

**GREEN BROOK BOARD OF EDUCATION
BUSINESS MEETING/BOE RETREAT MINUTES
MONDAY, AUGUST 24, 2015
6:00 P.M.**

MEETING CALLED TO ORDER- The meeting was called to order at 6:00 pm by Mr. James Bencoter, Board President in the Green Brook Middle School Media Center.

PLEDGE OF ALLEGIANCE

Observed by all present.

STATEMENT OF OPEN PUBLIC MEETINGS ACT

Mr. Gregory Brennan, 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 2, 2015 and posted in the Green Brook Middle School and the Irene E. Feldkirchner School.

ROLL CALL

Present: Mr. Azzarello (Arrived at 6:30pm)
 Mr. Bencoter
 Mr. Brault
 Ms. Connors
 Ms. Couch
 Mr. Martins
 Ms. Piccirilli
 Mr. Thomas-Hooke (Arrived at 7:00pm)

Absent: Mr. Humphrey

Administrators

Present: Mr. Kevin Carroll, Superintendent
 Mr. Gregory Brennan, Business Administrator/Board Secretary

PRESIDENT'S COMMENTS

BOE Retreat

SUPERINTENDENT'S REPORT

- New School District Website: Mr. Jason Weber, Technology Coordinator
- Camp PAWS Review: Mr. Derek Ressa, Director of Special Services
- Enrollment
 - IEF 442
 - GBMS 449

<u>WHRHS</u>	440
Total	1331

Camp P.A.W.S. 152

MINUTES

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

Moved by: Ms. Couch

Seconded by: Mr. Martins

Roll Call Vote. Ms. Piccirilli abstained from April 27, 2015. Vote Unanimous. Motion carried.

Workshop Meeting	Monday, January 12, 2015
Workshop Meeting	Monday, February 9, 2015
Agenda/Business Meeting	Monday, February 23, 2015
Workshop Meeting	Monday, March 9, 2015
Agenda/Business Meeting	Monday, March 23, 2015
Workshop Meeting	Monday, April 13, 2015
Agenda/Business Meeting	Monday, April 27, 2015
Workshop Meeting	Monday, May 11, 2015
Agenda/Business Meeting	Tuesday, May 26, 2015
Agenda/Business Meeting	Monday, June 22, 2015

FINANCE/BUILDINGS & GROUNDS

Chair – Bruce Martins

Members – John Azzarello, John Brault & Lisa Couch

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

Moved by: Ms. Couch

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 August in the following amounts for the 2015-2016 school year:

Fund 10	\$361,669.26
Fund 20	\$ 4,959.80
Fund 30	\$ 12,751.55
Fund 60	\$ 170.00
Total	\$379,550.61

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 June and

WHEREAS, these reports show the following balances on June 30, 2015:

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	\$1,540,933.55	\$2,628,043.96	\$4,556,403.26
(12)Capital Outlay			
(20)Special Revenue Fund	\$72,059.99	\$47,071.27	\$110,308.50
(30)Capital Projects Fund	\$2,200.01	(\$639,637.79)	\$38,785.81
(40)Debt Service Fund	\$418.85	\$0.00	\$60,658.85
TOTAL	\$1,615,612.40	\$2,035,477.44	\$4,766,156.42

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 June 1, 2015 through June 30, 2015.

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:

July 15, 2015	\$87,005.83
July 31, 2015	\$134,385.07

E. 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 2015-2016 school year.

F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the secure recycling of the following non-functional/obsolete equipment to Yesterday's Business Computers from Somerset, NJ, for the 2015-2016 school year. The District will be reimbursed for any residual value.

- 141 Dell OptiPlex 760 desktop computers
- 216 Dell 1704FPVt monitors
- 106 Dell Latitude netbooks
- 8 Dell Latitude laptops
- 4 Dell 5000 series printers

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

General Education	\$10,000
In-Class-Support	\$20,000
Pull-Out-Resource	\$30,000
Self-Contained	\$50,000

H. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of out-of-district student MR to attend Grade 1 at the Irene E. Feldkirchner Elementary School at a revenue of \$10,000, 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 IPSP tuition students to be charged \$740 per year if transportation is requested; for the 2015-2016 school year.

J. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to appoint Gregory Brennan as the School Alliance Insurance Fund Commissioner, 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 the following resolution for the 2015-2016 school year:

WHEREAS, Green Brook Township Board of Education policy no. 0147.1, Board Member Compensation, policy no. 3440, Teaching Staff Members Job Expenses, and policy no. 4440, Support Staff Job Expenses and NJAC 6A:23B1.2 (b) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2015-2016 school year.

NOW THEREFORE, BE IT RESOLVED, that the Green Brook Township Board of Education, hereby establishes the school district travel maximum in specific line accounts for Board Members, Administrative Staff, Teachers, and Support Staff for the 2015-2016 school year.

BE IT FURTHER RESOLVED, that the Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded. The maximum amount allotted for each staff member is \$1,500.

L. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the renewal for web-based Special Education management software for New Jersey IEP Direct with support services at a cost of \$8,537.00, for the 2015-2016 school year:

M. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of a transportation jointure with Bound Brook Board of Education, route LK1 (Lakeview School), at a total revenue of \$30,960.00, for the 2015-2016 school year.

N. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of a transportation jointure with Warren Board of Education, route JA-1 (Jardine Academy), at a total revenue of \$29,700.00, for the 2015-2016 school year.

O. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following transportation jointures with Watchung Hills Regional High School, at a total revenue of \$81,795.00, for the 2015-2016 school year:

<u>Route</u>	<u>Destination</u>	<u>Revenue</u>
LK1	Lakeview School	\$15,480.00
GBHS-09	WHRHS	\$1,050.00
GBHS-06	WHRHS	\$3,150.00
VT-02	Somerset County Vo Tech	\$20,157.00
VT-10	Somerset County Vo Tech	\$4,926.00
VT-11	Somerset County Vo Tech	\$4,926.00

VT-7	Somerset County Vo Tech	\$8,574.00
WS-01	WHRHS Work Study	\$23,532.00

P. 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 extended school year tuition contract agreement for the following high school students, in the amount of \$5,544.00, for the 2015-2016 school year:

Student #
2546
2552
2526
2585

Q. 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 MD Program extended school year tuition contract agreement for high school student #2525, in the amount of \$5,054.00, for the 2015-2016 school year.

R. 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 2015/2016 school year tuition contract agreement for the following high school students, in the amount of \$55,437.00, for the 2015-2016 school year:

Student #
2552
2526
2593
2546

S. 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 MD Program 2015/2016 school year tuition contract agreement for the following high school students, in the amount of \$50,543.00, for the 2015-2016 school year:

Student #
2525
2531

T. 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:

Employee	Date	Workshop/Meeting	Cost	Mileage
G. Brennan	8/12/15	Risk Management Seminar	---	\$6.57
C. Bruno K. Eppinger K. Smith	10/13- 14/15	NJ Science Convention - Ready, Set, NGSS!	\$295.00 each	---
K. Carroll	8/20/15	Somerset County Business Partnership – Meet the Mayors	\$25.00	---
S. Casazza	10/12/15	New Jersey School Counselor Association – Fall Conference	\$125.00	\$25.79
P. Ostrander	10/14/15	Annual NJAAP School Health Conference	\$195.00	---
D. Ressa B. Stanton	8/3/2015	SGO 2.1 On the Road to Ownership	---	\$8.30 each

U. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Glasberg Behavioral Consulting Services, LLC, to provide applied behavioral analytic services, four/3-hour consultations, at a cost of \$150.00 per hour, not to exceed \$1,800.00, for the 2015-2016 school year.

V. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Brett DiNovi & Associates, LLC., to provide behavioral consultative services, 3-hour consultations, every other week, not to exceed twenty one/3-hour consultations, at a cost of \$150.00 per hour, not to exceed \$9,450.00, for the 2015-2016 school year.

W. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to pay long-term substitute teachers at a rate of \$200 per diem, for the 2015-2016 school year.

X. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to rescind the June 22, 2015 resolution approving Shaune Casazza to write grades K-4 21st Century Skills update for new standards curriculum, 3 hours per grade level, for a total of 15 hours, at a cost of \$34 per hour, for the 2015-2016 school year.

Y. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Ann Kessler to write grades K-4 21st Century Skills update for new standards curriculum, 3 hours per grade level, for a total of 15 hours, at a cost of \$34 per hour, for the 2015-2016 school year.

Z. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Charlene Finn to provide payroll training to Grisel Azcona, Human Resources Administrative Assistant, effective August 25, 2015, at a rate of \$26.50 per hour, not to exceed \$1,200.00, for the 2015-2016 school year.

AA. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of an employee's out-of-district child SF to attend Grade 1 at the Irene E. Feldkirchner Elementary School at a revenue of \$5,000, for the 2015-2016 school year.

BB. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the appointment of Schwartz Simon Edelstein & Celso LLC as Board Attorneys for the 2015 – 2016 school year for the Green Brook Board of Education. The annual rate is:

Annual Retainer	N/A
Partners/Counsel	\$160/hr
Senior Associates	\$160/hr
Junior Associates	\$155/hr
Paralegal/Clerk	\$100 /hr

EDUCATIONAL DEVELOPMENT/POLICY

Chair – Maria Piccirilli

Members – Darlene Connors, John Brault & Wilton Thomas-Hooke

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

Moved by: Mr. Martins

Seconded by: Mr. Brault

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 following after-school programs, at no cost to the Board of Education, for the 2015-2016 school year:

Chess Club	Grs. 1-4	November 2015 - June 2016
Lego Club	Grs. 1-4	November 2015 - June 2016
Recycled Art Club	Grs. 2-3	November 2015 - June 2016

B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Jennifer Hachey from Rutgers University to serve as a full-time, semester- long student teacher in the Irene E. Feldkirchner Elementary School, cooperating teachers: Susan Hahn and Danielle Breunig, for the 2015-2016 school year.

C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Amanda Hazen from Rutgers University to serve as a full-time, semester- long student teacher in the Irene E. Feldkirchner Elementary School, cooperating teachers: Margaret Baffige and Jennifer Stetz, 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 Katie Harabin from Caldwell University to complete her student teaching assignment at the Irene E. Feldkirchner Elementary School, 5 days per week, from September 1 through December 11, 2015, cooperating teachers, Michelle Larsen and Christine Taylor, 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 the 2016-2017 school calendar, and as approved in 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 of the following curriculum, for the 2015-2016 school year:

- Writer's Workshop: Grades 1-8
- Reader's Workshop: Grades 1-5
- General Music: Pre-K-4
- Vocal Music: Grades 5/6 & 7/8
- Technology: Grades K-6, Tech 1 and Tech 2
- Novice Spanish: Grades 6-8
- ESL standards updates: Grades 6-8
- Visual Art: Grades 5, 6,
- 2D and 3D Art for Grades 7/8

G. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the First and Second Reading of the following Policy, for the 2015-2016 school year: (See Attachment)

Policy No.:

5111 Eligibility of Resident/Nonresident Pupils

PERSONNEL/NEGOTIATIONS

Chair – Lisa Couch

Members – John Azzarello, Maria Piccirilli & Doug Humphrey

The Superintendent recommends and I so move resolution A - T:

Moved by: Mr. Martins

Seconded by: Mr. Brault

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 to accept the resignation of Tristan Miller, special education teacher in the Irene E. Feldkirchner Elementary School, effective August 31, 2015, for the 2015-2016 school year.

B. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Samantha Wong to serve as a special education teacher in the Irene E. Feldkirchner Elementary School, replacing Tristan Miller, effective September 1, 2015 through January 31, 2016, Level BA, Step 1 at an annual salary of \$49,880.00, prorated, and February 1 through June 30, 2016, Level BA, Step 1, at an annual salary of \$50,985.00, prorated, for the 2015-2016 school year. (See Attachment)

C. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Rebecca Nichols to serve as a long-term substitute special education teacher in the Green Brook Middle School, replacing Michelle Kowal, from October 22, 2015 through April 5, 2016, at a per diem rate of \$200.00, for the 2015-2016 school year. (See Attachment)

D. 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 substitute classroom aide for Camp PAWS extended school year/summer work, on an as-needed basis, from July 7 through August 13, 2015, Monday through Thursday, four hours per day, at an hourly rate of \$18.86, for the 2015-2016 school year:

Kathleen Kowalski

E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to move Sylvia Rego, teacher in the Green Brook Middle School, on the salary guide effective September 1, 2015 through January 31, 2016, from Level BA, Step 4, at an annual salary of \$50,490.00, prorated, and February 1 through June 30, 2016, Level BA, Step 5, at an annual salary of \$52,555.00, prorated, to Level BA+15, Step 4, effective September 1, 2015 through January 31, 2016 at an annual salary of \$51,640.00, prorated, and February 1 through June 30, 2016, Level BA+15, Step 5, at an annual salary of \$53,705.00, prorated, for the 2015-2016 school year.

F. The Superintendent recommends and I so move Board of Education of the Township of the Township of Green Brook approval of Kaitlin Muglia to serve as an instructional aide in the Green Brook Middle School, Step 2, at an hourly rate of \$19.36, effective September 1, 2015, for the 2015-2016 school year.

G. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the bus drivers and bus aides, for the 2015-2016 school year. (See Attachment)

H. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Lorena Salinas to serve as a bus driver, for the Green Brook Township School District, for one year pending no motor vehicle violations, Step 1, at an hourly rate of \$25.86, 26.25 hours per week, 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 Keith Jarvis to serve as a bus driver, for the Green Brook Township School District, Step 1, at an hourly rate of \$25.86, 26.25 hours per week, for the 2015-2016 school year. (See Attachment)

J. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Majida Ghanim to serve as a substitute bus aide, for the Green Brook Township School District, at an hourly rate of \$11.88, for the 2015-2016 school year. (See Attachment)

K. 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:

Majida Ghanim
Keith Jarvis
Megan Paulus
Samantha Wong

L. 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 general education/substitute teacher for Camp PAWS extended school year/summer work, on an as-needed basis, at an hourly rate of \$38.00, for the 2015-2016 school year:

Kevin Weeks
Christine Wetzel

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 substitute classroom aide for Camp PAWS extended school year/summer work, on an as-needed basis, at an hourly rate of \$18.86, for the 2015-2016 school year:

Kevin Weeks
Christine Wetzel

N. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the May 26, 2015 resolution approving the following special services personnel to perform summer IEP work and therapy, on an as-needed basis, at an hourly rate of \$38.00, for the 2015-2016 school year:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Not to Exceed</u>
Marydenise Appio	Social Worker	From: 30 Hours To: 40 Hours	From: \$1,140 To: \$1,520
Bernadette Van Pelt	LDTC	From: 30 Hours To: 45 Hours	From: \$1,140 To: \$1,710

O. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to amend the July 27, 2015 resolution approving the following special services personnel to perform summer IEP work and therapy, on an as-needed basis, at an hourly rate of \$38.00, for the 2015-2016 school year:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Not to Exceed</u>
Dr. Emilia Muglia	School Psychologist	From: 62 Hours To: 67 Hours	From: \$2,356 To: \$2,546

P. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the school nurses to perform summer work as needed, from August 25 through August 31, 2015, at an hourly rate of \$38.00, for the 2015-2016 school year:

<u>Name</u>	<u>Hours</u>	<u>Not to Exceed</u>
Pamela Ostrander	30 Hours	\$1,140
Carolyn Seracka	30 Hours	\$1,140

Q. 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 teacher/substitute teacher for the Camp PAWS Wraparound Program, on an as-needed basis, at a rate of \$38.00 per hour, for the 2015-2016 school year.

Bernadette Van Pelt
Susanne Yip

R. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the FMLA leave for employee no. 0556, teacher in the Green Brook Middle School, from September 1 through November 10, 2015, for the 2015-2016 school year.

S. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of a medical leave of absence for employee no. 0236, teacher in the Irene E. Feldkirchner Elementary School, from September 1 through November 30, 2015, using accumulated sick days; and,

Be it further resolved that the administration may require further medical documentation from the employee substantiating the aforesaid sick leave of absence, for the 2015-2016 school year.

Respectfully submitted,

Gregory E. Brennan
SBA/Board Secretary