

**MINUTES OF THE REGULAR MEETING OF THE GOLDEN DOOR CHARTER SCHOOL BOARD OF TRUSTEES HELD THURSDAY JULY 25, 2013 AT 6:00PM IN THE MAIN FLOOR CONFERENCE ROOM OF THE ADMINISTRATIVE BUILDING**

**I. CALL TO ORDER**

This meeting has been publicized in accordance with Section 5, Ch 231, PL 1975, Open Public Meeting Law by notification of the Jersey Journal and Hudson Reporter within the legal time required. Time may be allotted for public comment at this meeting

**II. FLAG SALUTE**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under god, indivisible with liberty and justice for all.

**III. OUR MISSION**

The Golden Door Charter School was founded on the simple convictions that a first-rate education is the right of every individual, that all children can learn, and that every child should be challenged to reach his or her full potential. The overall goals of the school are to:

- Demonstrate the benefits of academic achievement that public school students can routinely attain when the advantages of charter school governance are coupled with ambitious new academic standards
- Increase the availability of choice to parents and students when selecting a learning environment
- Encourage the use of different and innovative learning methods

**IV. ROLL CALL**

Board Members (voting):

Elizabeth Aviles (President)	<u>Present</u>
Mirza Orriols (Vice President)	<u>Present</u>
Theda Riggins-Crawford	<u>Present</u>
Joanne Youmans	<u>Present</u>

Additional attendees (non-voting):

Brian Stiles (Chief School Administrator)	<u>Present</u>
Paul Velelis (Business Administrator / Board Secretary)	<u>Present</u>
Bob Doria (Treasurer of School Monies)	<u>Absent</u>

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**V. ELECTION**

***Board Nominations***

1. The Board Secretary asked the Board if they have any nominations for Board seats.
  - No nominations for the Board at this time.
2. The Board Secretary took nominees for Board President.
  - Ms. Orriols nominated Ms. Aviles for Board President.
  - Ms. Aviles accepted nomination of Board President.
  - Board unanimously approved vote through roll call vote (4-0).
  - **Ms. Aviles will be Board President for 2013-2014 school year.**
3. Ms. Aviles took nominees for Board Vice President.
  - Ms. Orriols nominated Ms. Aviles for Board Vice President.
  - Ms. Riggins-Crawford accepted nomination of Board Vice President.
  - Board unanimously approved vote through roll call vote (4-0).
  - **Ms. Riggins-Crawford will be Board Vice President for 2013-2014 school year.**

**VI. REORGANIZATION APPOINTMENTS**

Motion by Ms. Aviles and second by Ms. Orriols to approve Item 1. Carried by unanimous voice vote (4-0).

1. Resolved that the Board of Trustees authorize that the **Jersey Journal** and **Hudson Reporter** be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for the 2013-2014 school year.

Motion by Ms. Aviles and second by Ms. Orriols to approve Item 2. Carried by unanimous voice vote (4-0).

2. Resolved that the Board of Trustees approve the **regular meeting schedule** for the 2013-2014 school year as the third Wednesday of every month.

Motion by Ms. Aviles and second by Ms. Orriols to approve Item 3. Carried by unanimous voice vote (4-0).

3. Resolved that the Board of Trustees authorize that **BCB Community Bank** be designated as approved depositories for the Golden Door Board of Trustees funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

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Motion by Ms. Aviles and second by Ms. Orriols to approve Item 4. Carried by unanimous voice vote (4-0).

4. Resolved that the Board of Trustees authorize the following **signatures** for money market, checking and savings accounts as follows:

Any two of the following three persons:

1. President
2. Vice-President
3. Board Secretary

Motion by Ms. Aviles and second by Ms. Orriols to approve Item 5. Carried by unanimous voice vote (4-0).

5. Resolved that the Board of Trustees approve the establishment of the **Petty Cash** account in the amount of \$300 for the 2013-2014 school year.

Motion by Ms. Aviles and second by Ms. Orriols to approve Item 6. Carried by unanimous voice vote (4-0).

6. Resolved that the Board of Trustees approve the **Purchasing Agent/Bid Threshold** as follows:

WHEREAS, the Public School Contracts Law gives Boards of Trustees the ability to authorize their bid threshold up to \$36,000; and

NOW THEREFORE BE IT RESOLVED, that the governing body hereby appoints Paul Velelis as the Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Trustees.

Motion by Ms. Aviles and second by Ms. Orriols to approve Item 7. Carried by unanimous voice vote (4-0).

7. Resolved that the Board of Trustees approve **State Contract Procurement** as follows:

Resolution Authorizing the Procurement of Goods and Services through State Agency for the 2013-2014 School Year

WHEREAS, Title 18A:18A-10 provides that, "A board of trustees, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

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WHEREAS, Golden Door Charter School has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, Golden Door Charter School desires to authorize its purchasing agent for the 2013-2014 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED that Golden Door Charter School Board of Trustees does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

Motion by Ms. Aviles and second by Ms. Orriols to approve Item 8. Carried by unanimous voice vote (4-0).

8. Resolved that the Board of Trustees approve the following **professional services appointments** for the 2013-2014 school year:
  - a. *Treasurer of School Monies* → Bob Doria
  - b. *Auditor* → Barre & Associates
  - c. *Attorney* → Joseph Wenzel
  - d. *Insurance Broker* → Gormley Lore Murphy Insurance

Motion by Ms. Aviles and second by Ms. Orriols to approve Item 9. Carried by unanimous voice vote (4-0).

9. Resolved that the Board of Trustees approve the following **additional services appointments** for the 2012-2013 school year:
  - a. 403(b) provider → AXA Equitable
  - b. Disability provider → Cigna
  - c. Flexible Spending Account (FSA) provider → Independent Health

Motion by Ms. Aviles and second by Ms. Orriols to approve Item 10. Carried by unanimous voice vote (4-0).

10. Resolved that the Board of Trustees approve the following **internal appointments** for the 2013-2014 school year:
  - a. *Board Secretary* → Paul Velelis

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- b. *Custodian of Records* → Paul Velelis
- c. *Title IX Coordinator* (i.e. validates gender equity) → Paul Velelis
- d. *Affirmative Action Coordinator* (i.e. validates racial equity) → Francis Quilang
- e. *Section 504 Compliance Officer* (i.e. special education) → Nicholas Del'Re
- f. *Anti-Bullying Coordinator* → Suzanne LaForge

**VII. PRESENTATION**

- None

**VIII. MINUTES**

Items Tabled until August meeting.

- Move that the Board of Trustees approve the Board minutes of **May 30, 2013**.
- Move that the Board of Trustees approve the Executive session minutes of **May 30, 2013**.

**IX. CHIEF ACADEMIC OFFICER REPORT**

Chief Academic Officer, Mr. Brian Stiles, reviewed his report for the Board. Report to be included on file in the Business Office.

**X. PUBLIC COMMENT**

Board President invited members of the public to present any comments to the Board. No comments were made.

***The Chief Academic Officer recommends the following resolutions for approval:***

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**XI. FINANCE**

Motion by Ms. Aviles and second by Ms. Orriols to approve Item A. Carried by unanimous voice vote (4-0).

- A. Resolved that the Board of Trustees approve the **contract with Bob Doria** for the 2013-2014 school year in the amount of \$36,000.

Motion by Ms. Aviles and second by Ms. Orriols to approve Items B and C. Carried by unanimous voice vote (4-0).

- B. Resolved that the Board of Trustees approve the **Payroll Report for June 15, 2013** in the amount of \$159,430.55.
- C. Resolved that the Board of Trustees approve the **Payroll Report for June 30, 2013** in the amount of \$168,206.58.

Motion by Ms. Aviles and second by Ms. Orriols to approve Items D and E. Carried by unanimous voice vote (4-0).

- D. Resolved that the Board of Trustees approve the **Bills List for June 2013** in the amount of \$112,699.72.
- E. Resolved that the Board of Trustees approve the **Bills List for July 1<sup>st</sup> - 25<sup>th</sup> 2013** in the amount of \$86,335.69.

Motion by Ms. Aviles and second by Ms. Orriols to approve Items F and G. Carried by unanimous voice vote (4-0).

- F. Resolved that the Board of Trustees approve the Board of Trustees's Monthly Certification of Financial Status: Pursuant to N.J.A.C. 6:23-2.11 (a) 4, the members of Golden Door Charter School Board of Trustees certify that as of **May 31, 2013** after review of the secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(a) 3 and that sufficient funds are available for the remainder of the fiscal school year.
- G. Resolved that the Board of Trustees approve the Board Secretary's Report and Treasurer's Report: The Golden Door Charter School Board of Trustees accepts the Report of the Secretary and Treasurer's Report which said reports are in agreement for the month ending **May 31, 2013**.

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**XII. PERSONNEL**

Motion by Ms. Aviles and second by Ms. Orriols to approve Item A. Carried by unanimous voice vote (4-0).

- A. Resolved that the Board of Trustees appoint Brian Stiles as the **Lead Person** for the 2013-2014 school year.

Motion by Ms. Aviles and second by Ms. Orriols to approve Item A. Carried by unanimous voice vote (4-0).

- B. Resolved that the Board of Trustees approve the **NJASBO membership for Paul Velelis** in the amount of \$970.00 for the 2013-2014 school year.

Motion by Ms. Aviles and second by Ms. Orriols to approve Item C. Carried by unanimous voice vote (4-0).

- C. Resolved that the Board of Trustees approve the **Teacher and Administrative Evaluation Tools** for the 2013-2014 school year.

Item D Tabled until following Executive Session. Motion by Ms. Aviles and second by Ms. Orriols to approve Item D. Carried by unanimous roll call vote (3-0).

- D. Resolved that the Board of Trustees approve the following **administrative salaries** for the 2013-2014 school year.

Motion by Ms. Aviles and second by Ms. Orriols to approve Item E. Carried by unanimous roll call vote (4-0).

- E. Resolved that the Board of Trustees approve the **hiring of Maureen Elliot** for a teacher position at an annual salary of \$47,600 for the 2013-2014 school year.

Motion by Ms. Aviles and second by Ms. Orriols to approve Item F. Carried by unanimous roll call vote (4-0).

- F. Resolved that the Board of Trustees approve the **hiring of Katherine Johnson** for a teacher position at an annual salary of \$47,000 for the 2013-2014 school year.

**XIII. CURRICULUM**

- None

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**XIV. EXECUTIVE SESSION**

Public bodies may meet in closed session when the matters under discussion are: (1) Matters made confidential by state, federal law or rule by court. (2) Disclosure would result in an unwarranted invasion of individual privacy, unless the person affected consents in writing. (3) Disclosure would impair the body's right to receive federal or state funds. (4) Collective bargaining. (5) Lease or acquisition of property, setting of banking rates, investment of public funds if disclosure would harm the public interest. (6) Investigations into violations of law. (7) Strategies to protect public security. Pending, ongoing or anticipated litigation or contract negotiation, including attorney-client privilege. The threat of litigation must be more than theoretical for this exemption to apply. (8) Personnel matters affecting employees of the public bodies, unless all parties request or consent to a public hearing. Prior to discussion of personnel, affected employees must be given notice, known as a Rice notice, which gives the employee the right to request a public hearing. (9) Proceedings that could result in a suspension, civil penalty, or loss of a license or permit.

Motion by Ms. Aviles and second by Ms. Orrioles to approve the following resolution and go into closed Executive Session. Carried by a unanimous voice vote. (4-0)

**EXECUTIVE SESSION STARTED AT 6:40 PM**

WHEREAS, the Board of Trustees pursuant to the Open Public Meetings Act of 1975, intends to exclude the public for a portion of this meeting, and  
WHEREAS, that pursuant to an exception contained in the Open Public Meetings Act of 1975, the Board of Education will now go into closed session for the purpose of discussing **individual student retention, personnel and property matters** and  
BE IT FURTHER RESOLVED, that appropriate minutes shall be taken by the Board of Trustees during this closed session, and at such time as the confidentiality of these minutes is no longer necessary, they will be released to the public, and  
BE IT FURTHER RESOLVED that no formal action will be taken by the Board of Trustees during this closed session.

Motion by Ms. Aviles and second by Ms. Youmans to come out of executive session.

**EXECUTIVE SESSION ENDED AT 8:15 PM**

**THE BOARD RECONVENED THE REGULAR MEETING AT 8:15 PM**

*Note: Ms. Riggins-Crawford left meeting at 7:15 PM in the midst of Executive Session.*

**XV. GOVERNANCE**

Motion by Ms. Aviles and second by Ms. Orriols to approve Item A. Carried by unanimous voice vote (3-0).

- A. Resolved that the Board of Trustees approve the submission of the **2013 Annual Report** to be submitted to NJ Charter School Office.



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Motion by Ms. Aviles and second by Ms. Orriols to approve Item B. Carried by unanimous voice vote (3-0).

- B. Resolved that the Board of Trustees approve the **Comprehensive Equity Plan Annual Statement of Assurance** for the 2013-2014 school year.

Motion by Ms. Aviles and second by Ms. Orriols to approve Item C. Carried by unanimous voice vote (3-0).

- C. Resolved that the Board of Trustees approve the **retention appeal of KM** based on the appeal form submitted by the parent(s).

Item D rejected by unanimous voice vote (3-0).

- D. Move that the Board of Trustees approve the **retention appeal for MJ** based on the appeal form submitted by the parent(s).

Item E rejected by unanimous voice vote (3-0).

- E. Move that the Board of Trustees approve the **retention appeal for QM** based on the appeal form submitted by the parent(s).

Note: See Personnel Item D for final vote prior to adjournment.

**XVI. ADJOURNMENT**

Motion by Ms. Aviles and second by Ms. Orrioles to adjourn at 8:20 PM. Carried by a unanimous voice vote.

Respectfully submitted,



Paul Velelis  
School Business Administrator/Board Secretary