

**GREEN BROOK BOARD OF EDUCATION  
BUSINESS MEETING MINUTES  
MONDAY, SEPTEMBER 28, 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  
                                  Mr. Brault  
                                  Ms. Connors  
                                  Ms. Couch  
                                  Mr. Humphrey  
                                  Mr. Martins  
                                  Mr. Thomas-Hooke

Absent:                    Ms. Piccirilli

Administrators

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

**SUPERINTENDENT'S REPORT**

- HIB Report Card - Mr. Lamberti, Principal/District Anti-Bullying Coordinator
- Policy Alert 206 - Mr. Carroll, Superintendent
- Enrollment

IEF	460
GBMS	445
WHRHS	446
Total	1351



**FINANCE/BUILDINGS & GROUNDS**

Chair – Bruce Martins

Members – John Azzarello, John Brault & Lisa Couch

**The Superintendent recommends and I so move resolutions A - U:**

Moved by: Mr. Martins

Seconded by: Mr. Brault

**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 2015-2016 school year:

Fund 10	\$1,202,611.29
Fund 20	\$ 32,236.50
Fund 30	\$ 28,793.33
Fund 60	\$ 1,724.23
Total	\$1,265,365.35

**B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the transfers for July 1, 2015 through July 31, 2015.

**C.** 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 2015-2016 school year:

August 14, 2015	\$141,781.83
August 15, 2015	\$2,262.82
August 31, 2015	\$149,751.56
September 15, 2015	\$479,494.05

**D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to transport Bright Beginnings Pre-School students to Norz Hill Farm on October 2, 2015 at a revenue of \$166.00, for the 2015-2016 school year.

**E.** 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:

**RESOLUTION AUTHORIZING PARTICIPATION IN THE  
MIDDLESEX REGIONAL EDUCATIONAL SERVICES COMMISSION  
(New Jersey State Approved Cooperative Pricing System #65MCESCCPS)**

“SMALL TICKET LEASE PROGRAM”  
(Middlesex Regional Educational Services Commission Bid No. 13/14-23)

Lessee: Board of Education of Green Brook Township Public Schools

Principal Amount Expected To Be Financed: \$95,000.00

WHEREAS, the Lessee named above (the “Lessee”) is a political subdivision of the State of New Jersey (the “State”) and is duly organized and existing pursuant to the Constitution and laws of the State;

WHEREAS, pursuant to applicable law, the Lessee acting through its governing body (the “Governing Body”) is authorized to acquire and lease personal property necessary to the functions or operations of the Lessee;

WHEREAS, the Governing Body hereby finds and determines the execution of one or more lease-purchase agreements (“Equipment Leases”) in the principal amount not exceeding the amount stated above (the “Principal Amount”) for the purpose of acquiring the Equipment described generally below (the “Equipment”) and to be described more specifically in the Equipment Leases is appropriate and necessary to the functions and operations of the Lessee;

Brief Description of Equipment: 54-Passenger School Bus

WHEREAS, FIRST HOPE BANK, a National Banking Association, (the “Lessor”) is expected to act as the Lessor under the Equipment Leases;

WHEREAS, the Lessee may pay certain capital expenditures in connection with the Equipment prior to its receipt of proceeds of the Equipment Leases (“Lease Purchase Proceeds”) for such expenditures, and such expenditures are not expected to exceed the Principal Amount; and

WHEREAS, the Lessee hereby declares its official intent to be reimbursed for any capital expenditures made for the Equipment after adoption of this resolution but prior to the issuance of the Equipment Leases from the Lease Purchase Proceeds.

NOW, THEREFORE, Be It Resolved by the Governing Body of the Lessee as follows:

Section 1. The Lessee hereby determines that it has critically evaluated the financing alternatives and that entering into the Equipment Leases and financing the acquisition of the Equipment thereby is in the best interests of the Lessee.

Section 2. The Lessee is hereby authorized to acquire and install the Equipment and is hereby authorized to finance the Equipment by entering into the Equipment Leases. Any action taken by the Lessee in connection therewith is hereby ratified and confirmed.

Section 3. Either one of the Business Administrator or the Superintendent (each an “Authorized Representative”) acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver one or more Equipment Leases in substantially the form set forth in the document presently before the Governing Body, which document is available for public inspection at the office of the Lessee. Each Authorized Representative acting on behalf of the Lessee is hereby authorized to negotiate, enter into, execute, and deliver such other

agreement or documents relating to the Equipment Leases (including, but not limited to, escrow agreements) as the Authorized Representative deems necessary and appropriate.

Section 4. By a written instrument signed by any Authorized Representative, said Authorized Representative may designate specifically identified officers or employees of the Lessee to execute and deliver agreements and documents relating to the Equipment Leases on behalf of the Lessee.

Section 5. The aggregate original principal amount of the Equipment Leases shall not exceed the Principal Amount and shall bear interest as set forth in the Equipment Leases and the Equipment Leases shall contain such options to purchase by the Lessee as set forth therein.

Section 6. The Lessee's obligations under the Equipment Leases shall be subject to annual appropriation or renewal by the Governing Body as set forth in each Equipment Leases, and the Lessee's obligations under the Equipment Leases shall not constitute indebtedness of the Lessee under the laws of the State.

Section 7. It is hereby determined that the acquisition of the Equipment is permitted under the laws governing the Lessee and is essential to the efficient operation of the Lessee.

Section 8. The Governing Body of the Lessee anticipates that the Lessee may pay certain capital expenditures in connection with the Equipment following adoption of this resolution but prior to the receipt of the Lease Purchase Proceeds for the Equipment. The Governing Body of the Lessee hereby declares the Lessee's official intent to use the Lease Purchase Proceeds to reimburse itself for such Equipment expenditures. This section of the resolution is adopted by the Governing Body of the Lessee for the purpose of establishing compliance with the requirements of Section 1.150-2 of Treasury Regulations. This section of this resolution does not bind the Lessee to make any expenditure, incur any obligation, or proceed with the acquisition of the Equipment.

Section 9. The Lessee covenants that it will comply with all requirements of the Internal Revenue Code of 1986, as amended, (the "Code") necessary to ensure that the interest portion of rental payments due under the Equipment Leases will be excluded from gross income under Section 103(a) of the Code. [The Lessee reasonably expects it will not issue more than \$10,000,000 of tax-exempt obligations (other than "private activity bonds" that are not "qualified 501(c)(3) bonds") during the calendar year in which each of the Equipment Leases is issued and hereby designates each Equipment Lease as a qualified tax-exempt obligation for purposes of Section 265(b) of the Code.] The Authorized Representative is further authorized to take such actions and execute such documents as may be necessary to ensure the continued status of the interest portion of the rental payments due on the Equipment Leases authorized by this resolution as excludable from gross income for federal income tax purposes pursuant to Section 103(a) of the Code.

Section 10. This resolution shall take effect immediately upon its adoption and approval.

**F.** 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/Resource Program 2015/2016 school year tuition contract agreement for Student #2585, in the amount of \$36,089.00, for the 2015-2016 school year.

**G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following high school students to attend the Academy for Health & Medical Sciences Program at an annual tuition of \$2,705.00, for the 2015-2016 school year:

**Student #**  
 3711470128  
 6949405121  
 5013473300  
 5151294169

**H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following high school students to attend the Somerset County Vocational & Technical Schools Shared Time Program at an annual tuition of \$510.00, for the 2015-2016 school year:

**Student #**  
 6030154790  
 8131529644

**I.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following high school students to attend the Somerset County Vocational & Technical Schools Full Time Program at an annual tuition of \$1,020.00, for the 2015-2016 school year:

**Student #**  
 4510098213  
 7607493656  
 4528740139  
 3698598212  
 5493983562

**J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following high school student to attend the Somerset County Vocational & Technical Schools Full Time Program at an annual tuition of \$1,530.00, for the 2015-2016 school year:

**Student #**  
 6574404374

**K.** 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:

Employee	Date	Workshop/Meeting	Cost	Mileage	Cost
M. Appio	10/26-27/2015	Social Thinking Workshops	\$347.20	268	\$83.08

E. Muglia			“	“	“
G. Azcona J. Bigsby D. Bishop G. Brennan K. Carroll D. Cooper P. Grazioso A. Lamberti D. Ressa B. Stanton J. Weber	10/27-29/2015	NJSBA Workshop 2015 Atlantic City  Rooms Meals/Inc. Tolls Parking	Expenses to be determined by state regulations.		
J. Belcuore M. Silver	10/09/2015	Mock Trial Competition Training	---	24.2	\$7.50 each
A. Berger	12/9-10/2015	The Northeast Conference for School-Based Speech- Language Pathologists	\$399.00	80.80	\$25.05
G. Brennan	9/10/2015	NJASBO Professional Development Program- Affordable Care Act Reporting	\$50.00	73.2	\$22.69
G. Brennan	10/22-26/2015	ASBO International 2015 Annual Meeting and Expo (Texas) Airfare:	\$1,014.00 \$253.20	---	---
K. Carroll	10/1-2//2015	2015 SCASA Fall Workshop	---	113.4	\$35.15
J. Collett	01/23/2015	MakerBot Learning – A Primer on 3D Printing	\$449.00	---	---
J. Dally A. Dolinsky A. Ellmann	10/23/2015	Teaching Into Bands of Text Complexity, Literacy Genres and Book Clubs	--- --- ---	91 “ “	\$28.21 “ “
C. Fox	10/29/2015	Adapted Health and Physical Education Conference	\$70.00	---	---
D. Horvaht S. Rego	12/14/2015	Using Project-Based Learning to Strengthen Student Learning in Content Areas	\$239.00 “	--- ---	--- ---
B. Mojta	10/06/2015	Getting to the “So What?”: Teaching Middle and High	---	43.5	\$13.49

		School Students			
E. Muglia	10/23/2015	“WISC-V: How to Interpret!”	\$100.00	20.4	\$6.32
D. Ressa	10/22/2015	Dyslexia Issues - Hot Legal Topics for Administrators	\$35.00	21.8	\$6.76
C. Seracka	10/13/2015 11/10/2015 12/08/2015 01/12/2016	Healthy Somerset	--- --- --- ---	19 “ “ “	\$5.89 “ “ “
B. Van Pelt	10/04/2015	2015 LDANJ Annual Fall Conference	\$105.99	4.2	\$1.30
C. Yanes	10/22-23/2015	NJAHPERD Lake Conference	\$100.00	---	---

**L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the June 22, 2015 resolution of the following workshop and mileage reimbursement, for the 2015-2016 school year:

A. Kessler	10/12/2015	NJSCA Fall Conference (New Jersey School Counselor Assoc.)	From: \$125.00 To: \$165.00	83.2	\$25.79
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**M.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the August 24, 2015 resolution of the following workshop and mileage reimbursement, for the 2015-2016 school year:

S. Casazza	10/12/2015	NJSCA Fall Conference (New Jersey School Counselor Assoc.)	From: \$125.00 To: \$165.00	83.2	\$25.79
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**N.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following class trips, at a cost to the Board of Education, for the 2015-2016 school year:

<u>Date</u>	<u>Destination</u>	<u>Grade</u>	<u>Cost</u>
October 7, 2015	Sending Districts/ Middle Schools	Honor Jazz Band	Not to exceed \$300

September 28, 2015





(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	\$2,759,131.78	\$23,474,536.48	\$25,635,947.40
(12)Capital Outlay			
(20)Special Revenue Fund	\$0.00	\$316,735.24	\$437,361.36
(30)Capital Projects Fund	\$9,983.90	\$151,439.28	\$286,879.59
(40)Debt Service Fund	\$12,048.52	\$1,392,325.00	\$1,452,983.85
<b>TOTAL</b>	<b>\$2,781,164.20</b>	<b>\$25,335,036.00</b>	<b>\$27,813,172.20</b>

**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.

**EDUCATIONAL DEVELOPMENT/POLICY**

Chair – Maria Piccirilli

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

**The Superintendent recommends and I so move resolutions A – H:**

Moved by: Mr. Thomas-Hooke                      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 of the 2015-2016 District Mentoring Plan, for the 2015-2016 school year.

**B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2015-2016 Memorandum of Agreement between the Green Brook Township Police Department and The Green Brook Township Board of Education, for the 2015-2016 school year. (See Attachment)

**C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 12-month unaffiliated-staff contract for the 2015-2016 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 Board Goals and District Goals for 2015-2016 school year:

**Board Goals:**

1. To review the current board operating structure to determine the most effective efficient structure that meets the needs of the district.
2. To review and revise board finance policies to ensure they reflect current conditions and practices.

**District Goals:**

1. Teaching and Learning/Curriculum and Instruction: To develop curriculum maps through vertical and horizontal articulation for the purpose of integrating fundamental units of instruction across the curriculum as well as spiraling such units from grade level.
2. School Culture and Climate: Establishment of individual student portfolios including both formative and summative assessments.
3. Communications and Community Engagement: Continue to develop strong partnerships between the community and the district; expand two way communications with parents.

**E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following class trips, at no cost to the Board of Education, for the 2015-2016 school year:

<u>Date</u>	<u>Destination</u>	<u>Grade</u>
November 16, 17, 18, 2015	Metropolitan Museum NY, NY	6
November 24, 2015	Sterling Hills Mining Museum Ogdensburg, NJ	5
January 7-8, 2016	Buehler Challenger Center Paramus, NJ	6

**F.** 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 2015-2016 school year:

Mock Trial	Gr. 4	October 15, 2015 – January 28, 2016 February 14 – April 28, 2016
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**G.** 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 and Regulations, for the 2015-2016 school year:

Policy No.

- 3322 Staff Member’s Use of Personal Cellular Telephones/  
Other Communication Devices (Revised)
- 4322 Staff Member’s Use of Personal Cellular Telephones/Other  
Communication Devices (Revised)
- 5330 Administration of Medication (M) (Revised)
- 5339 Screening for Dyslexia (M) (Revised)
- 5615 Suspected Gang Activity (Revised)
- 5756 Transgender Students (Revised)
- 8540 School Nutrition Programs (Revised)
- 8550 Outstanding Food Service Charges (New)
- 8820 Opening Exercises/Ceremonies (Revised)

Regulation No.

- 5330 Administration of Medication (M) (Revised)
- 8540 Free and Reduced Rate Meals (Abolished)

**H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following after-school programs, at no cost to the Board of Education, for the 2015-2016 school year:

Ultimate Frisbee	Grs. 6-8	September 29 – October 27, 2015
High School Basketball	Grs. 9-12	October 5, 12, 19 and 26, 2015

**PERSONNEL/NEGOTIATIONS**

Chair – Lisa Couch

Members – John Azzarello, Maria Piccirilli & Doug Humphrey

**The Superintendent recommends and I so move resolution A - I:**

Moved by: Mr. Brault

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 July 27, 2015 resolution approving Kayleigh Shangle to serve as a special education teacher in the Green Brook Middle School, from an effective start date of September 1, 2015 to an effective start date of September 21, 2015 through January 31, 2016, Level M, Step 2 at an annual salary of \$52,380.00, prorated, and February 1 through June 30, 2016, Level BA, Step 2, at an annual salary of \$53,485.00, prorated, for the 2015-2016 school year.

**B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Rebecca Nichols to serve as a long-term substitute special education teacher in the Green Brook Middle School, replacing Kayleigh Shangle, from September 1 through September 18, 2015, at a per diem rate of \$200.00, for the 2015-2016 school year.

**C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the July 27, 2015 resolution approving Donald Coward to serve as a part-time custodian in the Green Brook Township School District, from an effective start date of July 28, 2015 to an effective start date of September 1, 2015 through June 30, 2016, Step A, at an annual salary of \$20,205.00, prorated, for the 2015-2016 school year.

**D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of three days of additional salary for Kristen Lobman, part-time Speech Teacher in the Irene E. Feldkirchner Elementary School, \$260.90 per day, not to exceed \$782.70, for the 2015-2016 school year.

**E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the August 24, 2015 resolution approving the following special services personnel to perform summer IEP work and therapy, on an as-needed basis, at an hourly rate of \$38.00, for the 2015-2016 school year:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Not to Exceed</u>
Bernadette Van Pelt	LDTTC	From: 45 Hours To: 45.75 Hours	From: \$1,710.00 To: \$1,738.50

**F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the August 24, 2015 resolution approving the following bus aides for the Green Brook Township School District, for the 2015-2016 school year.



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 10:25PM**

**ADJOURNMENT**

**Motion to adjourn the meeting at 10:30 PM.**

Moved by: Mr. Martins

Seconded by: Ms. Couch

**Vote Unanimous. Motion carried.**

Respectfully submitted,



Gregory E. Brennan  
SBA/Board Secretary