

**Red Bank Charter School Board of Trustees**  
**58 Oakland Street**  
**Red Bank, New Jersey**  
**Regular Meeting for June 25, 2014**

**Call to Order:** 6:00 pm- Red Bank Charter School Omni Room

Sunshine statement: Pursuant to Section 5 of the Open Public Meetings Act, notice of this meeting was advertised as directed May 28, 2013. Notice of the meeting was published in the Asbury Park Press and Two River Times

**Roll Call:** Present: Caryn Cohen, Roger Foss, Janice Havay, Steve Houck and Bruce Whitaker.

**Absent:** Rona Kaplan, Andrea Plaza and Lynn Romeo

**In Attendance:** Meredith Pennotti and Jonathan Houdart

**Pledge of Allegiance:**

**Commitment Statement:**

**Public Comments:**

**Resolutions/Action Items:**

**APPOINT BOARD OF TRUSTEE MEMBERS**

To appoint Cristie Ritz-King, 62 Madison Avenue, Red Bank, New Jersey as Board of Trustee Member, for a term starting July 1, 2014 and ending June 30, 2017.

To appoint Patti Balderas, 82 Newman Springs Road, Red Bank, New Jersey as Board of Trustee Member, for a term starting July 1, 2014 and ending June 30, 2015.

**ROLL CALL VOTE:**

**ACKNOWLEDGEMENTS**

To acknowledge and thank Bruce Whitaker for governance as Board of Trustee President and his years of service to the Red Bank Charter School.

To accept the resignation and acknowledge and thank Steve Houck for governance as Board of Trustee member and his years of service to the Red Bank Charter School.

To acknowledge and thank Lynn Romeo for governance as Board of Trustee member and her years of service to the Red Bank Charter School.

**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 2014-2015 SCHOOL YEAR**

Public Meetings are scheduled as follows:

July 16, 2014	6:00PM Reorganization
August 26, 2014	6:00PM
September 23, 2014	6:00PM
October 22, 2014	6:00PM
November 19, 2014	6:00PM
December 17, 2014	6:00PM
January 28, 2015	6:00PM
February 25, 2015	6:00PM
March 25, 2015	6:00PM
April 22, 2015	6:00PM
May 27, 2015	6:00PM
June 24, 2015	6:00PM

### **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 2014-2015 school year:

a.	Lead Person	Meredith Pennotti
b.	School Business Administrator	Jonathan Houdart
c.	Purchasing Agent	Jonathan Houdart
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  | Jessica Hansen      |
| 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 2014-2015 school year.

### **TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2014-2015**

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: Caryn Cohen, Roger Foss, Janice Havay, Steve Houck and Bruce Whitaker.

Motion carried.

### **APPROVE MINUTES**

To approve the minutes of the Board meeting of May 28, 2014.

Motion was made by Steve Houck, 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 Board Minutes have been approved.

ROLL CALL VOTE: Yes: Caryn Cohen, Roger Foss, Janice Havay, Steve Houck and Bruce Whitaker.

Motion carried.

### **Committee Reports:**

**A. FINANCE**

Motion was made by Roger Foss, Seconded by Steve Houck: 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**

To approve the Hand Check Register dated June 2, 2014 in the amount of \$17,861.59.

To approve the Hand Check Register dated June 16, 2014 in the amount of \$2,389.90.

To approve the Check Register dated June 23, 2014 in the amount of \$23,600.29.

**A2. BOARD SECRETARY REPORT**

To approve the Board Secretary Report for May, 2014.

**A3. BUDGET TRANSFERS**

To approve the budget transfers as of May 31, 2014.

A4. To approve the attached resolution to renew membership in the New Jersey Schools Insurance Group for the three year period from July 1, 2014 through June 30, 2017.

A5. To approve the attached resolution to renew membership in the Monmouth-Ocean County Shared Services Insurance Fund (MOCSSIF) for the three year period from July 1, 2014 through June 30, 2017 for Worker's Compensation insurance coverage.

A6. To approve the attached School Alliance Insurance Fund (SAIF) 2014-2015 assessment proposal for Package and School Leaders Errors and Omissions coverage.

A7. To approve Maschio's Food Services, Inc. as the food service management company for the 2014-2015 school year in accordance with N.J.S.A. 18A:18A-42, with a management fee of \$7,000.00 and a guarantee that the bottom line of the operational report (total revenue for all sources less program costs, including the management fee) will be a loss no greater than \$20,000.00 (Maschio's shall be responsible for any shortfall greater than \$20,000.00 under the conditions listed in the contract).

A8. To authorize the Business Administrator to make Budget Appropriation Transfers after year end of June 30, 2014, if necessary.

A9. To authorize the Business Administrator to establish a bid threshold of \$36,000 and to establish a quote threshold of \$5,400.

A10. 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.

A11. To authorize to the Business Administrator to wire transfer funds between the Board of Trustees bank accounts as necessary.

A12. To approve the submission of the 2014-2015 NCLB Entitlement Grant as follows:

Title I:	BSI Teacher Salary/Benefits	\$45,765.00
Title IIA:	Professional Development	\$ 3,399.00

A13. To approve the submission of the 2014-2015 IDEA Entitlement Grant as follows:

IDEA Basis: \$38,584.00

IDEA Preschool: \$ 299.00

A14. To refuse the 2014-2015 Title III Entitlement Grant funds in the amount of \$2,819.00.

ROLL CALL VOTE: Yes: Caryn Cohen, Roger Foss, Janice Havay, Steve Houck and Bruce Whitaker.

Motion carried.

## **B. FACILITIES**

No Action Items.

## **C. PERSONNEL**

Motion was made by Steve Houck, 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 Personnel Resolutions are approved as indicated:

C1. To appoint Susan Bransley as Teacher for the Summer Institute 2014 at a rate of \$50.00 per hour.

C2. To appoint Margaret Giglio as part-time bus driver for the 2014 Summer Institute at a rate of \$16.00/hour.

C3. To appoint Nicholas Giglio as part-time bus driver for the 2014 Summer Institute at a rate of \$16.00/hour on an as needed basis.

C4. To appoint Jennifer Durrua, M.A., CCC-SLP of Shore Speech Therapy, LLC as Speech Therapist for the 2014-2015 school year at a rate of \$80.00 per hour.

C5. To appoint Nancy Power, OTR/L as Occupational Therapist for the 2014-2015 school year at a rate of \$80.00 per hour.

C6. To accept the maternity leave request for Erin Bobko to return on November 3, 2014 as outlined in her letter of June 17, 2014.

C7. To accept the maternity leave request for Jessica Hansen beginning in November, 2014 and continue through the 2014-2015 school year as outlined in her letter of June 12, 2014.

C8. To amend the 2014-2015 contract for John Sansevere to reflect the Teacher/Adjunct position at a salary of \$34,330.00.

C9. To appoint Linda Bardell as the maternity leave replacement for Erin Bobko at a pro-rated salary of \$40,000.00 from September 1, 2014 until November 3, 2014.

C10. To appoint Michelle Fogerty as the maternity leave replacement for Jessica Hansen at a pro-rated salary of \$40,000.00 from Mid-November, 2014 through June 30, 2015.

C11. To appoint Mina Rodriguez as part-time Office Assistant (6.5 hours per day) at a salary of \$18,837.00.

ROLL CALL VOTE: Yes: Caryn Cohen, Roger Foss, Janice Havay, Steve Houck and Bruce Whitaker.

Motion carried.

#### **D. ACADEMIC**

Motion was made by Roger Foss, Seconded by Steve Houck: 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:

D1. To approve the following common core aligned ELA programs:

1. Pearson Reading Street, grades 2-5
2. Pearson Literature, grades 6-8
3. Pearson MyWorld Social Studies, grades K-5
4. Wilson Foundations, 2<sup>nd</sup> Edition, grades K & 1

To approve the following Science/STEM programs:

5. Houghton Mifflin Harcourt Science Fusion, grades 5-8

ROLL CALL VOTE: Yes: Caryn Cohen, Roger Foss, Janice Havay, Steve Houck and Bruce Whitaker.

Motion carried.

#### **E. POLICY**

Motion was made by Roger Foss, Seconded by Steve Houck: 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. Revised state reporting procedures require that the number of Harassment, Incident and Bullying (HIB) incident, even if zero (0), be reported to the Board of Trustees. The number of HIB incidents:

May, 2014: 0

ROLL CALL VOTE: Yes: Caryn Cohen, Roger Foss, Janice Havay, Steve Houck and Bruce Whitaker.

Motion carried.

#### **APPOINTMENT**

To nominate Caryn Cohen for a three-year term as a Board of Trustees member.

Vote postponed until July, 2014.

**Public Comment:** None

**Other Business:** None

**Executive Session:** None

Motion to adjourn by Janice Havay, Seconded by Steve Houck

ROLL CALL VOTE: Yes: Caryn Cohen, Roger Foss, Janice Havay, Steve Houck, and Bruce Whitaker.

Motion carried.

**Adjournment:** 7:33pm