



Roseville Community Charter School

Regular Monthly Meeting Minutes

Tuesday, November 19, 2019 – 6:00 PM

Board Goals

1. To engage in a strategic planning process to be completed by June 30, 2019.
2. To develop a Board recruitment/onboarding process by January 31, 2019.
3. To participate in Board professional development in the areas of:
 - a. Finances
 - b. Technology
4. To revise and update the school's policy manual

I. Call to Order by Board Secretary – 6:29 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	
Maria Andrade	Board Trustee		X
Monica Darko	Board Trustee	X	
Ana Farinha	Board Trustee	X	

Also Present

Non-Voting	Role	Present	Absent
Dr. Dionne Ledford	Interim Principal	X	
Nadeisha Greene	Director of Operations	X	
Sarah Spuhler	SBOffice Representative	X	

IV. Approve Meeting Agenda

Motion for Roseville Community Charter School Board of Trustees to approve the Agenda for the **Tuesday, November 19, 2019** meeting.

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

V. Acceptance of Meeting Minutes

Motion for Roseville Community Charter School Board of Trustees to accept the minutes from **October 29, 2019** meeting and the Board Retreat minutes from November 7, 2019.

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

VI. Public Comment - NONE

VII. Director’s Report – Update in December

1. Enrollment & Attendance – discussed with public by Dr. Ledford
2. Teaching & Learning
3. Students and Families
4. Human Resources
5. Operations
6. HIB Report (when applicable)

VIII. Committee Updates – Board Retreat Update

IX. Executive Session (if necessary) - NONE

X. 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 **October 2019**, 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 **October 2019**, 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 **October 2019**.

- b. Bills List: To approve Bills List for the period ending **November 19, 2019**.

- c. Payroll: To approve the following payrolls:

October 30, 2019	\$160,512.20
November 15, 2019	\$159,366.99

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

2. Buildings & Grounds - NONE

3. Personnel

- a. To approve the termination of Charles Hall, effective November 14, 2019.
- b. To approve the following 2019-20 staff hires:

Employee	Position	FY20 Salary	Months	Effective Date
Marlon Calliste	Data and Technology Coordinator	\$65,000	10	11/18/19
Kareem Edwards	Instructional Aide/1:1	\$35,434	10	11/20/19
Melissa Garcia	Instructional Aide/1:1	\$35,434	10	11/20/19
Anelise Luize	Instructional Aide/1:1	\$35,434	10	11/25/19
Latasia Gamble	Instructional Aide/1:1	\$35,434	10	12/3/19

- c. To approve the following contractual changes FY20:

Employee	Position	FY20 Salary	Months	Effective Date
Dionne Ledford	Executive Director	\$145,000	12	10/1/19

d. To approve the following FY20 Mentor/ Mentee staff and fees:

Mentor	Mentee	Mentee Cert	Fee
Ashley Gray	Christina Johansen	CE	\$1,000
Danielle Cofield	Lauren Ball	CEAS	\$550
Christy Kim	Leah Seely	CEAS	\$550
Nazea Sing	Trecia Genius	CEAS	\$550
Gabrielle Rayes	Nachi Del Sol	CEAS	\$550

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

4. Curriculum & Instruction

a. To ratify the following staff stipends for After School Clubs – Updated staff (Monday - Friday from 3:30pm - 5:30pm. Rate: stipends up to \$75 per session ending at 5:30pm, \$60 for sessions concluding at 4:45pm) Stipends will be submitted via timesheets and paid out on the last pay of the month:

1. Renee Boyd
2. Kelysha Christian
3. Nachi Del Sol
4. Farrah Pedestin
5. Christy Kim
6. Wilson Pacheco
7. Subs: Eridiana Cerda; Terrell Woods
8. Danielle Cofield - Coordinator

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

5. Contracts

a. To approve the following contracts for FY20:

1. Therapy Source (OT Services); Additional Occupational Therapy Services required; Hourly services not to exceed maximum \$89/hour.

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

6. Policies

a. To approve the 2019-2020 Board Goals. Goals read by Board President

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

7. Other/Miscellaneous - NONE

XI. Enrollment Report

Grade	FY20	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Wait

	ENR	15, 2019	15, 2019	15, 2019	15, 2019	15, 2019	15, 2019	15, 2020	15, 2020	15, 2020	15, 2020	15, 2020	15, 2020	List 2019/2020
K	66			60	51	52								
1	66			65	53	54								
2	66			55	54	55								
3	66			64	56	57								
4	66			57	53	53								
Total	330			301	267	271								

XII. Public Comment - NONE

XIII. Adjournment – 6:46 pm

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