

- 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	Present	Absent
Christopher Coulthard	Board Trustee		
Susan Jackson	Board Trustee		
Molly Larobina	Board Trustee		
Anna Seewald	Board Trustee		
Anju Thomas	Board Trustee		
Choka Yogalingam	Board Trustee		

**Also Present**

Non-Voting	Role	Present	Absent
Vanessa Jones	Education Director		
Hector Alvarez	Assistant Education Director		
Michael Falkowski	SBA/ Board Secretary		
Peter Creekmore	Teacher Representative		

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

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Claudia Alvarado							
Mariu Reynoso							
Evan Gentry							

- 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		
Susan Jackson	Board Trustee, June 2018		
Molly Smith-Larobina	Board Trustee, June 2018		
Anna Sewald	Board Trustee, June 2018		
Anju Thomas	Board Trustee, June 2018		
Choka Yogalingam	Board Trustee, June 2017		

**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 21, 2016** meeting.

**X. Reorganization Motions**

1. Regular Meeting Dates – 2016/2017 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 2016/2017 school year in accordance with 18A:10-6. Meetings will be held in the school’s Media Center.

Day	Date	Time	Notes
Thursday	July 21, 2016	5:30 PM	Regular Meeting
Thursday	August 23, 2016	5:30 PM	Regular Meeting
Thursday	September 21, 2016	5:30 PM	Regular Meeting
Thursday	October 20, 2016	5:30 PM	Regular Meeting, HIB Report
Thursday	November 17, 2016	5:30 PM	Regular Meeting

Thursday	December 15, 2016	5:30 PM	Regular Meeting
Thursday	January 19, 2017	5:30 PM	Regular Meeting
Thursday	February 16, 2017	5:30 PM	Regular Meeting
Thursday	March 16, 2017	5:30 PM	Regular Meeting
Thursday	April 20, 2017	5:30 PM	Regular Meeting, HIB Report
Thursday	May 11, 2017	5:30 PM	Regular Meeting
Thursday	June 15, 2017	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 2016/2017 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 2016/2017 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. Alex Benanti** as the Treasurer of School Monies at an amount not to exceed \$6,000, for the 2016/2017 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 2016/2017 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 2016/2017 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 2016/2017 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 2016/2017 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 2016/2017 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 2016/2017 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 2016/2017 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 2016/2017 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. Vanessa Jones** 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 2016/2017 school year.

14. Appoint a 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. Vanessa Jones** as the Section 504 Administrator, pursuant to N.J.A.C 6:4-1.4 and Homeless Liaison and SEMI Coordinator for the 2016/2017 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 2016/2017 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. Carmen Rinee** as the HIB/Anti-Bully Coordinator for the 2016/2017 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 40A:11-6.1 (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 2016/2017 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 2016/2017 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 2016/2017 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 2016/2017 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 2016/2017 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 **Olugbenga Olabintan, CPA** 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 \$17,000.

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 **Johnston Law Firm LLC** as vendor to provide legal services for the 2016/2017 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 2016/2017 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 2016/2017 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 2016/2017 school year.

27. 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 2016/2017 school year at a cost not to exceed \$1600.

28. 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 2016/2017 school year.

29. 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 2016/2017

30. 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 2016/2017 school year.

31. 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 2016/2017 school year.

**XI. Acceptance of Meeting Minutes**

Motion for Greater Brunswick Charter School, Board of Trustees to accept the minutes from **June 22, 2016**.

**XII. Public Comment**

**XIII. Correspondence**

**XIV. Reports**

1. Director's Report
2. EVVRS Report

Motion to accept Director's and EVVRS Report.

**XV. Closed Session (if necessary)**

**XVI. Motions for Approval**

**1. Finance**

- a. Bills List: Approve Bills List from June 17, 2016 to July 21, 2016.
- b. Payroll: To approve the following payrolls:

June 24, 2016	\$190,202.81
July 15, 2016	\$70,891.20

- c. To approve FY17 IDEA Application – BASIC - \$88,217, Non-Public - \$1,521, Preschool - \$1,351
- d. To approve FY17 NCLB Application - Title IA - \$232,759, Title IIA - \$4,558, Title III - \$21,400
- e. To approve contract with Rutgers University to provide professional development services at \$1000 per session for 20 sessions – Total: \$20,000
- f. To approve contract with Dual Educational Resources to provide professional development and technical support for school instructional and support staff – Total: \$9,000
- g. To approve contract with Learning Improvement Associates to provide curriculum development services

**2. Buildings & Grounds**

**3. Personnel**

- a. To approve the resignation of Marian Figueroa effective June 30, 2016.
- b. To approve the following new staff:

Name	Title	Salary / Rate	Start Date
Erica Katz	ESL Teacher	8MA, \$55,225	9/1/2016
Hila Reich	Speech Teacher	12MA, ½ time, \$30,255	9/1/2016
Jacqueline Martin	7/8 Math Teacher	3BA, \$48,970	9/1/2016

- c. To approve the following FY17 stipends:

Name	Title	Salary / Rate
Kelly Sadowski	Website Maintenance	\$3,000

- d. To rescind the rehire of the following staff members for the 2016-2017 school year, approved at the June 22, 2015 Board Meeting:

Name	Position	Salary
Carmen Rine	Special Projects Coordinator	\$45,194.94
Kelly Sadowski	Data Specialist	\$37,492.00

- e. To approve the rehire of the following staff members for the 2016-2017 school year, effect July 1, 2016:

Name	Position	10 or 12 month	Salary
Carmen Rine	Dean of Students	12	\$70,000.00
Kelly Sadowski	Administrative Assistant	12	\$50,000.00
Yaniris Flores	Custodian	12	\$36,365.60
Francsica Rodriquez	Custodian	12	\$32,526.58

**4. Curriculum/Special Education**

- a. To approve the contract for Private School Placement for student S.C. for the 2016/2017 school year with Honor Ridge Academy, GBCS and New Brunswick BOE, tentative tuition charge of \$85,355.00 to be paid by New Brunswick BOE.
- b. To approve the contract for Private School Placement for student R.A. for the 2016/2017 school year with Honor Ridge Academy, GBCS and New Brunswick BOE, tentative tuition charge of \$85,355.00 to be paid by New Brunswick BOE.



- c. To approve contract with NJ Commission for the Blind and Visually Impaired for the 2016/2017 school year for student R.L. at a cost of \$1,900.00.
- d. To approve the proposal with Curriculum Associates to provided I-Ready Licenses at a cost of \$18,400.00

**5. Policy/Miscellaneous**

- a. To approve an amendment to the Greater Brunswick Charter School By-Laws to all New Board Members to be elected by majority of membership votes.
- b. To approve the first and final reading of the following mandatory Policies and Regulations:
  - P1140 Affirmative Action Program (M)
  - P1523 Comprehensive Equity Plan (M)
  - P1530 Equal Employment Opportunities (M)
  - R1530 Equal Employment Opportunities (M)
  - P1550 Affirmative Action Program for Employment and Contract (M)
  - R1550 Affirmative Action Program for Employment and Contract (M)
  - P2260 Affirmative Action Program for School and Classroom Practices (M)
  - P2411 Guidance Counseling (M)
  - R2411 Guidance Counseling (M)
  - P2423 Bilingual and ESL Education (M)
  - R2423 Bilingual and ESL Education (M)
  - P5750 Equal Education Opportunity (M)
  - R5750 Equal Education Opportunity (M)
  - P5755 Equity in Education Program and Services (M)
  - P5516 Use of Electronic Communications and Recording Devices (M)
  - P3125 Employment of Teacher Staff Members (M)
  - P3240 Professional Development (M)
  - P5339 Screening for Dyslexia (M)
  - P5308 Student Health Records (M)
  - R5308 Student Health Records (M)
  - P5310 Health Services (M)
  - R5310 Health Services (M)
  - P5600 Student Discipline / Code of Conduct (M)
  - P2200 Curriculum Content
  - P3244 In-Service Training – Abolished
  - R3244 In-Service Training – Abolished
  - P8441 Care of Injured & Ill Persons
  - R8441 Care of Injured & Ill Persons

**XVII. Enrollment Report**

Grade	FY17 ENR	Jul 15, 2016	Aug 15, 2016	Sep 15, 2016	Oct 15, 2016	Nov 15, 2016	Dec 15, 2016	Jan 15, 2017	Feb 15, 2017	Mar 15, 2017	Apr 15, 2017	May 15, 2017	Jun 15, 2017	Wait List 2016/2017
K	44	44												25
1	44	44												8
2	44	44												16
3	44	44												7

<b>4</b>	44	44												10
<b>5</b>	44	44												5
<b>6</b>	44	44												13
<b>7</b>	44	44												4
<b>8</b>	42	42												1
<b>Total</b>	<b>394</b>	<b>394</b>												<b>89</b>

**XVIII. Committee Reports**

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

**XIX. New Business**

**XX. Closing Comments**

**XXI. Action Items**

- Next Board Meetings: 8/23/16, 9/21/16, 10/20/16, 11/17/16, 12/15/16, 1/19/17, 2/16/17, 3/16/17, 4/20/17, 5/11/17, 6/15/17

**XXII. Adjournment**

**XXIII. Closed Session (if necessary)**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Christopher Coulthard						Choka Yogalingam					
Susan Jackson											
Molly Larobina											
Anna Seewald											
Anju Thomas											