



# Learning Community Charter School

## Regular Monthly Meeting Minutes

### Thursday, September 24, 2015 – 6:30 PM

- I. **Call to Order By Board President – 6:32 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. **Roll Call**

Voting Members	Role (Term Expires)	Present	Absent	LA/ED
Achal Agarwal	Parent Member (4/2018)	X, left at 8:13 pm		
Horace Anderson	Community Member (4/2016)		X	
Mace Bell	Parent Member (4/2016)	X		
Tia Biasi	Parent Member (4/2017)	X		
Elizabeth Brown	Community Member (4/2016)	X, left at 7:01pm		
Bhavini Doshi	Community Member (4/2017)	X		
Toby Dowling	Board President, Founder Member (4/2016)	X		
Colin Dunn	Board Treasurer, Community Member (4/2017)	X		
Yasmin Meah	Board VP, Parent Member (4/2018)	X, 7:21pm		
Roger Sayre	Community Member (4/2016)		X	
Shelley Skinner	Founder Member (4/2016)	X		
Brian Uy	Parent Member (4/2017)	X		
Tammy Walters	Parent Member (4/2016)	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		

**IV. Acceptance Of Meeting Agenda**

Motion for the LCCS, Board of Trustees to approve the Agenda for the **September 24, 2015** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal		X				Colin Dunn		X			
Horace Anderson					X	Yasmin Meah					X
Mace Bell		X				Roger Sayre					X
Tia Biasi		X				Shelley Skinner	1 <sup>st</sup>	X			
Elizabeth Brown	2 <sup>nd</sup>	X				Brian Uy		X			
Bhavini Doshi		X				Tammy Walters		X			
Toby Dowling		X									

**V. Presentations**

1. Fund for Teachers, Fellowship to Fiji – Emily Litman & Joan Buonafide

**VI. Motions for Approval**

1. To approve the 1<sup>st</sup> Reading of Policy # 3221 Evaluation and Supervision of Teachers
2. ~~To approve the 2<sup>nd</sup> and Final Reading of Policy #3232 Tutoring Services - TABLED~~

Board discussion held on both policies. Policy # 3232 requires additional discussion and possible revision before a 2<sup>nd</sup> and final reading. The policy was tabled.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal		X				Colin Dunn	2 <sup>nd</sup>	X			
Horace Anderson					X	Yasmin Meah					X
Mace Bell	1 <sup>st</sup>	X				Roger Sayre					X
Tia Biasi		X				Shelley Skinner		X			
Elizabeth Brown					X	Brian Uy				Abstain	
Bhavini Doshi		X				Tammy Walters		X			
Toby Dowling		X									

**VII. Presentations**

1. ~~NJASK Science Scores – Grades 4 & 8 – Colin Hogan~~
2. 21<sup>st</sup> Century and Student Intervention Services Update – James Laster
3. Board Strategic Plan – Brian Uy

Brian Uy passed out a 2 page document outlining the LCCS Strategic Plan. Mr. Uy outlined the steps and general timeline goals. A short board discussion occurred about the outline and how to execute the plan.

**VIII. Public Comments - NONE**

**IX. Acceptance of Meeting Minutes**

Motion for the LCCS Board of Trustees to accept the minutes from the **August 20, 2015** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal				X		Colin Dunn		X			
Horace Anderson					X	Yasmin Meah	2 <sup>nd</sup>	X			
Mace Bell				X		Roger Sayre					X
Tia Biasi				X		Shelley Skinner				X	
Elizabeth Brown				X		Brian Uy		X			
Bhavini Doshi		X				Tammy Walters		X			
Toby Dowling	1 <sup>st</sup>	X									

**X. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Board Secretary’s and Treasurer’s Reports for July & August 2015, 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 July & August 2015, 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: To approve Bills List, August 21 to September 24, 2015
- c. Payroll: To approve the following payrolls:

Date	Amount
August 30, 2015	\$38,060.53
September 15, 2015	\$194,737.90

- d. To approve the Agreement between New Jersey Charter School Education Partnership and Learning Community Charter School to provide comprehensive professional education services associated with the mock renewal visit not to exceed \$5,000.

Board discussion held regarding the NJCSEP agreement. Mr. Hogan informed the Board what the contract will entail. A short discussion was held regarding the renewal process.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal	1 <sup>st</sup>	X				Colin Dunn		X			
Horace Anderson					X	Yasmin Meah		X			
Mace Bell		X				Roger Sayre					X
Tia Biasi		X				Shelley Skinner	2 <sup>nd</sup>	X			
Elizabeth Brown					X	Brian Uy		X			
Bhavini Doshi		X				Tammy Walters		X			
Toby Dowling		X									

**2. Buildings & Grounds – NONE**

### 3. Personnel

- a. To accept the resignation of George Lambert – Spanish Teacher
- b. To approve Emily Litman and Michelle Flam for the Student Independent Study Program at \$70 for 1 hour, not to exceed 2 days a week, with a substitute rate at \$50/hr – paid under the FY16 NCLB Grant
- c. To approve the updated 2015-2016 stipend list & payment schedule:

<u>Extra-Curricular Activities</u>	<u>Employee</u>	<u>Amount</u>	<u>Payment Schedule</u>
<b>CHANGE - Athletic Director</b>	<b>Shanelle Muse</b>	<del>\$6,000</del> <b>\$8,000</b>	<b>2 Payments – Final December &amp; Final June</b>
Head Coach Boys Basketball	Angel Melendez	\$2,000	2-29-2016
Assistant Coach Boys Basketball	Jerome Davis	\$1,500	2-29-2016
Head Coach Girls Basketball	Stephanie Megaro	\$2,000	2-29-2016
Assistant Coach Girls Basketball	Melissa Megaro	\$1,500	2-29-2016
Soccer Head Coach	Robert Rengifo	\$2,000	Final June Payroll
Soccer Assistant Coach	Nicole Dynega	\$1,500	Final June Payroll
Dance Team Coach	Natasha Tyjer	\$2,000	4-30-2016
Student Council	Katie Goral	\$3,000	2 Payments – Final December & Final June
Student Council	Christina McGary	\$3,000	2 Payments – Final December & Final June
Model UN Advisor	Marianne Conod	\$3,000	Final June Payroll
Middle School Play Director	Meera Jaffrey	\$2,000	Final June Payroll
Assistant Middle School Play Director	Christina McGary	\$1,500	Final June Payroll
5th Grade Play Director	Meera Jaffrey	\$2,000	Final December Payroll
Assistant 5th Grade Play Director	Christina McGary	\$1,500	Final December Payroll
Yearbook	Barbara Kiss	\$2,000	Final June Payroll
Yearbook	Kimberley Smith	\$2,000	Final June Payroll
<b>NEW - Yearbook</b>	<b>Karen Goral</b>	<b>\$2,000</b>	Final June Payroll
Lower Book Club	Kristen Hynes	\$1,000	Final June Payroll
Lower Book Club	Ally Szecsi	\$1,000	Final June Payroll
Lower School Newspaper	Quincy Creadick	\$2,000	Final June Payroll
Library Coordinator	Quincy Creadick	\$1,000	Final June Payroll
After School Band Director	Mike Brown	\$4,000	2 Payments – Final December & Final June
Middle School Book Club II	Andrew Coven	\$1,000	Final June Payroll
Middle School Book Club	Katie Goral	\$1,000	Final June Payroll
Studio Art Portfolio Assistance	Jill Schifter	\$1,000	Final December Payroll
School Garden Coordinator	Casey Crane	\$2,000	Final June Payroll
<b>Academic Stipends</b>			
Scheduling Coordinator	Dana Guzman	\$2,000	Final August Check
After School Detention	Marianne Conod	\$2,000	Final June Payroll
After School Detention	Shanelle Muse	\$2,000	Final June Payroll
Community Service/Overnight Field Experience Coordinator	Emily Litman	\$1,000	Final June Payroll
Peer Mediation Coordinators	Scott Silva	\$2,000	Final June Payroll
Child Study Team Coordinator	Karen Robergeau	\$10,000	Semi-weekly
Intervention & Referral Specialist	Barbara Duffy	\$3,500	Semi-weekly
1 <sup>ST</sup> Gr Afterschool Reading Educ. Tutor	Nicole Nynega	\$2,000	Final June Payroll

PreK Master Teacher	Tracy Zent	\$8,000	Semi-weekly
GSA Advisor	Shanelle Muse	\$1,500	Final June Payroll

d. To approve the following new staff:

Employee	Position	Step	Salary	Start Date	10/12 Month
Vonda Castro	Spanish Teacher	14ba	\$54,472	9/28/2015	10
Sal Pauciello	Math Teacher	16ma	\$61,431	8/31/2015	10
Samantha Brooks	MS Special Ed Teacher	5ma	\$47,919	8/31/2015	10

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal		X				Colin Dunn		X			
Horace Anderson					X	Yasmin Meah					X
Mace Bell		X				Roger Sayre					X
Tia Biasi		X				Shelley Skinner	2 <sup>nd</sup>	X			
Elizabeth Brown					X	Brian Uy		X			
Bhavini Doshi		X				Tammy Walters		X			
Toby Dowling	1 <sup>st</sup>	X									

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

#### 5. Policy/Miscellaneous

a. To approve the NJ DOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, July 1, 2014 – June, 30, 2015.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal	2 <sup>nd</sup>	X				Colin Dunn		X			
Horace Anderson					X	Yasmin Meah		X			
Mace Bell		X				Roger Sayre					X
Tia Biasi		X				Shelley Skinner		X			
Elizabeth Brown					X	Brian Uy	1 <sup>st</sup>	X			
Bhavini Doshi		X				Tammy Walters		X			
Toby Dowling		X									

### XI. 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
Pre K	45		45	45										209
K	60		60	60										184
1	60		60	60										97
2	60		60	61										74
3	60		59	59										72
4	60		60	60										63
5	60		60	60										48
6	60		58	60										3
7	60		59	59										17
8	60		61	61										11
<b>Total</b>	<b>585</b>		<b>582</b>	<b>585</b>										<b>778</b>

**XII. Board Agenda**

**1. Committee Reports**

- Finance Committee – Colin Dunn updated the Board on the status of the building refinance.
- Development Committee – Ms. Biasi updated the Board on the status of fundraising and the annual appeal. Update on the consultant suggestions of who might fund the school. More details provided on some of the grants that are available. Ms. Waters provided an update on PTO activities.

Colin Hogan updated the Board on the fire variance, stated they no longer had to deal with removing the bars.

Board discussion regarding when PARCC results would come out, as well as what the PARCC results would tell the school about the students.

2. Special Meeting on Tuesday, September 29<sup>th</sup> at 7pm.
3. Next Board Meeting: Thursday, October 22, 2015

**XIII. New Business – NONE**

**XIV. Public Comment - NONE**

**XV. Adjournment – 8:24pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal		X				Colin Dunn		X			
Horace Anderson					X	Yasmin Meah		X			
Mace Bell		X				Roger Sayre					X
Tia Biasi		X				Shelley Skinner	2 <sup>nd</sup>	X			
Elizabeth Brown					X	Brian Uy	1 <sup>st</sup>	X			
Bhavini Doshi		X				Tammy Walters		X			
Toby Dowling		X									

**XVI. Executive Session held prior to meeting – 6:10 pm, Call to order Ms. Toby Dowling**

**Roll Call:**

<b>Voting Members</b>	<b>Role (Term Expires)</b>	<b>Present</b>	<b>Absent</b>	<b>LA/ED</b>
Achal Agarwal	Parent Member (4/2018)	X, 6:13pm		
Horace Anderson	Community Member (4/2016)		X	
Mace Bell	Parent Member (4/2016)	X		
Tia Biasi	Parent Member (4/2017)	X		
Elizabeth Brown	Community Member (4/2016)	X		
Bhavini Doshi	Community Member (4/2017)	X		
Toby Dowling	Board President, Founder Member (4/2016)	X		
Colin Dunn	Board Treasurer, Community Member (4/2017)	X		
Yasmin Meah	Board VP, Parent Member (4/2018)		X	
Roger Sayre	Community Member (4/2016)		X	
Shelley Skinner	Founder Member (4/2016)	X		
Brian Uy	Parent Member (4/2017)	X, 6:22pm		
Tammy Walters	Parent Member (4/2016)	X		

- Discussion held regarding school governance.

**XVII. Adjourn Executive Session held prior to meeting – 6:29 pm, 1<sup>st</sup> Ms. Skinner, 2<sup>nd</sup> Mr. Dunn, All in Favor**