



Roseville Community Charter School

Regular Monthly Meeting Agenda

Tuesday, June 22, 2021

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 @ 6:04 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 (Left Early)	
Maria Andrade	Board Trustee	X	
Monica Darko	Board Trustee		X (Arrived Late)
Dr. Charity Dacey	Board Trustee	X	
Caren Freyer	Board Trustee	X	
Luisa Torres	Board Trustee		X
Tiesha McKinney	Board Trustee	X	
Ariagna Perello	Board Trustee		X
Ammie Salom	Board Trustee	X	

Also Present

Non-Voting	Role	Present	Absent
Dr. Dionne Ledford	Roseville Community Charter School, Executive Director	X	
Nadeisha Green	Roseville Community Charter School, Administrative Staff	X	
Nefertiti Jackson	Roseville Community Charter School, Administrative Staff	X	
Malika Jackson	Roseville Community Charter School, Administrative Staff	X	
Joshua Solow	School Business Office, Assistant Business Administrator	X	
Dr. Brian Falkowski	School Business Office, Business Administrator	X	

IV. Election

For Board President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Maria Andrade	Rashon Hasan	Ammie Salom	X			

Meeting turned over to Board President

For Board Vice-President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Caren Freyer	Maria Andrade	Rashon Hasan	X			

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan	1 st	X				Luisa Torres					X
Maria Andrade		X				Tiesha McKinney		X			
Dr. Charity Dacey	2 nd	X				Ariagna Perello					X
Caren Freyer		X				Ammie Salom		X			
Monica Darko					X						

V. Approve Meeting Agenda

Motion for Roseville Community Charter School Board of Trustees to approve the Agenda for the **Tuesday, June 22, 2021** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan	2 nd	X				Luisa Torres					X
Maria Andrade		X				Tiesha McKinney		X			
Dr. Charity Dacey	1 st	X				Ariagna Perello					X
Caren Freyer		X				Ammie Salom		X			
Monica Darko					X						

VI. Acceptance of Meeting Minutes

Motion for Roseville Community Charter School Board of Trustees to accept the minutes from the **May 25, 2021** board meeting:

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Luisa Torres					X
Maria Andrade		X				Tiesha McKinney		X			
Dr. Charity Dacey	2 nd	X				Ariagna Perello					X
Caren Freyer	1 st	X				Ammie Salom		X			
Monica Darko					X						

VII. Executive Session – Personnel Contract Discussion

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan	2 nd	X				Luisa Torres					X
Maria Andrade		X				Tiesha McKinney		X			
Dr. Charity Dacey	1 st	X				Ariagna Perello					X
Caren Freyer		X				Ammie Salom		X			
Monica Darko					X						

VIII. Close Executive Session and Reconvene Regular Session

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan	1 st	X				Luisa Torres					X
Maria Andrade		X				Tiesha McKinney		X			
Dr. Charity Dacey		X				Ariagna Perello					X
Caren Freyer	2 nd	X				Ammie Salom		X			
Monica Darko					X						

IX. Personnel I

- To approve a 2-year contract extension for Dr. Dionne Ledford as Executive Director, expiring June 30, 2025.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan	1 st	X				Luisa Torres					X
Maria Andrade		X				Tiesha McKinney		X			
Dr. Charity Dacey		X				Ariagna Perello					X
Caren Freyer	2 nd	X				Ammie Salom		X			
Monica Darko					X						

X. Public Comment

XI. Committee Updates

XII. Director’s Report

- Enrollment & Attendance
- Teaching & Learning
- Students and Families
- Human Resources
- Operations
- HIB Report (when applicable)

XIII. Reorganization Motions

1. Regular Meeting Dates – 2021/2022 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 2021/2022 school year in accordance with 18A:10-6. Meetings will be held in the 540 Orange Street, Newark, NJ.

Wednesday	July 28	6:00 PM	Board Training Meeting
Wednesday	August 25	6:00 PM	Regular Meeting

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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, 2022, at a cost not to exceed \$35,000.

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 2021/2022 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 2021/2022 school year:

403B	AXA & Valic
Voluntary Insurance	AFLAC
Credit Union	First Financial Federal

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 2021/2022 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 2021/2022 school year for \$3,000 per year for 8 hours of service.

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 2021/2022 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 2021/2022.

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 2021/2022 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan					X (Left Early)	Luisa Torres					X
Maria Andrade	2 nd	X				Tiesha McKinney		X			
Dr. Charity Dacey	1 st	X				Ariagna Perello					X
Caren Freyer		X				Ammie Salom		X			
Monica Darko		X (Arrived Late)									

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 2021** 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 2021**, 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 2021**.

b. Bills List: To approve Bills List for the period ending **June 22, 2021**.

c. Payroll: To approve the following payrolls:

May 28, 2021	\$175,558.91
June 15, 2021	\$174,734.14
June 21, 2021	\$168,146.59

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 2021/2022 school year.

Breakfast:	\$1.31
Lunch:	\$2.48
Snack:	\$0.61

e. Contract: To approve a contract with School Business Office LLC, to provide school business services for the 2021/2022 school year at a monthly rate of \$9,527.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
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Rashon Hasan					X (Left Early)	Luisa Torres						X
Maria Andrade		X				Tiesha McKinney		X				
Dr. Charity Dacey		X				Ariagna Perello						X
Caren Freyer	1 st	X				Ammie Salom		X				
Monica Darko	2 nd	X (Arrived Late)										

2. Buildings & Ground

- a. To approve C&M Door, Inc. as the sole bidder for the following project: Door Replacement and Related Work at Roseville Community Charter School with the base bid amount of \$230,000 and alternate of \$12,000.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan					X (Left Early)	Luisa Torres					X
Maria Andrade		X				Tiesha McKinney		X			
Dr. Charity Dacey	1 st	X				Ariagna Perello					X
Caren Freyer		X				Ammie Salom		X			
Monica Darko	2 nd	X (Arrived Late)									

3. Personnel II

- a. To approve the following resignations:

Staff	Effective
Kelysha Christian, Instructional Assistant	5/30/2021

- b. To accept the resignation of **Ms. Pamela Frazier** as *Music Teacher* for SY 2021-22 school year as she has accepted a position at another school for SY 2021-22. Ms. Frazier was previously renewed for SY 2021-22.
- c. To accept the resignation of **Ms. Karen Guaman** as *Teacher (Kg.)* for the 2021-22 school year due to the fact that she has indicated that she is moving to Pa. and will not be able to return for SY 2021-22.
- d. To approve the following new hires FY22:

Staff	Effective	Title	Salary
Nurija Cukovic	08/17/2021	Associate Teacher	\$49,000
Ashley Powell	08/17/2021	Kindergarten Teacher	\$72,000

- e. To approve a new title for Mr. Jayce Lebon as Teacher FY 22 with a salary of \$61,740.14 (Former position FY 21 Instructional Assistant with a salary of \$36,497.02)
- f. To approve Title I staff employees being listed on the grant for salaries:
- Pamela Fenty
 - Yvonne Mildon
 - Elizabeth Raes
 - Courtney Davis
 - Jennifer Moran

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan					X (Left Early)	Luisa Torres					X
Maria Andrade		X				Tiesha McKinney		X			

Dr. Charity Dacey	1 st	X				Ariagna Perello					X
Caren Freyer	2 nd	X				Ammie Salom		X			
Monica Darko		X (Arrived Late)									

- 4. Curriculum & Instruction
- 5. Contracts
- 6. Policies
- 7. Other/Miscellaneous

- XV. Enrollment Report
- XVI. Public Comment
- XVII. Adjournment @ 7:53 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan					X (Left Early)	Luisa Torres					X
Maria Andrade	1 st	X				Tiesha McKinney		X			
Dr. Charity Dacey		X				Ariagna Perello					X
Caren Freyer	2 nd	X				Ammie Salom		X			
Monica Darko		X (Arrived Late)									