

**College Achieve
Paterson
Charter School**

**Minutes for Board of Trustees Meeting
June 21, 2018
Formal Action Will or May be Taken**

- I. **Call to Order by Board President – 12:15 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
Andrew Fesen		X	Jerry Walker	X - phone	
Roger Grutzmacher	X - phone		Craig Woolridge	X - phone	
Kenyatta Stewart	X - phone				

Also Present	Present	Absent
Brian Falkowski Ed.D., SBA	X	
Kristina Haugen, School Business Office		X
Michael Piscal, CEO, College Achieve Public Schools	X	
Rachelle Nelson, CAO, College Achieve Public Schools	X	
Henry McNair, Executive Principal, College Achieve Public Schools	X	
Stephanie Kuchar, DOO, College Achieve Public Schools	X	
David Hespe, Consultant, College Achieve Public Schools	X	

- V. **Minutes**
 1. To approve the minutes from the Board of Trustee meeting from May 10, 2018.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Andrew Fesen					X	Jerry Walker		X			
Roger Grutzmacher	1	X				Craig Woolridge		X			
Kenyatta Stewart	2	X									

- VI. **Public Comment - none**

Members of the public wishing to address the Board of Trustees must state their name and are requested to limit their comments to three (3) 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.

- VII. **Board President’s Report - none**
- VIII. **Executive Director’s Report**

1. McNair, Principal – gave an update on the past year at CAPCS. The report is attached.

- IX. **College Achieve Public Schools Report**

1. Mike Piscal – gave accolades Mr. McNair and spoke about parking moving forward next year. Construction updates were also given.

- X. **Board Comments**

1. Kenyatta gave accolades to the school for the past year.

XI. Election

For Board President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Andrew Fesen	Roger Grutzmacher	Craig Woolridge	4			1

For Board Vice-President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Craig Woolridge	Roger	Kenyatta	4			1

XII. Reorganization Motions

1. Regular Meeting Dates – 2018/2019 School Year

BE IT RESOLVED: that the College Achieve Paterson Charter School, upon the recommendation of the Executive Director, approves the Resolution to adopt the Annual Board Meeting Schedule for the 2018/2019 school year in accordance with 18A:10-6. Meetings will be held at 21 Market Street, Paterson, NJ.

Thursday	August 16, 2018	6:00 PM	Regular Meeting
Thursday	September 13, 2018	6:00 PM	Regular Meeting
Thursday	November 15, 2018	6:00 PM	Regular Meeting
Thursday	January 17, 2019	6:00 PM	Regular Meeting
Thursday	March 14, 2019	6:00 PM	Regular Meeting/Budget Meeting
Monday	May 13, 2019	6:00 PM	Regular Meeting/Re-hire Meeting
Thursday	June 13, 2019	6:00 PM	Reorganization Meeting

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2018/2019 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: College Achieve Paterson Charter School upon the recommendation of the Executive Director, hereby appoints the following for the 2018/2019 school year:

Position/Appointment	Name
Executive Director	Dr. Gemar Mills
Business Administrator/Board Secretary	Dr. Brian Falkowski
Acting Board Secretary in the absence of the Board Secretary	Michael Falkowski
Public Agency Compliance Officer (PACO)	Dr. Brian Falkowski
Custodian of School Records	Dr. Brian Falkowski
Appoint Asbestos Management/PEOSA Officer	Dr. Gemar Mills
Safety & Health Coordinator	Dr. Gemar Mills
Indoor Air Quality Coordinator	Dr. Gemar Mills
Integrated Pest Management Coordinator	Dr. Gemar Mills
Right to Know and Chemical Hygiene Coordinator	Dr. Gemar Mills

Affirmative Action Officer	Sharon Cook
Title IX Compliance Officer	Henry McNair
Substance Awareness Coordinator	Sharon Cook
Section 504 Administrator	Kelinda Young
Homeless Liaison	Durell Clark
Section 504 Compliance Officer	Dr. Gemar Mills
HIB/Anti-Bully Coordinator & School Safety Team	Dr. Gemar Mills

4. Adoption of Code of Ethics
RESOLVED, that the College Achieve Paterson Charter School Board of Trustees hereby adopts the New Jersey School Boards Code of Ethics, as attached, for its members, for the 2018/2019 school year.
5. Adoption of Policies
RESOLVED, that the current board policies adopted by the College Achieve Paterson Charter School Board of Trustees, either by code, number, resolution, motion or inference of intent, be re-adopted completely for the 2018/2019 school year.
6. Depository of Funds
BE IT RESOLVED: College Achieve Paterson Charter School Board of Trustees upon the recommendation of the Executive Director, approves **PNC Bank NA** as the depository of funds for the 2018/2019 school year.
7. Newspaper of Record
BE IT REOLVED: College Achieve Paterson Charter School Board of Trustees upon the recommendation of the Executive Director, herewith designates Courier News as the official Newspapers of Record; be it resolved the official Website is <http://Collegeachieve.org> for the 2018/2019 school year.
8. Authorize the School Business Administrator to Audit and Executive Director to Approve Bill Payments
BE IT RESOLVED: College Achieve Paterson Charter School Board of Trustees upon the recommendation of the Executive Director, herewith designates the School Business Administrator/Board Secretary with the approval of Executive 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 2018/2019 school year.
9. Authorize Payment of Bills Between Meetings
BE IT RESOLVED: College Achieve Paterson Charter School upon the recommendation of the Executive 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 2018/2019 school year.
10. Appoint a District Purchasing Agent
BE IT RESOLVED: College Achieve Paterson Charter school upon the recommendation of the Executive Director, hereby appoints **Brian 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 2018/2019 school year.
11. Authorize purchases below 15% of the Bid Threshold without competitive quotations
BE IT RESOLVED: College Achieve Paterson Charter school upon the recommendation of the Executive Director, hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2018/2019 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: College Achieve Paterson Charter School upon the recommendation of the Executive Director, hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2018/2019 school year.

13. Resolution to authorize the Executive 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: College Achieve Paterson Charter school upon the recommendation of the Executive Director, hereby authorizes the Executive 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 2018/2019 school year.

14. Establish a Business Office petty cash fund with a maximum balance of \$1,000 in cash and the maximum disbursement from petty cash at \$50.00.

BE IT RESOLVED: College Achieve Paterson Charter School upon the recommendation of the Executive Director, hereby approves the establishment of petty cash with a maximum of \$1,000 and a maximum single cash disbursement of \$50.00, for the 2018/2019 school year.

15. Appoint External Audit Firm

BE IT RESOLVED: College Achieve Paterson Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Gerald Longo, CPA** to prepare the district's Comprehensive Annual Financial Report & Auditors Management Report for the fiscal year ending June 30, 2018, at a cost not to exceed \$20,000.

16. Appoint Board Attorney

BE IT RESOLVED: College Achieve Paterson Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Johnston Law Firm LLC** as vendor to provide legal services to the school for the 2018/2019 school year at a cost not to exceed \$25,000.

17. Resolution to Appoint Architect of Record

~~BE IT RESOLVED: College Achieve Paterson Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Taylor Architecture & Design** to the district for the 2018/2019 school year.~~

18. Approve Voluntary Payroll Deduction Companies

BE IT RESOLVED: College Achieve Paterson Charter School upon the recommendation of the Executive Director, hereby approves the following voluntary deduction companies for the 2018/2019 school year:

403B	AXA & Valic
Voluntary Insurance	None
FSA	Infinisource

19. Approve NJ Uniform Chart of Accounts

BE IT RESOLVED: College Achieve Paterson Charter School upon the recommendation of the Executive Director, hereby approves the NJ Uniform Chart of Accounts for the 2018/2019 school year.

20. Resolution to Appoint Medical Consultants (School Doctor)

BE IT RESOLVED: College Achieve Paterson Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Kerri Powell MD** as Medical Consultants for the 2018/2019 school year.

21. Cooperative Purchasing

BE IT RESOLVED: College Achieve Paterson Charter School upon the recommendation of the Executive 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 2018/2019 school year.

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

BE IT RESOLVED: that College Achieve Paterson Charter School upon the recommendation of the Executive Director, to Contract with **Integrity Consulting Group** and/or **Centric Benefit Consulting** and/or **Group Benefits & Administration** as the Medical Broker of record for Medical, Dental and RX Insurance Coverage for 2018/2019

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

BE IT RESOLVED: that College Achieve Paterson Charter School upon the recommendation of the Executive Director, to approve **USI Insurance Services** and/or **Treadstone Risk Management LLC** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2018/2019 school year.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Andrew Fesen					X	Jerry Walker	2	X			
Roger Grutzmacher	1	X				Craig Woolridge		X			
Kenyatta Stewart		X									

XIII. Motions for Approval

1. Finance

- a. Board Secretary's and Treasurer's Report: To approve the Board Secretary's and Treasurer's Reports for April & May 2018, as per the attached. Pursuant to N.J.A.C. 6A:23-2.11(a), the College Achieve Paterson 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 April & May 2018, 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 May, 2018.
- c. Bills List: To approve bills and check list for the period ending June 21, 2018.
- d. Payroll: To approve the following payrolls:
 - May 15, 2018 \$ 71,513.37
 - May 31, 2018 \$ 68,853.19
 - June 15, 2018 \$ 75,321.30
- e. Agreement: To approve an agreement with School Business Office LLC to provide school business services for the 2018-2019 school year at the monthly rate of \$11,250.
- f. Agreement: To approve an agreement with the Johnston Law Firm LLC for the 2018-2019 school year at the following hourly rates: Principals \$275, Associates \$235, and Paralegal \$115.
- g. Vended Meals: Be IT RESOLVED: that the College Achieve Paterson Charter School, upon the recommendation of the School Director, hereby approves the contract with Preferred Meal Systems, Inc. as the Food Services Vended Meals provider for the 2018-2019 school year. The per meal prices are as follows:
 - Breakfast: \$ 1.35
 - Lunch: \$ 2.49
 - Snack: \$ 0.70

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Andrew Fesen					X	Jerry Walker		X			
Roger Grutzmacher	1	X				Craig Woolridge	2	X			

Kenyatta Stewart		X									
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- 2. **Travel**
- 3. **Buildings & Grounds**
- 4. **Personnel**
- 5. **Curriculum / Special Education**

- a. To approve the 2018-2019 Curriculum to include:
 - 1. Reading Wonders
 - 2. Math in Focus
 - 3. Springboard – Math and ELA
 - 4. Lab Learners – Science
 - 5. Core Knowledge – History
 - 6. Achievement Network – Coaching and Interim Assessments
 - 7. Easy CBM – K-1 Assessments
 - 8. Classworks – Supplemental Digital Software
 - 9. Think Law – Critical Thinking
 - 10. Brain Chase – Elective Program
 - 11. Kiwi Co. – STEAM

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Andrew Fesen					X	Jerry Walker	1	X			
Roger Grutzmacher				X		Craig Woolridge	2	X			
Kenyatta Stewart		X									

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

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 – n one**
- XIII. **Adjourn Executive Session - none**
- XIV. **Old Business - none**
- XV. **New Business - none**
- XVI. **Reports / Look Ahead / Miscellaneous**
- XVII. **Adjourn Public Session – 12:44 PM**

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Andrew Fesen					X	Jerry Walker	1	X			
Roger Grutzmacher	2	X				Craig Woolridge		X			
Kenyatta Stewart		X									