

**GREEN BROOK BOARD OF EDUCATION
BUSINESS MEETING MINUTES
TUESDAY, MAY 26, 2015
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 insure 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 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 2, 2015 and posted in the Green Brook Middle School and the Irene E. Feldkirchner School.

ROLL CALL

Present: Mr. Azzarello
 Mr. Benscoter
 Ms. Connors
 Ms. Couch
 Mr. Humphrey
 Mr. Martins
 Ms. Piccirilli
 Mr. Thomas-Hooke

Absent: Mr. Brault

Administrators

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

SUPERINTENDENT'S REPORT

- GBEAF Before & After Care
- Policy Presentation
- **Enrollment**
 - IEF 463
 - GBMS 444
 - WHRHS 447
- Security Drills/Discipline/HIB (See Principal's Reports)
- **Staff Coverage for April**
 - Number of Substitute Days 88
 - Number of Substitutes 17
 - Cost of Substitutes \$7,477.21

Number of Staff Coverage Periods	29		
Cost of Staff Coverage	\$1,044.00		
• <u>Staff Attendance for April</u>			
Administration	71%	Facilities & Operations	100%
Teachers	97 %	Aides	97%
Transportation	97%	Office Personnel	98%
• <u>Student Attendance for April</u>			
IEF	97%		
GBMS	95.9%		

PUBLIC QUESTIONS & COMMENTS (AGENDA ITEMS ONLY)

FINANCE/BUILDINGS & GROUNDS

Chair – Bruce Martins

Members – John Azzarello, John Brault & Lisa Couch

The Superintendent recommends and I so move resolutions A – N:

Moved by: Mr. Martins

Seconded by: Ms. Piccirilli

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 May in the following amounts for the 2014-2015 school year:

Fund 11	1,048,907.59
Fund 12	50,271.25
Fund 20	6,925.44
Fund 30	10,990.00
Fund 40	194,237.50
Fund 60	18,875.55
 Total	 1,330,207.33

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 March and

WHEREAS, these reports show the following balances on March 31, 2015:

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	\$2,459,967.45	\$9,083,888.61	\$11,012,247.90
(12)Capital Outlay			
(20)Special Revenue Fund	\$86,812.51	\$69,311.00	\$132,548.23
(30)Capital Projects Fund	\$233,397.68	(\$213,735.69)	\$464,667.91
(40)Debt Service Fund	(\$175,557.15)	\$194,237.50	\$254,896.35
TOTAL	\$2,604,620.49	\$9,133,701.42	\$11,864,360.39

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 March 1, 2015 through March 31, 2015.

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 2014-2015 school year:

April 30, 2015 \$594,651.28

E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of special education out-of-district school placement for student # 10474 to attend Somerset Secondary Academy, effective May 4, 2015, in the amount of \$44,225.00, prorated, for the 2014-2015 school year.

F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the appointment of Dr. Ronald Frank, M.D. as School Physician for the 2015 – 2016 school year at an annual rate of \$2,000.00, to include a review of sports physicals performed by the students own physician as needed. Additionally, the rate for Hepatitis B vaccines for employees will be \$45.00 per vaccine dose administered.

G. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution for the 2015-2016 school year:

Pursuant to the requirements of NJPL 2011 Chapter 78, the Green Brook Board of Education hereby resolves to renew a Section 125 Flexible Spending Account (FSA) program effective July 1, 2015, as follows:

1. 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.

- 2. The Board/Committee appoints Brown & Brown Benefits Advisors, Inc. as its FSA broker-of-record.
- 3. All appropriate Board of Education/Township staff are authorized to take such action and affect such documentation as necessary to implement this renewal.

H. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Watchung Hills Regional High School out-of-district placement for Student ID# 152557 at Union County Vocational Technical Schools in the amount of \$6,000, for the 2015-2016 school year.

I. 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 2015-2016 extended-school-year as indicated for each of the following students:

<u>Student ID#</u>	<u>School</u>	<u>Tuition</u>
104	Douglass Developmental Disabilities Center	\$20,200.00

J. 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 2015-2016 school year as indicated for each of the following students:

<u>Student ID#</u>	<u>School</u>	<u>Tuition</u>
104	Douglass Developmental Disabilities Center	\$101,000.00

K. 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:

Employee	Date	Workshop/Meeting	Cost
C. Billman A. Kessler A. Lamberti C. Sporn	5/20/15	Policies to Promote Child Health Workshop	Mileage per person
G. Brennan	6/3-5/2015	53 rd Annual NJASBO Conference	\$150.00 + Mileage, Lodging, Meals
C. Seracka	6/24-27/2015	National Association School Nurses 2015 Conference	\$615.00

L. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following workshops and mileage reimbursements for the 2015-2016 school year, and as approved in the 2014-2015 school year:

Employee	Date	Workshop/Meeting	Cost
A. Dolinsky D. McFadden N. Smith B. Stanton M. Tufaro	7/13-16/2015	Paramus Summer Institute on the Teaching of Reading	\$425.00 each + Mileage per person
D. McFadden N. Smith M. Tufaro	7/27-30/2015	Paramus Summer Institute on the Teaching of Writing	\$425.00 each + Mileage per person

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 two (2) three-credit Fall 2014 courses: at Rutgers University: Methods of Foreign Language Teaching K-12, in the amount of \$1,986.00, and at Raritan Valley Community College, Adolescent Psychology, in the amount of \$387.00, for a total reimbursement in the amount of \$2,373.00, for the 2014-2015 school year.

N. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of a lease agreement between the Green Brook Township School District and the Green Brook Education and Athletic Foundation for the Before and After Care Program for the 2015-2016 school year.

EDUCATIONAL DEVELOPMENT/POLICY

Chair – Maria Piccirilli

Members – Darlene Connors, John Brault & Wilton Thomas-Hooke

The Superintendent recommends and I so move resolutions A – B

Both Items were tabled.

A. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the below-referenced stipend job description, for the 2014-2015 school year: (See Attachment)

- After-School Event Facilitator

B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the First Reading of the following Bylaws, Policies, Regulations and Procedure for the 2014-2015 school year: (See Attachments)

Bylaw No.:

0134 Board Self Evaluation

0152 Board Officers

Policy No.:

2622	Student Assessment
3212	Attendance (Teaching Staff Members)
3218	Substance Abuse (Teaching Staff Members)
4212	Attendance (Support Staff Members)
4218	Substance Abuse (Support Staff Members)
5200	Attendance (Pupils)
8630	Bus Driver/Bus Aide Responsibility

Regulation No.:

3218	Substance Abuse (Teaching Staff Members)
4218	Substance Abuse (Support Staff Members)
5200	Attendance (Pupils)
8630	Emergency School Bus Procedures

Procedure No.:

2622	Student Assessment
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PERSONNEL/NEGOTIATIONS

Chair – Lisa Couch

Members – John Azzarello, Maria Piccirilli & Doug Humphrey

The Superintendent recommends and I so move resolutions A – S, except Item F was tabled:

Moved by: Mr. Martins

Seconded by: Mr. Azzarello

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 accept the resignation of Charlene Finn, Confidential Part-Time Administrative Secretary to the Superintendent and Payroll Clerk, for the Green Brook Township School District, effective June 30, 2015, for the 2014-2015 school year.
- B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the resignation of Jeffrey Danon, Math Teacher in the Green Brook Middle School, effective June 30, 2015, for the 2014-2015 school year.
- C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Deborah Lingel to serve as a Music Teacher in the Irene E. Feldkirchner Elementary School, effective September 1, 2015 through January 31, 2016, Level BA, Step 8, at an annual salary of \$54,215.00, prorated, and February 1 through June 30, 2016, Level BA, Step 8, at an annual salary of \$55,305.00, prorated, for the 2015-2016 school year, and as approved in 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 following named individual to serve as a substitute teacher, in the Green Brook Township School District, at a daily rate of \$85.00, for the 2014-2015 school year. (See Attachment)

Mary Adolph (permanent)

- E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to deduct the following unpaid days, totaling \$440.37, for Employee No. 0031, for the 2014-2015 school year.

May 14, 2015 - \$146.79

May 15, 2015 - \$146.79

May 19, 2015 - \$146.79

- F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the After-School Event Facilitators, at a stipend amount of \$38/per hour, not to exceed 4.5 hours per chaperone, for a total not to exceed \$1,197.00, for the 2014-2015 school year as follows:

Amanda Dolinsky

Michelle Doucett

Chris Fox

Silvia Rego

Kevin Smith

Dana Sweeney

Kevin Weeks

Christine Wetzell

Cathy Yanes

- G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as special education teachers for Camp PAWS extended school year/summer work, from July 6 through August 13, 2015, Monday through Thursday, four hours per day, for a total of 24 days, at an hourly rate of \$38.00, for the 2015-2016 school year, and as approved in the 2014-2015 school year:

Amanda Dolinsky

Tristan Miller

Kristen Prentice

Deborah Rizzoli

Colleen Sporn

Jennifer Stetz

Bernadette Van Pelt

Susanne Yip

Andrea Zerjav

- H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as general education teachers for Camp PAWS extended school year/summer work, from July 6 through August 13, 2015, Monday through Thursday, four hours per day, for a total of 24 days, at an hourly rate of \$38.00, for the 2015-2016 school year, and as approved in the 2014-2015 school year:

Margaret Baffige

Paul Fornale

Kathleen Guide

Ann Kessler (Social Skills)

Kathleen Kowalski (Fine & Performing Arts)
 Maggie Silver (G&T Enrichment)
 Kevin Smith (STEM)
 Jennifer Wagner

- I.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as a general education related arts teacher for Camp PAWS extended school year/summer work, from July 6 through August 13, 2015, Monday through Thursday, four hours per day, for a total of 24 days, at an hourly rate of \$38.00, for the 2015-2016 school year, and as approved in the 2014-2015 school year:

Kevin Weeks (Physical Education)

- J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as substitute teachers for Camp PAWS extended school year/summer work, on an as-needed basis, at an hourly rate of \$38.00, for the 2015-2016 school year, and as approved in the 2014-2015 school year:

Danielle Breunig
 Jenny Coelho
 Eryca Conroy
 Jill Goodman
 Lori Gross
 Susan Varipapa
 Natalie Whalen
 Michele Wolkun

- K.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as nurses for Camp PAWS extended school year/summer work, four hours per day, for twelve days, at an hourly rate of \$38.00, for the 2015-2016 school year, and as approved in the 2014-2015 school year:

Pamela Ostrander
 Carolyn Seracka

- L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as substitute nurses for Camp PAWS extended school year/summer work, on an as-needed basis, at a daily rate of \$70.00, for the 2015-2016 school year, and as approved in the 2014-2015 school year:

Emily Gatti
 Karen Miller
 Joyce Papcun

- M.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as classroom aides for Camp PAWS extended school year/summer work, from July 6 through August 13, 2015, Monday through Thursday, four hours per day, for a total of 24 days, at an hourly rate of \$18.86, for the 2015-2016 school year, and as approved in the 2014-2015 school year:

MaryAnn Bruno
 Pam Capparelli
 Linda Chehade
 Regina Herman
 Este Jelmert
 Drisana McFadden
 Kaitlin Muglia
 Philip Muniz
 Laura Philip
 Nancy Pinzon
 Donna Pizzigoni
 Kelly Wagner
 Pam Walker
 Christine Wetzel

- N.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as substitute classroom aides for Camp PAWS extended school year/summer work, on an as-needed basis, at an hourly rate of \$18.86, for the 2015-2016 school year, and as approved in the 2014-2015 school year:

Danielle Breunig
 Jill Goodman
 Susan Varipapa
 Natalie Whalen

- O.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following special services personnel to perform summer IEP work and therapy, on an as-needed basis, from July 6 through August 13, 2015, at an hourly rate of \$38.00, for the 2015-2016 school year, and as approved in the 2014-2015 school year:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Not to Exceed</u>
Dr. Emilia Muglia	School Psychologist	30 Hours	\$1,140
Marydenise Appio	Social Worker	30 Hours	\$1,140
Bernadette Van Pelt	LDTC	30 Hours	\$1,140
Anne Mendez	Speech & Lang. Therapist	36 Hours	\$1,368
Kristen Lobman	Speech & Lang. Therapist	36 Hours	\$1,368

- P.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to perform summer IEP work and therapy, on an as-needed basis, from July 6 through August 13, 2015, at an hourly rate of \$50.00, for the 2015-2016 school year, and as approved in the 2014-2015 school year (See Attachment):

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Not to Exceed</u>
Martha Austin	Occupational Therapist	78 Hours	\$3,900

- Q.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to terminate the employment of Michael Gomez, custodian in the Irene E. Feldkirchner Elementary School, effective May 22, 2015, for the 2014-2015 school year.
- R.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Christopher Pizzigoni to serve as a custodian in the Green Brook Township School District, effective May 27, 2015, Step A, at a salary of \$40,410.00, prorated, 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 Christopher Pizzigoni to serve as a custodian in the Green Brook Township School District, effective July 1, 2015 through January 31, 2016, Step A, at a salary of \$40,410.00, prorated, and February 1 through June 30, 2016, Step A, at a salary of \$40,475.00, for the 2015-2016 school year, and as approved in the 2014-2015 school year.

BOARD MEETING DATES

Monday, June 22, 2015

Agenda/Business Meeting

Monday, July 27, 2015

Agenda/Business Meeting/BOE Retreat

ADJOURNMENT

Motion to adjourn the meeting at 8:40 PM.

Moved by: Ms. Piccirilli

Seconded by: Mr. Martins

Vote Unanimous. Motion carried.

Respectfully submitted,

Gregory E. Brennan
SBA/Board Secretary