**GREEN BROOK BOARD OF EDUCATION**

**BUSINESS MEETING MINUTES**

**MONDAY, FEBRUARY 6, 2017**

**7:00 P.M.**

**MEETING CALLED TO ORDER**- The meeting was called to order at 7:12 pm by Mr. Bruce Martins, Board President in the Green Brook Middle School Media Center.

**PLEDGE OF ALLEGIANCE**

Observed by all present.

**STATEMENT OF OPEN PUBLIC MEETINGS ACT**

Mrs. Heather A. Spitzer, Business Administrator/Board Secretary read the following statement:

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.

**ROLL CALL**

Present: Ms. Couch

Mr. Goodman

Mr. Martins

Ms. Piccirilli

Mr. Shaw

Mr. Thomas-Hooke

Absent: Mr. Brault

Ms. Connors

Ms. Potter

Administrators

Present: Mr. Kevin Carroll, Superintendent

Mrs. Heather A. Spitzer, Business Administrator/Board Secretary

Mr. Jason Weber, Director of Operations

**SUPERINTENDENT’S REPORT**

* 2017-2018 Budget
  + Operations: Facilities; Technology; Transportation: Mr. Carroll presented anticipated changes in the 2017-2018 budget.

|  |  |  |
| --- | --- | --- |
| **January 2017** | **IEF** | **GBMS** |
| **Safety Drills (fire/other)** | **Fire (1/4)**  **Safety Drill (1/31)** | **Fire (1/3)**  **Safety Drill (1/31)** |
| **Discipline (ISS/OSS)** | **6 / 0** | **3.5 / 3** |
| **HIB Investigations**  **(Confirmed / Unconfirmed)** | **0 / 0** | **1 / 2** |

* + **Staff Coverages for January**

Number of Substitute Days 81.5

Number of Substitutes 13

Cost of Substitutes $10,591.73

Number of Staff Coverage Periods 47

Cost of Staff Coverage $ 1,692.00

* + **Enrollment**

IEF 457

GBMS 429

WHRHS 418

**Total** 1,304

**CORRESPONDENCE**

None at this time.

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

Nothing at this time.

**OPERATIONS**

Chair – Wilton Thomas-Hooke

Members – John Brault, Darlene Connors & Lawrence Shaw

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

Moved by: Ms. Couch Seconded by: Ms. Piccirilli

**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 transfers for December 1, 2016 through December 31, 2016.

**B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution for the 2016-2017 school year:

**WHEREAS**, the Board of Education has received the attached reports of the treasurer and secretary for the month of December:

**WHEREAS**, these reports show the following balances on, December 31, 2016:

**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 | $2,728,117.22 | $15,053,836.83 | $15,343,496.50 |
| (12)Capital Outlay |  |  |  |
| Capital Reserves | $916,592.78 |  |  |
| (20)Special Revenue Fund | ($178,936.83) | $57,475.17 | $57,475.17 |
| (30)Capital Projects Fund | $133,643.56 |  | $301,082.56 |
| (40)Debt Service Fund | $460,000.50 | $1,214,737.50 | $1,214,737.50 |
| TOTAL | $4,059,417.23 | $16,326,049.50 | $16,916,791.73 |

**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 disbursements for the following payroll period for the 2016-2017 school year:

January 31, 2017 $493,817.63

**D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Watchung Hills Regional High school student #2653 to attend the Learning and Language Disabilities Program, effective February 1, 2017 prorated in the amount of $28,500.00, for the 2016-2017 school year.

**E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Watchung Hills Regional High School special education student #7174110209 to attend the TOPS Alternative School Program at Somerset County Vocational & Technical Schools effective January 23, 2017 prorated in the amount of $13,068.00, for the 2016-2017 school year.

**F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to enter into an agreement with Prevention Specialists Incorporated for Randomization Services compliant with 49: CFR Part 40 and Part 382 Federal Department of Transportation (DOT) FCSA Drug & Alcohol Testing for CDL Drivers in an amount not to exceed $1,500.00 for 2017 calendar year.

**G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to renew membership with the Somerset County Business Partnership at an annual membership fee in the amount of $425.00, from March 1, 2017 to February 28, 2018.

**H.** The Superintendent recommends and I so move Board of Education of Township of Green Brook approval for the following waiver of requirements for the Special Education Medicaid Initiative (SEMI) Program:

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2017-2018 school year, and

Whereas, the Green Brook Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students.

Now Therefore Be It Resolved, that the Green Brook Township Board of Education hereby authorizes the Superintendent to submit to the Executive County Superintendent of Schools in the County of Somerset an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2017-2018 school year.

**I**. 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** |
| K. Guide  M. Larsen  C. Taylor | 2/7/17 | Amping up Reading for Second Graders  New York, NY | --- | 90.2 | $28.08 | $45.00 tolls, $30.00 parking |
| B. Stanton | 2/24/17 | Preparing Teachers Together: NJP12-Higher Ed Partner Symposium - Monroe, NJ | $75.00 | 48.6 | $15.07 | --- |
| K. Kowalski | 3/2-3/3/17 | 2017 NAEA National Convention - NY | $230 | --- | --- | --- |
| B. Stanton | 3/6/17 | What do the New Professional Standards for Educational Leaders Mean for You, Your School, and Your District - Monroe, NJ | --- | 48.6 mi | $15.07 | --- |
| D. Paltjon | 3/13-15/17 | NJ Building & Grounds Association Conference  Atlantic City, NJ | $200 | 224 mi | $69.44 | Hotel and tolls OMB rate |
| K. Lehlbach | 5/9-5/12/17 | Nonviolent Crisis Intervention Training Program - Edison, NJ | $2,850 | 78.8 mi | $24.42 | --- |

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

**J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of one (1) Functional Behavioral Assessment through Brett Dinovi & Associates, for student #2259475907 at $125.00 per hour, not to exceed $1,500.00.

**K.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of one (1) Auditory Processing Evaluation through Brian McClintock for student #1331623740 at $360.00.

**L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of one (1) Comprehensive Medical Evaluation through Dr. Theodore Petti at Rutgers University Behavioral HealthCare, for student #5293786438 at $350.00.

**EDUCATION**

Chair – Janine Potter

Members – Art Goodman, Maria Piccirilli & Lawrence Shaw

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

Moved by: Ms. Couch Seconded by: Ms. Piccirilli

**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 Before/After-School Programs, at no cost to the Board of Education, for the 2016-2017 school year:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Teacher | Program | Grades | Dates | Before  School | After  School |
| A. Grutta | “Ukulele” Club | 4 | March 2017 - May 2017 |  | X |

**B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the January 2017 HIB Reports, including any recommendations for action provided by the Superintendent. (See Attached)

See Attached)

**PERSONNEL & POLICY**

Chair – Lisa Couch

Members – John Brault, Darlene Connors & Art Goodman

**The Superintendent recommends and I so move resolutions A – I, as amended:**

Moved by: Ms. Piccirilli Seconded by: Mr. Thomas-Hooke

**Roll Call Vote. Vote Unanimous. Mr. Goodman abstained Item A. Motion carried.**

**A.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Kelli Castro, to serve as a long term substitute secretary at IEF (replacing Pat Trepiccione) beginning March 1, 2017 through June 30, 2017, at a per diem rate of $198.38.

**B.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval for Kevin J. Carroll, Superintendent, to offer employment to new staff to meet the needs of the district to be confirmed at the Board of Education meeting scheduled for February 27, 2017.

**C.** The Superintendent and I so move Board of Education of the Township of Green Brook, approval of Katherine Kontos, pending paperwork, (New Student Budgeted), Instructional Aide, Step 1 of the 2016-2017 salary guide, at an hourly rate of $19.34, total prorated salary of $12,184.20, effective February 7, 2017.

**D.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Ashley Grutta to serve as Instructor for the Ukulele Club at an hourly rate of $38.00, with costs not to exceed student registration fees.

**E.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Ligia M. Viracocha (budgeted), Bus Aide, Step 1 of the 2016-2017 salary guide, 3.25 hours per day, at an hourly rate of $18.16, total annual salary of $5,311.80, effective February 7, 2017.

**F.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook to amend Personnel Resolution C., approved July 25, 2016, salary of Christopher Billman, Teacher, BA, Step 11, from $57,070.00 to BA, Step 12 $57,565.00, as per the negotiated agreement.

**G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following substitute teachers (pending paperwork), as needed, at a per diem rate of $95.00 for the 2016-2017 school year:

|  |
| --- |
| Elise Cosma |
| Cherylin DeCarlo |
| Donato Scudiero |

**H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following substitute instructional aides (pending paperwork), as needed, at a per diem rate of $85.00 for the 2016-2017 school year:

|  |
| --- |
| Elise Cosma |
| Cherylin DeCarlo |
| Donato Scudiero |

**I.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following substitute secretaries, as needed, at a hourly rate of $11.88 for the 2016-2017 school year:

|  |
| --- |
| Ivelisse Soma |
| Sandra Yoos |

**PUBLIC QUESTIONS AND COMMENTS**

Nothing at this time.

**GENERAL**

* Ms. Piccirilli requested when details of budget will be available. Mr. Carroll responded line item budget will be presented in the next committee meetings.
* Negotiations committee had a kickoff meeting with the attorney to review proposal.

**LEGISLATIVE**

Mr. Goodman discussed legislation regarding lead testing in school and potential legislation on cameras on school buses.

**SCHOOL/ TOWNSHIP & COMMUNITY RELATIONS**

Ms. Martins reported there is a meeting with the town on Wednesday to discuss the type of development proposed on the Route 22 corridor to Edison.

**WATCHUNG HILLS BOARD OF EDUCATION**

Mr. Martins reported the next meeting will be on 2/7/17.

**NEW JERSEY SCHOOL BOARDS REPRESENTATIVE**

Nothing at this time.

**SOMERSET COUNTY SCHOOL BOARDS ASSOCIATION**

Ms. Connors reported the next meeting is on 2/9/17.

**SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION**

Nothing at this time.

**PTO REPORT**

Nothing at this time.

**GBEAF REPORT**

Ms. Piccirilli reported the following:

* Met on Tuesday to review grant proposals
* Received twenty (20) grant requests and one (1) from Boy Scouts.

**OLD BUSINESS**

Nothing at this time.

**NEW BUSINESS**

Nothing at this time.

**BOARD MEETING DATES**

Workshop Meeting February 27, 2017

Business Meeting March 6, 2017

**ADJOURNMENT**

**Motion to adjourn the meeting at 8:32 PM.**

Moved by: Ms. Couch Seconded by: Ms. Piccirelli

**Vote Unanimous. Motion carried.**

Respectfully submitted,

Mrs. Heather A. Spitzer

SBA/Board Secretary