



## Minutes for Board of Trustees Meeting June 27, 2019 Formal Action Will or May be Taken

- I. **Call to Order by Board President – 4:07 PM**
- II. **Public Notice of Meeting/NJ Sunshine Law**

This meeting is being held in compliance with the Open Public Meetings Act and is open to the public. Notices were duly posted and the meeting was advertised in the Asbury Park Press. Formal action will be taken.

- III. **Salute to Flag**
- IV. **Roll Call**

Board Member	Present	Absent	Board Member	Present	Absent
Dale Caldwell	X	Left at 4:30	Brian Furey	X	
Mary Pat Angelini	X		Marilyn Schlossbach	X – 4-23 PM	
Frank Fischer	X		Beatrice Oesterheld	X – 4:15 PM	
Dr. Samuel T. Johnson	X				

Also Present	Present	Absent
Brian Falkowski, Ed.D., SBA	X	
Michael Piscal, CEO, College Achieve Public Schools	X	
Jodi McInerney, Executive Director/Principal, College Achieve Public Schools	X	
Kristina Haugen, School Business Office		X

- V. **Election**

### For Board President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Dale Caldwell	Frank Fisher	Brian Furey	5	0	0	2

### For Board Vice-President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Dr. Samuel Johnson	Frank Fischer	Mary Pat Angelini	5	0	0	2

- VI. **Minutes**

1. To approve the minutes from the Board of Trustee meeting from March 26, 2019.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Mary Pat Angelini	2	X				Marilyn Schlossbach		X			
Frank Fischer	1	X				Dale Caldwell					X
Brian Furey		X				Beatrice Oesterheld					X
Dr. Samuel T. Johnson		X									

- VII. **Public Comment - none**

Members of the public wishing to address the Board of Trustees must state their name and are requested to limit their comments to three (3) minutes. Please be aware that all Charter School employees retain the right of privacy and shall retain all rights against defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public. Each member of the public will be given one opportunity to address the Board.

**VIII. Board President’s Report – no current report**

**IX. Executive Director’s Report** – Jodi McInerney: Successful school year, summer school starting this summer, Holy Innocents will be used for summer school, and staffing and new enrollments are ongoing as CAGAPCS grows.

**X. College Achieve Public Schools Report** – Mike Piscal updated the Board on the current status of Holy Innocents. He also introduced Dave Corso as the future CAPS Inc. CFO.

**XI. Board Comment – none**

**XII. Reorganization Motions**

1. Regular Meeting Dates – 2019/2020 School Year

BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School, upon the recommendation of the Executive Director, approves the Resolution to adopt the Annual Board Meeting Schedule for the 2019/2020 school year in accordance with 18A:10-6. Meetings will be held in the 508 3<sup>rd</sup>. Ave., Asbury Park, NJ.

Tuesday	August 20, 2019	6:00 PM	Regular Meeting
Tuesday	September 17, 2019	6:00 PM	Regular Meeting
Tuesday	November 19, 2019	6:00 PM	Regular Meeting
Tuesday	January 21, 2020	6:00 PM	Regular Meeting
Tuesday	March 17, 2020	6:00 PM	Regular Meeting/Budget Meeting
Tuesday	May 19, 2020	6:00 PM	Regular Meeting/Re-hire Meeting
Tuesday	June 16, 2020	6:00 PM	Reorganization Meeting

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2019/2020 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. Appointments

BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School upon the recommendation of the Executive Director, hereby appoints the following for the 2019/2020 school year:

Position/Appointment	Name
Executive Director	Jodi McInerney
Business Administrator/Board Secretary	Dr. Brian Falkowski

Acting Board Secretary in the absence of the Board Secretary	Michael Falkowski
Public Agency Compliance Officer (PACO)	Dr. Brian Falkowski
Custodian of School Records	Dr. Brian Falkowski
Appoint Asbestos Management/PEOSA Officer	Jodi McInerney
Safety & Health Coordinator	Jodi McInerney
Indoor Air Quality Coordinator	Jodi McInerney
Integrated Pest Management Coordinator	Jodi McInerney
Right to Know and Chemical Hygiene Coordinator	Jodi McInerney
Affirmative Action Officer	Brian Butch
Title IX Compliance Officer	Brian Butch
Substance Awareness Coordinator	Brian Butch
Section 504 Administrator	Desiree Mitchell
Homeless Liaison	TBD
Section 504 Compliance Officer	TBD
HIB/Anti-Bully Coordinator & School Safety Team	TBD

4. Adoption of Code of Ethics

RESOLVED, that the College Achieve Greater Asbury Park Charter School Board of Trustees hereby adopts the New Jersey School Boards Code of Ethics, as attached, for its members, for the 2019/2020 school year.

5. Adoption of Policies

RESOLVED, that the current board policies adopted by the College Achieve Greater Asbury Park Charter School Board of Trustees, either by code, number, resolution, motion or inference of intent, be re-adopted completely for the 2019/2020 school year.

6. Depository of Funds

BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School Board of Trustees upon the recommendation of the Executive Director, approves **PNC Bank NA** as the depository of funds for the 2019/2020 school year.

7. Newspaper of Record

BE IT REOLVED: that the College Achieve Greater Asbury Park Charter School Board of Trustees upon the recommendation of the Executive Director, herewith designates the Asbury Park Press as the official Newspaper of Record; be it resolved the official Website is <http://Collegeachieve.org> for the 2019/2020 school year.

8. Authorize the School Business Administrator to Audit and Executive Director to Approve Bill Payments

BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School Board of Trustees upon the recommendation of the Executive Director, herewith designates the School Business Administrator/Board Secretary with the approval of Executive 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 2019/2020 school year.

9. Authorize Payment of Bills Between Meetings

BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School upon the recommendation of the Executive 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 2019/2020 school year.

10. Appoint a District Purchasing Agent

BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter school upon the recommendation of the Executive Director, hereby appoints **Brian 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 2019/2020 school year.

11. Authorize purchases below 15% of the Bid Threshold without competitive quotations  
BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter school upon the recommendation of the Executive Director, hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2019/2020 school year.
12. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles  
BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School upon the recommendation of the Executive Director, hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2019/2020 school year.
13. Resolution to authorize the Executive 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 College Achieve Greater Asbury Park Charter school upon the recommendation of the Executive Director, hereby authorizes the Executive 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 2019/2020 school year.
14. Establish a Business Office petty cash fund with a maximum balance of \$1,000 in cash and the maximum disbursement from petty cash at \$50.00.  
BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School upon the recommendation of the Executive Director, hereby approves the establishment of petty cash with a maximum of \$1,000 and a maximum single cash disbursement of \$50.00, for the 2019/2020 school year.
15. Appoint External Audit Firm  
BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Gerald Longo, CPA** to prepare the district's Comprehensive Annual Financial Report & Auditors Management Report for the fiscal year ending June 30, 2018, at a cost not to exceed \$20,000.
16. Appoint Board Attorney  
BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Johnston Law Firm LLC** as vendor to provide legal services to the school for the 2019/2020 school year at a cost not to exceed \$25,000.
17. Approve Voluntary Payroll Deduction Companies  
BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School upon the recommendation of the Executive Director, hereby approves the following voluntary deduction companies for the 2019/2020 school year:

403B	AXA
Voluntary Insurance	None
FSA	Infinisource

18. Approve NJ Uniform Chart of Accounts  
BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School upon the recommendation of the Executive Director, hereby approves the NJ Uniform Chart of Accounts for the 2019/2020 school year.
19. Resolution to Appoint Medical Consultants (School Doctor)

BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Kerri Powell MD** as Medical Consultants for the 2019/2020 school year.

20. Cooperative Purchasing

BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School upon the recommendation of the Executive 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 2019/2020 school year.

21. Approve Medical Broker of record for Medical, Dental and RX Insurance Coverage

BE IT RESOLVED: that the College Achieve Greater Asbury Park School upon the recommendation of the Executive Director, to Contract with **CS Benefit Solutions, LLC** as the Medical Broker of record for Medical, Dental and RX Insurance Coverage for 2019/2020

22. Approve Insurance Broker of Record for Property and Casualty, and Workers Compensation Insurance and all other Liability Insurances including E & O

BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School upon the recommendation of the Executive Director, to approve **USI Insurance Services** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation all other Liability Insurances including E & O for the 2019/2020 school year.

23. Appoint Affirmative Action Team

BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School, upon the recommendation of the Executive Director, hereby approves the authorization of the Affirmative Action Team to conduct the Needs Assessment and develop a Comprehensive Equity Plan.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Mary Pat Angelini	2	X				Marilyn Schlossbach		X			
Frank Fischer	1	X				Dale Caldwell		X			
Brian Furey		X				Beatrice Oesterheld		X			
Dr. Samuel T. Johnson		X									

**XIII. Motions for Approval**

**1. Finance**

- a. Board Secretary's and Treasurer's Report: To approve the Board Secretary's and Treasurer's Reports for March, April and May 2019 as per the attached. Pursuant to N.J.A.C. 6A:23-2.11(a), the College Achieve Greater Asbury Park Charter School Board of Trustees acknowledges receipt of the secretary's certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of March, April and May 2019, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 (b), and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year.
- b. Transfers: To approve transfers up to May 31, 2019.
- c. Bills List: To approve bills and check list for the period ending June 19, 2019.
- d. Payroll: To approve the following payrolls:
 

March 29, 2019	\$104,123.49
April 15, 2019	\$101,476.35
April 30, 2019	\$100,844.02
May 15, 2019	\$97,739.94
May 31, 2019	\$120,357.10
June 14, 2019	\$95,029.91
- e. Agreement: To approve an agreement with School Business Office LLC to provide school business services for the 2019/2020 school year at the monthly rate of \$10,500, reflecting a no monthly rate increase from 2018/2019.

- f. Agreement: To approve an agreement with the Johnston Law Firm LLC for the 2019/2020 school year at the following hourly rates: Principals \$275, Associates \$235, and Paralegal \$115
- g. Vended Meals: Bid: BE IT RESOLVED: that the College Achieve Greater Asbury Park Charter School, upon the recommendation of the School Director, hereby approves the contract with Karson Food Service as the Food Services Vended Meals provider for the 2019/2020 school year. The per meal prices are as follows:
 

Breakfast:	\$1.30
Lunch:	\$2.39
Snack:	\$0.69
- h. Cash Flow Loan: To approve a Facilities-Based Working Capital Term Loan from New Jersey Community Capital (NJCC) with the following terms:

WHEREAS, Community Loan Fund of New Jersey, Inc. together with its affiliates (the "Lender") has proposed to make loans available to College Achieve Greater Asbury Park Charter School, Inc., A New Jersey Non-Profit Corporation (the "Company") in the amount of \$525,000.00 on the terms set forth in the form of a Loan Agreement (the "Loan Agreement" and together with all related documents, instruments and agreements, the "Loan Documents") and the Loan Documents, and to secure such financing by the grant of a security interest in all of the personal property of the Company.

THEREFORE, BE IT RESOLVED, in furtherance of the foregoing, that this Company shall enter into said Loan Documents and grant a security interest to the Lender on all personal property of the Company.

RESOLVED, that any officer of this Company (the officer or officers which are authorized to act singly or together pursuant hereto being hereinafter designated as "authorized officers"), be and they are each hereby authorized, directed and empowered, in the name of this Company, to execute and deliver to Lender, and Lender is requested to accept, the Loan Documents and each of said authorized officers are authorized to from time to time to execute renewals, extensions and/or amendments of said Loan Documents.

RESOLVED FURTHER, that each of said authorized officers is hereby authorized, directed and empowered, as security for the indebtedness of this Company to Lender, whether arising pursuant to this resolution or otherwise, to grant, transfer, pledge, mortgage, assign, or otherwise hypothecate to Lender, any property belonging to this Company, including but not limited to any or all leases, contracts, agreements and bills and accounts receivable and any property acquired in the future, and to execute and deliver to Lender any and all grants, transfers, assignments, trust receipts, loan or credit agreements, pledge agreements, mortgages, deeds of trust, financing statements, security agreements and other hypothecation agreements, which said instruments and the note or notes and other instruments referred to in the preceding paragraph may contain such provisions, covenants, recitals and agreements as Lender may require and any of said authorized officers may approve, and the execution thereof by said authorized officers shall be conclusive evidence of such approval.

RESOLVED FURTHER, that any and all acts of any of the authorized officers of this Company done or made heretofore in connection with the borrowing of money from Lender, including but not limited to (a) the execution of all instruments evidencing the indebtedness of this Company for monies so borrowed and renewals or extensions thereof, (b) the grant, transfer, pledge, mortgage, assignment, or any other hypothecation, or deed in trust of any property belonging to this Company as security for the indebtedness of this Company, to Lender, and (c) the application for and obtaining credit from Lender and the execution of all agreements related thereto, are hereby ratified and approved in all respects.

RESOLVED FURTHER, that Lender may conclusively rely upon a certified copy of these resolutions and a certificate of an Officer of this Company as to the officers of this Company and their offices and signatures, and continue to conclusively rely on such certified copy of these resolutions and said certificate for all past, present and future transactions until written notice of any change hereto or thereto is given to Lender by this Company by certified mail, return receipt requested, and all indebtedness owing by this Company to Lender has been paid in full.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Mary Pat Angelini	2	X				Marilyn Schlossbach		X			
Frank Fischer		X				Dale Caldwell	1	X			
Brian Furey		X				Beatrice Oesterheld		X			
Dr. Samuel T. Johnson		X									

2. **Travel**

- a. To approve/ratify the following Student Educational Trips:

Trip Location	Type of Trip	Costs & Funding Source	No. of Scholars Attending	Date
Liberty Science Center	Educational	Venue \$891.00 / Transportation \$1,380	53	05/21/2019
Liberty Science Center	Educational	Venue \$467.25 / Transportation \$690	28	05/28/2019
Liberty Science Center	Educational	Venue \$1,669.50 / Transportation \$800	105	06/03/2019

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Mary Pat Angelini		X				Marilyn Schlossbach		X			
Frank Fischer	1	X				Dale Caldwell		X			
Brian Furey	2	X				Beatrice Oesterheld		X			
Dr. Samuel T. Johnson		X									

3. **Buildings & Grounds - none**

4. **Personnel**

- a. To approve/ratify the following staff for the 2019/2020 school year:

Name	Position	Hire Date	Signing Bonus	FY19 Salary
<b>10-Month Employees</b>				
Ali-McHugh, Karen	Middle School Teacher	7/1/2019	\$5,000 to be paid 90 days after employment 12/31/2019 payroll	\$ 62,000.00
Alseika, Colleen	Kindergarten Teacher	7/1/2019		\$ 55,000.00
Barnes, Scott	2nd & 3rd Gr. Science Teacher	7/1/2018		\$ 45,500.00
Canzoneri, Hilary	ELL, RTI & Primary Grade Lead Teacher	8/21/2017		\$ 80,000.00
Caruso, Erica	Elementary Teacher	2/1/2019		\$ 50,000.00
Castellano, Nicole	Third Grade Teacher	7/1/2018		\$ 56,500.00
Charleau, Tristan	School Security Officer	7/1/2019		\$20/hr
D'Alessandro, John Michael	7th/8th Grade History	7/1/2019		\$ 59,500.00
DePalma, Rosalba	K-3 ELA BSI Teacher	9/6/2018		\$ 49,000.00
Dickerson, Cheryl	5th & 6th Grade History Teacher	7/1/2018		\$ 62,000.00
Ferris, Marisa	Middle School ELA	2/14/2019		\$ 70,000.00
Fowler, J'haad	Student Services Specialist	8/21/2017		\$ 46,000.00
Fuentes, Julio Sasha Cuevas	Paraprofessional	2/1/2019		\$ 31,000.00
Gaines, Brittany	5th & 6th Grade Science Teacher	8/21/2017		\$ 55,000.00
Gonchar, Caitlin	Elementary Teacher	7/1/2019		\$ 45,000.00
Hancock, Monica	7th & 8th Gr. ELA Lead & Data Analyst	7/1/2018		\$ 80,000.00
Hardy, Natosha	5th & 6th Gr. ELA Teacher	7/1/2019		\$ 62,000.00
Hulit, Kevin	Middle School Co-Teacher	7/1/2019		\$ 45,000.00
Huston, Sara	Special Education Teacher	7/1/2018		\$ 66,000.00
Johnson, Christie	1st Grade Teacher	7/1/2018		\$ 53,500.00

Klein, Cameron	Physical Education Teacher	7/1/2018		\$ 43,000.00
Lombardi, Samantha	Kindergarten Teacher	7/1/2018		\$ 51,000.00
McGinniss, Kelly	Lead Special Education Teacher	8/21/2017		\$ 52,500.00
Morrissey, Kayla	3rd Grade Teacher	9/10/2018		\$ 51,000.00
Murtha, Lisa Trimmer	7th 8th Grade Math Teacher	7/1/2018		\$ 66,500.00
Sarabella, Gina	2nd Grade Teacher	7/1/2019		\$ 50,000.00
Stanton, Ontasia	Paraprofessional	7/1/2018		\$ 32,000.00
Sweeney, Amanda	Elementary Teacher	7/1/2019		\$ 45,000.00
Trigani, Elizabeth	Basic Skills 5th & 6th Grade Math	7/1/2019		\$ 60,000.00
Wiltbank, Brian	Physical Education Teacher	7/1/2018		\$ 51,000.00
<b>12-Month Employees</b>				
Mitchell, Desiree	Social Worker	7/1/2018		\$ 80,000.00

b. To approve/ratify the following terminations:

1. Steven Williams – May 15, 2019

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Mary Pat Angelini	1	X				Marilyn Schlossbach		X			
Frank Fischer	2	X				Dale Caldwell					X
Brian Furey		X				Beatrice Oesterheld		X			
Dr. Samuel T. Johnson		X									

## 5. Curriculum / Special Education

a. To approve the 2019/2020 Curriculum to include:

1. Reading Wonders
2. Math in Focus
3. Springboard – Math and ELA
4. Lab Learners – Science
5. Little Engineers – Science
6. Carolina - Science
7. Core Knowledge – History
8. NWEA MAP – Coaching and Interim Assessments
9. Easy CBM – K-1 Assessments
10. Think Law – Critical Thinking

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Mary Pat Angelini		X				Marilyn Schlossbach	1	X			
Frank Fischer	2	X				Dale Caldwell					X
Brian Furey		X				Beatrice Oesterheld		X			
Dr. Samuel T. Johnson		X									

## 6. Policy / Governance / Operations / Miscellaneous

a. To approve the Comprehensive Equity Plan and its submission to the NJDOE.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Mary Pat Angelini		X				Marilyn Schlossbach	2	X			
Frank Fischer	1	X				Dale Caldwell					X
Brian Furey		X				Beatrice Oesterheld		X			
Dr. Samuel T. Johnson		X									

## XI. Public Comment - none

Members of the public wishing to address the Board of Trustees must state their name and are requested to limit their comments to three minutes. Please be aware that all Charter School employees retain the right of privacy and



shall retain all rights against defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public. Each member of the public will be given one opportunity to address the Board.

- XII. **Executive Session (if necessary)**
- XIII. **Adjourn Executive Session and Reconvene Regular Session**
- XIV. **Old Business**
- XV. **New Business**
- XVI. **Reports / Look Ahead / Miscellaneous**
- XVII. **Adjourn Regular Session – 4:38 PM**

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Mary Pat Angelini		X				Marilyn Schlossbach	2	X			
Frank Fischer	1	X				Dale Caldwell					X
Brian Furey		X				Beatrice Oesterheld		X			
Dr. Samuel T. Johnson		X									