

MINUTES OF THE REGULAR MEETING OF THE GOLDEN DOOR CHARTER SCHOOL BOARD OF TRUSTEES HELD WEDNESDAY, JUNE 21, 2017 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):

Danielle Downs (President)	<u>Present</u>
Joanne Youmans (Vice President)	<u>Present</u>
Jessica Cappadona	<u>Absent</u>
Nick Del'Re	<u>Present</u>
Tonya Keyes	<u>Present</u>

Additional attendees (non-voting):

Brian Stiles (Chief School Administrator)	<u>Present</u>
Paul Velelis (Business Administrator / Board Secretary)	<u>Present</u>

Note: Mr. Del'Re arrived late at 6:20pm during Executive Session.

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V. ELECTION

Nomination for Board President made by Ms. Youmans to **appoint Ms. Downs as Board President** for the 2017-2018 school year. Carried by unanimous roll call vote (3-0).

Ms. Downs nominated **Ms. Keyes as Vice President** for the 2017-2018 school year. Carried by unanimous roll call vote (3-0).

VI. REORGANIZATION APPOINTMENTS

Motion by Ms. Downs and second by Ms. Keyes to approve Items 1 through 16. Carried by unanimous voice vote (3-0).

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 2017-2018 school year.
2. Resolved that the Board of Trustees approve the **regular meeting schedule** for the 2017-2018 school year as the **third Wednesday** of every month **starting at 5:30pm** except for July which will be held on the fourth Wednesday or July 26, 2017. The meeting dates will be located in the **Main Floor Conference Room of the Administration Building** on the following dates:

#	<u>Board Meeting Dates</u>
1	July 26, 2017
2	No August meeting
3	September 20, 2017
4	October 18, 2017
5	November 15, 2017
6	December 20, 2017
7	January 17, 2018
8	February 21, 2018
9	March 21, 2018
10	April 18, 2018
11	May 16, 2018
12	June 20, 2018

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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.
4. Resolved that the Board of Trustees authorize the following **signatures** for the *Student Activity, FSA, Unemployment, Cafeteria* and *Before-Care* accounts as follows:

Any one of the following three persons:

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

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

Any two of the following three persons:

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

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

WHEREAS, **Paul Velelis**, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the **bid threshold amount of \$40,000** for the board of education, and further authorizes **Paul Velelis** to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

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 2017-2018 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

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for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

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 2017-2018 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.

8. Resolved that the Board of Trustees approve the continued participation in the following **Cooperative Pricing Systems** for the provision and performance of goods and services for the 2017-2018 school year.
 - a. Educational Services Commission of New Jersey (i.e. ESCNJ or formerly known as Middlesex Regional Educational Services Commission)
 - b. Essex Regional Educational Services Cooperative (i.e. ERESC).

9. Resolved that the Board of Trustees approve the following **professional services appointments** for the 2017-2018 school year:
 - a. *Treasurer of School Monies* → Bob Doria
 - b. *Auditor* → Meshinsky & Associates
 - c. *Attorney* → Joseph Wenzel
 - d. *Collective Bargaining* → Barger & Gaines
 - e. *School Physician* → Dr. Berestrand Williams

10. Resolved that the Board of Trustees approve the following **educational services appointments** for the 2017-2018 school year:
 - a. *School Psychologist* → Lynne McAuley
 - b. *School Social Worker* → Jimmy Castro
 - c. *OT/PT Services* → Sensory Kids
 - d. *Psychiatric Evaluations* → Dr. Leonie Johnson-Sena

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11. Resolved that the Board of Trustees approve the following **Extraordinary Unspecified Services (EUS) appointments** for the 2017-2018 school year:
 - a. *Insurance Broker* → Donald LaPenna Associates
 - b. *Payroll* → R&L Data Services
 - c. *Accounting System* → CDK

12. Resolved that the Board of Trustees approve the following **additional services appointments** for the 2017-2018 school year:
 - a. *403(b) provider* → AXA Equitable
 - b. *Disability provider* → UNUM
 - c. *Flexible Spending Account (FSA) provider* → OCA Services

13. Resolved that the Board of Trustees approve the following **internal appointments** for the 2017-2018 school year:
 - a. *Lead Person* → Brian Stiles
 - b. *Board Secretary* → Paul Velelis
 - c. *Custodian of Records* → Paul Velelis
 - d. *Affirmative Action Coordinator* (i.e. validates racial equity) → Paul Velelis
 - e. *Title IX Coordinator* (i.e. validates gender equity) → Ezio Montorio
 - f. *Section 504 Compliance Officer* (i.e. special education) → Chelsea Stack
 - g. *Anti-Bullying Coordinator* → Fanny Lopez
 - h. *Anti-Bullying Specialist* → Suzanne LaForge
 - i. *Homeless Liaison* → Fanny Lopez
 - j. *High School Placement Coordinator* → Fanny Lopez

14. Resolved that the Board of Trustees approve the following **overnight travel** in accordance with State reimbursement guidelines for the 2017-2018 school year.
 - a. *Annual NJSBA Conference in Atlantic City* → Chief Academic Officer and School Business Administrator
 - b. *Annual NJCSA Conference in Newark* → Chief Academic Officer, School Business Administrator and up to five (5) additional employees to be determined by the Chief Academic Officer
 - c. *Annual NJASBO Conference in Atlantic City* → School Business Administrator
 - d. *Annual Job Fair at Delaware University* → Chief Academic Officer and one (1) teacher to be determined by the Chief Academic Officer

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15. Resolved that the Board of Trustees approve the following list of **field trip sites** for the 2017-2018 school year.

- a. *Turtle Back Zoo*
- b. *Liberty Science Center*
- c. *Sandy Hook*
- d. *Field Station Dinosaurs*
- e. *Drumthwacket tours in Princeton*
- f. *Hillside Community Food Bank*
- g. *Washington D.C.*
- h. *New York City, Jersey City, Newark or any other CAO approved Performing Arts Centers in NJ for musicals, plays or concerts to be performed by choir*
- i. *Green Meadows Farm in Hazlet, NJ*
- j. *Toume County Park in Boonton, NJ*
- k. *Buehler Challenger and Science Center in Paramus, NJ*
- l. *Secor Farms in Mahwah*
- m. *Biztown in Edison*
- n. *Broadway Theatre in New York*
- o. *Philadelphia, PA*
- p. *Newport/Pavonia Mall in Jersey City*
- q. *MAST Brother Factory in Brooklyn, NY*
- r. *Imagine That in Florham Park, NJ*

16. Resolved that the Board of Trustees approve the following **list of stipends** for the 2017-2018 school year.

Stipend	Amount
Title I Unified Plan	\$2,000
Middle School Choir	\$2,000
Elementary Choir	\$2,000
Intramurals	\$2,000

VII. PRESENTATION

- None

VIII. MINUTES

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

- Board minutes of **May 17, 2017**

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IX. CHIEF ACADEMIC OFFICER REPORT

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

- Report provided and discussed at the meeting.

X. PUBLIC COMMENT

Board President invites members of the public to present comments to the Board. **Public participation** shall be governed by the following rules: (1) A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation; (2) Each statement made by a participant shall be limited to three minutes' duration; (3) No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard; (4) All statements shall be directed to the presiding officer; no participant may address or question Board members individually; (5) The presiding officer may: Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive or obscene.

- No comments were made at that time.

XI. 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. Keyes and second by Ms. Youmans to approve the following resolution and go into closed Executive Session. Carried by a unanimous voice vote. (3-0)

EXECUTIVE SESSION STARTED AT 6:05 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

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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 **legal matters and personnel 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. Downs and second by Ms. Youmans to come out of Executive session.

Carried by a unanimous voice vote. (4-0)

EXECUTIVE SESSION ENDED AT 7:00 PM

THE BOARD RECONVENED THE REGULAR MEETING AT 7:00 PM

The Chief Academic Officer recommends the following resolutions for approval:

XII. FINANCE

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

- A. Resolved that the Board of Trustees approve the **contract with Joseph Wenzel** (i.e. Board attorney) for the 2017-2018 school year at the rate of \$125 per hour at an amount not to exceed \$25,000.

Motion by Ms. Downs and second by Ms. Youmans to approve Item B. Carried by unanimous voice vote (4-0).

- B. Resolved that the Board of Trustees approve the **contract with Joseph Wenzel** (i.e. labor relations, negotiations, special education and related legal services) for the 2017-2018 school year at the rate of \$195 per hour on an as needed basis.

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

- C. Resolved that the Board of Trustees approve the **agreement with Donahue, Gironda, Doria & Tompkins, LLC** at the rate of \$2,500 per month for the 2017-2018 school year.

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Motion by Ms. Youmans and second by Ms. Downs to approve Item D. Carried by unanimous voice vote (4-0).

- D. Resolved that the Board of Trustees approve the **FY17 audit engagement letter from Meshinsky & Associates** in the amount of \$26,100 for the audit and \$1,495 for the preparation of Federal Form 990 and State Form CRI-300R.

Motion by Ms. Downs and second by Ms. Keyes to approve Item E. Carried by unanimous voice vote (4-0).

- E. Resolved that the Board of Trustees approve the renewal of the **NJ Escrow Bond from Austin & Company** to indemnify the school from creation of dissolution fund.

Motion by Ms. Keyes and second by Ms. Youmans to approve Item F. Carried by unanimous voice vote (4-0).

- F. Resolved that the Board of Trustees approve the **bid award** to Molba Construction as the lowest responsible bidder for the preschool classroom renovation project at an amount of \$186,290 (Note: Architect and attorney have reviewed documents and verified that the bid is in compliance with the requirements of the bid documents).

Motion by Ms. Keyes and second by Ms. Youmans to approve Items G through K. Carried by unanimous voice vote (4-0).

- G. Resolved that the Board of Trustees approve the **Payroll Report for May 15, 2017** in the amount of \$185,386.80.
- H. Resolved that the Board of Trustees approve the **Payroll Report for May 30, 2017** in the amount of \$185,742.08.
- I. Resolved that the Board of Trustees approve the **Bills List for May 2017** in the amount of \$136,870.89.
- J. Resolved that the Board of Trustees approve the **Bills List for June 1st – 21st 2017** in the amount of \$77,398.31.
- K. Resolved that the Board of Trustees approve the **Bills List for July 2017** in the amount of \$49,919.50 (Note: This is for services for next school year and must be paid as such).

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Motion by Ms. Downs and second by Ms. Youmans to approve Items L through O. Carried by unanimous voice vote (4-0).

- L. 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 **April 30, 2017** 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.
- M. 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 **April 30, 2017**.
- N. 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, 2017** 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.
- O. 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, 2017**.

XIII. PERSONNEL

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

- A. Resolved that the Board of Trustees approve the hiring of Virginia Gomes as **Office Secretary** at an annual salary of \$40,000 for the 2017-2018 school year.

Motion by Ms. Youmans and second by Ms. Downs to approve Item B. Carried by unanimous voice vote (4-0).

- B. Resolved that the Board of Trustees approve the hiring of Theodoros Economu as **Middle School ELA teacher** at MA Step 3 with an annual salary of \$50,845 for the 2017-2018 school year.

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

- C. Resolved that the Board of Trustees approve the hiring of Melissa Thompson as **Paraprofessional** at Aide Step 1 with an annual salary of \$25,370 for the 2017-2018 school year.

Motion by Ms. Downs and second by Ms. Keyes to approve Item D. Carried by unanimous voice vote (4-0).

- D. Resolved that the Board of Trustees accept the following **employee resignations**:
 1. *Gabriel Aguilar* from position of P/T Night Cleaning Staff as of 6/16/17
 2. *Hannah Greenberg* from position of Special Education Teacher as of 6/30/17
 3. *Joseph Piccolo* from position of Custodian as of 6/6/17
 4. *Michele Taliercio* from position of Elementary Teacher as of 6/30/17

XIV. CURRICULUM

Motion by Ms. Keyes and second by Mr. Del'Re to approve Item A. Carried by unanimous voice vote (4-0).

- A. Resolved that the Board of Trustees approve the **submission of the IDEA grant** for the 2017-2018 school year in the total amount of \$99,902 (Note: IDEA Basic equals \$96,700 while IDEA Preschool equals \$3,202).

Motion by Ms. Downs and second by Ms. Keyes to approve Item B. Carried by unanimous voice vote (4-0).

- B. Resolved that the Board of Trustees approve the submission of the **Delta Dental Oral Health Initiative grant** as per attached document.

XV. GOVERNANCE

Motion by Ms. Youmans and second by Mr. Del'Re to approve Item A. Carried by unanimous voice vote (4-0).

- A. Resolved that the Board of Trustees approve the **NJDOE Charter Agreement** effective July 1, 2017 through June 30, 2022 as per attached document.

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XVI. ADJOURNMENT

Motion by Ms. Downs and second by Ms. Keyes to adjourn at 7:45 PM.
Carried by a unanimous voice vote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Velelis', with a long horizontal flourish extending to the right.

**Paul Velelis
School Business Administrator/Board Secretary**