

Red Bank Charter School Board of Trustees
58 Oakland St.
Red Bank, New Jersey
Minutes for June 20, 2023

Call to Order: 6:00 PM - Red Bank Charter School Library

Sunshine statement: Pursuant to Section 5 of the Open Public Meetings Act, notice of this meeting was advertised as directed in the Asbury Park Press, Two River Times and The Hub Newspapers.

Roll Call:

Present: John LeFever, Eric Wagner, Barbara O'Donnell, Matt Damm, Anna-Maria Pittella, Donna McCourt, and Patrick Dorsey

Absent: Karen Flores

Pledge of Allegiance:

Commitment Statement: As advocates for our students, our actions and decisions will always put the interest of our students before our own.

Presentation: Swearing in of BOT Members: Cristie Ritz-King

Public Comments:

Resolutions/Action Items for the 2023-2024 School Year:

OPEN PUBLIC MEETINGS ACT

Resolved that the Red Bank Charter School Board of Trustees, pursuant to Chapter 231 (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Trustees will be held in the Omni room in the Red Bank Charter School.

ADOPTION OF OFFICIAL NEWSPAPERS

The Board of Trustees designates the Asbury Park Press, The Hub, and the Two River Times as official newspapers.

APPROVAL OF DEPOSITORIES

The Board of Trustees approves the following depositories:
TD Bank

AUTHORIZED SIGNATURES

Operating Account - Facsimile Required or Original Signature

Two of the following persons: Head of School and Business Administrator

Payroll - Facsimile Required or Original Signature

Any of the following persons: Head of School or Business Administrator

Payroll Agency - Facsimile or Original Signature

Any of the following persons: Head of School or Business Administrator

Cafeteria - Facsimile or Original Signature

Any of the following persons: Head of School or Business Administrator

Activity - Facsimile or Original Signature

Any of the following persons: Head of School or Business Administrator

APPROVAL OF PUBLIC MEETINGS FOR THE 2023-2024 SCHOOL YEAR

Proposed Public Meetings are as follows:

*July, 2023	TBD
August 15, 2023	6:00PM
September 19, 2023	6:00PM
October 17, 2023	6:00PM
November 21 2023	6:00PM
December 19, 2023	6:00PM
January 16, 2024	6:00PM
February 20, 2024	6:00PM
March 19, 2024	6:00PM
*April 23, 2024	6:00PM
*May 7, 2024	6:00PM
June 18, 2024	6:00PM

Meetings will be held on the third Tuesday of the month, except where noted*

TAX SHELTER ANNUITY SALARY REDUCTION AGREEMENTS

AXA Equitable

AFLAC

ESTABLISHMENT OF PETTY CASH FUND

Approve the establishment of a petty cash fund of \$2,000.00 for the 2023-2024 school year.

TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2023-2024

The Red Bank Charter School recognizes that 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, NJAC 6A: 23B-1.1 et seq. requires Board members to approve these expenses by a majority of the membership, and to establish an annual threshold of \$100 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded. Whereas, travel and related expenses not in compliance with NJAC 6A:23B-1.1, but deemed by the Board of Trustees to be necessary and unavoidable, The Board of Trustees approves all travel not in compliance with NJAC 6A:23B1.1 et seq. as being necessary and unavoidable, as noted on approved Travel and Reimbursement Forms; and Be it further resolved, the Board of Trustees approve travel and related expense reimbursements in accordance with NJAC 6A:23B-1.2(b), to a maximum expenditure of \$10,000.00 for staff and board members.

STATE CONTRACTING PURCHASING

Whereas, Title 18A:18A-10 provides that a Board of Trustees, without advertising for bid, or after having rejected all bids, may purchase any goods or services pursuant to a contract entered

into on behalf of the State by the Division of Purchase and Property and, the Red Bank Charter School does authorize its Business Administrator to make any and all purchases necessary to meet the needs of the school district throughout the school year utilizing various vendors that have State Contracts.

Motion: John LeFever Second: Eric Wagner

YES: John LeFever, Eric Wagner, Barbara O'Donnell, Matt Damm, Anna-Maria Pittella, Donna McCourt, Cristie Ritz-King and Patrick Dorsey

Absent: Karen Flores

Motion to Approve Minutes

- Regular Meeting - April 25, 2023

Motion: Anna-Maria Pittella Second: Matt Damm

YES: John LeFever, Barbara O'Donnell, Matt Damm, Anna-Maria Pittella, Donna McCourt,, and Patrick Dorsey

Abstain: Eric Wagner & Cristie Ritz-King

Absent: Karen Flores

Committee Reports:

A. ACADEMIC

Be it resolved by the Red Bank Charter School Board of Trustees that upon recommendation of the Head of School, the following ACADEMIC Resolutions are approved as indicated:

ROLL CALL VOTE:

B. FACILITIES

Be it resolved by the Red Bank Charter School Board of Trustees that upon recommendation of the Head of School, the following FACILITIES Resolutions are approved as indicated:

B1. Motion to approve the emergency/fire drill reports for May & June 2023 as submitted by the Head of School:

4/24/23	Fire Drill	2:12 pm	Evacuation to Pearl street
4/28/23	Security Drill	9:11 am	Bomb Threat
5/1/23	Security Drill	3:00 pm	Non-Fire Evacuation-Assisted by Red Bank Police
5/23/23	Fire Drill	3:08 pm	Evacuation to Pearl street

Motion: John LeFever Second: Anna-Maria Pittella

YES: John LeFever, Eric Wagner, Barbara O'Donnell, Matt Damm, Anna-Maria Pittella, Donna McCourt, Cristie Ritz-King and Patrick Dorsey

Absent: Karen Flores

C. FINANCE

Be it resolved by the Red Bank Charter School Board of Trustees that upon recommendation of the Business Administrator, the following FINANCE Resolutions are approved as indicated:

C1. Motion to approve the following Bills Lists:

Hand Check Bills List dated May 17, 2023 in the amount of [\\$86,052.32](#).

Bills & Claims List dated May 22, 2023 in the amount of [\\$34,259.91](#).

Hand Check Bills List dated June 13, 2023 in the amount of [\\$88,043.86](#).

Bills and Claims List dated June 15, 2023 in the amount of [\\$33,032.58](#).

C2. Motion to approve the Board Secretary Report of April & May 2023.

C3. Motion to advise the Board of Trustees that there were no over expenditures for May 2023.

C4. Motion to appoint Johnston Law Firm 151 Forest Street, Suite A, Montclair, New Jersey as Special Counsel for the 2023-2024 school year at a rate not to exceed \$275 per hour.

C5. Motion to appoint Adams Gutierrez & Lattiboudere, LLC, One Riverfront Plaza, Newark, New Jersey as General Counsel for the 2023-2024 school year at a rate not to exceed \$170 per hour.

C6. Motion to appoint the firm Jump, Perry and Company, L.L.P. 12 Lexington Avenue, Toms River, New Jersey as auditor for the year ending June 30, 2023 in accordance with their proposal which indicates they have undergone a quality review assessment and provided such with their proposal, in the amount of \$12,900.

C7. Motion to authorize the Business Administrator to make Budget Appropriation Transfers after year end of June 30, 2023, if necessary.

C8. Motion to authorize the Business Administrator to award contracts up to the bid threshold of \$44,000.00 and to establish a quote threshold of \$6,600.00 for the 2023-2024 school year.

C9. Motion to authorize the Business Administrator to make payments on behalf of the Board of Trustees when such payments ensure the health and safety of students and staff or ensure the orderly operation of the 2023-2024 school year.

C10. Motion to authorize the Business Administrator to wire transfer funds between the Board of Trustees bank accounts as necessary for the 2023-2024 school year.

C11. Motion to approve LunchTime Software, LLC for our breakfast/lunch program for the 2023-2024 school year at a cost of \$1,695.00.

C12. Motion to approve Genesis Educational Services for our Student Information System ASP Services for the 2023-2024 school year at a cost of \$4,716.00

C13. Motion to award Karson Food Service Vended Meal contract for the 2023-2024 school year.

C14. Motion to approve the payroll deduction for the Teacher Mentoring Program and distribute through the Agency Account for the 2023-2024 school year.

C15. Motion to approve the contract with [Progressive Therapy](#) for the 2023-2024 school year.

C16. Motion to approve the fee scale for office based Neurological and Developmental Pediatric Evaluations by [NeurAbilities Healthcare](#) for the 2023-2024 school year.

C17. Motion to approve the Central Jersey Consortium for Excellence & Equity Membership Dues for the 2023-2024 school year in the amount of \$2,300.00.

C18. Motion to approve the New Jersey Public Charter Schools Association Annual Membership Dues for the 2023-2024 school year in the amount of \$3,960.00.

C19. Motion to accept with appreciation the donation of \$14.40 through BoxTops for Education Program.

C20. Motion to accept with appreciation the donation from AmazonSmile Foundation in the amount of \$21.11.

C21. Motion to approve the [attached contact with Town Hall, Loring Enterprises](#), for monthly advertising at the rate of \$93/month for 12 months.

C22. Motion to approve MOESC to provide Speech / OT/ PT Services for the summer of 2023.

Motion: Patrick Dorsey Second: John LeFever

YES: John LeFever, Eric Wagner, Barbara O'Donnell, Matt Damm, Anna-Maria Pittella, Donna McCourt, Cristie Ritz-King and Patrick Dorsey

Absent: Karen Flores

D. PERSONNEL

Be it resolved by the Red Bank Charter School Board of Trustees that upon recommendation of the Head of School, the following PERSONNEL Resolutions are approved as indicated:

D1. Motion to approve John Chestman for summer enrichment at the rate of \$700.00 per week.

D2. Motion to terminate the contract of employee number 85750826 effective immediately.

Motion: Eric Wagner Second: Matt Damm

YES: John LeFever, Eric Wagner, Barbara O'Donnell, Matt Damm, Anna-Maria Pittella, Donna McCourt, Cristie Ritz-King and Patrick Dorsey

Absent: Karen Flores

E. POLICY

Be it resolved by the Red Bank Charter School Board of Trustees that upon recommendation of the Head of School, the following POLICY Resolutions are approved as indicated:

E1. State reporting procedures require that the number of Harassment, Intimidation and Bullying (HIB) incidents, even if zero (0), be reported to the Board of Trustees. The number of HIB incidents:

May: 0

Motion: Anna-Maria Pittella Second: John LeFever

YES: John LeFever, Eric Wagner, Barbara O'Donnell, Matt Damm, Anna-Maria Pittella, Donna McCourt, Cristie Ritz-King and Patrick Dorsey

Absent: Karen Flores

F. DEVELOPMENT AND SUSTAINABILITY

Be it resolved by the Red Bank Charter School Board of Trustees that upon recommendation of the Head of School, the following DEVELOPMENT AND SUSTAINABILITY Resolutions are approved as indicated:

Foundation Update

ROLL CALL VOTE:

EXECUTIVE SESSION

ES1. Whereas, Chapter 231 of Public Laws of 1975 authorizes a public body to meet in Private Session under certain limited circumstances, and

Whereas, said law requires a public body to take a resolution at a Public Meeting before it can go into Executive Session,

Now, Therefore, Be it Resolved that the Red Bank Charter School does hereby determine it is necessary to meet in private session for discussion of legal matters.

These matters will be made public when confidentiality is no longer required.

Motion: Barbara O'Donnell Second: Patrick Dorsey

YES: John LeFever, Eric Wagner, Barbara O'Donnell, Matt Damm, Anna-Maria Pittella, Donna McCourt, Cristie Ritz-King and Patrick Dorsey

Absent: Karen Flores

Enter Executive Session at 6:33pm

ES2. Motion to Exit Executive Session

Motion: John LeFever Second: Matt Damm

YES: John LeFever, Eric Wagner, Barbara O'Donnell, Matt Damm, Anna-Maria Pittella, Donna McCourt, Cristie Ritz-King and Patrick Dorsey

Absent: Karen Flores

Exit Executive Session at 7:21pm

New Business:

Adjournment: 7:21pm

Motion: Matt Damm Second: Patrick Dorsey

YES: John LeFever, Eric Wagner, Barbara O'Donnell, Matt Damm, Anna-Maria Pittella, Donna McCourt, Cristie Ritz-King and Patrick Dorsey

Absent: Karen Flores

Next Meeting: July 18, 2023 9:00 AM