

Red Bank Charter School Board of Trustees
58 Oakland Street
Red Bank, New Jersey
Minutes for June 9, 2015

Call to Order: 7:45 pm- Red Bank Charter School Library

Sunshine statement: Pursuant to Section 5 of the Open Public Meetings Act, notice of this meeting was published in the Asbury Park Press on July 3, 2014 and advertised as directed on July 8, 2014 in The Two River Times and The Hub Newspapers. Notice of the meeting change was published in the Asbury Park Press May 27, 2015.

Roll Call: Present: Carol Anderson, Patti Balderas, Caryn Cohen, Roger Foss, Janice Havay, Cristie Ritz-King, Andrea Plaza and Eric Wagner

Arrived for Executive Session: Rona Kaplan

Left prior to Executive Session: Roger Foss

In Attendance: Meredith Pennotti, Bima Baje, David Block and Audrey Oldoerp, Parent

Pledge of Allegiance:

Commitment Statement:

Public Comments:

Resolutions/Action Items:

APPOINT BOARD OF TRUSTEE MEMBERS

Motion was made by Caryn Cohen, Seconded by Cristie Ritz-King to reappoint Roger Foss as Board of Trustee Member, for a term starting July 1, 2015 and ending June 30, 2018.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Caryn Cohen, Janice Havay, Cristie Ritz-King, Andrea Plaza and Eric Wagner

Abstain: Roger Foss

Motion carried.

Motion was made by Caryn Cohen, Seconded by Cristie Ritz-King to reappoint Andrea Plaza as Board of Trustee Member, for a term starting July 1, 2015 and ending June 30, 2018.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Caryn Cohen, Roger Foss, Janice Havay, Cristie Ritz-King and Eric Wagner

Abstain: Andrea Plaza

Motion carried.

Motion was made by Caryn Cohen, Seconded by Cristie Ritz-King to reappoint Patti Balderas as Board of Trustee Member, for a term starting July 1, 2015 and ending June 30, 2018.

ROLL CALL VOTE: Yes: Carol Anderson, Caryn Cohen, Roger Foss, Janice Havay, Cristie Ritz-King, Andrea Plaza and Eric Wagner

Abstain: Patti Balderas

Motion carried.

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 2015-2016 SCHOOL YEAR

Public Meetings are scheduled as follows:

July, 2015	No Meeting
August 25, 2015	6:30PM Reorganization
September 22, 2015	6:30PM
October 27, 2015	6:30PM
November 17, 2015	6:30PM
December 15, 2015	6:30PM
January 26, 2016	6:30PM
February 23, 2016	6:30PM
March 22, 2016	6:30PM
April 26, 2016	6:30PM
May 24, 2016	6:30PM
June 28, 2016	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 2015-2016 school year:

- | | | |
|----|---|-------------------------|
| a. | Lead Person | Meredith 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 | Sonia Saul |
| h. | Right to Know Contact Person | Sonia Saul |
| i. | Insurance Agent of Record | Holmes and McDowell |
| j. | Anti-Bullying Specialist | Stacy Williams |
| k. | Homeless Liaison | Sonia Saul |

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 2015-2016 school year.

TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2015-2016

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 was made by Roger Foss, Seconded by Caryn Cohen.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Caryn Cohen, Roger Foss, Janice Havay, Cristie Ritz-King, Andrea Plaza and Eric Wagner

Motion carried.

APPROVE MINUTES

Motion was made by Patti Balderas, 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 Committee of the Whole meeting of May 20, 2015 and the Board meeting of May 27, 2015 have been approved.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Caryn Cohen, Roger Foss, Janice Havay, Cristie Ritz-King and Eric Wagner

Abstain: Andrea Plaza

Motion carried.

Committee Reports:

A. FINANCE

Motion was made by Roger Foss, Seconded by Andrea Plaza: 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:

A1. BILLS LIST

Motion to approve the following Board Payment Approval Lists:
Board Payment Approval List dated May 29, 2015 in the amount of \$21,014.72.
Board Payment Approval List dated June 6, 2015 in the amount of \$43,963.31.

A2. BOARD SECRETARY REPORT

To approve the Board Secretary Report for May, 2014.

A3. BUDGET TRANSFERS

Motion to approve the budget transfers as of May, 2015.

A4. Motion to approve the renewal application for the School Alliance Insurance Fund (SAIF) 2015-2016 School Leaders Professional Liability Insurance.

A5. Motion to authorize the Business Administrator to make Budget Appropriation Transfers after year end of June 30, 2015, if necessary.

A6. Motion to authorize the Business Administrator to award contracts up to the bid threshold of \$36,000 and to establish a quote threshold of \$5,400.

A7. 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 school.

A8. Motion to authorize to the Business Administrator to wire transfer funds between the Board of Trustees bank accounts as necessary.

A9. Motion to approve Casa Payroll Services, 3120 Fire Road, Pleasantville, NJ 08232 for payroll processing at a cost of \$3,965.00 for the 2015-2016 school year.

A10. Motion to approve EMC Edge Software Licensing through Gloucester County Special Services School District, 1340 Tanyard Road, Sewell, New Jersey 08080 for the School Budget Accounting and Reporting System (SBAR) for the 2015-2016 school year at a rate of \$4,800.00.

A11. Motion to acknowledge receipt of the AT&T United Way Employee Giving Campaign checks on behalf of Patricia McCrink totaling \$20.00.

A12. Motion to report no over expenditures, May, 2015.

A13. Motion to approve the submission of the 2015-2016 NCLB Entitlement Grant as follows:

Title I:	BSI Teacher Salary/Benefits	\$67,775.00
Title IIA:	Professional Development	\$3,549.00

A14. Motion to refuse the 2015-2016 Title III Entitlement Grant funds in the amount of \$2,723.00.

A15. Motion to approve the amendment submission for Title IIA to reflect the carry over from last year. 2014-2015 Submission was for \$3,399.00, the carryover is \$2,486.00 to make a total of \$5,885.00.

A16. Motion to approve the submission of the 2015-2016 IDEA Entitlement Grant as follows:

IDEA Basic:	\$40,246.00
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ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Caryn Cohen, Roger Foss, Janice Havay, Cristie Ritz-King, Andrea Plaza and Eric Wagner

Motion carried.

B. FACILITIES

Motion was made by Eric Wagner, Seconded by Caryn Cohen: Be it resolved by the Red Bank Charter School Board of Trustees upon the recommendation of the Charter School Administrator, the following Facilities Resolutions are approved as indicated:

B1. Motion to approve the building request for The School of Practical Philosophy to use the Red Bank Charter School Omni room Saturday, September 12, 2015 8:00AM – 12:00PM for a public meeting. Approximate attendance is 30 people and will require 2 tables and 30 chairs at a rate of \$50.00 per hour.

B2. Motion to approve the building request for The School of Practical Philosophy to use the Red Bank Charter School Omni room and classrooms for 30 people Monday evenings beginning September 12, 2015 through November 30, 2015 for the winter semester from 6:00 – 9:45PM at a rate of \$45.00.

B3. Motion to approve the building request for Monmouth Civic Chorus to use the Red Bank Charter School Omni room Wednesday Nights September 5, 2015 through December 16, 2015 and January 6, 2016 through June 1, 2016, 7:00pm-10:00pm at a rate of \$35.00 per hour.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Caryn Cohen, Roger Foss, Janice Havay, Cristie Ritz-King, Andrea Plaza and Eric Wagner

Motion carried.

C. PERSONNEL

Motion was made by Cristie Ritz-King, 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 Personnel Resolutions are approved as indicated:

C1. Motion to appoint Susan Bransley as Teacher for the Summer Institute 2015 at a rate of \$50.00 per hour.

C2. Motion to appoint Margaret Giglio as part-time bus driver for the 2015 Summer Institute at a rate of \$16.00/hour.

C3. Motion to appoint Jennifer Durrue, M.A., CCC-SLP of Shore Speech Therapy, LLC as Speech Therapist for the 2015-2016 school year at a rate of \$80.00 per hour, not to exceed \$25,000.00.

C4. Motion to appoint Nancy Power, OTR/L as Occupational Therapist for the 2015-2016 school year at a rate of \$80.00 per hour, not to exceed \$25,000.00.

C5. Motion to appoint Curtis Consulting, LLC, as LDT-C Services for the 2015-2016 school year as needed for an estimate of \$4,000.00.

C6. Motion to appoint Pat Dunphy as Physical Therapist for the 2015-2016 school year as needed for an estimate of \$4,000.00.

C7. Motion to appoint Katelyn A. Cooper, 1116 Morris Avenue, Point Pleasant, New Jersey as Camp Director for the afternoon portion of Summer Institute, 2015 at a stipend of \$2,500.00.

C8. Motion to approve Brenda Conni as Peer to Peer Coordinator for Professional Development for the 2014-2015 school year at a stipend of \$1,000.00.

C9. Motion to approve Jennifer Gray as Summer Office Assistant at an hourly rate of \$18.00.

C10. PERSONNEL 2015-2016

Motion to approve the 2015-2016 Proposed Salaries attached.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Caryn Cohen, Roger Foss, Janice Havay, Cristie Ritz-King, Andrea Plaza and Eric Wagner

Motion carried.

D. ACADEMIC

None.

E. POLICY

Motion was made by Patti Balderas, Seconded by Roger Foss: 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, 2015: 1

E2. Motion to approve the revised 2015-2016 school calendar to include pro-development half days.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Caryn Cohen, Roger Foss, Janice Havay, Cristie Ritz-King, Andrea Plaza and Eric Wagner

Motion carried.

Public Comment:

Other Business:

Athletic Report:

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 Personnel.

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

Motion to move to Executive Session was made by Rona Kaplan, Seconded by Andrea Plaza.

Move to Executive Session: 8:30pm

Return from Executive Session: 8:40pm

F. ADDITIONAL PERSONNEL ITEM

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

F1. Motion to approve the salary adjustment for Meredith Pennotti in the amount of \$3,500.00 retroactive for 2014-2015 bringing her year end salary to \$140,000.00.

ROLL CALL VOTE: Yes: Carol Anderson, Patti Balderas, Caryn Cohen, Janice Havay, Rona Kaplan, Cristie Ritz-King, Andrea Plaza and Eric Wagner

Motion to adjourn was made by Rona Kaplan, Seconded by Cristie Ritz-King

Adjournment: 8:46pm