

- I. Call to Order by Board Chair**
- 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 upon in accordance with N.J.S.A 10:4-6 et seq. On the rules of this act, Elysian 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 Jersey Journal and 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. Formal action will take place at this meeting.

**III. Roll Call**

Voting Members	Role	Present	Absent
a. Amanda Gordon	Board Chair		
b. Daniel Glynn	Board Trustee		
c. Christopher Gizzi	Board Treasurer		
d. Chris DeFilippis	Board Vice Chair		
e. Jaime Marchand	Board Trustee		
f. Bernadette Reagan	Board Trustee		
g. Eduardo Gonzalez	Board Trustee		
h. Serena Trinkwalder	Board Trustee		
i. Michael Gazaleh	Board Trustee		

**Also Present**

Non-Voting	Role	Present	Absent
Susan Grierson	Director		
Dr. Brian Falkowski	School Business Administrator		

**IV. Acceptance of Meeting Minutes**

Motion for Elysian Charter School, Board of Trustees to accept the minutes from the **May 22, 2023** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Amanda Gordon						Jaime Marchand					
Daniel Glynn						Bernadette Reagan					
Christopher Gizzi						Chris DeFilippis					
Eduardo Gonzalez						Serena Trinkwalder					

- V. Board Business**
- VI. Reports**
  - 1. Director’s Report**

2. **Faculty Representative’s Report**

**VII. Committee Reports**

1. **Personnel**
2. **Advocacy**
3. **Facilities**
4. **Finance**
5. **Nominating**

**VIII. Public Comment**

**IX. Adjourn Public Session and Open Closed Session**

**X. Adjourn Closed and Open Public Session**

**XI. Reorganization Motions**

1. Regular Meeting Dates – 2023/2024 School Year

BE IT RESOLVED: that Elysian Charter School, upon the recommendation of the Director, approves the Resolution to adopt the Annual Board Meeting Schedule for the 2023/2024 school year in accordance with 18A:10-6. Meetings will be held virtual and/or at 1460 Garden Street, Hoboken, NJ.

Typically, the 4<sup>th</sup> Monday of every Month.

Monday	July 24, 2023	6:30 PM	Regular Meeting
Monday	August 28, 2023	6:30 PM	Regular Meeting
Monday	September 18, 2023	6:30 PM	Regular Meeting*
Monday	October 23, 2023	6:30 PM	Regular Meeting
Monday	November 27, 2023	6:30 PM	Regular Meeting
Monday	December 18, 2023	6:30 PM	Regular Meeting*
Monday	January 22, 2024	6:30 PM	Regular Meeting
Monday	February 26, 2024	6:30 PM	Regular Meeting
Monday	March 25, 2024	6:30 PM	Regular Meeting/Budget Meeting
Monday	April 15, 2024	6:30 PM	Regular Meeting/Re-hire Meeting*
Monday	May 20, 2024	6:30 PM	Regular Meeting*
Monday	June 17, 2023	6:30 PM	Reorganization Meeting*

\*Not on 4th Monday of the Month

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2023/2024 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. Appointments

BE IT RESOLVED: that Elysian Charter School upon the recommendation of the Director, hereby appoints the following for the 2023/2024 school year:

Position/Appointment	Name
Director	Susan Grierson

Business Administrator/Board Secretary	Dr. Brian Falkowski
Acting Board Secretary in the absence of the Board Secretary	Sarah Spuhler & Josh Solow
Public Agency Compliance Officer (PACO)	Dr. Brian Falkowski
Custodian of School Records	Dr. Brian Falkowski
Asbestos Management/PEOSA Officer	Daisy Tavarez
Safety & Health Coordinator	Kim Scillia
Indoor Air Quality Coordinator	Daisy Tavarez
Integrated Pest Management Coordinator	Daisy Tavarez
Right to Know and Chemical Hygiene Coordinator	Daisy Tavarez
Affirmative Action Officer	Melissa Landera
Title IX Compliance Officer	Batia Krinsky
Substance Awareness Coordinator	Batia Krinsky
Section 504 Administrator	Darcy Minsky
Homeless Liaison	Darcy Minsky
Section 504 Compliance Officer	Darcy Minsky
HIB/Anti-Bully Coordinator & School Safety Team	Kim Scillia, Deb Rosner, Daisy Tavarez, Susan Grierson
Affirmative Action Team	Darcy Minsky, Gail Prusslin

4. Adoption of Code of Ethics

RESOLVED, that Elysian Charter School Board of Trustees hereby adopts the Code of Ethics for its members, for the 2023/2024 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 Elysian Charter School Board of Trustees, either by code, number, resolution, motion or inference of intent, be re-adopted completely for the 2023/2024 school year.

6. Depository of Funds

BE IT RESOLVED: that Elysian Charter School Board of Trustees upon the recommendation of the Director, approves **JP Morgan Chase Bank** as the depository of funds for the 2023/2024 school year.

7. Newspaper of Record

BE IT RESOLVED: that Elysian Charter School Board of Trustees upon the recommendation of the Director, herewith designates **Jersey Journal** as the official Newspaper of Record; be it resolved the official Website is [www.ecsnj.org](http://www.ecsnj.org) for the 2023/2024 school year.

8. Authorize the School Business Administrator to Audit and Executive Director to Approve Bill Payments

BE IT RESOLVED: that Elysian Charter School Board of Trustees upon the recommendation of the Director, herewith designates the School Business Administrator/Board Secretary with the approval of the 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 2023/2024 school year.

9. Authorize Payment of Bills Between Meetings

BE IT RESOLVED: that Elysian Charter School upon the recommendation of the 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 2023/2024 school year.

10. Appoint a District Purchasing Agent

BE IT RESOLVED: that Elysian Charter School upon the recommendation of the Director, hereby appoints Dr. Brian Falkowski as Qualified Purchasing Agent with a Bid and Quotation Threshold to

\$44,000 and \$6,600 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 40A:11-6.1 (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 2022/2023 school year.

- 11. Authorize purchases below 15% of the Bid Threshold without competitive quotations  
BE IT RESOLVED: that Elysian Charter School upon the recommendation of the Director, hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2023/2024 school year.
  
- 12. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles  
BE IT RESOLVED: that Elysian Charter School upon the recommendation of the Director, hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2023/2024 school year.
  
- 13. Resolution to authorize the 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 Elysian Charter School upon the recommendation of the Director, hereby authorizes the 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 2023/2024 school year.
  
- 14. Appoint External Audit Firm  
BE IT RESOLVED: that Elysian Charter School upon the recommendation of the Director, hereby approves the appointment of Meshinsky & Associates LLC to prepare the district’s Comprehensive Annual Financial Report & Auditors Management Report for the fiscal year ending June 30, 2023, at a cost not to exceed \$26,000.
  
- 15. Appoint Board Attorney  
BE IT RESOLVED: that Elysian Charter School upon the recommendation of the Director, hereby approves the appointment of **Cleary, Giacobbe, Alfieri & Jacobs** as the vendor to provide legal services to the school for the 2023/2024 school year at a cost not to exceed \$25,000.
  
- 16. Approve Voluntary Payroll Deduction Companies  
BE IT RESOLVED: that Elysian Charter School upon the recommendation of the Director, hereby approves the following voluntary deduction companies for the 2023/2024 school year:

Voluntary 403b/FSA, etc.	AXA Equitable, Clarity
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- 17. Approve NJ Uniform Chart of Accounts  
BE IT RESOLVED: that Elysian Charter School upon the recommendation of the Director, hereby approves the NJ Uniform Chart of Accounts for the 2023/2024 school year.
  
- 18. Resolution to Appoint Medical Consultants (School Doctor)  
BE IT RESOLVED: that Elysian Charter School upon the recommendation of the Director, hereby approves the appointment of **Riverside Medical** as Medical Consultants for the 2023/2024 school year.

19. Cooperative Purchasing

BE IT RESOLVED: that Elysian Charter School upon the recommendation of the Director, to participate with National Cooperative Pricing System with PEPPM National Cooperative Contracts, Approved County Educational Services, Ed-Data Services, Middlesex County Cooperative, & Hunterdon County Cooperative for 2023/2024 school year.

20. Approve Medical Broker of record for Medical, Dental and RX Insurance Coverage

BE IT RESOLVED: that Elysian Charter School upon the recommendation of the Director, to contract with **Centric Benefits** as the Medical Broker of record for Dental and FSA Insurance Coverage for 2023/2024.

21. Approve Insurance Broker of Record for Property and Casualty, and Workers Compensation Insurance

BE IT RESOLVED: that Elysian Charter School upon the recommendation of the Director, to approve **Arthur J. Gallagher & Co.** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2023/2024 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Amanda Gordon						Jaime Marchand					
Daniel Glynn						Bernadette Reagan					
Christopher Gizzi						Chris DeFilippis					
Eduardo Gonzalez						Serena Trinkwalder					

**XII. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for May 2023, as per the attached. Pursuant to N.J.A.C. 6A:232.11(a), the Elysian Charter School of Hoboken 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 2023, no major account or fund has been over expended in violation of N.J.A.C. 6A:232.11(b), and that sufficient funds are available to meet the school’s financial obligations for the remainder of the fiscal year.
- b. Transfers: To approve line-item transfers up to May 31, 2023.
- c. Bills List: Approve Bills List until June 9, 2023.
- d. Payroll: To approve the following payrolls:
  - May 30, 2023 - \$ 172,220.52
- e. To approve the contract with SBO Management LLC for School Business Administrator services for FY24, total \$88,200.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Amanda Gordon						Jaime Marchand					
Daniel Glynn						Bernadette Reagan					
Christopher Gizzi						Chris DeFilippis					
Eduardo Gonzalez						Serena Trinkwalder					
Michael Gazaleh											

**2. Contracts**

- a. To approve the following contracts for the 2023-2024 school year:

Vendor	Description	Amount
R&L	Payroll Software \$283 PP	\$ 6,792.00
Genesis	Software License - Student Information	\$ 9,746.00
CDK	Accounting Software (AA, BF, JH, JS, MF, MF ,SS, SG)	\$ 9,955.00
Frontline	Internal Employee Direct Software	\$ 7,387.10
Emma	School Information System	\$ 648.00
Bond Renewal	SBA	\$ 476.00

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Amanda Gordon						Jaime Marchand					
Daniel Glynn						Bernadette Reagan					
Christopher Gizzi						Chris DeFilippis					
Eduardo Gonzalez						Serena Trinkwalder					
Michael Gazaleh											

**3. Buildings & Grounds**

**4. Personnel**

- a. To approve the 10-month contract with Margaret Murphy, titled Second Grade Teacher, salary \$60,000, effective September 1, 2023.
- b. To approve the 10-month contract with Shirin Raval, titled Third Grade Teacher, salary \$72,000, effective September 1, 2023.
- c. To approve Deb Rosner for a Business Office Liaison Stipend, \$1,500 to be paid out in three installments up until June 30, 2023.
- d. To approve Ian Gray for a Science Curriculum Planning Stipend, \$2,500 to be paid out on August 30, 2023.
- e. To approve the leave of absence of Samantha Leone from September 1, 2023 to January 15, 2024.
- f. To approve the professional development for Batia Krinsky, *Anti-Bullying Online Certificate Program* provided by NJPSA, total \$500.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Amanda Gordon						Jaime Marchand					
Daniel Glynn						Bernadette Reagan					
Christopher Gizzi						Chris DeFilippis					
Eduardo Gonzalez						Serena Trinkwalder					
Michael Gazaleh											

**5. Curriculum/Special Education**

**6. Policy/Miscellaneous**

**XIII. New Business**

**XIV. Closing Comments**

**XV. Information - Next Board Meeting:**

Day	Date	Time	Notes
Monday	July 24, 2023	6:30 PM	Regular Meeting

**XVI. Adjournment**

<b>Voting Members</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>	<b>Voting Members</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Amanda Gordon						Jaime Marchand					
Daniel Glynn						Bernadette Reagan					
Christopher Gizzi						Chris DeFilippis					
Eduardo Gonzalez						Serena Trinkwalder					
Michael Galazeh											