



Regular Monthly Meeting Minutes

Tuesday, June 19, 2017 – 4:00 pm

I. CALL TO ORDER – Open Public Meetings Act – 4 pm

This meeting is being held in compliance with the Open Public Meetings Act and is open to the public. Notices were duly posted and the meeting was advertised in The Trentonian and The Times of Trenton. Formal action will be taken.

II. ROLL CALL

Board Member	Present	Absent	Board Member	Present	Absent
Vijay Aggarwal	X		Kenneth Somberg	X	
Thomas Rebar		X	Rich Wells	X	
Latifah Austin-Bentley	X		Chuck Freyer	X	

Others Present: Michael Falkowski, SBA; John Amenda

III. DISCUSSION

1. Dashboard Review
2. Performance Framework Review
3. Feasibility Study and Growth Amendment
4. Scheduling August Meet and Greet with Staff
5. Loan Approval
6. Relay Tuition Repayment Plan

IV. UPDATES

1. Enrollment

Grade	Jul 15, 2017	Aug 15, 2017	Sep 15, 2017	Oct 15, 2017	Nov 15, 2017	Dec 15, 2017	Jan 15, 2018	Feb 15, 2018	Mar 15, 2018	Apr 15, 2018	May 15, 2018	Jun 15, 2018	Applications for 18-19 School Year	Waitlisted 2018-2019 As of 6/13/18
4	75	73	73	76	75	75	74	75	75	75	74	74	95	10
5	75	76	76	76	76	76	75	75	75	75	75	75	56	56
6	75	77	76	76	76	76	76	76	76	76	76	76	52	52
7	75	77	76	76	76	76	76	76	76	76	76	76	47	47
8	75	68	76	75	75	75	75	75	75	75	75	75	12	12
Total	375	371	377	379	378	378	376	377	377	377	376	376	262	177
Waitlist	194						202	207	207	210	210	210		

2. Emergency Drill Log
3. Talent and Certification
4. Special Education Files Audit Update

V. REORGANIZATION MOTIONS

1. Regular Meeting Dates – 2018/2019 School Year

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, 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 a 1st floor classroom.

Date	Time	Meeting Type
Friday, August 17, 2018	1:00 – 3:00	Regular Meeting
Tuesday, September 18, 2018	4:00 – 6:00	Regular Meeting
Tuesday, November 13, 2018	4:00 – 6:00	Regular Meeting
Tuesday, January 8, 2019	4:00 – 6:00	Regular Meeting
Tuesday, March 5, 2019	4:00 – 6:00	Regular Meeting
Tuesday, April 30, 2019	4:00 – 6:00	Regular Meeting
Tuesday, June 18, 2019	4:00 – 6:00	Regular 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. Appoint Head of School

BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees approves the Resolution to appoint **Freya Lund** as the Head of School for the 2018/2019 school year.

4. Appoint School Business Administrator/Board Secretary

BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees approves the Resolution to appoint **Michael Falkowski** as the Business Administrator/Board Secretary for the 2018/2019 school year for \$0.00. In Mr. Michael Falkowski's absence, Dr. Brian Falkowski will serve as the Acting Board Secretary for \$0.00.

5. Adoption of Code of Ethics

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

6. Adoption of Policies

RESOLVED, that the current board policies adopted by the Paul Robeson 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.

7. Appoint Public Agency Compliance Officer (PACO) and Custodian of School Records

BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees approves the Resolution to appoint **Dr. Brian Falkowski** as the Public Agency Compliance Officer (PACO) and Custodian of School Records for the 2018/2019 school year.

8. Appoint Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated

Pest Management, Right to Know and Chemical Hygiene Coordinator

BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees approves the Resolution to appoint **Freya Lund** as Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator for the 2018/2019 school year.

9. Depository of Funds

BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees upon the recommendation of the Head of School, approves **PNC Bank** as the depository of funds for the 2018/2019 school year.

10. Newspaper of Record

BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees upon the recommendation of the Head of School, herewith designates the *Trenton Times* and *The Trentonian* as the official Newspapers of Record; be it Resolved the official Website is <http://paulrobesoncs.org> for the 2018/2019 school year.

11. Authorize the School Business Administrator to Audit and Head of School to Approve Bill Payments

BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees upon the recommendation of the Head of School, herewith designates the School Business Administrator/Board Secretary with the approval of Head of School, 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.

12. Authorize Payment of Bills Between Meetings

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, 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.

13. Appoint an Affirmative Action Officer, Title IX Compliance Officer and Substance Awareness Coordinator

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby appoints **Freya Lund** as the Affirmative Action Officer, pursuant to N.J.A.C 6:4-1.4 and Title IX Officer and Substance Awareness Coordinator for the 2018/2019 school year.

14. Appoint an Section 504 Administrator, Homeless Liaison & SEMI Coordinator

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby appoints **Ashanti Waters** as the Section 504 Administrator, pursuant to N.J.A.C 6:4-1.4 and Homeless Liaison and SEMI Coordinator for the 2018/2019 school year

15. Appoint a Section 504 Compliance Officer

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby appoints **Ashanti Waters** as the 504 Compliance Officer, pursuant to Section 504-1973 Rehabilitation Act, for the 2018/2019 school year.

16. Appoint a HIB/Anti-Bully Coordinator & School Safety Team

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby appoints **Regina Bell** as the HIB/Anti-Bully Coordinator for the 2018/2019 school year. The PRCS School

Safety Team consists of Freya Lund, Daniel Finn, Regina Bell, Ashanti Waters, Devon Johnson, and Lisa Hall.

17. Appoint a District Purchasing Agent

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby appoints **Michael Falkowski** and **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.

18. Authorize purchases below 15% of the Bid Threshold without competitive quotations

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2018/2019 school year.

19. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, 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.

20. Resolution to authorize the Head of School 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 the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby authorizes the Head of School 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.

21. Establish a Business Office petty cash fund with a maximum balance of \$1,000 in cash and the maximum disbursement from petty cash at \$50.00.

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby approves the establishment of petty cash with a maximum of \$1,000 and a maximum single cash disbursement of \$50.00, for the 2018/2019 school year.

22. Appoint External Audit Firm

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, 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, 2017, at a cost not to exceed \$25,000.

23. Appoint Board Attorney

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby approves the appointment of **Johnston Law Firm, LLC** as vendor to provide legal services to the school for the 2018/2019 school year.

24. Approve Occupational & Physical Therapy

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby approves the professional services contract with **Delta-T and Therapy Source** district's for the

2018/2019 school year at a cost not to exceed \$96,000.

25. Approve Voluntary Payroll Deduction Companies

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby approves the following voluntary deduction companies for the 2018/2019 school year:

403B	AXA Equitable
Voluntary Insurance	AFLAC and Unum

26. Approve NJ Uniform Chart of Accounts

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby approves the NJ Uniform Chart of Accounts for the 2018/2019 school year.

27. Resolution to Appoint Medical Consultants (School Doctor)

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby approves the appointment of **Dr. Asadi** for the 2018/2019 school year a cost not to exceed \$5,000.

28. Cooperative Purchasing

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, 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.

29. Approve Meltzer as the Medical Broker of record for Medical, Dental and RX Insurance Coverage

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, to Contract with **Meltzer** as the Medical Broker of record for Medical, Dental and RX Insurance Coverage for 2018/2019.

30. Approve Exude as the Insurance Broker of Record for Property and Casualty, and Workers Compensation Insurance

BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, to approve **Exude** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2018/2019 school year.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal		X				Kenneth Somberg		X			
Thomas Rebar					X	Rich Wells	2 nd	X			
Latifah Austin-Bentley		X				Chuck Freyer	1 st	X			

VI. APPROVAL OF MINUTES

Resolved that the Board approve the Regular session minutes from the May 1, 2018 meeting.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal	2 nd	X				Kenneth Somberg		X			
Thomas Rebar						Rich Wells		X			
Latifah Austin-Bentley		X				Chuck Freyer	1 st	X			

VII. MOTIONS FOR APPROVAL

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the Board Secretary’s and Treasurer’s Reports for May 2018, as per the attached. Pursuant to N.J.A.C. 6A:23-2.11(a), the Paul Robeson 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.
- b. Transfers: To approve transfers to June 18, 2018
- c. Bills List: To approve bills and check list for the period ending June 19, 2018
- d. Payroll: To approve the following payrolls:
 - May 15, 2018 \$ 141,512.91
 - May 30, 2018 \$ 148,388.59
 - June 15, 2018 \$ 140,126.63
- e. Agreement: To approve an agreement with School Business Office LLC to provide school business services for Fiscal Year 2019 in the monthly rate of \$8,000.

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal	1 st	X				Kenneth Somberg		X			
Thomas Rebar					X	Rich Wells	2 nd	X			
Latifah Austin-Bentley		X				Chuck Freyer		X			

2. Student Trips

- a. To approve/ratify the additional cost for the following Field Trip:

Trip Location	Type of trip	Costs & funding source	Number of Students Attending	Date	Educational purpose
Pocono Valley Resort	8th Grade EOY PATH reward trip	\$7,830 spent on venue \$3,800 spent on busses	58	6/7-8/2018	Behavior reward
Sahara Sams Indoor Water Park	7th Grade EOY PATH reward trip	\$1,261.05 spent on venue (\$1,514.70 - \$253.65 credit from last year)	66	6/12/2018	Behavior reward
		Busses - \$450 X 2 = \$900			
Rebounderz Trampoline Park	6th Grade EOY PATH reward trip	\$1,470 spent on venue	64+6 staff	6/12/2018	Behavior reward
		Busses - \$450 X 2 = \$900			
Colonial Lanes Bowling and Entertainment	4th and 5th Grade EOY PATH reward trip	\$1,965 spent on venue	131	6/12/2018	Behavior reward
		Busses - \$450 X 4 = \$1800			

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal		X				Kenneth Somberg		X			
Thomas Rebar					X	Rich Wells	1 st	X			
Latifah Austin-Bentley		X				Chuck Freyer	2 nd	X			

3. Buildings & Grounds

4. Personnel

- a. To approve/ratify the updated following new hires:

Employee	Position	Pay Rate	Position Duration (10/12)
Michelle Mendez	Operations Coordinator	\$25,000	12
Charles Dewald	ESL Teacher	\$52,000	10
Erica Haradon-Brooks	ESL Teacher	\$67,500	10
Victoria Marcheski	5 th Math Teacher	\$56,000	10
Bobby Morgan	7 th Math Teacher	\$68,000	10

- b. To approve/ratify the following home bound instruction staffing cost
Mr. Adeniran was paid for 24 hours @ \$45.00/per hour for a total of \$1,080.00

- c. To approve/ratify the resignation of the following staff members:

Employee	Position	Resignation Date
Brittany Bower	ESL Teacher	6/15/18
Kyle Kaminskaskas	PE Teacher	6/15/18

- d. To approve/ratify the following Staff Travel and Reimbursement:

Employee	Cost	Description	Date
Olivia LeVach	\$300	EDTPA Reimbursement	5/15/2018
Mary Mooney	\$264.98	Teacher Appreciation Week - Miscellaneous	5/22/2018
Mary Mooney	\$143.56	Travel/parking - Relay PD	5/22/2018
Joshua Saar	\$300	EDTPA Reimbursement	4/24/2018
Daniel Pennisi	\$300	EDTPA Reimbursement	5/22/2018
Regina Bell	\$109.85	Travel - Anti-Bullying PD	5/30/2018
Dana Skillman	\$99	PD Reimbursement - Teacher Reboot	6/4/2018
Gail Somers	\$466.71	8th Grade Dance - Miscellaneous	6/5/2018
Ashanti Waters	\$130.05	Travel/parking - Relay PD	6/1/2018
Melissa Kapish	\$360	PD Reimbursement - Pottery class	5/9/2018
Kyle Kaminskaskas	\$1,168.56	Field Day	6/14/2018
Daniel Finn	\$63.2	Teacher Appreciation Week - breakfast	5/8/2018

- e. To approve/ratify the following personal day pay outs:

First Name	Last Name	Days	Amount
Regina	Bell	1	\$150

Taylor	Block	1	\$150
Dan	Finn	1	\$150
Marie	Helms	1	\$150
Kyle	Kaminskas	1	\$150
Melissa	Kapish	1	\$150
Nicole	Ryan	1	\$150
Sal	Labruno	2	\$300
Corey	Michener	2	\$300
Mary	Mooney	2	\$300
Daniel	Pennisi	2	\$300
Victoria	Perez	2	\$300
Tara	Quinlan	2	\$300
Dana	Skillman	2	\$300
Gail	Somers	2	\$300
Cynthia	Taylor	2	\$300
Melissa	Carberry	3	\$450
Todd	Klokis	3	\$450
Rachana	Rawal	3	\$450
Joshua	Saar	3	\$450
Kimetria	Dormeville Ford	4	\$600
Lida	Geraci	4	\$600
Olivia	Levach	4	\$600
Amber	Stewart	4	\$600
Kristin	Stiles	4	\$600
Grisel	Gerena	5	\$750
Pamela	Junge	5	\$750
Iris	Perez	5	\$750
Daniel	Rohe	4	\$600
Ashanti	Waters	5	\$750

f. To approve/ratify the following summer school staff and rates:

Staff Member		Daily Rate
Melissa	Carberry	\$150.00
Kari	Crane	\$150.00
Kimetria	Dormevil	\$150.00
Lida	Geraci	\$150.00
Marie	Helms	\$150.00
Todd	Klokis	\$150.00
Sal	LaBruno	\$150.00
Olivia	LeVach	\$150.00
Lisa	Hall	\$170.00

Corey	Michener	\$150.00
Victoria	Perez	\$150.00
Rachana	Rawal	\$150.00
Nicole	Ryan	\$150.00
Joshua	Saar	\$150.00
Kristin	Stiles	\$150.00
Shatiika	Waldron	\$150.00

g. To approve/ratify the following staff coverage payouts:

First Name	Last Name	Hours	Amount
Melissa	Carberry	22	\$160.00
Kimetria	Dormevil	36	\$720.00
Lida	Geraci	19	\$40.00
Marie	Helms	33	\$600.00
Pamela	Junge	20.5	\$100.00
Kyle	Kaminskas	30	\$480.00
Todd	Klokis	22.5	\$180.00
Sal	LaBruno	32	\$560.00
Olivia	Levach	26.5	\$340.00
Corey	Michener	29.5	\$460.00
Amy	Muldoon	20.5	\$100.00
Vicky	Perez	30.5	\$500.00
Dorothy	Shu	18.5	\$20.00
Dana	Skillman	20.5	\$100.00
Amber	Stewart	38.5	\$820.00
Kristin	Stiles	19.5	\$60.00
Cynthia	Taylor	27	\$360.00
Shtiika	Waldron	27	\$360.00
Jacob	Yaster	22.5	\$180.00

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal	1 st	X				Kenneth Somberg	2 nd	X			
Thomas Rebar					X	Rich Wells		X			
Latifah Austin-Bentley		X				Chuck Freyer		X			

5. Curriculum/Special Education

a. To approve/ratify the following curriculum for the 18-19 school year:

	School Created	Purchased Curriculum/Resources		Assessments
	4-8	4-5	6-8	4-8
Math	<ul style="list-style-type: none"> Scope and Sequences Implementation Guides Performance Tasks Objective Banks 	<ul style="list-style-type: none"> Eureka ST Math iReady (For intervention) High Yield Routines 	<ul style="list-style-type: none"> Carnegie Mathia High Yield Routines iReady (For Intervention) 	<ul style="list-style-type: none"> ANet MAP Aimsweb
ELA	<ul style="list-style-type: none"> Shared Reading Scope and Sequence Shared Reading Topic Based Unit Plans including Thematic Books Lists & Guides Guided Reading Framework 	<ul style="list-style-type: none"> Corrective Reading (For intervention) iReady (For Intervention) Scholastic Guided Reading Sets 	<ul style="list-style-type: none"> Corrective Reading Corrective Reading (For intervention) iReady (For Intervention) 	<ul style="list-style-type: none"> ANet MAP Aimsweb
SS & Science	<ul style="list-style-type: none"> Scope and Sequence Achievement First Unit Plans & Resources (Social Studies) 	<ul style="list-style-type: none"> TCI (SS) Expeditionary Learning Units (Science) 		<ul style="list-style-type: none"> TCI (SS) Interactive Science

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal	1 st	X				Kenneth Somberg		X			
Thomas Rebar					X	Rich Wells		X			
Latifah Austin-Bentley		X				Chuck Freyer	2 nd	X			

VIII. NEW BUSINESS

Mr. Aggarwal reminded Board Members to complete Governance Training. Discussion regarding “Active Shooter” training.

IX. OLD BUSINESS

X. PUBLIC COMMENT

Members of the public wishing to address the Board of Trustees must state their name and are requested to limit their comments to three minutes. Please be aware that all Charter School employees retain the right of privacy and shall retain all rights against defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public. Each member of the public will be given one opportunity to address the Board.

XI. EXECUTIVE SESSION

XIII. MOTION TO ADJOURN EXECUTIVE SESSION – NONE

XIV. IMPORTANT DATES

XV. MOTION TO ADJOURN – 5:14 pm

Board Member	Motion	Yes	No	Abstain	Absent	Board Member	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal	1 st	X				Kenneth Somberg		X			
Thomas Rebar					X	Rich Wells		X			
Latifah Austin Bentley		X				Chuck Freyer	2 nd	X			