



# Paul Robeson Charter School

## Regular Monthly Meeting Minutes

### Tuesday, June 16, 2020 – 4:00 PM

- I. **Call to Order by Board Secretary – 4:05 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 Reinert	Young Scholars	X		
Sarah Spuhler	School Business Office	X		
Kristen Tini	Young Scholars	X		
Brian Falkowski	School Business Administrator	X		

IV. **Discussion**

1. Reopening plans
2. Organizational commitment to Anti-Racism

To approve endorsing the attached statement regarding the recent events concerning racial inequalities.

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									

3. LevelField building update
4. Planning for academic gaps through Summer school and Fall interventions
5. Grade Team Leads
6. 2020-21 Budget

V. **Updates**

1. Enrollment

Grade	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Applications 2020-2021	Enrollment 2020-2021
3												92	52
4	76	76	76	76	76	76	76	76	76	76	76	79	78
5	76	76	75	75	76	76	76	75	75	75	75	63	78
6	76	76	76	74	74	75	75	75	75	75	75	90	78
7	76	76	75	75	75	74	74	75	75	75	75	38	78
8	76	76	76	76	76	76	76	76	76	76	76	22	78
Total	380	380	378	376	377	377	377	377	377	377	377	384	442

2. Talent and Certification
3. 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 **April 27, 2020** and **May 11, 2020** meetings.

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

#### VII. Reorganization Election

For Board President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Vijay Aggarwal	Kenneth Somberg	Rich Wells	X			

For Board Vice-President

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

#### 1. Regular Meeting Dates – 2020/2021 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 2020/2021 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 18 <sup>th</sup>	4:00 – 6:00	Regular Meeting
Monday, October 5 <sup>th</sup>	4:00 – 6:00	Regular Meeting
Monday, November 16 <sup>th</sup>	4:00 – 6:00	Regular Meeting
Tuesday, January 12 <sup>th</sup>	4:00 – 6:00	Regular Meeting
Tuesday, March 2 <sup>nd</sup>	4:00 – 6:00	Regular Meeting
Tuesday, April 20 <sup>th</sup>	4:00 – 6:00	Regular Meeting

Tuesday, June 1 <sup>st</sup>	4:00 – 6:00	Regular Meeting
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**2. Special Meetings**

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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 **Michael Falkowski** as the Public Agency Compliance Officer (PACO) and Custodian of School Records for the 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 school year. The PRCS School Safety Team consists of Freya Lund, Lisa Hall, Regina Bell, Ashanti Waters, and Devon Johnson.

**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 40A:11-6.1 (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 2020/2021 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 2020/2021 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 2020/2021 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 2020/2021 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 \$30,000.

**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 2020/2021 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 2020/2021 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 2020/2021 school year:

403B	AXA 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 2020/2021 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 2020/2021 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, Ed-Data Services, Middlesex County Cooperative, & Hunterdon County Cooperative for 2020/2021 school year.

**28. Approve Exude 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 **Exude** as the Medical Broker of record for Medical, Dental and RX Insurance Coverage for 2020/2021.

**29. 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 2020/2021 school year.

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	2				
Kenneth Somberg	1	X									

**VIII. Motions for Approval**

**1. Finance**

- a. Board Secretary's and Treasurer's Report: To approve the Secretary's and Treasurer's Reports for April & May 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 April & May 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 May 30, 2020.
- c. Bills List: To approve the Bills/Check List from April 27, 2020 to June 16, 2020.
- d. Payroll: To approve the following payrolls:

April 30, 2020	\$162,515.32
May 15, 2020	\$149,847.02
May 30, 2020	\$150,951.26
June 15, 2020	\$153,137.30

- e. Renewal of Contract for Vended Meals:

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, Inc. for the 2020/2021 school year.

Breakfast: \$1.41  
Lunch: \$2.60  
Snack: \$0.65

- f. Agreement: To approve an agreement with School Business Office LLC, to provide school business services for the 2020/2021 school year at a monthly rate of \$8,160.

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									

## 2. Student Trips

## 3. Buildings & Grounds

- Moving forward on Fire Marshall Fixes (front door replacement, door fixes)
- Moving forward with two bathrooms on first floor
- Started plan for safety measures to take for the fall

## 4. Personnel

- To approve/ratify updated new hires:

Employee	Position	Pay Rate	Position Duration (10/12)
Chrissy Sibley	RELA	\$xx,xxx	10
Ryan Roberts	SPED	\$xx,xxx	10
Amanda Kemperman	ESL	\$xx,xxx	10

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

Employee	Position	Resignation Date
Cynthia Spotwood	Director of Operations	June 26, 2020

- To approve/ratify following changes in salary:

Employee	MOY Salary (Board Approved)	EOY Salary (Adjusted & Final)
Taylor Block	\$xx,xxx	\$xx,xxx

- To approve/ratify the following staff stipends:

Employee	Amount	Detail
Lisa Hall, Devon Johnson, Cintella Spotwood	Daily rate for up to 15 days over the summer	Culture Summer Work- Culture team members are 10-month employees, this would allow them to complete work for the school over the summer.
6 Grade Team Leads	\$1,000	Grade Team Leader- These 6 people – determined after board approval for the stipend – will lead their grade team in the 2020-2021 SY.
Amber Stewart	\$5,500	Athletic Coordinator- Run all athletic sports teams throughout the year and assist with coaching.

TBD 2 Soccer Coaches	\$2,400	2 Soccer Coaches- Run all practices, and games with the PRCS Panthers soccer team.
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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	2	X			
Kenneth Somberg	1	X									

## 5. Curriculum/Special Education

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

Department	Vendor	Amount
Math	Eureka virtual based curriculum	\$14,675
Reading	Purchase books for Unit 1 instruction for every student	Middle School Total- \$3,100 (see details in email from Mary) Elementary School Total- \$2,500 (see details in email from JB)

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

## 6. Policy/Miscellaneous

- a. ANet contract  
b. Johnston Law Firm LLC- Agreement for Legal Services  
c. PTO Payout - \$150/day  
d. Updated Pandemic Response Plan

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	2	X			
Kenneth Somberg	1	X									

## IX. Executive Session (if necessary)

## X. Adjourn Executive Session and Reconvene Regular Session (if necessary)

## XI. New Business –

### 1. Salary Increase

- a. To approve the performance based increases – 1% to 3% raise – for FY20/21.

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									

## XII. Public Comment

## XIII. Important Dates

## XIV. Adjournment – 5:32 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									



