GREEN BROOK BOARD OF EDUCATION BUSINESS MEETING MINUTES THURSDAY, MARCH 21, 2013 7:00 P.M.

<u>MEETING CALLED TO ORDER</u>- The meeting was called to order at 7:04 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 8, 2013, and posted in the Green Brook Middle School and the Irene E. Feldkirchner Elementary School.

ROLL CALL

Present: Mr. Benscoter

Mr. Boccio Ms. Couch Ms. Green Ms. Maillaro

Ms. Markus-Rodden

Mr. Martins Ms. Piccirilli

Absent: Mr. Binder (at WHRHS meeting)

Administrators

Present: Dr. Richard Labbe, Superintendent

Mr. Gregory Brennan, Business Administrator/Board Secretary

SUPERINTENDENT'S REPORT

- 2013-14 Budget Presentation
- New/Revised Policies and Regulations for 1st Reading
 - 1. P 2468 Independent Education Evaluations (New)
 - 2. P 6113 E-Rate (New)
 - 3. P&R 7510 Use of School Facilities (Revised)
- 2014-15 School District Calendar 1st Read
- GBMS Graduation Date Change
 - 1. 6/20/13

Staff Coverage for February

Number of Substitute Days 94.5 Number of Substitutes 19

Cost of Substitutes \$8,064.85

Number of Staff Coverage Periods 45

Cost of Staff Coverages \$1,530.00

Staff Attendance for February

Administration100%Facilities & Operations97%Teachers96 %Aides99%Transportation95%Office Personnel93%

Student Attendance for February

IEF 94.05% GBMS 95.26%

MINUTES

Motion to approve the following Minutes:

Moved by: Ms. Green Seconded by: Mr. Martins

Roll Call Vote. Vote Unanimous. Motion carried.

Agenda/Business Meeting Monday, February 25, 2013 Executive Session Monday, February 25, 2013

FINANCE/BUILDINGS & GROUNDS

Motion to approve Finance & Operations Items A – H, excluding G:

Moved by: Ms. Green Seconded by: Mr. Martins

Roll Call Vote. Vote Unanimous. Motion carried.

Motion to approve Finance & Operations Item G:

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 bills for March in the following amounts for the 2012-2013 school year:

Fund 11 1,248,795.85 Fund 20 17,610.40

Total 1,266,406.25

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 <u>attached</u> reports of the treasurer and secretary for the month of January 2013, and

WHEREAS, these reports show the following balances on January 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	FUND BALANCE	
		BALANCE		
(10) General Current				
Expense Fund				
(11)Current Expense	2,789,282.19	(9,886,027.26)	(9,528,630.60)	
(12)Capital Outlay				
(20)Special Revenue	58,825.25	(170,832.83)	(101,761.03)	
Fund	·			
(30)Capital Projects Fund	283,589.82	840.00	514,828.35	
(40)Debt Service Fund	212,638.62	(691,012.52)	(669,891.63)	
TOTAL	3,344,335.88	(10,747,032.61)	(9,785,454.91)	

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:

February 28, 2013 \$418,502.16 March 15, 2013 \$453,725.79

D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the transfers for January 1, 2013 through February 28, 2013.

E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution:

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF GREEN BROOK IN THE COUNTY OF SOMERSET, NEW JERSEY ON MARCH 21, 2013 AS FOLLOWS:

- 1. The Board of Education approves the 2013–2014 School District Budget in the amount of \$24,108,345 that consists of a Total General Fund of \$22,330,453, Federal/State Programs of \$280,598 and Debt Service of \$1,497,294.
- 2. The Board of Education approves the Tax Levy amount raised for General Funds of \$19,998,018 for the ensuing 2013-2014 School Year.
- **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:

Employee	<u>Date</u>	Workshop/Meeting	Cost	<u>Mileage</u>	<u>Cost</u>
M. Appio	04-22-13	NJ Assoc. of School Social Workers' Spring Institute	\$130.00	46.2	\$14.33
S. Casazza	05-09-13	The Essentials of Harassment, Intimidation and Bullying Investigations	\$125.00		
A. Kessler	05-09-13	The Essentials of Harassment, Intimidation and Bullying Investigations	\$125.00	51.4	\$15.93
R. Labbe	05-09-13	The Essentials of Harassment, Intimidation and Bullying Investigations	\$125.00	51.4	\$15.93
C. Wetzel	05-17-13	Common Core Mathematics Standards Grades 6-12	\$219.00	57.6	\$17.86

- **G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to sponsor a Watchung Hills Regional High School student to participate in the American Legion Auxiliary Unit, Girls State Program, in the amount of \$215, 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 the Claims Experience Report from the State of New Jersey Division of Pension and Benefits, School Employees' Health Benefit Plan (SEHBP) in the amount of \$2,000, for the 2012-2013 school year.

EDUCATIONAL DEVELOPMENT/POLICY

Motion to approve Educational Development/Policy Items A - H:

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 first reading of the 2014-2015 school calendar, and as approved in the 2012-2013 school year. (See Attachment)
- **B.** 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 2012-2013 school year:

DateDestinationGradeMay 17, 2013Kingwood Township SchoolG&T Science Classes Grs. 6 & 7

May 24, 2013 (rain date) Frenchtown, NJ

April 19, 2013 RVCC Planetarium, Branchburg, NJ Grade 1

C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following class trip, at a cost to the Board of Education in the amount of \$78.00, for the 2012-2013 school year:

DateDestinationGradeMay 7, 2013Perkins RestaurantLLD ClassGreen Brook, NJ

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

Ultimate Frisbee Club Grs. 6-8 April 9 through May 7, 2013

Safety Patrol Safety Games Grs. 4 & 5 May 20 -24, 2013

- **E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Camp PAWS integrated extended-school-year and summer school program, effective July 1 through August 8, 2013, for a total of 24 days, for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- **F.** 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 2012-2013 school year: (See Attachments).

Policy No.:

2468 Independent Education Evaluations (New)

6113 E-Rate (New)

7510 Use of School Facilities (Revised)

March 21, 2013

Regulation No.:

7510 Use of School Facilities (Revised)

G. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Second 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

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

PERSONNEL/NEGOTIATIONS

Motion to approve Personnel & Negotiations Items A - K:

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 Erin Jones, Grade 5 teacher in the Green Brook Middle School, for a paid sick leave, effective May 24 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 Erin Jones, Grade 5 teacher in the Green Brook Middle School, for an unpaid child care leave, effective September 3 through November 29, 2013, for the 2013-14 school year, and as approved in 2012-2013 school year.
- C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Debra Leach 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)
- **D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Suzanne Nichols 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)
- **E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Samantha Scudiero 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 Gabriel Yeung 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. (county)
- **G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Andrew Wythe 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. (county)
- **H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Susanne Yip, Special Education teacher in the Irene E. Feldkirchner Elementary School, for a paid sick leave, effective April 2 through May 13, 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 of Linda De Robertis to serve as a Special Education short-term medical leave substitute teacher in the Irene Feldkirchner Elementary School, replacing Susanne Yip, effective March 21 through May 13, 2013, at a daily rate of \$85.00, for the 2012-2013 school year.
- **J.** 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:

Linda De Robertis

K. The Superintendent recommends and I so move Board of Education of the Township of Green Brook to amend the February 25, 2013 resolution approving Patricia Green, district bus driver, for a paid sick leave, from effective dates of February 11 through March 22, 2013 to effective dates of February 11 to April 5, 2013, for the 2012-2013 school year.

BOARD MEETING DATES

Workshop Meeting Monday, April 8, 2013 Agenda/Business Meeting Monday, April 22, 2013

EXECUTIVE SESSION

Motion to move into Executive Session at 8:35 PM

Moved by: Ms. Green Seconded by: Mr. Martins

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

ADJOURNMENT

Motion to adjourn the meeting at 9:06 PM.

Moved by: Mr. Martinsr Seconded by: Ms. Couch

Vote Unanimous. Motion carried.

Respectfully submitted,

Gregory E. Brennan SBA/Board Secretary