

**GREEN BROOK BOARD OF EDUCATION  
WORKSHOP MEETING AGENDA  
MONDAY, NOVEMBER 14, 2016  
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 7, 2016 and posted in the Green Brook Middle School and the Irene E. Feldkirchner School.

**IV. ROLL CALL**

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

**V. PRESENTATION to the PUBLIC**

- 2015-2016 Audit Report: Steven J. McDermott, CPA RMA PSA CMFO, Suplee, Clooney & Company, District Auditor
- 2016-2017 Green Brook Township Public Schools' Nursing Plan: Pam Ostrander, IEF School Nurse

**VI. CORRESPONDENCE**

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

## **VIII. MINUTES**

**The Superintendent recommends and I so move approval of the following:**

Agenda/Business Meeting	September 26, 2016
Special Meeting	September 29, 2016
Workshop Meeting	October 10, 2016

## **IX. EXECUTIVE SESSION**

### **X. COMMITTEE DISCUSSION: GOVERNANCE**

Chair - Bruce Martins

Members - John Brault, Lisa Couch & Maria Piccirilli

#### **Committee Report & Discussion Items:**

### **XI. COMMITTEE DISCUSSION: OPERATIONS**

Chair – John Brault

Members – John Azzarello, Lisa Couch & Wilton Thomas-Hooke

#### **Committee Report & Discussion Items:**

### **XII. COMMITTEE DISCUSSION: EDUCATION**

Chair – Maria Piccirilli

Members – Darlene Connors, Art Goodman & Janine Potter

#### **Committee Report & Discussion Items:**

### **XIII. COMMITTEE DISCUSSION: PERSONNEL**

Chair – Lisa Couch

Members – Art Goodman, Wilton Thomas-Hooke & Janine Potter

#### **Committee Report & Discussion Items:**

### **XIV. OPERATIONS**

Chair - John Brault

Members - John Azzarello, Lisa Couch & Thomas-Hooke

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

A. The Superintendent recommends and I so move Board of Education of the Township of Green Brook receive and accept the 'Comprehensive Annual Financial Report' (CAFR), for the fiscal year ended June 30, 2016 as presented. There are three recommendations in the following areas:

1. Administrative Practices & Procedures

None

2. Financial Planning, Accounting and Reporting

**2016-1 Recommendation:** That the District implement controls to improve the accounting for travel reimbursement expenditures to ensure compliance with district policies and state regulations.

3. School Purchasing Programs

**2016-2 Recommendation:** That the District implement procedures and controls to improve compliance with state purchasing regulations.

4. School Food Service

**2016-3 Recommendation:** That the District review procedures to ensure that the net cash resources in the food services fund do not exceed three months average operating expenditures in compliance with 7CFR210.14.

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

None

8. Facilities and Capital Assets

None

9. Status of Prior Year's Findings/Recommendations

All items were corrected with the exception of one, as repeated in recommendation 2016-1.

**B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approve the ‘Corrective Action Plan’ (CAP), for the fiscal year ended June 30, 2016 as follows:

<b>RECOMMEND ACTION NUMBER</b>	<b>RECOMMENDATION DESCRIPTION</b>	<b>CORRECTIVE ACTION</b>	<b>METHOD OF IMPLEMENTATION</b>	<b>PERSON RESPONSIBLE</b>	<b>COMPLETION DATE</b>
2016-1	That the District implement controls to improve the accounting for travel reimbursement expenditures to ensure compliance with district policies and state regulations.	The Business Administrator will implement process to ensure all travel documentation is maintained and within state requirements.	The Business Administrator and Board of Education will establish District maximum travel limit. The Business Administrator will maintain travel expenditures in a separate account in CSI to ensure not to exceed limit.	Business Administrator	June 30, 2017
2016-2	That the District implement procedures and controls to improve compliance with state purchasing regulations.	The Business Administrator will review and strengthen procedures to ensure compliance with all purchasing regulations.	The Business Administrator will develop procedures and train staff on quote and bid regulations as required by law.	Business Administrator Administrators	June 30, 2017
2016-3	That the District review procedures to ensure that the net cash resources in the food services fund do not exceed three months average operating expenditures in compliance with 7CFR210.14.	The Business Administrator will review food services expenditures to ensure proper appropriation to food services fund.	The Business Administrator will record all cafeteria expenditures to the food services fund.	Business Administrator	June 30, 2017

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

Employee	Date	Workshop/Meeting	Cost	Mileage	Cost
K. Shangle	11/16/16	Buehler Challenger - Moon Teacher Training Paramus, NJ	N/A	N/A	N/A
A. Zerjav	11/28/16	Preschool Training Series	N/A	11.4	\$3.53
D. Sweeney	11/14/16- 11/16/16	TCRWP: The Social Studies Institute Teachers College Columbia University, NYC	\$650.00	324	\$100.44

**XV. EDUCATION**

Chair-Maria Piccirilli

Members - Darlene Connors, Art Goodman & Janine Potter

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

A. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Assistant Basketball Coach Job Description. (See Attached)

B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the October 2016 HIB Reports, including any recommendations for action provided by the Superintendent. (See Attached)

C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the the 2016-2017 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 field trips, for the 2016-2017 school year:

Date	Destination	Grades
12/7/16	U.N. Headquarters, NYC	Global Citizenship Peer Leaders

**XVI. PERSONNEL**

Chair – Lisa Couch

Members – Art Goodman, Wilton Thomas-Hooke & Janine Potter

**The Superintendent recommends and I so move resolutions A - H:**

**A.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook confirms the approval of Mary Ann Bruno to serve as an after-school instructional aide at \$19.34 per hour for student #9125338578 from November 7th through November 9th. Student attended the IEF After School Sports Club.

**B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook, confirms the approval the following home instructors for student #7208967630, on an as needed basis at an hourly rate of \$38.00 for the 2016-2017 school year:

Kimberly Lehlbach  
Kayleigh Shangle

**C.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following substitute teachers, on an as needed basis, at a per diem rate of \$95.00 for the 2016-2017 school year:

Carolyn King  
Edyta Sellinger

**D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following substitute instructional aides, on an as needed basis, at a per diem rate of \$85.00 for the 2016-2017 school year:

Carolyn King  
Edyta Sellinger

**E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook confirms the approval of Este Jelmert to serve as an after-school instructional aide, at an hourly rate of \$19.34, for student #4286447707 from November 15th through February 14th. Student will be attending the IEF After School Lego Club.

**F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Julie Kaplan to serve as an Instructional Aide, for the 2016-2017 school year, Step 1 of the 2016-2017 salary guide, at an hourly rate of \$19.34, total annual prorated salary of \$17,464.00, effective November 28, 2016.

**G.** The Superintendent recommends and I so move the Board of Education of the Township of Green Brook confirms the approval of Kelli Castro, to serve and an after-school instructional

aide, at an hourly rate of \$19.34, for student #5427285370. Student is attending GBMS After School Cheer Club.

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

Whereas, NJAC 6A:23A-3.1 permits the Green Brook Board of Education to include in its contract with Kevin J. Carroll, Superintendent, quantitative and qualitative criteria and associated merit salary bonuses in recognition of their achievement during the school year, and

Whereas, the Green Brook Board of Education has now developed a set of annual goals for the 2016 - 2017 school year that it wishes to include in its contract with the Superintendent,

Now therefore be it resolved, the Green Brook Board of Education establishes qualitative and quantitative criteria and merit salary bonuses for their achievement: and directs that these criteria and related bonuses be submitted to the Executive County Superintendent of Schools for approval before adding them to the contract. (See Attached)

**XVII. PUBLIC QUESTIONS AND COMMENTS**

**XVIII. OLD BUSINESS**

**XIX. NEW BUSINESS**

**XX. EXECUTIVE SESSION**

**XXI. BOARD MEETING DATES**

Business Meeting	Monday, November 28, 2016
Workshop Meeting	Monday, January 11, 2016

**XXII. ADJOURNMENT**

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