

MINUTES OF THE REGULAR MEETING OF THE GOLDEN DOOR CHARTER SCHOOL BOARD OF TRUSTEES HELD TUESDAY, NOVEMBER 18, 2014 AT 5:55 PM 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):

Joanne Youmans (President)	<u>Present</u>
Mirza Orriols (Vice President)	<u>Absent</u>
Elizabeth Aviles	<u>Absent</u>
Jessica Cappadona	<u>Present</u>
Danielle Downs	<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. PRESENTATION

- **6:00pm** → Philip Nicaastro from Straus Esmay reviewed the Policy Manual process.
- **6:30pm** → Phil Meshinsky from Barre & Company provided FY14 audit results.
- **6:45pm** → Nick Del'Re & Tonya Keyes provided overviews of their backgrounds and discussed reasons they would like to join the Board.

VI. MINUTES

Motion by Ms. Youmans and second by Ms. Downs to approve the following minutes by unanimous voice vote (3-0):

- Board minutes of **September 17, 2014**.

VII. CHIEF ACADEMIC OFFICER REPORT

Chief Academic Officer, Mr. Brian Stiles, reviewed the following items for the Board:

- Report provided at the meeting.

VIII. 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:

IX. FINANCE

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

- A. Resolved that the Board of Trustees approve the **Annual Charter School Fiscal Questionnaire** for the 2014-2015 school year as per attached document.

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

- B. Resolved that the Board of Trustees approve **the use of a signature stamp for the Board President** on an as needed basis (Note: SBA will obtain email or verbal approval prior to each usage).

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

- C. Resolved that the Board of Trustees approve the **agreement with Millennium Strategies for grant writing services** from December 1, 2014 through May 31, 2015 at the rate of \$2,500 per month or a total of \$15,000 for the 6-month contract period.

Motion by Ms. Youmans and second by Ms. Downs to approve Items D through J. Carried by unanimous voice vote (3-0).

- D. Resolved that the Board of Trustees approve the **Payroll Report for September 15, 2014** in the amount of \$173,662.85.
- E. Resolved that the Board of Trustees approve the **Payroll Report for September 30, 2014** in the amount of \$172,150.10.
- F. Resolved that the Board of Trustees approve the **Payroll Report for October 15, 2014** in the amount of \$173,035.25.
- G. Resolved that the Board of Trustees approve the **Payroll Report for October 30, 2014** in the amount of \$175,733.04.
- H. Resolved that the Board of Trustees approve the **Bills List for September 2014** in the amount of \$154,508.68.
- I. Resolved that the Board of Trustees approve the **Bills List for October 2014** in the amount of \$157,911.47.
- J. Resolved that the Board of Trustees approve the **Bills List for November 1st – 18th 2014** in the amount of \$162,862.13.

Motion by Ms. Cappadona and second by Ms. Downs to approve Items K through N. Carried by unanimous voice vote (3-0).

- K. 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 **September 30, 2014** after review of the secretary's monthly financial reports (appropriation section) and

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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.

L. 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 **September 30, 2014**.

M. 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 **October 31, 2014** 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.

N. 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 **October 31, 2014**.

XI. PERSONNEL

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

A. Resolved that the Board of Trustees approve the **CAO contract template for Brian Stiles** as per attached document (Note: Template provided by School Attorney).

Motion by Ms. Youmans and second by Ms. Cappadona to approve Item B. Carried by unanimous roll call vote (3-0).

B. Resolved that the Board of Trustees approve the hiring of **Darla West** as a **Paraprofessional** at a prorated annual salary of \$29,000 (*which factors in Master's degree) for the 2014-2015 school year starting on November 10, 2014. (Note: Ms. West will assume the one-on-one aide position while Ms. Melfa who was approved in September will assume the kindergarten paraprofessional position vacated by Ms. Capaz who recently resigned to accept a lead teacher position).

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Motion by Ms. Downs and second by Ms. Youmans to approve Item C. Carried by unanimous roll call vote (3-0).

- C. Resolved that the Board of Trustees approve the hiring of the following **substitute teachers** to be used on an *as-needed basis* at the rate of \$100 per day:
- Alonzo Brown-Slater
 - Lidia Costa Fernandez Castillo
 - Laeeqa Kamal
 - Tameka Simon

Item D TABLED until December meeting

- D. Move that the Board of Trustees approve the following **stipend** for the second half of the 2014-2015 school year starting January 2015 (Note: There were four other stipends that were previously approved at the June 2014 meeting).

Stipend	Amount
After-school Intramurals	\$1,250

Motion by Ms. Youmans and second by Ms. Cappadona to approve Item E. Carried by unanimous roll call vote (3-0).

- E. Resolved that the Board of Trustees approve the **revised salary** for **Tabitha Madera** of \$95,000 **retroactive to July 1, 2014** due to her additional role as Pre-K Director (Note: Ms. Madera currently makes \$88,092 which would represent a one-time increase of approximately 8% to coincide with the proportion of the Pre-K student population to the whole school population).

Motion by Ms. Downs and second by Ms. Youmans to approve Item F. Carried by unanimous roll call vote (3-0).

- F. Resolved that the Board of Trustees approve the **revised salary** for **Fanny Lopez** of \$105,818 **retroactive to July 1, 2014** due to additional duties for high school placement (Note: Ms. Lopez currently makes \$103,318 which would represent a one-time increase of approximately \$2,500 to coincide with the stipend received previously).

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XII. CURRICULUM

Motion by Ms. Youmans and second by Ms. Cappadona to approve Items A through D. Carried by unanimous voice vote (3-0).

- A. Resolved that the Board of Trustees approve the contract with **Mary Ann Foley as ELA Consultant** for the 2014-15 school year (Note: Contract will be paid using mostly NCLB funds).
- B. Resolved that the Board of Trustees approve the contract with **Sally Schannen as Math Consultant** for the 2014-15 school year which will be paid for using NCLB funds (Note: Contract will be paid using mostly NCLB funds).
- C. Resolved that the Board of Trustees approve the contract with **Jimmy Castro as School Social Worker** for the 2014-15 school year.
- D. Resolved that the Board of Trustees approve the contract with **Lynne McAuley as School Psychologist** for the 2014-15 school year.

Motion by Ms. Cappadona and second by Ms. Downs to approve Items E through G. Carried by unanimous voice vote (3-0).

- E. Resolved that the Board of Trustees approve the submission of the **NCLB Consolidated Amendment application** which includes carryover money for the 2014-2015 school year.
- F. Resolved that the Board of Trustees approve the submission and acceptance of the **Oral Health Education Initiative (OHEI) grant** for the 2014-2015 school year.
- G. Resolved that the Board of Trustees authorize the **Chief Academic Officer to approve any staff Professional Development** that is deemed beneficial to job function(s).

XIII. GOVERNANCE

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

- A. Resolved that the Board of Trustees approve **Nick Del'Re as a new Board member** effective at the end of the meeting.

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

- B. Resolved that the Board of Trustees approve **Tonya Keyes as a new Board member** effective at the end of the meeting.

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

- C. Resolved that the Board of Trustees approve a **new starting time of 5:30pm** for future monthly Board Meetings.

Items D through G TABLED until December

- D. Move that the Board of Trustees approve the **revised Employee Handbook** as per attached document.
- E. Move that the Board of Trustees approve the **Tenure policy (second reading)** as per attached document.
- F. Move that the Board of Trustees approve the **Nepotism policy (second reading)** as per attached document.
- G. Move that the Board of Trustees approve the **list of policies (first reading)** as per attached policy index.

XIV. ADJOURNMENT

Motion by Ms. Youmans and second by Ms. Cappadona to adjourn 8:50 PM. Carried by a unanimous voice vote.

Respectfully submitted,



Paul Velelis
School Business Administrator/Board Secretary