

Red Bank Charter School Board of Trustees
58 Oakland St.
Red Bank, New Jersey
Regular Minutes for June 28, 2016

Call to Order: 6:40pm- 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 8, 2015 in the Asbury Park Press, Two River Times and The Hub Newspapers.

Roll Call: Carol Anderson, Patti Balderas, Roger Foss, Rona Kaplan, Crisite Ritz-King (arrived at 7:08pm), Andrea Plaza, Mike Stasi and Eric Wagner

Absent: Caryn Cohen

In Attendance: Meredith Pennotti and David Block

Pledge of Allegiance:

Commitment Statement:

Public Comments:

Resolutions/Action Items:

APPOINT BOARD OF TRUSTEE MEMBER

Motion was made by Andrea Plaza, Seconded by Patti Balderas to reappoint Rona Kaplan as Board of Trustee Member, for a term starting July 1, 2016 through June 30, 2019.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Roger Foss, Rona Kaplan, Andrea Plaza, Mike Stasi and Eric Wagner

Motion carried.

SWEARING IN OF BOARD OF TRUSTEE MEMBER

Swearing in of Rona Kaplan, 343 River Road, Fair Haven, New Jersey for a three-year term as a board member elected by the Board of Trustees, for a term starting July 1, 2016 and ending June 30, 2019.

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 2016-2017 SCHOOL YEAR

Proposed Public Meetings are as follows:

July 18, 2016	Board Retreat
August 23, 2016	6:30PM
September 27, 2016	6:30PM
October 25, 2016	6:30PM
November 15, 2016	6:30PM
December 13, 2016	6:30PM
January 24, 2017	6:30PM
February 28, 2017	6:30PM
March 28, 2017	6:30PM
April 25, 2017	6:30PM
May 23, 2017	6:30PM
June 27, 2017	6:30PM

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: President or Vice President

Lead Person (or) any of the following:

Board Secretary

Payroll- Facsimile Required

Any of the following persons: President or Vice President

Lead Person (or) any of the following:

Board Secretary

Payroll Agency- Facsimile Required or Original Signature

Lead Person

(or) Board Secretary

Cafeteria- Original Signature: President

Lead Person (or) Board Secretary

Activity- Original Signature: Lead Person

(or) Board Secretary

APPOINTMENTS

The following appointments for the 2016-2017 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 | Nancy Woloszyn |

- | | | |
|----|------------------------------|---------------------|
| h. | Right to Know Contact Person | Nancy Woloszyn |
| i. | Insurance Agent of Record | Holmes and McDowell |
| 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 \$1,200.00 for the 2016-2017 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.

Motion to approve the above resolutions was made by Andrea Plaza, Seconded by Carol Anderson.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Roger Foss, Rona Kaplan, Andrea Plaza, Mike Stasi and Eric Wagner

Motion carried.

APPROVE MINUTES:

Motion to approve the minutes of the Board meeting of May 24, 2016.

Motion was made by Eric Wagner, 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 minutes of the board meeting of May 24, 2016 have been approved.

ROLL CALL VOTE: Yes: Patti Balderas, Roger Foss, Rona Kaplan, Andrea Plaza, and Eric Wagner

Abstain: Carol Anderson and Mike Stasi

Motion carried.

Committee Reports:

A. ACADEMIC

None.

B. FACILITIES

None.

C. FINANCE

Motion was made by Eric Wagner, Seconded by Rona Kaplan: Be it resolved by the Red Bank Charter School Board of Trustees upon the recommendation of the 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 17, 2016 in the amount of \$38,432.06.

Bills & Claims List dated June 28, 2016 in the amount of \$40,040.86.

Hand Check Register dated June 28, 2016 in the amount of \$3,307.00.

C2. Motion to approve the Board Secretary Report of May, 2016.

C3. Motion to advise the Board of Trustees that there were no over expenditures for May, 2016.

C4. Motion to approve the renewal application for the School Alliance Insurance Fund (SAIF) 2016-2017 for Workers' Compensation, Supplemental Package, School Leaders Professional Liability and Excess Liability Insurance in the amount of \$46,773.00.

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, 2016 in accordance with their proposal which indicates they have undergone a quality review assessment and provided such with their proposal, in the amount of \$10,500.00.

C6. Motion to approve Skyway Strategies, Inc., (Administrator, Lisa Strug) P.O. Box 15, Fanwood, New Jersey for media relations and communications outreach services beginning June 27, 2016 through June 26, 2017 at a cost of \$3,300 per month.

C7. Motion to approve the Copier Lease Proposal from Atlantic Tomorrows Office at a monthly cost of \$1,089.28 (copier usage will vary) to replace the following copiers:

Main Office Copier

1st Floor Faculty Copier

2nd Floor Faculty Copier

C8. Motion to authorize the Business Administrator to make Budget Appropriation Transfers after year end of June 30, 2016, if necessary.

C9. 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 2016-2017 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 2016-2017 school year.

C11. Motion to authorize to the Business Administrator to wire transfer funds between the Board of Trustees bank accounts as necessary for the 2016-2017 school year.

C12. Motion to approve the submission of the 2016-2017 NCLB Entitlement Grant as follows:

Title I:	BSI Teacher Salary/Benefits	\$67,022.00
Title IIA:	Professional Development	\$9,532.00

C13. Motion to refuse the 2016-2017 Title III Entitlement Grant funds in the amount of \$7,155.00.

C14. Motion to accept the check from Target's Take Charge of Education program in the amount of \$24.47.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Roger Foss, Rona Kaplan, Andrea Plaza, Mike Stasi and Eric Wagner

Motion carried.

D. PERSONNEL

Motion was made by Rona Kaplan, 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 following Personnel Resolutions are approved as indicated:

D1. Motion to appoint Katelyn Cooper as an Extended School Year (ESY) Teacher for the week of June 27, 2016 through July 1, 2016 to meet the mandate of 210 days at a stipend of \$700.00.

D2. Motion to approve Katelyn Cooper as Camp Director for the afternoon portion of Summer Institute 2016 at a stipend of \$2,500.00.

D3. Motion to approve Brenda Conni as Peer to Peer Coordinator for Professional Development for the 2015-2016 school year at a stipend of \$1,000.00.

D4. Motion to approve the stipend adjustment for the club moderator, Tiffany Stevenson for the 2015-2016 school year from \$250.00 to \$500.00.

D5. Motion to approve the corrected stipend for the Musical Director, Melissa Keeling for the 2016 school musical in the amount of \$2,000.00.

D6. Motion to appoint Jennifer Durrua, M.A., CCC-SLP of Shore Speech Therapy, LLC as Speech Therapist for the 2016-2017 school year at a rate of \$80.00 per hour, as needed at an estimate of \$30,000.00.

D7. Motion to appoint Nancy Power, OTR/L as Occupational Therapist for the 2016-2017 school year at a rate of \$80.00 per hour, as needed at an estimate of \$30,000.00.

D8. Motion to appoint Curtis Consulting, LLC, as LDT-C Services for the 2016-2017 school year as needed for an estimate of \$4,000.00.

D9. Motion to appoint Pat Dunphy as Physical Therapist for the 2016-2017 school year as needed for an estimate of \$4,000.00.

D10. Motion to appoint Santos Ortiz, 4 Tanglewood Road, Middletown, New Jersey as Summer Institute/Summer Camp bus driver at a rate of \$16.00 per hour.

D11. Motion to approve Summer Curriculum Professional Development Series at a rate of \$40 per hour, not to exceed 200 cumulative hours.

D12. Motion to appoint the following staff for the 2016-2017 school year:

Meredith Pennotti – Director
Ida Jones – Supervisor of Curriculum and Instruction
David P. Block – School Business Administrator
Chuck Miller – Custodian
Michael Woods – Maintenance

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Roger Foss, Rona Kaplan, Crisite Ritz-King, Andrea Plaza, Mike Stasi and Eric Wagner

Motion carried.

E. POLICY

Motion was made by Patti Balderas, Seconded by Andrea Plaza: 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: 1

June: 0

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Roger Foss, Rona Kaplan, Crisite Ritz-King, Andrea Plaza, Mike Stasi and Eric Wagner

Motion carried.

Public Comment:

Other Business:

June 28, 2016

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 Superintendent's Evaluation.

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

Motion to move to Executive Session by Rona Kaplan, Seconded by Patti Balderas.

All in Favor.

Move to Executive Session: 7:23pm

Return from Executive Session: 7:25pm

C. PERSONNEL

D12. Motion was made by Rona Kaplan, Seconded by Cristie Ritz-King to renew the contract of Meredith Pennotti, Director for the 2016-2017 school year at a salary of \$151,964.80.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Roger Foss, Rona Kaplan, Cristie Ritz-King, Andrea Plaza, Mike Stasi and Eric Wagner

Motion carried.

Motion to Adjourn the public meeting was made by Andrea Plaza, Seconded by Cristie Ritz-King.

All in Favor.

Adjournment: 8:14pm