



# Paul Robeson Charter School

## Regular Board Meeting

Published on May 17, 2024 at 5:12 PM EDT

Amended on May 29, 2024 at 11:03 AM EDT

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### Date and Time

Tuesday May 21, 2024 at 4:00 PM EDT

### Location

Zoom Only

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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

#### I. Opening Items

A. Call the Meeting to Order

B. Record Attendance

C. To approve new Board Member, Elona Deprez, effective May 21, 2024; for a 3 year term 5/21/2024 to 5/21/2027. Vote

D. Oath of Office

Discuss

Sarah Spuhler

#### II. Discussion

	Purpose	Presenter
<b>A.</b> Dashboard	Discuss	John Amenda
<b>B.</b> High School Placement	Discuss	
<b>C.</b> Capital Campaign	Discuss	
<b>D.</b> Level Field and Aegis Update	Discuss	
<b>E.</b> Career Day- Thursday, June 13, 2024	FYI	
<b>III. Updates</b>		
<b>A.</b> Enrollment	Discuss	Freya Lund
<b>B.</b> Emergency Drill Log <a href="#">Drill Log</a>	Discuss	Freya Lund
<b>C.</b> Talent and Certification	Discuss	Becca Chazin
<b>D.</b> Special Education Files Audit Update	Discuss	Freya Lund
<b>E.</b> Buildings and Grounds- None	Discuss	Freya Lund
<b>IV. Acceptance of Meeting Minutes</b>		
<b>A.</b> Motion for Paul Robeson Charter School, Board of Trustees to accept the minutes from the March 26, 2024 board meeting.	Approve Minutes	Brian Falkowski
<b>V. Reorganization Election</b>		
<b>A.</b> To approve election of Board President	Vote	
<b>B.</b> To approve election of Board Vice-President	Vote	
<b>VI. Reorganization Motions</b>		
<b>A.</b> Regular Board Meeting Dates for 2024-2025 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 2024/2025 school year in accordance with 18A:10-6. Meetings will be held in a 1st floor classroom and/or virtually.		

Tuesday, August 20, 2024: 4:00–6:00pm  
 Tuesday, October 1, 2024: 4:00–6:00pm  
 Tuesday, November 19, 2024: 4:00–6:00pm  
 Wednesday, January 14, 2025: 4:00–6:00pm  
 Tuesday, February 25, 2025: 4:00–6:00pm  
 Tuesday, April 15, 2025: 4:00–6:00pm  
 Tuesday, June 3, 2025: 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 school year.

**G. Appoint Public Agency Compliance Officer (PACO) and Custodian of School Records**

Vote

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 2024/2025 school year.

- H. Appoint Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator

Vote

BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees approves the Resolution to appoint **Simone Rose** as Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator for the 2024/2025 school year.

- I. Depository of Funds

Vote

BE IT RESOLVED: that the Paul Robeson Charter School, Board of Trustees upon the recommendation of the Head of School, approves **PNC Bank** and **M&T Bank** as the depository of funds for the 2024/2025 school year.

- J. Newspaper of Record

Vote

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 2024/2025 school year

- K. Authorize the School Business Administrator to Audit and Head of School to Approve Bill Payments

Vote

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 2024/2025 school year.

- L. Authorize Payment of Bills Between Meetings

Vote

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 2024/2025 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 **Simone Rose** 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 2024/2025 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 Section504 Administrator, pursuant to N.J.A.C 6:4 1.4and Homeless Liaison and SEMI Coordinator for the 2024/2025 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 2024/2025 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 (Elementary School)** and **Gabrielle Magwood (Middle School)** as the HIB/Anti-Bully Coordinators for the 2024/2025 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 2024/2025 school year.

- R. Authorize purchases below 15% of the Bid Threshold without competitive quotations Vote

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 2024/2025 school year.

- S. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles Vote

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 2024/2025 school year.

- T. Resolution to authorize the Head of School and Business Administrator to make line item budget transfers between Vote

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 2024/2025 school year.

**U.** Appoint External Audit Firm Vote

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, 2024, at a cost not to exceed \$35,000.

**V.** Appoint Board Attorney Vote

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 2024/2025 school year.

**W.** Approve Occupational & Physical Therapy Vote

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 **Kaleidoscope Education Solutions** for the 2024/2025 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 2024/2025 school year: **403B - Equitable; Voluntary Insurance - AFLAC**

**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 2024/2025 school year.

**Z.** Resolution to Appoint Medical Consultants (School Doctor) Vote

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 2024/2025 school year a cost not to exceed \$5,000.

**AA.** 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 2024/2025 school year.

- AB.** Approve the Medical Broker of record for Medical, Dental and RX Insurance Coverage Vote

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 2024/2025

- AC.** Approve the Insurance Broker of Record for Property and Casualty, and Workers Compensation Insurance Vote

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 2024/2025 school year.

**VII. Motions for Approval**

- A.** Finance Vote Brian Falkowski

1. To approve the Secretary’s and Treasurer’s Reports for March 2024 & April 2024 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 2024, 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 March 20, 2024 to May 21, 2024.
3. To approve the following payrolls:
  1. 3/30/24 \$247,965.57
  2. 4/15/24 \$217,859.23
  3. 4/30/24 \$230,549.59
  4. 5/15/24 \$210,202.13
4. Vended Meals Contract: Be It Resolved, that Paul Robeson Charter School, upon the recommendation of the School Director, hereby approves the 1-year renewal of the contract with Karson Food Service for the 2024-2025 school year. The total estimated cost of the contract is \$238,140.00. Per meal prices listed below:
  1. Breakfast: \$2.07
  2. Lunch: \$3.23
  3. Snack: \$0.95
5. To approve the contract with SBO Management LLC for School Business Administrative Services for the 2024-2025 School Year, as attached.

Purpose Presenter

6. To approve the following staff being applied under grants for the 2023-2024 School Year:
1. NCLB - Frank Howard
  2. CSP- Simone Rose, Chrissy Sibley, Felicia Williams
  3. Title I- Ajanae Davis, Dana Skillman, Sherry Toner, Marissa Jenkins, Jenna McKinney

7. To approve the grant award of \$6,000 from Mercer Street Friends.

8. To approve the renewed staff for the 2024-2025 school year at attached.

<b>B.</b> Buildings & Grounds- None	Vote	Freya Lund
<b>C.</b> Personnel	Vote	Becca Chazin and Freya Lund

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

Employee- Chrissy Sibley

Position- Teacher

Stipend Reason- Tuition reimbursement

Stipend Amount- \$750

Employee- Denise Perez

Position- Alumni Coach

Stipend Reason- Support student athletes during practices

Stipend Amount- \$500

Employee- Denise Perez

Position- PRCS Alumni Intern

Stipend Reason- Support the instructional team throughout the summer with curriculum projects, organization of roster materials, organization of Chromebooks, etc.

Stipend Amount- \$12/hour

Employee- Dana Skillman (K), Lida Geraci (1), Madison Colabella (3) Shatiika Waldron (4), Daniel Rohe (5), Joshua Saar (6), Marissa Jenkins (7), Gail Somers (8)

Position- Grade Team Leads

Stipend Reason- Grade Team Leads serve as a critical member of the Student Support Team in recommending and reviewing students for tiered intervention, designing, implementing and evaluating the effectiveness of those interventions based on student need. Grade Team Leads also work to build a collaborative and joyful culture amongst their grade teams by designing special initiatives and events throughout the year, including collaborating as leaders across grades to promote initiatives for the entire school community.

Stipend Amount- \$3,000

Employee- Kelly Howley and Marie Helms



Position- Saturday School Leaders

Stipend Reason- The Saturday School lead is responsible for designing the school's Saturday School programming. The Saturday School lead will recruit and select teachers, identify and secure student enrollment, partner with teachers to design curriculum and monitor attendance and achievement impact. Saturday School will occur on at least 8 Saturdays Feb - April.

Stipend Amount- \$2,600

Employee- Jenna McKinney

Position- Athletic Coordinator

Stipend Reason- The Athletics Coordinator is responsible for offering 3-5 Sports Annually for Student Athletes. The Athletics Coordinator will design the programming based on student interest, recruit coaches, arrange transportation, facilitate games, secure facilities and work with Grade Team and Content Leadership to ensure all student athletes meet criteria for participation. The Athletics Coordinator can also serve as a Coach (separate compensation). The Athletics Coordinator must submit an annual budget by the end of August PD. They are responsible for ensuring that all student physicals and paperwork related to ability to play have been submitted to the nurse in a timely manner.

Stipend Amount- \$6,500 (if also a coach for a team); \$5,500 (if not a coach)

Employee- Amanda Kemperman

Position- MLL Lead

Stipend Reason- Run monthly meeting with MLL teachers during Wednesday after school. Collaborate with Director of Student Supports to run MLL meeting as needed throughout the school year. Support both grade bands with best practices for MLLs. Help facilitate WIDA screening and ACCESS for MLL testing.

Stipend Amount- \$2,000

Employee- Eric Worthy

Position- Sp.Ed. Lead

Stipend Reason- Run monthly meeting with special education teachers during Wednesday after school. Collaborate with Director of Student Supports to run meetings as needed throughout the school year. Support both grade bands with best practices for Sp.Ed. students. Support with progress monitoring and other student data.

Stipend Amount- \$2,000

## **2. To approve/ratify the following new hires:**

Employee- Hannah Rodenhaber

Position- Teacher

Start Date- 8/12/2024

Purpose

Presenter

Employee- Taylor Vigario  
Position- Teacher  
Start Date- 8/12/2024

Employee- Auren Espinal  
Position- Teacher  
Start Date- 8/12/2024

Employee- Isabella Pschar  
Position- Teacher  
Start Date- 8/12/2024

Employee- Mariana Fierko  
Position- Teacher  
Start Date- 8/12/2024

Employee- Ayesha Quershi  
Position- Teacher  
Start Date- 8/12/2024

Employee- Alexa Tkachuk  
Position- Teacher  
Start Date- 8/12/2024

**3. To approve/ratify the following resignations:**

Employee- Mariangeli Garcia  
Position- Teacher  
Resignation Date- 6/14/2024

Employee- Lindsey Manolakos  
Position- Teacher  
Resignation Date- 6/14/2024

**4. To approve/ratify the following staff afterschool and Saturday school stipends, totaling \$15,455:**

**Afterschool-** Gabrielle Magwood, Ashanti Waters, Corey Michener, Samuel Adeyinka, Frank Howard, Donte Jefferson, Chrissy Sibley, Melissa Kapish, Phillip Davis, JIarsnorti Nyanplutoe, Lida Geraci, Shatiika Waldron, Cynthia Taylor, Marissa Jenkins, Taylor Krotowski, Taylor Vigario, David Dupree, Urika Bashang Francois, Folasade Jacobs, Auren Espinal, Eric Worthy, Kelly Howley,

**Saturday school-** Regina Bell, Tai Carter (Enrichment), Ajanae Davis, Talaya Hawk (Enrichment), Marissa Jenkins, Gabrielle Magwood, Sandra Mehmedagic, Michelle Mendez, Corey Michener, JIarsnorti Nyanplutoe, Juan Puppo, Hannah Rodenhauer, Josh Saar, Michael Simpson, Elliott Lopez-DeJesus, Tara Quinlan, Nancy Gliem, Dana Skillman, Cynthia Taylor, Folasade Jacobs

**5. To approve the following staff travel & PD expenses/reimbursements:**

Employee- Cynthia Taylor, Mary Mooney

Description- Fishtank summer PD for new reading curriculum

Cost- \$500

**D.** Curriculum & Special Education- None

**E.** Policy/Miscellaneous

Vote

1. To approve The Munshine Group fundraising contract renewal.
2. To approve the Gift Acceptance policy.
3. To approve updated Enrollment policy.

**VIII. Executive Session**

**A.** It is expected that the Board will go into Executive Session.

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