

## MINUTES

The ECO Charter School held the Regular Meeting of the Board of Trustees Monday June 10, 2019 which convened at 6:03 PM in the Conference Room at 817 Carpenter Street, Camden, New Jersey.

**Meeting was called to order by Mrs. Bailey at 6:03 PM.**

### **OPEN PUBLIC MEETINGS ACT**

**Mrs. Bailey read the following notice:** Notice of this Regular Meeting of the ECO Charter School Board of Trustees was mailed to the Courier Post, posted at Borough Hall and a copy thereof delivered to the Camden Clerk. The Chairperson shall entertain any objections, with supporting reasons, to the conduct of this meeting on the grounds that it violates the Open Public Meetings Act.

### **ROLL CALL**

**Jennifer Bailey - present**  
**Stan Baker – present**  
**Jeffrey Berk – present**  
**Carl Boyd – present**  
**Dr. Antoinette Dendtler - present**  
**Dr. William King – medical leave**  
**Roger Lai – present (6:10pm)**  
**Katie Richer – present**  
**Donna Siminski – present**  
**Kelly Wenzel – present**  
**Darla Woodring – present (6:04 pm)**

### **APPROVE MINUTES**

It was moved by Carl Boyd and seconded by Stan Baker to approve the minutes of the Regular of the ECO Charter School Board of Trustees held on May 13, 2019.

Roll Call Vote                      All In Favor

**OLD BUSINESS**

None

**NEW BUSINESS**

*a. Financial Reports*

It was moved by Carl Boyd and seconded by Donna Siminski to approve pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4, the Board certifies no budgetary line-item account fund has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (Backup materials F-1)

Roll Call Vote                      Yays – 5, Nos – 0 Roger Lai abstains

It was moved by Carl Boyd and seconded by Donna Siminski to approve in accordance with 18A: 17-36 and 18A: 17-9, the Report of the Board Secretary, including the Current Budget Financial Statement, for May 2019. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (Backup Materials F-2)

Roll Call Vote                      Yays – 5, Nos – 0 Roger Lai abstains

It was moved by Carl Boyd and seconded by Donna Siminski to approve that the Treasurer’s Report, in accordance with 18A:17-36 and 18A:17-9, be accepted as of May 2019, and note that it reconciles with the Secretary’s report for the same period. (Backup materials F-3)

Roll Call Vote                      Yays – 5, Nos – 0 Roger Lai abstains

It was moved by Carl Boyd and seconded by Donna Siminski that all bills properly approved and certified be paid totaling:

May 11, 2019 thru May 31, 2019	\$ 872,247.33
June 1, 2019 thru June 7, 2019	\$ 83,893.66

(Backup materials F -4)

Roll Call Vote                      Yays – 5, Nos – 0 Roger Lai abstains

It was moved by Carl Boyd and seconded by Donna Siminski to approve Expense Reclassifications from 7/1/18 thru 5/31/19. (Backup materials F-5).

Roll Call Vote                      Yays – 5, Nos – 0 Roger Lai abstains

It was moved by Carl Boyd and seconded by Donna Siminski to approve the renewal of contracts for the 2019-2020 school year for the following services:

- |    |  |   |
|----|--|---|
| a. | Adams, Gutierrez, & Lattiboudere, LLC. (legal counsel)   | -\$160/hr for attorneys;<br>-\$90/hr for paralegals |
| b. | Bowman and Company (Auditors)                            | -\$29,500   |
| c. | CDK Systems (Accounting Software)                        | -\$3,735  |
| d. | CDK Personnel Systems (Personnel Software)               | -\$3,460  |
| e. | Strauss Esmay (policy alert and support services)        | -\$2,495  |
| f. | NJ Commission for the Blind (visually impaired services) | -\$1,900  |
| g. | Edward Markman (ESSA/NCLB/IDEA)                          | -\$20,000   |
| h. | OMNI (403b plan administrators)                          | -\$1,500  |
| i. | RUIC (unemployment benefits management)                  | -\$1,500  |
| j. | Rue Insurance (benefits manager)                         | -\$7,500  |
| k. | The Cloud Geeks (info tech services)                     | -\$3,260 (monthly)                                  |
| l. | Bayada Nursing Services (school nursing services)        | -\$55.00/hr   |
| m. | Walsh Associates (home instruction services)             | -\$55.00/hr   |
| n. | Comcast (Internet provider)                              | -\$1,092/month                                      |
| o. | OnCourse Systems (student database)                      | -\$21,788.75  |
| p. | The Allen Group for Educational Consultation             | see attached fee listing                            |

Roll Call Vote                      All in Favor

It was moved by Carl Boyd and seconded by Donna Siminski to approve that pursuant to PL 2015, Chapter 47, ECO Charter School intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. Seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. (Backup materials F-6).

Roll Call Vote                      All in Favor

It was moved by Carl Boyd and seconded by Donna Siminski to approve the following grant allocations:

- I.D.E.A. Basic \$40,533
- I.D.E.A. Preschool \$2,934
- Title I \$236,670
- Title IIA \$14,532
- Title IV \$13,555

Roll Call Vote      All in Favor

It was moved by Carl Boyd and seconded by Donna Siminski to submit NCLB Title I, Title IIA, Title IV, and IDEA applications for the 2019-2020 school year and to re-adopt Title I Parental Involvement Policy.

Roll Call Vote      All in Favor

It was moved by Carl Boyd and seconded by Donna Siminski to approve the following options for the lease renewal of 808-817 Market St. total of 12,905 square feet :

- Year 1 \$15.50/sq ft annual rent \$200,027.50
- Year 2 - \$15.75/sq ft annual rent \$203,253.75
- Year 3 - \$16/sq ft annual rent \$206,480
- Year 4 - \$16.25/sq ft annual rent \$209,706.25
- Year 5 - \$16.50/sq ft annual rent \$212,32.50

Roll Call Vote      All in Favor

It was moved by Carl Boyd and seconded by Donna Siminski to approve the draft lease proposal for 817 Carpenter St as presented and subject to legal review. In addition to the base rent, landlord is also adamant in regards to the school being responsible for the PSE&G bill upon moving forward with an addendum of the current lease. Please see the table below for the annual rent breakdown by year:

<u>Lease Year</u>	<u>Per R.S.F.</u>	<u>Basic Rent</u>	<u>Monthly Rent</u>
9/1/19 – 8/31/20	\$17.75	\$187,333.50	\$15,611.13
9/1/20 – 8/31/21	\$18.11	\$191,080.17	\$15,923.35
9/1/21 – 8/31/22	\$18.47	\$194,901.77	\$16,241.81
9/1/22 – 8/31/23	\$18.84	\$198,799.81	\$16,566.65
9/1/23 – 8/31/24	\$19.21	\$202,775.81	\$16,897.98

Roll Call Vote      All in Favor

It was moved by Carl Boyd and seconded by Stan Baker to enter into executive section at 6:39 pm.

Roll Call Vote      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to move out of executive section at 6:55 pm.

Roll Call Vote      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve 2019-2020 employee salaries. (Back-up materials F-7)

Roll Call Vote      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve the resignation of the following:

- Jillian Killick effective June 30, 2019 (Other employment opportunity).

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve \$1,000 stipends for the following teachers for teaching additional sections of Social Studies:

- Ramesha Ali
- Geena Molinaro

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve the following 2019-2020 appointments:

- a. Lead Person/Head of School – Dr. Antoinette Dendtler
- b. Business Administrator/Board Secretary – Jennifer Bailey
- c. Homeless School Liaison – Donna Cavicchia
- d. Assistant Principal & HIB Coordinator - Tiffany Ballard-Blair
- e. Affirmative Action Officer – Jennifer Bailey
- f. School Safety Specialist – Jennifer Bailey

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve Board Meeting dates for the 2019-2020 school year. (Back-up materials F-8)

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve the school calendar for the 2019-2020 school year as presented.

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve the 2018-2019 Board of Trustees Self-Evaluation as presented.

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve the 2018-2019 Lead Person Evaluation as presented.

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve the 2018-2019 SBA/Board Secretary Evaluation as presented.

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve the submission of the 2018-2019 HIB Self Evaluation.

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve the submission of the 2018-2019 Annual Report.

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve the Affirmative Action Team to conduct a needs assessment and to develop a comprehensive equity plan.

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve the submission of the proposed comprehensive equity plan for 2019 – 2022.

Roll Call Vote                      All In Favor



It was moved by Carl Boyd and seconded by Stan Baker to approve 18-19 Quarter 4 service contract with EL Education, \$15,000.00.

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve 19-20 service contract with EL Education, not to exceed \$67,000.00.

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve the resignation of Darla Woodring from the ECO Charter School Board of Trustees effective 6/11/19.

Roll Call Vote                      All In Favor

It was moved by Carl Boyd and seconded by Stan Baker to approve a motion to conduct a closed executive session at the next Board of Trustees meeting, for the purposes of personnel, legal, or student matters.

Roll Call Vote                      All In Favor

**HEAD OF SCHOOL’S REPORT & WORK TASKS**

**A. Leadership Team**

- a. SWOT Analysis
  - Findings
  - Work Planning
  - Summer Schedule
- b. Summative Evaluations

**B. Academic Program**

- a. Eureka Math, Open Up Resources, Ready Math, Carnegie Math
- b. Kiddom Platform
- c. 19-20 EL Education Network, Strategic Goals & Professional Development
- d. Special Populations, Update

**C. Human Capital**

- 1. New & Prospective Hires

**D. Finance**



- a. Student Enrollment
  - Camden Enrollment, Update

**E. Governance**

- a. Strategic Governance
- b. NJPCSA, Organizational Changes

**PUBLIC QUESTION AND ANSWER PERIOD**

**ADJOURNMENT**

It was moved by Carl Boyd and seconded by Stan Baker to adjourn.

Roll Call Vote                      All In Favor

Time: 7:46 PM

**Respectfully submitted,**

**Jennifer Bailey, M.B.A**  
**School Business Administrator/Board Secretary**