

**GREEN BROOK BOARD OF EDUCATION  
WORKSHOP MEETING AGENDA  
MONDAY, MAY 22, 2017  
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 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 5, 2017 and posted in the Green Brook Middle School and the Irene E. Feldkirchner School.

**IV. ROLL CALL**

Mr. Brault  
Ms. Connors  
Ms. Couch  
Mr. Goodman  
Mr. Martins  
Ms. Piccirilli  
Ms. Potter  
Mr. Shaw  
Mr. Thomas-Hooke

**V. SUPERINTENDENT'S REPORT**

- Community Partnerships
  - Green Brook Little League
  - Green Brook Hockey Club
  - Watchung Hills Middle School Football & Cheer
- Next Generation Science Standards (NGSS) K-5 Adoption Presentation
  - Mrs. Beth Stanton, Director of Curriculum & Instruction

District Goals 2016-2017

- Literacy focus in all related subject areas
- Analysis of STEAM/STEM K-5 program to determine efficacy
- Communications and Community Engagement: Continue to develop strong partnerships between the community and the district; expand two way communications with parents
- Ensuring all curricular programs meet the needs of all children, including the exceptional child

- Gifted & Talented Regulation 2464
  - Mr. Kevin J. Carroll, Superintendent

- **Staff Coverages for March**

	<b>March 2017</b>	<b>March 2016</b>
Number of Substitute Days	111	127.5
Number of Substitutes	17	16
Cost of Substitutes	\$16,086.03	\$12,012.00
Number of Staff Coverage Periods	67	32
Cost of Staff Coverage	\$2,412.00	\$1,152.00

- **Staff Coverages for April**

	<b>April 2017</b>	<b>April 2016</b>
Number of Substitute Days	96.5	121
Number of Substitutes	20	20
Cost of Substitutes	\$13,270.34	\$11,375.00
Number of Staff Coverage Periods	16	17
Cost of Staff Coverage	\$576.00	\$612.00

**VI. CORRESPONDENCE**

**VII. PUBLIC QUESTIONS & COMMENTS (AGENDA ITEMS ONLY)**

**VIII. COMMITTEE DISCUSSION: GOVERNANCE**

Chair - Bruce Martins

Members - Lisa Couch, Janine Potter & Wilton Thomas-Hooke

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**Committee Report & Discussion Items:**

- 2017-2018 District Goals

**IX. COMMITTEE DISCUSSION: OPERATIONS**

Chair – Wilton Thomas-Hooke

Members – John Brault, Darlene Connors & Lawrence Shaw

**Committee Report & Discussion Items:**

- Long Range Facilities Plan (LRFP)
- License Agreements
- Housing Development: Potential Impact
- Turf Field: Limits of “open space” grant
- June 6, 2017 Business Agenda items

**X. OPERATIONS**

**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 of the final bills for May in the following amounts for the 2016-2017 school year:

Fund 10	\$1,132,356.92
Fund 20	\$ 5,254.48
Fund 40	\$ 194,237.50
Fund 60	<u>\$ 14,824.06</u>
<b>Total</b>	<b>\$1,346,672.96</b>

**B.** 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 2016-2017 school year:

April 28, 2016	\$480,875.00
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**C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook confirms the Joint Transportation Agreement with The Bridgewater-Raritan Regional School District to transport student #7155664629 to Somerset Elementary Academy for the period of May 8, 2017 through June 30, 2017, for \$2,015.00 in transportation revenue for the 2016-2017 school year.

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**D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following for food services addendum resolution with Pomptonian Food Service for the 2017-2018 school year:

**A. DURATION OF ADDENDUM**

This addendum begins on July 1, 2017 and ends on June 30, 2018.

**B. MANAGEMENT FEE(S) / GUARANTEES**

1. The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of twelve thousand two hundred eighty dollars (\$12,520.00) to compensate the Food Services Management Company (FSMC) for administrative and management costs. This fee shall be billed in 10 monthly installments of \$1,252.00 per month as a cost of operation. The Local Education Association (LEA) guarantees the payment of such costs and fee to the FSMC.

A per meal administrative/management fee shall apply to all special function and vended meals receipts deposited in the SFA's account. All special function and vended meals receipts deposited into the SFA's account shall be divided by \$1.00 to arrive at a meal equivalent. The administrative/management fee charged for special function and vended meals will be \$.15 per meal equivalent.

2. The FSMC guarantees the LEA a no cost of operation for the LEA for school year 2017-2018.
3. This guarantee is contingent upon the guarantee requirements as stated below.
  - Minimum of 170 serving days
  - Adoption of recommended Student Lunch Price List and Faculty Lunch Price List
  - Reimbursement rates are not less than the previous year
  - Value of USDA donated foods is not less than the previous year
  - Enrollment remains constant
  - The SFA is responsible for kitchen equipment maintenance and repair, smallwares purchases, and cleaning of floors in dining room and kitchen area

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- No change in school policy that significantly affects operating revenue or expense
- A special dietary policy for an individual or group that results in an extraordinary expense will be recorded separately
- A change in Federal or State regulation that was not in effect at the conclusion of the previous school year that impacts cafeteria operating revenue or expense will be separate. The FSMC will calculate the effect of any change to the SFA's operating performance and adjust the guarantee by the actual amount of the change
- Any change in cost that results from the implementation of the Affordable Healthcare Act will be separate from the guarantee
- The Offer versus Serve policy is maintained
- No competitive sales during cafeteria operating hours
- Based on the Labor Schedule submitted

**E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of one (1) neurological evaluation by Jesse Mintz, MD. for student #8560755190 at a cost of \$450.00.

**F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of one (1) neurological evaluation by Jesse Mintz, MD for student #4791520129 at a cost of \$450.00.

**G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of workshops and mileage reimbursements, for the 2016-2017 school year:

Employee	Date	Workshop/ Meeting	Cost	Mileage	Cost	Tolls
H. Spitzer	6/2/17	Educational Policy & School Law Seminar Lincroft, NJ	0	60.4 miles	*	*
Z. Fonte	6/6/17- 7/7/17	Creative Curriculum Preschool Session 1	0	44.4 miles	*	*

\*Mileage and tolls will be reimbursed at the rate authorized by the OMB.

## **XI. COMMITTEE DISCUSSION: EDUCATION**

Chair – Janine Potter

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Members – Art Goodman, Maria Piccirilli & Lawrence Shaw

**Committee Report & Discussion Items:**

- Curriculum Updates
- Summer Curriculum Writing
- Next Generation Science Standards (NGSS)
- Parent Academy
- Changes in Student-Teacher Programs
- IEF's Expanded Talented Program
- GATE Regulation 2464
- June 6, 2017 Business Agenda items

**XII. COMMITTEE DISCUSSION: PERSONNEL & POLICY**

Chair – Lisa Couch

Members – Darlene Connors, Art Goodman & Wilton Thomas-Hooke

**Committee Report & Discussion Items:**

- Staffing
- Transfers
- Job Description: School Psychologist/BCBA
- GATE Regulation 2464
- Administrator Contracts
- June 6, 2017 Business Agenda items

**XIII. PERSONNEL & POLICY**

**The Superintendent recommends and I so move resolution A-D:**

**A.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Kimberly Lehlbach, Melanie Tufaro, and Bernadette Van Pelt to provide home instruction for student #7874064965 at a cost of \$38.00 per hour not to exceed 10 cumulative hours per week for for the remainder of the 2016-17 school year.

**B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the intermittent FMLA leave for Employee No. 0064, classroom teacher in the Irene E. Feldkirchner Elementary School, effective on or before June 22, 2017, with additional FMLA days to be taken as needed, not to exceed a total of 12 weeks, for the twelve months ending on or before June 22, 2018.

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C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following 2017-2018 curriculum writing assignments:

<b>Curriculum</b>	<b>Number of Allotted Hours</b>	<b>Payment (\$34/hour)</b>	<b>Recommendations</b>
Kindergarten NGSS Science	40 hours	\$1,360	Margaret Baffige
First Grade NGSS Science	40 hours	\$1,360	Natalie Whalen
Second Grade NGSS Science	40 hours	\$1,360 Total (shared stipend)	Kathy Guide, Michelle Larsen
Third Grade NGSS Science	40 hours	\$1,360	Lisa Dent
Fourth Grade NGSS Science	40 hours	\$1,360	Jennifer Wagner
Fifth Grade NGSS Science	40 hours	\$1,360	Sandy Santhouse
Preschool Curriculum Updates	30 hours	\$1,020 total (shared stipend)	Andrea Zerjav Zoe Fonte
Art - Talented Curriculum - Grades 3-4	15 hours	\$510	Kathleen Kowalski
Spanish - Talented Curriculum - Grades 3-4	15 hours	\$510	Diana Horvaht
PE - Talented Curriculum - Grades 3-4	15 hours	\$510	Chris Billman

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