



Roseville Community Charter School

Regular Monthly Meeting Minutes

Tuesday, August 29, 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 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	Principal	X	

IV. **Approve Meeting Agenda**

Motion for Roseville Community Charter School Board of Trustees to approve the Agenda for the **August 29, 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	1	X				Sara Pena	2	X			

V. **Acceptance of Meeting Minutes**

Motion for Roseville Community Charter School Board of Trustees to accept the minutes from **July 31, 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 – Presented by Marshaé Newkirk and Edward Gordon**

- 1. Enrollment & Attendance

2. Teaching & Learning
3. Students and Families
4. Human Resources
5. Operations
6. HIB Report (when applicable)
7. School goals and organizational structures were also discussed

VIII. Motion amend agenda to place executive session at the end of the agenda before the 2nd public comment.

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			

IX. Committee Updates - 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 July 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 July 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 year. Approve Board Secretary Report ending July 2017.

- b. Bills List: Approve Bills List from June 30, 2017 to August 29, 2017.

- c. Payroll: To approve the following payrolls:

August 15, 2017	\$ 107,349.03
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- d. Contract Renewal: Be It Resolved, Roseville Community Charter School Board of Trustees approves the renewal of the contract with Karson Food Service Inc. to provide vended meals for the 2017-2018 school year. The contractual per meal costs are as follows: Breakfast \$1.26, Lunch \$2.38, Snack \$0.57.

- e. ESSA Application - To approve the 2017-2018 ESSA application in the amounts of:

- Title IA: \$ 289,268
- Title II: \$ 22,813
- Title IV: \$ 10,000

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	2	X				Sara Pena	1	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. Buildings & Grounds - None

3. Personnel

- a. To appoint Edward Gordon as HIB Coordinator.
- b. To approve the following new hires:

Name & Contact	Position	Salary	Start Date
Gusciora, Savy	Associate Teacher (11 Month)	\$49,000	8/11/2017
Housman, Kristen	Lead Teacher (11 Month)	\$54,590	8/21/2017
Rodriguez, Ofelia	Spanish Teacher (11 Month)	\$53,000	8/21/2017
Johnson-Blair, Natasha	Associate Teacher (11 Month)	\$49,000	8/21/2017
Tobias, Patrick	Associate Teacher (11 Month)	\$49,000	9/5/2017
Richards, Patrice	Associate Teacher (11 Month)	\$49,000	8/29/2017
Broehl, Hailey	Lead Teacher (11 Month)	\$53,000	8/21/2017

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			

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			

4. Curriculum & Instruction

- a. To approve the 2017-2018 Family Handbook.

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			

5. Contracts

- a. To approve the following contracts (attached as backup):

Vendor	Purpose	Terms
ABA123	Behaviorist and Aide	\$100/hour BCBS; \$75/hour DS
Dr. L. Haynes	ESL Instruction	\$65/hour
West Carpet	Office Suite Carpet Replacement	Total Cost: \$3,819.38
McCabe Environmental	Copper Test After Care Application	Total Cost: \$2,800
Direct Waste Services	Refuse Removal	\$675/month; \$60 extra pickup; Total Cost:\$6,750 FY18

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			

6. Policies - None

7. Other/Miscellaneous

- a. To approve the School Director Evaluation.

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

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											
1	66		69											
2	66		62											
3	66		66											
4	66		62											
Total	330		328											

XII. Adjourn to Closed Session – 8:51 PM

1. Personnel Evaluation

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			

XIII. Adjourn Closed Session and Pubic Session -

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

XIV. Public Comment

XV. Adjournment

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