

THE ETHICAL COMMUNITY CHARTER SCHOOL OF JERSEY CITY  
95 BROADWAY  
JERSEY CITY, NJ 07306

**PUBLIC BOARD MEETING MINUTES**

September 25, 2010  
9:30am-11:30am

**NOTICE OF MONTHLY MEETING**

A monthly public meeting of the Board of Trustees of the Ethical Community Charter School was held on Saturday, September 25, 2010 at Ethical Community Charter School – 95 Broadway, Jersey City, NJ 07306. The Board met in open session.

**OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT**

“Pursuant to Section 4 of the Open Public Meetings Act, notice of this meeting was advertised and posted.”

**CALL TO ORDER**

The meeting was called to order by Dr. Howard Radest, Board Chairperson, at 9:37am.

**ROLL CALL OF MEMBERS**

Roll call was taken, and the following (voting) Board Members were present:

- Howard Radest
- Ann Wallace
- Edward Goodall
- Fred Miller
- Elizabeth Phillips Lorenzo
- Funmilayo Brown

The following (non-voting) Board Members were present:

- Marta Bergamini, Principal
- Nick Puzo, School Business Administrator
- Jean DeSimone, Faculty Representative
- Jessica Adamo, Board Clerk

The following Board Members were absent:

- Nicole Stratemeir
- Hiral Patel

**APPROVAL OF MINUTES**

The minutes from the July 17, 2010 meeting were approved unanimously, as moved by Ms. Brown, and seconded by Mr. Goodall.

Voice vote: Aye – 6 Abstain – 0 Nay – 0 Absent – 2

## **CHAIR'S REPORT:**

### **Principal Assessment**

Dr. Radest discussed Ms. Bergamini's role as Principal of Ethical Community Charter School, and noted that the evaluation report was drafted by Ms. Stratemeir. It was agreed that Ms. Bergamini has done a wonderful job during her first year in the position, and there is great anticipation for upcoming initiatives during her second year.

### **Update on Payroll Service Fraud Loss**

Mr. Puzo provided an update about the payroll company loss, noting that the sum is \$30,000 plus interest. He explained that there are no penalties, but a payment plan must be established. The insurance company has denied any liability for the loss. Mr. Puzo inquired to the Board as to whether or not any recourse can be taken. Legal counsel on the matter will be consulted.

### **Board Training**

Dr. Radest explained that board training is mandatory during the first year of a Board Member's term on a Board of Trustees. He suggested that anyone who has not yet attended a training session should choose between the two upcoming dates: Mon., Oct. 18 (in Somerset) or Sat., Nov. 13 (in Mountain Lakes).

## **PRINCIPAL'S REPORT:**

### **Annual Report**

Ms. Bergamini provided information about enrollment, grades, and other data included in the *Annual Report*. It was noted that there are 46 students enrolled in the free/reduced lunch program (38 free, 8 reduced), which is 30% of the total number of students enrolled (152).

The following resolutions were approved unanimously, as moved by Mr. Goodall, and seconded by Mr. Miller:

- Affirmative Action Officer – Maryann Wilkins
- 504 Coordinator – Mariana Rivera
- Annual Report
- NCLB Report
- IDEA Report

Voice vote: Aye – 6 Abstain – 0 Nay – 0 Absent – 2

### **Recent Events**

Ms. Bergamini discussed various events that recently took place relating to the school. The five-day Faculty Institute was very successful and was attended by all. Back-to-School Night was also a success, with 104 families in attendance, which equals 68% of total families.

The following resolutions were approved unanimously, as moved by Dr. Radest, and seconded by Mr. Goodall:

- Substitute Teacher – Sharon Masood
- Lunch Aid/Office Clerk – Nancy Mercado

Voice vote: Aye – 6 Abstain – 0 Nay – 0 Absent – 2

A discussion also took place regarding the \$5000 stipend for Robert (Office Clerk), but this resolution was tabled until further budget information can be provided.

### **SCHOOL BUSINESS ADMINISTRATOR'S REPORT**

Mr. Puzo provided a Budget Analysis for the 2010-2011 school year, the Bill List, the Check Register, and the Bank Reconciliation Summary.

While reviewing the Budget Analysis for the 2010-2011 school year, Mr. Puzo explained that the portion of “Personnel + Facilities + Benefits” compared to the Total Operating Budget is a bit high. This percentage should be within the 85% to 90% range, rather than close to 95%. He identified benefits to be the biggest contributor to this issue.

A review of the financial arrangements with Mount Carmel was also conducted. The issue of the requested additional monthly cost was discussed, and resolution will be sought soon regarding this expense.

### **COMMITTEE REPORTS:**

#### **Fundraising**

Ms. Phillips Lorenzo discussed the multi-tier approach she is looking to adapt for future fundraising efforts. She would like to look at both small- and large-scale funders, including opportunities with no submission deadlines, such as one grant being offered by Gap for charter schools only.

Dr. Wallace spoke about the upcoming Back-to-School Fundraiser, which has a goal of \$50,000. She also discussed the “bigger picture” of funding for charter schools, and encouraged Board Members to attend an upcoming meeting on September 30, 2010, which will address the flaws in the funding formula for charter schools in Jersey City.

#### **Facilities**

Mr. Goodall spoke about ideas for reducing energy use in the school, as well as the recent discussions regarding parking spaces for the school.

#### **FSA and Strategic Planning**

Mr. Miller noted that all officer positions are now filled.

### **Technology**

Ms. Bergamini noted that a meeting of the Technology Committee will take place on Tuesday, October 5, 2010.

### **NEW BUSINESS:**

#### **Next Board Meeting**

The next Board of Trustees Meeting was scheduled as follows –

Date: Saturday, October 23, 2010

Time: 9:30am

Location: Ethical Community Charter School at 95 Broadway, Jersey City, NJ

#### **Salary Guide**

Dr. Radest noted that a discussion of salaries and benefits will take place in the future.

#### **By-Law Amendments**

Dr. Radest spoke about potential amendments to the By-Laws. Mr. Goodall offered to review the By-Laws, and proposed the question of whether or not the historical aspects found within them should be modified. An update will be given at the next meeting.

#### **Other**

Dr. Wallace noted that a meeting of the New Jersey Charter School Association will take place on Tuesday, October 5, 2010.

### **ADJOURNMENT**

The Board of Trustees Meeting was unanimously adjourned at 11:34am, as moved by Dr. Radest, and seconded by Dr. Wallace.

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Document prepared by:

Jessica Adamo  
Board Clerk  
September 25, 2010