



Roseville Community Charter School

Regular Monthly Meeting Minutes

Tuesday, January 23, 2018 – 7:00 PM

- I. **Call to Order by Board Secretary – 7:01 PM**
- II. **Public Notice of Meeting/NJ Sunshine Law**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of, and to attend meetings of, public bodies as which any business effective their interests is discussed or acted upon. In accordance with the provisions of this act, the Roseville Community Charter School Board of Trustees has caused notice of this meeting to be advertised by having the date, time and place thereof posted on the parents' notice board in the school, published and/or transmitted to the Star-Ledger newspaper, to the Essex County Superintendent of Schools and posted on the school's web site.

III. **Roll Call**

Voting Members	Role	Present	Absent
Rashon Hasan	Board Trustee, President	X	
Shakerra Malachi-Chang	Board Trustee	X – 7:02 PM	
Sara Pena	Board Trustee	X – Left @ 8:02 PM	

Also Present

Non-Voting	Role	Present	Absent
Marshaé Newkirk	School Director	X	
Dr. Brian Falkowski	SBA, Board Secretary	X	
Edward Gordon	Principal	X	
Nadeisha Greene	Director of Operations	X	

IV. **Approve Meeting Agenda**

Motion for Roseville Community Charter School Board of Trustees to approve the Agenda for the **January 23, 2018** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Sara Pena	1	X			
Shakerra Malachi-Chang	2	X									

V. **Acceptance of Meeting Minutes**

Motion for Roseville Community Charter School Board of Trustees to accept the minutes from **December 19, 2017** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Sara Pena	2	X			
Shakerra Malachi-Chang	1	X									

VI. **Public Comment - none**

VII. **Director's Report** – Ms. Newkirk presented on the following items:

1. Enrollment & Attendance

2. Teaching & Learning
3. Students and Families
4. Human Resources
5. Operations
6. Expansion Request
7. HIB Report (when applicable)

VIII. Committee Updates

1. Academic Excellence Committee - Meeting was reported on by Shakerra Malachi-Chang. She discussed the purpose of the meeting.
2. Finance Committee – Meeting was reported on by Rashon Hasan.
3. Governance Committee – Rashon Hasan reported on future Board of Trustee Members.

IX. Motion to Amend the Agenda to Add Finance Resolution E.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Sara Pena	2	X			
Shakerra Malachi-Chang	1	X									

X. Executive Session - none

XI. Motions for Approval – 8:02 PM

1. Finance

- a. Board Secretary’s Report and Bank Reconciliation Report: To approve the Board Secretary’s Report and Treasurer’s Report for **December 2017**, as per the attached. Pursuant to N.J.A.C. 6A:23-2.11(a), the Roseville Community 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 **December 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 Approve Board Secretary Report ending **December 2017**.

- b. Bills List: Approve Bills List for the period ending January 23, 2018.

- c. Payroll: To approve the following payrolls:

December 21, 2017: \$ 128,692.66
 January 12, 2018: \$ 132,544.26

- d. SEMI Waiver: To approve the following resolution:
 WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a charter school may request a waiver of compliance with respect to the school’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2018-2019 school year; and

WHEREAS, the **Roseville Community Charter School Board of Trustees** desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students in the 2018-2019 school year, and

NOW THEREFORE BE IT RESOLVED, that **Roseville Community Charter School Board of Trustees** hereby authorizes the School Leader to submit to the Executive County Superintendent of Schools in the County of **Essex** an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2018-2019 school year.

- e. Treasure of School Monies: To approve the following resolution:

WHEREAS, Chapter 39, P.L.2010 makes the position of treasurer of school monies optional; and

WHEREAS, it is the wishes of the Roseville Community Charter School to abolish the position of treasurer of school monies, effective January 23, 2018; and

WHEREAS, the School Business Administrator/Board Secretary possesses the proper certifications and qualifications to assume the duties of the treasurer of school monies

NOW, THEREFORE, BE IT RESOLVED, BY ROSEVILLE COMMUNITY CHARTER SCHOOL IN THE COUNTY OF ESSEX, AS FOLLOWS:

1. The School Business Administrator/Board Secretary and/or designee shall handle the job responsibilities currently being handled by the Treasurer of School Monies.
2. The School Business Administrator/Board Secretary shall be bonded in such amount and with such surety as required by law.
3. The School Business Administrator/Board Secretary shall comply with all provisions of the law.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan	2	X				Sara Pena					X
Shakerra Malachi-Chang	1	X									

2. Buildings & Grounds - none

3. Personnel

- a. To approve the hiring of Nadine Cauthen, Classroom Teacher, \$55,000 annually (prorated), effective January 3, 2018.
- b. To approve the FY2018 Salary Adjustment Schedule (attached).
- c. To approve/ratify the addition of staff members for Saturday School commencing January 13 – May 19
 - i. Staff
 1. Head Custodian – Melvin Watson at a rate of \$27.16 p/h
 2. Custodian – Riccardi Henriquez at a rate of \$20.49 p/h
 3. Teacher – Danielle Cofield at a rate of \$57.00 p/h
 4. Teacher – Christy Kim at a rate of \$57.00 p/h
 5. Teacher – Molly McCarthy at a rate of \$57.00 p/h
- d. To approve the resignation of Yolanda Koon, Treasurer of School Monies, effective 1/22/2018.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan	2	X				Sara Pena					X
Shakerra Malachi-Chang	1	X									

4. Curriculum & Instruction - none

5. Contracts

- a. Consulting Contract: To approve an independent consulting agreement with Mitch Center Education Consulting to provide executive coaching and development for the Executive Director at rate of \$750/half day and \$175/hour for coach phone calls, through May 15, 2018 for 7 half days and 12 1-hour phone calls.
- b. Lease: To approve the Lease Extension and Amendment Agreement, dated October 19, 2017 between Saint Rose of Lima Church in Newark, NJ and Roseville Community Charter School.
- c. MOU: To approve the attached Memorandum of Understanding regarding Live Streaming between RCCS and the Essex County Superintendent of Schools.
- d. Home Instruction Services: To approve a contract of services with Dr. L. Hanes & Associates to provide home instruction services on an as needed basis at rate of \$65/hour.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
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Rashon Hasan	2	X				Sara Pena								X
Shakerra Malachi-Chang	1	X												

6. Policies - none

7. Other/Miscellaneous - none

XII. Enrollment Report

Grade	FY18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Wait
	ENR	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,	List
		2017	2017	2017	2017	2017	2017	2017	2018	2018	2018	2018	2018	2018
K	66		69	67	67	68	68	68						
1	66		69	69	69	69	69	69						
2	66		62	61	62	61	61	61						
3	66		66	63	65	66	66	66						
4	66		62	63	63	63	63	63						
Total	330		328	323	326	327	327	327						

XIII. Public Comment - none

XIV. Adjournment – 8:07 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan	2	X				Sara Pena					X
Shakerra Malachi-Chang	1	X									