

**I. Call to Order By Board Secretary – 5:41pm**
**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              | X               |        |
| Susan Jackson         | Board Trustee              | X               |        |
| Molly Larobina        | Board Trustee              | X               |        |
| David Learn           | Board Vice Chair / Trustee | X, arrived 6:45 |        |
| Peter Schaeffing      | Board Trustee              | X               |        |
| Anna Seewald          | Board Trustee              | X               |        |
| Anju Thomas           | Board Trustee              | X               |        |
| George Waters         | Board Chair / Trustee      | X               |        |
| Choka Yogalingam      | Board Trustee              |                 | X      |

**Also Present**

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

**IV. Pledge of Allegiance**
**V. Approve Meeting Agenda**

Motion for Greater Brunswick Charter School, Board of Trustees to approve the Agenda for the **November 19, 2015** meeting.

| Voting Members        | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion | Yes | No | Abstain | Absent |
|-----------------------|-----------------|-----|----|---------|--------|------------------|--------|-----|----|---------|--------|
| Christopher Coulthard | 1 <sup>st</sup> | X   |    |         |        | Anna Seewald     |        | X   |    |         |        |
| Susan Jackson         |                 | X   |    |         |        | Anju Thomas      |        | X   |    |         |        |
| Molly Larobina        |                 | X   |    |         |        | George Waters    |        | X   |    |         |        |
| David Learn           |                 |     |    |         | X      | Choka Yogalingam |        |     |    |         | X      |
| Peter Schaeffing      | 2 <sup>nd</sup> | X   |    |         |        |                  |        |     |    |         |        |

**VI. Acceptance of Meeting Minutes**

Motion for Greater Brunswick Charter School, Board of Trustees to accept the minutes from **October 15, 2015.**

| Voting Members        | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion | Yes | No | Abstain | Absent |
|-----------------------|-----------------|-----|----|---------|--------|------------------|--------|-----|----|---------|--------|
| Christopher Coulthard | 1 <sup>st</sup> | X   |    |         |        | Anna Seewald     |        | X   |    |         |        |
| Susan Jackson         |                 | X   |    |         |        | Anju Thomas      |        | X   |    |         |        |
| Molly Larobina        |                 | X   |    |         |        | George Waters    |        | X   |    |         |        |
| David Learn           |                 |     |    |         | X      | Choka Yogalingam |        |     |    |         | X      |
| Peter Schaeffing      | 2 <sup>nd</sup> | X   |    |         |        |                  |        |     |    |         |        |

**VII. Public Comment**

**Ms. Veronica Casarrubas** – Ms. Jackson assisted in translating the comments. Parents had a meeting and discussed the Director search, which they were not aware of. Wanted to understand the process. The Board assisted in addressing the concerns. The requirements will be translated into Spanish. Mr. Waters stated that the Board will be the final decision on the new Director; however, welcomes participation and comments from the public. Ms. Medea welcomed Ms. Casarrubas to visit her to outline the process further.

**VIII. Correspondence**

Ms. Medea informed the Board of a resignation.

**IX. Reports / Presentations**

1. Director’s Report

Ms. Medea gave the Board a NCLB School Wide Program Update, specifically the first unit assessment results. There will be four more assessments. Ms. Medea also updated the Board on the status of the new Gym floor. Ms. Medea thanked the staff for assisting with the difficulty in finding substitutes.

2. HIB Report

Ms. Jones stated there were 2 HIB investigations and 1 founded.

Motion to accept Director’s and HIB Report.

| Voting Members        | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion | Yes | No | Abstain | Absent |
|-----------------------|-----------------|-----|----|---------|--------|------------------|--------|-----|----|---------|--------|
| Christopher Coulthard | 2 <sup>nd</sup> | X   |    |         |        | Anna Seewald     |        | X   |    |         |        |
| Susan Jackson         |                 | X   |    |         |        | Anju Thomas      |        | X   |    |         |        |
| Molly Larobina        |                 | X   |    |         |        | George Waters    |        | X   |    |         |        |
| David Learn           |                 |     |    |         | X      | Choka Yogalingam |        |     |    |         | X      |
| Peter Schaeffing      | 1 <sup>st</sup> | X   |    |         |        |                  |        |     |    |         |        |

**X. Close Public Session, and Enter Closed Session – 6:26 1<sup>st</sup> Ms. Jackson, 2<sup>nd</sup> Mr. Schaeffing**

- Discussion regarding a student matter.

**Close Closed Session, and Enter Public Session – 6:31 1<sup>st</sup> Ms. Jackson, 2<sup>nd</sup> Mr. Schaeffing**

**XI. Motions for Approval**

**1. Finance**

- Board Secretary Report: To approve the September 2015 Board Secretary Report
- Treasurer Report: To approve the September 2015 Treasurer Report
- Bills List: Approve Bills List from October 16, 2015 to November 19, 2015
- Payroll: To approve the following payrolls:

|                   |              |
|-------------------|--------------|
| October 30, 2015  | \$189,207.35 |
| November 13, 2015 | \$192,603.70 |

- To approve the Professional Services Agreement between Greater Brunswick Charter School and Rutgers, The State University of NJ, on behalf of its Robert Wood Johnson Medical School and its Eric B. Chandler Health Center to provide health services for the 2015-2016 school year.
- To approve the write off of Manalapan/Aberdeen Regional School District Aid from the 2010/2011 school year in the amount of \$14,214.00 and the 2011/2012 school year in the amount of \$14,790.00.
- To approve the following transfers on June 30, 2015:

| Account        | From             | TO               | Balance            |
|----------------|------------------|------------------|--------------------|
| 12-000-500-830 | 29,000.00        |                  | \$23,024.53        |
| 12-000-510-900 |                  | 18,000.00        | \$0.00             |
| 12-000-510-910 |                  | 11,000.00        | \$472.16           |
| <b>Totals:</b> | <b>29,000.00</b> | <b>29,000.00</b> | <b>\$23,469.69</b> |

| Voting Members        | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion | Yes | No | Abstain | Absent |
|-----------------------|-----------------|-----|----|---------|--------|------------------|--------|-----|----|---------|--------|
| Christopher Coulthard | 1 <sup>st</sup> | X   |    |         |        | Anna Seewald     |        | X   |    |         |        |
| Susan Jackson         |                 | X   |    |         |        | Anju Thomas      |        | X   |    |         |        |
| Molly Larobina        |                 | X   |    |         |        | George Waters    |        | X   |    |         |        |
| David Learn           |                 | X   |    |         |        | Choka Yogalingam |        |     |    |         | X      |
| Peter Schaeffing      | 2 <sup>nd</sup> | X   |    |         |        |                  |        |     |    |         |        |

**2. Buildings & Grounds**

- To approve the Gym Floor Replacement at the Greater Brunswick Charter School Final Change Order # 1 in the amount of \$46,475.62, with the \$12,000 allowance applied for a total contract increase of \$34,475.62.

| Voting Members        | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion | Yes | No | Abstain | Absent |
|-----------------------|-----------------|-----|----|---------|--------|------------------|--------|-----|----|---------|--------|
| Christopher Coulthard | 1 <sup>st</sup> | X   |    |         |        | Anna Seewald     |        | X   |    |         |        |
| Susan Jackson         |                 | X   |    |         |        | Anju Thomas      |        | X   |    |         |        |
| Molly Larobina        |                 | X   |    |         |        | George Waters    |        | X   |    |         |        |
| David Learn           |                 | X   |    |         |        | Choka Yogalingam |        |     |    |         | X      |
| Peter Schaeffing      | 2 <sup>nd</sup> | X   |    |         |        |                  |        |     |    |         |        |

**3. Personnel**

- a. To approve the resignation of Nathaniel Sullivan effective January 7, 2015.
- b. To approve George Newton to attend the professional development seminar Techspo 2016 in Atlantic City, NJ from January 28 – 29, 2016 with transportation, meals and hotel not to exceed \$400, and registration of \$420.
- c. To approve Lisa Silvey to attend a Therapy Strategies seminar held by the Institute of Educational Development in New Brunswick at a registration cost of \$239.
- d. To approve Marth Goz to attend a Suicide Prevention seminar held by Rutgers in Piscataway at a registration cost of \$65.
- e. To approve the following FY16 SPARK employees at \$40/hr:

| Name                | Title | Salary/Rate            |
|---------------------|-------|------------------------|
| Chad Schubert       | SPARK | \$40/hr - NCLB Title I |
| Eugenia Xarhoulakos | SPARK | \$40/hr - NCLB Title I |
| Susan Leibowitz     | SPARK | \$40/hr - NCLB Title I |
| Lyuba Dubinina      | SPARK | \$40/hr - NCLB Title I |
| Lucy Yakobchuk      | SPARK | \$40/hr - NCLB Title I |
| Erik Kauffmann      | SPARK | \$40/hr - NCLB Title I |

- f. To approve the following teachers for home instruction beginning November 21, 2015 at a rate of \$40/hr:
  - Lisa Silvey
  - Dianna Hess Schmitt
  - Jo Safranski
- g. To approve the following Family Learning Night Staff, fund by NCLB:

| Name            | Position           | Hourly |
|-----------------|--------------------|--------|
| Yesenia Jimenez | • Cooking Class TA | \$25   |
|                 | • Sitter           | \$20   |
|                 | • Interpreter      | \$40   |
| Zoe Coleman     | • Workshop Teacher | \$40   |
| Lynne McGlue    | • Workshop Teacher | \$40   |
| Ingrid Edenbaum | • Workshop Teacher | \$40   |
|                 | • Interpreter      | \$40   |
| Maria Rodriguez | • Interpreter      | \$40   |

| Voting Members        | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion | Yes | No | Abstain | Absent |
|-----------------------|-----------------|-----|----|---------|--------|------------------|--------|-----|----|---------|--------|
| Christopher Coulthard | 1 <sup>st</sup> | X   |    |         |        | Anna Seewald     |        | X   |    |         |        |
| Susan Jackson         |                 | X   |    |         |        | Anju Thomas      |        | X   |    |         |        |
| Molly Larobina        |                 | X   |    |         |        | George Waters    |        | X   |    |         |        |
| David Learn           |                 | X   |    |         |        | Choka Yogalingam |        |     |    |         | X      |
| Peter Schaeffing      | 2 <sup>nd</sup> | X   |    |         |        |                  |        |     |    |         |        |

**4. Curriculum/Special Education**

- a. To approve the following field trips:

| Location                                 |                   | Grades  | Date       | Cost                 |
|--|-------------------|---|------------|----------------------|
| State Theatre<br>New Brunswick, NJ       | Nutcracker Ballet | 2 <sup>nd</sup> – 5 <sup>th</sup><br>176 Students | 12-18-2015 | Not to Exceed \$1000 |
| State Theatre<br>New Brunswick, NJ       | Dance Performance | 2 <sup>nd</sup> – 5 <sup>th</sup><br>176 Students | 4-15-2016  | Not to Exceed \$1000 |
| Von Thun’s Farm<br>Monmouth Junction, NJ | Educational       | 2 <sup>nd</sup><br>44 Students                    | 6-13-2016  | Not to Exceed \$1000 |
| Cook Campus, Rutgers                     | Educational       | 4 <sup>th</sup> – 5 <sup>th</sup><br>10 Students  | 01-29-2016 | Not to Exceed \$500  |

- b. To approve the agreement with Marla Burns, MAT/LDT-C to provide child study team services.

| Voting Members        | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion | Yes | No | Abstain | Absent |
|-----------------------|-----------------|-----|----|---------|--------|------------------|--------|-----|----|---------|--------|
| Christopher Coulthard | 1 <sup>st</sup> | X   |    |         |        | Anna Seewald     |        | X   |    |         |        |
| Susan Jackson         |                 | X   |    |         |        | Anju Thomas      |        | X   |    |         |        |
| Molly Larobina        |                 | X   |    |         |        | George Waters    |        | X   |    |         |        |
| David Learn           |                 | X   |    |         |        | Choka Yogalingam |        |     |    |         | X      |
| Peter Schaeffing      | 2 <sup>nd</sup> | X   |    |         |        |                  |        |     |    |         |        |

**5. Policy/Miscellaneous**

- a. To approve the Harassment, Intimidation & Bullying (HIB) report presented to the Board of Trustees at the October 15, 2015 regular meeting.

| Voting Members        | Motion          | Yes | No | Abstain | Absent | Voting Members   | Motion | Yes | No | Abstain | Absent |
|-----------------------|-----------------|-----|----|---------|--------|------------------|--------|-----|----|---------|--------|
| Christopher Coulthard | 1 <sup>st</sup> | X   |    |         |        | Anna Seewald     |        | X   |    |         |        |
| Susan Jackson         |                 | X   |    |         |        | Anju Thomas      |        | X   |    |         |        |
| Molly Larobina        |                 | X   |    |         |        | George Waters    |        | X   |    |         |        |
| David Learn           |                 | X   |    |         |        | Choka Yogalingam |        |     |    |         | X      |
| Peter Schaeffing      | 2 <sup>nd</sup> | X   |    |         |        |                  |        |     |    |         |        |

**XII. Enrollment Report**

| Grade        | FY16<br>ENR | Jul<br>15,<br>2015 | Aug<br>15,<br>2015 | Sep<br>15,<br>2015 | Oct<br>15,<br>2015 | Nov<br>15,<br>2015 | Dec<br>15,<br>2015 | Jan<br>15,<br>2016 | Feb<br>15,<br>2016 | Mar<br>15,<br>2016 | Apr<br>15,<br>2016 | May<br>15,<br>2016 | Jun<br>15,<br>2016 | Wait<br>List |
|--------------|-------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------|
| K            | 44          | 44                 | 44                 | 44                 | 44                 | 44                 |                    |                    |                    |                    |                    |                    |                    | 11           |
| 1            | 44          | 44                 | 44                 | 44                 | 44                 | 44                 |                    |                    |                    |                    |                    |                    |                    | 14           |
| 2            | 44          | 44                 | 44                 | 44                 | 44                 | 44                 |                    |                    |                    |                    |                    |                    |                    | 12           |
| 3            | 44          | 44                 | 44                 | 44                 | 43                 | 43                 |                    |                    |                    |                    |                    |                    |                    | 9            |
| 4            | 42          | 44                 | 44                 | 44                 | 43                 | 43                 |                    |                    |                    |                    |                    |                    |                    | 9            |
| 5            | 42          | 40                 | 40                 | 40                 | 41                 | 41                 |                    |                    |                    |                    |                    |                    |                    | 4            |
| 6            | 44          | 44                 | 44                 | 44                 | 44                 | 44                 |                    |                    |                    |                    |                    |                    |                    | 16           |
| 7            | 44          | 43                 | 43                 | 43                 | 44                 | 44                 |                    |                    |                    |                    |                    |                    |                    | 6            |
| 8            | 42          | 43                 | 43                 | 43                 | 42                 | 42                 |                    |                    |                    |                    |                    |                    |                    | 2            |
| <b>Total</b> | <b>390</b>  | <b>390</b>         | <b>390</b>         | <b>390</b>         | <b>388</b>         | <b>388</b>         |                    |                    |                    |                    |                    |                    |                    | <b>83</b>    |

**XIII. Committee Reports – All reports in Dropbox**

1. SRC – Ms. Medea commented that goals were discussed, decided to adopt the NCLB Goals.
2. Community and Development – Ms. Thomas commented on the “Buddy Program”, Ms. Larobina commented on community outreach and Board Trustees Biographies
3. Finance and Facilities
4. Governance

**XIV. New Business**

Board Governance was discussed, as well as access to Strauss Esmay. Ms. Jackson updated the Board on the book fair results. Interview on Monday for Spanish Teacher.

**XV. Closing Comments**

Comment on the success of the “Buddy Program”, December 10<sup>th</sup> Family Sharing Night, and other misc. thanking comments.

**XVI. Action Items**

1. Next Board Meeting: Thursday, December 17, 2015

**XVII. Adjournment – 7:32 pm 1<sup>st</sup> Mr. Coulthard, 2<sup>nd</sup> Mr. Schaeffing**

**XVIII. Closed Session (if necessary) - NONE**