

Red Bank Charter School Board of Trustees
58 Oakland St.
Red Bank, New Jersey
Minutes for June 15, 2020

Call to Order: 6:31 pm- Virtual Meeting via ZOOM

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: Patti Balderas, Meghan Deming, Karen Flores (Arrived 6:33 PM), Roger Foss, Gabriela Lopez, Donna McCourt, Anna-Maria Pitella (Arrived 6:40 PM), Eric Wagner
Absent: John LeFever

In Attendance: Dr. Kristen Martello, Head of School; David P. Block, Business Administrator; Christopher McCarrick, Board Secretary; Ida West-Jones, Academic Administrator, Matthew Damm, Board of Trustees Member Elect

Be it resolved by the Red Bank Charter School Board of Trustees that due to the COVID-19 emergency as declared in Executive Order 103, the Board will conduct virtual meetings in compliance with the Open Public Meetings Act during this period of emergency. Public may attend the June 15, 2020 meeting by clicking [here](#) and entering the password RBCS.

Pledge of Allegiance: Pledge of Allegiance was led by Board President Eric Wagner.

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

Public Comments:

None

Presentations:

- 2019 NJSLA-Science Report - Mrs. Ida West-Jones
- 4th Marking Period Recap Video - Mrs. Ida West-Jones
- Recognition of Patricia Balderas and Gabriela Lopez

Resolutions/Action Items:

Annual Action Items:

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

Bank of America

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

APPOINTMENTS

The following appointments for the 2020-2021 school year:

- | | |
|-------------------------------------|---------------------------|
| a. Purchasing Agent | David P. Block |
| b. School Physician | Dr. Rigatti, Shrewsbury |
| c. Affirmative Action Officer | Kristen Martello |
| d. Gender Equity Officer (Title IX) | Kristen Martello |
| e. 504 Officer | Matthew Strippoli |
| f. Right to Know Contact Person | Charles Miller |
| g. Insurance Agent of Record | Arthur J. Gallagher & Co. |
| h. Anti-Bullying Specialist | Julisa Frazier |
| i. Homeless Liaison | Kristen Martello |
| j. Custodian of School Records | David P. Block |
| k. School Safety Specialist | David P. Block |

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 2020-2021 school year.

TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2020-2021

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: Eric Wagner Second: Meghan Deming

ROLL CALL VOTE:

YES: Patti Balderas, Meghan Deming, Karen Flores, Roger Foss, Gabriela Lopez, Donna McCourt, Anna-Maria Pitella, Eric Wagner

ABSENT: John LeFever

Motion to Approve Minutes

- Regular Meeting - May 12, 2020

Motion: Meghan Deming Second: Patti Balderas

ROLL CALL VOTE:

YES: Patti Balderas, Meghan Deming, Karen Flores, Roger Foss, Gabriela Lopez, Donna McCourt, Anna-Maria Pitella, Eric Wagner

ABSENT: John LeFever

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 the Partnership Agreement between Monmouth University and Red Bank Charter School through the 2022-2023 school year.

A2. Motion to approve the following curriculums as revised by the faculty and administration:
English Language Arts

Mathematics
Social Studies
Financial Literacy
Art
Dance
Music
Theater
Science/STEM

A3. Motion to approve the Preschool Self Assessment Validation System, as submitted to the DOE Office of Early Childhood Education.

Motion: Karen Flores Second: Anna-Maria Pitella

ROLL CALL VOTE:

YES: Patti Balderas, Meghan Deming, Karen Flores, Roger Foss, Gabriela Lopez, Donna McCourt, Anna-Maria Pitella, Eric Wagner

ABSENT: John LeFever

B. FACILITIES

N/A

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 Register dated May 28, 2020 in the amount of \$35,810.30.

Bill and Claims Register dated June 11, 2020 in the amount of \$98,101.57.

C2. Motion to approve the Board Secretary Report of March and April 2020.

C3. Motion to advise the Board of Trustees that there were no over expenditures for May 2020.

C4. Motion to approve the Commercial Vendor Contract Addendum with Karson Food Service for the 2020-2021 school year at an estimated cost of \$76,410.00.

C5. Motion to retain the services of Johnston Law Firm, LLC, 151 Forest St. Suite A, Montclair, New Jersey for charter related counsel for the 2020-2021 school in accordance with the Agreement for Legal Services.

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, 2020 in accordance with their proposal which indicates they have undergone a quality review assessment and provided such with their proposal, in the amount of \$12,500.00.

C7. Motion to authorize the Business Administrator to make Budget Appropriation Transfers after year end of June 30, 2020, 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 \$6,000.00 for the 2020-2021 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 2020-2021 school year.

C10. Motion to authorize the Business Administrator to wire transfer funds between the Board of Trustees bank accounts as necessary for the 2020-2021 school year.

C11. Motion to authorize the submission of the 2020 Impact 100 Grant Application.

C12. Motion to accept the funds from the 2020 Sustainable Jersey for Schools Grant in the amount of \$2,000.00.

C13. Motion to approve the payroll deduction for the Teacher Mentoring Program and distribute through the Agency account for the 2019-2020 school year.

C14. Motion to accept the final check in the amount of \$250.00 from the Alliance to Save Energy for participation in the EmPowered Schools Program.

C15. RESOLUTION OF RED BANK CHARTER SCHOOL, INC.

WHEREAS, the undersigned, Eric Wagner being the President of the Board of Trustees of Red Bank Charter School, Inc., organized under the laws of the State of New Jersey, hereby certify that a meeting of the Board of Trustees was held on June 15, 2020 and the following resolution was duly adopted by the Board of Trustees and are now in full force and effect:

WHEREAS, the Board of Trustees, deems it to be in the best interest of the Company to enter into a Loan with TD BANK, N.A. Bank in the amount of \$3,750,000.00, which will be secured with a 1 st Mortgage on the property owned by the Inc.

BE IT RESOLVED, Eric Wagner, President is authorized and directed to execute any and all necessary documents on the behalf of the Company to enter into a Loan and Mortgage with TD BANK, N.A. in the amount of \$3,750,000.00.

Motion: Meghan Deming Second: Donna McCourt

ROLL CALL VOTE:

YES: Patti Balderas, Meghan Deming, Karen Flores, Roger Foss, Gabriela Lopez, Donna McCourt, Anna-Maria Pitella, Eric Wagner

ABSENT: John LeFever

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 appoint Jennifer Durrua M.A., CCC-SLP of Shore Speech Therapy, LLC as Speech Therapist for the 2019-2020 & 2020-2021 school year at a rate of \$82.50 per hours, as needed at an estimate of \$30,000.00.

D2. Motion to appoint Curtis Consulting, LLC, as LDT-C services for the 2020-2021 school year as needed for an estimate of \$6,000.00.

D3. Motion to appoint Pat Dunphy as Physical Therapist for the 2020-2021 school year at a rate of \$75.00 per half hour session as needed for an estimate of \$10,000.00.

D4. Motion to appoint Sujata Bhagavathula, as School Psychologist for the 2020-2021 school year at a rate of \$375.00 per student evaluation, as needed at an estimate of \$3,000.00.

D5. Motion to appoint Nancy Power, OTR/L as Occupational Therapist for the 2019-2020 & 2020-2021 school year at a rate of \$82.50 per hours, as needed at an estimate of \$30,000.00.

D6. Motion to appoint Jennifer Durrua M.A., CCC-SLP of Shore Speech Therapy, LLC as Speech Therapist for the Extended School Year (ESY) Program 2020 at a rate of \$82.50 per hour.

D7. Motion to appoint Pat Dunphy as Physical Therapist for the Extended School Year (ESY) Program 2020 at a rate of \$75.00 per half hour session.

D8. Motion to appoint Chuck Miller at the hourly rate of \$20.70/hour and Jennifer Gray at the hourly rate of \$16.50/hour for assistance with summer preparations on an as needed basis as determined by the Head of School.

D9. Motion to approve the following Professional Development opportunities:

Brenda Conni: Champions for Science Virtual Conference for Middle Schools to be held on June 17 & June 18 at the cost of \$44.00.

Julisa Frazier: Anti-Bullying Specialist Certification (online) by NJPSA & FEA at the rate of \$500.00.

Motion: Patti Balderas Second: Roger Foss

ROLL CALL VOTE:

YES: Patti Balderas, Meghan Deming, Karen Flores, Roger Foss, Gabriela Lopez, Donna McCourt, Anna-Maria Pitella, Eric Wagner

ABSENT: John LeFever

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

E2. Motion to approve the following updated policies:

4111.1/4211.1 - Nondiscrimination/Affirmative Action

4111.2/4211.2 - Domestic Violence

5113 - Attendance, Absences, and Excuses

5134 - Married/Pregnant and Lactating Students

5141 - Health

6140 - Curriculum Adoption

6161.1 - Guidelines for Evaluation and Selection of Instructional Materials

Motion: Meghan Deming Second: Karen Flores

ROLL CALL VOTE:

YES: Patti Balderas, Meghan Deming, Karen Flores, Roger Foss, Gabriela Lopez, Donna McCourt, Anna-Maria Pitella, Eric Wagner

ABSENT: John LeFever

F. DEVELOPMENT AND SUSTAINABILITY

N/A

New Business:

- PARENT ELECTED BOARD OF TRUSTEE MEMBER
Swearing in of Matthew Damm for a 3-year term (July 1, 2020-June 30, 2023)
- 8th Grade Mural
- Nomination for Board Appointed Board of Trustee Members
- July Meeting Date

Adjournment:

Motion by Eric Wagner seconded by Donna McCourt to adjourn.

VOICE VOTE:

AYES: Patti Balderas, Meghan Deming, Karen Flores, Roger Foss, Gabriela Lopez, Donna McCourt, Anna-Maria Pitella, Eric Wagner

ABSENT: John LeFever,

Time: 7:43 PM

Respectfully submitted,

Christopher McCarrick

Board Secretary

Next Meeting: T.B.D.