



Roseville Community Charter School

Regular Monthly Meeting Agenda

Tuesday, June 23, 2020

Board Goals

1. To develop a Board recruitment/onboarding process that will assist in building board capacity.
2. To participate in Board professional development by training together as a full Board two times this year.
3. To establish an effective committee structure.
4. To establish a supporting organization – Friends of the Roseville Community Charter School.

- I. Call to Order by Board Secretary**
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 | | |
| Maria Andrade | Board Trustee | | |
| Monica Darko | Board Trustee | | |
| Ana Farinha | Board Trustee | | |
| Dr. Charity Dacey | Board Trustee | | |

Also Present

| Non-Voting | Role | Present | Absent |
|------------|------|---------|--------|
| | | | |

IV. Election

For Board President

| Nominee | Nominated By | Seconded By | Yes | No | Abstain | Absent |
|---------|--------------|-------------|-----|----|---------|--------|
| | | | | | | |
| | | | | | | |

Meeting turned over to Board President

For Board Vice-President

| Nominee | Nominated By | Seconded By | Yes | No | Abstain | Absent |
|---------|--------------|-------------|-----|----|---------|--------|
| | | | | | | |
| | | | | | | |

V. Board of Trustee Appointments

1. To appoint the following Board of Trustee Members for a two-year term commencing June 2020 and expiring May 2022:
 - a. Luisa Torres
 - b. Tiesha McKinney
 - c. Ariagna Perello
 - d. Ammie Salom

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-------------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Monica Darko | | | | | |
| Dr. Charity Dacey | | | | | | | | | | | |

VI. Oath of Office

VII. Approve Meeting Agenda

Motion for Roseville Community Charter School Board of Trustees to approve the Agenda for the **Tuesday, June 23, 2020** meeting.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-------------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Monica Darko | | | | | |
| Dr. Charity Dacey | | | | | | | | | | | |

VIII. Acceptance of Meeting Minutes

Motion for Roseville Community Charter School Board of Trustees to accept the minutes from the **May 26, 2020** board meeting:

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|-------------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Monica Darko | | | | | |
| Dr. Charity Dacey | | | | | | | | | | | |

IX. Public Comment

X. Committee Update

XI. Reorganization Motions

1. Regular Meeting Dates – 2020/2021 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 2020/2021 school year in accordance with 18A:10-6. Meetings will be held in the 540 Orange Street, Newark, NJ.

| | | | |
|---------|--------------------|---------|-----------------|
| Tuesday | July 28, 2020 | 6:00 PM | Regular Meeting |
| Tuesday | August 25, 2020 | 6:00 PM | Regular Meeting |
| Tuesday | September 22, 2020 | 6:00 PM | Regular Meeting |
| Tuesday | October 27, 2020 | 6:00 PM | Regular Meeting |
| Tuesday | November 24, 2020 | 6:00 PM | Regular Meeting |

| | | | |
|---------|-------------------|---------|---------------------------------|
| Tuesday | December 22, 2020 | 6:00 PM | Regular Meeting |
| Tuesday | January 26, 2021 | 6:00 PM | Regular Meeting |
| Tuesday | February 23, 2021 | 6:00 PM | Regular Meeting |
| Tuesday | March 23, 2021 | 6:00 PM | Regular Meeting/Budget Meeting |
| Tuesday | April 27, 2021 | 6:00 PM | Regular Meeting |
| Tuesday | May 25, 2021 | 6:00 PM | Regular Meeting/Re-hire Meeting |
| Tuesday | June 22, 2021 | 6:00 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 2020/2021 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 2020/2021 school year:

| Position/Appointment | Name |
|--|---------------------|
| Executive Director/Chief Academic Officer | Dr. Dionne Ledford |
| 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 | Natalia Paulino |
| Indoor Air Quality Coordinator | Nadeisha Greene |
| Integrated Pest Management Coordinator | Nadeisha Greene |
| Right to Know and Chemical Hygiene Coordinator | Nadeisha Greene |
| Affirmative Action Officer | Emelin Cardona |
| Title IX Compliance Officer | Emelin Cardona |
| Substance Awareness Coordinator | Jesse Shafer |
| Section 504 Administrator | Malika Jackson |
| Homeless Liaison | Jesse Shafer |
| Section 504 Compliance Officer | Jesse Shafer |
| HIB/Anti-Bully Coordinator & School Safety Team | Jesse Shafer |

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 2020/2021 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 2020/2021 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** as the depository of funds for the 2020/2021 school year.

7. Newspaper of Record

BE IT RESOLVED: that Roseville Community Charter School Board of Trustees upon the recommendation of the Executive Director, herewith designates Courier News and Star Ledger as the

official Newspaper of Record; be it resolved the official Website is <http://rosevillcharter.org> for the 2020/2021 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 2020/2021 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 2020/2021 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 \$44,000 and \$6,600 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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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, 2020, at a cost not to exceed \$26,000.
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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021.

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 2020/2021 school year.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Monica Darko | | | | | |
| Charity Dacey | | | | | | | | | | | |

XII. Director's Report

1. Enrollment & Attendance
2. Teaching & Learning
3. Students and Families
4. Human Resources

| Retention Type | Board Meeting | | | | | | | | | | | | Total |
|----------------|---------------|------|------|------|------|------|------|------|------|------|------|------|-------|
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
| | 2019 | 2019 | 2019 | 2019 | 2019 | 2019 | 2020 | 2020 | 2020 | 2020 | 2020 | 2020 | |
| Open Positions | - | | | | | | | | | | | | - |
| Resignations | 3 | 6 | 2 | 3 | 1 | - | 1 | 1 | - | - | - | - | 17 |
| Terminations | 1 | - | - | 2 | - | - | - | - | - | - | 1 | - | 4 |
| Nonrenewals | - | - | - | - | - | - | - | - | - | - | - | 2 | 2 |
| New Hires | 6 | 17 | 4 | 3 | 5 | 3 | 1 | 4 | - | - | 1 | 2 | 46 |
| Interim Hires | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Net Change | 2 | 11 | 2 | (2) | 4 | 3 | - | 3 | - | - | - | - | 23 |

- 5. Operations
- 6. HIB Report (when applicable)

XIII. Executive Session (if necessary)
XIV. 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 2020** 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 2020**, 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 2020**.
- b. Bills List: To approve Bills List for the period ending **June 23, 2020**.
- c. Payroll: To approve the following payrolls:

| | |
|---------------|--------------|
| June 15, 2020 | \$163,300.48 |
| June 19, 2020 | \$168,011.96 |
- d. Approve the renewal of Contract for Vended Meals: BE IT RESOLVED that Roseville Community Charter School, upon the recommendation of the School Director, hereby approves the renewal of the contract with Karson Food Service, Inc. for the 2020/2021 school year.

| | |
|------------|--------|
| Breakfast: | \$1.30 |
| Lunch: | \$2.46 |
| Snack: | \$0.61 |
- e. Contract: To approve a contract with School Business Office LLC, to provide school business services for the 2020/2021 school year at a monthly rate of \$9,250.
- f. Grant: To accept the Newark Trust Grant in the amount of \$49,970.
- g. COI: To approve the completion of the FY19 Corrective Action Plan (CAP) for the 2019 Comprehensive Annual Financial Report (CAFR).

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Monica Darko | | | | | |
| Charity Dacey | | | | | | | | | | | |

2. Buildings & Ground

3. Personnel

- a. To approve the following resignations:

| Staff | Effective | Title | Salary |
|--------------------|-----------|---------|----------|
| Christina Johansen | 6/30/2020 | Teacher | \$56,650 |
| Leah Seely | 6/30/2020 | Teacher | \$54,000 |

- b. To approve the following new hires FY20:

| Staff | Effective | Title | Salary |
|--------------|-----------|---------|-------------|
| Tania Wilson | 8/17/2020 | Teacher | \$61,139.77 |
| Karen Guaman | 8/17/2020 | Teacher | \$54,000 |

- c. To approve the following Service Providers/Consultants for the new SELF & Wellness Program (To be paid through the NTE Victoria Foundation Grant)

- Ms. Paula White – Service Provider / Consultant for RCCS parents / guardians
- Ms. Jody Tompros – Service Provider / Consultant for Art Teacher / Curriculum
- Ms. Janet McClure-Kuhn – Service Provider / Consultant (Yoga for Students/ Staff)

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Monica Darko | | | | | |
| Charity Dacey | | | | | | | | | | | |

4. Curriculum & Instruction

- a. To approve an agreement with ANET for SY21 in the amount of \$33,000.

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Monica Darko | | | | | |
| Charity Dacey | | | | | | | | | | | |

5. Contracts

- a. To approve the Second Lease Extension with Saint Rose of Lima Church with the following terms:

1. Commencement: August 1, 2020
2. Termination: July 31, 2023
3. Rent: Year 1 - \$437,915, Year 2 – \$446,674, Year 3 - \$460,074

- b. To approve the billboard contract with OutFront Media FY 21 ; NTE \$13,000

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Monica Darko | | | | | |
| Charity Dacey | | | | | | | | | | | |

6. Policies

7. Other/Miscellaneous

XV. Enrollment Report

| Grade | FY20 ENR | Jul 15, 2019 | Aug 15, 2019 | Sep 15, 2019 | Oct 15, 2019 | Nov 15, 2019 | Dec 15, 2019 | Jan 15, 2020 | Feb 15, 2020 | Mar 15, 2020 | Apr 15, 2020 | May 15, 2020 | Jun 15, 2020 | Wait List 2019/2020 |
|--------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------------|
| K | 66 | | | 60 | 51 | 52 | 51 | 53 | 52 | 52 | 52 | 52 | 52 | |
| 1 | 66 | | | 65 | 53 | 54 | 55 | 55 | 55 | 55 | 55 | 55 | 55 | |
| 2 | 66 | | | 55 | 54 | 55 | 54 | 54 | 54 | 54 | 54 | 54 | 54 | |
| 3 | 66 | | | 64 | 56 | 57 | 56 | 57 | 56 | 56 | 56 | 56 | 56 | |
| 4 | 66 | | | 57 | 53 | 53 | 52 | 53 | 54 | 54 | 53 | 53 | 53 | |
| Total | 330 | | | 301 | 267 | 271 | 268 | 272 | 271 | 271 | 270 | 270 | 270 | |

XVI. Public Comment

XVII. Adjournment

| Voting Members | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|----------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Rashon Hasan | | | | | | Ana Farinha | | | | | |
| Maria Andrade | | | | | | Monica Darko | | | | | |
| Charity Dacey | | | | | | | | | | | |

