



Paul Robeson Charter School

Regular Board Meeting

Published on May 30, 2025 at 4:33 PM EDT

Amended on July 8, 2025 at 12:58 PM EDT

Date and Time

Tuesday June 3, 2025 at 4:00 PM EDT

Location

Virtual

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
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I. Opening Items

A. Call the Meeting to Order

B. Record Attendance

C. Board Business

Vote

A. Motion to reappoint Beth Englezos as Board Trustee for an additional 3 year term, April 1, 2025 to April 1, 2028.

Purpose Presenter

B. Motion to reappoint Ken Somberg as Board Trustee for an additional 3 year term, July 1, 2025 to July 1, 2028.

II. Discussion

- | | | |
|---------------------------------|---------|-------------|
| A. Dashboard | Discuss | John Amenda |
| B. Level Field and Aegis Update | Discuss | |

III. Updates

- | | | |
|---|---------|---------------|
| A. Enrollment | Discuss | Freya Lund |
| B. Emergency Drill Log
Drill Log | Discuss | Freya Lund |
| C. Talent and Certification
Talent Update | Discuss | Aniyah Wright |
| D. Special Education Files Audit Update | Discuss | Freya Lund |
| E. HIB Report- Elementary & Middle School
Middle School HIB Report
Elementary- None | Discuss | |

IV. Acceptance of Meeting Minutes

- | | | |
|---|-----------------|-----------------|
| A. Motion for Paul Robeson Charter School, Board of Trustees to accept the minutes from the April 15, 2025 board meeting. | Approve Minutes | Brian Falkowski |
|---|-----------------|-----------------|

V. Nominations and Election of Board Officers

- | | |
|---|------|
| A. Board President Nomination - Nominee, Nominated By, Seconded By | Vote |
| B. Board Vice-President Nomination - Nominee, Nominated By, Seconded By | Vote |

VI. Reorganization Motions

A. Regular Board Meeting Dates for 2025-2026 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 2025/2026 school year in accordance with 18A:10-6. Meetings will be held in a 1st floor classroom and/or virtually.

August 19, 2025: 4:00–6:00pm

September 30, 2025: 4:00–6:00pm

November 20, 2025: 4:00–6:00pm

January 15, 2026: 4:00–6:00pm

March 3, 2026: 4:00–6:00pm

April 28, 2026: 4:00–6:00pm

June 2, 2026: 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 school year.

F. Adoption of Policies Vote

	Purpose	Presenter
	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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 <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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 school year.

- 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. Vote

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 2025/2026 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, 2025, at a cost not to exceed \$64,000.

- 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026 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 2025/2026.

- 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 2025/2026 school year.

- AD.** AD. Professional Services/EUS Services

BE IT RESOLVED: that the Paul Robeson Charter School Board of Trustees has approved the following awarded contracts without competitive bidding as a professional and/or extraordinary unspecifiable service pursuant to N.J.S.A. 18A:18A-5 retroactively from July 1, 2024 to June 30, 2026. Approve renewal of the contract with Cigna Healthcare, for medical insurance, for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$83,342 monthly. Approve renewal of the contract with Young Scholars Charter School, for charter management services, for the 2024-2025 and 2025-2026 school years, awarded at a rate of 8% of revenue. Approve renewal of the

contract with Gerald Longo, for School Board Auditor services, for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$53,000. Approve renewal of the contract with The Munshine Group LLC, for fundraising consultant services, for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$8,000 monthly. Approve renewal of the contract with KFS, Inc., for OT/PT/Speech services for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$80 hourly. Approve renewal of the contract with Selective Insurance Company for liability insurance, for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$72,771. Approve renewal of the contract with SBO Management LLC, for school business administrator services, for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$11,000 monthly. Approve renewal of the contract with Delta T, for professional staffing services, for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$63 hourly. Approve renewal of the contract with Tom Johnston, for legal services, for the 2024-2025 and 2025-2026 school years, awarded at an amount of \$327 hourly. Approve renewal of the contract with Exude, for liability insurance broker of record, for the 2024-2025 and 2025-2026 school years, awarded commission rate payable by insurer. Approve renewal of the contract with Exude, for medical insurance broker of record, for the 2024-2025 and 2025-2026 school years, awarded commission rate payable by insurer.

VII. Motions for Approval

A. Finance

Vote

Brian Falkowski

1. To approve the Secretary's and Treasurer's Reports for April 2025 & May 2025 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 May 2025, 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 16, 2025 through June 3, 2025.
3. To approve the following payrolls:
 1. 4/15/25 \$259,498.13
 2. 4/30/25 \$278,322.98
 3. 5/15/25 \$265,172.24
 4. 5/30/25 \$265,303.57
4. Vended Meals Renewal: BE IT RESOLVED: that Paul Robeson Charter School, upon the recommendation of the School Director, hereby approves the 1-year renewal of the Commercial Vendor Contract with Karson Food Service for the 2025-2026 school year. The total estimated cost of the contract is \$243,900.00. Per meal prices listed below:

	Purpose	Presenter
<ul style="list-style-type: none"> 1. Breakfast: \$2.12 2. Lunch: \$3.31 3. Snack: \$0.97 5. To approve the contract with SBO Management LLC for School Business Administrative Services for the 2025-2026 School Year, as attached. 6. To approve the following staff being applied under grants for the 2024-2025 School Year: <ul style="list-style-type: none"> 1. ESEA Title I <ul style="list-style-type: none"> 1. Frank Howard 2. Victoria Paz 3. Regina Howell 4. Donte Jefferson 		
B. Buildings & Grounds- None	Vote	Freya Lund
C. Personnel	Vote	Aniyah Wright
1. To approve/ratify the following staff stipends: Employee- Daniel Rohe, Joshua Saar, Marissa Jenkins, Gail Somers, Madison Collabella, Hannah Rodenhaber, Lida Geraci Position- Grade Team Lead (5-8, K-2) Stipend Reason- 5-8 Lead Grade Team, culture initiatives, I&RS, etc.; K-2 Lead Instructional Planning for the grade team, team events, etc. Stipend Amount- \$3,000 Employee- Sherry Toner, Shatiika Waldron, Jennifer Penefiel (upon certification) Position- Content Lead (3-4) Stipend Reason- Own reading and math SAS, assessment modification, etc Stipend Amount- \$1,500 Employee- Joshua Saar, Urika Bashang Position- Yearbook Coordinator Stipend Reason- Work with students to create annual yearbook. Stipend Amount- tbd Employee- Jenna McKinney Position- Athletic Coordinator Stipend Reason- Coordinate practices and schedules for athletic program Stipend Amount- \$6,500		

2. To approve/ratify the following new hires:

Employee- Dennis Cox

Position- 7th Grade Social Studies

Position Duration (10/12)- 10 month

Employee- Biji Abraham

Position- 3rd Grade Lead

Position Duration (10/12)- 10 month

Employee- Lori Johansson

Position- 1st Grade Lead

Position Duration (10/12)- 10 month

Employee- Keasia McCoy

Position- Food and Cleaning Aid

Position Duration (10/12)- 12 month

Employee- Shaneice Teel

Position- Recess and Lunch Aid

Position Duration (10/12)- 10 month

Employee- Jacob Schlottman

Position- 3rd Grade Lead

Position Duration (10/12)- 10 month

Employee- Biyonka Bradley

Position- Kindergarten Lead

Position Duration (10/12)- 10 month

Employee- Karoline Green

Position- 5th/6th Grade RELA Spec.Ed.

Position Duration (10/12)- 10 month

3. To approve/ratify the following resignations:

Employee- Jodi Russell

Position- K-8 Music

Resignation Date- 6/12/2025

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

	Purpose	Presenter
Employee- Elliott Lopez-DeJesus		
Description- Trainer Update – Devereau - train in restraints and de-escalation techniques, he will then train our staff.		
Cost- \$400		
D. Contracts	Vote	
<ol style="list-style-type: none"> 1. To approve The Munshine Group fundraising contract renewal, May 1, 2025-December 31, 2025 with total compensation of \$48,000 paid in six installments, as attached. 2. To ratify the contract with SGL Consulting for Strategic Planning for the period of May 15, 2025 to August 29, 2025, at a rate of \$225.00, not to exceed \$11,250.00, as attached. 3. To approve the contract with Munroe Design for recruitment campaign services. 		

VIII. Policy and Misc

A. To approve the first reading of the following policies:	Vote
<ol style="list-style-type: none"> 1. P1140 Affirmative Action Program 2. P1530 Equal Employment and Anti-Discrimination 3. P2415 Academic Standards and Accountability 4. P2422 Physical Education 5. P3240 Professional Development for Teachers 6. P5111 Eligibility of Resident and Nonresident Students 7. P5750 Equitable Educational Opportunity 8. P5512 Harassment Intimidation and Bullying 9. P5751 Sexual Harassment of Students 10. P2260 Equity in School and Classroom Practices 11. P1510 Americans with Disabilities Act 12. P2460 Special Education 13. P2411 Guidance Counseling 14. P2423 Bilingual Education 	
B. To approve the 2025-2026 PRCS Emergency Virtual or Remote Instruction Program	Vote
C. To approve the Comprehensive Equity plan and its submission to the Executive County Superintendent	Vote
D. To approve the grant application submission for the Trees for Schools: Tree-planting Grants for New Jersey Public Schools, Colleges, and Universities Program in the amount of	Vote

	Purpose	Presenter
\$212,150.00 for trees to be planted at Paul Robeson Charter School, 1289 Dr. Martin Luther King Jr. Avenue, Trenton, NJ.		
E. To approve/acknowledge list of Tenure Staff per attached	Vote	
IX. Executive Session		
A. It is expected that the Board will go into Executive Session.	Vote	
X. Adjourn Executive Session and Reconvene Regular Session		
A. Adjourn Executive Session and Reconvene Regular Session	Vote	
XI. Closing Items		
A. New Business Strategic Planning Draft	Discuss	
B. Public Comment		
C. Important Dates	FYI	
D. Adjourn Meeting	Vote	