

Red Bank Charter School Board of Trustees
58 Oakland St.
Red Bank, New Jersey
Minutes for June 15, 2021

Call to Order: 6:02 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:

In Attendance:

Present: Eric Wagner, Karen Flores, Barbara O'Donnell, Meghan Deming, Roger Foss
Matt Damm & Anna-Maria Pitella, Donna McCourt, John LeFever, Roger Foss (6:16pm)

Absent: Matt Damm

Pledge of Allegiance:

Commitment Statement: As fellow learners, we will create an environment which is open to new ideas, supportive of risk-taking and conducive to constructive criticism.

Public Comments:

Safe Return To School Plan - Open for Public Comment

Resolutions/Action Items for the 2021-2022 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 Library 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 2021-2022 SCHOOL YEAR

Proposed Public Meetings are as follows:

*July 6, 2021	Board Retreat 8am to 3 pm
August 17, 2021	6:00PM
September 21, 2021	6:00PM
October 19, 2021	6:00PM
November 16, 2021	6:00PM
*December 14, 2021	6:00PM
January 18, 2022	6:00PM
February 15, 2022	6:00PM
March 15, 2022	6:00PM
*April 12, 2022	6:00PM
*May 10, 2022	6:00PM
*June 14, 2022	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 2021-2022 school year.

TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2021-2022

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: Anna-Maria Pitella Second: Meghan Deming

ROLL CALL VOTE:

YES: Eric Wagner, Karen Flores, Barbara O'Donnell, Meghan Deming,
Anna-Maria Pitella, Donna McCourt, John LeFever, & Roger Foss
Absent: Matt Damm

Motion to Approve Minutes

- Regular Meeting - May 11, 2021

Motion: Barbara O'Donnell Second: Donna McCourt

ROLL CALL VOTE:

YES: Eric Wagner, Barbara O'Donnell, Meghan Deming,
Anna-Maria Pitella, Donna McCourt, & Roger Foss
Abstain: Karen Flores & John LeFever
Absent: Matt Damm

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:

A1. Motion to approve waving attendance policy for student ID #21032 due to the COVID-19 Pandemic.

Motion: Donna McCourt Second: Anna-Maria Pitella

ROLL CALL VOTE:

YES: Eric Wagner, Karen Flores, Barbara O'Donnell, Meghan Deming,
Anna-Maria Pitella, Donna McCourt, John LeFever, & Roger Foss
Absent: Matt Damm

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 2021 as submitted by the Head of School:

5/24/21	Fire Drill	1:49 pm	Phase 2 Drill
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5/25/21	Security Drill	8:05 am	Shelter In-Place w/ Transition to Lockdown- Active Shooter
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Motion: John LeFever Second: Roger Foss

ROLL CALL VOTE:

YES: Eric Wagner, Karen Flores, Barbara O'Donnell, Meghan Deming, Anna-Maria Pitella, Donna McCourt, John LeFever, & Roger Foss
Absent: Matt Damm

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 8, 2021 in the amount of \$56,373.40.

 Bills and Claims List dated June 10, 2021 in the amount of \$50,841.52.

C2. Motion to approve the Board Secretary Report of April 2021.

C3. Motion to advise the Board of Trustees that there were no over expenditures for May 2021.

C4. Motion to appoint Johnston Law Firm 151 Forest Street, Suite A, Montclair, New Jersey as Special Counsel for the 2021-2022 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 2021-2022 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, 2021 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 submit and accept the 2020 - 2023 CRRSA Consolidated Grant in the following amounts:

ESSER II	- \$221,880
Learning Acceleration	- \$25,000
Mental Health	<u>- \$45,000</u>
<u>Total Grant Award</u>	<u>\$291,880</u>

C8. Motion to authorize the Business Administrator to make Budget Appropriation Transfers after year end of June 30, 2021, if necessary.

C9. 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 2021-2022 school year.

C10. 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 2021-2022 school year.

C11. Motion to authorize the Business Administrator to wire transfer funds between the Board of Trustees bank accounts as necessary for the 2021-2022 school year.

C12. Motion to approve the payroll deduction for the Teacher Mentoring Program and distribute through the Agency account for the 2021-2022 school year.

C13. Motion to accept with gratitude the AmazonSmiles Program donation in the amount of \$18.93.

C14. Motion to accept with gratitude the PayPal Giving Fund Program donation in the amount of \$48.75.

C15. Motion to appoint Pat Dunphy as a consultant for Physical Therapy for the Extended School Year (ESY) Program 2021 at a rate of \$75.00 per half hour session as needed.

C16. Motion to appoint Jennifer Durrua, M.A, CCC-SLP of Shore Speech Therapy, LLC as a consultant for Speech Therapy for the Extended School Year (ESY) Program 2021 at a rate of \$82.50 per hour as needed.

C17. Motion to enter agreement with Global Schoolwear to serve as our exclusive school uniform provider for the 2021-2022 school year.

C18. Motion to enter agreement with Extraordinary Portraits to serve as our school photo vendor for the 2021-2022 school year.

Motion: Meghan Deming Second: Roger Foss

ROLL CALL VOTE:

YES: Eric Wagner, Karen Flores, Barbara O'Donnell, Meghan Deming,
Anna-Maria Pitella, Donna McCourt, John LeFever, & Roger Foss

Absent: Matt Damm

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 Emily Potts for student observation hours from Brookdale's Alternate Route Program for a total of 8 hours in the classroom.

D2. Motion to approve Sean McLaughlin for student observation hours from Brookdale's Alternate Route Program for a total of 8 hours in the classroom.

D3. Motion to recognize Linda Bardell for her 15 years of service at Red Bank Charter School and to wish her well in her retirement.

D4. Motion to recognize Rebecca Kopet, LDT-C for her 10 years of service as a consultant for the Red Bank Charter School and to wish her well in her retirement.

Motion: Barbara O'Donnell Second: Meghan Deming

ROLL CALL VOTE:

YES: Eric Wagner, Karen Flores, Barbara O'Donnell, Meghan Deming,
Anna-Maria Pitella, Donna McCourt, John LeFever, & Roger Foss
Absent: Matt Damm

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: Karen Flores Second: Roger Foss

ROLL CALL VOTE:

YES: Eric Wagner, Karen Flores, Barbara O'Donnell, Meghan Deming,
Anna-Maria Pitella, Donna McCourt, John LeFever, & Roger Foss
Absent: Matt Damm

New Business:

Recognition of outgoing BOT Member, Meghan Deming. Thank you for your service and we hope that you will consider joining the BOT again in the future!

Swearing in of new BOT Member: Patrick Dorsey

Adjournment: At 6:55pm

Motion: Eric Wagner Second: Roger Foss

ROLL CALL VOTE:

YES: Eric Wagner, Karen Flores, Barbara O'Donnell, Meghan Deming,
Anna-Maria Pitella, Donna McCourt, John LeFever, & Roger Foss
Absent: Matt Damm

Next Meeting: July 6, 2021 at 8:00am in the RBCS Omniroom