



Roseville Community Charter School

Regular Monthly Meeting Minutes

Tuesday, September 24, 2019 – 6:00 PM

Board Goals

1. To engage in a strategic planning process to be completed by June 30, 2019.
2. To develop a Board recruitment/onboarding process by January 31, 2019.
3. To participate in Board professional development in the areas of:
 - a. Finances
 - b. Technology
4. To revise and update the school's policy manual

I. Call to Order by Board Secretary – 6:42 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	
Maria Andrade	Board Trustee		X
Monica Darko	Board Trustee	X	
Ana Farinha	Board Trustee	X	

Also Present

Non-Voting	Role	Present	Absent
Dr. Dionne Ledford	Interim Principal	X	
Michael Falkowski	SBA, Board Secretary	X	
Nadeisha Greene	Director of Operations	X	

Investment presentation by JP Morgan Chase prior to start of meeting began at 6:12 pm.

Principal Report – presented by Dr. Ledford began at 6:38 pm and restarted once the Board had quorum and opened the meeting.

Operations & Facilities Updates – presented by Ms. Nadeisha Greene

IV. Approve Meeting Agenda

Motion for Roseville Community Charter School Board of Trustees to approve the Agenda for the **Tuesday, September 24, 2019** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	1 st	X			
Maria Andrade					X	Monica Darko	2 nd	X			

V. Acceptance of Meeting Minutes

Motion for Roseville Community Charter School Board of Trustees to accept the minutes from **August 27, 2019** meetings.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan	1 st	X				Ana Farinha		X			
Maria Andrade					X	Monica Darko	2 nd	X			

VI. J.P. Morgan Presentation – held earlier

VII. Public Comment - NONE

VIII. Director’s Report – held earlier

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

IX. Committee Updates

Actively seeking new Board Trustees to grow the Board.

X. Executive Session (if necessary) - NONE

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 2019**, 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 2019**, 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 year. Approve Board Secretary Report ending **August 2019**.
- b. Bills List: To approve Bills List for the period ending **September 24, 2019**.
- c. Payroll: To approve the following payrolls:

August 30, 2019	\$158,620.33
September 15, 2019	\$171,057.27
- d. Investment:

Whereas, the Roseville Community Charter School Board of Trustees wishes to invest cash funds held in capital reserve and unreserved fund balance;

Whereas, the interest earned will be used to fund expenditures such as professional development, instructional supplies, technology, etc;

Whereas, the Board asked JP Morgan Chase to put together an investment plan that conforms to State Law pertaining to Governmental investing and preserves 100% of capital invested;

Whereas, the JP Morgan Chase investing plan proposal suggests investing the funds in a combination of CD's, US Treasury Securities Money Markets and savings account;

Whereas, the proposal estimated interest earned of \$96,400 based on \$6.5M invested;

Whereas, changes in market conditions could increase or decrease this estimate, but would never put the initial capital investment at risk;

Therefore, be it Resolved, that the Roseville Community Charter School Board of Trustees approves using JP Morgan Chase as the school's investment manager.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan	2 nd	X				Ana Farinha	1 st	X			
Maria Andrade					X	Monica Darko		X			

2. Buildings & Grounds

3. Personnel

- a. To approve the following resignations:

Employee	Position	Effective Date
Ward, Charnaye	Teaching Assistant	June 30, 2019
Charles, Sonia	Operations Associate	November 27, 2019

- b. To approve the following 2019-20 staff hires:

Employee	Position	FY20 Salary	Months	Effective Date
Kelysha Christian	Instructional Assistant	\$36,000	10	9/12/19
Anthony Lacey-Carter	Instructional Assistant	\$35,434	10	9/16/19
Quadeesha Harper	Instructional Assistant	\$35,434	10	9/26/19
Renee Boyd	Instructional Assistant	\$35,434	10	9/30/19

- c. To approve the following Overtime Hours for FY20

- i. Melvin Watson, not to exceed 150 overtime hours at a rate of \$ 43.44
- ii. Tracey Smith, not to exceed 150 overtime hours at a rate of \$ 32.82
- iii. Khyree Wicker, not to exceed 25 overtime hours at a rate of \$ 22.50

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	2 nd	X			
Maria Andrade					X	Monica Darko	1 st	X			

4. Curriculum & Instruction

- a. To approve the following field trips:

Location	Date (on or about)	Cost	Busing and Parking	Total Not to Exceed
Farmsview	10/08/2019	\$1,845	\$3,150	\$4,995
Farmsview	10/22/19	\$1,233	\$1,890	\$3123
Newark Museum	11/12/19	-	\$1,033.50	\$1,033.50
Newark Museum	11/19/19	-	\$1,033.50	\$1,033.50
TheatreWorks Dog Man	12/9/19	\$638.75	\$1,059	\$1,697.75

NJ PAC Jungle Book	12/10/19	\$1,096	\$1,081	\$2177
TheatreWorks Pete The Cat	2/11/20	\$1,370	\$1,468.50	\$2,838.50
NJ PAC The Very Hungry Caterpillar	3/12/20	\$1,080	\$1,607.5	\$2,687.50
Liberty Science Center	3/17/20	\$937.75	\$1215	\$2,152.75
Liberty Science Center	4/7/20	\$1,902	\$1,942.50	\$3,844.50
TheatreWorks Click Clack MOO	4/23/20	\$609.50	\$981	\$1,590.50
TheatreWorks Magic School Bus	5/5/20	\$580.25	\$981	\$1,590.50
Turtle Back Zoo	5/26/20	\$2,050	\$2,857.50	\$4,907.5
Turtle Back Zoo	6/2/20	\$1,370	\$1,890	\$3,260

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan	2 nd	X				Ana Farinha	1 st	X			
Maria Andrade					X	Monica Darko		X			

5. Contracts

- a. To approve the following contracts for FY20:
 - i. Frontline Staff Attendance: Start-up cost \$6,825; Annual Cost \$6,300
 - ii. American Tutor, Inc
 1. \$59/hour – 2 hours/day 5 days a week, Not to exceed \$590 weekly
 - iii. Outfront Advertising: 13 Periods, \$1,000 per period, Not to Exceed \$13,000
 - iv. Maxwell DISC Student Success Report: Not to Exceed \$6,150
 - v. Aperture Education: Devereux Student Strengths Assessment (DESSA); Not to Exceed \$1,500
 - vi. PowerSchool Unified Enrollment training and implementation; Not to Exceed \$8893.50

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	2 nd	X			
Maria Andrade					X	Monica Darko	1 st	X			

6. Policies

- a. To approve the final reading and adopt the Roseville Community Charter School Policy Manual.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	2 nd	X			
Maria Andrade					X	Monica Darko	1 st	X			

7. Other/Miscellaneous

- a. To approve the RCCS 2019 -2020 Final School Events Calendar
- b. To approve the RCCS Organizational Chart 2019-2020

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	1 st	X			
Maria Andrade					X	Monica Darko	2 nd	X, a. only		X, b. only	

XII. Enrollment Report

Grade	FY20 ENR	Jul 15, 2019	Aug 15, 2019	Sep 15, 2019	Oct 15, 2019	Nov 15, 2019	Dec 15, 2019	Jan 15, 2020	Feb 15, 2020	Mar 15, 2020	Apr 15, 2020	May 15, 2020	Jun 15, 2020	Wait List 2019/2020
K	66			49										
1	66			54										
2	66			55										
3	66			57										
4	66			53										

Total	330			267										
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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				Ana Farinha	2 nd	X			
Maria Andrade					X	Monica Darko	1 st	X			