

**GREEN BROOK BOARD OF EDUCATION  
BUSINESS MEETING AGENDA  
MONDAY, DECEMBER 22, 2014  
7:00 P.M.**

**I. MEETING CALLED TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. STATEMENT OF OPEN PUBLIC MEETINGS ACT**

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 7, 2014, and posted in the Green Brook Middle School and the Irene E. Feldkirchner Elementary School.

**IV. ROLL CALL**

**V. SUPERINTENDENT'S REPORT**

- Audit Presentation – Mr. Vinci, Lerch, Vinci & Higgins, LLP
- GBMS Discretionary Supply Presentation – Dr. Bigsby, GBMS Principal
- IEF Discretionary Supply Presentation – Mr. Lamberti, IEF Principal
- QSAC Equivalency Waiver Presentation – Mr. Carroll, Superintendent
- **Enrollment**

IEF	457
GBMS	440
WHRHS	451
- Security Drills/Discipline/HIB (See Principal's Reports)
- **Staff Coverage for November**

Number of Substitute Days	71
Number of Substitutes	17
Cost of Substitutes	\$5,929.84
Number of Staff Coverage Periods	33
Cost of Staff Coverage	\$1,122.00
- **Staff Attendance for November**

Administration	99%	Facilities & Operations	89%
Teachers	98 %	Aides	97%
Transportation	96%	Office Personnel	98%
- **Student Attendance for October**

IEF	98.09%
GBMS	97.67%

**VI. CORRESPONDENCE**

**VII. MINUTES****VIII. PUBLIC QUESTIONS & COMMENTS (AGENDA ITEMS ONLY)****IX. EXECUTIVE SESSION****X. FINANCE/BUILDINGS & GROUNDS**

Chair – Bruce Martins

Members – Gerry Binder, John Brault &amp; Lisa Couch

**Discussion Item: Committee Report****The Superintendent recommends and I so move resolutions A – N:**

- A.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the bills for December in the following amounts for the 2014-2015 school year:

Fund 10  
 Fund 11  
 Fund 12  
 Fund 20  
 Fund 30

Total

- 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 October and

**WHEREAS**, these reports show the following balances on October 31, 2014:

**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,

<b>FUND -</b>	<b>CASH BALANCE</b>	<b>APPROPRIATION BALANCE</b>	<b>FUND BALANCE</b>
(10) General Current Expense Fund			
(11)Current Expense	\$3,710,978.11	\$22,545,656.51	\$21,168,793.42
(12)Capital Outlay			
(20)Special Revenue Fund	(\$56,504.46)	\$275,132.31	\$278,919.26
(30)Capital Projects	\$447,133.37	\$0.00	\$678,403.60

Fund			
(40)Debt Service Fund	\$384,670.51	\$1,501,975.00	\$1,435,883.85
TOTAL	\$4,486,277.53	\$24,322,763.82	\$23,562,000.13

**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 October 1, 2014 through October 31, 2014.

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:

November 30, 2014	\$434,803.21
December 15, 2014	\$476,504.81

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

**WHEREAS**, on November 25, 2014, the Green Brook Township Board of Education received and publicly opened 8 bids for the Electrical Switchgear Upgrade ("Project") at the Green Brook Middle School; and

**WHEREAS**, the lowest numerical bid was submitted by S & J Electrical Contractor, Inc.; and

**WHEREAS**, a review of S & J Electrical Contractor, Inc.'s bid revealed no material defects;

**WHEREAS**, the Board, in conjunction with its Design Professional, has determined S & J Electrical Contractor, Inc. to be the lowest responsive and responsible bidder;

**NOW, THEREFORE, BE IT RESOLVED**, that In accordance with the provisions of N.J.S.A. 18A:18A-1, et. seq., the Board hereby awards a contract for the Electrical Switchgear Upgrade at the Green Brook Middle School project to S & J Electrical Contractor, Inc., in the amount of Fifty-Three Thousand Dollars (\$53,000.00); and

**BE IT FURTHER RESOLVED**, that the Business Administrator is authorized to return the bid securities to all but the three (3) lowest bidders; and

**BE IT FURTHER RESOLVED**, that the Board's counsel is authorized to prepare the contract for the Project, to transmit same to S & J Electrical Contractor, Inc. and to obtain all documents required thereby; and

**BE IT FURTHER RESOLVED**, that upon the Board's receipt of the executed contract from S & J Electrical Contractor, Inc., as well as S & J Electrical Contractor, Inc.'s performance and payment bonds, compliant Insurance certificate, and any other documents required by the contract, that the Business Administrator is authorized to return the bid securities to the remaining bidders.

- F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the signatories on the below Provident Bank Accounts, for the 2014-2015 school year; as follows:

<b>ACCOUNT NAME</b>	<b>ACCOUNT NUMBER</b>	<b>SIGNATORIES</b>	<b>EFFECTIVE DATE</b>
Cafeteria Account	604612636	Mr. Raymond Murray Mr. Bruce Martins	11/1/2014

- G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Green Brook School District FY15 Comprehensive Maintenance Plan for the 2014-2015 school year.
- H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the M-1, Annual Maintenance Budget Amount Worksheet, for the 2014-2015 school year.
- I.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to approve and accept the recommendations made by the auditors in the 2013-2014 Comprehensive Annual Financial Report, and as approved in the 2014-2015 school year.
- J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following trip, at a cost to the Board of Education in the amount of \$30.00, for the 2014-2015 school year:

<u>Date</u>	<u>Trip Destination</u>	<u>Group</u>
2/06/15	Warren Middle School	Middle School Honor Band
2/11/15 - Snow Date		

- K.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Marie Bryant, of Bryant, Gemza, Keenoy and Kozlick, LLC, to perform psychological evaluations for the Green Brook Township School District, at a rate of \$400 per evaluation, on an as-needed basis, not to exceed \$4,800.00, for the 2014-2015 school year.
- L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following teacher to serve as a Supplemental Tutor, on an as-needed basis, at a rate of \$38 per hour, for the 2014-2015 school year. The amount may change pending ratification of contract.

Kristine Eppinger

**M.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following individuals to share the assignment of After-School Supplemental Instructional Aides, at a rate of \$17.95 per hour, 1 hour per day/3 days per week, January through May 7, 2015, for the 2014-2015 school year: The amount may change pending ratification of contract.

Jenny Coelho  
Kimberly Lehlbach

**N.** 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 2014-2015 school year:

Employee	Date	Workshop/Meeting	Cost	Mileage	Cost
C. Billman	2/24/15	NJAHPERD Annual Convention	\$110.00	---	---
G. Brennan	1/29-30/15	Techspo 2015 Registration: Hotel:	\$395.00 \$109.00	222	\$68.82
K. Carroll	1/29-30/15	Techspo 2015 Registration: Hotel:	\$395.00 \$109.00	222	\$68.82
N. Cruts	2/23-24/15	NJAHPERD Annual Convention	\$150.00	---	---
P. Guevara	1/29-30/15	Techspo 2015 Registration: Hotel:	\$395.00 \$109.00	222	\$68.82
T. Miller	6/04/15	Revving up Read Alouds (K-12)	\$150.00	---	---
P. Ostrander	2/04/15	State Wide Preschool Nurses Meeting	---	82.6	\$25.61
M. Ritter-Lodato	1/28/15	Practical Strategies for OT to Strengthen Students' Functional Vision and Visual Perception Skills	\$239.00	---	---
B. Stanton	1/13/15	Transitioning to PARCC	---	19	\$5.89
B. Stanton	1/14/15	Science Supervisors' Meeting	---	19	\$5.89
M. Tomore	2/09/15	2015 FMLA Compliance Update	\$249.00	24.4	\$7.56
J. Weber	1/29-30/15	Techspo 2015 Registration: Hotel:	\$395.00 \$109.00	222	\$68.82

**XI. EDUCATIONAL DEVELOPMENT/POLICY**

Chair – Maria Piccirilli

Members – John Azzarello, Darlene Connors &amp; John Brault

**Discussion Item: Committee Report****The Superintendent recommends and I so move resolutions A – E:**

- A.** 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 2014-2015 school year. (See Attachments)

**Policy No.:**

5305	Health Services Personnel
5306	Health Services to Nonpublic Schools
5308	Student Health Records
5310	Health Services
5339	Screening for Dyslexia
5530	Substance Abuse
5600	Student Discipline/Code of Conduct
5756	Transgender Students
8505	Wellness Policy/Nutrient Standards for Meals and Other Foods

**Regulation No.:**

5306	Health Services to Nonpublic Schools
5308	Student Health Records
5310	Health Services
5530	Substance Abuse
5600	Student Discipline/Code of Conduct

- B.** 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 Regulations for the 2014-2015 school year. (See Attachments)

**Policy No.:**

2412	Home Instruction Due to Health Condition
2417	Student Intervention and Referral Services
2481	Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
5200	Attendance
5610	Suspension
5611	Removal of Students for Firearms Offenses
5620	Expulsion
8462	Reporting Potentially Missing or Abused Children

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Other	Than a Temporary or Chronic Health Condition
5200	Attendance
5610	Suspension
5611	Removal of Students for Firearms Offenses
8462	Reporting Potentially Missing or Abused Children

- C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following trip, at no cost to the Board of Education, for the 2014-2015 school year:

<u>Date</u>	<u>Trip Destination</u>	<u>Grade</u>
Late March/Early April 2015	State House Trenton, NJ	8 – G.A.T.E. Social Studies

- D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Samantha Bahooshian from Raritan Valley Community College to complete 30 observational learning hours at the Irene E. Feldkirchner Elementary School, from January through June 2015, for the 2014-2015 school year.
- E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the submission of the QSAC Equivalency Waiver, for the 2014-2015 school year.

**XII. PERSONNEL/NEGOTIATIONS**

Chair – Gerry Binder

Members – John Azzarello, Bruce Martins & Lisa Couch

**Discussion Item: Committee Report**

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

- A. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the resignation of Christina Lorance, part-time computer teacher in the Irene E. Feldkirchner Elementary School, effective January 5, 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 amend the July 28, 2014 resolution approving Kevin Ellis to serve as a substitute teacher in the Green Brook Township School District to serving as a non-tenured certified Latin teacher in the Green Brook Middle School, Step 1, Level M, at an annual salary of \$51,940.00, adjusted to \$51,680.30, for the 2014-2015 school year. The amount may change pending ratification of contract.

C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the FMLA leave for Sandra Stanton, Supervisor of Instruction, from June 1 through June 19, 2015, for the 2014-2015 school year.

D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to renew 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.

Philip Muniz (county/renewal)

E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to renew the following named individual to serve as a substitute nurse, in the Green Brook Township School District, at a daily rate of \$125.00, for the 2014-2015 school year.

Karen Miller (county/renewal)

F. 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 substitute teachers, in the Green Brook Township School District, at a daily rate of \$85.00, for the 2014-2015 school year. (See Attachments)

Christine Azzam (county)  
Nicole Lewis (permanent)

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 classroom aide, in the Green Brook Township School District, at a daily rate of \$74.41, for the 2014-2015 school year.

Nicole Lewis

**XIII. PUBLIC QUESTIONS AND COMMENTS**

**XIV. GENERAL**

**XV. LEGISLATIVE**

**XVI. SCHOOL/ TOWNSHIP & COMMUNITY RELATIONS**

**XVII. WATCHUNG HILLS BOARD OF EDUCATION**

**XVIII. NEW JERSEY SCHOOL BOARDS REPRESENTATIVE**

**XIX. SOMERSET COUNTY SCHOOL BOARDS ASSOCIATION**

**XX. SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION**

**XXI. PTO REPORT**



**XXII. OLD BUSINESS**

**XXIII. NEW BUSINESS**

**XXIV. BOARD MEETING DATES**

January 12, 2015

Reorganization Meeting

**XXV. ADJOURNMENT**

- A. Recommend Board approval to adjourn the meeting at P.M.