



# Paul Robeson Charter School

## Regular Monthly Meeting Minutes

### Tuesday, August 18, 2020 – 4:00 PM

- I. **Call to Order by Board Secretary – 4:33 PM**
- II. **Public Notice of Meeting/NJ Sunshine Law**

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.

III. **Roll Call**

Voting Members	Role (Term Expires)	Present	Absent	LA/ED
Vijay Aggarwal	President	X		
Thomas Rebar	Member	X		
Kenneth Somberg	Vice-President	X		
Rich Wells	Member		X	
Chuck Freyer	Member	X		

**Also Present**

Non-Voting	Role	Present	Absent	LA/ED
John Amenda	Young Scholars	X		
Freya Lund	School Director	X		
Becca Chazin	Young Scholars	X		
Katherine Reinhart	Young Scholars		X	
Sarah Spuhler	School Business Office	X		
Ashanti Waters	PRCS	X		ED 5:06 pm
Brennan Alston	PRCS	X		

IV. **Discussion**

1. Reopening Plan Review and Determination of Virtual Extension
2. Student Supports through Virtual Instruction (Ashanti Waters)
3. Evergreen Goals and Annual Priorities
4. LevelField and Site Evaluation Update – Tyler Baier gives presentation
5. Applications for Increasing Board Membership

V. **Updates**

1. Enrollment

Grade	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Waitlisted 2020-2021
3	52											22
4	78											9
5	78											35
6	78											56
7	78											22
8	78											5
Total	442											149

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

#### VI. Acceptance of Meeting Minutes

Motion for Paul Robeson Charter School, Board of Trustees to accept the minutes from the **June 16, 2020** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal		X				Rich Wells					X
Thomas Rebar		X				Chuck Freyer	1	X			
Kenneth Somberg	2	X									

#### VII. Motions for Approval

##### 1. Finance

- a. Board Secretary's and Treasurer's Report: To approve the Secretary's and Treasurer's Reports for June 2020, as per the attached. Pursuant to N.J.A.C. 6A:232.11(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 June 2020, no major account or fund has been over expended in violation of N.J.A.C. 6A:232.11(b), and that sufficient funds are available to meet the school's financial obligations for the remainder of the fiscal year.
- b. Transfers: Approve transfers up June 30, 2020.
- c. Bills List: To approve the Bills/Check List from June 17, 2020 to August 18, 2020.
- d. Payroll: To approve the following payrolls:

June 30, 2020	\$163,760.79
July 15, 2020	\$ 44,895.30
July 30, 2020	\$35,735.89
August 15, 2020	\$32,626.73

- e. Federal Grants: To accept and approve the following FY21 Federal Grants:
  - i. CARES Act - \$208,197
    1. 100-600 Instructional Supplies – \$97,788
    2. 200-400 Purchased Property Services – \$48,894
    3. 200-600 Supplies and Materials - \$48,892
  - ii. IDEA – Basic - \$101,176
    1. 200-300 Professional and Technical Services - \$101,176 (Basic)
  - iii. ESEA – Title IA - \$315,779
    1. 100-100 Salaries - \$224,000
    2. 100-600 Supplies – \$29,643
    3. 200-200 Benefits - \$62,136
  - iv. ESEA – Title I Reallocated - \$10,028
    1. 100-600 Supplies – \$9,528
    2. 200-500 Other Purchased Services - \$500
- f. NJCC Loan: To approve a Facilities-Based Working Capital Term Loan from New Jersey Community Capital (NJCC) with the following terms:

WHEREAS, Community Loan Fund of New Jersey, Inc. together with its affiliates (the "Lender") has proposed to make loans available to Paul Robeson Charter School, Inc., A New Jersey Non-Profit Corporation (the "Company") in the amount up to \$200,000.00 on the terms set forth in the form of a Pending Receipt of the final Loan Agreement (the "Loan Agreement" and together with all related documents, instruments and agreements, the "Loan Documents") and the Loan Documents, and to secure such financing by the grant of a security interest in all of the personal property of the Company.

THEREFORE, BE IT RESOLVED, in furtherance of the foregoing, that this Company shall enter into said Loan Documents and grant a security interest to the Lender on all personal property of the Company.

RESOLVED, that any officer of this Company (the officer or officers which are authorized to act singly or together pursuant hereto being hereinafter designated as "authorized officers"), be and they are each hereby authorized, directed and empowered, in the name of this Company, to execute and deliver to Lender, and Lender is requested to accept, the Loan Documents and each of said authorized officers are authorized to from time to time to execute renewals, extensions and/or amendments of said Loan Documents.

RESOLVED FURTHER, that each of said authorized officers is hereby authorized, directed and empowered, as security for the indebtedness of this Company to Lender, whether arising pursuant to this resolution or otherwise, to grant, transfer, pledge, mortgage, assign, or otherwise hypothecate to Lender, any property belonging to this Company, including but not limited to any or all leases, contracts, agreements and bills and accounts receivable and any property acquired in the future, and to execute and deliver to Lender any and all grants, transfers, assignments, trust receipts, loan or credit agreements, pledge agreements, mortgages, deeds of trust, financing statements, security agreements and other hypothecation agreements, which said instruments and the note or notes and other instruments referred to in the preceding paragraph may contain such provisions, covenants, recitals and agreements as Lender may require and any of said authorized officers may approve, and the execution thereof by said authorized officers shall be conclusive evidence of such approval.

FURTHER, that any and all acts of any of the authorized officers of this Company done or made heretofore in connection with the borrowing of money from Lender, including but not limited to (a) the execution of all instruments evidencing the indebtedness of this Company for monies so borrowed and renewals or extensions thereof, (b) the grant, transfer, pledge, mortgage, assignment, or any other hypothecation, or deed in trust of any property belonging to this Company as security for the indebtedness of this Company, to Lender, and (c) the application for and obtaining credit from Lender and the execution of all agreements related thereto, are hereby ratified and approved in all respects.

RESOLVED FURTHER, that Lender may conclusively rely upon a certified copy of these resolutions and a certificate of an Officer of this Company as to the officers of this Company and their offices and signatures, and continue to conclusively rely on such certified copy of these resolutions and said certificate for all past, present and future transactions until written notice of any change hereto or thereto is given to Lender by this Company by certified mail, return receipt requested, and all indebtedness owing by this Company to Lender has been paid in full.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal		X				Rich Wells					X
Thomas Rebar	1	X				Chuck Freyer	2	X			
Kenneth Somberg		X									

## 2. Student Trips

## 3. Buildings & Grounds

- a. To approve Ms. Freya Lund to move forward with best quote concerning Bathroom Renovations and Replacement of Carpeting.
  - i. **First Floor Bathrooms:** we have 3 quotes, and will move forward after assessing work of one of the companies
  - ii. **Replacement of Carpeting:** \$16,300 total for 6 spaces (includes waxing new floor)
  - iii. **Front Door Replacement:** we are working on multiple quotes, this has not been priority

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal	1	X				Rich Wells					X
Thomas Rebar	2	X				Chuck Freyer		X			
Kenneth Somberg		X									

## 4. Personnel

- a. To approve/ratify updated new hires:

Employee	Position	Pay Rate	Position Duration (10/12)
Bianca Sims	Operations Manager	\$xx,xxx	12
Brennan Alston	Director of Operations	\$xx,xxx	12
Anthony Balfour	Facilities Coordinator	\$xx/hr	12
Amanda Kemperman	ESL Teacher	\$xx,xxx	10

- b. To approve/ratify following changes in salary:

Employee	Title	MOY Salary (Board Approved)	New Title	EOY Salary (Adjusted & Final)
Cintella Spotwood	Manager, Student Life and Culture	\$xx,xxx	Director, 8 <sup>th</sup> Grade Academy	\$xx,xxx

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

Employee	Position	Resignation Date
Cypress Hadi	Operations Coordinator	6/26/20
Cynthia Spotwood	Director of Operations	6/26/20

- d. To approve/ratify the following staff stipends

Employee	Position	Stipend Reason	Stipend Amount
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Lida Geraci, Dana Skillman, Victoria Marcheski, Kelly Howley, Bobby Morgan, Gail Somers	Grade Team Leads	Previously approved, addition of specific staff.	\$1,000/each
Gail Somers	Science Content PLC Lead	Coordinates with ILT to lead science content team meetings. Support with science PD throughout the year.	\$1,000
Dana Skillman	Teacher Orientation Support	Supporting with PD for new staff focused on building strong classroom culture.	Daily rate based on salary
Jenna McKinney, Kristin Stiles, Dana Skillman	Additional Class for third grade	These teachers are taking on an additional class of third graders, and are going to continue to be homeroom teachers.	5% of Base Salary as Stipend Kristin Stiles- \$4,182 Jenna McKinney - \$3,442 Dana Skillman - \$3,000

e. To approve/ratify the following Staff Travel and Reimbursement

Employee	Cost	Description	Date
Melissa Kapish	\$150	Art in Focus, AENJ Virtual 2020	10/24
Mary Mooney, Jessica Brandenburg, Ashanti Waters, Freya Lund, Alexa Goodlow, Shatiika Waldron, Lida Geraci, Cynthia Taylor, Bobby Morgan	\$649 per person	Unbound Ed. Virtual version of previously approved in person PD (less cost)	7/21-7/22, 8/10-8/11
Devon Johnson	\$450	Handle with Care – train the trainer This is our yearly training cost to ensure we have safely trained staff in restraints.	8/21

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal	2	X				Rich Wells					X
Thomas Rebar		X				Chuck Freyer	1	X			
Kenneth Somberg		X									

## 5. Curriculum/Special Education

a. To approve/ratify curriculum purchases:

Department	Vendor	Amount
Science	Science Foss Kit	\$1,817.54
Social Studies	Scholastic Subscription	\$1,161.29
All Contents	Edulastic	\$2,768
Art	Art of Education	\$700
Reading	RAZ Kids	\$1,679.60

Reading	Reading Plus	\$5,380
Leadership	Whetstone	\$3,600
Culture	Kickboard	\$5,037
Leadership	Zoom Pro	\$1,000/mo
Reading	Great Minds	\$7,110
Reading	Barnes & Noble	\$2,589.75
Phys Ed & Health	Health Smarts	\$1,449.96

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal	1	X				Rich Wells					X
Thomas Rebar		X				Chuck Freyer	2	X			
Kenneth Somberg		X									

## 6. Policy/Miscellaneous

- 2020-2021 Employee Handbook
- 2020-2021 Student and Family Handbook
- Strauss Esmay – Restart and Recovery Plan Policy Package

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal		X				Rich Wells					X
Thomas Rebar	2	X				Chuck Freyer	1	X			
Kenneth Somberg		X									

## VIII. Executive Session – 5:58 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal		X				Rich Wells					X
Thomas Rebar	2	X				Chuck Freyer	1	X			
Kenneth Somberg		X									

## IX. Personnel Discussion

## X. Adjourn Executive Session and Reconvene Regular Session – 6:04 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal		X				Rich Wells					X
Thomas Rebar	2	X				Chuck Freyer	1	X			
Kenneth Somberg		X									

## XI.

## XII. New Business - NONE

## XIII. Public Comment - NONE

## XIV. Important Dates

Next board meeting - Monday, October 5, 2020

## XV. Adjournment -

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Vijay Aggarwal		X				Rich Wells					X
Thomas Rebar	2	X				Chuck Freyer	1	X			
Kenneth Somberg		X									