



Paul Robeson Charter School

Regular Board Meeting

Published on June 2, 2023 at 3:45 PM EDT

Amended on June 6, 2023 at 11:15 AM EDT

Date and Time

Tuesday June 6, 2023 at 4:00 PM EDT

Location

Zoom

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:00 PM
A. Call the Meeting to Order			
B. Record Attendance			
II. Discussion			
A. Dashboard	Discuss	John Amenda	
B. CDARS Options	Discuss		

	Purpose	Presenter	Time
C. Shared services fee and team expansion	Discuss		
D. Level Field and Aegis Update- Tyler joining at 4:30pm	Discuss		
E. High School Placement	Discuss		
F. Talent Update	Discuss		
G. Annual reorganization items as described in proceeding agenda			
III. Updates			
A. Enrollment	Discuss	Freya Lund	
B. Emergency Drill Log	Discuss	Freya Lund	
C. Talent and Certification	Discuss	Becca Chazin	
D. Special Education Files Audit Update	Discuss	Freya Lund	
E. Buildings and Grounds	Discuss	Freya Lund	
IV. Acceptance of Meeting Minutes			
A. Motion for Paul Robeson Charter School, Board of Trustees to accept the minutes from the April 25, 2023 board meeting.	Approve Minutes	Brian Falkowski	
V. Reorganization Election			
A. To approve election of Board President	Vote		
B. To approve election of Board Vice-President	Vote		
VI. Reorganization Motions			
A. Regular Board Meeting Dates for 2023-2024 School Year	Vote		
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 2023/2024 school year in accordance with 18A:10-6. Meetings will be held in a 1st floor classroom and/or virtually.

Tuesday, August 29, 2023: 4:00–6:00pm

Tuesday, October 3, 2023: 4:00–6:00pm

Tuesday, November 7, 2023: 4:00–6:00pm

Wednesday, December 20, 2023: 4:00–6:00pm

Tuesday, February 6, 2024: 4:00–6:00pm

Tuesday, March 26, 2024: 4:00–6:00pm

Tuesday, May 21, 2024: 4:00–6:00pm

B. Special Meetings Vote

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2023/2024 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.

C. Appoint Head of School Vote

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 2023/2024 school year.

D. Appoint School Business Administrator/Board Secretary Vote

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 2023/2024 school year for \$0.00. In Dr. Brian Falkowski's absence, Ms. Sarah Spuhler will serve as the Acting Board Secretary for \$0.00.

E. Adoption of Code of Ethics Vote

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 2023/2024 school year.

F. Adoption of Policies Vote

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 2023/2024 school year.

	Purpose	Presenter	Time
<p>G. Appoint Public Agency Compliance Officer (PACO) and Custodian of School Records</p> <p>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 2023/2024 school year.</p>	Vote		
<p>H. Appoint Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator</p> <p>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 2023/2024 school year.</p>	Vote		
<p>I. Depository of Funds</p> <p>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 2023/2024 school year.</p>	Vote		
<p>J. Newspaper of Record</p> <p>BE IT REOLVED: that the Paul Robeson Charter School, Board of Trustees upon the recommendation of the Head of School, herewith designates the <i>Trenton Times</i> and <i>The Trentonian</i> as the official Newspapers of Record; be it Resolved the official Website is http://paulrobesoncs.org for the 2023/2024 school year</p>	Vote		
<p>K. Authorize the School Business Administrator to Audit and Head of School to Approve Bill Payments</p> <p>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 2023/2024 school year.</p>	Vote		
<p>L. Authorize Payment of Bills Between Meetings</p> <p>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</p>	Vote		

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 2023/2024 school year.

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

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 2023/2024 school year.

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

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 2023/2024 school year.

- O.** Appoint a Section 504 Compliance Officer Vote

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

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 2023/2024 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

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 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 2023/2024 school year.

	Purpose	Presenter	Time
<p>R. Authorize purchases below 15% of the Bid Threshold without competitive quotations</p> <p>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 2023/2024 school year.</p>	Vote		
<p>S. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles</p> <p>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 2023/2024 school year.</p>	Vote		
<p>T. 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.</p> <p>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 2023/2024 school year.</p>	Vote		
<p>U. Appoint External Audit Firm</p> <p>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.</p>	Vote		
<p>V. Appoint Board Attorney</p> <p>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 2023/2024 school year.</p>	Vote		
<p>W. Approve Occupational & Physical Therapy</p> <p>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</p>	Vote		

and **Kaleidoscope Education Solutions** for the 2023/2024 school year at a cost not to exceed \$96,000.

X. Approve Voluntary Payroll Deduction Companies Vote

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 2023/2024 school year: **403B - Equitable; Voluntary Insurance - AFLAC and Unum**

Y. Approve NJ Uniform Chart of Accounts Vote

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 2023/2024 school year.

Z. Resolution to Appoint Medical Consultants Vote
(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 2023/2024 school year a cost not to exceed \$5,000.

. Cooperative Purchasing Vote

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, EdData Services, Middlesex County Cooperative, & Hunterdon County Cooperative for 2023/2024 school year.

. Approve the Medical Broker of record for Vote
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 2023/2024

. Approve the Insurance Broker of Record for Vote
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 2023/2024 school year.

VII. Motions for Approval**A. Finance**

Vote

Brian Falkowski

1. To approve the Secretary's and Treasurer's Reports for April 2023 as per the attached.
 1. 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 2023, 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.
2. To approve the Bills/Check List from April 26, 2023 to June 6, 2023.
3. To approve the following payrolls:
 1. 4/30/23: \$187,688.37
 2. 4/30/23: \$68,307.37 Bonus
 3. 5/15/23: \$195,585.46
 4. 5/30/23: \$192,099.23
4. Vended Meals Contract: Be It Resolved, that Paul Robeson Charter School, upon the recommendation of the School Director, hereby approves the awarding of the contract to Karson Food Service for the 2023-2024 School Year. The total estimated cost of the contract will be \$273,000. The per meal prices are listed below:
 1. Breakfast: \$2.05
 2. Lunch: \$3.20
 3. Snack: \$0.95
5. To approve the contract with SBO Management LLC for School Business Administrative Services for the 2023-2024 School Year, totaling \$110,124.
6. To approve the following staff being applied under federal grants for the 2022-2023 School Year:
 1. Taylor Block - Title I
 2. Jenna McKinney - Title I
 3. Sherry Toner - Title I
 4. Ajanae Davis - Title I
 5. Dana Skillman - Title I
 6. Frank Howard - Title I
 7. Tara Quinlan - ARP ESSER
 8. Kelley Howley - ARP ESSER
 9. Ashanti Waters - ARP ESSER
 10. Taylor Block - ARP ESSER

	Purpose	Presenter	Time
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- 11. Amy Muldoon - ARP ESSER
- 12. Dana Skillman - ARP ESSER
- 13. Gabriel Magwood - ARP ESSER
- 14. Sam Adeyinka - ARP ESSER
- 15. Kierstynn Mays - ARP ESSER
- 16. Juan Puppo - ARP ESSER
- 17. Ajanea Davis - ARP ESSER
- 18. Chrissy Sibley - ARP ESSER
- 19. Marie Helms - ARP ESSER
- 20. Cynthia Taylor - ARP ESSER
- 21. Todd Klokis - ARP ESSER
- 22. Marissa Jenkins - ARP ESSER
- 23. Sandra Mehmedagic - ARP ESSER
- 24. Joshua Saar - ARP ESSER
- 25. Michelle Mendez - ARP ESSER
- 26. Eric Worthy - ARP ESSER

B.	Buildings & Grounds	Vote	Freya Lund
	Free new air cleansing units arrived from state program.		

C.	Personnel	Vote	Becca Chazin and Freya Lund
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1. To approve/ratify the following staff stipends:

Position- Golden Soccer Coach

Employee- TBD

Stipend Reason- Lead daily practice M-Th with team after school. Attend all games.

Ensure all students get home safely at the end of practice and games.

Stipend Amount- \$3,500

Position- Navy Soccer Coach

Employee- TBD

Stipend Reason- Lead daily practice M-Th with team after school. Attend all games.

Ensure all students get home safely at the end of practice and games.

Stipend Amount- \$3,500

Position- Assistant Soccer Coach (2)

Employee- TBD

Stipend Reason- Support daily practice M-Th with team after school. Attend all games.

Ensure all students get home safely at the end of practice and games.

Purpose

Presenter

Time

Stipend Amount- \$2,000 each

Position- Alumni Soccer Coach

Employee- TBD

Stipend Reason- Support running practices & games with the soccer games.

Stipend Amount- \$500

Position- New Mentor Teacher Lead

Employee- TBD

Stipend Reason- Monthly meeting with new staff to the building.

Stipend Amount- \$1,000

Position- Staff Sunshine Lead

Employee- TBD

Stipend Reason- Plan monthly positive staff events and team building activities during PD.

Stipend Amount- \$1,000

2. To approve/ratify the following Staff Travel and Reimbursement:

Employee- Corey Michener

Cost- Free – earned a scholarship

Description- Sphere Summit

Date- July 9-13

Employee- Gabrielle Magwood

Cost- Free – \$469 – Conference; \$300 – Airfare; \$600 - Hotel

Description- Dream Big – national school counselor conference

Date- July 15-18

3. To approve/ratify the following new hires:

Employee- Jasmin Warner

Position- ESL/ELL Teacher

Pay Rate- \$--,--- / 10-month

Start Date- August 14, 2023

Employee- JIarsnorti Nyanplutoe

Position- 5th/6th Dean

Pay Rate- \$--,---

Start Date- August 14, 2023

4. To approve/ratify the following resignations:

Employee- Bianca Sims

Position- Manager of SIS & Digital Learning

Resignation Date- 6/30/2023

5. To approve/ratify the following staff afterschool and Saturday school stipends from 3/1-5/30, totaling \$10,480:

Afterschool- Amy Muldoon, Ashanti Waters, Sam Adeyinka, Gabby Magwood, Taylor Krotowski

Saturday school- Tai Carter, Gabby Magwood, Talaya Hawk, Sam Adeyinka, Kierstynn Mays, Juan Puppo, Ajanae Davis, Tara Quinlan, Chrissy Sibley, Marie Helms, Cynthia Taylor, Todd Klokis, Marissa Jenkins, Sandra Mehmedagic, Josh Saar, Michelle Mendez, Taylor Krotowski

7. To approve the Edgility contract.

D. Curriculum & Special Education- None Alex Fajardo

E. Policy/Miscellaneous- None

VIII. Executive Session

A. It is expected that the Board will go into Executive Session to discuss board engagement matters. Vote

IX. Adjourn Executive Session and Reconvene Regular Session

A. Adjourn Executive Session and Reconvene Regular Session Vote

X. Closing Items

A. New Business Discuss

B. Public Comment

C. Important Dates FYI

D. Adjourn Meeting Vote