



# Roseville Community Charter School

## Regular Monthly Meeting Agenda

### Tuesday, December 19, 2017 – 7:00 PM

- I. **Call to Order by Board Secretary – 7:24 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	
Nadeisha Greene	Director of Operations	X	
Edward Gordon	Principal	X	
Sarah Spuhler	Manager, School Business Office	X	

IV. **Approve Meeting Agenda**

Motion for Roseville Community Charter School Board of Trustees to approve the Agenda for the **December 19, 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 **October 24, 2017**.

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

**VI. Public Comment - None**

**VII. Director’s Report**

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

**VIII. Committee Updates - None**

**IX. Executive Session - None**

**X. 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 October and November 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 October and November 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 October and November 2017.

b. Bills List: Approve Bills List October 25, 2017 to December 19, 2017.

c. Payroll: To approve the following payrolls:

<b>October 30, 2017</b>	<b>125,849.06</b>
<b>November 15, 2017</b>	<b>125,932.58</b>
<b>November 30, 2017</b>	<b>127,497.51</b>
<b>December 15, 2017</b>	<b>129,629.33</b>

d. Audit: To accept the FY 2017 Comprehensive Annual Financial Report (CAFR) and its submission to the State of New Jersey on December 5, 2017.

e. CAP: To approve the FY 2017 Corrective Action Plan.

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

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			

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

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			

**2. Board Governance**

- a. Recommendation by the Board President to remove Dana Murray from the Board of Trustees.

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

**3. Buildings & Grounds - None**

**4. Personnel**

- a. To approve the hiring of Amy Brancato, Director of Curriculum and Instruction, \$90,000 annually (prorated), effective December 4, 2017.
- b. To approve the hiring of the following staff for Saturday School with the following scheduled:
  - i. Schedule:
    - 1. Hours Scholars: 9:30 to 12:30; Teachers 9:15 to 12:45
    - 2. Dates: Jan. 6, 13, 27; Feb. 10, 24; Mar. 10, 17; April 14, 21; May 5, 12, 19
  - ii. Staff:
    - 1. Coordinator
      - a. Sonjarose Mendez
    - 2. Teachers
      - a. Patrick Tobias
      - b. Lizzette Morales-Cardona
      - c. Kristina Fraunberger
      - d. Ashley Powell
      - e. Natasha Johnson-Blair
      - f. Kristen Housman
      - g. Elizabeth Raes
  - iii. Rates:
    - 1. Teachers - \$57/hour
    - 2. Coordinator - \$65/hour

**To vote as a block, Personnel 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	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		X				Dana Murray					X
Shakerra Malachi-Chang	1	X				Sara Pena	2	X			

**5. Curriculum & Instruction**

- a. To approve the Title I Saturday School to be held from January 6, 2018 to May 19, 2018.

**To accept Curriculum & Instruction item a.**

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. Contracts**

- a. To approve/ratify the contract of First Care Medical Transportation, at \$90 per diem up to 147 days; Route 79844; from October 30 2017 to June 15, 2018.
- b. To approve/ratify proposal of Visual Protection Security at \$19.25/hour every Wednesday (Tentative Saturday's); from November 1 to June 15, 2018.
- c. To approve a Memorandum of Understanding between Clinic for Youth and Family Solutions, Inc. (CYFS) and Roseville Community Charter School to develop and implement school based mental health and behavioral health services at a rate of \$99/hour not to exceed 1.5 days/week for the 2017-2018 school year.
- d. To approve a Memorandum of Understanding between Newark Public Schools Newark Universal Enrollment System and Roseville Community Charter School for universal enrollment for the 2018-2019 school year.
- e. To approve an agreement with Thoughtful Teacher to provide classroom management professional development at a cost of \$2,500 per teacher, not to exceed 4 teachers.
- f. To approve an agreement with The Newark Chess Club to provide a chess and life skills program for the benefit of RCCS's students, not to exceed \$4,000.

**To vote as block, Contracts items a. - f.**

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 Contracts items a. - f.**

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

**7. Policies**

**8. Other/Miscellaneous**

**XI. 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	67	68	68							
1	66		69	69	69	69	69							
2	66		62	61	62	61	61							
3	66		66	63	65	66	66							
4	66		62	63	63	63	63							
<b>Total</b>	<b>330</b>		<b>328</b>	<b>323</b>	<b>326</b>	<b>327</b>	<b>327</b>							

**XII. Public Comment - None**

**XIII. Adjournment – 8:53 PM**

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			