SOA
- Policies for First Reading
 - P 5512 Harassment, Intimidation, and Bullying
 - R 5512 Harassment, Intimidation, or Bullying Investigation Procedure
 - P 4124 Employment Contract
- 2014-15 Budget Overview and Calendar
 - Debt Services & Utilities Presentation – Mr. Brennan

Staff Coverage for September

Number of Substitute Days	70
Number of Substitutes	17
Cost of Substitutes	\$5,775.85
Number of Staff Coverage Periods	20
Cost of Staff Coverage	\$680.00

October 28, 2013

**ALL ADDENDUM ITEMS ARE ITALICIZED*

Staff Attendance for September

Administration	100%	Facilities & Operations	99%
Teachers	98 %	Aides	97%
Transportation	99%	Office Personnel	97%

Student Attendance for September

IEF	98.07%
GBMS	97.61%

VI. CORRESPONDENCE

VII. MINUTES

*Agenda/Business Meeting
Agenda/Business Meeting*

*Monday, August 26, 2013
Monday, September 23, 2013*

VIII. PUBLIC QUESTIONS & COMMENTS

IX. FINANCE/BUILDINGS & GROUNDS

Discussion Item : Committee Report

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

- Fund 10*
- Fund 11*
- Fund 12*
- Fund 20*
- Fund 30*
- Total*

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 had accepted a report of the secretary for the month of July 2013, at its meeting on September 23, 2013

WHEREAS, that report showed balances on July 31, 2013, which were incorrect due to a computer error.

October 28, 2013

***ALL ADDENDUM ITEMS ARE ITALICIZED**

WHEREAS, in compliance with N.J.A.C.6:20-2A.10(d) the secretary has certified that, the report has been corrected to reflect the amounts below and 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
<i>(10) General Current Expense Fund</i>			
<i>(11)Current Expense</i>	2,626,959.03	23,314,671.48	24,141,182.13
<i>(12)Capital Outlay</i>			
<i>(20)Special Revenue Fund</i>	(51,765.89)	292,955.77	317,727.83
<i>(30)Capital Projects Fund</i>	283,589.82	840.00	514,880.89
<i>(40)Debt Service Fund</i>	(112,380.15)	1,357,675.00	1,378,795.89
TOTAL	2,746,402.81	24,966,142.25	26,352,586.74

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

FURTHER RESOLVED, that this report be substituted for the report previously accept on February 25, 2013 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 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 August 2013, and

WHEREAS, these reports show the following balances on August 31, 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
<i>(10) General Current Expense Fund</i>			
<i>(11)Current Expense</i>	4,322,148.69	22,438,327.32	23,265,387.97
<i>(12)Capital Outlay</i>	(29,846.07)	\$292,876.59	317,648.65
<i>(20)Special Revenue Fund</i>			
<i>(30)Capital Projects Fund</i>	283,589.82	840.00	514,880.39
<i>(40)Debt Service Fund</i>	126,954.17	1,357,675.00	1,378,795.85
TOTAL	4,702,846.61	24,089,718.91	25,476,712.86

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.

- D.** *The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the September 23, 2013 resolution approving the transfers for July 1, 2013 through July 31, 2013 (Revised Report Attached).*
- E.** *The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the transfers for August 1, 2013 through August 31, 2013.*
- F.** 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:
- | | |
|--------------------|--------------|
| September 30, 2013 | \$436,703.45 |
| October 15, 2013 | \$440,825.02 |
- 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 2013-2014 school year, as follows:

October 28, 2013

**ALL ADDENDUM ITEMS ARE ITALICIZED*

<u>Employee</u>	<u>Date</u>	<u>Workshop/Meeting</u>	<u>Cost</u>	<u>Mileage</u>	<u>Cost</u>
D. Darr	12/2/2013	Adapting Readers and Writers Workshop: Meeting the Needs of Diverse Learners (Gr. 3-8)	\$100.00	19.2	\$ 5.95
<i>C. Doane</i>	<i>12/5/2013</i>	<i>Close Reading in Fiction and Non-Fiction: What Does This Look Like for Our Youngest Readers? (Gr. 1-3)</i>	<i>\$100.00</i>	---	---
A. Dolinsky	12/2/2013	Adapting Readers and Writers Workshop: Meeting the Needs of Diverse Learners (Gr. 3-8)	\$100.00	19.2	\$ 5.95
L. Flora	11/26/13	Practical Strategies for Implementing the Rigorous Common Core State Standards for Reading & Writing	\$229.00	72.4	\$22.44
L. Flora	12/2/2013	Adapting Readers and Writers Workshop: Meeting the Needs of Diverse Learners (Gr. 3-8)	\$100.00	19.2	\$ 5.95
<i>A. Plenzo</i>	<i>12/5/2013</i>	<i>Close Reading in Fiction and Non-Fiction: What Does This Look Like for Our Youngest Readers? (Gr. 1-3)</i>	<i>\$100.00</i>	---	---
L. Pollard	03/15-17/2014	ASCD National Convention Los Angeles, CA	Not to Exceed \$1,500.00		
<i>C. Seracka</i>	<i>11/25/2013</i>	<i>SNAP Reports and Group Processing</i>	<i>\$ 99.00</i>	---	---
<i>J. Smith</i>	<i>12/5/2013</i>	<i>Close Reading in Fiction and Non-Fiction: What Does This Look Like for Our Youngest Readers? (Gr. 1-3)</i>	<i>\$100.00</i>	<i>19.2</i>	<i>\$ 5.95</i>

- H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to reimburse Joseph Petrillo 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.
- I.** 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 2013-2014 school year:

October 28, 2013

*ALL ADDENDUM ITEMS ARE ITALICIZED

Domenica Ciccarella
Kimberly Pudlak
Kevin Smith
Jennifer Stetz
Jennifer Wagner
Natalie Whalen

- J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Dr. Thomas Boyle to provide consultation to the district preschool applied behavior analysis (ABA) program during (4) three-hour visits, at a cost of \$500 per visit, not to exceed \$2,000, for the 2013-2014 school year.
- K.** *The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the quote from James Hager for transportation for routes GBHS-05, MS-05 and ES-05 from October 28, 2013 through November 27, 2013 at a cost of \$265 per day (\$5,565 total), 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 disposal of obsolete uniforms listed below:*
- *(16) Boys Basketball Uniforms*
 - *(15) Girls Basketball Uniforms*
 - *(20) Girls Softball Uniforms*
 - *(23) Boys Soccer Uniforms*
 - *(21) Girls Soccer Uniforms*
 - *(20) Sweat Uniforms*
- M.** *The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Pamela Dorman, Occupational Therapist, to provide occupational therapy for Watchung Hills Regional High School student no. 104 at Douglass Developmental Disabilities Center, for (1) 30- minute session per week, at a rate of \$52 per half hour, not to exceed \$4,000, 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 accept a quote from Bright Beginnings Pre-School in the amount of \$200, to purchase the obsolete furniture listed below, for the 2013-2014 school year:*
- *(2) Desks*
 - *(1) Table*
 - *(1) Filing Cabinet*
 - *(2) Car Seats*

October 28, 2013

***ALL ADDENDUM ITEMS ARE ITALICIZED**

X. EDUCATIONAL DEVELOPMENT/POLICY

Discussion Item: Committee Report

- A. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2013-2014 Memorandum of Agreement between the Green Brook Township Police Department and The Green Brook Township Board of Education.
- B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2013-2014 Green Brook Township School District Emergency Management Plan.
- C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2013-2014 Green Brook Township Public Schools' Nursing Plan. (See Attachment)
- D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following class trip, at no cost to the Board of Education, for the 2013-2014 school year:

<u>Date</u>	<u>Destination</u>	<u>Grade</u>
November 22, 2013	Red Mill Museum Clinton, NJ	4

- E. *The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2013-2014 Green Brook Township Public Schools BOE and District Goals. (See Attachment)*
- F. *The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2013-2014 Green Brook Township Public Schools NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance. (See Attachment)*
- G. *The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the First Reading of the following Policies and Regulation, for the 2013-2014 school year: (See Attachments)*

Policy No.:

5512 *Harassment, Intimidation and Bullying (M)*
4124 *Employment Contract*

Regulation No.:

5512 *Harassment, Intimidation or Bullying Investigation Procedure (M)*

October 28, 2013

**ALL ADDENDUM ITEMS ARE ITALICIZED*

H. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the October 2013 HIB Report, including any recommendations for action provided by the Superintendent for the 2013-2014 school year.

XI. PERSONNEL/NEGOTIATIONS

Discussion Item : Committee Report

- A.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the paid sick leave for Employee No. 0032 from November 21, 2013 through January 3, 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 August 26, 2013 resolution approving Michael Zebro to serve as a substitute bus driver, in the Green Brook Township School District, from an hourly rate of \$24.91, to an hourly rate of \$19.50, 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 Jennifer Grant, Grade 4 teacher in the Irene E. Feldkirchner Elementary School, for a paid sick leave, effective December 5, 2013 through February 10, 2014, for the 2013-2014 school year.
- D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Jennifer Grant, Grade 4 teacher in the Irene E. Feldkirchner Elementary School, for an unpaid child care leave, effective February 11 through June 30, 2014, for the 2013-2014 school year.
- E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Michele Wolkun to serve as a Grade 4 long-term maternity leave substitute teacher in the Irene E. Feldkirchner Elementary School, replacing Jennifer Grant, from January 2 through June 30, 2014, at a salary of \$49,640.00, prorated, and subject to termination upon a ten-day notice for any reason, for the 2013-2014 school year.
(See Attachment)
- F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following named individual to serve as a substitute secretary, in the Green Brook Township School District, at a daily rate of \$74.41, for the 2013-2014 school year.
(See Attachment)
- Joanne Suydam
- G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following named individual to serve as a substitute teacher, in the Green Brook Township School District, at a daily rate of \$85.00, for the 2013-2014 school year.
(See Attachment)

October 28, 2013

**ALL ADDENDUM ITEMS ARE ITALICIZED*

John Kotsalos (permanent)

- H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the September 23, 2013 resolution approving the FMLA medical leave for Employee No. 0045 from effective dates of September 3 through a date to be determined, to effective dates of September 3 through November 26, 2013, for the 2013-2014 school year.
- I.** *The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the retirement of Donna Cook, District Director of Curriculum, effective December 31, 2013, for the 2013-2014 school year. (See Attachment)*
- J.** *The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the resignation of Nicole Koch, District Curriculum and Instruction Coach, effective October 28, 2013, for the 2013-2014 school year.*
- K.** *The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of paid sick days for employee no. 0604 from October 15 through November 5, 2013, for the 2013-2014 school year.*
- L.** *The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the August 26, 2013 resolution approving Patricia Toscano to serve as a classroom aide for the Green Brook Township School District, Step 6, at an hourly rate of \$20.45, for the 2013-2014 school year. The assignment will be in the Irene E. Feldkirchner Elementary School from September 3 through October 31, 2013, to effective dates of September 3 to a date to be determined, and at Watchung Hills Regional High School from a date to be determined through June 30, 2014, 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 amend the June 24, 2013 resolution approving the personnel transfer of Donna Pizzigoni, classroom aide, from the Green Brook Middle School to Watchung Hills Regional High School from September 3 through October 31, 2013, to effective dates of September 3 to a date to be determined, for the 2013-2014 school year.*
- N.** *The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following named individuals to serve as a substitute teachers, in the Green Brook Township School District, at a daily rate of \$85.00, for the 2013-2014 school year.
(See Attachments)*
- Gina Foxx (permanent)
Maureen Gallagher (permanent)
Tina Ruhnke (permanent)*
- O.** *The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following named individuals to serve as a substitute classroom aides, in the Green Brook Township School District, at a daily rate of \$74.41, for the 2013-2014 school year.*

October 28, 2013

***ALL ADDENDUM ITEMS ARE ITALICIZED**

*Maureen Gallagher
Tina Ruhnke*

P. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel transfer, effective October 29, 2013, for the 2013-2014 school year:

	<u>From</u>	<u>To</u>
<i>Pamela Walker</i>	<i>Classroom Aide/WHRHS</i>	<i>Classroom Aide/IEF</i>

XII. PUBLIC QUESTIONS AND COMMENTS

XIII. GENERAL

XIV. LEGISLATIVE

XV. SCHOOL/ TOWNSHIP & COMMUNITY RELATIONS

XVI. WATCHUNG HILLS BOARD OF EDUCATION

XVII. NEW JERSEY SCHOOL BOARDS REPRESENTATIVE

XVIII. SOMERSET COUNTY SCHOOL BOARDS ASSOCIATION

XIX. SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION

XX. PTO REPORT

XXI. OLD BUSINESS

XXII. NEW BUSINESS

October 28, 2013

**ALL ADDENDUM ITEMS ARE ITALICIZED*

XXIII. BOARD MEETING DATES

Workshop Meeting	Monday, November 11, 2013
Agenda/Business Meeting	Monday, November 25, 2013

XXIV. ADJOURNMENT

A. Recommend Board approval to adjourn the meeting at P.M.

October 28, 2013

**ALL ADDENDUM ITEMS ARE ITALICIZED*