



# Learning Community Charter School

## Reorganization & Regular Monthly Meeting Minutes

### Thursday, May 26, 2016 – 6:30 PM

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- I. **Call to Order By Board Secretary – 6:45 PM**
- II. **Public Notice of Meeting/NJ Sunshine Law**

The New Jersey Public Meetings Law was enacted to ensure the right to the public to have advanced notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted on in accordance with N.J.S.A 10:4-6 et seq.

On the rules of this act, Learning Community Charter School has caused notice of this meeting by Publicizing the date, time and place, of the regularly scheduled meeting in the Public Notice Section of the Jersey Journal and distributed to Jersey City Public School District, Municipal Clerk and to the Public and Posted at the Learning Community Charter School located at 2495 John F. Kennedy Blvd., Jersey City, NJ 07304 Formal action will take place at this meeting.

- III. **Election Results – Parent Members**

Member	Votes	Term
Bertram Okpokwasili	40	3 Year
Jason Raepold	32	3 Year
John Hanussak	29	

- IV. **Oath of Office**
- V. **Roll Call**

Voting Members	Role (Term Expires)	Present	Absent	LA/ED
Achal Agarwal	Parent Member (4/2018)	X		
Mace Bell	Parent Member (4/2019)	X, 6:50pm		
Tia Biasi	Parent Member (4/2017)		X	
Bhavini Doshi	Community Member (4/2017)		X	
Colin Dunn	Community Member (4/2017)		X	
Dr. Yasmin Meah	Parent Member (4/2018)	X		
Bertram Okpokwasili	Parent Member (4/2019)	X		
Jason Raepold	Parent Member (4/2019)	X		
Sangeeta Ranade	Community Member (4/2019)	X, 7:28 pm	X	
Shelley Skinner	Founder Member (4/2019)	X		
Brian Uy	Parent Member (4/2017)	X		
Tammy Walters	Parent Member (4/2019)	X		

Non-Voting Members	Role	Present	Absent	LA/ED
Monya McCarty	Staff Member	X		
Tracy Zent	Staff Member	X		

**Also Present**

Non-Voting	Role	Present	Absent	LA/ED
Colin Hogan	Head of School	X		
Michael Falkowski	SBA/Board Secretary	X		
James Laster	Assistant Head of School		X	

**VI. Election**

**For Board President**

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Dr. Yasmin Meah	Ms. Skinner	Ms. Walters	7	0	0	5

**For Board Vice-President**

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Shelly Skinner	Dr. Meah	Mr. Okpokwasili	7	0	0	5

**For Board Treasurer**

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Colin Dunn	Ms. Skinner	Ms. Walters	7	0	0	5

**VII. Acceptance Of Meeting Agenda**

Motion for Learning Community Charter School, Board of Trustees to approve the Agenda for the **May 26, 2016** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal	1 <sup>st</sup>	X				Bertram Okpokwasili		X			
Mace Bell	2 <sup>nd</sup>	X				Jason Raepold		X			
Tia Biasi					X	Sangeeta Ranade					X
Bhavini Doshi					X	Shelley Skinner		X			
Colin Dunn					X	Brian Uy		X			
Dr. Yasmin Meah		X				Tammy Walters		X			

**VIII. Public Comments**

Janice Williams – Wants to be able to park in front of the school due to a disability and wants the Board to create a policy. Has concern with \$200 bill that she owes the school.

**IX. Reorganization Motions**

1. Regular Meeting Dates – 2016/2017 School Year

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, approves the Resolution to adopt the Annual Board Meeting Schedule for the 2016/2017 school year in accordance with 18A:10-6. Meetings will be held in the school's Media Center. Executive session to be called as necessary during Regular Meeting.

Day	Date	Regular Meeting	Notes
Thursday	July 28, 2016	6:30 PM	Regular Meeting
Thursday	August 18, 2016	6:30 PM	Regular Meeting
Thursday	September 29, 2016	6:30 PM	Regular Meeting
Thursday	October 27, 2016	6:30 PM	Regular Meeting
Thursday	November 17, 2016	6:30 PM	Regular Meeting
Thursday	December 15, 2016	6:30 PM	Regular Meeting
Thursday	January 26, 2017	6:30 PM	Regular Meeting
Thursday	February 16, 2017	6:30 PM	Regular Meeting
Thursday	March 23, 2017	6:30 PM	Regular Meeting
			Budget Presentation
Thursday	April 27, 2017	6:30 PM	Regular Meeting
Thursday	May 11, 2017	6:30 PM	Regular Meeting
			Reorganization Meeting
Thursday	June 15, 2017	6:30 PM	Regular Meeting

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2016/2017 school year, may be called 48 hours or more prior to the meeting by giving written notice of the date, time, location and agenda (if known) of the special meeting, and also whether formal action may or may not be taken.

3. Appoint School Business Administrator/Board Secretary

BE IT RESOLVED: that the Learning Community Charter School, Board of Trustees approves the Resolution to appoint **Michael Falkowski** as the Business Administrator/Board Secretary for the 2016/2017 school year for \$0.00. In Michael Falkowski's absence **Dr. Brian Falkowski** will serve as the Acting Board Secretary for \$0.00.

4. Eliminate Treasurer of School Monies

Whereas, Chapter 39, P.L. 2010 makes the position of treasurer of school moneys optional and

Whereas, it is the wish of the Learning Community Charter School Board of Trustees to not appoint a treasurer of school moneys and

Whereas, the School Business Administrator possesses the proper certifications and qualifications to assume the duties of the treasurer of school moneys

Now Therefore Be it Resolved by the Learning Community Charter School Board of Trustees, County of Hudson, NJ, as follows:

1. The School Business Administrator shall receive and hold in trust all school moneys belonging to the district from whatever source derived free of any control by the governing body of the municipality.

2. The School Business Administrator shall direct the deposit of school moneys or such part thereof as may be designated in any bank of banking institution of this State designated by it as depository of school moneys, which may include the State of New Jersey Cash Management Fund, MBIA Cash Management Fund and NJARM Cash Management Fund.

3. The School Business Administrator shall, upon depositing the same therein, be relieved from liability for any loss thereof which may be caused by reason of the deposit.

4. The School Business Administrator shall be bonded in such amount and with such surety as the board shall direct.

5. The School Business Administrator shall keep a record of the sums received and paid out by him/her in accordance with the uniform system of bookkeeping prescribed by the State Board.

6. The School Business Administrator shall, upon ceasing to hold the office of School Business Administrator, pay over the balance of school funds remaining in his/her hands to his/her successor in office.

5. Adoption of Code of Ethics

RESOLVED, that the Learning Community Charter School Board of Trustees hereby adopts the New Jersey School Boards Code of Ethics, as attached, for its members, for the 2016/2017 school year.

18A:12-24.1 Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

L.2001,c.178,s.5.

6. Adoption of Policies

RESOLVED, that the current board policies adopted by the Learning Community Charter School Board of Trustees, either by code, number, resolution, motion or inference of intent, be re-adopted completely for the 2016/2017 school year.

7. Appoint Public Agency Compliance Officer (PACO) and Custodian of School Records

BE IT RESOLVED: that the Learning Community Charter School, Board of Trustees approves the Resolution to appoint **Michael Falkowski** as the Public Agency Compliance Officer (PACO) and Custodian of School Records for the 2016/2017 school year.

8. Appoint Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator

BE IT RESOLVED: that the Learning Community Charter School, Board of Trustees approves the Resolution to appoint **Brittin Bleakley** as Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator for the 2016/2017 school year.

9. Depository of Funds

BE IT RESOLVED: that the Learning Community Charter School, Board of Trustees upon the recommendation of the Head of School, approves PNC Bank as the depository of funds for the 2016/2017 school year.

10. Newspaper of Record

BE IT RESOLVED: that the Learning Community Charter School, Board of Trustees upon the recommendation of the Head of School, herewith designates Jersey Journal as the official Newspapers of Record; be it Resolved the official Website is [www.lccsnj.org](http://www.lccsnj.org) for the 2016/2017 school year.

11. Authorize the School Business Administrator to Audit and Head of School to Approve Bill Payments

BE IT RESOLVED: that the Learning Community Charter School, Board of Trustees upon the recommendation of the Head of School, herewith designates the School Business Administrator/Board Secretary with the approval of Head of School, in accordance with N.J.S.A 18A:19-1, as the person designated to audit accounts and demands and to approve accounts and demands prior to presentation to the Board of Trustees for the 2016/2017 school year.

12. Authorize Payment of Bills Between Meetings

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, authorizes the Business Administrator to approve the Payment of Bills, as may be necessary between Board meetings and present the aforementioned payments to the Board for approval at the next regularly scheduled meeting for the 2016/2017 school year.

13. Appoint an Affirmative Action Officer, Title IX Compliance Officer and Substance Awareness Coordinator

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby appoints **Ulrika Boijort** as the Affirmative Action Officer, pursuant to N.J.A.C 6:4-1.4 and Title IX Officer and Substance Awareness Coordinator for the 2016/2017 school year.

14. Appoint an Section 504 Administrator, Homeless Liaison & SEMI Coordinator

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby appoints **Melissa MacKenzie** as the Section 504 Administrator, pursuant to N.J.A.C 6:4-1.4 and Homeless Liaison and SEMI Coordinator for the 2016/2017 school year

15. Appoint a Section 504 Compliance Officer

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby appoints **Monya McCarty** as the 504 Compliance Officer, pursuant to Section 504-1973 Rehabilitation Act, for the 2016/2017 school year.

16. Appoint a HIB/Anti-Bully Coordinator

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby appoints **James Laster** as the HIB/Anti-Bully Coordinator for the 2016/2017 school year.

17. Appoint a School Purchasing Agent

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby appoints **Michael Falkowski** as Qualified Purchasing Agent with a Bid and Quotation Threshold to \$40,000 and \$6,000 respectively pursuant to Local Public Contract Laws and Public School Contract Law N.J.S.A 40A:11-3( c), N.J.S.A 40A:11-9 (b), N.J.S.A 40A11-6.1 (a) and N.J.S.A 18A:18A-2, N.J.S.A 18A:18A-3 (a), N.J.S.A 18A:18A-37 (a), for the 2016/2017 school year.

18. Authorize purchases below 15% of the Bid Threshold without competitive quotations

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2016/2017 school year.

19. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2016/2017 school year.

20. Resolution to authorize the Head of School and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting.

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby authorizes the Head of School and Business Administrator to make

line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting for the 2016/2017 school year.

21. Establish a Business Office petty cash fund with a maximum balance of \$1,000 in cash and the maximum disbursement from petty cash at \$50.00.

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby approves the establishment of petty cash with a maximum of \$1,000 and a maximum single cash disbursement of \$50.00, for the 2016/2017 school year.

22. Appoint External Audit Firm

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby approves the appointment of **Scott Loeffler, CPA** to prepare the school's Comprehensive Annual Financial Report & Auditors Management Report for the fiscal year ending June 30, 2016, at a cost not to exceed \$25,000.

23. Appoint Board Attorney

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby approves the appointment of **Johnston Law Firm, LLC** to provide legal services for the 2016/2017 school year at a cost not to exceed \$25,000.

24. Resolution to Appoint Architect of Record

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby approves the appointment of **USA Architects, Pete Capisano** as Architect of Record for the 2016/2017 school year.

25. Approve Occupational & Physical Therapy

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby approves the professional services contract with ~~Wee Care~~ for the 2016/2017 school year at a cost not to exceed \$75,000. **TABLED**

26. Approve Voluntary Payroll Deduction Companies

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby approves the following voluntary deduction companies for the 2016/2017 school year:

403B	AXA Equitable, AIG
Voluntary Insurance	AFLAC, All State, Prudential
FSA	Choice Strategies

27. Approve NJ Uniform Chart of Accounts

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby approves the NJ Uniform Chart of Accounts for the 2016/2017 school year.

28. Approve Food Service Management Company

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby approves the renewal of **Maschio's Food Services, Inc.** as the Food Services Management Company for the 2016/2017 school year.

29. Resolution to Appoint School Doctor

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby approves the appointment of **Kia Grundy, MD** as School Doctor for the 2016/2017 school year at a cost not to exceed \$5,000

30. Cooperative Purchasing

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, to participate with National Cooperative Pricing System with PEPPM National Cooperative Contracts, Approved County Educational Services, Ed-Data Services, Middlesex County Cooperative, & Hunterdon County Cooperative for 2016/2017 school year.

31. Approve New Jersey State Health Benefits, State of NJ as the Medical Broker of record for Medical and RX Insurance Coverage

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, to Contract with Approved New Jersey State Health Benefits, State of NJ as the Medical Broker of record for Medical and RX Insurance Coverage for 2016/2017

32. Approve Private Insurance Broker of Record

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, to approve **Grinspec of NJ, D.B.A. Centric Benefits Consulting** as Insurance Broker for private Medical, Prescription and Dental Insurance (when not participating in the NJ State Benefits) for the 2016/2017 school year.

33. Approve CBIZ Insurance Services as the Insurance Broker of Record for Property and Casualty, and Workers Compensation Insurance

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, to approve **CBIZ Insurance Services. Dba CBIZ Centric of New Providence** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2016/2017 school year. Full resolution as attached.

34. Approve Use of Facsimile Signatures

BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, to approve use of facsimile signatures for the following: Warrant Account, Net Payroll Account, Payroll Agency Account, Summer Savings Accounts and Purchase Orders and Contracts and Letters for the 2016/2017 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal		X				Bertram Okpokwasili		X			
Mace Bell	2 <sup>nd</sup>	X				Jason Raepold		X			
Tia Biasi					X	Sangeeta Ranade					X
Bhavini Doshi					X	Shelley Skinner	1 <sup>st</sup>	X			
Colin Dunn					X	Brian Uy		X			
Dr. Yasmin Meah		X				Tammy Walters		X			



**X. Acceptance of Meeting Minutes**

Motion for Learning Community Charter School, Board of Trustees to accept the minutes from **May 12, 2016.**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal	1 <sup>st</sup>	X				Bertram Okpokwasili				X	
Mace Bell				X		Jason Raepold				X	
Tia Biasi					X	Sangeeta Ranade					X
Bhavini Doshi					X	Shelley Skinner		X			
Colin Dunn					X	Brian Uy		X			
Dr. Yasmin Meah		X				Tammy Walters	2 <sup>nd</sup>	X			

**XI. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for April 2016, as per the attached. Pursuant to N.J.A.C. 6A:23-2.11(a), the Learning 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 April 2016, 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.
- b. Bills List: Approve Bills List from May 13, 2016 to May 26, 2016.
- c. Payroll: To approve the following payrolls:

May 13, 2016	\$208,251.42
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- d. To approve School Business Office LLC contract for the 2016/2017 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal		X				Bertram Okpokwasili		X			
Mace Bell	1 <sup>st</sup>	X				Jason Raepold		X			
Tia Biasi					X	Sangeeta Ranade					X
Bhavini Doshi					X	Shelley Skinner		X			
Colin Dunn					X	Brian Uy		X			
Dr. Yasmin Meah		X				Tammy Walters	2 <sup>nd</sup>	X			

**2. Buildings & Grounds - NONE**

**3. Personnel**

- a. To approve the following new hires for 2016/2017 school year:

Name	Position	Step	Amount
Sierra Shade Waxman	3 <sup>rd</sup> Grade Teacher	1BA	\$40,236
Nicole Canate	7 <sup>th</sup> Grade ELA Teacher	3BA	\$42,686
Gladys Wu	Special Education Teacher	2MA	\$44,717
Manuel Algarin	6th Grade ELA Teacher	8MA	\$51,347

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal		X				Bertram Okpokwasili		X			
Mace Bell	1 <sup>st</sup>	X				Jason Raepold		X			
Tia Biasi					X	Sangeeta Ranade					X
Bhavini Doshi					X	Shelley Skinner		X			
Colin Dunn					X	Brian Uy		X			
Dr. Yasmin Meah	2 <sup>nd</sup>	X				Tammy Walters	2 <sup>nd</sup>	X			

**4. Curriculum/Special Education - NONE**

**5. Policy/Miscellaneous – NONE**

**XII. Enrollment Report**

Grade	2016 ENR	Jul 15, 2015	Aug 15, 2015	Sep 15, 2015	Oct 15, 2015	Nov 15, 2015	Dec 15, 2015	Jan 15, 2016	Feb 15, 2016	Mar 15, 2016	Apr 15, 2016	May 15, 2016	Jun 15, 2016	Wait List FY16
Pre K	45		45	45	45	45	45	45	45	45	45	45		208
K	60		60	60	60	60	60	60	60	60	60	60		180
1	60		60	60	60	60	60	60	60	60	60	60		97
2	60		60	61	61	61	61	61	61	61	61	61		74
3	60		59	59	59	59	59	59	59	59	59	59		72
4	60		60	60	60	60	60	60	60	60	60	60		60
5	60		60	60	60	60	60	60	60	60	60	60		49
6	60		58	60	59	60	60	60	60	60	60	60		5
7	60		59	59	60	59	59	59	59	59	59	59		14
8	60		61	61	61	61	61	61	61	61	61	61		11
<b>Total</b>	<b>585</b>		<b>582</b>	<b>585</b>	<b>584</b>	<b>585</b>	<b>585</b>	<b>585</b>	<b>585</b>	<b>585</b>	<b>585</b>	<b>585</b>		<b>770</b>

**XIII. Board Agenda**

1. Committee Reports - Mr. Agarwal – Presented the Board Evaluation. Discussion amongst the Board regarding Board goals, strategic plan,
2. Next Board Meeting: 6/16/16
3. Look Ahead – Dr. Meah discussed setting up the committees. 1) Finance and Budget 2) Evaluation 3) Facilities 4) Policy 5) Ad hoc 6) Development and Communications

**XIV. New Business - NONE**

**XV. Public Comment - NONE**

**XVI. Adjourn Public Session and enter Executive Session – 7:50 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal		X				Bertram Okpokwasili		X			
Mace Bell	2 <sup>nd</sup>	X				Jason Raepold		X			
Tia Biasi					X	Sangeeta Ranade					X
Bhavini Doshi					X	Shelley Skinner		X			
Colin Dunn					X	Brian Uy		X			
Dr. Yasmin Meah		X				Tammy Walters	1 <sup>st</sup>	X			

Topics: Update on legal matters and student matters.

**XVII. Adjourn Executive Session – 8:09 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal	2 <sup>nd</sup>	X				Bertram Okpokwasili		X			
Mace Bell		X				Jason Raepold		X			
Tia Biasi					X	Sangeeta Ranade					X
Bhavini Doshi					X	Shelley Skinner	1 <sup>st</sup>	X			
Colin Dunn					X	Brian Uy		X			
Dr. Yasmin Meah		X				Tammy Walters		X			