

**GREEN BROOK BOARD OF EDUCATION
BUSINESS MEETING MINUTES
MONDAY, DECEMBER 9, 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
Mr. Martins
Ms. Piccirilli

Absent: Ms. Maillaro
Mr. Petrillo

Administrators

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

SUPERINTENDENT'S REPORT

- 2012-2013 Student Growth Percentiles (SGP)
- Strategic Action Plan Update
- Budget Calendar Update

Staff Coverage for November

Number of Substitute Days	102.5
Number of Substitutes	19

Cost of Substitutes	\$8,422.43
Number of Staff Coverage Periods	31
Cost of Staff Coverage	\$1,054.00

Staff Attendance for November

Administration	100%	Facilities & Operations	97%
Teachers	97 %	Aides	96%
Transportation	98%	Office Personnel	94%

Motion to add the Addendum to the Agenda:

Moved by:	Mr. Brault	Seconded by:	Mr. Martins
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Roll Call Vote. Vote Unanimous. Motion carried.

MINUTES

Motion to approve the following Minutes:

Moved by:	Mr. Brault	Seconded by:	Mr. Martins
Agenda/Business Meeting		Monday, October 28, 2013	
Workshop Meeting		Monday, November 11, 2013	
Agenda/Business Meeting		Monday, November 25, 2013	

Roll Call Vote. Ms. Piccirilli abstained from October 28, 2013 Minutes and Mr. Binder abstained from November 11, 2013 Minutes. Motion carried.

FINANCE/BUILDINGS & GROUNDS

Motion to approve Finance & Operations Items A – Q:

Moved by:	Mr. Martins	Seconded by:	Mr. Brault
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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 of the bills for December in the following amounts for the 2013-2014 school year:

Fund 11	1,199,118.85
Fund 20	1,236.96
Total	1,200,355.81

- 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 has received the attached reports of the treasurer and secretary for the month of September, and

WHEREAS, these reports show the following balances on October 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	\$3,609,115.86	\$22,717,396.37	\$19,020,364.97
(12)Capital Outlay			
(20)Special Revenue Fund	\$224,540.50	\$289,228.97	\$310,613.22
(30)Capital Projects Fund	\$283,589.83	\$840.00	\$514,880.89
(40)Debt Service Fund	\$366,288.49	\$1,357,675.00	\$1,378,795.85
TOTAL	\$4,483,534.68	\$24,365,140.34	\$21,224,654.93

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, 2013 through October 31, 2013.
- 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 2013-2014 school year:

November 30, 2013 \$424,525.40

- E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to designate Monday, January 6, 2014 as the 2014 Board of Education Reorganization Meeting at 7pm in the Green Brook Middle School Media Center.
- F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to contract with Industrial Appraisal Company to conduct an on-site inspection and appraisal of the buildings, site improvements, fixed equipment and movable equipment for the amount of \$3,440.00, for the 2013 -2014 school year.
- G.** 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 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>
A. Berger	3-21-14	Symposium for Speech Language Specialists	\$140	178.6	\$55.37
G. Brennan	1-30/31-14	Techspo Registration: Hotel:	\$385.00 \$109.00	224	\$69.44
T. Charleston	1-30/31-14	Techspo Registration: Hotel:	\$385.00 \$109.00	224	\$69.44
P. Guevara	1-30/31-14	Techspo Registration: Hotel:	\$385.00 \$109.00	224	\$69.44
L. Hauser	1-31-14	Adaptive P.E. for Students with Special Needs – Grades K-8	\$100.00	---	---
R. Labbe	1-30/31-14	Techspo Registration: Hotel:	\$385.00 \$109.00	224	\$69.44
M. Silver	3-07-14	23 rd Annual NJAGC Conference	\$189.99	---	---

- H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following chaperones for the 8th Grade class trip to Williamsburg, Virginia, from June 4, 2014 through June 6, 2014, at a cost to the Board as referenced below, for the 2013-2014 school year:

<u>Employee</u>	<u>Title</u>	<u>Per Night</u>	<u>Total</u>
L. Pollard	Principal	\$200	\$400
C. Seracka	Nurse	\$175	\$350
K. Eppinger	Teacher	\$150	\$300
R. Esposito	Teacher	\$150	\$300
C. Fox	Teacher	\$150	\$300
D. McFadden	Teacher	\$150	\$300

P. McNamara	Teacher	\$150	\$300
M. Miller	Teacher	\$150	\$300
M. Silver	Teacher	\$150	\$300
K. Smith	Teacher	\$150	\$300
M. Tufaro	Teacher	\$150	\$300
K. Weeks	Teacher	\$150	\$300
C. Wetzel	Teacher	\$150	\$300

- I.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to rescind the following stipend assignments, effective January 2, 2014, for the 2013-2014 school year:

<u>Position</u>	<u>School</u>	<u>Personnel</u>
8 th –Grade Co-Advisor	GBMS	Sandra Stanton
Gym Night Co-Supervisor	District	Timothy Charleston

- J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Carolyn Seracka to perform the duties of the stipend position, 8th-Grade Co-Advisor, effective January 2, 2014, 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 Rosario R. Trifiletti, MD PhD, LLC., to perform a Pediatric Neurological Evaluation for the Green Brook Township School District, at a cost of \$300.00, 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 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>
March 10, 2014	Raritan Valley Theater Somerville, NJ	4

- M.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Green Brook School District FY14 Comprehensive Maintenance Plan 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 M-1, Annual Maintenance Budget Amount Worksheet, for the 2013-2014 school year.
- O.** 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 2012-2013 Comprehensive Annual Financial Report, and as approved in the 2013-2014 school year.
- P.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval for Middlesex County Educational Services Commission to provide home

- A. 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.

Jenny Coelho

- B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of David Paltjon to serve as Supervisor of Building and Grounds/Part-Time Custodian (.5 FTE), for the Green Brook Township School District, from January 1 through June 30, 2014, at a salary of \$16,337, which includes a boiler license stipend in the amount of \$325, 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 Dana Sweeney to serve as a Social Studies Teacher in the Green Brook Middle School, replacing Sandra Stanton, effective January 2, 2014, Step 1, Level BA, at an annual salary of \$29,784.00, adjusted to \$29,535.80, prorated, for the 2013-2014 school year.
(See Attachment)

- D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval for Emergent Hiring Pending Completion of Criminal History Check and applicant attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18A:6-4.13 et seq., as applicable for the 2013-2014 school year, for the following personnel:

Dana Sweeney

- E. 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.

Linda Chehade (county/renewal)

- F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel transfer, effective January 2, 2014, for the 2013-2014 school year:

	From	To
Patricia Toscano	IEF	GBMS

- 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.

Dana Sweeney (permanent)

BOARD MEETING DATES

Reorganization Meeting

Monday, January 6, 2014

ADJOURNMENT

Motion to adjourn the meeting at 8:10 PM.

Moved by: Mr. Binder

Seconded by: Mr. Martins

Vote Unanimous. Motion carried.

Respectfully submitted,

Gregory E. Brennan
SBA/Board Secretary