I. The regular Meeting of the Village Charter School was called to order by Board Chair Stephen Kitts at 6:00 pm in the Bresnan Building 1st floor. Paul DeWitt, Board Secretary announced that the meeting had been advertised in compliance with the Sunshine Law. Quorum was present.

The following Roll Call was taken by Paul DeWitt:

**Board Members Present:**
Caroline Clarke, Stephen Kitts, M. Elaine Murphy, Kristina Schulte, Michael Spicer, and Cindy Sussman (Via Telephone)

**Pending Board Members Present** Gennifer George (elected and awaiting background report): Anthony DePetris (awaiting election)

**Board Members Regrets:** Sheila Glover and Dynell Kellyman

**Administrators Present:**
The following administrator was in attendance: Keoke Wooten-Johnson, Co-Head of School & Principal, Paul DeWitt, Co-Head of School and School/Business Administrator/Board Secretary

**Staff Members Present:** Edna Lyons, Temporary Assistant to the Co-Head of School.

II. Moment of Silence – Board Chair Stephen Kitts began with a moment of silence

III. Approval of the Minutes for the Board Meetings held on August 24, 2017.

The Minutes were approved by consensus voice vote.

IV. **Governance Committee** – Nomination/Election

Nomination to elect Anthony DePetris made by Elaine Murphy

(GC1) Motion: Elect Anthony DePetris as Village Charter School Board Trustee for the Class of 2019.

Election by consensus and unanimous voice vote.

V. **Board Chair Report** – Stephen Kitts reminded members of the Board/Staff Retreat on October 6th & 7th including the time and place. Also, Trustees should be available to meet with representatives of the NJ DOE on October 20, 2017 during their visit for the renewal of our Charter. Board of Trustees/Administration Interviews are scheduled for 10:00 – 11:00AM and end of day Debrief 3:45-4:00PM. If you need to be scheduled for the morning interview you will be specifically invited. There is an open invitation to all Trustees for the debriefing session.

VI. **School Report** - Co-Head of School Keoke Wooten-Johnson reported on the following:

- Staffing Report
- County Educational Specialist Linda Eno’s Visit
- After School Program – Boys and Girls Club MOU in effect
- Volunteer Clubs
  - Running Club – Ms. Sghiatti
  - Extraordinary Parents and Student Government/Public Speaking – Ms. Buck
- School Uniforms and Patch of Logo is now available for Parents
- Suspension Report
- Teacher/Leaders
The Co-Heads of School recommend and certify funding is in the approved budget for the following motions:

(PC1.) Motion: Approve Keya Baker as a Long Term Substitute Teacher effective September 1, 2017 – June 30, 2018 at a pay rate of $100 dollars per day. Per Investigator Mr. Scaringelli, fingerprinting and criminal history background checks pending but were archived with another district. Therefore, contingent until completed for VCS.

(PC2.) Motion: Approve Regina Phillips as a Long Term Substitute Teacher effective September 1, 2017 – September 30, 2017 at a pay rate of $150 dollars per day. Per Investigator Mr. Scaringelli, fingerprinting and criminal history background checks pending but were archived with another district. Therefore, contingent until completed for VCS.

(PC3.) Motion: Approve Regina Phillips as a 7th Grade Language Math Teacher for the period of October 1, 2017 – June 30, 2018 at an annual salary of $53,000 ($52,000 + $1,000 Master’s degree = $53,000). Per Investigator Mr. Scaringelli, fingerprinting and criminal history background checks pending but were archived with another district. Therefore, contingent until completed for VCS.

(Motions made by Caroline Clarke and Seconded by Kristina Schulte
YES: 7 NO: 0 ABSTAIN: 0 MOTIONS – Passed

(PC4.) Motion: Approve Robert Kohn as a Temporary Substitute Teacher beginning September 1, 2017 – September 8, 2017 at a pay rate of $150 dollars per day. The fingerprinting and criminal history background checks were completed.

Motion made by Caroline Clarke and Seconded by Kristina Schulte
YES: 7 NO: 0 ABSTAIN: 0 MOTION – Passed

(PC5) Motion: Approve Christopher Fellner as a Substitute Teacher beginning TBD – June 22, 2018 at a pay rate of $100 dollars per day. Pending background check therefore, contingent upon the completion of fingerprinting and criminal history background check.

Motion made by Anthony DePetris and Seconded by Caroline Clarke
YES: 7 NO: 0 ABSTAIN: 0 MOTION – Passed

(PC6.) Motion: Approve a salary adjustment for School Secretary, Ms. Tamika Law in the amount of $1,000 effective July 1, 2017.

(PC7.) Motion: Approve a salary adjustment for School Secretary, Ms. Faye Jackson in the amount of $5,000 effective July 1, 2017.

(PC8.) Motion: Approve a salary adjustment for Assistant to School Business Administrator, Ms. Cora Birnberg in the amount of $7,500 effective July 1, 2017 (funding from Enterprise Fund).

Motion for PC6, PC7 and PC8 made by Michael Spicer and seconded by Anthony DePetris. Discussion concluded with a consensus, unanimous voice vote to table these motions.

(PC9.) Motion: Accept the resignation of Brindley Dane, Middle School Science Teacher, effective November 10, 2017.

Motion made by Anthony DePetris and Seconded by Caroline Clarke
YES: 7 NO: 0 ABSTAIN: 0 MOTION – Passed
VII. Operations Report - Co-Head of School Paul DeWitt

- Facilities
- Policies – on-line presentation
- Website
- Health Insurance Reserve
- Food Service Operations
- October 17th accept award from NJCSA for 20 year celebration
- NJSBA Workshop 2017 – October 23-26, 2016 – Atlantic City Conference Center the cost of Workshop group registration for boards of education and member charter schools is $1,500. Individual registration is $300. The group registration covers up to 18 team members, and may include school board members, the business administrator, head of school, facilities manager, curriculum coordinator and technology director.

The Co-Heads of School recommend and certify funding is in the approved budget for the following motions:

(FC1.) Motion: Approve the Final September 2017 Bill List Totaling $206,523.83 (schedule attached) including ratifying bills in the amount of $43,776.74.

(FC2.) Motion: Approve the Board Secretary Reports of the General Fund (Fund 10) and Special Revenue Fund (Fund 20) for the month August 2017 as reported.

(FC3.) Motion: Approve the Internal Cash Report as presented for the month of August 2017.

(FC4.) Motion: Ratify the Gross Payroll Reports (available for inspection in the Business Office) for the periods August 1, 2017 through August 31, 2017.

Motions FC1-FC4 made by Caroline Clarke and Seconded by M Elaine Murphy

YES: 7 NO: 0 ABSTAIN: 0 MOTION – Passed

(FC5.) Whereas E-Rate Advantage, LLC (Consultant) performs specified services in the application of Erate Funding including Pre-Application Services, Application Submission and Post Commitment Services. The term of the agreement is in effect for the 2018-2019 Erate funding year. The fee for these services is six per cent (6%) of the Erate post discount.

Motion: Approve the renewal of the Consultant Agreement with E-Rate Advantage, LLC for a fee not to exceed $2,200.

Motion made by Kristina Schulte and Seconded by Anthony DePetris

YES: 7 NO: 0 ABSTAIN: 0 MOTION – Passed

(FC6.) Whereas PayForIt.net is a secured Online Payment system for the payment and collection of funds for school meals. It used in conjunction with the VCS Cafeteria Point of Sale System. Currently, Parents are charged a 4.25% for credit card transactions or a $1.75 for ACH payments.

Motion: Approve waving these fees charged to Parents and have the School’s Food Service Operations pay these fees. Amount not to exceed $2,000 annually.

Motion made by Anthony DePetris and Seconded by Kristina Schulte

YES: 7 NO: 0 ABSTAIN: 0 MOTION – Passed

(FC7.) Motion: Approve the attendance and registration fees and accommodation costs for any Board Member who attends NJSBA Workshop 2017 – October 23-26, 2017 at the Atlantic City Conference Center.

Motion made by Caroline Clarke and Seconded by Cindy Sussman

YES: 7 NO: 0 ABSTAIN: 0 MOTION – Passed
(FC8.) Motion: Whereas: Village Charter School seeks to provide its employees with health insurance benefits,
Whereas: Village Charter School seeks broker/consultant services to perform full range of services related to
design, implementation, maintenance, enrollments, changes of coverage’s, COBRA notifications and enrollments,
ACA reporting and all necessary services for an efficient health insurance benefit program.
Whereas: Pursuant to N.J.S.A.40A:11-5(1)(m), it is permissible by law that insurance, including, the purchase of
insurance coverage, and brokerage or consultant services, are properly considered an extraordinary and
unspecifiable service as set forth in the Public School Contracts Law, and are exempt from public advertising
requirements.
BE IT RESOLVED, by the Village Charter School Board of Trustees: appoints Fortitude Insurance Group,
Mitchel P. Mund, President as the Broker of Record for the Medical Insurance and Dental Insurance benefits,
BE IT RESOLVED, upon the recommendation of the School’s insurance consultant, Mitchel P. Mund: Approve
the Medical Insurance and Dental Insurance with Horizon BCBS of NJ, Effective 10/01/17 to 12/31/18 (15 months)
at an estimated annual premium of $ 315,453.

Motion made by Anthony DePetris and Seconded by Cindy Sussman
YES: 7 NO: 0 ABSTAIN: 0 MOTION – Passed

(Standard Certification Declaration for Extraordinary Unspecifiable Service is in place)

(FC9.) Motion: Whereas: the Village Charter School Board of Trustees believes the establishment of an employee
benefit reserve is consistent with efficient and effective management of its financial resources and recruitment of
faculty and staff; now, therefore, be
Resolved, that the Village Charter School Board of Trustees hereby authorizes the use of an Employee Benefit
Reserve fund in an amount of $ 250,000.
Therefore, Be It Resolved that the amount of $ 250,000 is hereby transferred from unexpended line-item
appropriation amounts to the Employee Benefit Reserve Account as of June 30, 2017.

Motion made by Kristina Schulte and Seconded by Caroline Clark
YES: 7 NO: 0 ABSTAIN: 0 MOTION – Passed

VIII. Board of Trustees Committee Reports

Education Committee – Chair Kris Schulte
See Education Committee Minutes
• Response to Intervention
• Positive Behavior Support Plan – Eagles PRIDE

The Co-Heads of School recommend and certify funding is in the approved budget for the following motions:

(EC1.) Motion: Approve 2017-2018 Stipends as follows: Honor Society, (2) Guin McNulty and Karen Burke
$1,500 each; Safety Patrol, Lisa Hinton $1,500 and Curriculum Coordinator, Dawn Wynn $3,000 (total $ 7,500).

Motion made by Anthony DePetris and Seconded by M Elaine Murphy
YES: 7 NO: 0 ABSTAIN: 0 MOTION – Passed

(EC2.) Motion: Approve and Ratify After School Program Memorandum of Understanding with the Boys & Girls
Club of Mercer County.

Motion made by Anthony DePetris and Seconded by Kristina Schulte
YES: 7 NO: 0 ABSTAIN: 0 MOTION – Passed

(EC3.) Motion: Approve the After School Running Club/ Extraordinary Parents Workshops and Student
(EC4.) Motion: Accept the gift earned by 3rd grade teacher Ms. Bonilla for her project “Flexible Seating for focus” from DonorsChoose.org. (See attached).

Motions EC3 & EC4 made by Anthony DePetris and Seconded by Caroline Clark
Motions approved by consensus and unanimous voice vote.

Governance Committee – Chair M. Elaine Murphy

Trustee Binders were distributed which contained copies of policy 9270 “Conflict of Interest” and policy 9271 “Code of Ethics”. The “Code of Ethics” requires the signature of the Trustee and needs to be filed with the Board Secretary.

(GC2.) Motion: To request funding from the VCS Fund for the use of an off-site facility and food service for the purpose of a Board and Staff Retreat October 6-7th, 2017 at an estimated cost not to exceed $2,500.
Motion made by Anthony DePetris and Seconded by Kristina Schulte
Motion approved by consensus unanimous voice vote.

Advancement Committee- M. Elaine Murphy reported on the Founders Day & Welcome Back Cookout was a success it was well attended by families and staff. She complimented the Administration in organizing the event.

IX. Information Items –

- Parent Program – Extraordinary Parents Memo

X. Public Comment - None

XI. Next Scheduled Meetings: Conference Agenda Meeting October 12, 2017 and Board meeting October 26, 2017

X. Adjournment – 9:45 p.m.

Recorded by:
Paul DeWitt, Board Secretary

Respectfully submitted,

M Elaine Murphy, Corporate Secretary, Board of Trustees