

**I. Call to Order By Board Secretary – 5:50 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. Lynell Burgos	Board Trustee, expires 2021	X, arrived 5:59pm	
2. Shamara Gatling-Davila	Board Vice Chair, expires 2020	X	
3. Indira Grullon	Board Trustee, expires 2021	X	
4. Sean Hewitt	Board Trustee, expires 2022		X
5. Susan Jackson	Board Chair, expires 2021	X	
6. Anju Thomas	Board Trustee, expires 2020	X	

**Also Present**

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

**IV. Pledge of Allegiance**
**V. Nomination and Election of Board Officers**
**For Board Chairman**

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Susan Jackson	Anju	Shamara	1	4	0	0	0

**For Board Vice Chairman**

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Shamara	Anju	Indir	1	4	0	0	0

**VI. Approve Meeting Agenda**

Motion for Greater Brunswick Charter School, Board of Trustees to approve the Agenda for the **July 18, 2019** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos						Indira Grullon		X			
Shamara Gatling-Davila	2 <sup>nd</sup>	X				Susan Jackson		X			
Sean Hewitt						Anju Thomas	1 <sup>st</sup>	X			

**VII. Reorganization Motions**

1. Regular Meeting Dates – 2019/2020 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 2019/2020 school year in accordance with 18A:10-6. Meetings will be held in the school’s Media Center.

Day	Date	Time	Notes
Thursday	August 15, 2019	5:30 PM	Regular Meeting
Thursday	September 19, 2019	5:30 PM	Regular Meeting
Thursday	November 21, 2019	5:30 PM	Regular Meeting
Thursday	January 16, 2020	5:30 PM	Regular Meeting
Thursday	March 19, 2020	5:30 PM	Regular Meeting/Budget Approval
Thursday	<b>May 14, 2019</b>	<b>5:30 PM</b>	Regular Meeting/FY20 Staff Renewal
Thursday	June 18, 2020	5:30 PM	Regular Meeting
Thursday	July 16, 2020	5:30 PM	Regular Meeting/Re-Org Meeting

Board Retreat Dates:

- October 26, 2019
- April 4, 2020

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. 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 2019/2020 school year for \$0.00. In Michael Falkowski’s absence Dr. Brian Falkowski will serve as the Acting Board Secretary for \$0.00.

4. 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 2019/2020 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.

### 5. 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 2019/2020 school year.

### 6. 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 2019/2020 school year.

### 7. 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 **Julio Perez** as Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator for the 2019/2020 school year.

8. 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 2019/2020 school year.

9. Newspaper of Record

BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees upon the recommendation of the Education Director, herewith designates **Star Ledger & Home News Tribune** as the official Newspapers of Record; be it Resolved the official Website is **greaterbrunswick.org** for the 2019/2020 school year.

10. 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 2019/2020 school year.

11. 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 2019/2020 school year.

12. 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 2019/2020 school year.

13. 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 2019/2020 school year

14. 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 2019/2020 school year.

15. 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 2019/2020 school year.

16. 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 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.

17. 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 2019/2020 school year.

18. 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 2019/2020 school year.

19. 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 2019/2020 school year.

20. 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 2019/2020 school year.

21. 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, 2018, at a cost not to exceed \$17,500.

22. Appoint Board Attorney

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby approves the appointment of **Johnston Law Firm LLC** as vendor to provide legal services for the 2019/2020 school year at a cost not to exceed \$10,000.

23. 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 2019/2020 school year:

403B	AXA Equitable, First Investors, Mass Mutual
FSA	Benefit Tax Link

24. 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 2019/2020 school year.

25. Approve School Physician Services

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Education Director, hereby approves **Eric B. Chandler Health Center** for school physician services for the 2019/2020 school year at a cost not to exceed \$2,000

26. 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, Educational Services Commission of NJ & Hunterdon County Cooperative for 2019/2020 school year.

27. 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 2019/2020

28. 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 2019/2020 school year.

29. 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 2019/2020 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos		X				Indira Grullon		X			
Shamara Gatling-Davila	2 <sup>nd</sup>	X				Susan Jackson		X		# 25	
Sean Hewitt					X	Anju Thomas	1 <sup>st</sup>	X			

**VIII. Acceptance of Meeting Minutes**

Motion for Greater Brunswick Charter School, Board of Trustees to accept the minutes from **June 20, 2019 Board Meeting**.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	2 <sup>nd</sup>	X				Indira Grullon		X			
Shamara Gatling-Davila		X				Susan Jackson		X			
Sean Hewitt					X	Anju Thomas	1 <sup>st</sup>	X			

Motion for Greater Brunswick Charter School, Board of Trustees to accept the minutes from **June 27, 2019 Special Board Meeting.**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 <sup>st</sup>	X				Indira Grullon		X			
Shamara Gatling-Davila	2 <sup>nd</sup>	X				Susan Jackson				X	
Sean Hewitt					X	Anju Thomas				X	

- IX. Public Comment - NONE
- X. Correspondence
- XI. Reports

- 1. Director’s Report
  - i. End of year review
  - ii. HIB Self-Assessment

Motion to accept Director’s & HIB Self-Assessment Report

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 <sup>st</sup>	X				Indira Grullon		X			
Shamara Gatling-Davila	2 <sup>nd</sup>	X				Susan Jackson		X			
Sean Hewitt					X	Anju Thomas		X			

**XII. Closed Session – 6:53 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 <sup>st</sup>	X				Indira Grullon		X			
Shamara Gatling-Davila		X				Susan Jackson		X			
Sean Hewitt					X	Anju Thomas	2 <sup>nd</sup>	X			

Board discussed personnel matters.

**XIII. Adjourn Closed and Open Public Session – 7:31 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 <sup>st</sup>	X				Indira Grullon		X			
Shamara Gatling-Davila		X				Susan Jackson		X			
Sean Hewitt					X	Anju Thomas	2 <sup>nd</sup>	X			

**XIV. Motions for Approval**

- 1. Finance
  - a. Bills List: Approve Bills List from June 21, 2019 to July 18, 2019.
  - b. Payroll: To approve the following payrolls:

June 14, 2019	\$184,883.05
June 21, 2019	\$174,003.03
July 12, 2019	\$45,194.64

- c. To approve FY20 IDEA Application – BASIC - \$90,199, Preschool - \$1,509
- d. To approve FY20 ESEA Application:
  - Title I - \$217,278, Title I Reallocated - \$7,841
  - Title II - \$21,873
  - Title III - \$20,154
  - Title IV - \$13,550

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 <sup>st</sup>	X				Indira Grullon		X			
Shamara Gatling-Davila		X				Susan Jackson		X			
Sean Hewitt					X	Anju Thomas	2 <sup>nd</sup>	X			

**2. Buildings & Grounds**

**3. Personnel**

- a. To approve the following resignations:
  - Francis Peralta, effective immediately.
  - Kathleen Bowman, effective immediately.
  - Jason Herzog, effective immediately.
  - Daniel Cyckowski, effective 60-days from July 18, 2019

- b. To approve the following new staff:

Name	Title	Salary / Rate	Start Date
Julio Perez	Head Custodian	\$51,000	July 29, 2019
Judy Kutin	Teacher	\$62,773 (Level 12 Masters +30)	September 1, 2019
Daisy Amador	Long Term Substitute	\$51,148 (Level 1 BA)	September 1, 2019

- c. To approve the following FY20 stipends:

Name	Title	Salary / Rate
Kelly Sadowski	Website Maintenance	\$3000
Kelly Sadowski	SEMI Coordinator	\$5000
Lilia Fabila-Guilbot	Enrichment Cluster Coordinator	\$2,772
Lilia Fabila-Guilbot	FLN Coordinator	\$6,000
Martha Goz	Anti-Bullying Specialist	\$5,000

- d. Whereas, the collective bargaining agreement with the Brunswick Charter Education Associations calls for an employee to return monies to the School if the employee receives tuition reimbursement and then resigns within a certain time frame; and

Whereas, this agreement provision is material and an important measure to guard against inefficiency, waste and staff turnover; and

Whereas, there is a grievance matter pending regarding employee #00309 regarding her early resignation after receiving tuition reimbursement; and



Whereas, this matter entails unique facts and circumstances to this employee and the Director has recommended that the Board accept her return of monies at half of what the agreement otherwise calls for; and

Whereas, it appears that such a settlement is reasonable under these circumstances and shall not set precedent; and

Whereas, the Association representatives have agreed that this settlement shall not set precedent, and that the aforementioned agreement provisions shall remain in full force and effect.

Now therefore be it resolved that the Board of Trustees accepts settlement of the grievance concerning employee [number identifier] entailing a fifty percent return of monies; and

Be it further resolved that the Director shall be authorized to finalize this agreement in writing, in consultation with counsel.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	2 <sup>nd</sup>	X				Indira Grullon		X			
Shamara Gatling-Davila		X				Susan Jackson		X			
Sean Hewitt					X	Anju Thomas	1 <sup>st</sup>	X			

**4. Curriculum/Special Education**

**5. Policy/Miscellaneous**

a. To approve the 1<sup>st</sup> reading of the following policies:

- 5240 – Tardiness
- 5200 – Attendance
- 5230 – Late Arrival and Early Dismissal

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos		X				Indira Grullon		X			
Shamara Gatling-Davila	2 <sup>nd</sup>	X				Susan Jackson		X			
Sean Hewitt					X	Anju Thomas	1 <sup>st</sup>	x			

**XV. Enrollment Report**

Grade	FY20 ENR	Aug 15, 2019	Sep 15, 2019	Oct 15, 2018	Nov 15, 2018	Dec 15, 2018	Jan 15, 2020	Feb 15, 2020	Mar 15, 2020	Apr 15, 2020	May 15, 2020	Jun 15, 2020	Wait List 2019/2020
K	44												
1	44												
2	44												
3	44												
4	44												
5	44												
6	44												
7	44												
8	42												
<b>Total</b>	<b>394</b>												

**XVI. Committee Reports**

1. SRC - none
2. Community Outreach - none
3. Development – none, still reviewing grants
4. Finance and Facilities – none
5. Governance – complete Board Evaluation

**XVII. New Business - NONE**

**XVIII. Closing Comments** - Optimistic with new hires and many thanks to Board members.

**XIX. Action Items**

- Next Board Meetings: August 15, 2019

**XX. Adjournment – 7:42 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	2 <sup>nd</sup>	X				Indira Grullon		X			
Shamara Gatling-Davila		X				Susan Jackson		X			
Sean Hewitt					X	Anju Thomas	1 <sup>st</sup>	X			