

**GREEN BROOK BOARD OF EDUCATION  
BUSINESS MEETING MINUTES  
MONDAY, APRIL 22, 2013  
7:00 P.M.**

**MEETING CALLED TO ORDER**- The meeting was called to order at 7:05 pm by Mr. James Bencoter, 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. Bencoter  
                                  Mr. Binder  
                                  Ms. Couch  
                                  Ms. Green (arrived at 7:10pm)  
                                  Ms. Markus-Rodden  
                                  Mr. Martins

Absent:                   Mr. Boccio  
                                  Ms. Maillaro  
                                  Ms. Piccirilli

Administrators

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

**SUPERINTENDENT'S REPORT**

- 2012-13 NJ ASK and NJ PASS
- ELL Program Update
- New/Revised Policies for 1<sup>st</sup> Reading
  1. P 3230 Outside Activities – Teaching Staff Members
  2. P 4230 Outside Activities – Support Staff
- Special District Activities
  - Earth Day
  - Autism Awareness

**Staff Coverage for March**

Number of Substitute Days	79.5
Number of Substitutes	19
Cost of Substitutes	\$6,813.97
Number of Staff Coverage Periods	24.5
Cost of Staff Coverages	\$833.00

**Staff Attendance for March**

Administration	100%	Facilities & Operations	93%
Teachers	98 %	Aides	96%
Transportation	95%	Office Personnel	94%

**Student Attendance for March**

IEF	95.69%
GBMS	96.55%

**MINUTES**

**Motion to approve the following Minutes :**

Moved by: Ms. Green

Seconded by: Mr. Martins

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

Workshop Meeting

Monday, March 4, 2013

**FINANCE/BUILDINGS & GROUNDS**

**Motion to approve Finance & Operations Item A - N:**

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 April in the following amounts for the 2012-2013 school year:

Fund 11	1,004,720.89
Fund 20	29,647.12
Total	1,034,368.01

- 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 had accepted a report of the secretary for the month of December 2012, at its meeting on February 25, 2013

WHEREAS, that report showed balances on December 31, 2012, which were incorrect due to a computer error.

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,

<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>13,472,171.95</b>	<b>13,829,568.61</b>
(12)Capital Outlay			
(20)Special Revenue Fund	<b>92,617.02</b>	<b>(137,039.73)</b>	<b>67,967.93)</b>
(30)Capital Projects Fund	<b>283,589.73</b>	<b>840.00</b>	<b>\$514,828.35</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>12,987,159.70</b>	<b>13,948,737.40</b>

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, 2013in 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 2012-2013 school year:

WHEREAS, the Board of Education had accepted a report of the secretary for the month of January 2013, at its meeting on March 21, 2013

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

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,

<b>FUND -</b>	<b>CASH BALANCE</b>	<b>APPROPRIATION BALANCE</b>	<b>FUND BALANCE</b>
(10) General Current Expense Fund			
(11)Current Expense	<b>2,789,282.19</b>	<b>11,602,736.74</b>	<b>11,960,133.40</b>
(12)Capital Outlay			
(20)Special Revenue Fund	<b>58,825.25</b>	<b>(170,927.83)</b>	<b>(101,856.03)</b>
(30)Capital Projects Fund	<b>283,589.82</b>	<b>840.00</b>	<b>514,828.35</b>
(40)Debt Service Fund	<b>212,638.62</b>	<b>(691,012.52)</b>	<b>(669,891.63)</b>
<b>TOTAL</b>	<b>3,344,335.88</b>	<b>12,123,661.43</b>	<b>11,703,214.09</b>

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 March 21, 2013in 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.

**D.** 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 February 2013, and

WHEREAS, these reports show the following balances on February 28, 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,

<b>FUND -</b>	<b>CASH BALANCE</b>	<b>APPROPRIATION BALANCE</b>	<b>FUND BALANCE</b>
(10) General Current Expense Fund			
(11)Current Expense	<b>2,687,732.46</b>	<b>9,744,982.46</b>	<b>10,102,379.12</b>
(12)Capital Outlay			
(20)Special Revenue Fund	<b>64,383.51</b>	<b>(205,863.47)</b>	<b>(136,781.67)</b>
(30)Capital Projects Fund	<b>283,586.33</b>	<b>840.00</b>	<b>514,828.35</b>
(40)Debt Service Fund	<b>329,108.37</b>	<b>(691,012.52)</b>	<b>(669,891.63)</b>
<b>TOTAL</b>	<b>3,364,810.67</b>	<b>8,848,946.47</b>	<b>9,810,534.17</b>



		Hotel:	\$270.00		
E. Muglia	04-23-13	Special Education: Issues, Actions, and Promising Practices	\$145	54	\$16.74
L. Pollard	05-31-13	Marshall Principal Evaluation System	\$ 80.00	---	---
N. Whalen	05-20-13	Effective Second Language Acquisition	\$229.00	40.2	\$12.47

- J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the donation of 600 plants from Hionis Greenhouses and Garden Center, valued at \$2,400, to the Irene E. Feldkirchner Elementary School, for the 2012-2013 school year.
- K.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Jennifer Cifelli to serve as the middle school Technical Advisor for the Spring Musical (6-8) stipend position, stipend amount, \$111, for the 2012-2013 school year.
- L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the March 21, 2013 resolution approving the transfers for January 1, 2013 through February 28, 2013 to January 1, 2013 through January 31, 2013.
- M.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the transfers for February 1, 2013 through February 28, 2013.
- N.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the donation of outside fixtures for the fields located at the Green Brook Middle School, from the GBEAF, valued at \$3,379, for the 2013-2014 school year.

## **EDUCATIONAL DEVELOPMENT/POLICY**

### **Motion to approve Educational Development/Policy Item A - F:**

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 Second 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:

**Date**

May 21, 2013

**Destination**

Valley View Middle School

**Grade/Group**

GBMS Battle of the Book Club

April 22, 2013

Watchung, NJ

April 24, 2013	Apple Store Bridgewater, NJ	Gr. 5 G&T Students
May 15, 2013	The Learning Gate Bridgewater	Gr. 8 G&T Social Studies Students
May 30, 2013	Patriot's Stadium Bridgewater, NJ	Grs. 6, 7 and 8

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 \$74.25, for the 2012-2013 school year:

<u>Date</u>	<u>Destination</u>	<u>Grade/Group</u>
May 20, 2013	IEF	Grs. 4-8 Community Service

D. 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.:**

- 3230 Outside Activities – Teaching Staff Members
- 4230 Outside Activities – Support Staff

E. 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 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 (New)

**Regulation No.:**

- 7510 Use of School Facilities (New)

F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the April 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 - FF:**

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 to amend the April 8, 2013 resolution approving paid medical leave for Kenneth Hart, custodian in the Irene E. Feldkirchner Elementary School, from March 18 through 21 and March 28 through April 11, 2013, from an effective end date of April 11 to May 2, 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 Maria Botte, Kindergarten teacher in the Irene E. Feldkirchner Elementary School, for an unpaid child care leave for the 2013-2014 school year (second year), and as approved in the 2012-2013 school year.
- C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Gregory Brennan as Business Administrator/Board Secretary, at an annual salary to be determined for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Linda Pollard as Principal of the Green Brook Middle School at an annual salary to be determined for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Armand Lamberti as Principal of the Irene E. Feldkirchner Elementary School at an annual salary to be determined 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 Donna Cook as District Curriculum Director of the Green Brook School District at an annual salary to be determined for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Timothy Charleston as Information Technology Coordinator for the Green Brook School District at an annual salary to be determined for the 2013-2014 school year, and as approved in the 2012-2013 school year.



- H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Pablo Guevara as District Computer Technician for the Green Brook School District at an annual salary to be determined for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- I.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Patricia Grazioso as Confidential Administrative Secretary to the Superintendent for the Green Brook School District at an annual salary to be determined for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Danielle Cooper as Confidential Secretary to the Business Administrator/Board Secretary for the Green Brook School District at an annual salary to be determined for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- K.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Debra Bishop as Accounts Payable/Receivable Clerk for the Green Brook School District, at an annual salary to be determined for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Charlene Finn as Confidential Part Time Administrative Secretary to the Superintendent/Payroll Clerk for the Green Brook School District, at an annual salary to be determined for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- M.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Nancy Farinella as Transportation Supervisor for the Green Brook School District, at an annual salary to be determined for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- N.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Marianne Tomore as Human Resources/Office Clerk for the Green Brook School District, at an annual salary to be determined for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- O.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Jorge Narvaez as Mechanic/Dispatcher for the Green Brook School District, at an annual salary to be determined for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- P.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Beverly DaSilva to serve as an as out-of-district nurse for special education student #236 for the Green Brook School District, at an annual salary to be determined for the 2013-2014 school year, and as approved in the 2012-2013 school year.

- Q.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the resignation of Lindsey Willich, Special Education teacher in the Green Brook Middle School, effective July 1, 2013, for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- R.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the appointment of Stanley Zwolak to serve as a substitute custodian, at an hourly rate of \$13, for the 2012-2013 school year.
- S.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the appointment of Stanley Zwolak to serve as a substitute custodian, at an hourly rate of \$13, for the 2013-2014 school year, and as approved in the 2012-2013 school year.
- T.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the appointment of the tenured certified nurses, for the 2013-2014 school year, and as approved in the 2012-2013 school year. (See Attachment # 1)
- U.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the appointment of the tenured certified teachers, for the 2013-2014 school year, and as approved in the 2012-2013 school year. (See Attachment # 2)
- V.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the appointment of the non-tenured certified teachers, for the 2013-2014 school year, and as approved in the 2012-2013 school year. (See Attachment # 3)
- W.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the appointment of the secretaries, for the 2013-2014 school year, and as approved in the 2012-2013 school year. (See Attachment # 4)
- X.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the appointment of the classroom aides, bus aides and lunchroom aides, for the 2013-2014 school year, and as approved in the 2012-2013 school year. (See Attachment # 5)
- Y.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the appointment of the bus drivers, for the 2013-2014 school year, and as approved in the 2012-2013 school year. (See Attachment # 6)
- Z.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the appointment of the custodians, for the 2013-2014 school year, and as approved in the 2012-2013 school year. (See Attachment # 7)
- AA.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the substitute teachers and substitute nurses, for the 2013-2014 school year, and as approved in the 2012-2013 school year. (See Attachment # 8)

- BB.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the substitute secretaries, substitute classroom aides and substitute bus aides for the 2013-2014 school year, and as approved in the 2012-2013 school year. (See Attachment # 9)
- CC.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the substitute custodians and substitute bus drivers, for the 2013-2014 school year, and as approved in the 2012-2013 school year. (See Attachments # 10)
- DD.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to adjust the contractual end date for Rosemarie Czahor, district bus driver, from June 30, 2013 to May 24, 2013, per the employee's request, for the 2012-2013 school year.
- EE.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Danielle Norris 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)
- FF.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Danielle Norris 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, and as approved in the 2012-2013 school year. (county)

### **BOARD MEETING DATES**

Workshop Meeting  
Agenda/Business Meeting

Monday, May 13, 2013  
Tuesday, May 28, 2013

### **ADJOURNMENT**

**Motion to adjourn the meeting at 7:50 PM.**

Moved by: Ms. Green

Seconded by: Mr. Martins

**Vote Unanimous. Motion carried.**

Respectfully submitted,

Gregory E. Brennan  
SBA/Board Secretary