

**GREEN BROOK BOARD OF EDUCATION
BUSINESS MEETING MINUTES
MONDAY, MAY 23, 2016
7:00 P.M.**

MEETING CALLED TO ORDER- The meeting was called to order at 7:06 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, Interim 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 7, 2016 and posted in the Green Brook Middle School and the Irene E. Feldkirchner School.

ROLL CALL

Present: Mr. Azzarello (arrived at 7:18pm)
Ms. Connors
Ms. Couch
Mr. Goodman
Mr. Martins
Ms. Piccirilli
Ms. Potter
Mr. Thomas-Hooke

Absent: Mr. Brault

Administrators

Present: Mr. Kevin Carroll, Superintendent
Mrs. Heather A. Spitzer, Interim Business Administrator/Board Secretary

Others Present: Ms. Hahn, Ms. April Larsen, Ms. Scavo, Ms. Ostrander and family,
Ms. Humphrey and family, Ms. Appio, Dr. Muglia, Ms. Rego,
Mr. Fornale, Ms. Breunig and family

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SUPERINTENDENT'S REPORT

April 2016	IEF	GBMS
Safety Drills (fire/other)	1/1	1/1
Discipline (ISS/OSS)	0/4.5 days	0/0
HIB Investigations(Confirmed/Unconfirmed)	0	1

Recognition of Doug Humphrey

Governor's Teachers and Educational Professionals of the Year 2016-2017

- IEF
 - Mrs. Danielle Bruenig and Mrs. Pamela Ostrander
- GBMS
 - Mr. Paul Fornale and Mrs. Marydenise Appio

IEF Principal Search

Enrollment

IEF	467
GBMS	444
<u>WHRHS</u>	<u>431</u>
Total	1,342

Staff Coverages for April

Number of Substitute Days	121
Number of Substitutes	20
Cost of Substitutes	\$11,375.00
Number of Staff Coverage Periods	17
Cost of Staff Coverage	\$612.00

CORRESPONDENCE

Nothing at this time.

PUBLIC QUESTIONS & COMMENTS (AGENDA ITEMS ONLY)

Nothing at this time.

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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 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 March and

WHEREAS, these reports show the following balances on March 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	\$2,051,523.40	\$7,639,388.98	\$9,069,723.49
(12)Capital Outlay			
Capital Reserves	\$756,970.28		
(20)Special Revenue Fund	\$175,653.08	\$93,406.15	\$92,848.88
(30)Capital Projects Fund	\$306,599.86	\$21,529.69	\$404,099.15
(40)Debt Service Fund	(\$182,201.64)	\$194,237.50	\$194,656.35
TOTAL	\$3,108,544.98	\$7,948,562.32	\$9,761,327.87

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:

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April 30, 2016	\$488,090.22
May 15, 2016	\$511,310.40

E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to appoint Suplee, Clooney & Company as Board Auditors for the 2015-2016 school year and terminating upon the appointment of a successor. The audit shall consist of an audit of General, Special Revenue, Enterprise, Student Activity, Trust and Agency Funds and all other funds and account groups under the Auspices of the Board of Education and for assistance in the conversion of various financial records and the 2015-2016 CAFR Report in accordance with the reporting requirements of GASB#34 not to exceed \$18,725.00.

F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of professional services contract with Dr. Ronald Frank, M.D. as School Physician for the 2016-2017 school year at an annual rate of \$2,000.00, to include a review of sports physicals performed by the students own physician as needed. Additionally, the rate for Hepatitis B Vaccines for employees will be \$45.00 per vaccine dose administered.

G. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of professional services contract with Schwartz, Simon Edlestein & Celso, LLC, for legal services for the 2016-2017 school year at the following rates:

Title	Hourly Rate
Partners and Counsel	\$160.00
Senior Associates	\$160.00
Junior Associates	\$155.00
Paralegal and Law Clerks	\$100.00

H. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of professional services contract with Brown & Brown Benefit Advisor, Inc., as Health Benefit Consultant 2016-2017 school year at an annual rate of \$10,000.00.

I. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves the following appointment/reappointments for the 2016-2017 school year until superseded by another resolution:

Affirmative Action Officer	Sandra Stanton
Business Administrator	TBD
Purchasing Agent	TBD

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Treasurer of School Monies	Raymond Murray
Custodian of open Public Records Act	TBD
Attendance Officer	Derek Ressa
District Test Coordinator	James Bigsby
Title IX Coordinator	Sandra Stanton
BSI Representative	Derek Ressa
Anti-Bullying Coordinator	TBD
IEF Anti-Bullying Specialist	Shaune Casazza
GBMS Anti-Bullying Specialist	Ann Kessler
Liaison to DYFS	Derek Ressa
Liaison to Dept. of Child Protection & Perm.	Derek Ressa
Indoor Air Quality Coordinator	David Paltjon
Toxic Hazard Preparedness Officer	David Paltjon
Public Access Defibrillation (PAD) Coordinator	Carolyn Seracka
Public Agency Compliance Officer	TBD

J. 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:

Pursuant to the requirements of the NJPL 2011 Chapter 78, the Green Brook Township Board of Education hereby resolves to renew a Section 125 Flexible Spending Account (FSA) program effective July 1, 2016, as follows:

Pursuant to their electronic proposal of July 12, 2013, the Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate AmeriFlex, LLC as the Board's FSA administrator.

1. The Board/Committee appoints Brown & Brown Benefits Advisors, Inc. as its FSA broker-of-record.
2. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement this renewal.

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K. 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:

Pursuant to their electronic proposal of April 26, 2016, the Board accepts the recommendation of its group insurance broker, Brown & Brown Benefit Advisors, Inc. to designate AmeriFlex as the Board's Cobra and retiree billing services administrator.

The Board appoints Brown & Brown Benefits Advisors, Inc. as its COBRA and retiree billing services broker-of-record

1. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement these changes.

L. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves Horizon Healthcare Dental premiums as a participant in the Public Employer Trust effective July 1, 2016 through June 30, 2018, as follows:

Coverage	Monthly Premium	Yearly Premium
Single	\$32.30	\$387.60
Parent Child	\$53.66	\$643.92
2 Adult	\$53.36	\$643.92
Family	\$81.82	\$981.84

M. 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, pursuant to N.J.S.A. 18A:18A-10a and J. J. A.C 5:34-7.29 (c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Green Brook Township Board of Education has the need on a timely basis to purchase goods or services utilizing State contract; and

WHEREAS, the Green Brook Township Board of Education intends to enter into contracts with the following Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

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THEREFORE, BE IT RESOLVED, that the Green Brook Township Board of Education authorized the Purchasing Agent to purchase certain goods or services from the following approved New Jersey State Contract Vendors for the 2016-2017 school year pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the Green Brook Township Board of Education Business Administrator/Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and

BE IT FURTHER RESOLVED, that the duration of the contracts between the Green Brook Township Board of Education and the References State Contract Vendors shall be from July 1, 2016- June 30, 2017.

Vendor	Items	Contract Number
Konica/Minolta	Copy Machines & Supplies	40464
Dell Marketing LP	Technology	89850
Dell Marketing LP	Technology	88796
Av Business Communications	Technology	80806
Fastenal	Maintenance Items	79873
Grainger	Maintenance Items	79875
Lowe's	Supplies/Maintenance Items	82951
School Specialty Products	Classroom Supplies/Furniture	80986
Kurtz Brothers	Classroom Supplies/Furniture	80982
Lakeshore Learning Materials	Classroom Supplies/Furniture	80991
WB Mason Company, Inc.	Office Supplies	88839
WSCA Computer Contract	Computer Products	M-0483
Lenovo	Technology	40121
Hewlett Packard (HP)	Technology	89974

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N. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves the participation in the following cooperative purchasing services for the 2016-2017 school year:

Hunterdon County Educational Services Commission
Middlesex County Educational Services Commission

O. 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 recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.S.A. 18A:11-12 et seq. requires Board members to receive prior approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only as described in NJOMB Circular Letter 06-14, including amendments or revisions thereto, a threshold amount below which Board approval is not required; and

WHEREAS, the Board of Education establishes, for regular district business travel only, an annual school year threshold of \$1,500.00 per employee as described in N.J.A.C. 6A23A-7.3B and where prior Board approval shall not be required unless this annual threshold is exceeded in a given school year (July 1 through June 30); and

WHEREAS, the Board of Education finds that a mileage reimbursement rate equal to that of the NJOMB mileage reimbursement rate is a reasonable rate; and

THEREFORE, BE IT RESOLVED, the Board of Education approves the amount set forth for regular district business travel and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount.

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

BE IT RESOLVED, that Provident Bank be designated as the depository of record for the Green Brook Township Board of Education accounts; and

BE IT FURTHER RESOLVED, that investments can be secured in any other bank holding a current State of New Jersey Governmental Unit Depositor Protection Act certificate.

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Q. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves to designate the School Funds Investor as the Board Secretary/Business Administrator pursuant to 17:12B-241.

R. The Superintendent recommends and I so move Board of Education of the Township of Green Brook authorizes the following signatures on the accounts maintained by the Board of Education for the 2016-2017 school year:

ACCOUNT NAME	TITLE	SIGNATURES REQUIRED
Athletic Account	Principal School Business Admin. Athletic Director	2 of 3
Cafeteria Account	Board President Treasurer School Business Admin.	2 of 3
Flex 125	Board President Treasurer School Business Admin.	2 of 3
General Account	Board President Board Vice President Treasurer School Business Admin.	3 of 4
IEF Student Activity	Principal School Business Admin. School Secretary	2 of 3
GBMS Student Activity	Principal School Business Admin. School Secretary	2 of 3
Payroll Account	Board President Treasurer School Business Admin.	2 of 3
Payroll Agency	Board President Treasurer School Business Admin.	2 of 3
	Board President	

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Unemployment Compensation Account	Treasurer School Business Admin.	2 of 3
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S. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves the following Tax Shelter Annuity providers list, for the 2016-2017 school year:

The Equitable
Variable Annuity Live Insurance Company (VALIC)
MetLife
Lincoln Investment Planning, Inc.

T. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves to re-adopt all current written policies, by-laws, rules/regulations in the official Policy Manual of the Green Brook Township School District for the period of July 1, 2016 through June 30, 2017 unless modified by the Board of Education in accordance with those applicable policies, by-laws and/or rules/regulations.

U. The Superintendent recommends and I so move Board of Education of the Township of Green Brook authorizes the Superintendent and Business Administrator to implement the 2016-2017 budget, pursuant to local and state policies and regulations.

V. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution to award financing for purchase of Apple Laptops over a three year financing period.

WHEREAS, the Board determined that there was a need to acquire Apple laptops and since the total financing costs for the acquisition of such Apple laptops (“Financing”) would be below the bid threshold, the Board would solicit quotes for the Financing; and

WHEREAS, on Monday, April 25, 2016, the Green Brook Township Board of Education (“Board”) approved the use of Hunterdon County ESC Lease Purchase Financial Advisory/Bidding Service (“HCEESC”) to conduct a Request for Quote (“RFQ”) for the Financing; and

WHEREAS, the Board solicited quotes for the Financing. Two respondents submitted responsible bids as a result of this RFQ. The quotes were opened on Thursday, May 12, 2016 at 1:00 p.m., at the offices of the Board’s Business Administrator; and

WHEREAS, after review of the RFQ submitted by the respondents, and consultations with HCEESC, who advised the Board that US Bancorp Government Leasing & Finance met the requirements of the RFQ, the Board has determined that the award be made to US Bancorp Government Leasing & Finance, Inc. at an interest rate of 1.890%, for a total interest cost of \$3,575.00, over the three year financing period.

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NOW, THEREFORE, BE IT RESOLVED, that in accordance with the provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., the Board hereby awards a contract for the Financing to US Bancorp Government Leasing & Finance, Inc.

W. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution to award financing for purchase of Apple technology upgrades over a four year financing period.

WHEREAS, the Board determined that there was a need to acquire Apple technology upgrades and since the total financing costs (“Financing”) for such technology upgrades would be below the bid threshold, the Board would solicit quotes for the Financing; and

WHEREAS, on Monday, April 25, 2016, the Green Brook Township Board of Education (“Board”) approved the use of Hunterdon County ESC Lease Purchase Financial Advisory/Bidding Service (“HCEC”) to conduct a Request for Quote (“RFQ”) for the Financing; and

WHEREAS, the Board solicited quotes for the Financing. Two respondents submitted responsible bids as a result of this RFQ. The quotes were opened on Thursday, May 12, 2016 at 1:00 p.m., at the offices of the Board’s Business Administrator; and

WHEREAS, after review of the RFQ submitted by the respondents, and consultations with HCEC, who advised the Board that US Bancorp Government Leasing & Finance met the requirements of the RFQ, the Board has determined that the award be made to US Bancorp Government Leasing & Finance, Inc. at an interest rate of 1.894%, for a total interest cost of \$5,045.00, over the four year financing period.

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., the Board hereby awards a contract for the Financing to US Bancorp Government Leasing & Finance, Inc.

X. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following resolution to award financing for purchase of a school bus and copiers over a five year financing period.

WHEREAS, the Board determined that there was a need to acquire a school bus and copiers and since the total financing costs for such acquisitions (“Financing”) would be below the bid threshold, the Board would solicit quotes for the Financing; and

WHEREAS, on Monday, April 25, 2016, the Green Brook Township Board of Education (“Board”) approved the use of Hunterdon County ESC Lease Purchase Financial Advisory/Bidding Service (“HCEC”) to conduct a Request for Quote (“RFQ”) for the Financing; and

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WHEREAS, the Board solicited quotes for the Financing. Two respondents submitted responsible bids as a result of this RFQ. The quotes were opened on Thursday, May 12, 2016 at 1:00 p.m., at the offices of the Board’s Business Administrator; and

WHEREAS, after review of the RFQ submitted by the respondents, and consultations with HCESC, who advised the Board that US Bancorp Government Leasing & Finance met the requirements of the RFQ, the Board has determined that the award be made to US Bancorp Government Leasing & Finance, Inc. at an interest rate of 1.962%, for a total interest cost of \$6,246.90, over the five year financing period.

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the provisions of the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., the Board hereby awards a contract for the Financing to US Bancorp Government Leasing & Finance, Inc.

Y. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves the ESY (Extended School Year Program) tuition for nonresident students of \$2,450.00.

Z. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves a summer parent paid Pre-School tuition rate, from July 5, 2016 through August 12, 2016, of \$1,085.00.

AA. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves the following 10-month receiving tuition rates:

Program	Full Day	Half Day
Pre-School – Regular	\$ 10,400.00	\$ 6,500.00
Kindergarten	\$ 14,563.00	N/A
Grades 1-5	\$ 15,018.00	N/A
Grades 6-8	\$ 15,390.00	N/A
LLD	\$ 30,321.00	N/A
BD	\$ 62,817.00	N/A
Autism	\$ 37,532.00	N/A

BB. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves the following 10-month receiving tuition rates for staff members:

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Program	Full Day	Half Day
Pre-School – Regular	\$ 5,200.00	\$ 3,250.00
Kindergarten	\$ 7,281.50	N/A
Grades 1-5	\$ 7,509.00	N/A
Grades 6-8	\$ 7,695.00	N/A

CC. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves the following 2016-2017 Substitute Rates:

Teacher	\$95.00/day
Nurse	\$150.00/day
Aides / Classroom and Bus	\$85.00/day
Secretary	\$85.00/day
Custodian	\$13.00/hour
Bus Drivers	\$19.50/hour

DD. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2016-2017 stipend assignments, and as approved in the 2015-2016 school year.

Position	IEF	MS	DIST.	Stipend	Name
8 TH Grade Advisor		X		\$1,440.00	Christine Wetzel Cathy Yanes
After-School Chorus Instructor		X		\$38.00/hr. October 1 through June 1 2 times/week	Billy Alzاهر
After-School Detention Facilitator		X		\$38.00/hr. On an as- needed basis	Doreen Darr Chris Fox Kim Lehlbach

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					Melanie Tufaro
After-School Door/Hallway/Room Security Monitor		X		\$34.00/hr.	Cathy Yanes
After-School Homework Instructor	X			\$38.00/hr. 3 times a week 30 weeks	VACANT
After-School Homework Instructor		X		\$38.00/hr. 3 times a week 30 weeks	Amanda Dolinsky Kim Lehlbach Carlyn O'Regan Megan Paulus Melanie Tufaro Gab Vinhal
Athletic Director			X	\$3,785.00	Gary Schaefer
Band Director		X		\$38.00/hr. October 1 through June 1 5 times/week	Vinnie Sorensen
Baseball Coach (Boys)		X		\$3,003.00	Gary Schaefer
Basketball Coach (Boys)		X		\$4,458.00	Gary Schaefer
Basketball Coach (Girls)		X		\$4,458.00	Kevin Weeks
Computer Facilitator	X			\$887.00	Jennifer Collett
Computer Facilitator		X		\$887.00	Laura Philip
Cross Country Track Coach		X		\$3,002.00	Chris Fox
Director – Spring Musical (5-8)		X		\$1,442.00	Billy Alzaher
Director – Winter Play (5-8)		X		\$1,442.00	Billy Alzaher
Gym Night Supervisor			X	\$38.00/hr. Maximum – 64 hrs/year	Chris Fox Cathy Yanes
Literacy Magazine Advisor		X		\$729.00	Paul Fornale

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Newspaper Advisor		X		\$729.00	Janine Dally
Soccer Coach (Boys)		X		\$3,002.00	Kevin Weeks
Soccer Coach (Girls)		X		\$3,002.00	Kristine Eppinger
Softball Coach (Girls)		X		\$3,002.00	Kevin Weeks
Student Activities Photographer	X			\$871.00	Maggie Silver
Student Activities Photographer		X		\$871.00	Brian Mojta
Student Council Advisor	X			\$1,440.00	Kathy Guide Michelle Larsen
Student Council Advisor		X		\$1,440.00	Melanie Tufaro Gab Vinhal
Teacher-in-Charge	X			\$60.00 - Full Day \$30.00 - Half Day	Maria Botte Linda Flora Paul Fornale Brian Mojta
Teacher-in-Charge		X		\$60.00 - Full Day \$30.00 - Half Day	Linda Flora Paul Fornale Brian Mojta
Timekeeper			X	\$30.00 per event	Chris Fox
Track Coach (Co-Ed)		X		\$3,002.00	Cathy Yanes
Track Coach (Co-Ed)		X		\$3,002.00	Chris Fox
Track Coach (Co-Ed)		X		\$3,002.00	Rich Esposito
Yearbook Advisor	X			\$1,360.00	Pam Ostrander Maggie Silver
Yearbook Advisor		X		\$1,360.00	Brian Mojta

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EE. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the 2016-2017 curriculum writing assignments, and as approved in the 2015-2016 school year:

Curriculum	Number of Hours	Writer	Payment (\$34/hour)
GBMS Performing Arts 5th Grade - 45 day course	10 hours	Tori Clemens(former performing arts teacher)	\$340
GBMS Performing Arts 6th Grade - 45 day course	10 hours	Tori Clemens(former performing arts teacher)	\$340
Theater Seminar I - 7th/8th Grade - 45 day course	10 hours	Tori Clemens(former performing arts teacher)	\$340
Theater Seminar II - 7th/8th Grade - 45 day course	10 hours	Tori Clemens(former performing arts teacher)	\$340
Global Citizenship - 7th/8th Grade - 90 day course	15 hours	Kevin Ellis	\$510
Global Leadership - 7th/8th Grade - 90 day course	15 hours	Kevin Ellis	\$510
Virtual Worlds Engineering - 45 day course	10 hours	Anne Vicendese	\$340
6th Grade Math	30 hours	Vivian Perng	\$1020
7th Grade Math	30 hours	Rich Esposito	\$1020
8th Grade Math	30 hours	Christine Wetzel	\$1020
Pre-Algebra Updates	5 hours	Christine Wetzel	\$170
Algebra A Updates	5 hours	Christine Wetzel	\$170
Reader's Workshop - 6th Grade	22.5 hours/ writer - 2 writers	Alyssa Ellmann Janine Dally	\$765/ writers

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Reader's Workshop - 7th Grade	22.5 hours/ writer - 2 writers	Megan Paulus Janine Dally	\$765/ writers
Reader's Workshop - 1 additional unit - Kindergarten	7 hours	Kathy Guide	\$238
Reader's Workshop - 1 additional unit - 1st Grade	7 hours	Jennifer Wagner	\$238
Reader's Workshop - 1 additional unit - 2nd Grade	7 hours	Kathy Guide	\$238
Reader's Workshop - 1 additional unit - 3rd Grade	7 hours	Suzanne Scannell	\$238
Reader's Workshop - 1 additional unit - 4th Grade	7 hours	Jennifer Wagner	\$238
Reader's Workshop - 1 additional unit - 5th Grade	7 hours	Nancy Smith	\$238
Greek Civilizations I - 7th/8th Grade - 45 days	10 hours	Kevin Ellis	\$340
Roman Civilization I - 7th/8th Grade - 45 days	10 hours	Kevin Ellis	\$340
Introduction to STEM - 7th/8th Grade - 45 days	10 hours	Rich Esposito	\$340
Stem II - 7th/8th Grade - 45 days	10 hours	Rich Esposito	\$340

FF. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of speech therapy, to be completed by Kaliedoscope Education Solutions, for Student No. 13286631, at a cost of \$85.00 per hour, not to exceed \$680.00, for the remainder of the 2015-2016 school year.

GG. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Michelle Ritter-Lodato to provide home instruction occupational therapy for Student No. 13286631, at a salary of \$38.00 per hour, not to exceed \$304.00, for the remainder of the 2015-2016 school year.

HH. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of three (3) educational evaluations to be completed by Bryant, Gemza, Keenoy, & Koslik LLP, at a cost of \$400.00 per evaluation, not to exceed \$1,200.00, for the remainder of the 2015-2016 school year.

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II. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of one (1) speech & language evaluation for Student No. 5869258012, to be completed by Jill Pilla, at a cost of \$140.00 per hour, not to exceed \$420.00, for the 2015-2016 school year.

JJ. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of one (1) physical therapy evaluation, to be completed by Trinitas Therapy Services, for student 13286631, at a cost of \$84.75 per hour, not to exceed \$423.75, for the remainder of the 2015-2016 school year.

KK. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of WeeCare Therapy Services to provide occupational therapy during extended school year at a cost of \$90.00 per hour, not to exceed \$6,480.00, for the 2016-2017 school year, and as approved in the 2015-2016 school year.

LL. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of WeeCare Therapy Services to provide occupational therapy for Student No. 13286631 during extended school year, at a cost of \$90.00 per hour, not to exceed \$1,080.00, for the 2016-2017 school year, and as approved in the 2015-2016 school year.

MM. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Kaleidoscope Therapy Solutions to provide speech therapy for Student No. 13286631 during extended school year, at a cost of \$85.00 per hour, not to exceed \$1,020.00, for the 2016-2017 school year, and as approved in the 2015-2016 school year.

NN. 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	Cost
K. Carroll	5/24/2016	2016 Law Enforcement Memorial Service Ocean Grove, NJ	---	---	---
K. Carroll	05/25/2016	Student Achievement and Data Summit Somerville, NJ	---	---	---
K. Carroll	06/10/2016	31st Annual Educational Policy & School Law Seminar Lincroft, NJ	---	66	\$20.46

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K. Carroll	06/23/2016	Understanding and Planning for School Bomb Incidents Sayreville, NJ	---	33	\$10.23
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OO. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval for the submission of the following grant funds through the Watchung Hills Regional Municipal Alliance, to be accepted when funds are available, for the 2016-2017 school year, and as approved in the 2015-2016 school year:

Dare for 5th Graders	\$ 860.01
DVDs for Drug & Alcohol Program (IEF)	\$ 402.18
Treat Your Body Right Assembly (IEF)	\$ 720.00

PP. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval for the submission of the following grant funds through the Somerset County Youth Services Commission, to be accepted when funds are available, for the 2016-2017 school year, and as approved in the 2015-2016 school year:

Boy's Council of GBMS	\$1,333.34
Girl's Circle/IEF	\$1,333.33
Health in Steps/GBMS	\$1,333.33

QQ. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Watchung Hills Regional High School out-of-district placement for Student ID# 152557 at Union County Vocational Technical Schools in the amount of \$6,000, for the 2016-2017 school year.

RR. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following special education out-of-district school placement for the 2016-2017 extended-school-year as indicated for each of the following students:

<u>Student ID#</u>	<u>School</u>	<u>Tuition</u>
9527284286	Montgomery Academy	\$6,540.00
7950167861	Lake Drive School	\$6,250.00
9125338578	Douglass Developmental	\$20,200.00

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SS. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following special education out-of-district school placements for the 2016-2017 school year as indicated for the following student:

<u>Student ID#</u>	<u>School</u>	<u>Tuition</u>
9527284286	Montgomery Academy	\$58,860.00

TT. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following special education out-of-district school placements for the 2016-2017 school year (210 days total) as indicated for the following student:

<u>Student ID#</u>	<u>School</u>	<u>Tuition</u>
5748033883	Rutgers Behavioral Health Care	\$73,200.00

UU. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following Watchung Hills Regional High school students to attend the 2016-2017 extended-school-year Learning and Language Disabilities Program, in the amount of \$5,600.00 each, for the 2016-2017 school year:

Student #
2525
2531
2546

VV. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following Watchung Hills Regional High school students to attend the 2016-2017 school year Learning and Language Disabilities Program, in the amount of \$57,000.00 each, for the 2016-2017 school year:

Student #
2525
2531
2546

EDUCATION

Chair – Maria Piccirilli

Members – Darlene Connors, Art Goodman & Janine Potter

Discussion Item: Committee Report

Committee met May 16, 2016. Dr. Bigsby reported that he is in the process of scheduling and there are sample schedules with detailed offerings. He also discussed STEM 101 and that we were awarded a 3 year grant. Ms. Stanton reported on possible instrumental music discussions. Also discussed the 2017/2018 school calendar and possibly moving conference time after last marking period.

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

Moved by: Ms. Couch

Seconded by: Ms. Potter

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 May 2016 HIB Report, including any recommendations for action provided by the Superintendent, for the 2015-2016 school year. (See Attachment)

B. 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, and as approved in the 2015-2016 school year:

Teacher	Program	Grades	Dates	Before School	After School
J Belcuore	“Making the Grade” Homework Club	2-4	September 2016 - May 2017		X
J. Belcuore J. Collett	Crochet Club	3, 4	September 2016 - June 2017	X	
J. Belcuore J. Collett S. Scannell	NAO Robotics	3, 4	September 2016 - June 2017	X	
J. Belcuore J. Collett S. Scannell	STEM Robotics	2-4	September 2016 - June 2017	X	
J. Belcuore M. Silver	Mock Trial Session 1	3, 4	October 13, 2016 - January 26, 2017		X
J. Belcuore M. Silver	Mock Trial Session 2	3, 4	February 9 - April 27, 2017		X
L. Dent	Yoga Club	3, 4	September 13, 2016 - June 8, 2017	X	
D. Pirrone	“Making the Grade” Homework Club	2-4	September 20, 2016 - June 8, 2017		X
S, Scannell M. Silver	Girl’s Circle -Funded by Green	3, 4	January - May 2017		X

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	Brook Youth Services Commission Grant				
S. Scannell K. Wagner	The Book Munch	3, 4	October 2016 - May 2017	X	
D. Sweeney	Model Congress	7, 8	October 2016 - April 2017		X
A. Vicendese	Chess Club	5-8	October 19, 2016 - May 17, 2017		X

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

Date	Destination	Reason	Grade/ Group	Approx. No. of Students	Teacher
06/08/16	GBMS to IEF	Share “movie trailer” produced by GBMS students	Gr. 7	3	Mrs. Clark
06/09/16	IEF to GBMS	4th graders to visit GBMS	Gr. 4	102	Gr. 4 Teachers
06/15/16	Camp Harmony Warren, NJ	Celebration for 4th graders as they move over to GBMS	Gr. 4	102	Gr. 4 Teachers and PTO

D. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves to utilize the Charlotte Danielson Teaching Framework to complete the teacher evaluations as set forth in the Excellence Educations for New Jersey (EE4NJ) guidelines for the 2016-2017 school year.

E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves “Oncourse Systems for Education” as the teacher evaluation system for the 2016-2017 school year.

F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves to utilize the Kim Marshal’s framework for Principal evaluations as set forth in the Excellence Educations for New Jersey (EE4NJ) guidelines 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 Heather A. Spitzer to serve as the School Business Administrator/Board Secretary in the Green Brook Township School District, at an annual salary of \$130,000.00, effective July 1, 2016 through June 30, 2017, pending contract approval by the Executive County Superintendent.

E. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the appointment of the following 12-month administrative staff, effective July 1, 2016 through June 30, 2017, at a salary to be determined.

First Name	Last Name	Title
James	Bigsby	GBMS Principal
Derek	Ressa	Director of Special Services
Sandra	Stanton*	Supervisor of Curriculum
Jason	Weber	Technology Coordinator

* *Tenured*

F. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the appointment of the following 12-month non-affiliated staff, effective July 1, 2016 through June 30, 2017, at a salary to be determined.

First Name	Last Name	Title
Grisel	Azcona	Human Resources Administrative Assistant
Debra	Bishop	Accounts Payable/Receivable Clerk
Patricia	Grazioso	Confidential Administrative Secretary to the Superintendent
Kelly	Helmstetter	Instructional Technology Coach
Karen	Kirchofer	Confidential Secretary
Jorge	Narvaez	Mechanic/Dispatcher
David	Paltjon	Supervisor of Buildings and Grounds/Part-Time Custodian

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- G.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following job descriptions, for the 2016-2017 school year (see attachment):

Assistant to the School Business Administrator
District Operations Coordinator

- H.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Carrie Grapstein to serve as the Assistant to the School Business Administrator in the Green Brook Township School District, at an annual salary of \$70,000.00, effective July 1, 2016 through June 30, 2017.
- I.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of promotion for Danielle Cooper to serve as the District Operations Coordinator in the Green Brook Township School District, at an annual salary of \$65,450.00, which includes a longevity stipend in the amount of \$450.00, effective July 1, 2016 through June 30, 2017.
- J.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to re-appoint Raymond Murray to serve as Treasurer of School Monies for the Green Brook Township School District, at an annual salary of \$4,000.00, effective July 1, 2016 through June 30, 2017.
- K.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Lynette Tyler to serve as an out-of-district nurse for student #8967650183 attending Jardine Academy, for 6.75 hours per day for 30 days at an hourly rate of \$29.61 for a total of \$5,996.03 for the 2016-2017 extended-school-year program, July 6, 2016 through August 16, 2016.
- L.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Lynette Tyler to serve as an out-of-district nurse for student #8967650183 attending Jardine Academy, for 7.25 hours per day for 180 days at an hourly rate of \$29.61 for a total of \$38,864.05 for the 2016-2017 school year, September 6, 2016 through June 30, 2017.
- M.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval to abolish the CST Coordinator position in the Green Brook Township School District.
- N.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following substitute teacher, at a daily rate of \$95.00, for the 2015-2016 school year, and 2016-2017 school year. (See Attachment)

Julie Kaplan (county)

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- O. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following substitute classroom aide, at a daily rate of \$85.00, for the 2015-2016 school year, and for the 2016-2017 school year:

Julie Kaplan

- P. The Superintendent recommends and I so move Board of Education of the Township of Green Brook of the approval of the paid sick leave for Employee No. 0420, teacher in the Irene E. Feldkirchner Elementary School, from September 1 through September 23, 2016, for the 2016-2017 school year, and as approved in the 2015-2016 school year.
- Q. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the FMLA leave for Employee No. 0420, teacher in the Irene E. Feldkirchner Elementary School, from September 26 through December 16, 2016, for the 2016-2017 school year, and as approved in the 2015-2016 school year.
- R. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel transfers, effective May 9, 2016, for the 2015-2016 school year:

<u>Name</u>	<u>From</u>	<u>To</u>
Kristi Metcalfe (Teacher)	GBMS	IEF
Samantha Wong (Teacher)	IEF	GBMS

- S. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as special education teachers for extended school year/summer work, from July 5 through August 12, 2016, Monday through Friday, four hours per day, for a total of 23 days, at an hourly rate of \$38.00, for the 2016-2017 school year, and as approved in the 2015-2016 school year:

Jodi Clark
Amanda Dolinsky
Katie Harabin
Kimberly Lehlbach
Deborah Rizzoli
Jennifer Stetz
Nicole Toto
Bernadette Van Pelt
Andrea Zerjav
Alan Zuckerman

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- T. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as nurse for extended school year/summer work, four hours per day, at an hourly rate of \$38.00, for the 2016-2017 school year, and as approved in the 2015-2016 school year:

Pamela Ostrander
Carolyn Seracka

- U. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as nurse coordinator for extended school year/summer work, for a total of four hours, at an hourly rate of \$38.00, for the 2016-2017 school year, and as approved in the 2015-2016 school year:

Pamela Ostrander

- V. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as substitute nurses for extended school year/summer work, on an as-needed basis, at a daily rate of \$70.00, for the 2016-2017 school year, and as approved in the 2015-2016 school year:

Karen Miller
Lisa Jehle

- W. The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as classroom aides for extended school year/summer work, from July 5 through August 12, 2016, Monday through Friday, four hours per day, for a total of 23 days, at an hourly rate of \$19.34, for the 2016-2017 school year, and as approved in the 2015-2016 school year:

Pam Capparelli
Kelli Castro
Linda Chehade
Regina Herman
Trudi-Ann Lawrence
Kaitlin Muglia
Phil Muniz
Nancy Pinzon
Donna Pizzigoni
Tina Marie Ruhnke
Kelly Wagner
Pam Walker

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- X.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as substitute classroom teachers for extended school year/summer work, on an as-needed basis, at an hourly rate of \$38.00, for the 2016-2017 school year, and as approved in the 2015-2016 school year:

Ashley Chandler
 Danielle Breunig
 Colleen Sporn
 Jennifer Wagner

- Y.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following personnel to serve as substitute classroom aides for extended school year/summer work, on an as-needed basis, at an hourly rate of \$19.34, for the 2016-2017 school year, and as approved in the 2015-2016 school year:

Danielle Breunig
 MaryAnn Bruno
 Ashley Chandler
 Jenny Coelho
 Colleen Sporn
 Natalie Whalen

- Z.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of the following special services personnel to perform summer IEP work and therapy, on an as-needed basis, from July 5 through August 12, 2016, or longer if needed, at an hourly rate of \$38.00, for the 2016-2017 school year, and as approved in the 2015-2016 school year:

<u>Name</u>	<u>Position</u>	<u>Hours</u>	<u>Not to Exceed</u>
Marydenise Appio	Social Worker	50 Hours	\$1,900.00
Bernadette Van Pelt	LDTTC	50 Hours	\$1,900.00
Anne Mendez	Speech & Lang. Therapist	36 Hours	\$1,368.00
Kristen Lobman	Speech & Lang. Therapist	36 Hours	\$1,368.00

- AA.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approval of Nafizia Rugbeer to serve as a substitute bus driver for the district, at an hourly rate of \$19.50, for the 2015-2016 and 2016-2017 school years. (See Attachment)

- BB.** 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.

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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:

Nafizia Rugbeer

- CC.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves to amend Personnel Resolution F. approved May 9, 2016, salary of Alexis Truchan, Teacher, MA Step 11 to \$59,370.00 from \$57,070.00, as per the negotiated agreement. (No budgetary impact)
- DD.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves to amend Personnel Resolution G. approved May 9, 2016, Step on guide of Pilar Orozco, Bus Driver, to Step 5 from Step 4, as per the negotiated agreement. (No change to hourly rate)
- EE.** The Superintendent recommends and I so move Board of Education of the Township of Green Brook approves to amend Personnel Resolution I. approved May 9, 2016, Step and salary of Kenneth Hart, Custodian, from Step OG salary \$56,860.00 to Step P. salary \$52,955.00, as per the negotiated agreement. (No budgetary impact)

PUBLIC QUESTIONS AND COMMENTS

Ms. Larsen questioned the abolishment of the CST Coordinator position.

GENERAL

Ms. Piccirilli - BOE petition

Mr. Goodman – BOE structure at BOE Retreat

LEGISLATIVE

No report.

SCHOOL/ TOWNSHIP & COMMUNITY RELATIONS

No report.

WATCHUNG HILLS BOARD OF EDUCATION

Reported on Strategic Plan, social and emotional well-being, grading system/level and summer maintenance.

NEW JERSEY SCHOOL BOARDS REPRESENTATIVE

No report.

SOMERSET COUNTY SCHOOL BOARDS ASSOCIATION

Meeting on May 24, 2016; unable to attend.

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SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION

No report.

PTO REPORT

Reported on installation of new officers, Teacher Appreciation week, Bengal Tailgate/8th Grade Dance and masquerade ball. Also discussed last day of school food trucks.

GBEAF REPORT

Ms. Piccirilli attended the April 28, 2016 meeting. She reported on the volleyball tournament; raised \$2,000 for the Humphrey family. Also reported on Paypal, before/after care survey, and website. GBEAF will be discussing grants at the May 25, 2016 meeting.

OLD BUSINESS

No report.

NEW BUSINESS

No report.

EXECUTIVE SESSION

Motion to move into Executive Session at 9:59 PM

Moved by: Mr. Azzarello

Seconded by: Ms. Couch

Whereas, the Board of Education must discuss subjects concerning personnel and other agenda matters such as negotiations and the potential for litigation; and

Whereas, the aforesaid subjects are not appropriate subjects to be discussed in a public meeting; and

Whereas, the aforesaid subjects shall be discussed are within the exemptions which are permitted to be discussed and acted upon in private session pursuant to P.L. 1975, Chapter 231,

It is therefore Resolved, that the aforesaid subjects shall be discussed in private session by the Board and administrative staff and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

Vote Unanimous. Motion carried.

Board reconvened at 10:24PM

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BOARD MEETING DATES

Agenda/Business Meeting, 7:00pm	Monday, June 27, 2016
BOE Retreat, 6:00pm	Monday, June 27, 2016
Agenda/Business Meeting	Monday, July 25, 2016

ADJOURNMENT

Motion to adjourn the meeting at 10:26 PM.

Moved by: Ms. Couch

Seconded by: Ms. Piccirilli

Vote Unanimous. Motion carried.

Respectfully submitted,

Mrs. Heather A. Spitzer
Interim SBA/Board Secretary

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