



# Roseville Community Charter School

## Regular Monthly Meeting Minutes

### Tuesday, July 23, 2019 – 7:00 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 – 7:07 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	LA – 8:21 PM	
Ana Farinha	Board Trustee	X	

**Also Present**

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

**IV. Approve Meeting Agenda**

Motion for Roseville Community Charter School Board of Trustees to approve the Agenda for the **Tuesday, July 23, 2019** meeting.

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

**V. Acceptance of Meeting Minutes**

Motion for Roseville Community Charter School Board of Trustees to accept the minutes from **June 25, 2019** meetings.

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

**VI. J.P. Morgan Presentation - Postponed**

**VII. Public Comment - none**

**VIII. Director’s Report – Presented by Dr. Ledford**

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

**IX. Committee Updates**

1. Academic Excellence – no update.
2. Finance – Final year numbers were discussed as well as investing opportunities and budget amendments.
3. Governance – Policies were discussed as well as potential new Trustees, and transition plan with new leadership.

**X. Executive Session (if necessary)**

**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 **June 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 **June 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 **June 2019**.
- b. Bills List: To approve Bills List for the period ending **July 23, 2019**.
- c. Payroll: To approve the following payrolls:  

July 15, 2019	\$52,821.16
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Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Rashon Hasan		X				Ana Farinha	2	X			
Maria Andrade		X				Monica Darko	1	X			

**2. Buildings & Grounds - none**

**3. Personnel**

- a. To approve the PE Teacher position following the step guide.
- b. To approve the following resignations:

Employee	Position	Effective Date
Lauren Piombo	Teachers Assistant	July 1, 2019
Earlene Stevens	Teacher	July 31, 2019
T. Parker	Teaching Assistant	June 30, 2019

- c. To approve the following terminations:

Employee	Position	Effective Date
D.B.		July 15, 2019

d. To approve the following contractual changes for FY20:

Employee	Position	Month	FY20 Salary	Effective Date
Savy Gusciora	Lead Teacher	10	\$56,590	July 1, 2019
Maribel Torres	Office Manager	12	\$59,500	July 1, 2019
Marylou Spohr	LDTC	12	\$55,000	July 1, 2019
Danielle Cofield	Literacy Instructional Coach	12	\$73,000	August 1, 2019

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

Employee	Position	FY19 Salary	Months
Terrell Woods	One to One Aide	\$35,434	10
Ebony Copeland	One to One Aide	\$35,434	10
Nefertiti Jackson	Director of Curriculum & Instruction	\$90,000	12
Leah Seely	Lead Teacher	\$54,000	10
Kami Eldridge	Lead Teacher	\$64,546	10
Jesse Shafer	School Social Worker	\$54,000	10

f. To approve Summer Curriculum Writing, not to exceed \$4,700.

Employee	Position	Rate	Effective Date
M. Stokes	Summer Curriculum Writing	\$47/hr	July 1, NTE 12.5 Hours
A. Gray	Summer Curriculum Writing	\$47/hr	July 1, NTE 12.5 Hours
C. Kim	Summer Curriculum Writing	\$47/hr	July 1, NTE 12.5 Hours
D. Cofield	Summer Curriculum Writing	\$47/hr	July 1, NTE 12.5 Hours
G. Rayes	Summer Curriculum Writing	\$47/hr	July 1, NTE 12.5 Hours
E. Raes	Summer Curriculum Writing	\$47/hr	July 1, NTE 12.5 Hours
M. Cheng	Summer Curriculum Writing	\$47/hr	July 1, NTE 12.5 Hours
M. Rigo	Summer Curriculum Writing	\$47/hr	July 1, NTE 12.5 Hours

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

#### 4. Curriculum & Instruction

a. To approve the STEP Reading Intervention Program, UChicago Impact, for K-2 at a cost of \$33,300.

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

#### 5. Contracts

a. To approve the ERCO proposal for the All Purpose Room Ceilings Project, not to exceed \$19,810.

~~b. To approve the Ernest and Sons Corp. estimate for floor, banister and step replacement, not to exceed \$39,999.99.~~

c. To approve the Ernest and Sons Corp. estimate for painting, not to exceed \$15,000.

d. To approve the Xerox contract for (3) copier leases for a 3-year lease.

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

**6. Policies - none**

**7. Other/Miscellaneous**

- a. ~~To approve RCCS New Parent Orientation— tentatively scheduled for August 7, 2019, from 8:30 – 9:30 a.m. & 6:00 – 7:00 p.m.~~
- b. ~~To approve RCCS Family “Meet & Greet” tentatively scheduled for August 8, 2019, from 4:30 – 6:00 p.m.~~
- c. To approve the 2019 Annual Report and its submission to the NJDOE.

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

- d. To affirm the HIB findings for Student F and Student M, dated June 19, 2019.

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

**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	60												
1	66	65												
2	66	55												
3	66	64												
4	66	57												
<b>Total</b>	<b>330</b>	<b>301</b>												

**XIII. Public Comment** – A question was asked about ELS student reporting. Powerschool questions and concerns were also discussed.

**XIV. Adjournment – 10:13 PM**

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