

**GREEN BROOK BOARD OF EDUCATION
BUSINESS MEETING MINUTES
MONDAY, MARCH 24, 2014
7:00 P.M.**

MEETING CALLED TO ORDER- The meeting was called to order at 7:20 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

- Partnership for the Assessment of Readiness for College and Careers
Pilot Assessment – Linda Pollard
- 2014-2019 Strategic Action Plan – Gwen Thornton and Armand Lamberti
- First Readings – Policy & Regulations
 - 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
 - 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

Staff Coverage for February

Number of Substitute Days	54.5
Number of Substitutes	13
Cost of Substitutes	\$4,404.83
Number of Staff Coverage Periods	31.5
Cost of Staff Coverage	\$1,071.00

Staff Attendance for February

Administration	96%	Facilities & Operations	97%
Teachers	99 %	Aides	96%
Transportation	98%	Office Personnel	99%

Student Attendance for February

IEF	96.81%
GBMS	96.19%

MINUTES

Motion to approve the following Minutes:

Moved by: Mr. Martins

Seconded by: Ms. Couch

Agenda/Business Meeting

Monday, February 24, 2014

Roll Call Vote. Vote Unanimous. Motion carried.

FINANCE/BUILDINGS & GROUNDS

Motion to approve Finance & Operations Items A - H:

Moved by: Mr. Brault

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 March in the following amounts for the 2013-2014 school year:

Fund 11	1,282,659.18
Fund 20	70,768.41
Total	1,353,427.59

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:

March 24, 2014

WHEREAS, the Board of Education has received the attached reports of the treasurer and secretary for the month of January, 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 BALANCE	FUND BALANCE
(10) General Current Expense Fund			
(11)Current Expense	3,099,465.37	11,956,135.69	12,283,196.34
(12)Capital Outlay			
(20)Special Revenue Fund	223,014.84	271,558.50	296,330.56
(30)Capital Projects Fund	283,589.82	840.00	514,880.89
(40)Debt Service Fund	(390,511.49)	194,237.50	215,358.35
TOTAL	3,215,558.54	12,422,771.69	13,309,766.14

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 disbursements for the following payroll period for the 2013-2014 school year:

February 28, 2014	\$425,260.56
March 15, 2014	\$454,909.30

D. 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:

Employee	Date	Workshop/Meeting	Cost	Mileage	Cost
T. Charleston	6/23-27/14	Teaching of Writing	\$750.00	392.5	\$121.68
		Tolls:			\$ 48.75

C. Doane	3/28/14	Rutgers 46 th Annual Reading and Writing Conference	\$180.00	19	\$5.89
C. Fiorilli	4/02/14	All Kids Can Succeed: Effective Interventions for Behavioral and Social Challenges	\$149.00	55.2	\$17.11
P. Fornale	6/23-27/14	Teaching of Writing	\$750.00	386	\$119.66
B. Stanton	3/26/14	Reading Workshop: The Organization, Structure & Implementation in 3-5 Classrooms	\$145.00	18.8	\$5.83
B. Stanton	4/09/14	Writer's Workshop: A Teacher, Literacy Coach & Researcher's Perspective – How to Provide Effective Writing in K-5 Classrooms	\$145.00	18.8	\$5.83
B. Stanton	6/23-27/14	Teaching of Writing	\$750.00	386	\$119.66
C. Taylor	4/02/14	All Kids Can Succeed: Effective Interventions for Behavioral and Social Challenges	\$149.00	55.2	\$17.11
J. Wagner	3/26/14	Reading Workshop: The Organization, Structure & Implementation in 3-5 Classrooms	\$145.00	---	---
J. Wagner	4/09/14	Writer's Workshop: A Teacher, Literacy Coach & Researcher's Perspective – How to Provide Effective Writing in K-5 Classrooms	\$145.00	---	---
J. Wagner	6/23-27/14	Teaching of Writing	\$750.00	386	\$119.66
N. Whalen	5/28-29/14	NJTESOL/NJBE 2014	\$254.00 *	21	\$6.51
			* Paid with Title III Funds		
S. Yip	4/02/14	All Kids Can Succeed: Effective Interventions for Behavioral and Social Challenges	\$149.00	48.2	\$14.94

E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Marie Bryant, of Bryant, Gemza, Keenoy and Kozlick, LLC, to perform psychological evaluations for the Green Brook Township School District, at a rate of \$400 per evaluation, not to exceed \$2,000, effective February 10 through August 30, 2014, on an as-needed basis, for the 2013-2014 school year.

F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to reimburse Darlene Connors 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

- 1240 Evaluation of Superintendent (M)
- 3221 Evaluation of Teachers (M)
- 3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M)

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 2013-2014 school year:

<u>Date</u>	<u>Destination</u>	<u>Grade</u>
April 22, 2014	Liberty Hall Museum Union, NJ	3
April 24, 2014	Liberty Hall Museum Union, NJ	3
April 25, 2014	RVCC Planetarium Branchburg, NJ	K

- D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Green Brook Public School District’s 2013-2018 Strategic Action Plan, and as approved in the 2013-2014 school year. (The Plan will be provided at the Board meeting.)
- E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2015-2016 school calendar, and as approved in 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 First Reading of the following Policies and Regulations, for the 2013-2014 school year: (See Attachments)

Policy No.:

- 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
- 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

Regulation No.:

- 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
- 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

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

PERSONNEL/NEGOTIATIONS

Motion to approve Personnel & Negotiations Items B - E:

Moved by: Mr. Martins

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 paid sick days for Employee No. 0372 from March 18 through April 1, 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 of the following named individuals to serve as substitute teachers in the Green Brook Township School District, at a daily rate of \$85.00, for the 2013-2014 school year.
(See Attachments)

Bernice Kerman (county)
Susan Ptack (permanent)

C. 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 classroom aide in the Green Brook Township School District, at a daily rate of \$74.41, for the 2013-2014 school year.

Bernice Kerman

D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to deduct the following unpaid days for Employee No. 0137 for the 2013-2014 school year:

January 13, 2014 \$278.68
January 14, 2014 \$278.68

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

	From	To
Nancy Pinzon	FT Instructional Aide/IEF	PT Instructional Aide/IEF
		– and –
		PT Instructional Aide/GBMS

BOARD MEETING DATES

Agenda/Business Meeting
Workshop Meeting

Monday, April 28, 2014
Monday, May 12, 2014

ADJOURNMENT

Motion to adjourn the meeting at 8:38 PM.

Moved by: Ms. Connors

Seconded by: Ms. Piccirilli

Vote Unanimous. Motion carried.

Respectfully submitted,

Gregory E. Brennan
SBA/Board Secretary