



# Paul Robeson Charter School

## Regular Monthly Meeting Minutes

### Tuesday, June 1, 2021 – 4:00 PM

#### I. Call to Order by Board Secretary – 4:01 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		
Alex Fajardo	Member		X	

#### Also Present

Non-Voting	Role	Present	Absent	LA/ED
John Amenda	Young Scholars	X		
Freya Lund	School Director			
Becca Chazin	Young Scholars	X		
Katherine Lamilla	Young Scholars	X		
Kristen Tini	Young Scholars		X	
Brian Falkowski	School Business Office	X		

#### IV. Discussion

1. Panther Pantry/Student Assistance Fund – Presented by Corey Michener
2. Annual Reorganization Framing – Trustee President vote
3. Reopening Update
4. Learning Loss Grant Award and ESSER II/ARP Budget Plan
5. Level Field Update (4:30 PM) – Presented by Tyler Baier
6. Upcoming Renewal
7. Planned Enrollment Expansion Request

#### 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	Applications 2021-2022
3	52	52	52	53	53	52	52	52	52	52		5	48
4	78	77	78	78	78	78	78	78	78	78		1	26
5	78	78	78	78	78	78	78	78	78	78		34	34
6	78	78	77	77	77	77	77	77	77	77		57	40

7	78	78	78	78	78	78	78	78	78	78		20	15
8	78	78	78	78	78	78	77	77	77	77		8	8
Total	442	441	441	442	442	441	440	440	440	440		125	171

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

## VI. Acceptance of Meeting Minutes

Motion for Paul Robeson Charter School, Board of Trustees to accept the minutes from the **April 20, 2021** meeting.

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		X			
Kenneth Somberg	2	X				Alex Fajardo					X

## VII. Reorganization Election

For Board President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Ken Somberg	Vijay Aggarwal	Tom Rebar	4			2

For Board Vice-President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Vijay Aggarwal	Ken Somberg	Chuck Freyer				

### 1. Regular Meeting Dates – 2021/2022 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 2021/2022 school year in accordance with 18A:10-6. Meetings will be held in a 1st floor classroom and/or virtually.

Date	Time	Meeting Type
Tuesday, August 17 <sup>th</sup>	4:00 – 6:00	Regular Meeting
Tuesday, October 5 <sup>th</sup>	4:00 – 6:00	Regular Meeting
Tuesday, November 30 <sup>th</sup>	4:00 – 6:00	Regular Meeting
Tuesday, January 18 <sup>th</sup>	4:00 – 6:00	Regular Meeting
Tuesday, March 8 <sup>th</sup>	4:00 – 6:00	Regular Meeting
Tuesday, April 26 <sup>th</sup>	4:00 – 6:00	Regular Meeting
Tuesday, June 7 <sup>th</sup>	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 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. 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 2021/2022 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 **Brian Falkowski** as the Business Administrator/Board Secretary for the 2021/2022 school year for \$0.00. In Dr. Brian Falkowski's absence, Mr. Michael 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 2021/2022 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 2021/2022 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 **Brian Falkowski** as the Public Agency Compliance Officer (PACO) and Custodian of School Records for the 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 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 2021/2022 school year.

14. Appoint a 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 2021/2022 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 2021/2022 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 2021/2022 school year. The PRCS School Safety Team consists of Freya Lund, Lisa Hall, Regina Bell, and Ashanti Waters.

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 \$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.

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 2021/2022 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 2021/2022 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 2021/2022 school year.

21. 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, 2020, at a cost not to exceed \$35,000.

22. 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 2021/2022 school year.

23. 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** for the 2021/2022 school year at a cost not to exceed \$96,000.

24. 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 2021/2022 school year:

403B	Equitable
Voluntary Insurance	AFLAC and Unum

25. 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 2021/2022 school year.

26. 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. Kia Grundy** for the 2021/2022 school year a cost not to exceed \$5,000.

27. 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 Commissions, Ed-Data Services, Middlesex County Cooperative, & Hunterdon County Cooperative for 2021/2022 school year.

28. Approve 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 **Exude** as the Medical Broker of record for Medical, Dental and RX Insurance Coverage for 2021/2022.

29. Approve 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 **ECBM** 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
Vijay Aggarwal	1	X				Rich Wells					X
Thomas Rebar		X				Chuck Freyer		X			
Kenneth Somberg	2	X				Alex Fajardo					X

**VIII. Motions for Approval**

**1. Finance**

- Board Secretary's and Treasurer's Report: To approve the Secretary's and Treasurer's Reports for March & April 2021, 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 March & April 2021, 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.
- Transfers: Approve transfers up April 30, 2021.
- Bills List: To approve the Bills/Check List from April 20, 2021 to June 1, 2021.
- Payroll: To approve the following payrolls:

April 30, 2021	\$166,365.44
May 15, 2021	\$163,774.19
May 30, 2021	\$161,189.32

- Vended Meals Renewal: BE IT RESOLVED: that Paul Robeson Charter School, upon the recommendation of the School Director, hereby approves the renewal of the contract with Karson Food Service. for the 2021-2022 school year.

Breakfast: \$1.42  
Lunch: \$2.62  
Snack: \$0.65

- Agreement: To approve an agreement with School Business Office LLC, to provide school business services for the 2021/2022 school year at a monthly rate of \$8,404.
- COI: To approve the Certificate of Implementation for FY2020.

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

## 2. Student Trips - none

## 3. Buildings & Grounds

- a. To approve/ratify the following building purchases:

Company	Amount and Description
Mylo Mechanics	\$3,750 + estimate for \$6,000 for additional fixes: AC Units in Gym
Alliance Plumbing	\$5,938.38: Replace main water line
JW Kennedy	Current estimate \$8,700 (working on second quote): Heat alarms

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				Alex Fajardo					X

## 4. Personnel

- a. To approve/ratify updated new hires:

Employee	Position	Pay Rate	Position Duration (10/12)
Eric Worthy	Teacher	\$--,---	10-month

- b. To approve/ratify the resignation of the following staff member:

Employee	Position	Resignation Date
Amber Stewart	Teacher	6/18/21
Bobby Morgan	Teacher	6/18/21
Victoria Marcheski	Teacher	6/18/21
Devon Johnson	Middle School Director of Culture	6/18/21

- c. To approve/ratify following changes in title/salary:

Employee	MOY Salary (Board Approved)	EOY Salary (Adjusted & Final)	Title
Amy Muldoon	\$--,---	\$--,---	Teacher
Ashanti Waters	\$--,---	\$--,---	Director of Student Support
Bianca Sims	\$--,---	\$--,---	Manager of Student Information Systems and Digital Learning
Cintella Spotwood	-	\$--,---	Middle School Dean of Student Life
Lisa Hall	-	\$--,---	Elementary School Dean of Student Life

- d. To approve/ratify the following staff stipends:

Employee	Position	Stipend Reason	Stipend Amount
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Chrissy Sibley, Melissa Kapish, Cynthia Taylor, Marie Helms, Corey Michener, Talaya Hawk, Tara Quinlan, Lida Geraci, Shalonda Balaam, Victoria Marcheski, Anjanae Davis, Salvatore LaBruno	Summer School Teachers	Plan and teach summer school lessons from June 28 <sup>th</sup> -July 23 <sup>rd</sup> ; hours: 8am-12:30pm	\$150/day per person
Cintella Spotwood	Summer School Director	Oversee summer school programming from June 28 <sup>th</sup> -July 23 <sup>rd</sup> ; hours: 8am-12:30pm	\$4,000
Steven Carney	Nurse	Nurse for summer school from June 28 <sup>th</sup> -July 23 <sup>rd</sup> ; hours: 8am-12:30pm	\$150/day
Dana Skillman, Lida Geraci, Tara Quinlan, Chrissy Sibley	Student Orientation Teachers	Provide support to students during student orientation from August 8 <sup>th</sup> -13 <sup>th</sup> ; hours: 8am-3pm	\$250/day per person

- e. To approve the following employees being listed on FY21 Title I grant for salaries:

Employee	Position
Taylor Block	Teacher
George Maier	Teacher
Jenna McKinney	Teacher
Sherry Toner	Teacher

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				Alex Fajardo					X

## 5. Curriculum/Special Education

- a. To approve/ratify the following curriculum purchases:

Department	Vendor	Amount
Social Studies	Scholastic	\$2,000 (estimate)
Reading	NewsELA	\$6,500 (estimate)
Science	Open SciEd	\$8,700 (estimate)
Phys Ed & Health	Health Smarts	\$1,500 (estimate)

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

## 6. Policy/Miscellaneous

- a. Acceptance of the NJ Addressing Student Learning Loss Comp grant award of \$155,815 (Grant #21E00171)  
b. NJCSA supplemental dues.

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				Alex Fajardo					X



- IX. Executive Session
- X. Adjourn Executive Session and Reconvene Regular Session
- XI. New Business
- XII. Public Comment - none
- XIII. Important Dates  
Next board meeting - Tuesday, August 17, 2021
- XIV. Adjournment – 5:49 PM

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		X			
Kenneth Somberg	1	X				Alex Fajardo					X