

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

MEETING CALLED TO ORDER- The meeting was called to order at 7:00 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. Boccio
 Ms. Couch
 Ms. Green
 Ms. Maillaro
 Mr. Martins
 Ms. Piccirilli

Absent: Mr. Binder

Administrators

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

SUPERINTENDENT'S REPORT

- New/Revised Policies for 1st Reading
 - By Law 0000.02 Introduction
 - P 5120 Assignment of Pupils
 - P&R 5300 Automated External Defibrillators
 - P 5533 Pupils Smoking on School Grounds and P 7434 Smoking in School Buildings or on School Grounds
- Camp PAWS Update
- Board of Education Seat Interviews

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- Mrs. Anna Jeanette Ash
- Mr. G. Douglas Humphrey
- Mr. Joseph Petrillo

EXECUTIVE SESSION

Motion to move into Executive Session at 7:50 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 8:20 PM

Staff Coverage for June

Number of Substitute Days	75.5
Number of Substitutes	17
Cost of Substitutes	\$6,513.96
Number of Staff Coverage Periods	21
Cost of Staff Coverage	\$714.00

Staff Attendance for June

Administration	98%	Facilities & Operations	91%
Teachers	97 %	Aides	99%
Transportation	98%	Office Personnel	98%

Student Attendance for June

IEF	96.61%
GBMS	96.96%

WHEREAS, these reports show the following balances on May 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	2,349,418.03	4,036,141.46	4,454,215.62
(12)Capital Outlay			
(20)Special Revenue Fund	(11,598.83)	(305,554.61)	(236,482.81)
(30)Capital Projects Fund	283,589.82	840.00	514,828.35
(40)Debt Service Fund	(95,348.90)	(1,497,625.04)	(11,174,937.90)
TOTAL	2,526,060.12	2,233,801.81	(6,442,376.74)

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 transfers for May 1, 2013 through May 31, 2013.
- D.** 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:
- June 28, 2013 \$91,260.15
- E.** 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:
- July 15, 2013 \$87,484.24
- F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following special education out-of-district school placements for the 2013-2014 school year as indicated for each of the following students:

<u>Student ID#</u>	<u>School</u>	<u>Tuition</u>
401	Lakeview School	\$88,454.10
236	The Jardine Academy	\$70,980.00
10360	The Jardine Academy	\$70,980.00

- G. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to establish a petty cash fund in the amount of \$500 for the 2013-2014 school year.
- H. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the New Jersey Commission for the Blind and Visually Impaired contract to provide technical assistance, consultative and instructional services for special education student #236 in the amount of \$1,750, 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 New Jersey Commission for the Blind and Visually Impaired contract to provide technical assistance, consultative and instructional services for special education student #516 in the amount of \$1,750, for the 2013-2014 school year.
- J. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval for the submission of the FY2014 NCLB grant funds application as follows, for the 2013-2014 school year:

Title I Part A Basic	\$30,138
Title II Part A	\$10,000
Title III	\$3,062
Total Allocation:	\$43,200

- K. 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:

A RESOLUTION OF GREEN BROOK BOARD OF EDUCATION AUTHORIZING THE PURCHASE OF ENERGY GENERATION SERVICES FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE

WHEREAS, Green Brook Board of Education has determined to move forward with the EMEX Reverse Auction in order procure electricity for Green Brook Board of Education; and
 WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) (the “Act”) authorizes the purchase of energy generation service for public use through the use of an online auction service; and

WHEREAS, Green Brook Board of Education will utilize the online auction services of EMEX, LLC, an approved vendor pursuant to the Act, waiver number EMEX LLC-1, located at www.energymarketexchange.com; and

WHEREAS, EMEX, LLC is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and be it

WHEREAS, if the auction achieves a price of \$0.0952 / kWh or less for a 12 month term, a price of \$0.0936 or less for an 18 month term, or a price of \$0.0936 / kWh or less for a 24 month term; Green Brook Board of Education may award a contract to the winning supplier for the selected term.

RESOLVED, that the Clerk or other authorized signatory of Green Brook Board of Education be and he/she hereby is authorized to execute on behalf of Green Brook Board of Education any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction if the auction achieves a price of \$0.0952 / kWh or less for a 12 month term, a price of \$0.0936 or less for an 18 month term, or a price of \$0.0936 / kWh or less for a 24 month term.

L. 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 is the owner of the Green Brook Middle School; and

WHEREAS, the Board has determined that two (2) classrooms in the school (Rooms 113 & 115) are not currently needed for school district purposes, pursuant to N.J.S.A. 18A:20-8.2, and that it would be more economical for the District and beneficial to the community if it leased said classrooms to Bright Beginnings, a non-profit child care center, for the 2013-14 school year;

NOW, THEREFORE BE IT RESOLVED, that the Board hereby directs the administration to seek Department of Education approval to lease said classrooms to Bright Beginnings for the 2013-14 school year; and

BE IT FURTHER RESOLVED, that should Department of Education approval be obtained, Board counsel is directed to prepare an appropriate form of lease agreement.

M. 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:

Pursuant to the requirements of NJPL 2011 Chapter 78, the Green Brook Board of Education hereby resolves to implement a Section 125 Flexible Spending Account (FSA) program effective October 1, 2013, as follows:

Pursuant to their electronic proposal of July 12, 2013, the Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate AmeriFlex, LLC as the Board's FSA administrator.

The Board appoints Brown & Brown Benefits Advisors, Inc. as its FSA broker-of-record.

All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement these changes.

N. 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, for the 2013-2014 school year.
(See Attachment)

O. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following special education out-of-district school placement for the 2013-2014 extended-school-year as indicated for the following student:

<u>Student ID#</u>	<u>School</u>	<u>Tuition</u>
516	Bright Beginnings Learning Center	\$3,976.00

P. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Sarit Bercovici to serve as After-School Door/Hallway/Room Security Monitor, a stipend position in the Green Brook Middle School, at an hourly rate of \$34, for the 2013-2014 school year.

Q. 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:

BUS ADVERTISING PARTICIPATION AGREEMENT, dated , July 22, 2013, by and between Educational Information and Resource Center (“EIRC”) having offices at South Jersey Technology Park, 107 Gilbreth Parkway, Suite 200, Mullica Hill, NJ 08062 and Green Brook Township School Public School, having offices at 132 Jefferson Avenue, Green Brook, NJ 08812.

WHEREAS, EIRC is a public agency specializing in education-related programs and services for parents, schools, communities, nonprofit organizations and privately held businesses through New Jersey and the United States; and

WHEREAS, EIRC, under their Shared Service Agreement, are legally permitted to enroll EIRC school district members under the SchoolBusAds system for the purpose of generating alternative revenue from corporate sponsorship; and

WHEREAS, EIRC endeavor to assist public and private non-profit organizations to identify and monetize school buses and district vehicles, by connecting these assets and respective organizations with businesses (“Sponsors”) seeking cost-effective marketing strategies that foster and increase brand awareness at a grassroots level; and

WHEREAS, the Green Brook Township Public Schools desires to monetize certain of its assets- by granting advertising and naming rights to Sponsors; and

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements hereinafter contained, EIRC and the Green Brook Township Public Schools hereby agree to enter into a School Bus Advertising Participation Agreement.

- R. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to contract with EI ASSOCIATES to provide professional architectural services for the development and submission of a ROD Grant Application for the Green Brook Middle School, an assessment of the buildings and grounds, and an amendment of the current long range facility plan, at a total cost of \$8,500, for the 2013-2014 school year.
- S. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Joseph Petrillo to serve as a Board of Education member, replacing Mindy Markus-Rodden who resigned, for the term of July 22, 2013 to December 31, 2013, for the 2013-2014 school year.

EDUCATIONAL DEVELOPMENT/POLICY

Motion to approve Educational Development/Policy Items A – E:

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 adopt all curricula, programs and services including pilot materials for the 2013-2014 school year. (See Attachment 1)
- B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to adopt all textbooks for the 2013-2014 school year. (See Attachment 2)
- C. 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>
December 10, 2013	McCarter Theatre Princeton, NJ	7

- 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 Bylaw, Policies and Regulation for the 2013-2014 school year: (See Attachments)

Bylaw No.:

0000.02 Introduction

Policy No.:

5120 Assignment of Pupils
5300 Automated External Defibrillators
5533 Pupils Smoking on School Grounds

July 22, 2013

7434 Smoking in School Buildings or on School Grounds

Regulation No.:

5300 Automated External Defibrillators

E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following adult fall classes for the 2013-2014 school year. Courses will begin the week of October 14 and end the week of December 2, 2013, providing there are at least 19 participants enrolled in a class. The cost of the class will be \$50 per student. (See Attachment)

- Social Media 101
- Spanish for Beginners
- Ceramics

PERSONNEL/NEGOTIATIONS

Motion to approve Personnel & Negotiations Items A – D:

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 rescind the June 24, 2013 resolution approving Nicole Ruggiero to serve as a long-term 5th grade maternity leave substitute teacher in the Green Brook Middle School, replacing Erin Jones, from September 3 through November 29, 2013, 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, and as approved in the 2012-2013 school year.
- B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Jennifer Dawson to serve as a long-term 5th grade maternity leave substitute teacher in the Green Brook Middle School, replacing Erin Jones, from September 3 through November 29, 2013, 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)
- C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Toni Liccone to serve as a substitute bus aide, at an hourly rate of \$10.63, for the 2013-2014 school year. (See Attachment)
- D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the resignation of Lynn Watkins, part-time computer teacher/computer facilitator in the Irene E. Feldkirchner Elementary School, effective August 17, 2013, for the 2013-2014 school year.

BOARD MEETING DATES

Agenda/Business Meeting

Monday, August 26, 2013

Agenda/Business Meeting

Monday, September 23, 2013

ADJOURNMENT

Motion to adjourn the meeting at 9:23 PM.

Moved by: Ms. Green

Seconded by: Mr. Martins

Vote Unanimous. Motion carried.

Respectfully submitted,

Gregory E. Brennan
SBA/Board Secretary

July 22, 2013