



Paul Robeson Charter School

Regular Monthly Meeting Agenda

Tuesday, June 18, 2019 – 4:00 PM

- I. **Call to Order by Board Secretary – 4:02 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	Member	X		5:26 ED-phone
Rich Wells	Member	X - phone		
Chuck Freyer	Member	X		

Also Present

Non-Voting	Role	Present	Absent	LA/ED
Freya Lund	Principal	X		
John Amenda	Young Scholars	X		
Katherine Reinert	Young Scholars	X		
Brian Falkowski	SBA/Board Secretary	X		
Sarah Spuhler	School Business Office LLC	X		

IV. **Discussion**

- 1. Dashboard Review – State visit
- 2. Expansion Update - September decision
- 3. Staff Bonus Configuration – add for discussion at August meeting
- 4. 2019-20 Board of Trustees Meetings Calendar- Updated dates

V. **Updates**

- 1. Enrollment

Grade	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Applications 2019-2020
4	76	76	75	74	74	74	76	76	76	76	76	101
5	76	75	76	76	76	76	76	74	75	74	74	35
6	76	75	76	76	76	76	76	76	76	76	76	85
7	76	76	77	77	77	76	76	75	75	75	75	29
8	76	74	74	74	73	73	73	72	71	71	71	23
Total	380	376	378	377	376	375	377	373	372	372	372	
Waitlist		157	179	193	218	218	219	219	219	219	219	273

- 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 **May 6, 2019** meeting.

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									

VII. Reorganization

Election

For Board President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Vijay Aggarwal	Thomas Rebar	Chuck Freyer	X			

For Board Vice-President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Kenneth Somberg	Vijay Aggarwal	Thomas Rebar	X			

1. Regular Meeting Dates – 2019/2020 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 2019/2020 school year in accordance with 18A:10-6. Meetings will be held in a 1st floor classroom.

Date	Time	Meeting Type
August 20, 2019	4:00 – 6:00	Regular Meeting
September 24, 2019	4:00 – 6:00	Regular Meeting
November 11, 2019	4:00 – 6:00	Regular Meeting
January 7, 2020	4:00 – 6:00	Regular Meeting
March 3, 2020	4:00 – 6:00	Regular Meeting
April 27, 2020	4:00 – 6:00	Regular Meeting
June 16, 2020	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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 school year.

10. Newspaper of Record

BE IT REOLVED: 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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 2019/2020 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** for the 2019/2020 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 2019/2020 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 2019/2020 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. Kia Grundy** for the 2019/2020 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 2019/2020 school year.

29. 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 2019/2020.

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 2019/2020 school year.

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 and May 2019, 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 and May 2019, 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 31, 2019.
- c. Bills List: To approve the Bills/Check List from May 7, 2019 to June 18, 2019.
- d. Payroll: To approve the following payrolls:

May 15, 2019	\$ 144,060.10
May 30, 2019	\$ 144,390.33
June 15, 2019	\$ 141,635.78

- e. Agreement: To approve an agreement with School Business Office LLC to provide school business services for the term: July 1, 2019 to June 30, 2020 and monthly rate: \$8,160 (representing a 2% increase).
- f. Agreement: To approve an agreement with Johnston Law Firm LLC to provide legal services for the following term: 7/1/2019 to 6/30/2020 at the hourly fees of \$275/hour for principals, \$245/hour for associates and \$115 for paralegals.
- g. Approve the 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 2019/2020 school year.

Breakfast:	\$1.37
Lunch:	\$2.53
Snack:	\$0.64

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									

2. Student Trips- None

3. Buildings & Grounds- None

4. Personnel

a. To approve the following positions and salaries for FY20:

First Name	Last Name	Title	Salary
Cypress	Al-Hadi	Operations Coordinator	
Regina	Bell	School Counselor and Anti-Bullying Specialist	
Taylor	Block	Teacher	
Jessica	Brandenburg	Director of Curriculum and Instruction	
Kari	Crane	Nurse	
Charles	DeWald	Teacher	
Kimetria	Dormevil	Teacher	
Lida	Geraci	Teacher	
Grisel	Gerena	Food Service Aid	
Lisa	Hall	Director of Culture – Elementary	
Erica	Haradon-Brooks	Teacher	
Marie	Helms	Teacher	
Devon	Johnson	Director of Culture – Middle	
Pamela	Junge	Teacher	
Melissa	Kapish	Teacher	
Todd	Klokis	Teacher	
Salvatore	LaBruno	Teacher	
Freya	Lund	School Director	
Victoria	Marcheski	Teacher	
Jenna	McKinney	Teacher	
Sandra	Mehmedagic	Teacher	
Michelle	Mendez	Operations Coordinator	
Corey	Michener	Teacher	
Mary	Mooney	Instructional Support Specialist	
Bobby	Morgan	Teacher	
Amy	Muldoon	Teacher	
Daniel	Pennisi	Teacher	
Iris	Perez	Food Service Aid	
Juan	Puppo	Teacher	
Tara	Quinlan	Teacher	
Daniel	Rohe	Teacher	
Nicole	Ryan	Teacher	
Joshua	Saar	Teacher	
Dana	Skillman	Teacher	
Gail	Somers	Teacher	
Cynthia	Spotwood	Director of Operations	
Cintella	Spotwood	Manager of Student Life & Student Culture	
Amber	Stewart	Teacher	
Kristin	Stiles	Teacher	
Cynthia	Taylor	Teacher	
Sherry	Toner	Teacher	
Shatiika	Waldron	Teacher	
Ashanti	Waters	Director of Student Support	

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

Employee	Position	Resignation Date
Olivia LeVach	Teacher	June 14, 2019
Katherine Roman	Teacher	June 14, 2019
Victoria Perez	Teacher	June 14, 2019

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									

5. Curriculum/Special Education

a. To approve/ratify curriculum purchases:

Department	Vendor	Amount
Math	Pearson Algebra I books (class set of 20):	\$3,000
Physical Education	Gym equipment	\$1,500
Reading	Updated novels	\$5,000 (estimate)

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									

6. Policy/Miscellaneous

IX. Executive Session (if necessary)

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

XI. New Business

XII. Public Comment

XIII. Important Dates

XIV. Adjournment – 5:33 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									