

I. Call to Order By Board Secretary – 5:51 pm
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
1. Claudia Avarado	Board Trustee	X	
2. Christopher Coulthard	Board Trustee	X	
3. Evan Gentry	Board Trustee		X
4. Sean Hewitt	Board Trustee		X
5. Susan Jackson	Board Chair	X, 5:58pm	
6. Molly Larobina	Board Vice-Chair	X	
7. Mariu Reynoso	Board Trustee	X	
8. Anna Seewald	Board Trustee		X
9. Anju Thomas	Board Trustee	X	

Also Present

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

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

- Anne Norris
- Shamara Gatling-Davila
- Christopher Coulthard

VI. Swearing In of New Trustee(s)

VII. Roll Call with Full Board

Voting Members	Role	Present	Absent
1. Claudia Avarado	Board Trustee	X	
2. Christopher Coulthard	Board Trustee	X	
3. Shamara Gatling-Davila	Board Trustee	X	
4. Evan Gentry	Board Trustee		X
5. Sean Hewitt	Board Trustee		X
6. Susan Jackson	Board Chair	X, 5:58pm	
7. Molly Larobina	Board Vice-Chair	X	
8. Anne Norris	Board Trustee		X
9. Mariu Reynoso	Board Trustee	X	
10. Anna Seewald	Board Trustee		X
11. Anju Thomas	Board Trustee	X	

VIII. Nomination and Election of Board Officers

For Board Chairman

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Susan Jackson	C. Coulthard	M. Larobina	1 year	6		1, S.J.	4

For Board Vice Chairman

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Molly Larobina	M. Reynoso	C. Avarado	1 Year	6		1, M.L.	4

IX. Approve Meeting Agenda

Motion for Greater Brunswick Charter School, Board of Trustees to approve the Agenda for the **July 20, 2017** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Claudia Avarado	1 st	X				Molly Larobina		X			
Christopher Coulthard		X				Anne Norris					X
Shamara Gatling-Davila		X				Mariu Reynoso	2 nd	X			
Evan Gentry					X	Anna Seewald					X
Sean Hewitt					X	Anju Thomas		X			
Susan Jackson		X									

X. Reorganization Motions

1. Regular Meeting Dates – 2017/2018 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 2017/2018 school year in accordance with 18A:10-6. Meetings will be held in the school’s Media Center.

Day	Date	Time	Notes
Thursday	July 20, 2017	5:30 PM	Regular Meeting
Thursday	August 17, 2017	5:30 PM	Regular Meeting
Thursday	September 21, 2017	5:30 PM	Regular Meeting
Thursday	October 19, 2017	5:30 PM	Regular Meeting, HIB Report
Thursday	November 16, 2017	5:30 PM	Regular Meeting
Thursday	December 14, 2017	5:30 PM	Regular Meeting
Thursday	January 18, 2018	5:30 PM	Regular Meeting
Thursday	February 15, 2018	5:30 PM	Regular Meeting
Thursday	March 15, 2018	5:30 PM	Regular Meeting
Thursday	April 19, 2018	5:30 PM	Regular Meeting, HIB Report
Monday	May 14, 2018	5:30 PM	Regular Meeting
Thursday	June 21, 2018	5:30 PM	Regular Meeting

Board Retreat Dates:

- Saturday, January 6, 2018 - 9am to 3pm
- Tuesday, May 8, 2017 – 5:30pm
- Tuesday, May 22, 2017 – 5:30pm

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2017/2018 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 2017/2018 school year for \$0.00. In Michael Falkowski's absence Dr. Brian Falkowski will serve as the Acting Board Secretary for \$0.00.

4. Eliminate Treasurer of School Monies

Whereas, Chapter 39, P.L. 2010 makes the position of treasurer of school moneys optional and
Whereas, it is the wish of the Greater Brunswick Charter School Board of Trustees to not appoint a treasurer of school moneys and

Whereas, the School Business Administrator possesses the proper certifications and qualifications to assume the duties of the treasurer of school moneys

Now Therefore Be it Resolved by the Greater Brunswick Charter School Board of Trustees, County of Middlesex, NJ, as follows:

1. The School Business Administrator shall receive and hold in trust all school moneys belonging to the district from whatever source derived free of any control by the governing body of the municipality.

2. The School Business Administrator shall direct the deposit of school moneys or such part thereof as may be designated in any bank or banking institution of this State designated by it as depository of school moneys, which may include the State of New Jersey Cash Management Fund, MBIA Cash Management Fund and NJARM Cash Management Fund.

3. The School Business Administrator shall, upon depositing the same therein, be relieved from liability for any loss thereof which may be caused by reason of the deposit.

4. The School Business Administrator shall be bonded in such amount and with such surety as the board shall direct.

5. The School Business Administrator shall keep a record of the sums received and paid out by him/her in accordance with the uniform system of bookkeeping prescribed by the State Board.

6. The School Business Administrator shall, upon ceasing to hold the office of School Business Administrator, pay over the balance of school funds remaining in his/her hands to his/her successor in office.

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 2017/2018 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 2017/2018 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 2017/2018 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 2017/2018 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 2017/2018 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 2017/2018 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 2017/2018 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 2017/2018 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 2017/2018 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. 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 2017/2018 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 2017/2018 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 Rine** as the HIB/Anti-Bully Coordinator for the 2017/2018 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 2017/2018 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 2017/2018 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 2017/2018 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 2017/2018 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 2017/2018 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, herby approves the appointment of **Johnston Law Firm LLC** as vendor to provide legal services for the 2017/2018 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, herby approves the appointment of **Parette Somjen Architects** as Architect of Record for the 2017/2018 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 2017/2018 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 2017/2018 school year.

27. Approve School Physician Services

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, herby approves **Access Compliance LLC** for school physician services for the 2017/2018 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 2017/2018 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 2017/2018

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 2017/2018 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 2017/2018 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Claudia Avarado	1 st	X				Molly Larobina		X			
Christopher Coulthard		X				Anne Norris					X
Shamara Gatling-Davila		X		2 to 31		Mariu Reynoso	2 nd	X			
Evan Gentry					X	Anna Seewald					X
Sean Hewitt					X	Anju Thomas		X			
Susan Jackson		X									

XI. Acceptance of Meeting Minutes

Motion for Greater Brunswick Charter School, Board of Trustees to accept the minutes from **June 15, 2017**.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Claudia Avarado	1 st	X				Molly Larobina		X			
Christopher Coulthard		X				Anne Norris					X
Shamara Gatling-Davila				X		Mariu Reynoso	2 nd	X			
Evan Gentry					X	Anna Seewald					X
Sean Hewitt					X	Anju Thomas				X	
Susan Jackson		X									

XII. Public Comment – NONE

XIII. Correspondence

XIV. Reports

1. Director’s Report
 - i. Student Data
2. EVVRS Report

Motion to accept Director’s and EVVRS Report.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Claudia Avarado	1 st	X				Molly Larobina		X			
Christopher Coulthard		X				Anne Norris					X
Shamara Gatling-Davila		X				Mariu Reynoso	2 nd	X			
Evan Gentry					X	Anna Seewald					X
Sean Hewitt					X	Anju Thomas		X			
Susan Jackson		X									

XV. Closed Session – 7:13 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Claudia Avarado	1 st	X				Molly Larobina		X			
Christopher Coulthard		X				Anne Norris					X
Shamara Gatling-Davila		X				Mariu Reynoso	2 nd	X			
Evan Gentry					X	Anna Seewald					X
Sean Hewitt					X	Anju Thomas		X			
Susan Jackson		X									

Topics:

- Family matter affecting school culture
- Director’s review

Adjourn Closed and Open Public Session – 8:23 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Claudia Avarado	1 st	X				Molly Larobina		X			
Christopher Coulthard		X				Anne Norris					X
Shamara Gatling-Davila		X				Mariu Reynoso	2 nd	X			
Evan Gentry					X	Anna Seewald					X
Sean Hewitt					X	Anju Thomas		X			
Susan Jackson		X									

XVI. Motions for Approval

1. Finance

- Bills List: Approve Bills List from June 16, 2017 to July 20, 2017.
- Payroll: To approve the following payrolls:

June 15, 2017	\$190,126.33
June 27, 2017	\$201,690.02
July 14, 2017	\$47,589.99

- To approve FY18 IDEA Application – BASIC - \$87,926, Preschool - \$1,341

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Claudia Avarado	1 st	X				Molly Larobina		X			
Christopher Coulthard		X				Anne Norris					X
Shamara Gatling-Davila		X				Mariu Reynoso	2 nd	X			
Evan Gentry					X	Anna Seewald					X
Sean Hewitt					X	Anju Thomas		X			
Susan Jackson		X									

2. Buildings & Grounds

3. Personnel

- To approve the following resignations:
 - Nurse Lynne – effective June 30, 2017
- To approve the following new staff:

Name	Title	Salary / Rate	Start Date
Lilia Fabila-Guilbot	Family Coordinator Enrichment Cluster Coordinador FLN Cooridnator	\$40,000, 10-month \$2,772 Stipend \$6,000 Stipend	September 1, 2017
Natalia Arbelaez	Dual Language Teachers	Level 1BA - \$48,670	September 1, 2017

Lirizell Bello	Long Term Sub – Dual Language Teacher	Level 12MA - \$60,510	September 1, 2017
Christine Fiorillo	Teacher – 6 th Grade Teacher	Level 5BA - \$50,036	September 1, 2017

c. To approve the following FY18 stipends:

Name	Title	Salary / Rate
Kelly Sadowski	Website Maintenance	\$3000

d. To accept the retirement of Lynne Reingold-Hoo effective October 1, 2017.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Claudia Avarado	1 st	X				Molly Larobina		X			
Christopher Coulthard		X				Anne Norris					X
Shamara Gatling-Davila		X				Mariu Reynoso	2 nd	X			
Evan Gentry					X	Anna Seewald					X
Sean Hewitt					X	Anju Thomas		X			
Susan Jackson		X									

4. Curriculum/Special Education

a. To approve the proposal with Curriculum Associates to provided I-Ready Licenses at a cost of \$16,900.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Claudia Avarado	1 st	X				Molly Larobina		X			
Christopher Coulthard		X				Anne Norris					X
Shamara Gatling-Davila		X				Mariu Reynoso		X			
Evan Gentry					X	Anna Seewald					X
Sean Hewitt					X	Anju Thomas	2 nd	X			
Susan Jackson		X									

5. Policy/Miscellaneous – NONE

XVII. Enrollment Report

Grade	FY18 ENR	Jul 15, 2017	Aug 15, 2017	Sep 15, 2017	Oct 15, 2017	Nov 15, 2017	Dec 15, 2017	Jan 15, 2018	Feb 15, 2018	Mar 15, 2018	Apr 15, 2018	May 15, 2018	Jun 15, 2018	Wait List 2017/2018
K	44	44												28
1	44	43												18
2	44	42												10
3	44	43												21
4	44	43												7
5	44	41												11
6	44	44												8
7	44	43												3
8	42	42												2
Total	394	385												108

XVIII. Committee Reports

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

XIX. New Business - NONE

XX. Closing Comments - NONE

XXI. Action Items

- Next Board Meetings: 8/17/17, 9/21/17, 10/19/17, 11/16/17, 12/14/17, 1/18/18, 2/15/18, 3/15/18, 4/19/18, 5/14/18, 6/21/18
- Board Retreat Dates: Saturday, January 6, 2018 - 9am to 3pm
 Tuesday, May 8, 2017 – 5:30pm
 Tuesday, May 22, 2017 – 5:30pm

XXII. Adjournment – 8:32 pm

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Claudia Avarado	1 st	X				Molly Larobina		X			
Christopher Coulthard		X				Anne Norris					X
Shamara Gatling-Davila		X				Mariu Reynoso		X			
Evan Gentry					X	Anna Seewald					X
Sean Hewitt					X	Anju Thomas	2 nd	X			
Susan Jackson		X									