

- I. Call to Order By Board Secretary**
- II. Public Notice of Meeting/NJ Sunshine Law**

The New Jersey Public Meetings Law was enacted to ensure the right to the public to have advanced notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted on in accordance with N.J.S.A 10:4-6 et seq.

On the rules of this act, Greater Brunswick Charter School has caused notice of this meeting by Publicizing the date, time and place, of the regularly scheduled meeting in the Public Notice Section of the Home News Tribune and Star Ledgers, sent to the clerks of Highland Park, Edison and New Brunswick and posted at the Greater Brunswick Charter School located at 429 Joyce Kilmer Ave, New Brunswick, NJ 08901. Formal action will take place at this meeting.

III. Roll Call

Voting Members	Role, Term Expires	Present	Absent
Christopher Coulthard	Board Trustee, June 2017		
Peter Schaeffing	Board Trustee, June 2016		
Javon Wilson	Board Trustee, June 2016		
Choka Yogalingam	Board Trustee, June 2017		

Non-Voting Members	Role	Present	Absent
Johanna Jandrisovits	Teacher Representative		
Myra Anne Townes	Teacher Representative		

Also Present

Non-Voting	Role	Present	Absent
Donna Medea	Education Director		
Vanessa Jones	Assist. Education Director		
Greg Romero	Supervisor of Instruction		
Falkowski, Michael	SBA/ Board Secretary		

- IV. Pledge of Allegiance**
- V. Trustee Election Results, Nomination(s) and Induction**

194 Ballots Cast, 4 candidates for 5 positions

- George Waters 138 Votes Term: 1 year
- Laticia Pantaleon 129 Votes Term: 3 years
- Anna Sewald 99 Votes Term: 3 years
- Molly Smith-Larobina 83 Votes Term: 3 years

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Lindsay Kessler							
David Learn			1-year				

VI. Swearing In of New Trustee(s)

VII. Roll Call with Full Board

Voting Members	Role, Term Expires	Present	Absent
Christopher Coulthard	Board Trustee, June 2017		
Peter Schaeffing	Board Trustee, June 2016		
Javon Wilson	Board Trustee, June 2016		
Choka Yogalingam	Board Trustee, June 2017		
Molly Smith-Larobina	Board Trustee, June 2018		
Anna Sewald	Board Trustee, June 2018		
Laticia Pantaleon	Board Trustee, June 2018		
George Waters	Board Trustee, June 2016		
Lindsay Kessler	Board Trustee, _____		
David Learn	Board Trustee, June 2016		

VIII. Nomination and Election of Board Officers

For Board Chairman

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent

For Board Vice Chairman

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent

IX. Approve Meeting Agenda

Motion for Greater Brunswick Charter School, Board of Trustees to approve the Agenda for the **July 16, 2015** meeting.

X. Reorganization Motions

1. Regular Meeting Dates – 2015/2016 School Year

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, approves the Resolution to adopt the Annual Board Meeting Schedule for the 2015/2016 school year in accordance with 18A:10-6. Meetings will be held in the school's Media Center.

Day	Date	Time	Notes
Thursday	July 16, 2015	5:30 PM	Regular Meeting
Thursday	August 20, 2015	5:30 PM	Regular Meeting
Thursday	September 17, 2015	5:30 PM	Regular Meeting
Thursday	October 15, 2015	5:30 PM	Regular Meeting, HIB Report
Thursday	November 19, 2015	5:30 PM	Regular Meeting
Thursday	December 21, 2015	5:30 PM	Regular Meeting
Thursday	January 21, 2016	5:30 PM	Regular Meeting
Thursday	February 18, 2016	5:30 PM	Regular Meeting
Thursday	March 17, 2016	5:30 PM	Regular Meeting
Thursday	April 21, 2016	5:30 PM	Regular Meeting, HIB Report
Thursday	May 12, 2016	5:30 PM	Regular Meeting
Thursday	June 16, 2016	5:30 PM	Regular Meeting

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2015/2016 school year, may be called 48 hours or more prior to the meeting by giving written notice of the date, time, location and agenda (if known) of the special meeting, and also whether formal action may or may not be taken.

3. Appoint School Business Administrator/Board Secretary

BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees approves the Resolution to appoint **Michael Falkowski** as the Business Administrator/Board Secretary for the 2015/2016 school year for \$0.00. In Michael Falkowski's absence Dr. Brian Falkowski will serve as the Acting Board Secretary for \$0.00.

4. Appoint Treasurer of School Monies

BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees approves the Resolution to appoint **Mr. Ed Kent** as the Treasurer of School Monies at an amount not to exceed \$6,600, for the 2015/2016 school year.

5. Adoption of Code of Ethics

RESOLVED, that the Greater Brunswick Charter School Board of Trustees hereby adopts the New Jersey School Boards Code of Ethics, as attached, for its members, for the 2015/2016 school year.

18A:12-24.1 Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

L.2001,c.178,s.5.

6. Adoption of Policies

RESOLVED, that the current board policies adopted by the Greater Brunswick Charter School Board of Trustees, either by code, number, resolution, motion or inference of intent, be re-adopted completely for the 2015/2016 school year.

7. Appoint Public Agency Compliance Officer (PACO) and Custodian of School Records

BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees approves the Resolution to appoint **Michael Falkowski** as the Public Agency Compliance Officer (PACO) and Custodian of School Records for the 2015/2016 school year.

8. Appoint Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator

BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees approves the Resolution to appoint **Victor Calderon** as Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator for the 2015/2016 school year.

9. Depository of Funds

BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees upon the recommendation of the Education Director, approves **PNC Bank** as the depository of funds for the 2015/2016 school year.

10. Newspaper of Record

BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees upon the recommendation of the Education Director, herewith designates **Home News Tribune** as the official Newspapers of Record; be it Resolved the official Website is **greaterbrunswick.org** for the 2015/2016 school year.

11. Authorize the School Business Administrator to Audit and Education Director to Approve Bill Payments

BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees upon the recommendation of the Education Director, herewith designates the School Business Administrator/Board Secretary with the approval of Education Director, in accordance with N.J.S.A 18A:19-1, as the person designated to audit accounts and demands and to approve accounts and demands prior to presentation to the Board of Trustees for the 2015/2016 school year.

12. Authorize Payment of Bills Between Meetings

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, authorizes the Business Administrator to approve the Payment of Bills, as may be necessary between Board meetings and present the aforementioned payments to the Board for approval at the next regularly scheduled meeting for the 2015/2016 school year.

13. Appoint an Affirmative Action Officer, Title IX Compliance Officer and Substance Awareness Coordinator

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby appoints **Ms. Donna Medea** as the Affirmative Action Officer, pursuant to N.J.A.C 6:4-1.4 and Title IX Officer and Substance Awareness Coordinator for the 2015/2016 school year.

14. Appoint an Section 504 Administrator, Homeless Liaison & SEMI Coordinator

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby appoints **Ms. Donna Medea** as the Section 504 Administrator, pursuant to N.J.A.C 6:4-1.4 and Homeless Liaison and SEMI Coordinator for the 2015/2016 school year

15. Appoint a Section 504 Compliance Officer

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby appoints **Ms. Martha Goz** as the 504 Compliance Officer, pursuant to Section 504-1973 Rehabilitation Act, for the 2015/2016 school year.

16. Appoint a HIB/Anti-Bully Coordinator

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby appoints **Ms. Vanessa Jones** as the HIB/Anti-Bully Coordinator for the 2015/2016 school year.

17. Appoint a School Purchasing Agent

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby appoints **Michael Falkowski** as Qualified Purchasing Agent with a Bid and Quotation Threshold to \$40,000 and \$6,000 respectively pursuant to Local Public Contract Laws and

Public School Contract Law N.J.S.A 40A:11-3(c), N.J.S.A 40A:11-9 (b), N.J.S.A 40A11-6.1 (a) and N.J.S.A 18A:18A-2, N.J.S.A 18A:18A-3 (a), N.J.S.A 18A:18A-37 (a), for the 2015/2016 school year.

18. Authorize purchases below 15% of the Bid Threshold without competitive quotations

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2015/2016 school year.

19. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2015/2016 school year.

20. Resolution to authorize the Education Director and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting.

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby authorizes the Education Director and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting for the 2015/2016 school year.

21. Establish a Business Office petty cash fund with a maximum balance of \$300 in cash and the maximum disbursement from petty cash at \$50.00.

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby approves the establishment of petty cash with a maximum of \$300 and a maximum single cash disbursement of \$50.00, for the 2015/2016 school year.

22. Appoint External Audit Firm

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby approves the appointment of **Samuel Klein and Company** to prepare the school's Comprehensive Annual Financial Report & Auditors Management Report for the fiscal year ending June 30, 2015, at a cost not to exceed \$10,000.

23. Appoint Board Attorney

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby approves the appointment of **Porzio, Bromberg and Newman, P.C.** as vendor to provide legal services for the 2015/2016 school year at a cost not to exceed \$18,375.

24. Resolution to Appoint Architect of Record

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby approves the appointment of **Parette Somjen Architects** as Architect of Record for the 2015/2016 school year.

25. Approve Voluntary Payroll Deduction Companies

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby approves the following voluntary deduction companies for the 2015/2016 school year:

403B	AXA Equitable, First Investors, Mass Mutual
FSA	Benefit Tax Link

26. Approve NJ Uniform Chart of Accounts

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby approves the NJ Uniform Chart of Accounts for the 2015/2016 school year.

27. Approve Food Service Vended Meals Company

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby approves the renewal of **All Things Kidz Catering**, as the Food Service Vended Meals Company for the 2015/2016 school year.

28. Approve School Physician Services

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby approves **Access Compliance LLC** for school physician services for the 2015/2016 school year at a cost not to exceed \$1600.

29. Cooperative Purchasing

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, to participate with National Cooperative Pricing System with PEPPM National Cooperative Contracts, Approved County Educational Services, Ed-Data Services, Middlesex County Cooperative, & Hunterdon County Cooperative for 2015/2016 school year.

30. Approve New Jersey State Health Benefits, State of NJ as the Medical Broker of record for Medical and RX Insurance Coverage

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, to Contract with Approved New Jersey State Health Benefits, State of NJ as the Medical Broker of record for Medical and RX Insurance Coverage for 2015/2016

31. Approve Private Insurance Broker of Record

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, to approve **Fortitude Insurance** as Insurance Broker for private Medical, Prescription and Dental Insurance (when not participating in the NJ State Benefits) for the 2015/2016 school year.

32. Approve Insurance Broker of Record for Property and Casualty, and Workers Compensation Insurance

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, to approve **Fortitude Insurance** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2015/2016 school year.

XI. Acceptance of Meeting Minutes

Motion for Greater Brunswick Charter School, Board of Trustees to accept the minutes from **June 11, 2015**.

XII. Public Comment

XIII. Correspondence

XIV. Reports

1. Director's Report
2. HIB Report

Motion to accept Director's and HIB Report.

XV. Closed Session (if necessary)

XVI. Motions for Approval

1. Finance

- a. Bills List: Approve Bills List from June 12, 2015 to July 16, 2015.
- b. Payroll: To approve the following payrolls:

June 15, 2015	\$196,130.15
June 30, 2015	\$185,229.53
July 15, 2015	\$105,576.85

- c. To approve FY16 IDEA Application – BASIC - \$91,271, Preschool - \$1,288
- d. To approve FY16 NCLB Application - Title IA - \$237,195, Title IIA - \$5,814, Title III - \$23,862
- e. To approve Tuition contract with Coastal Learning Center
- f. To approve contract with Rutgers University to provide professional development services at \$1100 per session for 20 sessions – Total: \$22,000
- g. To approve contract with Dual Educational Resources to provide professional development and technical support for school instructional and support staff – Total: \$9,000
- h. To approve contract with Learning Improvement Associates to provide curriculum development services

2. Buildings & Grounds

3. Personnel

- a. To approve the following new staff:

Name	Title	Salary / Rate	Start Date	End Date
Francis Peralta	Student Aide	\$14.02 per hour	9/1/15	6/30/16
Sue Alexander	Student Aide	\$16.92 per hour	9/1/15	6/30/16
Peter Creekmore	Music Teacher	Step 1, \$47,778	9/1/15	6/30/16
Yesenia Jimenez	Teaching Assistant	Step 1, \$28,443	9/1/15	6/30/16
Erica Katz	Long Term Sub – Art	Step 1MA, \$49,028	9/1/15	11/30/15
Silvia Saa	Dual Lang Teacher 4&5	Step 9, \$53,083	9/1/15	6/30/16

- b. To accept the resignation with regret of **Kyle Garcia**, music teacher, effective June 30, 2015.
- c. To accept the resignation with regret of **Theresa Schaefer-Dolan**, Middle School Language Arts Teacher, effective July 31, 2015.

- d. To approve the unpaid leave of absence request of **Diana Sanderson** to participate in the Fulbright Distinguished Teaching Program in Seoul, South Korea from September 1, 2015 to December 1, 2015.
- e. To approve a maternity leave for **Alejandra Suastegui** beginning September 18, 2015 and returning on January 4, 2016.
- f. To approve at 2% salary increase for FY16 for **Linda Seidenstein**, Literacy Coach, new salary \$54,210.96
- g. To approve a 3.2% salary increase for FY16 for **Victor Calderon**, Head Custodian, new salary \$46,440.00.

4. Curriculum/Special Education

5. Policy/Miscellaneous

- a. To approve Vanessa Jones to attend professional developments sessions entitled Transformational Leadership: From Compliance to Practice to Growth on 8/25/15, 9/30/15, and 11/11/15 at NJPSA in Monroe Township, NJ with a registration fee of \$750.00.

XVII. Enrollment Report

Grade	FY16 ENR	Jul 15, 2015	Aug 15, 2015	Sep 15, 2015	Oct 15, 2015	Nov 15, 2015	Dec 15, 2015	Jan 15, 2016	Feb 15, 2016	Mar 15, 2016	Apr 15, 2016	May 15, 2016	Jun 15, 2016
Pre K	0												
K	44												
1	44												
2	44												
3	44												
4	42												
5	42												
6	44												
7	44												
8	42												
Total	390												

XVIII. Committee Reports

- 1. SRC
- 2. Community and Development
- 3. Finance and Facilities
- 4. Governance

XIX. New Business

XX. Closing Comments

XXI. Action Items

- 1. Next Board Meeting: Thursday, August 20, 2015

XXII. Adjournment

XXIII. Closed Session (if necessary)

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
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Christopher Coulthard						Anna Sewald					
Lindsay Kessler						Molly Smith-Larobina					
David Learn						George Waters					
Laticia Pantaleon						Javon Wilson					
Peter Schaeffing						Choka Yogalingam					