

## MONTHLY MINUTES – Monday, June 13, 2022

A Public Session of the Elysian Charter School of Hoboken Board of Trustees will be held on Monday, June 13, 2022 via Zoom video conference at 6:00 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 April 28, 2020. Notice of the meeting was published in the Public Notice Section of the Jersey Journal, posted on the Elysian Charter School website at [www.ecsnj.org](http://www.ecsnj.org) and at the Elysian Charter School located at 1460 Garden Street, Hoboken, NJ, 07030.

Call to Order by Board Chair -

### I. Roll Call

Voting Members	Role	Present	Absent
Chris DeFilippis	Trustee	X	
Christopher Gizzi	Trustee	X	
Daniel Glynn	Trustee	X	
Andrea O'Connor	Trustee	X	
Amanda Gordon	Trustee	X	
Erin Curtiss	Trustee		
Michael Gazaleh	Trustee	X	
Jaime Marchand	Trustee	X	
Bernadette Reagan	Trustee	X	

Non - Voting Members	Role	Present	Absent
Susan Grierson	Director	X	
Bernadette Pinto	School Business Administrator	X	
Melissa Landera	Faculty Representative	X	
Ashley Choate	Faculty Representative		X

Motion for Elysian Charter School Board of Trustees to accept the minutes from the Regular Meeting May 24, 2022

Voting Members	Motion	Aye	Nay	Abstain	Absent	Voting Members	Motion	Aye	Nay	Abstain	Absent
Chris DeFilippis		X				Amanda Gordon		X			
Christopher Gizzi		X				Erin Curtiss					X
Daniel Glynn	1	X				Michael Gazaleh		X			
Andrea O'Connor		X				Jaime Marchand	2	X			
Bernadette Reagan		X									

### 2. Director's Report (see attached)

### 3. Faculty Representative's Report

- End of Year Closing out procedures
- Classroom Placements
- Pride Month Activities

### 4. Presentation of Committee Report

- Personnel Committee - Amanda provided updates related to the Personnel motions.
- Advocacy Committee - Chris Defilippis discussed the pilot program as related to the motion and invited community members to attend Hoboken charter school event later that evening.

Facilities Committee - Michael provided an update on the HVAC and that the committee has revisited discussions with Park & Garden regarding the Mezzanine Door.

Finance Committee - Dan provided an update on the Auditor commitment letter and finance motions.

**5. Public Comment**

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

*(Limited to 5 minutes per person).*

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

**6. Finance:**

Pursuant to N.J.A.C. 6:23-2.11(a)4, the Board of Trustees acknowledges receipt of the secretary’s certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of May 25, 2021 no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2,11(b), and that sufficient funds are available to meet the school’s financial obligations for the remainder of the fiscal year.

6.1 Resolved that the Board of Trustees approves the Payroll Report of May 13, 2022 in the amount of \$84,683.16.

6.2 Resolved that the Board of Trustees approves the Payroll Report of May 27, 2022 in the amount of \$83,837.14.

6.3 Resolved that the Board of Trustees approves the May Check Register from May 25, 2022 to June 13, 2022 in the amount of \$462,302.76.

6.4 Resolved that the Board of Trustees approves the Board Secretary and Treasurer Reports for May 2022 as per attached.

6.5 Resolved that the Board of Trustees approves the audit Engagement Letter with Meshinsky & Associates, LLC in the amount of \$19,900.00 as the independent financial auditor to complete the annual school audit and IRS Form 990 for fiscal year 2022.

6.6 Whereas, the New Jersey Schools Insurance Group (NJSIG) is a school board insurance group Authorized by N.J.S.A. 18A:18B – 1 et seq. to provide insurance coverage and risk management Services for its members.

Whereas, the Elysian Charter School of Hoboken, hereinafter referred to as the “Educational Institution,” is a member of NJSIG; and,

Whereas; in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide Members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG member serve.

Be It Resolved that:

1) The Educational Institution applies for a safety grant through the NJSIG safety grant Program for the 2022-23 fiscal year in the amount of \$2,826.00 for the purposes set forth In their safety grant application, which is attached hereto: and,

2) The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

Roll Call Vote Resolutions 6.1-6.6

Voting Members	Motion	Aye	Nay	Abstain	Absent	Voting Members	Motion	Aye	Nay	Abstain	Absent
Chris DeFilippis		X				Amanda Gordon		X			
Christopher Gizzi		X				Erin Curtiss					X
Daniel Glynn	1	X				Michael Gazaleh	2	X			
Andrea O’Connor		X				Jaime Marchand		X			
Bernadette Reagan		X									

**7. Personnel:**

7.1 Resolved that the Board of Trustees approves the modified schedule that consists of four days employment of contract for Kim Scillia as School Nurse for the 2022-2023 school year at a salary of \$44,000.00 including 8 Sick Days, 3 Personal days.

7.2 Resolved that the Board of Trustees approves Marlene Gay as School Nurse for one day a week for the 2022-2023 school year at a salary not to exceed \$11,000.00 including 2 Sick Days.

7.1 Resolved that the Board of Trustees approves the modified employment contract for Daisy Tavarez as Daily Lunch / Maintenance for the 2022-2023 school year at a salary of \$30,000.00 including 10 Sick Days, 4 Personal days as a 12 month employee.

7.3 Resolved that the Board of Trustees approves the offering of a SY 22-23 Summer School Program as follows:

Samantha Leone is approved to service Special Education Classified and at- risk support students for the Summer School Program at a rate of \$50.00 per hour for June 27, 28, 29,30 and July 5, 6, 7, 8 for a total of 24 hours and a total cost of \$1,200.00

Gail Prusslin is approved to service Speech and Language/literacy support for the Summer School Program at a rate of \$50.00 per hour for June 28,30 and July 5, 7 for a total of 8 hours and a total cost of \$400.00.

Emily Killea is approved to service at -risk support for rising 5<sup>th</sup> graders, literacy and math for the Summer School Program at a rate of \$50.00 per hour for June 28, 30, July 5,7,12 and 14 for a total of 12 hours and a total cost of \$600.00.

Josie Miguel is approved to service At- risk support for rising 1<sup>st</sup> graders, literacy and math for the Summer School Program at a rate of \$50.00 per hour for July 12,13,14, July 19,20,21, July 26,27 and 28 for a total of 27 hours and a total cost of \$1,350.00.

Angela Dunckley is approved to service AAt- risk support for rising 1<sup>st</sup> graders, literacy and math for the Summer School Program at a rate of \$50.00 per hour for July 12,13,14, July 19,20,21, July 26,27 and 28 for a total of 27 hours and a total cost of \$1,350.00.

7.4 Resolved that the Board of Trustees approves the SY 21-22 Summer Camp as follows:

Summer Camp hourly staff rate of \$35 and the camp hours are 8:30 am - 4:30 pm which comes to a 40 hr week as camp runs Mon-Friday. Staff assignments:

- Lauren Barker - 3 weeks (\$4,200)
- Emily Killea - 1 week (\$1,400)
- Colleen Herlihy - 3 weeks (\$4,200)
- Marisa Dolan - 5 days (\$1,400)
- Alyssa Rosen - 3 weeks (\$4,200)
- Rob Rosa - 3 weeks (\$4,200) will use vacation days

- Moncia - 1 week (\$1,400)
- Alex Tedesco - 2 weeks (\$2,800)
- Pam Gorode - 3 weeks (\$4,200) will use vacation days

Pam Gorode will receive an additional \$3750 stipend for all the work to plan and prep for the three weeks of camp.

Roll Call Vote Resolutions 7.1 – 7.4

Voting Members	Motion	Aye	Nay	Abstain	Absent	Voting Members	Motion	Aye	Nay	Abstain	Absent
Chris DeFilippis		X				Amanda Gordon		X			
Christopher Gizzi	2	X				Erin Curtiss					X
Daniel Glynn		X				Michael Gazaleh		X			
Andrea O'Connor		X				Jaime Marchand	1	X			
Bernadette Reagan		X									

**8. Governance/Policy:**

8.1 Resolved that the Board of Trustees approves the resignation of Andrea O'Connor in the position of Trustee on the Elysian Charter School Board of Trustees effective June 30, 2022.

Roll Call Vote Resolutions 8.1

Voting Members	Motion	Aye	Nay	Abstain	Absent	Voting Members	Motion	Aye	Nay	Abstain	Absent
Chris DeFilippis	1	X				Amanda Gordon		X			
Christopher Gizzi		X				Erin Curtiss					X
Daniel Glynn	2	X				Michael Gazaleh		X			
Andrea O'Connor		X				Jaime Marchand		X			
Bernadette Reagan		X									

**9. Curriculum/Special Education:**

**10. Facilities:**

**11. Miscellaneous:**

11.1 Resolved that the Board of Trustees approves

1. To appoint Dr. Brian Falkowski as the School Business Administrator/Board Secretary for FY23 at a salary of \$0.00.
2. To appoint Dr. Brian Falkowski as the Qualified Purchasing Agent.
3. To approve an agreement with SBO Management LLC at a monthly fee of \$7,000 or \$11,000 (if necessary per the terms of the agreement, and if further approved by the Board in advance of utilizing additional services) for FY23.

11.2 Resolved that the Board of Trustees approves the following bank signors:

- i. Amanda Gordon, Board Chair
- ii. Dan Glynn, Finance Committee Chair
- iii. Dr. Brian Falkowski, SBA

Roll Call Vote Resolutions 11.1 -11.2

Voting Members	Motion	Aye	Nay	Abstain	Absent	Voting Members	Motion	Aye	Nay	Abstain	Absent
Chris DeFilippis	2	X				Amanda Gordon		X			
Christopher Gizzi	1	X				Erin Curtiss					X
Daniel Glynn		X				Michael Gazaleh		X			
Andrea O'Connor		X				Jaime Marchand		X			
Bernadette Reagan		X									

**12. New Business**

12.1 Resolved that the Board of Trustees approves the School Food Authority Commercial Vendor Contract with NuWay Foods for commercial vended meals beginning July 1, 2022 through June 30, 2025 Now, therefore be it resolved with the following per meal/snack prices:

- Per Meal Lunch Price \$3.49
- Per Meal Breakfast Price N/A
- Per Snack After School Snack Price: N/A
- Per Meal At Risk After School Meal Price N/A

12.2 Resolved that the Board of Trustees of Elysian Charter School authorizes an additional payment amount of \$3,000.00 to the law firm of McCarter & English, LLP located at 100 Mulberry Street, Four Gateway Center, Newark NJ, for services rendered to represent Elysian Charter School in negotiations with the Hoboken City Council to ensure a fair distribution between the four public school districts located in Hoboken of the Jackson PILOT (payment in lieu of taxes) agreement.

Roll Call Vote Resolutions 12.1 -12.2

Voting Members	Motion	Aye	Nay	Abstain	Absent	Voting Members	Motion	Aye	Nay	Abstain	Absent
Chris DeFilippis		X				Amanda Gordon	1	X			
Christopher Gizzi		X				Erin Curtiss					X
Daniel Glynn		X				Michael Gazaleh	2	X			
Andrea O'Connor		X				Jaime Marchand		X			
Bernadette Reagan		X									

**Adjournment of Meeting**

Roll Call Vote - Adjournment of Meeting of Monday, June 13, 2022 – Time: 6:27 PM

Voting Members	Motion	Aye	Nay	Abstain	Absent	Voting Members	Motion	Aye	Nay	Abstain	Absent
Chris DeFilippis	1	X				Amanda Gordon		X			
Christopher Gizzi	2	X				Erin Curtiss					X
Daniel Glynn		X				Michael Gazaleh		X			
Andrea O'Connor		X				Jaime Marchand		X			
Bernadette Reagan		X									

Bernadette Pinto SBA/Board Secretary  
 Date: June 13, 2022