



# Paul Robeson Charter School

## Regular Board Meeting

Amended on June 7, 2022 at 10:30 AM EDT

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### Date and Time

Tuesday June 7, 2022 at 4:00 PM EDT

### Location

643 Indiana Avenue  
Trenton, NJ 08638

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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.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:00 PM</b>
A. Call the Meeting to Order			
B. Record Attendance			1 m
<b>II. Discussion</b>			<b>4:01 PM</b>
A. High School Update with Corey Michener	Discuss	Corey Michener	
B. Building Update- Level Field to join at 4:30pm	Discuss		
C. Dashboard Review	Discuss		
D. School Security	Discuss		
E. Annual reorganization items as described in proceeding agenda	FYI		
<b>III. Updates</b>			
A. Enrollment	Discuss		
Located in dropbox			

	Purpose	Presenter	Time
B. Emergency Drill Log	Discuss		
C. Talent and Certification	Discuss	Becca Chazin	
D. Special Education Files Audit Update	Discuss		
E. Buildings and Grounds	Discuss		

#### IV. Acceptance of Meeting Minutes

A. Motion for Paul Robeson Charter School, Board of Trustees to accept the minutes from the April 26, 2022 board meeting.	Approve Minutes	Brian Falkowski	
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#### V. Reorganization Election

A. Election	Vote	Brian Falkowski	
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##### For Board President:

Nominee-  
Nominated By-  
Seconded By-

##### For Board Vice-President:

Nominee-  
Nominated By-  
Seconded By-

#### VI. Reorganization Motions

VIII.

Motions 1-29 located in Dropbox agenda: <https://www.dropbox.com/s/rphwodci584o83e/%5EPRCS%20Reg%20Meeting%20Agenda%20-%206-7-2022.docx?dl=0>

A. Regular Meeting Dates – 2022/2023 School Year	Vote	Brian Falkowski	
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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 2022/2023 school year in accordance with 18A:10-6. Meetings will be held in a 1st floor classroom and/or virtually.

Tuesday, August 16th - 4:00 – 6:00

Tuesday, October 4th - 4:00 – 6:00

Tuesday, November 29th - 4:00 – 6:00

Tuesday, January 17th - 4:00 – 6:00

Tuesday, March 7th - 4:00 – 6:00

Tuesday, April 25th - 4:00 – 6:00

Tuesday, June 6th - 4:00 – 6:00

	Purpose	Presenter	Time
<b>B. Special Meetings</b>	Vote	Brian Falkowski	
RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2022/2023 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.			
<b>C. Appoint Head of School</b>	Vote	Brian Falkowski	
BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees approves the Resolution to appoint <b>Freya Lund</b> as the Head of School for the 2022/2023 school year.			
<b>D. Appoint School Business Administrator/Board Secretary</b>	Vote	Brian Falkowski	
BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees approves the Resolution to appoint <b>Brian Falkowski</b> as the Business Administrator/Board Secretary for the 2022/2023 school year for \$0.00. In Dr. Brian Falkowski's absence, Ms. Sarah Spuhler will serve as the Acting Board Secretary for \$0.00.			
<b>E. Adoption of Code of Ethics</b>	Vote	Brian Falkowski	
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 2022/2023 school year.			
<b>F. Adoption of Policies</b>	Vote	Brian Falkowski	
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 2022/2023 school year.			
<b>G. Appoint Public Agency Compliance Officer (PACO) and Custodian of School Records</b>	Vote	Brian Falkowski	
BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees approves the Resolution to appoint <b>Brian Falkowski</b> as the Public Agency Compliance Officer(PACO) and Custodian of School Records for the 2022/2023 school year.			
<b>H. Appoint Asbestos Management/PEOSA Officer, Safety &amp; Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator</b>	Vote	Brian Falkowski	
BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees approves the Resolution to appoint <b>Freya Lund</b> as Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator for the 2022/2023 school year.			
<b>I. Depository of Funds</b>	Vote	Brian Falkowski	
BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees upon the recommendation of the Head of School, approves <b>PNC Bank</b> as the depository of funds for the 2022/2023 school year.			
<b>J. Newspaper of Record</b>	Vote	Brian Falkowski	

Purpose Presenter Time

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 2022/2023 school year.

**K.** Authorize the School Business Administrator to Audit and Head of School to Approve Bill Payments Vote Brian Falkowski

BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees upon the recommendation of the Head of School, here with 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 2022/2023 school year.

**L.** Authorize Payment of Bills Between Meetings Vote Brian Falkowski

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 2022/2023 school year.

**M.** Appoint an Affirmative Action Officer, Title IX Compliance Officer and Substance Awareness Coordinator Vote Brian Falkowski

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 2022/2023 school year.

**N.** Appoint a Section 504 Administrator, Homeless Liaison & SEMI Coordinator Vote Brian Falkowski

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 2022/2023 school year.

**O.** Appoint a Section 504 Compliance Officer Vote Brian Falkowski

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 2022/2023 school year.

**P.** Appoint a HIB/Anti-Bully Coordinator & School Safety Team Vote Brian Falkowski

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 2022/2023 school year. The PRCS School Safety Team consists of Freya Lund, Lisa Hall, Regina Bell, and Ashanti Waters.

**Q.** Appoint a District Purchasing Agent Vote Brian Falkowski

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

	Purpose	Presenter	Time
	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.A18A:18A-2, N.J.S.A 18A:18A-3 (a), N.J.S.A 18A:18A-37 (a), for the 2022/2023 school year.		
<b>R.</b>	Authorize purchases below 15% of the Bid Threshold without competitive quotations	Vote	Brian Falkowski
	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 2022/2023 school year.		
<b>S.</b>	Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles	Vote	Brian Falkowski
	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 2022/2023 school year.		
<b>T.</b>	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.	Vote	Brian Falkowski
	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 2022/2023 school year.		
<b>U.</b>	Appoint External Audit Firm	Vote	Brian Falkowski
	BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby approves the appointment of <b>Scott Loeffler, CPA</b> 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.		
<b>V.</b>	Appoint Board Attorney	Vote	Brian Falkowski
	BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby approves the appointment of <b>Johnston Law Firm, LLC</b> as vendor to provide legal services to the school for the 2022/2023 school year.		
<b>W.</b>	Approve Occupational & Physical Therapy	Vote	Brian Falkowski
	BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby approves the professional services contract with <b>Delta-T and Therapy Source</b> for the 2022/2023 school year at a cost not to exceed \$96,000.		
<b>X.</b>	Approve Voluntary Payroll Deduction Companies	Vote	Brian Falkowski
	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 2022/2023 school year:		

	Purpose	Presenter	Time
<b>403B - Equitable Voluntary Insurance - AFLAC and Unum</b>			
Y. Approve NJ Uniform Chart of Accounts	Vote	Brian Falkowski	
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 2022/2023 school year.			
Z. Resolution to Appoint Medical Consultants (School Doctor)	Vote	Brian Falkowski	
BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, hereby approves the appointment of <b>Dr. Kia Grundy</b> for the 2022/2023 school year a cost not to exceed \$5,000.			
. Cooperative Purchasing	Vote	Brian Falkowski	
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 2022/2023 school year.			
. Approve the Medical Broker of record for Medical, Dental and RX Insurance Coverage	Vote	Brian Falkowski	
BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, to Contract with <b>Exude</b> as the Medical Broker of record for Medical, Dental and RX Insurance Coverage for 2022/2023.			
. Approve the Insurance Broker of Record for Property and Casualty, and Workers Compensation Insurance	Vote	Brian Falkowski	
BE IT RESOLVED: that the Paul Robeson Charter School, upon the recommendation of the Head of School, to approve <b>ECBM</b> as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2022/2023 school year.			

## VII. Motions for Approval

A. Finance	Vote	Brian Falkowski							
<p><b>a. Board Secretary's and Treasurer's Report:</b> To approve the Secretary's and Treasurer's Reports for May 2022, 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 May 2022, 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.</p> <p><b>b. Transfers:</b> Approve transfers up to May 31, 2022.</p> <p><b>c. Bills List:</b> To approve the Bills/Check List from April 22, 2022 through May 26, 2022.</p> <p><b>d. Payroll:</b> To approve the following payrolls:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>April 30, 2022</td> <td>\$180,325.90</td> </tr> <tr> <td>May 15, 2022</td> <td>\$175,303.22</td> </tr> <tr> <td>May 30, 2022</td> <td>\$193,324.79</td> </tr> </table>				April 30, 2022	\$180,325.90	May 15, 2022	\$175,303.22	May 30, 2022	\$193,324.79
April 30, 2022	\$180,325.90								
May 15, 2022	\$175,303.22								
May 30, 2022	\$193,324.79								

Purpose Presenter Time

**e. Vended Meals Renewal:** BE IT RESOLVED: that Paul Robeson Charter School, upon there commendation of the School Director, hereby approves the renewal of the contract with Karson Food Service for the 2022-2023 school year.

Breakfast: \$1.52  
Lunch: \$2.81  
Snack: \$0.69

**f. Contract approval for SBO Management LLC for School Business Administrative Services for FY23**

**B. Student Trips-** None

**C. Buildings & Grounds**

Vote Brian Falkowski

- 1. To approve JMM Cleaning Services as the Lowest Qualified Bidder for Custodial Services for Paul Robeson Charter School at a nightly rate of \$288; \$216 per day for a daily porter service position; 1-year contract with a 2nd year term possible.
- 2. Asbestos Abatement:
  - 1. Environmental Connection - Asbestos removal & air sample
  - 2. \$2570 (art room floor)
- 3. Plumbing
  - 1. Alliance Service Pros \$550.08 - fix toilet for single stall bathroom
  - 2. Alliance Service Pros \$3921.47 repair restroom in the gym space
- 4. AC in Gym
  - 1. Mylo \$5125 - annual HVAC inspection & repairs

**D. Personnel**

Vote Becca Chazin

**1. To approve/ratify updated new hires:**

Employee- Ajanae Davis  
Position- Teacher  
Salary- \$--,---  
Position Duration (10/12)- 10

Employee- Juan Puppo  
Position- Spanish Teacher  
Salary- \$--,---  
Position Duration (10/12)- 10 (first day back was 5/9/2022)

Employee- Urika Francois-Bashang  
Position- Teacher  
Salary- \$--,---  
Position Duration (10/12)- 10

**2. To approve/ratify the renewed 2022-2023 contracts for the following staff members:**

Employee- Shalonda Balaam  
Position- Building Substitute Teacher  
Salary- \$---/day  
Position Duration (10/12)- 10

Employee- Taylor Krotowski  
Position- Teacher  
Salary- \$--,---  
Position Duration (10/12)- 10

Employee- Juan Puppo

Position- Spanish Teacher  
Salary- \$--,---  
Position Duration (10/12)- 10

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

Employee- Cintella Spotwood  
Position- Middle School Dean of Student Life  
Resignation Date- May 19, 2022

**4. To approve the following Staff being applied under federal grants for School Year 2021-2022:**

Title I: Taylor Krotowski, George Maier, Jenna McKinney, Sherry Toner  
Title III: Charles DeWald  
Addressing Student Learning Loss: Tara Quinlan, Alexa Eisenberg, Shalonda Balaam, Lida Geraci, Marie Helms, Melissa Kapish, Sal LaBruno, Victoria Marcheski, Corey Michener, Chrissy Sibley, Cintella Spotwood, Cynthia Taylor

**5. To approve/ratify the following staff stipends:**

Employee- Tara Quinlan, Shalonda Balaam, Juan Puppo, Kelly Howley, Marie Helms, Erica Haradon-Brooks, Sal LaBruno, Joshua Saar, Sam Adeyinka, Ajanee Davis  
Stipend Reason- Summer School Teachers- Plan and teach summer school lessons from 6/27-7/22  
Amount- \$125/day per person

Employee- Folasade Jacobs  
Stipend Reason- Summer School Director from 6/27-7/22  
Amount- \$4,500

Employee- Marie Helms, Cynthia Taylor, Kelly Howley  
Stipend Reason- Homebound Instruction  
Amount- Helms & Taylor- \$50/hr / Howley- \$40/hr

Employee- Sherry Toner  
Stipend Reason- Summer PD Planning – Writing Revolution- Sherry has been fully trained with Writing Revolution (PD in 2018-2019 SY & again this year) – she will use her training to turnkey information for staff throughout the school year, and work with ILT to develop a SAS.  
Stipend Amount- TBD (daily rate)

Employee- Gabrielle Magwood  
Stipend Reason- School Counselor- She will coordinate with the elementary counselor and middle school team for planning (Annual SAS for counseling events, school counseling systems and procedures, SEL screener, plan SEL SAS and lessons)  
Stipend Amount- TBD (daily rate)

**6. To approve/ratify the following staff afterschool stipends at \$40/day, totaling \$3,240:**

Employees- Howley, Michener, Adeyinka, Ereola, Tidwell, Garcia, Kemperman, Duncan, DeWald  
Amount- \$360 per person

**7. To approve/ratify the following Saturday School attendance for FY22, totaling \$14,720:**

Taylor- \$1,280  
Helms- \$1,280  
Jenkins- \$1,120  
Kapish- \$320  
Michener- \$640  
Saar- \$1,120  
Mendez- \$1,120



Purpose      Presenter      Time

Duncan- \$960  
Quinlan- \$480  
Ostolaza- \$320  
Mehmedagic- \$160  
Magwood- \$1,120  
Adeyinka- \$1,280  
Balaam- \$1,280  
Eisenberg- \$1,120  
Tidwell- \$1,120

**5. To approve/ratify the following Additional Coverages 5/16-5/24, totaling \$1,340:**

Maier- \$240  
Eisenberg- \$280  
Worthy- \$120  
Balaam- \$120  
Taylor- \$40  
Helms- \$40  
Howley- \$60  
Klokis- \$40  
Brooks- \$40  
LaBruno- \$120  
Saar- \$40  
Mr. A- \$40  
Somers- \$40  
Lopez- \$40  
Muldoon- \$40  
Ereola- \$40

**6. To approve/ratify the following staff travel reimbursements:**

Employee- Sherry Toner  
Cost- \$500  
Description- Writing Revolution – series of three online PD that take place outside of school hours  
Date- Throughout June and July  
  
Employee- Regina Bell  
Cost- Conference: \$459 / Hotel: \$1543.35 / Flight: \$356 / Total: between \$2300-2500  
Description- American School Counselor Association Annual Conference – learn best practices and up to date information  
Date- July 9-12 in Austin, TX

E. Curriculum & Special Education- None      Freya  
Lund

F. Policy/Miscellaneous      Vote

1. PRCS/YSCS Shared Services Agreement

**VIII. Executive Session**

**IX. Adjourn Executive Session and Reconvene Regular Session**

**X. Closing Items**

- A. New Business
- B. Public Comment

	Purpose	Presenter	Time
<b>C. Important Dates</b>	FYI		
1. 8th Grade Graduation - Thursday, June 16, 2022			
<b>D. Adjourn Meeting</b>	Vote		