

**Red Bank Charter School Board of Trustees**  
**58 Oakland St.**  
**Red Bank, New Jersey**  
**Regular Minutes for June 27, 2017**

**Call to Order:** 6:34pm- 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 on July 19, 2016 in the Asbury Park Press, Two River Times and The Hub Newspapers.

**Roll Call:** Present: Carol Anderson, Patti Balderas, Maureen Dorment, Roger Foss, Anna-Maria Pittella, Mike Stasi (arrival 6:55pm) and Eric Wagner

Absent: Rona Kaplan and Cristie Ritz-King

**In Attendance:** Meredith Pennotti and David Block

**Pledge of Allegiance:**

**Commitment Statement:**

**Public Comments:**

**Resolutions/Action Items:**

**BOARD APPOINTED TRUSTEE MEMBERS:**

Motion to reappoint Carol Anderson for a term starting July 1, 2017 and ending June 30, 2020 was made by Anna-Maria Pittella, Seconded by Maureen Dorment.

ROLL CALL VOTE: Yes: Patti Balderas, Maureen Dorment, Roger Foss, Anna-Maria Pittella, and Eric Wagner

Abstain: Carol Anderson

Motion carried.

Motion to reappoint Maureen Dorment for a term starting July 1, 2017 and ending June 30, 2020 was made by Eric Wagner, Seconded by Patti Balderas.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Roger Foss, Anna-Maria Pittella and Eric Wagner.

Abstain: Maureen Dorment

Motion carried.

Motion to reappoint Eric Wagner for a term starting July 1, 2017 and ending June 30, 2020 was made by Patti Balderas, Seconded by Maureen Dorment.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Maureen Dorment, Roger Foss and Anna-Maria Pittella.

Abstain: Eric Wagner

Motion carried.

Motion to appoint Cristie Ritz-King to complete the remaining two years of a three-year term beginning July 1, 2017 and ending June 30, 2019 was made by Maureen Dorment, Seconded by Anna-Maria Pittella.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Maureen Dorment, Roger Foss, Anna-Maria Pittella and Eric Wagner.

Motion carried.

Motion was made by Eric Wagner, Seconded by Maureen Dorment that the following annual resolutions are approved:

#### **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 MEETINGS FOR THE 2017-2018 SCHOOL YEAR**

Proposed July Meeting as follows:

July 25, 2017            8:30AM-4:30PM Board Retreat (Courtyard Marriott/Lincroft)

#### **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: Lead Person and Business Administrator

Payroll- Facsimile Required

Any of the following persons: Lead Person and Business Administrator

Payroll Agency- Facsimile Required or Original Signature

Lead Person or Business Administrator

Cafeteria- Original Signature: President

Lead Person or Business Administrator

Activity- Original Signature: Lead Person or Business Administrator

## **APPOINTMENTS**

The following appointments for the 2017-2018 school year:

- |    |                                               |                           |
|----|-----------------------------------------------|---------------------------|
| a. | Lead Person                                   | Meredith S. Pennotti      |
| b. | School Business Administrator/Board Secretary | David P. Block            |
| c. | Purchasing Agent                              | David P. Block            |
| d. | School Physician                              | Dr. Rigatti, Shrewsbury   |
| e. | Affirmative Action Officer                    | Meredith Pennotti         |
| f. | Gender Equity Officer(Title IX)               | Meredith Pennotti         |
| g. | 504 Officer                                   | Jill Socha                |
| h. | Right to Know Contact Person                  | Chuck Miller              |
| i. | Insurance Agent of Record                     | Arthur J. Gallagher & Co. |
| j. | Anti-Bullying Specialist                      | Jessica Hansen            |
| k. | Homeless Liaison                              | Nancy Woloszyn            |
| l. | Custodian of School Records                   | 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 2017-2018 school year.

## **TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2016-2017**

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 Education to be necessary and unavoidable, The Board of Trustees approves all travel not in compliance with NJAC 6A;23B-1.1 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 sand related expense reimbursements in accordance with NJAC 6:A:23B-1.2(b), to a maximum expenditure or \$10,000 for staff and board members.

## **STATE CONTRACT 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.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Maureen Dorment, Roger Foss, Anna-Maria Pittella and Eric Wagner.

Motion carried.

**APPROVE MINUTES:**

Motion was made by Maureen Dorment, Seconded by: Carol Anderson: Be it resolved by the Red Bank Charter School Board of Trustees upon the recommendation of the Charter School Administrator the minutes of the Board meeting of May 23, 2017 have been approved.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Maureen Dorment, Roger Foss, and Eric Wagner

Abstain: Anna-Maria Pittella

Motion carried.

**Committee Reports:**

**A. ACADEMIC**

Motion was made by Carol Anderson, Seconded by Patti Balderas: Be it resolved by the Red Bank Charter School Board of Trustees upon the recommendation of the Charter School Administrator, the following Academic Resolutions are approved as indicated:

A1. Motion to approve Brookdale Community College Introduction to Teaching: 50-Hour Pre-Service Course serving as a “clinical” site for student teaching for novice teachers to work with students in an authentic environment as part of their teacher prep program.

A2. Motion to approve the following curriculum and instructional program aligned with the New Jersey Student Learning Standards for the 2017-2018 school year:

Creative Curriculum-Teaching Strategies, LLC  
Reading Street-Pearson Education, Inc.  
Pearson Literature-Pearson Education, Inc.  
Reading and Writing Units of Study-Teacher’s College Columbia University  
Foundations-Wilson Language Training  
myWorld Social Studies-Pearson Education, Inc.  
Science Fusion-Houghton Mifflin Harcourt  
Second Step Character Education-Committee for Children

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Maureen Dorment, Roger Foss, Anna-Maria Pittella and Eric Wagner

Motion carried.

**B. FACILITIES**

None.

**C. FINANCE**

Motion was made by Anna-Maria Pittella, Seconded by Maureen Dorment: Be it resolved by the Red Bank Charter School Board of Trustees upon the recommendation of the Charter School Business Administrator, the following Finance Resolutions are approved as indicated:

C1. BILLS LIST

Motion to approve the following Bills and Claims Lists:

Hand Check Register dated June 19, 2017 in the amount of \$48,032.81.

Bills & Claims List dated June 26, 2017 in the amount of \$37,268.75.00.

Hand Check Register dated June 27, 2017 in the amount of \$2,145.88.

C2. Motion to approve the Board Secretary Report of April, 2017.

C3. Motion to advise the Board of Trustees that there were no over expenditures for May, 2017.

C4. Motion to approve the renewal application for the School Alliance Insurance Fund (SAIF) 2017-2018 for Workers' Compensation, Supplemental Package, School Leaders Professional Liability and Excess Liability Insurance in the amount of \$46,512.00

C5. AUDITOR APPOINTMENT

Motion to approve the appointment of the firm Jump, Perry and Company, L.L.P. 12 Lexington Avenue, Toms River, New Jersey as auditor for the year ending June 30, 2017 in accordance with their proposal which indicates they have undergone a quality review assessment and provided such with their proposal, in the amount of \$11,000.00.

C6. Motion to authorize the Business Administrator to make Budget Appropriation Transfers after year end of June 30, 2017, if necessary.

C7. Motion to authorize the Business Administrator to award contracts up to the bid threshold of \$40,000 and to establish a quote threshold of \$6,000.00 for the 2017-2018 school year.

C8. 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 2017-2018 school year.

C9. Motion to authorize to the Business Administrator to wire transfer funds between the Board of Trustees bank accounts as necessary for the 2017-2018 school year.

C10. Motion to accept the Fiscal Year 2018 IDEA as follows:

Basic               \$39,027.00

Pre-K               \$788.00

C11. Motion to approve the submission of the Fiscal Year 2018 IDEA as follows:

Basic               \$39,027.00

Pre-K               \$788.00

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Maureen Dorment, Roger Foss, Anna-Maria Pittella and Eric Wagner

Abstain: Mike Stasi

Motion carried.

#### **D. PERSONNEL**

Motion was made by Patti Balderas, Seconded by Maureen Dorment: Be it resolved by the Red Bank Charter School Board of Trustees upon the recommendation of the Charter School Administrator, the following Personnel Resolutions are approved as indicated:

D1. Motion to adjust the salary of Linda Bardell for the 2017-2018 school year from \$31,200.00 to \$34,280.00.

D2. Motion to adjust the salary of Alison Wheeler for the 2017-2018 school year from \$47,200.00 to \$48,500.00.

D3. Motion to adjust the salary of Lindsey Steel for the 2017-2018 school year from \$45,000.00 to \$49,500.00.

D4. Motion to appoint the following staff for the 2017-2018 school year:

Meredith Pennotti	\$
Ida West Jones	\$
David P. Block	\$37,900.00
Theresa Shirley	\$60,500.00
Darlene Parker	\$46,000.00
Nicole Paventi	\$34,500.00
Jennifer Gray (30 hours)	\$30,000.00
Margaret Giglio	\$31,000.00
Chuck Miller (30 hours)	\$28,662.00
Mike Woods	\$35,250.00

D5. Motion to appoint Jennifer Durrua, M.A., CCC-SLP of Shore Speech Therapy, LLC as Speech Therapist for the 2017-2018 school year at a rate of \$80.00 per hour, as needed at an estimate of \$30,000.00.

D6. Motion to appoint Nancy Power, OTR/L as Occupational Therapist for the 2017-2018 school year at a rate of \$80.00 per hour, as needed at an estimate of \$30,000.00.

D7. Motion to appoint Curtis Consulting, LLC, as LDT-C Services for the 2017-2018 school year as needed for an estimate of \$4,000.00.

D8. Motion to appoint Pat Dunphy as Physical Therapist for the 2017-2018 school year as needed for an estimate of \$4,000.00.

D9. Motion to approve Summer Curriculum Professional Development Series at a rate of \$40 per hour, not to exceed 200 cumulative hours.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Maureen Dorment, Roger Foss, Anna-Maria Pittella, Mike Stasi and Eric Wagner

Motion carried.

## **E. POLICY**

Motion was made by Maureen Dorment, Seconded by Mike Stasi: Be it resolved by the Red Bank Charter School Board of Trustees upon the recommendation of the Charter School Administrator, the following Policy Resolutions are approved as indicated:

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

May: 0

June: 0

E2. Motion to approve the Physician Standing Orders for the 2017-2018 school year.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Maureen Dorment, Roger Foss, Anna-Maria Pittella, Mike Stasi and Eric Wagner

Motion carried.

**Public Comment:**

**Other Business:**

**Ad Hoc Committee Report:**

**Athletic Report:**

Board of Trustee Meeting June 28, 2017

**EXECUTIVE SESSION**

Motion was made by Maureen Dorment, Seconded Carol Anderson to move to Executive Session at 7:14pm.

All in favor.

Motion carried.

**Executive Session:**

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 the confidentiality is no longer required.

Motion was made by Maureen Dorment, Seconded by Eric Wagner to return to public meeting at 7:51pm

All in favor.

Motion carried.

Motion to adjourn was made by Carol Anderson, Seconded by Anna-Maria Pittella.

All in favor.

Motion carried.

**Adjournment:** 7:52pm