

**GREEN BROOK BOARD OF EDUCATION
BUSINESS MEETING MINUTES
MONDAY, SEPTEMBER 22, 2014
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. Kevin Carroll, Superintendent 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 7, 2014, and posted in the Green Brook Middle School and the Irene E. Feldkirchner Elementary School.

ROLL CALL

Present: Mr. Azzarello
Mr. Benscoter
Mr. Binder
Mr. Brault
Ms. Connors
Ms. Couch
Mr. Martins
Ms. Piccirilli

Absent: Mr. Humphrey

Administrators

Present: Mr. Kevin Carroll, Superintendent

SUPERINTENDENT'S REPORT

- Enrollment
- 2014-2015 Green Brook Township Public Schools NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance.

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MINUTES**Motion to approve the following Minutes:**

Moved by: Mr. Brault

Seconded by: Ms. Couch

Special Meeting

Thursday, July 16, 2014

Special Meeting

Wednesday, July 22, 2014

Agenda/Business Meeting

Monday, July 28, 2014

Roll Call Vote. Vote Unanimous. Motion carried.**FINANCE/BUILDINGS & GROUNDS****Motion to approve Finance & Operations Items A - Q:**

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 of the bills for September in the following amounts for the 2014-2015 school year:

Fund 11	1,157,339.74
Fund 20	41,074.13
Total	1,198,413.87

- 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 July, and

WHEREAS, these reports show the following balances on July 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,

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FUND -	CASH BALANCE	APPROPRIATION BALANCE	FUND BALANCE
(10) General Current Expense Fund	---	---	---
(11)Current Expense	\$2,758,722.38	\$23,804,445.14	\$25,732,804.32
(12)Capital Outlay	---	---	---
(20)Special Revenue Fund	(\$41,714.18)	\$270,610.31	\$330,047.54
(30)Capital Projects Fund	\$447,112.53	0	\$678,403.60
(40)Debt Service Fund	\$18,194.35	\$1,375,225.00	\$1,435,883.85
TOTAL	\$3,182,315.08	\$25,450,280.45	\$28,177,139.31

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 July 1, 2014 through June 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:

August 31, 2014	\$108,510.61
September 15, 2014	\$443,869.41

E. 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 tuition contract agreement for high school student #2552, in the amount of \$54,350.00, for the 2014-2015 school year.

F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of student ID# 10563 to attend the Robert Morris School in the South Bound Brook School District at a cost of \$24,525.57, for the 2014-2015 school year.

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Achievement, Empowerment, Inspiration, Opportunity, Unity for Every Child

- G.** 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, on August 28, 2014, the Green Brook Township Board of Education received and publicly opened 3 bids for the Partial Window Replacement (“Project”) at the Green Brook Middle School; and

WHEREAS, the lowest numerical bid was submitted by D&E Window and Door, LLC; and

WHEREAS, a review of D&E Window and Door, LLC’s bid revealed no material defects;

WHEREAS, the Board, in conjunction with its Design Professional, has determined D&E Window and Door, LLC 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 Partial Window Replacement at the Green Brook Middle School project to D&E Window and Door, LLC, in the amount of One Hundred Twenty Five Thousand Dollars (\$125,000.00); 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 D&E Window and Door, LLC and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon the Board's receipt of the executed contract from D&E Window and Door, LLC, as well as D&E Window and Door, LLC’s performance and payment bonds, compliant Insurance certificate, and any other documents required by the contract, the at the Business Administrator is authorized to return the bid securities to the remaining bidders.

- H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the sale of the obsolete equipment to Yesterday’s Business Computers from Somerset, NJ at a revenue of \$300.00, for the 2014-2015 school year. (See Attachment).
- I.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to rescind the May 27, 2014 resolution approving Watchung Hills Regional High School out-of-district placement for Student ID# 152557 at Union County Vocational Technical Schools in the amount of \$6,000, for the 2014-2015 school year.
- J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval Watchung Hills Regional High School out-of-district placement for Student ID# 175840 at Union County Vocational Technical Schools in the amount of \$6,000, for the 2014-2015 school year.

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- K.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Christopher Palfy to provide residency investigation services for the Green Brook Township School District, at a rate of \$50 per hour for investigation of residency deficiencies, \$50 per hour administrative fee for comprehensive report of findings (not to exceed 2 hours), and \$50 per hour for testifying at hearings for the Board of Education, for the 2014-2015 school year. (See Attachment)
- L.** 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
J. Belcuore	01/23/2015	Rutgers 47th Annual Conference on Reading and Writing	\$180.00	19	\$5.89
C. Doane	01/23/2015	Rutgers 47 th Annual Conference on Reading and Writing	\$180.00	19	\$5.89
L. Flora	11/12-14/2014	WRD Introduction/Applied Methods	\$450.00	54.6	\$16.93
C. Seracka	10/22/2014	23rd Annual NJAAP School Health Conference	\$195.00	17.9	\$5.55

- M.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as a Supplemental Tutor, at a rate of \$38 per hour, for the 2014-2015 school year:

Janice Belcuore

- N.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the tuition reimbursement to Kristine Eppinger for the following three-credit 2013-2014 spring course at Georgian Court University, Applied Thesis II, in the amount of \$1,944.00, and as paid in the 2014-2015 school year.
- O.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the tuition reimbursement to Carlyn O'Regan for the following three-credit 2013-2014 spring course at Rutgers University, Statistical Methods I, in the amount of \$1,944.00, and as paid in the 2014-2015 school year.
- P.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the tuition reimbursement to Bernadette Van Pelt for the following three-credit 2013-2014 spring course at Kean University, School Supervisor and Organizational Theory, in the amount of \$1,767.00, and as paid in the 2014-2015 school year.
- Q.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the tuition reimbursement to Susanne Yip for the following three-credit 2013-2014 spring course at Rutgers University, Introduction to Analysis and Single Case Design, in the amount of \$1,944.00, and as paid in the 2014-2015 school year.

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EDUCATIONAL DEVELOPMENT/POLICY

Motion to approve Educational Development/Policy Items A - D:

Moved by: Mr. Azzarello

Seconded by: Ms. Couch

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 2014-2015 Green Brook Township Public Schools NJ Quality Single Accountability Continuum (QSAC) Statement of Assurance. (See Attachment)
- B.** 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 2014-2015 school year:

<u>Date</u>	<u>Destination</u>	<u>Grade</u>
October 28, 29, 30, 2014	Metropolitan Museum New York, NY	6
November 21, 2014	Red Mill Museum Clinton, NJ 08809	4
November 25, 2014	Sterling Hills Mining Museum Ogdensburgh, NJ	5

- C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Second Reading and the adoption of the following Policies and Regulations for the 2014-2015 school year: (See Attachments)

Policy No.:

5612 Assaults on District Board of Education Members and Employees

5613 Removal of Students for Assaults with Weapons Offenses

Regulation No.:

5612 Assaults on District Board of Education Members and Employees

5613 Removal of Students for Assaults with Weapons Offenses

- D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the August 25, 2014 resolution for the following class trip, at no cost to the Board of Education, from 2014 to 2015, for the 2014-2015 school year:

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Date
January 28 & 29, 2015

Destination
Buehler Challenger Center
Paramus, New Jersey

Grade
6

PERSONNEL/NEGOTIATIONS

Motion to approve Personnel & Negotiations Items A - K:

Moved by: Mr. Martins

Seconded by: Mr. Brault

Roll Call Vote. Vote Unanimous. Motion carried.

Amounts may change pending ratification of contract:

- A.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the retirement of Linda Pollard, Principal in the Green Brook Middle School, effective November 1, 2014, for the 2014-2015 school year. (See Attachment)
- B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the resignation of Timothy Charleston, District Supervisor of Instruction in the Green Brook Township School District, effective October 27, 2014, for the 2014-2015 school year. (See Attachment)
- C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the August 25, 2014 resolution for Maureen Abbruzzese, bus driver for the Green Brook Township School District, from 26.25 hours per week to 31.25 hours per week, Step 5, at an hourly rate of \$26.95, 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 amend the August 25, 2014 resolution for Thomas Hardgrove, bus driver for the Green Brook Township School District, from 37.5 hours per week to 38.75 hours per week, Step 5, at an hourly rate of \$26.95, for the 2014-2015 school year.
- E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the August 25, 2014 resolution for Toni Liccone, bus aide for the Green Brook Township School District, from 15 hours per week to 16.25 hours per week, Step 1, at an hourly rate of \$17.62, for the 2014-2015 school year.
- F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the August 25, 2014 resolution for Lenore Puzzo, bus aide for the Green Brook Township School District, from 13.75 hours per week to 22.50 hours per week, Step 4, at an hourly rate of \$18.42, for the 2014-2015 school year.

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- G.** 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)

Kelly Dubasak (permanent)
 Richard Kline (permanent)
 Nicole Trani (permanent)
 Mark Wroblewski (permanent)

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

Kelly Dubasak
 Richard Kline
 Nicole Trani
 Mark Wroblewski

- I.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept the intermittent FMLA Leave for employee number 0251, for the 2014-2015 school year.

- J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to rescind the August 25, 2014 resolution for Emergent Hiring Pending Completion of Criminal History Check and applicants 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 2014-2015 school year, for the following personnel:

Mary Joyner
 Karen Rink

- K.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Jason Weber to serve as Information Technology Coordinator, for the Green Brook Township School District, replacing Timothy Charleston, effective on or before October 27, 2014, at a salary of \$110,000.00, prorated, for the 2014-2015 school year. (See Attachment)

EXECUTIVE SESSION

Motion to move into Executive Session at 7:18 PM

Moved by: Mr. Azzarello

Seconded by:

Ms. Couch

Whereas, the Board of Education must discuss subjects concerning personnel and other agenda matters such as negotiations and the potential for litigation; and

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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.

Vote Unanimous. Motion carried.

Board reconvened at 7:29 PM

BOARD MEETING DATES

Workshop Meeting	Monday, October 13, 2014
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Agenda/Business Meeting	Monday, October 27, 2014
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ADJOURNMENT

Motion to adjourn the meeting at 8:00 PM.

Moved by: Mr. Azzarello

Seconded by: Ms. Couch

Vote Unanimous. Motion carried.

Respectfully submitted,

Kevin Carroll
Superintendent

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