

**GREEN BROOK BOARD OF EDUCATION
BUSINESS MEETING AGENDA
MONDAY, MARCH 21, 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. SUPERINTENDENT'S REPORT

● **2016-2017 Preliminary Budget**

● **Enrollment**

IEF	466
GBMS	445
<u>WHRHS</u>	<u>434</u>
Total	1,345

● **Staff Coverages for February**

Number of Substitute Days	108
Number of Substitutes	16
Cost of Substitutes	\$10,285.00
Number of Staff Coverage Periods	32
Cost of Staff Coverage	\$1,152.00

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VI. CORRESPONDENCE

- Thank you from the Humphrey family

VII. PUBLIC QUESTIONS & COMMENTS (AGENDA ITEMS ONLY)

VIII. MINUTES

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

Business Meeting

February 22, 2016

IX. OPERATIONS

Chair – John Brault

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

Discussion Item: Committee Report

The Superintendent recommends and I so move resolutions A - R:

A. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the bills for February in the following amounts for the 2015-2016 school year:

Fund 10	\$1,370,633.68
Fund 20	\$ 17,235.70
Fund 60	\$ 33,182.08
Total	\$1,421,051.46

B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the transfers for January 1, 2016 through January 31, 2016.

C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution for the 2015-2016 school year:

WHEREAS, the Board of Education has received the attached reports of the treasurer and secretary for the month of January and

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

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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	\$2,754,048.67	\$12,128,241.61	\$13,558,576.12
(12)Capital Outlay			
Capital Projects Fund	\$756,791.80		
(20)Special Revenue Fund	\$194,808.10	\$191,630.14	\$149,808.90
(30)Capital Projects Fund	\$306,599.86	\$21,529.69	\$404,099.15
(40)Debt Service Fund	(\$433,160.98)	\$194,237.50	\$194,656.35
TOTAL	\$3,579,087.45	\$12,535,638.94	\$14,307,140.52

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.

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 2015-2016 school year:

February 29, 2016	\$489,084.58
March 15, 2016	\$517,180.97

E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves the following resolution:

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WHEREAS, pursuant to the provisions of N.J.A.C. 6A:23A-7.3 (b) the Green Brook Township Board shall establish, in the annual school budget, a maximum expenditure amount that may be allotted for such travel and expense reimbursements for the 2016-2017 school year;

BE IT RESOLVED, that the Green Brook Township Board of Education hereby establishes the school district travel maximum within the 2016-2017 tentative budget at a sum of \$75,000; and

BE IT FURTHER RESOLVED, that included in this amount is the maximum regular business travel amount of \$1,500 per employee; and

NOW, THEREFORE BE IT RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amounts are not exceeded.

F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves the following resolution:

WHEREAS, the Green Brook Township Board of Education has the ability to use banked cap in the general fund tax levy to balance the 2016-2017 tentative budget; and

WHEREAS, the Board will be using \$185,151 from 2013-2014 in banked cap in order to balance the general fund for the 2016-2017 tentative budget, maintain existing programs, implement mandated programs, and remain in alignment with the district's strategic plan; and

WHEREAS, the 2016-2017 budget guidelines require the Board to formally adopt a resolution when using banked cap in the 2016-2017 tentative budget; and

WHEREAS, the district is going above the 2% tax levy cap with the additional tax levy bank cap of \$185,151.

NOW, THEREFORE BE IT RESOLVED, that the Board authorized the School Business Administrator to add funds to the general tax levy utilizing tax levy banked cap.

G. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves the following resolution:

WHEREAS, the 2016-2017 tentative budget includes sufficient funds to implement the proposed planning process as described in the district's Annual Report pursuant to N.J.S.A. 18A and N.J.A.C Title 6 and 6A and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

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BE IT RESOLVED, the Board of Education approves the 2016-2017 tentative budget in the amount of \$24,686,032 and authorizes its submission to the Executive County Superintendent of Schools for approval as follows:

General Operating Expense	\$ 23,004,265
Special Revenue Fund	\$ 172,292
Repayment of Debt	\$ 1,509,475
Total Expenditures	\$ 24,686,032

BE IT FURTHER RESOLVED, that the 2016-2017 tentative budget is supported by the following revenues:

Budget Fund Balance	\$ 382,682
Tuition Reserve	\$ 350,000
Local Tax Levy – General Fund	\$ 20,657,544
New Jersey State Aid	\$ 1,193,539
Miscellaneous Revenues	\$ 420,500
Special Revenues (Grants)	\$ 172,292
Local Tax Levy – Debt Service Fund	\$ 1,509,475
Total Revenues	\$ 24,686,032

BE IT FURTHER RESOLVED, that the Green Brook Township Board of Education acknowledges that the 2016-2017 tentative budget as described above results in a General Fund Tax Levy in the amount of \$20,657,544 and a Debt Service Tax Levy in the amount of \$1,509,475.

BE IT FURTHER RESOLVED, that the tentative budget will be advertised in the Courier News newspaper in accordance with the form suggested by the State Department of Education and according to the law; and

NOW, BE IT FURTHER RESOLVED, that the Board of Education meeting be held on April 25, 2016 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2016-2017 school year.

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

WHEREAS, the Green Brook Board of Education (“Board”) is the owner of Noble Field and the ITB Field (the “Fields”) located at the Irene E. Feldkirchner School; and

WHEREAS, the Green Brook Little League Group, Inc. (“Little League”) is a charter member of and operates under the direction of the Little League Baseball, Inc. and provide athletic opportunities for children of the Green Brook Township community during non-school hours; and

WHEREAS, the Board of Education uses the Fields as an integral part of its physical education, but does not use the Fields for school purposes when school is not in session after school hours and on weekends; and

WHEREAS, for more than a decade the Board of Education and the Little League have entered into various License Agreements whereby the Little League was permitted to install field lights and to utilize the Fields when they were not needed for school purposes; and

WHEREAS, the Little League also undertook certain maintenance and insurance obligations as a condition of the use of the Fields;

NOW THEREFORE BE IT RESOLVED, RESOLVED, that the Green Brook Board of Education hereby authorizes the License Agreement with the Green Brook Little League, Inc., for the period January 1, 2016 through December 31, 2016 with the option to renew for three additional one year periods which is attached hereto and incorporated by reference for an amount of One Dollar (\$1.00) per year and other valuable consideration; and be it

FURTHER RESOLVED, that the Board hereby determines that the Fields are not necessary for school purposes for the dates and times requested by the Little League as provided by the terms of the License Agreement and subject to Board Policy governing the annual use of school facilities; and be it

FURTHER RESOLVED, that the Board President is hereby authorized to execute the License Agreement between the parties.

I. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to accept out-of-district tuition Student # 3167049017 from the Readington School District to attend the Green Brook Township School District’s LEAD Program at the Green Brook Middle School effective April 4, 2016 through June 17, 2016, at a prorated amount of \$14,722.34.

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J. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Sara Vanek, Occupational Therapist, to complete Occupational Therapy Evaluations, at a cost of \$275.00 per evaluation, not to exceed \$550.00, for the 2015-2016 school year.

K. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Brett DiNovi and Associates, LLC, to complete Functional Behavioral Assessments, at a cost of \$1,800.00 per assessment, not to exceed \$9,000.00, for the 2015-2016 school year.

L. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Jardine Academy audited tuition undercharge adjustment in the amount of \$6,961.00 for the 2013-2014 school year. The tentative tuition rate was \$86,528.00 and the audited actual tuition rate in accordance with the Department of Education N.J.A.C.6A:23A-18-2 (m) was \$93,489.00 for the 2013-2014 year.

M. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the Lakeview School audited tuition undercharge adjustment in the amount of \$1,999.20 for the 2013-2014 school year. The tentative tuition rate was \$88,454.10 and the audited actual tuition rate in accordance with the Department of Education N.J.A.C.6A:23A-18-2 (m) was \$90,453.30 for the 2013-2014 year.

N. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the customer agreement with Frontline Technologies for Aesop one-time startup cost of \$4,500.00 and one year annual subscription of \$5,326.00 for staffing substitutes and tracking of employee hours worked to insure compliance with the Affordable Healthcare Act, total amount due after July 1, 2016 of \$9,826.00.

O. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of payment to James Nichols, AIA, LEED AP in the amount of \$6,142.50 for services rendered to prepare SDA Grant documentation and LRFP planning for the period of December 11, 2015 through March 15, 2016.

P. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of agreement with James Nichols, AIA, LEED AP for services to prepare final SDA Grant documentation and LRFP planning for the remainder of the 2015-2016 school year for an amount not to exceed \$2,700.00.

Q. 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 2015-2016 school year:

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Employee	Date	Workshop/Meeting	Cost	Mileage	Cost
L. Dent L. Gross M. Wolkun	05/04/2016	Critical Literacies Teachers College New York, NY	---	NJ Transit Subway	\$24.50 each \$8.00 each
N. Whalen	06/1-2/2016	NJ Tesol Spring Conference New Brunswick, NJ	\$304.00	---	---

R. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following trip, at a cost to the Board in the amount of \$294.00, for the 2015-2016 school year:

Date	Destination	Reason	Grade/ Group	Approx No. of Students.	Teacher
05/20/2016	Kingwood Elementary Frenchtown, NJ	Solar Sprints Competition	Grs. 7-8 PGC Team	30	Science Teachers

X. EDUCATION

Chair – Maria Piccirilli

Members – Darlene Connors, Art Goodman & Janine Potter

Discussion Item: Committee Report

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 following trips, at no cost to the Board, for the 2015-2016 school year:

Date	Destination	Reason	Grade/ Group	Approx. No. of Students	Teacher
04/13/2016	The Theatre at RVCC Branchburg, NJ	To increase students’ appreciation of the performing arts while reinforcing balanced literature as it relates	Gr. 1	84	Gr. 1 Teachers

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		to Unit 4 in Reader's Workshop.			
05/9-10/2016	Metropolitan Museum of Art New York, NY	Students have been studying the history of ancient civilizations. Students will create video/picture story of their visit to the MET.	Gr. 6 Social Studies	110	Social Studies Teachers
05/18/2016	Waterloo Village Stanhope, NJ	Students will reinforce learning about New Jersey by visiting a Lenape and colonial village.	Gr. 4	110	Gr. 4 Teachers

B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the submission of the Green Brook Township Public School District's Comprehensive Equity Plan for School Years 2016-2017 through 2018-2019, and as approved in the 2015-2016 school year.

C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following appointment for the 2017 calendar year, and as approved in the 2015-2016 school year.

Affirmative Action Officer

Beth Stanton

D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Maria Allen from Rutgers University to serve as a student teacher in the Irene E. Feldkirchner Elementary School for the 2016-2017 school year, cooperating teachers: Colleen Sporn from September 6 through November 9, 2016, and Jennifer Stetz from November 14 through December 23, 2016, and as approved in the 2015-2016 school year.

XI. PERSONNEL

Chair – Lisa Couch

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

Discussion Item: Committee Report

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

A. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following substitute teachers, at a daily rate of \$95.00, for the 2015-2016 school year (See Attachments):

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Adrienne Casale (county)
Colleen Yessman (county)

B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following substitute classroom aides, at a daily rate of \$85.00, for the 2015-2016 school year:

Adrienne Casale
Colleen Yessman

C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of a boiler's license stipend in the amount of \$650.00, prorated to \$216.68, for Christopher Pizzigoni, custodian in the Irene E. Feldkirchner Elementary School, effective, March 24, 2016, for the 2015-2016 school year.

D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of a longevity stipend in the amount of \$450.00, prorated to \$315.00, for Heather Marchese, teacher in the Irene E. Feldkirchner Elementary School, effective, December 1, 2015, for the 2015-2016 school year.

E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Jennifer Sowden to serve as a substitute bus driver for the district, at an hourly rate of \$19.50, for the 2015-2016 school year. (See Attachment)

F. 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 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 2015-2016 school year, for the following personnel:

Jennifer Sowden

G. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following staff to take unpaid leave:

- Employee No. 0727 = 2.5 days/\$389.18

H. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the paid sick leave for Employee No. 0275, teacher

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in the Green Brook Middle School, from May 23 through on or before June 17, 2016, for the 2015-2016 school year.

I. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the FMLA leave for Employee No. 0275, teacher in the Green Brook Middle School, from September 1 through November 23, 2016, for the 2016-2017 school year, and as approved in the 2015-2016 school year.

XII. PUBLIC QUESTIONS AND COMMENTS

XIII. GENERAL

XIV. LEGISLATIVE

XV. SCHOOL/ TOWNSHIP & COMMUNITY RELATIONS

XVI. WATCHUNG HILLS BOARD OF EDUCATION

XVII. NEW JERSEY SCHOOL BOARDS REPRESENTATIVE

XVIII. SOMERSET COUNTY SCHOOL BOARDS ASSOCIATION

XIX. SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION

XX. PTO REPORT

XXI. GBEAF REPORT

XXII. OLD BUSINESS

XXIII. NEW BUSINESS

XXIV. EXECUTIVE SESSION

XXV. BOARD MEETING DATES

Workshop Meeting Monday, April 11, 2016

Agenda/Business Meeting/Public Hearing Monday, April 25, 2016

XXVI. ADJOURNMENT

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

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