



Roseville Community Charter School

Regular Monthly Meeting Minutes

Tuesday, October 24, 2017 – 7:00 PM

- I. **Call to Order by Board Secretary – 7:11 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 at 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	Principal	X	

IV. **Approve Meeting Agenda**

Motion for Roseville Community Charter School Board of Trustees to approve the Agenda for the **October 24, 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	2	X				Sara Pena					X

V. **Acceptance of Meeting Minutes**

Motion for Roseville Community Charter School Board of Trustees to accept the minutes from **September 26, 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	1	X				Sara Pena					X

VI. **Public Comment - None**

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

IX. Executive Session (if necessary) - 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 September 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 September 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 September 2017.
- b. Bills List: Approve Bills List to October 24, 2017.
- c. Payroll: To approve the following payrolls:

September 30, 2017	\$124,869.25
October 15, 2017	\$126,007.02
- d. Capital Reserve: To approve a Capital Reserve in the amount of \$4.5 Million for facilities expansion.
- e. Charter Amendment: Approve a resolution to amend the original Charter to expand to Pre-K and 5th grade commencing in FY19.
- f. Professional Development Travel: Approve travel to Cambridge, MA for Responsive Classroom Leadership Conference for Edward Gordon, Marshaé Newkirk and Nichole Jones, Nov 5th & 6th; hotel not to exceed \$574/pp, airfare not to exceed \$250/pp, conference admission \$574/pp, meals not to exceed \$51.75/per day, per GSA.gov.

To vote as a block, Finance items a. - f.

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

To accept Finance items a. - f.

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

2. Buildings & Grounds

- a. To approve the lease extension addendum to 540 Orange Street, Newark, NJ 07107 (attached).

To accept Buildings & Grounds item a.

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

3. Personnel

- a. To approve an adjusted salary for Melvin Watson, Head Custodian, \$56,500 (prorated), effective November 1, 2017.
- b. To ratify the hiring of Gleny Rodriguez, Food Service Position, \$24,500 (prorated), effective October 10, 2017.
- c. To approve AXA Equitable as a 403b provider for all staff

To vote as block, Personnel 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	1	X				Sara Pena					X

To accept Personnel 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	1	X				Sara Pena					X

4. Curriculum & Instruction

- a. To approve Demarest Farm Kindergarten Field Trip 85 participants @\$12 per. Farm entry not to exceed \$1,020
- b. To approve Demarest Farm 1st grade Field Trip 81 participants @\$12 per. Farm entry not to exceed \$972.
- c. To approve bus transportation to Demarest Farm; 4 (54 passenger) buses @ \$350 per. Not to exceed \$1,400 for transportation to/from farm.

To vote as block, Curriculum & Instruction 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	1	X				Sara Pena					X

To accept Curriculum & Instruction 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	1	X				Sara Pena					X

5. Contracts

- a. To approve the contract with Responsive Schools, Inc. for a professional development workshop, not to exceed \$2,400.
- b. To ratify a contract with NJSBA Membership for Board Training, not to exceed \$500.

To vote as block, Contracts items a. - c.

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

To accept Contracts items a. - b.

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

6. Policies - None

7. Other/Miscellaneous - None

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									OC
1	66		69	69	69									18
2	66		62	61	62									OC
3	66		66	63	65									OC
4	66		62	63	63									18
Total	330		328	323	326									

XII. Public Comment - None

XIII. Adjournment – 8:09 PM

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