

**GREEN BROOK BOARD OF EDUCATION
BUSINESS MEETING MINUTES
MONDAY, OCTOBER 28, 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
 Mr. Brault
 Ms. Couch
 Mr. Humphrey
 Ms. Maillaro (arrived at 7:12pm)
 Mr. Martins
 Mr. Petrillo (arrived at 7:09pm)

Absent: Ms. Piccirilli

Administrators

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

SUPERINTENDENT'S REPORT

- Green Brook Township School District's School Nursing Services Plan
- 2013-14 QSAC SOA
- Policies for First Reading
 - P 5512 Harassment, Intimidation, and Bullying
 - R 5512 Harassment, Intimidation, or Bullying Investigation Procedure

FINANCE/BUILDINGS & GROUNDS

Motion to approve Finance & Operations Items A – O:

Moved by: Mr. Martins

Seconded by: Mr. Binder

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

Fund 11	1,391,940.42
Fund 12	115,961.80
Fund 20	3,981.63
 Total	 1,511,883.85

- B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution for the 2013-2014 school year:

WHEREAS, the Board of Education had accepted a report of the secretary for the month of July 2013, at its meeting on September 23, 2013

WHEREAS, that report showed balances on July 31, 2013, which were incorrect due to a computer error.

WHEREAS, in compliance with N.J.A.C.6:20-2A.10(d) the secretary has certified that, the report has been corrected to reflect the amounts below and 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	23,314,671.48	24,141,182.13
(12)Capital Outlay			
(20)Special Revenue Fund	(51,765.89)	292,955.77	317,727.83
(30)Capital Projects Fund	283,589.82	840.00	514,880.89
(40)Debt Service Fund	(112,380.15)	1,357,675.00	1,378,795.89
TOTAL	2,746,402.81	24,966,142.25	26,352,586.74

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NOW THEREFORE, BE IT RESOLVED, the Board of Education accepts the above referenced reports and certification, and be it

FURTHER RESOLVED, that this report be substituted for the report previously accept on February 25, 2013 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 overexpended 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 following resolution for the 2013-2014 school year:

WHEREAS, the Board of Education has received the attached reports of the treasurer and secretary for the month of August 2013, and

WHEREAS, these reports show the following balances on August 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	4,322,148.69	22,438,327.32	23,265,387.97
(12) Capital Outlay	(29,846.07)	\$292,876.59	317,648.65
(20) Special Revenue Fund			
(30) Capital Projects Fund	283,589.82	840.00	514,880.39
(40) Debt Service Fund	126,954.17	1,357,675.00	1,378,795.85
TOTAL	4,702,846.61	24,089,718.91	25,476,712.86

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 to amend the September 23, 2013 resolution approving the transfers for July 1, 2013 through July 31, 2013 (Revised Report Attached).
- E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the transfers for August 1, 2013 through August 31, 2013.
- F.** 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:

September 30, 2013	\$436,703.45
October 15, 2013	\$440,825.02

- G.** 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>
D. Darr	12/2/2013	Adapting Readers and Writers Workshop: Meeting the Needs of Diverse Learners (Grs. 3-8)	\$100.00	19.2	\$ 5.95
C. Doane	12/5/2013	Close Reading in Fiction and Non-Fiction: What Does This Look Like for Our Youngest Readers? (Grs. 1-3)	\$100.00	---	---
A. Dolinsky	12/2/2013	Adapting Readers and Writers Workshop: Meeting the Needs of Diverse Learners (Grs. 3-8)	\$100.00	19.2	\$ 5.95
L. Flora	11/26/13	Practical Strategies for Implementing the Rigorous Common Core State Standards for Reading & Writing	\$229.00	72.4	\$22.44
L. Flora	12/2/2013	Adapting Readers and Writers Workshop: Meeting the Needs of Diverse Learners (Grs. 3-8)	\$100.00	19.2	\$ 5.95
A. Plenzo	12/5/2013	Close Reading in Fiction and Non-Fiction: What Does This Look Like for Our Youngest Readers? (Grs. 1-3)	\$100.00	---	---
L. Pollard	03/15-17/2014	ASCD National Convention	Not to Exceed \$1,500.00		

		Los Angeles, CA			
C. Seracka	11/25/2013	SNAP Reports and Group Processing	\$ 99.00	---	---
J. Smith	12/5/2013	Close Reading in Fiction and Non-Fiction: What Does This Look Like for Our Youngest Readers? (Gr. 1-3)	\$100.00	19.2	\$ 5.95

- H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to reimburse Joseph Petrillo for all of the fees and costs associated with Assembly Bill 444 amending N.J.S.A. 18A: 12-1 et seq., which requires that all members of a Board of Education or members of a Board of trustees of a charter school, undergo a criminal history record check. Reimbursement for administrative and MorphoTrak fees will be provided only upon the submission of the appropriate ePayment receipts and will not exceed \$78.50 per member, 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 following personnel to serve as Supplemental Tutors, at a rate of \$38 per hour, for the 2013-2014 school year:
- Domenica Ciccarella
Kimberly Pudlak
Kevin Smith
Jennifer Stetz
Jennifer Wagner
Natalie Whalen
- J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Dr. Thomas Boyle to provide consultation to the district preschool applied behavior analysis (ABA) program during (4) three-hour visits, at a cost of \$500 per visit, not to exceed \$2,000, 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 accept the quote from James Hager for transportation for routes GBHS-05, MS-05 and ES-05 from October 28, 2013 through November 27, 2013 at a cost of \$265 per day (\$5,565 total), for the 2013-2014 school year.
- L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the disposal of obsolete uniforms listed below:
- (16) Boys Basketball Uniforms
 - (15) Girls Basketball Uniforms

- (20) Girls Softball Uniforms
- (23)Boys Soccer Uniforms
- (21) Girls Soccer Uniforms
- (20) Sweat Uniforms

M. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Pamela Dorman, Occupational Therapist, to provide occupational therapy for Watchung Hills Regional High School student no. 104 at Douglass Developmental Disabilities Center, for (1) 30- minute session per week, at a rate of \$52 per half hour, not to exceed \$4,000, for the 2013-2014 school year.

N. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept a quote from Bright Beginnings Pre-School in the amount of \$200, to purchase the obsolete furniture listed below, for the 2013-2014 school year:

- (2) Desks
- (1) Table
- (1) Filing Cabinet
- (2)Car Seats

O. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the agreement between Green Brook Board of Education and KEC Learning Center for website advertising on the IEF & GBMS website (GBTPS District Sponsorship – Bronze) at a revenue of \$300.00, for the 2013-2014 school year.

EDUCATIONAL DEVELOPMENT/POLICY

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

Moved by: Mr. Martins

Seconded by:

Mr. Binder

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 2013-2014 Memorandum of Agreement between the Green Brook Township Police Department and The Green Brook Township Board of Education.
- B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2013-2014 Green Brook Township School District Emergency Management Plan.
- C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2013-2014 Green Brook Township Public Schools' Nursing Plan.

(See Attachment)

- D. 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 2013-2014 school year:

<u>Date</u>	<u>Destination</u>	<u>Grade</u>
November 22, 2013	Red Mill Museum Clinton, NJ	4

- E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2013-2014 Green Brook Township Public Schools BOE and District Goals. (See Attachment)
- F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2013-2014 Green Brook Township Public Schools NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance. (See Attachment)
- 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 Regulation, for the 2013-2014 school year: (See Attachments)

Policy No.:

5512	Harassment, Intimidation and Bullying (M)
4124	Employment Contract

Regulation No.:

5512	Harassment, Intimidation or Bullying Investigation Procedure (M)
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- H. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the October 2013 HIB Report, including any recommendations for action provided by the Superintendent for the 2013-2014 school year.

PERSONNEL/NEGOTIATIONS

October 28, 2013

Motion to approve Personnel & Negotiations Items A – Q:

Moved by: Mr. Martins

Seconded by: Mr. Binder

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 paid sick leave for Employee No. 0032 from November 21, 2013 through January 3, 2014, for the 2013-2014 school year.
- B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the August 26, 2013 resolution approving Michael Zebro to serve as a substitute bus driver, in the Green Brook Township School District, from an hourly rate of \$24.91, to an hourly rate of \$19.50, for the 2013-2014 school year.
- C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Jennifer Grant, Grade 4 teacher in the Irene E. Feldkirchner Elementary School, for a paid sick leave, effective December 5, 2013 through February 10, 2014, for the 2013-2014 school year.
- D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Jennifer Grant, Grade 4 teacher in the Irene E. Feldkirchner Elementary School, for an unpaid child care leave, effective February 11 through June 30, 2014, 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 Michele Wolkun to serve as a Grade 4 long-term maternity leave substitute teacher in the Irene E. Feldkirchner Elementary School, replacing Jennifer Grant, from January 2 through June 30, 2014, at a salary of \$49,640.00, prorated, and subject to termination upon a ten-day notice for any reason, for the 2013-2014 school year.
(See Attachment)
- F.** 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 secretary, in the Green Brook Township School District, at a daily rate of \$74.41, for the 2013-2014 school year.
(See Attachment)

Joanne Suydam
- G.** 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 2013-2014 school year.
(See Attachment)

John Kotsalos (permanent)
- H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the September 23, 2013 resolution approving the FMLA medical leave for

Employee No. 0045 from effective dates of September 3 through a date to be determined, to effective dates of September 3 through November 26, 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 to accept the retirement of Donna Cook, District Director of Curriculum, effective December 31, 2013, for the 2013-2014 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 Nicole Koch, District Curriculum and Instruction Coach, effective October 28, 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 of paid sick days for employee no. 0604 from October 15 through November 5, 2013, for the 2013-2014 school year.
- L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the August 26, 2013 resolution approving Patricia Toscano to serve as a classroom aide for the Green Brook Township School District, Step 6, at an hourly rate of \$20.45, for the 2013-2014 school year. The assignment will be in the Irene E. Feldkirchner Elementary School from September 3 through October 31, 2013, to effective dates of September 3 to a date to be determined, and at Watchung Hills Regional High School from a date to be determined through June 30, 2014, for the 2013-2014 school year.
- M.** 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 the personnel transfer of Donna Pizzigoni, classroom aide, from the Green Brook Middle School to Watchung Hills Regional High School from September 3 through October 31, 2013, to effective dates of September 3 to a date to be determined, for 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 following named individuals to serve as a substitute teachers, in the Green Brook Township School District, at a daily rate of \$85.00, for the 2013-2014 school year.
(See Attachments)

Gina Foxx (permanent)
Maureen Gallagher (permanent)
Tina Ruhnke (permanent)

- O.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following named individuals to serve as a substitute classroom aides, in the Green Brook Township School District, at a daily rate of \$74.41, for the 2013-2014 school year.

Maureen Gallagher
Tina Ruhnke

