

**Red Bank Charter School Board of Trustees**  
**58 Oakland St.**  
**Red Bank, New Jersey**  
**Minutes for June 14, 2022**

**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: 6:02**

Present: Eric Wagner, Barbara O'Donnell, Karen Flores, Donna McCourt, Patrick Dorsey, Roger Foss, Matthew Damm, & John LeFever

Absent: Anna-Maria Pitella

**In Attendance:**

**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.

**Note of Appreciation to Retirees:**

Brenda Conni  
Prabha Minupuri  
Chuck Miller  
Nancy Power  
Sue Bransley

**Presentation:**

Foundation

Legal Updates: Tom Johnston

Alumni Update: Matt Stevenson

H.I.B. Grades & Climate Surveys-Dr. Martello

**Public Comments:**

**Resolutions/Action Items for the 2022-2023 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 2022-2023 SCHOOL YEAR

Proposed Public Meetings are as follows:

*July, 2022	TBD
August 16, 2022	6:00PM
September 20, 2022	6:00PM
October 18, 2022	6:00PM
November 15, 2022	6:00PM
December 20, 2022	6:00PM
January 17, 2023	6:00PM
February 21, 2023	6:00PM
March 21, 2023	6:00PM
April 18, 2023	6:00PM
*May 9, 2023	6:00PM
June 20, 2023	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 2022-2023 school year.

### TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2022-2023

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: Roger Foss

ROLL CALL VOTE:

YES: Eric Wagner, Barbara O'Donnell, Karen Flores, Donna McCourt, Patrick Dorsey, Roger Foss,  
Matthew Damm, & John LeFever

Absent: Anna-Maria Pitella

### **Motion to Approve Minutes**

- Regular Meeting - May 10, 2022

ROLL CALL VOTE:

YES: Eric Wagner, Barbara O'Donnell, Karen Flores, Donna McCourt, and Patrick Dorsey

Abstain: Roger Foss, Matthew Damm, & John LeFever

Absent: Anna-Maria Pitella

**Committee Reports:**

**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 2022 as submitted by the Head of School:

5/23/22	12:54 PM	Fire Drill	Evac to Pearl Street
5/25/22	2:24 PM	Security Drill	Off Site Full Evacuation

Motion: John LeFever      Second: Donna McCourt

**ROLL CALL VOTE:**

YES: Eric Wagner, Barbara O'Donnell, Karen Flores, Donna McCourt, Patrick Dorsey, Roger Foss,  
Matthew Damm, & John LeFever

Absent: Anna-Maria Pitella

**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 June 7, 2022 in the amount of \$63,641.93.

    Bills and Claims List dated June 9, 2022 in the amount of \$60,630.87.

C2. Motion to approve the Board Secretary Report of April 2022.

C3. Motion to advise the Board of Trustees that there were no over expenditures for May 2022.

C4. Motion to appoint Johnson Law Firm 151 Forest Street, Suite A, Montclair, New Jersey as Special Counsel for the 2022-2023 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 2022-2023 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, 2022 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, 2022, 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 2022-2023 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 2022-2023 school year.

C10. Motion to authorize the Business Administrator to wire transfer funds between the Board of Trustees bank accounts as necessary for the 2022-2023 school year.

C11. Motion to approve the contract from Progressive Therapy of New Jersey for student behavior assessment for the 2022-2023 school year at a rate of \$115.00 per hour.

C12. Motion to approve the contract between BAYADA Home Health Care, Inc. and the Red Bank Charter School for substitute nursing for the 2022-2023 school year beginning July 1, 2022 through June 30, 2023 at the rate of \$60.00/hour for RN services under this agreement.

C13. Motion to accept with gratitude the quarterly donation of \$13.76 from the AmazonSmile Foundation.

Motion: Roger Foss      Second: Donna McCourt

ROLL CALL VOTE:

YES: Eric Wagner, Barbara O'Donnell, Karen Flores, Donna McCourt, Patrick Dorsey, Roger Foss,  
Matthew Damm, & John LeFever

Absent: Anna-Maria Pitella

#### **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 the 22-23 stipend positions as attached.

D2. Motion to approve the rollover of unused personal time to sick time for the 21-22 school year and in future school years to come.

D3. Motion to accept the letter from Susan Bransley announcing her retirement at the end of the 2021-2022 school year.

D4. Motion to accept the resignation letter from Jessica Hansen effective at the end of the 2021-2022 school year.

D5. Motion to approve Angela Sopkiewicz as a substitute for the Study Buddy program at a rate of \$35.00 per hour for the 2021-2022 school year.

D6. Motion to approve the stipend of \$35.00 per hour per faculty member to chaperone and work the Spring Fling dance on June 10, 2022.

Motion: Patrick Dorsey      Second: Barbara O'Donnell

ROLL CALL VOTE:

YES: Eric Wagner, Barbara O'Donnell, Karen Flores, Donna McCourt, Patrick Dorsey, Roger Foss,  
Matthew Damm, & John LeFever

Absent: Anna-Maria Pitella

### **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: Matt Damm      Second: John LeFever

ROLL CALL VOTE:

YES: Eric Wagner, Barbara O'Donnell, Karen Flores, Donna McCourt, Patrick Dorsey, Roger Foss,  
Matthew Damm, & John LeFever

Absent: Anna-Maria Pitella

### **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:

F1. Amend the Board of Trustee By-Laws to include membership of a Emeritus Trustee

Motion: Roger Foss      Second: Matt Damm

ROLL CALL VOTE:

YES: Eric Wagner, Barbara O'Donnell, Karen Flores, Donna McCourt, Patrick Dorsey, Roger Foss,

Matthew Damm, & John LeFever

Absent: Anna-Maria Pitella

### **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 personnel matters.

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

Motion: Roger Foss      Second: Matt Damm

ROLL CALL VOTE: At 6:45pm

YES: Eric Wagner, Barbara O'Donnell, Karen Flores, Donna McCourt, Patrick Dorsey, Roger Foss,

Matthew Damm, & John LeFever

Absent: Anna-Maria Pitella

ES2. Motion to Exit Executive Session

Motion: Roger Foss      Second: Eric Wagner

ROLL CALL VOTE: At 7:20pm

YES: Eric Wagner, Barbara O'Donnell, Karen Flores, Donna McCourt, Patrick Dorsey, Roger Foss,

Matthew Damm, & John LeFever

Absent: Anna-Maria Pitella

### **New Business:**

Book Study: Reflection

Swearing in of BOT Member: Donna McCourt

**Adjournment: 7:20pm**

Motion: Roger Foss      Second: Eric Wagner

ROLL CALL VOTE: At 7:20pm

YES: Eric Wagner, Barbara O'Donnell, Karen Flores, Donna McCourt, Patrick Dorsey, Roger Foss,  
Matthew Damm, & John LeFever

Absent: Anna-Maria Pitella

**Next Meeting: T.B.D.**