

**GREEN BROOK BOARD OF EDUCATION
BUSINESS MEETING MINUTES
MONDAY, SEPTEMBER 23, 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. Binder (arrived at 7:10pm)
Ms. Couch
Ms. Maillaro (arrived at 7:15pm)
Mr. Martins
Mr. Petrillo
Ms. Piccirilli

Administrators

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

SUPERINTENDENT'S REPORT

- Opening of Schools Feedback
- 2012-2013 NJASK Results
- Strategic Action Plan Update
- Budget Calendar

FINANCE/BUILDINGS & GROUNDS**Motion to approve Finance & Operations Items A – X:**

Moved by: Mr. Martins

Seconded by: Ms. Maillaro

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

Fund 11	1,193,923.04
Fund 20	1,496.00
Total	1,195,419.04

- 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 attached reports of the treasurer and secretary for the month of July 2013, and

WHEREAS, these reports show the following balances on July 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	2,626,959.03	23,014,413.31	23,545,316.30
(12)Capital Outlay	(51,765.89)	289,003.03	282,743.80
(20)Special Revenue Fund			
(30)Capital Projects Fund	283,589.82	840.00	515,668.35
(40)Debt Service Fund	(112,380.15)	1,357,675.00	1,378,795.89
TOTAL	2,746,402.81	24,661,931.34	25,722,524.34

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 July 1, 2013 through July 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 2013-2014 school year:

August 30, 2013	\$106,754.13
September 15, 2013	\$426,329.65

E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the signatories on all below Provident Bank Account effective October 1, 2013, for the 2013-2014 school year; as follows:

ACCOUNT NAME	ACCOUNT NUMBER	SIGNATORIES
Section 125 Flexible Spending Account	604612974	Debra Bishop Charlene Finn Gregory Brennan

F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2014-2015 Budget Development Calendar, and as approved in the 2013-2014 school year.

G. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of a transportation jointure with Watchung Hills Regional High School (Route CS325), at a total cost of \$8,798.40, 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 apportionment of salary from the following teacher that is being paid through Preschool funds from the IDEIA Consolidated Grant for the 2013-2014 school year:

INSTRUCTIONAL AIDE	FULL SALARY	AMOUNT/% PAID BY GRANT	FICA/TPAF BENEFIT REIMBURSEMENT	ACCOUNT NUMBER
Leslie Grimes, IEF	\$23,877.00	\$5,417.00/23%	\$414.00	IDEIA

Note: This is a routine motion required because a portion of the salary of this teacher is federally funded. Grant requirements necessitate inclusion of the detailed salary information on this motion.

I. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Trinitas Children’s Therapy Services to provide occupational therapy for students determined eligible to receive such services in the Green Brook Township School District at an hourly rate of \$83.50 for the 2013-2014 school year.

J. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the disposal of obsolete equipment listed below (not in compliance with the NJ Division of Transportation):

- (8) Cosco Juvenile 5 point safety seats
- (3) Century Next Step 5 point safety seats
- (2) Safety First 5 point safety seats
- Evenflo 5 point safety seat

K. 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:

<u>Employee</u>	<u>Date</u>	<u>Workshop/Meeting</u>	<u>Cost</u>	<u>Mileage</u>	<u>Cost</u>
M. Appio	10-14-13	Conducting Successful IEP Meetings	\$ 75.00	15.4	\$ 4.77
M. Appio	10-18-13	Anti-Bullying for Students with Disabilities	\$149.00	63.4	\$19.65
D. Beisswanger	10-16-13	Infosnap Group Meeting	---	256	\$ 79.26
A. Berger	10-14-13	Conducting Successful IEP Meetings	\$ 75.00	15.4	\$ 4.77
G. Brennan	Weekly from 9-7-13 thru 11-09-13	School Finance/GAAP Certification Courses 10 @ \$60 10 @ 65.2 miles	\$600.00	652	\$202.12
G. Brennan	9-20-13	NJASBO – SDA Forms and Submission Review	\$ 50.00	76.8	\$ 23.81
G. Brennan	9-26-13 12-6-13 1-30-14 3-27-14 5-21-14	NJASBO – Academy 1 for New BA’s Regist. for Five (5) Meetings 5 @76.8 miles	\$100.00	384	\$119.04
G. Brennan	10-17-13	NJASBO – Fund 20 Audit & How to Read Board Secretary/Treasurer Report	\$ 50.00	70.4	\$ 21.82
G. Brennan	10-22/24-13	NJSBA 2013 Workshop: Registration:	\$150.00	222	\$ 68.82

		Hotel:	\$194.00		
G. Brennan	11-14-13	NJASBO – How to Prepare Bid Specs. for Capital Projects	\$ 50.00	70.4	\$ 21.82
G. Brennan	12-17-13	NJASBO – Ethics in Business Law and Purchasing	\$ 50.00	70.4	\$ 21.82
S. Casazza	10-9-13	Section 504, the ADA and the IDEA Workshop	\$ 75.00	---	---
S. Diczok-Vajtay	10-11-13	Technology and Online Resources for Latin Teachers	\$ 59.00	---	---
S. Diczok-Vajtay	11-4/5-13	Teaching Proficiency through Reading and Storytelling	\$269.00	172	\$ 53.32
A. Kessler	10-9-13	Section 504, the ADA and the IDEA Workshop	\$ 75.00	---	---
R. Labbe	10-9-13	Section 504, the ADA and the IDEA	\$ 75.00	55.6	\$ 17.24
R. Labbe	10-22/24-13	NJSBA 2013 Workshop: Registration: Hotel:	\$150.00 \$194.00	222	\$ 68.82
E. Muglia	10-14-13	Conducting Successful IEP Meetings	\$ 75.00	15.4	\$ 4.77
E. Muglia	10-18-13	Anti-Bullying for Students with Disabilities	\$149.00	63.4	\$ 19.65
L. Philip	10-5-13	NJASL Annual Fall Conference	\$ 85.00	80	\$ 24.80
B. Stanton	10-30-13	EIRC Mini Model Congress Coordinator Training	\$250.00	171.4	\$ 53.13
B. VanPelt	10-14-13	Conducting Successful IEP Meetings	\$ 75.00	15.4	\$ 4.77
B. VanPelt	10-18-13	Anti-Bullying for Students with Disabilities	\$149.00	63.4	\$ 19.65

- L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the tuition reimbursement to Timothy Charleston for the following two (2) three-credit 2013-2014 summer graduate courses at Rutgers University: Administration and Supervision of Elementary and Secondary Schools, in the amount of \$1,878; and Curriculum Development of Secondary Schools, in the amount of \$1,878, for a total reimbursement in the amount of \$3,756, for the 2013-2014 school year.
- M.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the tuition reimbursement to Jennifer Cifelli for the following three-credit 2012-2013 spring course at Raritan Valley Community College, Spanish 104, in the amount of \$351, for the 2012-2013 school year, and as paid in the 2013-2014 school year.

- N.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the tuition reimbursement to Jennifer Cifelli for the following two (2) three-credit 2013-2014 summer courses at Raritan Valley Community College: Intermediate Spanish I, in the amount of \$351; and Intermediate Spanish II, in the amount of \$351, for a total reimbursement in the amount of \$702, for the 2013-2014 school year.
- O.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Brian McDonald OT, LLC to provide occupational therapy services for two special education students attending Watchung Hills Regional High School, at a rate of \$35 per 20-minute sessions, not to exceed three (3) 20-minute sessions per week, for the 2013-2014 school year.
- P.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as Supplemental Tutors, at a rate of \$38 per hour, for the 2013-2014 school year:

Kristen Prentice
Melanie Tufaro
Kevin Weeks
Janice Belcuore
Alexandra Plenzo

- Q.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the resignation of Stephanie Green, Board of Education Member for the Green Brook Township School District, effective September 3, 2013, for the 2013-2014 school year.
- R.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the resignation of Andrew Boccio, Board of Education Member for the Green Brook Township School District, effective September 14, 2013, 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 a transportation jointure with Watchung Hills Regional High School (Route VT03), at a total revenue of \$9,360.00, for the 2013-2014 school year.
- T.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the 2013-2014 Child Assault Prevention PreK-6 and Grade 8 Applications for the Green Brook Township School District, and as approved in the 2012-2013 school year:

4 Kindergarten Classes (\$112 per class)	\$ 450.00
5 Grades 1st-6th Classes (\$110 per grade)	\$ 550.00
5 Teen Classes/Grade 8 (\$157 per class)	\$1,123.00
2 Parent Workshops (\$168 per workshop)	\$ 286.00

TOTAL: \$2,409.00

COST TO DISTRICT (30% minimum):\$ 723.00

STATE CAP GRANT: \$1,686.00

U. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the July 22, 2013 resolution for the approval of 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	\$3,602
Total Allocation:	\$43,200

V. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to pay the following instructors to provide services for the Professional Development Day Workshops on October 14, 2013, for the 2013-2014 school year, as follows:

Name	Description	Cost
Jessica Darkenwald-DeCola	Half-Day Literacy Workshop	\$ 375.00
Dr. Jill Takacs	Half-Day Workshop for Grades 6-8 on Common Core Implementation, Nonfiction Text and Comprehension Strategies Half-Day Workshop for Grades 4-8 on Implementing Science Notebooks	\$ 1,200.00
Dr. Jill Takacs	Development of Mathematics Workshops for the Following Groups of Teachers: <ul style="list-style-type: none"> • Grades K-2 • Grades 3-5 • Grades 6-8 Fee includes all electronic resources and copies of necessary handouts.	\$ 800.00

W. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of G. Douglas Humphrey to serve as a Board of Education member, replacing Stephanie Green who resigned, for the term of September 23, 2013 to December 31, 2014, for the 2013-2014 school year.

X. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of John M. Brault to serve as a Board of Education member, replacing Andrew Boccio who resigned, for the term of September 23, 2013 to December 31, 2014, for the 2013-2014 school year.

EDUCATIONAL DEVELOPMENT/POLICY

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

Moved by: Mr. Martins

Seconded by: Ms. Couch

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 revised report card for Grades 2-4, for the 2013-2014 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 after-school program, at no cost to the Board of Education, for the 2013-2014 school year:

<u>Club</u>	<u>Grades</u>	<u>Dates</u>
Chess Club	6-8	September 25, 2013 – May 28, 2014
Ultimate Frisbee Club	6-8	October 1, 2013-October 29, 2013

- C. 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 2013-2014 school year: (See Attachments)

Policy No.:

3232	Tutoring Services
7522	School District Provided Technology Devises to Staff Members
7523	School District Provided Technology Devises to Pupils

Regulation No.:

3232	Tutoring Services
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- D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the September 2013 HIB Report, including any recommendations for action provided by the Superintendent for the 2013-2014 school year.
- E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following curricula, for the 2013-2014 school year: (See Attachments)

- Library Skills Grade K
- Library Skills Grade 1
- Library Skills Grade 2
- Library Skills Grade 3
- Library Skills Grade 4

- F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the June 24, 2013 resolution approving Nicole Koch, District Curriculum and Instruction Coach, for a paid sick leave, from effective dates of September 12 through October 16, 2013, to effective dates of September 3 through October 1, 2013, for the 2013-2014 school year.
- G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the June 24, 2013 resolution approving Nicole Koch, District Curriculum and Instruction Coach, for an unpaid child care leave, from effective dates of October 17, 2013 through January 24, 2014, to effective dates of October 2, 2013 through January 9, 2014, 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 paid sick leave for Employee No. 0075 from October 15 through October 28, 2013, 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 unpaid sick leave for Employee No. 0075 from October 29 through November 26, 2013, for the 2013-2014 school year.
- J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the paid sick leave for Employee No. 0481 from October 28 through November 8, 2013, for the 2013-2014 school year.
- K.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to compensate Dr. Richard Labbe, Superintendent of Schools/Director of Special Services, 8.30% of his annual salary or \$12,035 for the successful completion of his 2012-13 School Year Quantitative Merit Bonus Goals previously attested to and approved by the Board of Education on August 26, 2013.
- L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution:

Whereas, NJAC 6A:23A-3.1 permits a board of education to include in its contract with the Dr. Richard R. Labbe, Superintendent/Director of special Services, quantitative and qualitative criteria and associated merit salary bonuses in recognition of their achievement during the school year, and

Whereas, the Green Brook Board of Education has now developed a set of annual goals for the 2013 - 2014 school year that it wishes to include in its contract with the Superintendent now, therefore, be it

Resolved, the Green Brook Board of Education establishes the following qualitative and quantitative criteria and merit salary bonuses for their achievement: and directs that these criteria and related bonuses be submitted to the Executive County Superintendent of Schools for approval before adding them to the contract:

Quantitative Criteria	Status	Merit Goal Amount
1. A. Increase the scale score mean on the 2013-14 NJ ASK Grades 3-8 Language Arts B. Increase the scale score mean on the 2013-14 NJ ASK Grades 3-8 Math	_____Achieved _____Not Achieved	<u> \$4,785 </u> Dollar Amount
2. A. Grades 3-8 Science SGO B. Grades 3-8 Social Studies SGO C. Grades 3-8 World Languages SGO D. Grades 3-8 Related Arts (PE, Art, PA, Music, Computers) SGO	_____Achieved _____Not Achieved	<u> \$4,785 </u> Dollar Amount
3. A. For FY2015 School District Budget, decrease in tax levy. B. For FY2014, increase the total miscellaneous revenue (facility usage, tuition, advertising). C. For FY2015 School District Budget, decrease the "Total Per Pupil Cost for Special Education Instruction."	_____Achieved _____Not Achieved	<u> \$4,785 </u> Dollar Amount
Qualitative Criteria	Status	Merit Bonus Amount
1. A. Completion of a District Strategic Action Plan. B. Community involvement in the Strategic Action Plan process. C. Develop a study skills curriculum. D. Develop a continuum in order to enhance the ability of all students to converse fluently in world language(s). E. Explore, pilot and purchase math materials aligned to the Common Core State Standards.	_____Achieved _____Not Achieved	<u> \$3,625 </u> Dollar Amount
2. A. Development and stewardship of a shared services agreement with the Township. B. BYOD (bring your own device), pre and post assessment data collection. C. Strengthen relationship with the WHRHS district administration.	_____Achieved _____Not Achieved	<u> \$3,625 </u> Dollar Amount

Vote Unanimous. Motion carried.

Board reconvened at 9:20 PM

ADJOURNMENT

Motion to adjourn the meeting at 9:23 PM.

Moved by: Ms. Couch

Seconded by: Mr. Martins

Vote Unanimous. Motion carried.

Respectfully submitted,

Gregory E. Brennan
SBA/Board Secretary