

**GREEN BROOK BOARD OF EDUCATION  
BUSINESS MEETING MINUTES  
MONDAY, FEBRUARY 25, 2013  
7:00 P.M.**

**MEETING CALLED TO ORDER**- The meeting was called to order at 7:04 pm by Ms. Stephanie Green, Board Vice 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 8, 2013, and posted in the Green Brook Middle School and the Irene E. Feldkirchner Elementary School.

**ROLL CALL**

Present:                   Mr. Binder  
                                  Mr. Boccio  
                                  Ms. Couch  
                                  Ms. Green  
                                  Ms. Maillaro  
                                  Ms. Markus-Rodden  
                                  Mr. Martins  
                                  Ms. Piccirilli

Absent:                    Mr. Benscoter

Administrators

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

**SUPERINTENDENT'S REPORT**

- ESEA Flexibility Waiver 2012 Progress Targets
  1. 2012-13 Progress Targets Action Plan
    - b. Action Plan Statement of Assurance
      - a. Approval by BOE on 2/25/13
      - b. Submit to DOE by 3/1/13
- Policy Revisions
  1. P 2415 – No Child Left Behind Programs
  2. P 6480 – Purchase of Food Supplies
  3. P 8505 – School Nutrition

**Staff Coverage for January**

Number of Substitute Days	115
Number of Substitutes	18
Cost of Substitutes	\$10,867.92
Number of Staff Coverage Periods	30.5
Cost of Staff Coverages	\$1,037.00

**Staff Attendance for January**

Administration	97%	Facilities & Operations	99%
Teachers	95 %	Aides	95%
Transportation	96%	Office Personnel	96%

**Student Attendance for January**

IEF	93.29%
GBMS	94.98%

**MINUTES**

**Motion to approve the following Minutes:**

Moved by: Ms. Green

Seconded by: Ms. Markus-Rodden

**Roll Call Vote. Vote Unanimous. Motion carried.**

Workshop Meeting

Monday, January 14, 2013

Agenda/Business Meeting

Monday, January 28, 2013

**FINANCE/BUILDINGS & GROUNDS**

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

Moved by: Ms. Green

Seconded by: Ms. Maillaro

**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 February in the following amounts for the 2012-2013 school year:

Fund 11	1,061,389.07
Fund 20	23,863.48
Total	1,085,252.55

**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 December 2012, and

WHEREAS, these reports show the following balances on December 31, 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,

<b>FUND -</b>	<b>CASH BALANCE</b>	<b>APPROPRIATION BALANCE</b>	<b>FUND BALANCE</b>
(10) General Current Expense Fund			
(11)Current Expense	<b>\$2,910,037.28</b>	<b>(\$20,444,243.77)</b>	<b>(\$7,659,099.06)</b>
(12)Capital Outlay			
(20)Special Revenue Fund	<b>\$92,617.02</b>	<b>(\$137,041.06)</b>	<b>(\$67,969.26)</b>
(30)Capital Projects Fund	<b>\$283,589.73</b>	<b>\$840.00</b>	<b>\$514,828.63</b>
(40)Debt Service Fund	<b>\$424,684.37</b>	<b>(\$348,812.52)</b>	<b>(\$327,691.63)</b>
<b>TOTAL</b>	<b>\$3,710,928.40</b>	<b>(\$20,929,257.35)</b>	<b>(\$7,539,931.60)</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 31, 2013	\$423,679.91
February 15, 2013	\$454,451.80

**D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the transfers for December 1, 2012 through December 31, 2012.

**E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Green Brook Township Board of Education Guide for Standard Operating Procedures and Internal Controls Business Manual.

**F.** 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>
N. Farinella	4-15/16-2013	School Transportation Supervisors' Conference	\$325.00	219.08	\$67.91
M. Gomez	3-7-2013	Storr Tractor Groundskeeper Service Training	\$35.00	---	---
R. Labbe	3-13-2013	NJASA School Security Conference	\$100.00	17.6	\$5.46
J. Narvaez	4-15-2013	School Transportation Supervisors' Conference/ Mechanics Workshop	\$125.00	219.08	\$67.91
M. Tomore	4-11-2013	Administering Family & Medical Leave Act in NJ	\$329.00	---	---
N. Whalen	3-19-2013	More Writing...Less Grading! A Manageable Approach to Writing Across the Curriculum, K-8	\$115.00 *	18.8	\$5.83
N. Whalen	5-21-2013	Using iPads for Reading and Literature Study	\$140.00 *	18.8	\$5.83
N. Whalen	5-29/30-2013	NJ TESOL/NJBE 2013 Spring Conference	\$254.00 *	39.2	\$12.16
*Workshop expenses will be Title III funded.					

**G.** 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:

Danielle Pizzigoni

**H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to enter into an agreement with Prevention Specialists Incorporated for random alcohol and drug testing for bus drivers, not to exceed \$1,500, for the 2013-2014 school year, and as approved in the 2012-2013 school year.

**I.** The Superintendent recommends and I so move the Board of Education of the Township of Green Brook approval of the tuition contract with Summit Speech School for student number 10477, effective February 20, 2013 at an annual tuition of \$60,900, prorated, 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 disposal of obsolete assets from the attached list. (see attachment)

- K. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the sale of the obsolete equipment to Yesterday's Business Computers from Somerset, NJ in the amount of \$500.00.
  
- L. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the tuition reimbursement to Jennifer Cifelli for the following three-credit 2012-2013 fall course at Raritan Valley Community College: Introduction to Spanish I, in the amount of \$589, for the 2012-2013 school year.
  
- 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:  

Julie Berwald
  
- N. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Dr. Lawrence DeMilio, to perform psychological evaluations, at a cost of \$375 per evaluation, not to exceed \$1,125, for the 2012-2013 school year.

**EDUCATIONAL DEVELOPMENT/POLICY**

**Motion to approve Educational Development/Policy Items A - E:**

Moved by: Ms. Green    Seconded by: Ms. Couch

**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 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 22, 2013	Montclair State University Montclair, NJ	Grades 7-8 (Spanish)
April 26, 2013	NJ State House Trenton, NJ	Grade 4
May 21, 2013	Museum of Natural History	Grade 7
May 22, 2013	New York, NY	“
May 23, 2013	“	“

- B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Tentative Spring Sports and Transportation Schedule for the 2012-2013 school year.

- C. 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 for the 2012-2013 school year: (See Attachments).

**Policy No.:**

- 2415 No Child Left Behind Programs
- 6480 Purchase of Food Supplies
- 8505 School Nutrition

- D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the February 2013 HIB Report, including recommendations for action provided by the Superintendent 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 ESEA Waiver Progress Targets Action Plan and Statement of Assurance, for the 2012-2013 school year. (See Attachment)

**PERSONNEL/NEGOTIATIONS**

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

Moved by: Ms. Green

Seconded by: Ms. Couch

**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 Denise Arena to serve as a substitute teacher for the Green Brook Township School District, at a daily rate of \$85.00, for the 2012-2013 school year. (permanent)
- B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the January 14, 2013 resolution approving Sarit Bercovici to serve as a Grade 5 long-term maternity leave substitute teacher in the Green Brook Middle School, replacing Colleen Figueiredo, from effective dates of January 21 through June 18, 2013, to effective dates of January 21 through February 11, 2013, at a salary of \$48,300, prorated, and subject to termination upon a ten-day notice for any reason, for the 2012-2013 school year.
- C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Sarit Bercovici to serve as a Language Arts Literacy long-term substitute teacher in the Green Brook Middle School, covering for Barbara Compagnucci, effective February 12, 2013 through February 25, 2013, at a salary of \$48,300, prorated, and subject to termination upon a ten-day notice for any reason, for the 2012-2013 school year.
- D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Sarit Bercovici to serve as a Language Arts Literacy teacher in the Green Brook Middle School, replacing Barbara Compagnucci, effective February 26, 2013 through June 30, 2013, Level B, Step 1, at a salary of \$48,300, prorated, 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 Alexandra Plenzo to serve as a Grade 5 long-term maternity leave substitute teacher in the Green Brook Middle School, replacing Colleen Figueiredo, effective February 26, 2013 through June 20, 2013, at a salary of \$48,300, prorated, and subject to termination upon a ten-day notice for any reason, for the 2012-2013 school year.
- F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Diane Leary-Smagalla to serve as a substitute district bus driver, at a rate of \$19.50 per hour, for the 2012-2013 school year.
- G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the January 14, 2013 resolution approving Colleen Figueiredo, Grade 5 teacher in the Green Brook Middle School, for a paid sick leave, from effective dates of January 21 through March 15, 2013, to effective dates of January 21 through February 15, 2013, and February 20 through March 19, 2013, for the 2012-2013 school year.
- H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Colleen Figueiredo, Grade 5 teacher in the Green Brook Middle School, for unpaid sick days for February 18 and 19, 2013 and unpaid sick leave effective March 20 through June 20, 2013, for the 2012-2013 school year.
- I.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the February 11, 2013 resolution approving Linette Fleming, district bus driver, for an unpaid sick leave, from effective dates of December 5, (p.m.) 2012 through March 6, 2013, to effective dates of December 5, (p.m.) 2012 through June 30, 2013, 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 a paid sick leave for Patricia Green, district bus driver, from February 11 through March 22, 2013, for the 2012-2013 school year.

## **EXECUTIVE SESSION**

### **Motion to move into Executive Session at 8:34 PM**

Moved by: Mr. Binder

Seconded by: Ms. Green

Whereas, the Board of Education must discuss subjects concerning personnel and other agenda matters such as negotiations and the potential for litigation; and

Whereas, the aforesaid subjects are not appropriate subjects to be discussed in a public meeting; and

Whereas, the aforesaid subjects shall be discussed are within the exemptions which are permitted to be discussed and acted upon in private session pursuant to P.L. 1975, Chapter 231,

It is therefore Resolved, that the aforesaid subjects shall be discussed in private session by the Board and administrative staff and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

**Vote Unanimous. Motion carried.**

**Board reconvened at 9:00 PM**

**BOARD MEETING DATES**

Workshop Meeting  
Agenda/Business Meeting

Monday, March 4, 2013  
Thursday, March 21, 2013

**ADJOURNMENT**

**Motion to adjourn the meeting at 9:06 PM.**

Moved by: Mr. Binder

Seconded by: Ms. Piccirilli

**Vote Unanimous. Motion carried.**

Respectfully submitted,

Gregory E. Brennan  
SBA/Board Secretary