



Roseville Community Charter School

Regular Monthly Meeting Minutes

Tuesday, July 24, 2018 – 7:00 PM

- I. **Call to Order by Board Secretary – 7:11 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 effecting 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	
Maria Andrade	Board Trustee	X	
Monica Darko	Board Trustee		X
Ana Farinha	Board Trustee	X	
Aaron Rodgers	Board Trustee	X – 7:20 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 **Tuesday, July 24, 2018** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	1	X			
Maria Andrade	2	X				Aaron Rodgers					X
Monica Darko					X						

V. **Acceptance of Meeting Minutes**

Motion for Roseville Community Charter School Board of Trustees to accept the minutes from **May 22, 2018** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	1	X			
Maria Andrade	2	X				Aaron Rodgers					X
Monica Darko					X						

VI. Election

For Board President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Rashon Hasan	Maria Andrade	Ana Farinha	3			2

For Board Vice-President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Ana Farinha	Rashon Hasan	Maria Andrade	3			2

VII. Reorganization Motions

1. Regular Meeting Dates – 2018/2019 School Year

BE IT RESOLVED: that the Roseville Community 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 in the 540 Orange Street, Newark, NJ.

Tuesday	July 24, 2018	7:00 PM	Regular Meeting
Tuesday	August 28, 2018	7:00 PM	Regular Meeting
Tuesday	September 25, 2018	7:00 PM	Regular Meeting
Tuesday	October 23, 2018	7:00 PM	Regular Meeting
Tuesday	November 27, 2018	7:00 PM	Regular Meeting
Tuesday	December 18, 2018	7:00 PM	Regular Meeting
Tuesday	January 29, 2019	7:00 PM	Regular Meeting
Tuesday	February 26, 2019	7:00 PM	Regular Meeting
Tuesday	March 12, 2019	7:00 PM	Regular Meeting/Budget Meeting
Tuesday	May 7, 2019	7:00 PM	Regular Meeting/Rehire Meeting
Tuesday	June 25, 2019	7:00 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: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby appoints the following for the 2018/2019 school year:

Position/Appointment	Name
Executive Director/Chief Academic Officer	Marsha Newkirk
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
Asbestos Management/PEOSA Officer	Nadeisha Greene
Safety & Health Coordinator	TBD
Indoor Air Quality Coordinator	TBD

Integrated Pest Management Coordinator	TBD
Right to Know and Chemical Hygiene Coordinator	TBD
Affirmative Action Officer	TBD
Title IX Compliance Officer	TBD
Substance Awareness Coordinator	TBD
Section 504 Administrator	TBD
Homeless Liaison	Gayle Brown
Section 504 Compliance Officer	TBD
HIB/Anti-Bully Coordinator & School Safety Team	Edward Gordon, Gayle Brown, Amy Brancato, Nadeisha Greene

4. Adoption of Code of Ethics

RESOLVED, that the Roseville Community Charter School Board of Trustees hereby adopts the New Jersey School Boards Code of Ethics for its members, for the 2018/2019 school year.

5. Adoption of Policies

RESOLVED, that the current board policies adopted by the Roseville Community 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: that Roseville Community 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: that Roseville Community Charter School Board of Trustees upon the recommendation of the Executive Director, herewith designates Star Ledger as the official Newspaper of Record; be it resolved the official Website is <http://rosevillcharter.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: that Roseville Community 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: that Roseville Community 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: that Roseville Community 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: that Roseville Community 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: that Roseville Community 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: that Roseville Community 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. Appoint External Audit Firm

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Scott Loeffler 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.

15. Appoint Board Attorney

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Perry L. Latiboudere, Adams Gutierrez & Lattiboudere, LLC** as the vendor to provide legal services to the school for the 2018/2019 school year at a cost not to exceed \$25,000.

16. Approve Voluntary Payroll Deduction Companies

BE IT RESOLVED: that Roseville Community 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	AFLAC

17. Approve NJ Uniform Chart of Accounts

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

18. Resolution to Appoint Medical Consultants (School Doctor)

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, hereby approves the appointment of **Dr. Kia Grundy** as Medical Consultants for the 2018/2019 school year.

19. Cooperative Purchasing

BE IT RESOLVED: that Roseville Community 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.

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

BE IT RESOLVED: that Roseville Community Charter School upon the recommendation of the Executive Director, to Contract with **Centric Benefits Consulting** as the Medical Broker of record for Medical, Dental and RX Insurance Coverage for 2018/2019

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

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

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan	1	X			18	Ana Farinha		X			
Maria Andrade	2	X				Aaron Rodgers		X			
Monica Darko					X						

VIII. **Public Comment - None**

IX. **Director’s Report** – presented by Marshae Newkirk

1. Enrollment & Attendance
2. Teaching & Learning
3. Students and Families
4. Human Resources
5. Operations
6. HIB Report (when applicable)

X. **Committee Updates** – Rashon Hasan has been in contact with Board on Track for Board Training and recommending this be remanded to the committee level.

XI. **Executive Session (if necessary)**

XII. **Motions for Approval**

1. **Finance**

- a. Board Secretary’s Report and Bank Reconciliation Report: To approve the Board Secretary’s Report and Treasurer’s Report for **May 2018**, 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 **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. Approve Board Secretary Report ending **May 2018**.
- b. Bills List: To approve Bills List for the period ending **May 23, 2018 – June 26, 2018; June 27 – July 24, 2018**
- c. Payroll: To approve the following payrolls:

May 30, 2018	\$140,168.00
June 15, 2018	\$131,740.28
June 21, 2018	\$132,916.12
June 30, 2018 Summer Pay	\$49,135.36
- d. Safety Grant: Roseville Community Charter School Board of Trustees hereby approves the submission of grant application for the 2018 Safety Grant Program through the New Jersey Schools Insurance Group’s NJEIF Subfund for the purposes described in the application, in the amount of \$1,419.85 for the period of July 1, 2018 to June 30, 2019.
- e. Agreement – School Business: To approve an agreement with School Business Office LLC to provide school business services for Fiscal Year 2019 at the monthly rate of \$8,800.

- f. Vended Meals: Be It Resolved, Roseville Community Charter School Board of Trustees approves Karson Food Service Inc. as the schools Vended Meals Provider and will provide vended meals for the 2018-2019 school year. The contractual per meal costs are as follows:

Breakfast:	\$1.25
Lunch:	\$2.35
Snack:	\$0.59

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	1	X			
Maria Andrade	2	X				Aaron Rodgers		X			
Monica Darko					X						

2. Buildings & Grounds - None

3. Personnel

- To approve air travel and expenses for Edward Gordon to attend the Breakthrough Coach Professional Development Course on July 30 - July 31, 2018 in Buffalo, NY. As per GSA regulation, hotel is not to exceed \$104 per/night; Meals/Incidentals are not to exceed \$80 for entire travel period.
- To approve/ratify the hiring of Dominique Burgess, Math Coach at a salary of \$77,000 per year, commencing June 13, 2018.
- To approve/ratify the hiring of Corey Frazier, Custodian at a salary of \$38,500 per year, commencing June 15, 2018
- To approve/ratify the following teachers for curriculum work at \$47/hour for up to 5 days between June 25 – June 29, 2018.

Kindergarten	1 st Grade	2 nd Grade	3 rd Grade	4 th Grade
Powell - 5 days	Cofied - 3.5days	Housman – 5 days	Kim – 3 days	Mendez – 1 day
Wilson – 5 days	Gusciora - 5 days	Stokes – 5 days	Hughes 5 days	Tobias – 5 days
	Fraunberger – 4 days	Morales – 5 days		
	Gray – 4 days			

- To approve/ratify the following staff for Title I funded Summer Intervention Program (SIP); July 2 – July 31, 2018 with June 25th, 2018 Training-Day where applicable.

Employee	Fund	Position	Time	Rate
Broehl-Saginer, Hailey	2018 - Title I	Teacher	8:15am - 1:15pm	\$47 p/h
Cofield, Danielle	2018 - Title I	Teacher	8:15am - 1:15pm	\$47 p/h
Englander, Megan	2018 - Title I	Teacher	8:15am - 1:15 pm	\$47 p/h
Gray, Ashley	2018 - Title I	Teacher	8:15am - 1:15pm	\$47 p/h
Housman, Kristen	2018 - Title I	Teacher	8:15am - 1:15pm	\$47 p/h
Kim, Christy	2018 - Title I	Teacher	8:15am - 1:15pm	\$47 p/h
Mendez, Sonja Rose	2018 - Title I	Coordinator	8:15am - 1:15pm	\$57 p/h
Raes, Elizabeth	2018 - Title I	Teacher	8:15am - 1:15pm	\$47 p/h
Rodriguez, Gleny	2018 - Title I	Food Service Worker	8:15am - 1:15pm	\$16 p/h
Cardona-Morales, Lizzette	2018 - Title I	Teacher	8:15am - 1:15pm	\$47 p/h

- To approve/ratify the following staff for Kindergarten Transition Academy (KTA); July 16 – July 27, 2018

Employee	Position	Time	Rate
Powell, Ashley	Teacher	8:15am - 1:15pm	\$47 p/h
Wilson, Tania	Teacher	8:15am - 1:15pm	\$47 p/h

g. To approve the following resignations:

Employee	Position	Effective Date
Jones, Nichole	Dean of Culture and Student Support	July 15, 2018
Lamley-Douglas, Alicia	Literacy Coach	July 31, 2018
McCarthy, Molly	Lead Teacher	July 15, 2018
Richards, Patrice	Lead Teacher	June 30, 2018
Wizner, Andrina	Art Teacher	July 15, 2018

h. To approve the following 2018-19 staff hires:

Employee	Position	FY19 Salary	Months	Start
Burgess, Dominique	Math Coach	77,000	12	6/13/2018
Byron, Shantise	Associate Teacher	49,000	10	8/06/2018
Cheng, Molisa	Lead Teacher	63,905	10	8/06/2018
Davis, Joannette	Teaching Assistant	33,000	10	8/06/2018
Frazier, Corey	Custodian	38,500	12	6/25/2018
Jasterzbski, Christina	Associate Teacher	49,000	10	8/06/2018
Florexil, Samara	Associate Teacher	49,000	10	8/06/2018
Gurarino, Marissa	School Psychologist	82,000	12	7/25/2018
Vu, Elizabeth	Associate Teacher	49,000	10	8/06/2018

Amendments to add Cardona-Morales and remove Lamley Douglas.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	2	X			
Maria Andrade		X				Aaron Rodgers	1	X			
Monica Darko					X						

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	2	X			
Maria Andrade	1	X				Aaron Rodgers		X			
Monica Darko					X						

4. Curriculum & Instruction - None

5. Contracts

a. To approve/ratify the following agreements:

Vendor	Scope of Work	Cost/Fees	Contract Start Date	Contract End Date
Outfront Media	Billboard Advertising	6 Periods at \$1,200 ea. = \$7,200	9-3-2018	2-17-2019

123ABA	Behaviorist and ABA Aide	\$100.00 per hour for BCBA coordination services (8-10 hours/weekly); \$75 per hour for direct support (8 hours per day/ 40 hours/ week) as needed	8-20-2018	6-30-2019
New Teacher Project MOU	Principal Coaching and Support	No Cost	6-17-2018	6-30-2019
Princeton Blairstown	Staff Retreat	\$1,400/retreat and \$175/hour for 12 hours of planning = \$3,500	8-16-2018	8-16-2018
Mitch Center	Leadership Team Retreat/PD	\$1,400/3 leadership retreat days and \$175/hour for 12 hours of planning = \$6,300	6-21-2018	8-1-2018
Playworks	Recess Program	\$21,000	9-1-2018	6-30-2019
First Medical Care Transportation	AM/PM Transportation from and to South Plainfield, NJ	\$183/day	1-17-2018	Last day of school 2018

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	2	X			
Maria Andrade	1	X				Aaron Rodgers		X			
Monica Darko					X						

6. Policies - None

7. Other/Miscellaneous

- a. To approve the FY2018 Annual Report and its submission to the NJDOE.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	1	X			
Maria Andrade	2	X				Aaron Rodgers		X			
Monica Darko					X						

- b. 2018-2019 RCCS Goals (discussion only) – The Board of Trustees discussed setting school wide goals. 2017-2018 Goals were amended with notes and additional schools.

XIII. Enrollment Report

Grade	FY18 ENR	Jul 15,	Aug 15,	Sep 15,	Oct 15,	Nov 15,	Dec 15,	Jan 15,	Feb 15,	Mar 15,	Apr 15,	May 15,	Jun 15,	Wait List

		2017	2017	2017	2017	2017	2017	2018	2018	2018	2018	2018	2018	2017/2018
K	66		69	67	67	68	68	68	68	68	68	68	69	
1	66		69	69	69	69	69	69	69	69	69	69	68	
2	66		62	61	62	61	61	61	62	63	64	64	64	
3	66		66	63	65	66	66	66	66	65	65	65	65	
4	66		62	63	63	63	63	63	63	63	62	62	62	
Total	330		328	323	326	327	327	327	328	328	328	328	328	

XIV. Public Comment - None

XV. Adjournment – 10:07 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	1	X			
Maria Andrade	2	X				Aaron Rodgers		X			
Monica Darko					X						