

**GREEN BROOK BOARD OF EDUCATION
BUSINESS MEETING MINUTES
MONDAY, JULY 28, 2014
7:00 P.M.**

MEETING CALLED TO ORDER- The meeting was called to order at 7:00 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 July 17, 2014, and posted in the Green Brook Middle School and the Irene E. Feldkirchner Elementary School.

ROLL CALL

Present: Mr. Azzarello (Arrived at 7:20pm)
 Mr. Benscoter
 Mr. Binder
 Mr. Brault (Arrived at 7:20pm)
 Ms. Couch
 Mr. Humphrey
 Mr. Martins
 Ms. Piccirilli

Absent: Ms. Connors

Administrators

Present: Mr. Gregory Brennan, Business Administrator/Board Secretary

SUPERINTENDENT'S REPORT

- HIB Summary Report
- EVVRS Report
- First Reading
 - 3283 Electronic Communications Between Teaching Staff Members and Students (Mandated)
 - 4283 Electronic Communications Between Support Staff Members and Students (Mandated)

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Staff Coverage for June

Number of Substitute Days	84.5
Number of Substitutes	18
Cost of Substitutes	\$7,268.37
Number of Staff Coverage Periods	20
Cost of Staff Coverage	\$680.00

Staff Attendance for June

Administration	100%	Facilities & Operations	99%
Teachers	97 %	Aides	97%
Transportation	96%	Office Personnel	98%

Student Attendance for June

IEF	96.7%
GBMS	97.02%

MINUTES

Motion to approve the following Minutes:

Moved by: Mr. Binder

Seconded by: Mr. Martins

Special Meeting

Monday, June 9, 2014

Agenda/Business Meeting

Monday, June 23, 2014

Special Meeting

Monday, June 30, 2014

Roll Call Vote. Vote Unanimous. Motion carried.

FINANCE/BUILDINGS & GROUNDS

Motion to approve Finance & Operations Items A - W:

Moved by: Mr. Martins

Seconded by: Ms. Couch

Roll Call Vote. Vote Unanimous. Motion carried.

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- A. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the bills for July in the following amounts for the 2013-2014 school year:

Fund 11	516,923.83
Fund 12	6,229.84
Fund 40	126,750.00
Total	649,903.67

- B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution for the 2014-2015 school year:

WHEREAS, the Board of Education has received the attached reports of the treasurer and secretary for the month of May, and

WHEREAS, these reports show the following balances on July 31, 2014:

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	\$2,129,049.90	\$5,224,474.57	\$5,551,535.22
(12)Capital Outlay			
(20)Special Revenue Fund	\$18,530.80	\$67,074.46	\$91,846.52
(30)Capital Projects Fund	\$283,589.82	\$840.00	\$514,880.89
(40)Debt Service Fund	(\$98,127.35)	(\$1,496,875.00)	\$21,120.85
TOTAL	\$2,333,043.17	\$3,795,514.03	\$6,179,383.48

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.

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- C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the transfers for May 1, 2014 through May 31, 2014.
- D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the parental transportation contract for special education student #10563 to and from the Robert Morris School, South Bound Brook School District, for the 2014-2015 school year, at a total cost of \$7,200.00.
- 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 2014-2015 school year:

June 20, 2014	\$341,711.48
June 30, 2014	\$106,754.39
July 15, 2014	\$80,547.56

- 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 2014-2015 extended- school- year as indicated for each of the following students:

<u>Student ID#</u>	<u>School</u>	<u>Tuition</u>
10563	South Bound Brook School District	\$1,503.00
516	Bright Beginnings Learning Center	\$4,205.00

- G. 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 2014-2015 school year as indicated for each of the following students:

<u>Student ID#</u>	<u>School</u>	<u>Tuition</u>
401	Lakeview School	\$90,896.40

- H. The Superintendent recommends and I so move the Board of Education of the Township of Green Brook approval of the Watchung Hills Regional High School Learning and Language Disabilities tuition contract agreement for high school student #2525, in the amount of \$5,430.00 for the 2014-2015 extended-school- year.
- I. The Superintendent recommends and I so move the Board of Education of the Township of Green Brook approval of the Watchung Hills Regional High School Learning and Language Disabilities tuition contract agreement for high school student #2525, in the amount of \$54,350.00 for the 2014-2015 school year.
- J. The Superintendent recommends and I so move the Board of Education of the Township of Green Brook approval of the Watchung Hills Regional High School Learning and Language Disabilities tuition contract agreement for high school student #2531, in the amount of \$54,350.00, for the 2014-2015 school year.

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- K.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of a transportation jointure with Warren Board of Education, route JA-1, at a total revenue of \$29,520.00, for the 2014-2015 school year.
- L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of a bus aide for an extended-school-year transportation jointure with Warren Board of Education, route JA-1S, at a total revenue of \$2,550.00, for the 2014-2015 school year.
- M.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution for the 2014-2015 school year:

Per the recommendation of its group insurance broker-of-record, Brown & Brown Benefit Advisors, Inc., the Green Brook Board of Education hereby resolves, effective September 1, 2014, to make the following changes to its COBRA and Retiree Billing Services Administrator:

1. Pursuant to their electronic proposal of July 2, 2014, the Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate AmeriHealth Administrators as the Board's COBRA and retiree billing services administrator.
 2. The Board appoints Brown & Brown Benefits Advisors, Inc. as its COBRA and retiree billing services broker-of-record.
 3. 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 following resolution approving use of Capital Reserve for School facilities Projects, for the 2014-2015 school year:

Pursuant to the requirements of the New Jersey School Development Authority Grant Agreements, the Green Brook Board of Education hereby authorizes the use of monies from the District's Capital Reserve Account for the purpose of funding the Local Share of the District's Approved School Facilities Projects as follows:

- Project # 1810-030-14-1001, New Electrical Switchgear at Green Brook Middle School
Final Eligible Cost = \$119,605; Local Share = \$71,763
 - Project # 1810-030-14-1003, Window Replacements at Green Brook Middle School
Final Eligible Cost = \$48,077; Local Share = \$28,846
- O.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook to authorize the execution and delivery of the Section 15 Grant Agreements to the New Jersey Schools Development Authority and does delegate authority to the School Business Administrator for supervision of the below School Facilities Projects:

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- DOE # 1810-030-14-1003 G04 - Window Replacement at Green Brook Middle School (SDA Grant #G5-5801)
- P. The Superintendent recommends and I so move Board of Education of the Township of Green Brook to authorize the execution and delivery of the Section 15 Grant Agreements to the New Jersey Schools Development Authority and does delegate authority to the School Business Administrator for supervision of the below School Facilities Projects:
 - DOE# 1810-030-14-1001 G04 - Electrical Switchgear Upgrades at Green Brook Middle School (SDA Grant #G5-5800)
- Q. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following workshop and mileage reimbursement for the 2014-2015 school year:

<u>Employee</u>	<u>Date</u>	<u>Workshop/Meeting</u>	<u>Cost</u>	<u>Mileage</u>	<u>Cost</u>
B. Van Pelt	7-29-2014	The WJ-IV Tests of Achievement Workshop/Training	\$299	21.6	\$6.70
S. Scannell	8-4,5,6,7,8-14	Teaching of Writing Workshop Registration:	\$825.00	392.5	\$121.68

- R. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to rescind the following workshop and mileage reimbursement, approved at the May 27, 2014 Board meeting, for the 2014-2015 school year:

<u>Employee</u>	<u>Date</u>	<u>Workshop/Meeting</u>	<u>Cost</u>	<u>Mileage</u>	<u>Cost</u>
T. Charleston	8-4,5,6,7,8-14	Teaching of Writing Workshop Registration: Tolls:	\$750.00 \$ 48.75	392.5	\$121.68

Salaries may change pending ratification of contract:

- S. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to rescind the June 23, 2014 resolution approving Eileen Fairchild to serve as curriculum writer for Math alignment with new texts, Grade 1, 10 hours/\$34 per hour, for the 2014-2015 school year.
- T. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Christine Taylor to serve as curriculum writer for Math alignment with new texts, Grade 1, 10 hours/\$34 per hour, for the 2014-2015 school year.

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- U. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to rescind the following stipend assignment, approved at the June 23, 2014 Board meeting, for the 2014-2015 school year.

After-School Detention Facilitator	GBMS	\$38.00/hr. On an as-needed basis	Patrick McNamara
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- V. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to rescind the following stipend assignments, approved at the June 23, 2014 Board meeting, for the 2014-2015 school year.

Community Service Co-Leader	GBMS	\$ 887.00	Meghan Miller
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Soccer Coach (Girls)	GBMS	\$3,002.00	Meghan Miller
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- W. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following stipend assignment, for the 2014-2015 school year.

Soccer Coach (Girls)	GBMS	\$3,002.00	Kristine Eppinger
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EDUCATIONAL DEVELOPMENT/POLICY

Motion to approve Educational Development/Policy Items A – H, except F:

Moved by: Mr. Azzarello	Seconded by: Mr. Martins
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Roll Call Vote. Vote Unanimous. Motion carried.

Motion to table Educational Development/Policy Item F:

Moved by: Mr. Azzarello	Seconded by: Mr. Martins
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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 Irene E. Feldkirchner School Anti-Bullying Bill of Rights Act (ABR) (N.J.S.A. 18A:17-46) Self-Assessment Statement of Assurance, for the 2014-2015 school year.
- B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Green Brook Middle School Anti-Bullying Bill of Rights Act (ABR) (N.J.S.A. 18A:17-46) Self-Assessment Statement of Assurance, for the 2014-2015 school year.

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- C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Tentative Winter Fall Sports and Transportation Schedule, for the 2014-2015 school year. (See Attachment)
- D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 8th Grade class trip to Williamsburg, Virginia, and Washington, DC, from June 3 through June 5, 2015, at a cost to the Board of Education to be determined by the number of approved chaperones, for the 2014-2015 school year.
- E. 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 2014-2015 school year: (See Attachments)

Policy No.:

- 3283 Electronic Communications Between Teaching Staff Members and Students
(Mandated)
- 4283 Electronic Communications Between Support Staff Members and Students
(Mandated)

- F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Second Reading of the following Policy for the 2014-2015 school year: (See Attachment)

Policy No.:

- 2363 Pupil Use of Privately Owned Technology

- G. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the June 23, 2014 resolution of the following Camp PAWS class trips, at the revised designated cost to the Board due to the addition of extra busses, for the 2014-2015 school year:

<u>Date</u>	<u>Trip Destination</u>	<u>Cost</u>
July 1, 2014	Jockey Hollow	From: \$661.50
	Mendham, NJ	To: \$882.00
July 24, 2014	Raritan Valley College	From: \$468.00
	Branchburg, NJ	To: \$624.00

- H. 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 2014-2015 school year:

<u>Date</u>	<u>Destination</u>	<u>Grade</u>
May 29, 2015	Sandy Hook	7

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PERSONNEL/NEGOTIATIONS

Motion to approve Personnel & Negotiations Items A - S:

Moved by: Mr. Martins

Seconded by: Mr. Binder

Roll Call Vote. Vote Unanimous. Motion carried.

Motion to approve Personnel & Negotiations Item T:

Moved by: Mr. Binder

Seconded by: Ms. Couch

Roll Call Vote. Vote Unanimous. Motion carried.

Salaries may change pending ratification of contract:

- A.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the resignation of Patrick McNamara, Science teacher in the Green Brook Middle School, effective July 1, 2014, for the 2014-2015 school year.
- B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Cheryl Skrobacz to serve as a Science teacher in the Green Brook Middle School, replacing Patrick McNamara, Level M, Step 3, at a salary of \$52,340.00, adjusted to \$52,078.30, for the 2014-2015 school year. (See Attachment)
- C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Nicole Cruts to serve as a Physical Education teacher in the Irene E. Feldkirchner Elementary School, replacing Lauren Hauser, Level B, Step 1, at a salary of \$49,640.00, adjusted to \$49,391.80, for the 2014-2015 school year. (See Attachment)
- D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of a longevity stipend for Danielle Cooper, Confidential Secretary to the Business Administrator/Board Secretary, in the amount of \$450.00, effective July 1, 2014, for the 2014-2015 school year.
- E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of a longevity stipend for Paul Kasper, custodian in the Irene E. Feldkirchner Elementary School, in the amount of \$450.00, effective August 1, 2014, for the 2014-2015 school year.

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- F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Karen Conroy to serve as a bus aide for a Warren student, effective July 8 through August 18, 2014, not to exceed 4.5 hours per day, 5 days per week, at a salary of \$10.63 per hour, to be paid by the Warren School District and at no cost to the Green Brook Board of Education, for the 2014-2015 school year.
- G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Linda Pollard to perform the position of Acting Superintendent/Director of Special Services from August 1 until such time as a new Superintendent assumes his position at a rate of \$275 per day, for the 2014-2015 school year.
- H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the resignation of Meghan Miller, Math teacher in the Green Brook Middle School, effective August 22, 2014, for the 2014-2015 school year.
- I.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Catherine Pascarella to serve as a Math teacher in the Green Brook Middle School, replacing Meghan Miller, Level B , Step 1, at an annual salary of \$49,640.00, adjusted to \$49,391.80, for the 2014-2015 school year. (See Attachment)
- J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the resignation of Alexandra Plenzo, Special Education teacher in the Irene E. Feldkirchner Elementary School, effective August 23, 2014, for the 2014-2015 school year.
- K.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to rescind the June 23, 2014 resolution approving Kimberly Bostory to serve as a long-term maternity leave substitute teacher, in the Green Brook Township Middle School, replacing Carlyn O'Regan, effective September 2 through December 1, 2014, at a salary of \$49,640.00, prorated to \$14,892.00, and subject to termination upon a ten-day notice for any reason, for the 2014-2015 school year.
- L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Nicole Toto to serve as a long-term maternity leave substitute teacher, in the Green Brook Township Middle School, replacing Carlyn O'Regan, effective September 2 through December 1, 2014, at a salary of \$49,640.00, prorated to \$14,892.00, and subject to termination upon a ten-day notice for any reason, for the 2014-2015 school year. (See Attachment)
- M.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Anna Nalesnik to serve as a summer custodian in the Green Brook Township School District, for the month of August 2014, 8 hours per week, at a rate of \$13 per hour, not to exceed \$500, for the 2014-2015 school year.

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- N. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Janusz Nalesnik to serve as a summer custodian in the Green Brook Township School District, for the month of August 2014, 8 hours per week, at a rate of \$13 per hour, not to exceed \$500, for the 2014-2015 school year.
- O. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Sandra Yoos to provide office assistance in the Transportation Department, from August 11 through August 29, 2014, at a rate of \$10.63 per hour, not to exceed 40 hours/\$430.00, for the 2014-2015 school year.
- P. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution , and as approved in the 2014-2015 school year:

RESOLVED, that the Board of Education hereby approves the appointment of Kevin J. Carroll as Superintendent of Schools as well as the Employment Contract between Mr. Carroll and the Board of Education, effective October 31, 2014 (or sooner if released early by his current employer), through June 30, 2018 at annual salary of One Hundred and Forty-Five Thousand Dollars (\$145,000.00); and

BE IT FURTHER RESOLVED, that Mr. Carroll's Employment Contract has been approved by the Executive County Superintendent of Schools; and

BE IT FINALLY RESOLVED, that the Board President is authorized to execute the Contract on behalf of the Board.

- Q. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Kevin J. Carroll to serve as the Director of Special Services for the Green Brook School District effective October 31, 2014 (or sooner if released early by his current employer), through June 30, 2018 .
- R. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to revise the June 23, 2014 resolution approving Dr. Emilia Muglia, School Psychologist, to perform summer IEP work and therapy, on an as-needed basis, from effective dates of June 30 through August 7, 2014, to effective dates of June 30 through August 29, 2014 from 48 hours, at an hourly rate of \$38.00, not to exceed \$1,824, to 96 hours, at an hourly rate of \$38.00, not to exceed \$3,648, for the 2014-2015 school year.
- S. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Kevin Ellis to serve as a substitute teacher in the Green Brook Township School District for the 2014-2015 school year. (county) (See Attachment)

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- T. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to post and hire an Acting Vice-Principal of the Green Brook Middle School, effective August 11 through August 29, 2014, at a daily rate not to exceed \$287, for the 2014-2015 school year.

EXECUTIVE SESSION

Motion to move into Executive Session at 7:45 PM

Moved by: Mr. Martins

Seconded by: Mr. Brault

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 9:55 PM

BOARD MEETING DATES

Agenda/Business Meeting

Monday, August 25, 2014

Agenda/Business Meeting

Monday, September 22, 2014

ADJOURNMENT

Motion to adjourn the meeting at 9:55 PM.

Moved by: Mr. Azzarello

Seconded by: Mr. Binder

Vote Unanimous. Motion carried.

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Respectfully submitted,

Gregory E. Brennan
SBA/Board Secretary

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