

**GREEN BROOK BOARD OF EDUCATION
BUSINESS MEETING MINUTES
MONDAY, APRIL 25, 2016
7:00 P.M.**

MEETING CALLED TO ORDER- The meeting was called to order at 7:10 pm by Mr. Bruce Martins, Board President in the Green Brook Middle School Media Center.

PLEDGE OF ALLEGIANCE

Observed by all present.

STATEMENT OF OPEN PUBLIC MEETINGS ACT

Mrs. Heather A. Spitzer, Interim 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 7, 2016 and posted in the Green Brook Middle School and the Irene E. Feldkirchner School.

ROLL CALL

Present: Mr. Azzarello (arrived 7:17pm)
Ms. Connors
Ms. Couch
Mr. Goodman
Mr. Martins
Ms. Piccirilli (arrived at 8:01pm)
Mr. Thomas-Hooke

Absent: Mr. Brault
Ms. Potter

Administrators

Present: Mr. Kevin Carroll, Superintendent
Mrs. Heather A. Spitzer, Interim Business Administrator/Board Secretary

Others Present: Mr. Dave Paltjon, Supervisor of Buildings & Grounds
Ms. April Larsen

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SUPERINTENDENT'S REPORT

Mr. Carroll will update the BOE on HIB at the next meeting. He also discussed the 2016-2017 Budget.

March 2016	IEF	GBMS
Safety Drills (fire/other)	1/1	1/1
Discipline (ISS/OSS)	0/0	0/0
HIB Investigations(Confirmed/Unconfirmed)	0	0

Enrollment

IEF	465
GBMS	443
<u>WHRHS</u>	<u>430</u>
Total	1,338

Staff Coverages for March

Number of Substitute Days	127.5
Number of Substitutes	16
Cost of Substitutes	\$12,012.00
Number of Staff Coverage Periods	32
Cost of Staff Coverage	\$1,152.00

CORRESPONDENCE

Nothing at this time.

PUBLIC QUESTIONS & COMMENTS (AGENDA ITEMS ONLY)

Ms. Larsen asked for clarification on class sizes for the 2016-2017 school year.

MINUTES

The Superintendent recommends and I so move approval of the following:

Moved by: Ms. Couch

Seconded by: Mr. Goodman

Roll Call Vote. Vote Unanimous. Motion carried.

Workshop Meeting	March 7, 2016
Business Meeting	March 21, 2016
Workshop Meeting	April 11, 2016

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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	\$827,956.97	\$9,973,090.26	\$11,403,424.77
(12)Capital Outlay			
Capital Reserves	\$756,911.35		
(20)Special Revenue Fund	\$199,992.35	\$117,745.42	\$117,188.15
(30)Capital Projects Fund	\$306,599.86	\$21,529.69	\$404,099.15
(40)Debt Service Fund	(\$433,160.98)	\$194,237.50	\$194,656.35
TOTAL	\$1,658,299.55	\$10,306,602.87	\$12,119,368.42

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.

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 2015-2016 school year:

March 24, 2016	\$488,212.19
April 15, 2016	\$519,244.10

E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves the following resolution:

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WHEREAS, the Green Brook Township Board of Education has the ability to use banked cap in the general fund tax levy to balance the 2016-2017 budget; and

WHEREAS, the Board will be using \$185,151 from 2013-2014 in banked cap in order to balance the general fund for the 2016-2017 budget, maintain existing programs, implement mandated programs, and remain in alignment with the district's strategic plan; and

WHEREAS, the 2016-2017 budget guidelines require the Board to formally adopt a resolution when using banked cap in the 2016-2017 budget; and

WHEREAS, the said need must be completed by the end of the budget year, and cannot be deferred or incrementally completed over a longer period of time; and

WHEREAS, the district is going above the 2% tax levy cap with the additional tax levy bank cap of \$185,151.

NOW, THEREFORE BE IT RESOLVED, that the Board authorized the School Business Administrator to add funds to the general tax levy utilizing tax levy banked cap.

F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves the following resolution:

WHEREAS, the 2016-2017 budget includes sufficient funds to implement the proposed planning process as described in the district's Annual Report pursuant to N.J.S.A. 18A and N.J.A.C Title 6 and 6A and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

BE IT RESOLVED, the Board of Education approves the 2016-2017 budget in the amount of \$24,686,032 and authorizes its submission to the Executive County Superintendent of Schools for approval as follows:

General Operating Expense	\$ 23,004,265
Special Revenue Fund	\$ 172,292
Repayment of Debt	\$ 1,509,475
Total Expenditures	\$ 24,686,032

BE IT FURTHER RESOLVED, that the 2016-2017 budget is supported by the following revenues:

Budget Fund Balance	\$ 382,682
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Tuition Reserve	\$ 350,000
Local Tax Levy – General Fund	\$ 20,657,544
New Jersey State Aid	\$ 1,193,539
Miscellaneous Revenues	\$ 420,500
Special Revenues (Grants)	\$ 172,292
Local Tax Levy – Debt Service Fund	\$ 1,509,475
Total Revenues	\$ 24,686,032

NOW, BE IT FURTHER RESOLVED, that the Green Brook Township Board of Education acknowledges that the 2016-2017 budget as described above results in a General Fund Tax Levy in the amount of \$20,657,544 and a Debt Service Tax Levy in the amount of \$1,509,475.

G. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to enter into Cooperative Pricing Agreement with the Hunterdon County Educational Services Commission, for the provision and performance of goods and services, for the 2015-2016 school year.

H. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Hunterdon County Educational Services Commission to conduct a Request for Quote for financing on behalf of the Green Brook Township Board of Education at a cost of \$500.00, 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 contract with VerifyResidence.com to conduct a student residence database audit for purposes of Green Brook Township K-8 student residence verification at a cost not to exceed \$2,500.00, for the 2015-2016 school year.

J. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of contract with Industrial Appraisal Company for completion of annual Revaluation Report of insurable values and update detailed fixed asset record in compliance with Generally Accepted Accounting Principles and fulfill the requirements of GASB 34 as relating to fixed assets at a cost of \$465.00 for the 2014-2015 school year.

K. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of contract with Industrial Appraisal Company for completion of annual Revaluation Report of insurable values and update detailed fixed asset record in compliance with Generally Accepted Accounting Principles and fulfill the

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requirements of GASB 34 as relating to fixed assets at a cost of \$465.00 for the 2015-2016 school year.

L. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to appoint CBIZ Insurance Services, Inc. as Property and Casualty Insurance Broker effective July 1, 2016, for the 2016-2017 school year.

M. 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 2016-2017 school year, and as approved in the 2015-2016 school year:

Employee	Date	Workshop/Meeting	Cost	Mileage	Cost
L. Alhanti S. Hahn N. Smith	07/11-14/2016	The Summer Institute on the Teaching of Reading Paramus, NJ	\$450.00 each	304 Tolls	\$94.24 each \$18.00 each
S. Hahn S. Scannell	07/25-28/2016	The Summer Institute on the Teaching of Writing Paramus, NJ	\$450.00 each	304 Tolls	\$94.24 each \$18.00 each
D. Rizzoli J. Wagner	08/01-05/2016	The Summer Writing Institute New York, NY	\$825.00 each	Train, Parking, Subway	\$180.00 each
C. Doane L. Gross S. Scannell J. Wagner M. Wolkun J. Dally A. McAneny	08/08-12/2016	The Summer Reading Institute New York, NY	\$825.00 each	Train, Parking, Subway 450.5 Tolls Parking	\$180.00 Each \$139.66 each \$ 75.00 each \$100.00 each

N. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following trips, at a cost to the Board, for the 2015-2016 school year:

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Date	Destination	Reason	Grade/ Group	Approx. No. of Students	Teacher	Cost
05/24/16	Brandywine Senior Living Center Watchung, NJ	Perform for the residents	Grs. 7/8 Perf. Arts Students	19	L. Spencer	\$75.00
06/10/16	Brandywine Senior Living Center Watchung, NJ	Perform for the residents	Gr. 5 Perf. Arts Students	24	L. Spencer	\$68.00
06/14/16	Brandywine Senior Living Center Watchung, NJ	Perform for the residents	Gr. 5 Perf. Arts Students	25	L. Spencer	\$68.00

O. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of WeeCare Therapy Services to provide one (1) Occupational Therapy Evaluation for Student No. 13286631, at a cost of \$400.00, for the 2015-2016 school year.

P. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of three (3) evaluations to be completed by Bryant, Gemza, Keenoy, & Koslik LLP, at a cost of \$400.00 per evaluation, not to exceed \$1,200.00, for the remainder of the 2015-2016 school year.

Q. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Kaleidoscope Education Solutions, to conduct speech therapy services, at a cost of \$85.00 per hour, not to exceed \$9,520.00, for the remainder of the 2015-2016 school year.

EDUCATION

Chair – Maria Piccirilli

Members – Darlene Connors, Art Goodman & Janine Potter

Discussion Item: Committee Report

No report.

The Superintendent recommends and I so move resolutions A - D:

Moved by: Mr. Azzarello

Seconded by:

Ms. Couch

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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 to amend the 2015-2016 school calendar as a result of one unutilized snow day as noted below: (See Attachment)

- School will be closed on Friday, May 27, 2016

B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following designated holidays for 12-month employees for the 2016-2017 school year, and as approved in the 2015-2016 school year:

Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Thanksgiving	Thursday, November 24, 2016
Day after Thanksgiving	Friday, November 25, 2016
Christmas Eve Day	Monday, December 26, 2016
Christmas Day	Tuesday, December 27, 2016
Floating Holiday (1 of 2)	Wednesday, December 28, 2016
Floating Holiday (2 of 2)	Thursday, December 29, 2016
New Year's Eve Day	Friday, December 30, 2016
New Year's Day	Monday, January 2, 2017
Presidents' Holiday (1 of 2)	Friday, February 17, 2017
Presidents' Holiday (2 of 2)	Monday, February 20, 2017
Good Friday	Friday, April 14, 2017
Memorial Day	Monday, May 29, 2017

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

Date	Destination	Reason	Grade/ Group	Approx. No. of Students	Teacher
05/20/16	Broughal MS Bethlehem, PA Catasauqua HS Northampton, Dorney Park,	Performances at several schools with an awards ceremony to follow at Dorney Park.	Grs. 6-8 Band and Chorus Students	99	V. Sorensen W. Alzاهر

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	Allentown, PA				
05/23 or 05/24/16	Harding Twp. School New Vernon, NJ	Battle of the Books against other schools.	Grs. 5-8 Battle of The Books After-School Program	18	L. Philip
06/13/16	Liberty Hall Museum Union, NJ	Third graders are studying colonial life. Trip is a culmination of studies of the early communities in America	Gr. 3	87	3rd Gr. Teachers

D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Jennifer Litkey from Rutgers University to serve as a student teacher for a 16-week inclusion placement for the 2016-2017 in the Irene E. Feldkirchner Elementary School school year, effective September 6, 2016, cooperating teachers: Jennifer Grant and Heather Marchese, and as approved in the 2015-2016 school year.

PERSONNEL

Chair – Lisa Couch

Members – Art Goodman, Wilton Thomas-Hooke & Janine Potter

Discussion Item: Committee Report

Ms. Couch reported on the committee. Also discussed 4 teachers receiving tenure, 17 Business Administrators applied for the position and 66 completed applications for Principal position.

The Superintendent recommends and I so move resolutions A - F:

Moved by: Mr. Goodman

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 to accept the retirement of Jean Ohan, teacher in the Irene E. Feldkirchner Elementary School, effective June 30, 2016, for the 2016-2017 school year.

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B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following unpaid sick day for Employee No. 0251:

- April 21, 2016 - \$424.58

C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the FMLA leave for Employee No. 0251, from April 27, 2016 through the remainder of the school year, 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 additional salary for Kristen Lobman at an hourly rate of \$38.20, not to exceed 14 hours per week, effective the week of April 25, 2016 and for the remainder of 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 March 21, 2016 resolution approving a boiler's license stipend in the amount of \$650.00, prorated to \$216.68, for Christopher Pizzigoni, custodian in the Irene E. Feldkirchner Elementary School, from an effective date of March 24, 2016, to an effective date of March 1, 2016, for the 2015-2016 school year.

F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to abolish the position of Transportation Supervisor in the 2016-2017 school year.

PUBLIC QUESTIONS AND COMMENTS

Ms. Larsen asked about student verification, elimination of the Transportation Coordinator position, speech therapist and the process for interviewing the Principal.

GENERAL

No report.

LEGISLATIVE

Mr. Azzarello reported on substance abuse prevention program and in district special education grant programs.

SCHOOL/ TOWNSHIP & COMMUNITY RELATIONS

No report.

WATCHUNG HILLS BOARD OF EDUCATION

No report.

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NEW JERSEY SCHOOL BOARDS REPRESENTATIVE

Meeting scheduled for May 14.

SOMERSET COUNTY SCHOOL BOARDS ASSOCIATION

No report.

SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION

No report.

PTO REPORT

The election of officers will take place at the next meeting.

GBEAF REPORT

Ms. Piccirilli reported the next meeting is scheduled for April 28. She also reported on before and after care.

OLD BUSINESS

Mr. Goodman asked about summer programs and what is being offered in the district.

NEW BUSINESS

Details on G&T Program, Policies and Bylaws, BOE Retreat

EXECUTIVE SESSION

Motion to move into Executive Session at 8:35 PM

Moved by: Mr. Azzarello

Seconded by: Mr. Goodman

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.

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Vote Unanimous. Motion carried.

Board reconvened at 9:01PM

BOARD MEETING DATES

Workshop Meeting	Monday, May 9, 2016
Agenda/Business Meeting/Public Hearing	Monday, May 23, 2016

ADJOURNMENT

Motion to adjourn the meeting at 9:10 PM.

Moved by: Mr. Azzarello	Seconded by: Mr. Goodman
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Vote Unanimous. Motion carried.

Respectfully submitted,

Mrs. Heather A. Spitzer
Interim SBA/Board Secretary

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