

Meeting Minutes – Monday, June 17, 2019

Reorganization Meeting

A Public Session of the Elysian Charter School of Hoboken Board of Trustees was held on Monday, June 17, 2019 at the Elysian Charter School, 1460 Garden St., Hoboken, NJ. at 7:00 p.m.

Sunshine statement: Pursuant to Section 5 of the Open Public Meetings Act, notice of this meeting was advertised as directed by resolution adopted May 21, 2018. Notice of the meeting was published in the Public Notice Section of the Jersey Journal and to the Public posted on the Elysian Charter School website at www.ecsnj.org and at the Elysian Charter School located at 1460 Garden Street, Hoboken, NJ, 07030.

Call to Order by Board Chair - 7:05 PM

I. Roll Call

Voting Members	Role	Present	Absent
Jennifer O'Callaghan	Chair	x	
Brian Blake	Vice-Chair	x	
Daniel Glynn	Treasurer	x	
Alison Ziegler	Trustee		x
Andrea O'Connor	Trustee	x	
Maria Badali	Trustee	x	
Diane Sasso	Trustee		x
Ken Nilsen	Trustee	x	
Chris DeFilippis	Trustee	x	

Non - Voting Members	Role	Present	Absent
Susan Grierson	Director	x	
Diane M Macon	Business Manager	x	
Amanda Tripp	Faculty Representative	x	
Lauren Barker	Faculty Representative	x	

II. Motion for Elysian Charter School Board of Trustees to accept the minutes from May 20, 2019.

Voting Members	Motion	Aye	Nay	Abstain	Absent	Voting Members	Motion	Aye	Nay	Abstain	Absent
Jennifer O'Callaghan		x				Maria Badali	1				
Brian Blake		x				Diane Sasso					x
Daniel Glynn		x				Ken Nilsen		x			
Alison Ziegler					x	Chris DeFilippis		x			
Andrea O'Connor	2										

III. Public Comment

The meeting is open to the public for comment on items on or off the agenda.

(Limited to 5 minutes per person).

IV. Director's Report (see attached)

Ann Murphy- brief status of Strategic Plan - Ann explained that the plan is still in the "draft" stage. The plan will highlight 3 main priorities: financial sustainability, community engagement and diversity and academic excellence. Jen O'Callaghan requested that the Board members each review the plan and come to the July meeting prepared to share their ideas and input.

Bob Maltese spoke about the plan to possibly renovate the ground floor lobby into a reception space to improve our entry security. An architect (Thibault) was hired to draw up plans, get proper city approvals and permits and provide us with a budget for scope of work.

V. Faculty Representative Report - Amanda shared that end of year reading and math assessments are finishing up as well as report card writing. Teachers are very excited about the reading program going into next year and the productiveness of the new classroom schedule (ie starting at 8:30).

Upon recommendation of the Director of Elysian Charter School the following resolutions are presented for approval:

Finance:

1. Resolved that the Board of Trustees approves the Payroll Report of April 12, 2019 in the amount of \$141,868.57.
2. Resolved that the Board of Trustees approves the Payroll Report of April 30, 2019 in the amount Of \$141,911.63
3. Resolved that the Board of Trustees approves the May 2019 Check Register in the total amount of \$631, 835,01.
4. Resolved that the Board of Trustees approves Kearny Bank as the approved depository for the Elysian Charter School funds and that Kearny Bank is required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statues.
5. Resolved that the Board of Trustees establishes and sets the bid threshold amount of \$29,000 for the board of Education, and further authorizes Kathleen Mone, Business Administrator and Diane M. Macon Business Manager 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 the newly established bid threshold amount.
6. Resolved that the Board of Trustees approves the continued participation in the following Cooperative Pricing Systems for the provision of goods and services for the 2019-20 school year.
 1. Educational Services Commission of New Jersey (ESCNJ)
 2. Essex Regional Educational Services Cooperative (ERESC)
 3. Hunterdon County Education Services (HCESC)
7. Resolved that the Board of Trustees approves the contract with Donohue, Gironde, Doria & Tomkins, LLC to provide support to the business office on an as needed basis at the rate of \$155.00 per hour not to exceed \$3,100.00 for 20 hours.
8. Resolved that the Board of Trustees renews the contract with Meshinsky & Associates, LLC in the amount of \$17,900.00 as the independent financial auditor to complete the annual school audit for fiscal year 2019.
9. Resolved that the Board of Education designates the following as Insurance Agents covered under Extraordinary Unspecifiable Services (EUS) for the district for the 2019-20 school year:
Commercial Insurance: Arthur J. Gallagher & Co. (year 2 of a 3 year commitment)
Workers' Compensation: Arthur J. Gallagher & Co. (year 2 of a 3 year commitment)
Health Benefits: Centric Benefits Consulting

10. Resolved that the Board of Trustees accepts the FY20 Elementary and Secondary Education Act Grant (ESEA) in the total amount of \$85,788.00 and hereby approves the Submission of the FY20 ESEA Grant application, the assurances, and the allocation of the ESEA Grant funds as follows:

Title 1A – 3 Paraprofessionals – partial salary and benefits	- \$28,567.00
1 Reading Specialist – partial salary and benefits	- \$34,448.00
After School Academic Support	- \$5,314.00
Title IIA – Faculty Professional Development	- \$7,459.00
Title IV Part A – Academic Support	- \$10,000.00

11. Resolved that the Board of Trustees waives the FY20 ESEA Grant allocation of Title III for English Language Acquisition Funds and Language Enhancement in the amount of \$2,237.00

12. Resolved that the Board of Trustees accepts the FY20 IDEA-B Fiscal Year 20 grant allocation in the total amount of \$60,017.00 and hereby approves the Submission of the FY20 IDEA-B Grant application, the assurances, and the allocation of the IDEA-B Grant funds as follows:

IDEA – Basic – 1 Special Education Teacher – partial salary and benefits	- \$58,995.00
IDEA – Preschool – 1 Social Worker – partial salary and benefits	- \$1,022.00

Personnel:

13. Resolved that the Board of Trustees accepts the resignation as of July 1, 2019 of Mary Guthrie, Music Teacher.

14. Resolved that the Board of Trustees approves the contract with Susan Grierson as Elysian Charter School Director for the 2019-2020 school year. Susan Grierson will be paid at an annual salary of \$140,000.00 payable in accordance with the school's regular semi-monthly payroll schedule and all other professional staff. The director shall be entitled to 4 personal days and 10 sick days, 15 vacation days, enrollment in the NJ Public Employees Retirement System, health and dental benefits.

15. Resolved that the Board of Trustees approves awarding Susan Grierson a \$5,000.00 merit award for the satisfactory attainment of the merit criteria.

16. Resolved that the Board of Trustees renews the contract with Wee Care to provide Occupational Therapy Services for the 2019-2020 school year at the rate of \$100 per hour for Therapy Services and \$400 per evaluation report.

17. Resolved that the Board of Trustees renews the contract with Denise Sandole as the Child Study Team School Psychologist at the rate of \$400 per student Psychological Report and \$80 per attendance at Child Study Team meetings.

18. Resolved that the Board of Trustees renews the contract with Sheri Abramowitz as the Child Study Team Learning Disabilities Teaching Coach (LDTC) at the rate of \$400 per student Evaluation with Report and \$80 per attendance at Child Study Team meetings.

19. Resolved that the Board of Trustees approves the following internal appointments for the 2019-2020 school year.

Business Administrator – Kathleen Mone
Business Manager/Board Secretary – Diane M. Macon
HIB/Anti-Bullying Coordinator – Tara Dublanica
As required by N.J.A.C. 6:4-1, 3:
Affirmative Action Officer/Title IX Coordinator – Diane DeSombre
Section 504 Coordinator – Darcy Minsky

20. Resolved that the Board of Trustees approves Kathleen Mone as district purchasing agent and; authorizes Kathleen Mone for the 2019-2010 school year to make any and all purchases necessary to meet the needs of the school district.

21. Resolved that the Board of Trustees approves appointing Diane Desombre as substitute clerical staff at the rate of \$95.00 per day for the school main office on an as need basis for the months of July and August.

Curriculum/Special Education:

Facilities:

22. Resolved that the Board of Trustees approves the following fee schedule for the renting of school space:

Total cost will be the room rental fee + fixed cost fees + administrative fee

- Room/Gym Rental Fee
 - \$30 per hour per classroom. \$100 per hour for gym
 - A negotiated discount will be given for multiple room rental and long term gym rental.

- Fixed Costs
 - Security - \$15 per hour
 - Cleaning
 - 1 – 5 rooms - \$50 per day
 - 6 – 10 room - \$100 per day
 - 10 + rooms - \$150 per day
 - Gym - - \$50 per day
- Administrative Fee - \$100 per rental

Governance:

Miscellaneous:

23. Resolved that the Board of Trustees hereby approves the submission of the grant application for the FY19 Safety Grant Program through the New Jersey Schools Insurance Group's Sub-fund for the purchase of portable radios for the school recess/after school staff in the amount of \$1,699.98 for the period July 1, 2019 through June 30, 2020.
24. Resolved that the Board of Trustees authorizes that the Star Ledger and Hoboken Reporter be adopted as the official newspapers to be used for the advertisement of meetings, legal ads and all other necessary public notifications for the 2019-2020 school year.
25. Resolved that the Board of Trustees renews the contract with Bruce W. Padula, ESQ. of Cleary Giacobbe Alfieri Jacobs, LLC shall be retained as legal counsel for the 2019-2020 school year at the rate of \$155 per hour for the services of all Attorneys and \$90 per hour for the services of all Law Clerks and Paralegals.
26. Resolved that the Board of Trustees renews the contract with PromptMD for School Physician Services beginning September 1, 2019 through June 30, 2019 at the rate of \$325 per month plus \$162 per ½ hour to review student athletic physicals on an as needed basis.
27. Resolved that the Board of Trustees renew the contract with Bayada Home Health Care Inc. for in school substitute nursing services for the 2018-19 school year at the rate of \$54.00 per hour for a registered nurse on an as needed basis.
28. Resolved that the Board of Trustees renews Marlene Gay as the substitute school nurse on an as needed basis for the 2019-2020 school year at the rate of \$250.00 per day from 8:30am – 2:30pm.
29. Resolved that the Board of Trustees approves the following additional services appointments for the 2019-2020 school year.
- 403(b) provider – AXA Equitable
 - Flexible Spending Account (FSA) – Resource One

30. Resolved that the Board of Trustees hereby accepts and renews the contact with Red Rabbit Food Service for the 2019-2020 school year with the following per meal price of \$3.40 per meal as stated in the addendum.

Per Meal Lunch Price	\$3.40
Per Meal Breakfast Price	N/A
Per Snack After School Snack Price	N/A
Per Meal At Risk After School Meal Price	N/A

31. Resolved that the Board of Trustees approves the proposal for architectural services from C Thibault in the amount of \$1,600.00 to create plans for a security and reception desk area adjacent to the entry and egress doors on the ground floor.

32. Whereas the Elysian Charter School of Hoboken has been fortunate to have student volunteers and a dedicated staff member of the Stevens Institute of Technology to construct the Elysian Charter School Five Year Strategic Plan, and Whereas, the Board of Trustees wishes to extend it utmost appreciation for the time and work the volunteers have committed to completing the Five Year Strategic Plan;

Resolved, that the Board of Trustees recognizes, and, appreciates the following staff member and students of the Stevens Cooperative School:

Ann Murphy
 Toni Fayngersh
 Christine Geiser
 Carolina Velasquez
 Carinne Werthaim
 Joseph Arena

and wishes them well in all future endeavors. This Resolution of Appreciation will be duly noted and placed in its minutes of June 17, 2019.

VI. Presentation of Committee Reports

Athletic and Wellness Committee: The committee met to discuss their goals and opportunities to increase our athletic options for students (i.e. cross country track). The committee members also want to take better advantage of our gym space for sports/athletic events. Committee will look into any opportunities to work with the new YMCA in Hoboken.

Nominating Committee: Jen O’Callaghan spoke of the committee’s three main goals: Start earlier in the year to educate families about the Board and reach out to potential candidates, solicit those outside of the Elysian community to run for the Board and increase diversity on the Board. A “Meet the Board” social will be planned for early in the 2019-20 school year.

Academic Committee: Meeting was postponed.

VII. New Business

Update to Summer Board Meeting Dates : Board Meetings will be held on Tuesday, July 23rd at 6:30 PM and on Tuesday, September 10 at 6:30 PM. There will be no August Board Meeting.

VIII. Motion approving resolution 1 through 32

Voting Members	Motion	Aye	Nay	Abstain	Absent	Voting Members	Motion	Aye	Nay	Abstain	Absent
Jennifer O’Callaghan		x				Maria Badali		x			
Brian Blake		x				Diane Sasso		x			
Daniel Glynn	1					Ken Nilsen	2				
Alison Ziegler					x	Chris DeFilippis		x			
Andrea O’Connor		x									

IX. Adjournment into Executive Session - 9:10 PM

Voting Members	Motion	Aye	Nay	Abstain	Absent	Voting Members	Motion	Aye	Nay	Abstain	Absent
Jennifer O'Callaghan		x				Brian Blake		x			
Alison Ziegler					x	Ken Nilsen	1				
Andrea O'Connor		x				Chris DeFilippis		x			
Maria Badali	2					Daniel Glynn		x			
Diane Sasso		x									

The Board of Trustees of the Elysian Charter School hereby adjourns to Executive Session in compliance with the Open Public Meetings Act, *N.J.S.A. 10:4-6 et seq.*, for the purpose of discussing a student matter. The minutes of the discussion during Executive Session will be available to the public when such minutes have been approved by the Board of Trustees pursuant to *N.J.S.A. 47:1A-1.1* and the need for confidentiality no longer exists.

X. Reconvene Public Session/Report from Executive Session (If Applicable)

Voting Members	Motion	Aye	Nay	Abstain	Absent	Voting Members	Motion	Aye	Nay	Abstain	Absent
Jennifer O'Callaghan		x				Maria Badali	2				
Brian Blake	1					Diane Sasso		x			
Daniel Glynn		x				Ken Nilsen		x			
Alison Ziegler					x	Chris DeFilippis		x			
Andrea O'Connor		x									

XI. Adjournment of Meeting – 9:30 PM

Voting Members	Motion	Aye	Nay	Abstain	Absent	Voting Members	Motion	Aye	Nay	Abstain	Absent
Jennifer O'Callaghan		x				Maria Badali		x			
Brian Blake		x				Diane Sasso		x			
Daniel Glynn	2					Ken Nilsen	1				
Alison Ziegler					x	Chris DeFilippis		x			
Andrea O'Connor		x									