



# Roseville Community Charter School

## Regular Monthly Meeting Minutes

### Tuesday, September 26, 2017 – 7:00 pm

- I. **Call to Order by Board Secretary – 7:08 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 - phone	
Shakerra Malachi-Chang	Board Trustee		X
Dana Murray	Board Trustee	X - phone	
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	Principal	X	

IV. **Approve Meeting Agenda**

Motion for Roseville Community Charter School Board of Trustees to approve the Agenda for the **September 26, 2017** meeting.

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

V. **Acceptance of Meeting Minutes**

Motion for Roseville Community Charter School Board of Trustees to accept the minutes from **August 29, 2017**.

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

VI. **Public Comment**

VII. **Director's Report** – Presented by Marshaé Newkirk

- 1. Enrollment & Attendance

2. Teaching & Learning
3. Students and Families
4. Human Resources
5. Operations
6. HIB Report (when applicable)

**VIII. Committee Updates**

1. A governance Committee update was given by Rashon Hasan regarding the need to recruit new Board Members.

**IX. Adjourn to Closed Session - None**

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

**XI. Motions for Approval**

**1. Finance**

- a. Board Secretary’s Report and Bank Reconciliation Report: To approve the Board Secretary’s Report and Treasurer’s Report for August 2017, as per the attached. Pursuant to N.J.A.C. 6A:23-2.11(a), the Roseville Community 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 August 2017, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the school’s financial obligations for the remainder of the fiscal Approve Board Secretary Report ending August 2017.
- b. Bills List: Approve Bills List from August 30, 2017 to September 26, 2017.
- c. Payroll: To approve the following payrolls:

August 30, 2017	\$ 136,574.55
September 15, 2017	\$ 125,754.04

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

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

**To accept Finance items a. - c.**

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

**2. Buildings & Grounds - None**

**3. Personnel**

- a. To ratify the approval of the 2016-2017 Executive Director Evaluation.
- b. To approve the Mentoring Program (attached).
- c. To approve the following Teacher Mentors:
  - i. SonjaRose as the mentor for Hailey Saginor and Savy Gusciora
  - ii. Linda McCubbin as the mentor for Patrice Richards and Ryan Hughes
  - iii. Michael Stokes as the mentor for Deirdre McElroy and Patrick Tobias
  - iv. Danielle Cofield as the mentor for Kristen Housman
- d. To ratify the hiring of Germaine Hill, Food Service Director, \$23,500, effective September 18, 2017 and accept her resignation effective September 20, 2017.
- e. To approve the following position transfers:

Name & Contact	Position	Salary	Start Date
Tobias, Patrick	Special Education Teacher	\$53,000	Sep. 27, 2017
Hughes, Ryan	Special Education Teacher	\$53,000	Sep. 27, 2017
Richards, Patrice	Lead Teacher	\$53,000	Sep. 27, 2017

**To vote as block, Personnel a. - e.**

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

**To accept Personnel items a. - e.**

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

**4. Curriculum & Instruction**

- a. To approve the New Jersey Special Education Collaborative.

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

**5. Contracts**

- a. ~~To approve a lease extension for 540 Orange Street, Newark, NJ 07107.~~ Motion to table until next month's Board Meeting.

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

**6. Policies**

**7. Other/Miscellaneous**

- a. To approve the HIB Report Card.  
 b. To approve the revised 2017-2018 School Calendar.  
 c. To approve a professional development day for October 31, 2017.  
 d. To approve the NJ Schools Insurance Group North Jersey Educational Insurance Fund Indemnity and Trust Agreement Resolution to renew membership.

**To vote as block, Other/Miscellaneous a. - d.**

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

**To accept Other/Miscellaneous a. - d.**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Dana Murray	2	X			
Shakerra Malachi-Chang					X	Sara Pena	1	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		69	67										
1	66		69	69										
2	66		62	61										
3	66		66	63										
4	66		62	63										
<b>Total</b>	<b>330</b>		<b>328</b>	<b>323</b>										

**XIII. Public Comment - None**

**XIV. Adjournment – 8:18 PM**

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