



# Learning Community Charter School

## Regular Monthly Meeting Agenda

### Thursday, June 11, 2020 – 6:30 PM

- I. **Call to Order by Board Secretary**
- 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 upon 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
Angela Bennett-Glock	President, Parent Member (4/2020)			
Keith Donath	Vice President, Parent Member (4/2020)			
Colin Dunn	Treasurer, Community Member (4/2022)			
Adam Irving	Parent Member (4/2020)			
Bertram Okpokwasili	Parent Member (4/2020)			
Elizabeth Cain	Community Member (3/2021)			
Paula Mahayosnand	Parent Member (5/2022)			
Nikhil Puri	Parent Member (6/2022)			
Marisa Gerke	Parent Member (6/2022)			
Neil Abadie	Community Member (4/2022)			
Tara Tymann	Community Member (4/2022)			

Non-Voting Members	Role	Present	Absent	LA/ED
TBD	Staff Member			
TBD	Staff Member			

**Also Present**

Non-Voting	Role	Present	Absent	LA/ED
Colin Hogan	Head of School			
Maureen Rexer	Vice Principal			
Brian Falkowski	SBA/Board Secretary			

IV. **Reappointments**

- 1. **To reappoint the following Trustee Members for a 3 Year Term (Commencing 5/2020 and Expiring 4/2023):**

Angela Bennett-Glock  
Keith Donath

Adam Irving  
Bertram Okpokwasili

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath						Paula Mahayosnand					
Colin Dunn						Nikhil Puri					
Angela Bennett-Glock						Marisa Gerke					
Adam Irving						Neil Abadie					
Bertram Okpokwasili						Tara Tymann					
Elizabeth Cain											

**V. Election**

**For Board President**

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent

**Meeting turned over to Board President**

**For Board Vice-President**

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent

**For Board Treasurer**

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent

**VI. Acceptance of Meeting Agenda**

Motion for Learning Community Charter School, Board of Trustees to approve the Agenda for the **June 11, 2020** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath						Paula Mahayosnand					
Colin Dunn						Nikhil Puri					
Angela Bennett-Glock						Marisa Gerke					
Adam Irving						Neil Abadie					
Bertram Okpokwasili						Tara Tymann					
Elizabeth Cain											

**VII. Public Comment**

**VIII. Presentations**

- 2020-2021 School Planning – Colin Hogan and Maureen Rexer
- Racial Justice – Colin Hogan and Maureen Rexer

**IX. Board Discussion Topics**

1. Afterschool P&L
2. Retention Report

Retention Type	Board Meeting												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	
Open Positions	7												7
Resignations	4	3	3	-	1	-	1	1	1	2	-	1	17
Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonrenewals	-	-	-	-	-	-	-	-	-	-	-	-	-
New Hires	4	10	2	-	-	-	-	2	1	2	-	2	23
Interim Hires	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change	-	7	(1)	-	(1)	-	(1)	1	-	-	-	1	(1)

**X. Acceptance of Meeting Minutes**

Motion for Learning Community Charter School, Board of Trustees to accept the minutes from the **May 14, 2020** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath						Paula Mahayosnand					
Colin Dunn						Nikhil Puri					
Angela Bennett-Glock						Marisa Gerke					
Adam Irving						Neil Abadie					
Bertram Okpokwasili						Tara Tymann					
Elizabeth Cain											

**XI. Reorganization**

1. Regular Meeting Dates – 2020/2021 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 2020/2021 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 16, 2020	6:30 PM	Regular Meeting
Thursday	August 20, 2020	6:30 PM	Regular Meeting
Thursday	September 17, 2020	6:30 PM	Regular Meeting
Thursday	October 15, 2020	6:30 PM	Regular Meeting
Thursday	November 19, 2020	6:30 PM	Regular Meeting
Thursday	December 17, 2020	6:30 PM	Regular Meeting
Thursday	January 21, 2021	6:30 PM	Regular Meeting
Thursday	February 18, 2021	6:30 PM	Regular Meeting
Thursday	March 18, 2021	6:30 PM	Regular Meeting/ Budget Meeting
Thursday	April 15, 2021	6:30 PM	Regular Meeting
Thursday	May 13, 2021	6:30 PM	Regular Meeting
Thursday	June 17, 2021	6:30 PM	Regular Meeting/ Reorganization Meeting

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2020/2021 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. Appointments

RESOLVED, that the Learning Community Charter School upon the recommendation of the Executive Director, hereby appoints the following for the 2020/2021 school year:

Position/Appointment	Name
Executive Director	Colin Hogan
Business Administrator/Board Secretary	Dr. Brian Falkowski
Acting Board Secretary in the absence of the Board Secretary	Michael Falkowski
Public Agency Compliance Officer (PACO)	Dr. Brian Falkowski
Custodian of School Records	Dr. Brian Falkowski
Appoint Asbestos Management/PEOSA Officer	Barabra Kiss
Safety & Health Coordinator	Monya McCarty
Indoor Air Quality Coordinator	Barbara Kiss
Integrated Pest Management Coordinator	Barbara Kiss
Right to Know and Chemical Hygiene Coordinator	Barbara Kiss
Affirmative Action Officer	Ulrika Boijort
Title IX Compliance Officer	Ulrika Boijort
Substance Awareness Coordinator	Joanna Tazyk
Section 504 Administrator	Mellissa Mackenzie
Homeless Liaison	Melissa Mackenzie
Section 504 Compliance Officer	Maureen Rexer
HIB/Anti-Bully Coordinator & School Safety Team	Maureen Rexer – HIB Coordinator Angel Melendez – School Safety Team and HIB Specialist

4. 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 2020/2021 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.
5. 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 2020/2021 school year.
6. 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 2020/2021 school year.
7. 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.lccs.org](http://www.lccs.org) for the 2020/2021 school year.
8. 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 2020/2021 school year.
9. 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 2020/2021 school year.
10. Appoint a School Purchasing Agent  
BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby appoints **Brian Falkowski** as Qualified Purchasing Agent with a Bid and Quotation Threshold to \$44,000 and \$6,600 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 2020/2021 school year.
11. 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 2020/2021 school year.
12. 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 2020/2021 school year.

13. 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 2020/2021 school year.

14. 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, 2020, at a cost not to exceed \$25,000.

15. 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 2020/2021 school year at a cost not to exceed \$25,000.

16. 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 Campisano** as Architect of Record for the 2020/2021 school year.

17. 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 2020/2021 school year:

403B	AXA Equitable
Voluntary Insurance	AFLAC, AIG, Allstate

18. 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 2020/2021 school year.

19. 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 **Dr. Kia Grundy** as School Doctor for the 2020/2021 school year at a cost not to exceed \$5,000.

20. 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 2020/2021 school year.

21. 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 **Centric Benefits Consulting** as Insurance Broker for private Medical, Prescription and Dental Insurance for the 2020/2021 school year.

22. Approve Treadstone Risk Management LLC 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 **Treadstone Risk Management LLC** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2020/2021 school year. Full resolution as attached.

23. 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 2020/2021 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath						Paula Mahayosnand					
Colin Dunn						Nikhil Puri					
Angela Bennett-Glock						Marisa Gerke					
Adam Irving						Neil Abadie					
Bertram Okpokwasili						Tara Tymann					
Elizabeth Cain											

**XII. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for May 2020, as per the attached. Pursuant to N.J.A.C. 6A:232.11(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 May 2020, no major account or fund has been over expended in violation of N.J.A.C. 6A:232.11(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 the Bills/Check List from May 15, 2020 to June 11, 2020.
- c. Transfers: Approve transfers up May 31, 2020.
- d. Payroll: To approve the following payrolls:

May 15, 2020	\$ 215,599.66
May 29, 2020	\$ 212,169.31

- e. Contract: To approve a contract with School Business Office LLC, to provide school business services for the 2020/2021 school year at a monthly rate of \$10,404.
- f. Contract: To approve a contract with Johnston Law Firm LLC as Board Counsel for the 2020/2021 School Year at the following rates: \$275/hour for principals and counsel, \$245/hour for associates and \$115/hour for paralegals.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath						Paula Mahayosnand					
Colin Dunn						Nikhil Puri					
Angela Bennett-Glock						Marisa Gerke					
Adam Irving						Neil Abadie					

Bertram Okpokwasili						Tara Tymann					
Elizabeth Cain											

**2. Buildings & Grounds**

**3. Personnel**

- a. To approve the following resignations, effective 6/30/2020:
  - i. Kathryn Goral
- b. To approve the following new hires, effective 9/1/2020:
  - i. Erin MgGinty, Kindergarten, BA Step 15
  - ii. Brendan Cain, 3<sup>rd</sup> Grade, MA Step 16

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath						Paula Mahayosnand					
Colin Dunn						Nikhil Puri					
Angela Bennett-Glock						Marisa Gerke					
Adam Irving						Neil Abadie					
Bertram Okpokwasili						Tara Tymann					
Elizabeth Cain											

**4. Curriculum/Special Education**

- a. To approve an agreement with Wee Care to provide occupational therapy services for the 2020/2021 School Year, at the costs of \$100/hour and \$400/evaluation.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath						Paula Mahayosnand					
Colin Dunn						Nikhil Puri					
Angela Bennett-Glock						Marisa Gerke					
Adam Irving						Neil Abadie					
Bertram Okpokwasili						Tara Tymann					
Elizabeth Cain											

**5. Policy/Miscellaneous**

- a. Food Service Management Company: BE IT RESOLVED: that the Learning Community Charter School Board of Trustees, upon recommendation of the Executive Director, hereby approves the Contract Addendum with Maschio’s Food Services, Inc. as the Food Services Management Company for the 2020-2021 school year. The Local Education Agency shall pay Maschio’s Food Services, Inc. an annual management fee in the amount of \$15,912.00 with a guaranteed return of \$2,000.00. The management fee shall be payable in monthly installments during the school year of \$1,591.20 per month with the contract commencing on July 1, 2020 and ending on June 30, 2021.
- b. To approve the first reading of the following policies and the corresponding regulations:
  - i. 052 Board Officers
  - ii. 1581 Domestic Violence
  - iii. 2422 Health and Physical Education
  - iv. 3421.13 Postnatal Accommodations
  - v. 4421.13 Postnatal Accommodations
  - vi. 5330 Administration of Medication
  - vii. 7243 Supervision of Construction
  - viii. 8210 School Year
  - ix. 8220 School Day
  - x. 8462 Reporting Potentially Missing or Abused Children



Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath						Paula Mahayosnand					
Colin Dunn						Nikhil Puri					
Angela Bennett-Glock						Marisa Gerke					
Adam Irving						Neil Abadie					
Bertram Okpokwasili						Tara Tymann					
Elizabeth Cain											

**XIII. Enrollment Report**

Grade	2020	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Wait List
	ENR	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,	
		2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	
Pre K	45		44	45	45	44	45	45	45	45	45	45	44	
K	66		66	65	66	66	66	66	66	65	65	65	65	
1	66		65	66	66	66	66	66	66	66	66	66	66	
2	66		65	66	66	66	66	66	66	66	66	66	66	
3	66		65	65	66	65	66	66	66	66	66	66	66	
4	66		66	66	66	66	66	66	66	66	66	66	67	
5	66		66	66	66	65	66	66	66	66	66	66	66	
6	66		64	66	66	66	66	67	68	67	67	67	68	
7	66		65	65	66	65	65	66	65	65	65	65	65	
8	66		64	64	64	64	65	65	65	65	a65	65	65	
<b>Total</b>	<b>639</b>		<b>630</b>	<b>634</b>	<b>637</b>	<b>633</b>	<b>637</b>	<b>639</b>	<b>639</b>	<b>637</b>	<b>637</b>	<b>637</b>	<b>638</b>	

**XIV. Board Agenda**

1. Committee Reports
  - a. Finance and Budget
  - b. Evaluation
  - c. Facilities
  - d. Policy - none
  - e. Green/Sustainability
  - f. Afterschool (ad-hoc committee)
  
2. Next Board Meeting: **2020:** 7/16, 8/20, 9/17, 10/15, 11/19, 12/17  
**2021:** 1/21, 2/18, 3/18, 4/15, 5/13, 6/17

**XV. Executive Session**

**XVI. Adjourn Executive Session and Reconvene Regular Session**

**XVII. New Business**

**XVIII. Public Comment**

**XIX. Adjournment**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath						Paula Mahayosnand					
Colin Dunn						Nikhil Puri					
Angela Bennett-Glock						Marisa Gerke					
Adam Irving						Neil Abadie					
Bertram Okpokwasili						Tara Tymann					
Elizabeth Cain											