



# Roseville Community Charter School

## Regular Monthly Meeting Minutes

### Monday, July 31, 2017 – 7:00 pm

- I. **Call to Order by Board Secretary – 7:19 PM**
- II. **Public Notice of Meeting/NJ Sunshine Law**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of, and to attend meetings of, public bodies as which any business effective their interests is discussed or acted upon. In accordance with the provisions of this act, the Roseville Community Charter School Board of Trustees has caused notice of this meeting to be advertised by having the date, time and place thereof posted on the parents' notice board in the school, published and/or transmitted to the Star-Ledger newspaper, to the Essex County Superintendent of Schools and posted on the school's web site.

III. **Roll Call**

Voting Members	Role	Present	Absent
Rashon Hasan	Board Trustee, President	X	
Shakerra Malachi-Chang	Board Trustee	X	
Dana Murray	Board Trustee		X
Sara Pena	Board Trustee	X	

**Also Present**

Non-Voting	Role	Present	Absent
Marshaé Newkirk	School Director	X	
Dr. Brian Falkowski	SBA, Board Secretary	X	
Edward Gordon		X	

IV. **Approve Meeting Agenda**

Motion for Roseville Community Charter School Board of Trustees to approve the Agenda for the **July 31, 2017** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Dana Murray					X
Shakerra Malachi-Chang	2	X				Sara Pena	1	X			

V. **Acceptance of Meeting Minutes**

Motion for Roseville Community Charter School Board of Trustees to accept the minutes from **June 27, 2017**.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Dana Murray					X
Shakerra Malachi-Chang	2	X				Sara Pena	1	X			

- VI. **Public Comment - NONE**
- VII. **Director's Report**

1. New Principal introduction, Mr. Edward Gordon

2. Lead testing update
3. Enrollment & Attendance
4. Teaching & Learning
5. Students and Families
6. Human Resources
7. Operations
8. HIB Report (when applicable)

**VIII. Committee Updates - NONE**

**IX. Adjourn to Closed Session (if necessary)**

**X. Adjourn Closed Session and Pubic Session**

**XI. Motions for Approval**

**1. Finance**

- a. To approve the May & June 2017 Board Secretary Reports.
- b. To approve the May & June 2017 Bank Reconciliation Reports.
- c. To approve transfers through the month June 2017.
- d. Bills List: Approve Bills List from June 17, 2017 to July 29, 2017.
- e. Payroll: To approve the following payrolls:

July 15, 2017	\$66,552.98
July 30, 2017	\$44,614.95

- f. IDEA Application - To approve the 2017-2018 IDEA application in the amount of:
  - BASIC: \$62,396
  - PRE-K: \$ 2,055
- g. Check Signers - To approve the following check signers for all bank accounts:
  - Dr. Brian Falkowski, SBA
  - Rashon Hasan, Board President
- h. Appoint School Business Administrator/Board Secretary - BE IT RESOLVED, that the Roseville Community Charter School Board of Trustees approves the Resolution to appoint **Dr. Brian Falkowski** as the Business Administrator/Board Secretary for the 2017/2018 school year for \$0.00. In Dr. Brian Falkowski's absence **Michael Falkowski** will serve as the Acting Board Secretary for \$0.00.
- i. Appoint Public Agency Compliance Officer (PACO) and Custodian of School Records - BE IT RESOLVED, that the Roseville Community Charter School Board of Trustees approves the Resolution to appoint **Dr. Brian Falkowski** as the Public Agency Compliance Officer (PACO) and Custodian of School Records for the 2017/2018 school year.
- j. Appoint a School Purchasing Agent - BE IT RESOLVED, that the Roseville Community Charter School Board of Trustees approve the resolution to appoint **Dr. 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 40A11-6.1 (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 2017/2018 school year.

**To vote as a block, Finance items a. - j.**

<b>Voting Members</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>	<b>Voting Members</b>	<b>Motion</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
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Rashon Hasan		X				Dana Murray					X
Shakerra Malachi-Chang	2	X				Sara Pena	1	X			

**To accept Finance items a. – j.**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Dana Murray					X
Shakerra Malachi-Chang	1	X				Sara Pena	2	X			

**2. Buildings & Grounds – NONE**

**3. Personnel**

a. To approve the following new hires:

Name & Contact	Position	Salary	Start Date
Edward Gordon	Principal (12 month)	\$135,000	7/17/17
Lizette Morales	Associate Teacher (11 month)	\$49,000	8/4/17
Deirdre McElroy	Associate Teacher (11 month)	\$49,000	8/4/17
Ryan Hughes	Associate Teacher (11 month)	\$49,000	8/4/17

b. To approve the following resignations:

- Onisha Cole
- Silvi Wong
- Daphnee Louis

**To vote as block, Personnel a. & b.**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Dana Murray					X
Shakerra Malachi-Chang	2	X				Sara Pena	1	X			

**To accept Personnel items a. & b.**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan						Dana Murray					
Shakerra Malachi-Chang	1					Sara Pena	2				

**4. Curriculum & Instruction - NONE**

**5. Contracts**

a. To approve the following staff development costs for up to 40 staff members for team building activity hosted by the Princeton-Blairstown Center:

- i. Princeton-Blairstown Center up \$50/each, not to exceed \$2,000.
- ii. Transportation costs not to exceed \$1,500.

b. To approve the contract with Great Minds LLC to provide the following professional development:

Service	Additional Session Details	Number of Trainers	Estimated Participants	Dates	Amounts
Launch Wit & Wisdom	K - 5	1	25	8/09/2017	\$3,500
Wit & Wisdom Module Study	K – 5 Date TBD	1	25		\$3,500
<b>Total</b>					<b>\$7,000</b>

**To vote as block, Personnel a. & b.**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Dana Murray					X

Shakerra Malachi-Chang	1	X				Sara Pena	2	X			
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To accept Contract items a. & b.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Dana Murray					X
Shakerra Malachi-Chang	1	X				Sara Pena	2	X			

**6. Policies - NONE**

**7. Other/Miscellaneous**

a. To approve the 2016-2017 Annual Report for submittal to the NJ Department of Education.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Dana Murray					X
Shakerra Malachi-Chang	1	X				Sara Pena	2	X			

**XII. Enrollment Report**

Grade	FY18 ENR	Jul 15, 2017	Aug 15, 2017	Sep 15, 2017	Oct 15, 2017	Nov 15, 2017	Dec 15, 2017	Jan 15, 2018	Feb 15, 2018	Mar 15, 2018	Apr 15, 2018	May 15, 2018	Jun 15, 2018	Wait List 2017/2018
K	66													
1	66													
2	66													
3	66													
4	66													
<b>Total</b>	<b>330</b>													

**XIII. Public Comment - NONE**

**XIV. Adjournment – 7:58 PM**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Dana Murray					X
Shakerra Malachi-Chang	2	X				Sara Pena	1	X			