



**Minutes for Board of Trustees Meeting  
August 10, 2017  
Formal Action Will or May be Taken**

- I. **Call to Order by Board President – 5:34 pm**
- II. **Public Notice of Meeting/NJ Sunshine Law**

This meeting is being held in compliance with the Open Public Meetings Act and is open to the public. Notices were duly posted and the meeting was advertised in the Courier News. Formal action will be taken.

- III. **Salute to Flag**
- IV. **Roll Call**

Board Member	Present	Absent	Board Member	Present	Absent
Roger F. Grutzmacher	X - Phone		Frank Fischer	X - Phone	
Akua Hill	X - Phone		Andrew Fesen	X - Phone	
Jamie Rojas	X				

**Also Present:** Kristina Haugen, School Business Office  
 Michael Piscal, CEO, College Achieve Public Schools – Phone  
 Thomas McMahan, CFO, College Achieve Public Schools – Phone  
 Rachelle Nelson, Executive Director, College Achieve Public Schools

- V. **Minutes**

- 1. To approve the minutes from the Board of Trustee meeting from June 8, 2017.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Roger F. Grutzmacher		X				Frank Fischer	1	X			
Akua Hill		X				Andrew Fesen	2	X			
Jamie Rojas		X									

- VI. **Board President’s Report – None**
- VII. **Executive Director’s Report – Furniture has been ordered, phones have been set up for South Ave campus. On time to open.**
- VIII. **College Achieve Public Schools Report – The loan closing was reported on.**
- IX. **Board Comments - None**
- X. **Motions for Approval**

- 1. **Finance**
  - a. Board Secretary’s and Treasurer’s Report: To approve the Board Secretary’s and Treasurer’s Reports for June 2017, as per the attached. Pursuant to N.J.A.C. 6A:23-2.11(a), the College Achieve Central Charter School 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 June 2017, 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.
  - b. Transfers: To approve transfers up to June 30, 2017.

- c. Bills List: To approve bills and check list for the period ending August 10, 2017.
- d. Purchasing: To authorize the SBA to purchase under the Keystone Purchasing Network No. KPN-201501-04.
- e. Payroll: To approve the following payrolls:
 

June 30, 2017	\$ 147,178.85
July 15, 2017	\$ 18,471.07
July 31, 2017	\$ 39,939.79
- f. Vended Meals Contract: BE IT RESOLVED: that College Achieve Central Charter School, upon the recommendation of the School Director, approves the contract with Preferred Meal Systems, Inc. as the Food Services Vended Meals provider for the 2017-2018 school year. The per meal prices are as follows:
 

Breakfast:	\$1.41
Lunch:	\$2.69
- g. Depository: To approve Bank of America as an additional depository for all accounts and to authorize Brian Falkowski and Roger Grutzmacher to be the sole signatories.
- h. Grants: To accept the following grant awards for the 2017-2018 school year:
  - i. NCLB Title I: \$304,177
  - ii. NCLB Title IIA: \$33,892
  - iii. NCLB Title III: \$28,348
  - iv. NCLB Title IV: \$10,000
  - v. IDEA Basic: \$122,315

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Roger F. Grutzmacher		X				Frank Fischer	1	X			
Akua Hill	2	X				Andrew Fesen		X			
Jamie Rojas				X							

## 2. Travel

- a. To approve/ratify the following travel recommendations:

Trip Location	Type of Trip	Costs & Funding Source	Number of Students Attending	Date
Iplay America	Merit Trip	\$659.67 for venue/\$475 for transportation	46	07/13/2017
Bowlmor	Merit Trip	\$639.60 for venue/\$476 for transportation	46	07/20/2017
Somerset Patriots	Merit Trip	\$368 for venue/\$475 for transportation	46	07/26/2017
Keansburg Waterpark	Merit Trip	\$963.70 for venue/\$475 for transportation	46	08/02/2017
Bronx Zoo	Merit Trip	\$695 for transportation	46	08/09/2017

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Roger F. Grutzmacher		X				Frank Fischer	2	X			
Akua Hill		X				Andrew Fesen	1	X			
Jamie Rojas		X									

## 3. Buildings & Grounds

- a. Sublease Agreement – South Avenue: To approve the sublease agreement between College Achieve Public Charter Schools, Inc. and College Achieve Central Charter School for the property located at 1225 South Avenue, Plainfield, NJ, commencing on August 1, 2017 and terminating June 30, 2021 at a month amount of \$42,052.78.

- b. Sublease Amendment – Westervelt: To approve an amendment to the Westervelt sublease between College Achieve Central Charter School and College Achieve Public Schools as attached.
- c. Estoppel Authorization: To authorize the SBA to execute the SNDA and Estoppel documents drafted by Bank of America as attached.
- d. Incumbency Certificate: To authorize the SBA to execute the incumbency certificate as attached.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Roger F. Grutzmacher	2	X				Frank Fischer	1	X			
Akua Hill		X				Andrew Fesen		X			
Jamie Rojas				X							

4. **Personnel**

- a. To approve/ratify the following stipends:

Employee	Stipend	Amount
James Nolan	Leadership Stipend	\$3,000.00

- b. To approve/ratify the following summer camp staff:

Position	Hourly Rate	Employee(s)
Camp Director	\$35.00	Kanifa Hicks
Camp Co Director	\$35.00	Mary Kate McNeill
Summer Camp Teacher	\$25.00	Al Dobson
Summer Camp Teacher	\$25.00	Joan Feinstein
Summer Camp Teacher	\$25.00	Alex Linquist
Summer Camp Teacher	\$25.00	Lora LoBello
Summer Camp Teacher	\$25.00	Taheerah Mathis

- c. To approve the following resignations/terminations:

Name	Position	Effective Date	10/12 Month
Jessy James	Administrative Assistant	6/17/2017 - Terminated	12 Month
Vanessa Abrantes	Kindergarten/Science	6/30/2017	10 Month
Sara Acre	6 <sup>th</sup> Grade Teacher	6/30/2017 - Resigned	10 Month
Natasha Allicock	Director of Grade K-12	6/30/2017 – Resigned	10 Month
January Barone	3 <sup>rd</sup> Grade Teacher	6/30/2017	10 Month
Rebecca Blaskopf	Middle School Math Teacher	6/30/2017	10 Month
Latoya Sajous (Cargeor)	1 <sup>st</sup> Grade Science Teacher	6/30/2017	10 Month
Alean Cook	Teacher	6/30/2017	10 Month
Brianna Corrigan	2 <sup>nd</sup> Grade Teacher	6/30/2017	10 Month
Olivia Cuzzo	2 <sup>nd</sup> Grade Teacher	6/30/2017	10 Month
Rose Dextra	Middle School English	6/30/2017	10 Month
Stephen Tyler Francz	Middle School History	6/30/2017	10 Month
Lamar Henderson	Math Interventionist	6/30/2017 – Not Renewed	10 Month
Shari Whalen	3 <sup>rd</sup> Grade Teacher	6/30/2017	10 Month
Hilary Canzoneri	2 <sup>nd</sup> Grade Teacher	6/30/2017	10 Month

- d. To rescind the offer of employment to:

T. Blake Fabian, approved on June 8, 2017  
 Damali Richinsin approved on June 8, 2017  
 Carolyn Starr approved on June 8, 2017

- e. To approve the following personnel and their new contracts/associated raises for the 2017-2018 school year:

Name	Position	10/12 Month	Signing Bonus	Base Salary	Additional Leadership Stipend	Total Salary	Start Date
Marvelis Perrera	Vice Principal	10		76,000	4,000	80,000	8/21/2017
Allison Fox-Brelands	Office Manager & Food Services Director	12		65,920	2,000	67,920	7/1/2017
Marlene Figueroa	Office Manager	12		61,285	2,000	63,285	7/1/2017
Martha Penagos	Assistant Office Manager & Parent Liaison	12		43,775		43,775	7/1/2017
Jennifer Green	Office Support Staff	12		35,000		35,000	7/1/2017
Alyssa Mazza	Kindergarten Science	10		46,000		46,000	8/21/2017
Lauren Balisterei	1 <sup>st</sup> Grade Teacher	10		49,000		49,000	8/21/2017
Paula Brown	1 <sup>st</sup> Grade Teacher	10		46,000		46,000	8/21/2017
Alexis Rivera	2 <sup>nd</sup> Grade Co-Teacher	10		45,000		45,000	8/21/2017
Lauren Anderson	3 <sup>rd</sup> Grade Co-Teacher	10		45,000		45,000	8/21/2017
Lauren Timpanaro	3 <sup>rd</sup> Grade Teacher	10		57,000		57,000	8/21/2017
Katelyn Basile	3 <sup>rd</sup> Grade Co-Teacher	10		47,000		47,000	8/21/2017
Kevin Scholl	4 <sup>th</sup> Grade Teacher	10		45,000		45,000	8/21/2017
Danielle Fields	ELA Teacher	10		50,000		50,000	8/21/2017
James Johnson	7 <sup>th</sup> Grade History Teacher	10		50,000		50,000	8/21/2017
Benjamin Hughes	8 <sup>th</sup> Grade Science	10		55,000	2,000	57,000	8/21/2017
Brittany Summers	8 <sup>th</sup> Grade History	10		48,500		48,500	8/21/2017
Samantha Barry	5-8 Math Intervention	10		48,000		48,000	8/21/2017
Mira Sidhom	ELL	10		40,000		40,000	8/21/2017
Michael Stanley	ELA Co-Teacher	10		45,000		45,000	8/21/2017
Jasmin Bethea	Office Manager & ESL Testing Coordinator	12		45,000	2,000	47,000	8/16/2017
Michael Levitt	District Supervisor of Food Services	10		60,000		60,000	8/21/2017
Sandra Wilson	Food Server	10/PT				\$12/hr	
Antonia Velez	Food Server	10/PT				\$11/hr	

- f. To approve the renewal of Denise Scott as School Nurse under an Emergency Certificate.  
g. To ratify the 2016/2017 salary for January Barone at \$53,000. For auditing purposes.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Roger F. Grutzmacher				X		Frank Fischer	1	X			
Akua Hill		X				Andrew Fesen	2	X			
Jamie Rojas		X									

**5. Curriculum / Special Education**

**6. Policy / Governance / Operations / Miscellaneous**

- a. To ratify an attorney retainer agreement with Inglesino, Webster, Wyciskala, and Taylor LLC to provide legal services in regards to the \$350,000 working capital term loan from Community Lending Partners of New Jersey.  
b. Resolution to amend Charter to include South Avenue campus:

An amendment to be added to the original application due to the lease of a new location.

1. College Achieve Central Charter School is leasing a location at 1225 South Avenue, Plainfield, NJ 07062 for its expansion. The building is currently vacant. The 12,500 square foot building contains 12 classrooms, 2 offices, 1 gymnasium, one cafeteria, four bathrooms, a full service kitchen, a nurse office, a gym, and an outdoor playground.

2. The lease of this building will provide additional learning and recreational space for 2<sup>nd</sup> and 3<sup>rd</sup> Grades due to the continual enrollment expansion. It has additional parking, spacious recreational areas, and classrooms that will suit the learning model of the school.
  3. The new building will produce no discernable fiscal impact to the submitted budget.
  4. Any transportation needs will be in accordance with required state and district mandates.
- c. To approve a 60-day charter amendment comment waiver.
  - d. To approve the revised CMO agreement as attached.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Roger F. Grutzmacher	2	X				Frank Fischer	1	X			
Akua Hill		X				Andrew Fesen		X			
Jamie Rojas		X									

**XI. Public Comment**

Members of the public wishing to address the Board of Trustees must state their name and are requested to limit their comments to three minutes. Please be aware that all Charter School employees retain the right of privacy and shall retain all rights against defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public. Each member of the public will be given one opportunity to address the Board.

- XII. Executive Session - None**
- XIII. Adjourn Executive Session - None**
- XIV. Old Business - None**
- XV. New Business - None**
- XVI. Reports / Look Ahead / Miscellaneous**

1. Upcoming Board Meeting Dates:
  - a. September 20, 2017 @ 5:30 PM @ Emerson campus

**XI. Adjourn Public Session – 5:56 pm**

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Roger F. Grutzmacher		X				Frank Fischer – 5:53 pm		X			
Akua Hill	2	X				Andrew Fesen		X			
Jamie Rojas	1	X									



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Dr. Brian Falkowski, Board Secretary