



# Learning Community Charter School

## Regular Monthly Meeting Minutes

### Thursday, September 27, 2018 – 6:30 PM

- I. **Call to Order by Board Secretary – 6:36 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 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
Mace Bell	Parent Member (4/2019)	X		
Keith Donath	Parent Member (4/2020)	X		
Colin Dunn	Community Member (4/2019)	X		
Angela Bennett-Glock	Vice President, Parent Member (4/2020)		X	
Adam Irving	Parent Member (4/2020)	X		
Bertram Okpokwasili	Parent Member (4/2019)	X		
Shelley Skinner	President, Founder Member (4/2019)	X		
Brian Uy	Parent Member (4/2019)			LA – 6:44 PM
Tammy Walters	Parent Member (4/2019)	X		
Elizabeth Cain	Community Member (3/2021)		X	
Paula Mahayosnand	Parent Member (5/2022)	X		

Non-Voting Members	Role	Present	Absent	LA/ED
Shanelle Muse	Staff Member		X	
Mike Brown	Staff Member	X		

**Also Present**

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

IV. **Acceptance of Meeting Agenda**

Motion for Learning Community Charter School, Board of Trustees to approve the Agenda for the **September 27, 2018** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent

Mace Bell	2	X				Bertram Okpokwasili		X			
Elizabeth Cain					X	Shelley Skinner	1	X			
Keith Donath		X				Brian Uy					X
Colin Dunn		X				Tammy Walters		X			
Angela Bennett-Glock					X	Paula Mahayosnand		X			
Adam Irving		X									

**V. Public Comments - none**

**VI. Presentations**

1. PARCC Presentation – Presented by Colin Hogan

**VII. Acceptance of Meeting Minutes**

Motion for Learning Community Charter School, Board of Trustees to accept the minutes from July 26, 2018 and August 20, 2018.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Mace Bell				X		Bertram Okpokwasili				X	
Elizabeth Cain					X	Shelley Skinner	2	X			
Keith Donath	1	X				Brian Uy				X	
Colin Dunn				X		Tammy Walters		X			
Angela Bennett-Glock					X	Paula Mahayosnand		X			
Adam Irving				X							

Needs a revote next month.

**VIII. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for June, July & August 2018, 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 June, July & August 2018, 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. Transfers: Approve transfers up August 31, 2018.
- c. Bills List: To approve the Bills/Check List from June 29, 2018 to September 27, 2018.
- d. Payroll: To approve the following payrolls:

July 30, 2018	\$ 31,220.35
July 30, 2018 (Summer)	\$ 38,891.78
August 15, 2018	\$ 118,074.65
August 30, 2018	\$ 28,257.55

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Mace Bell	2	X				Bertram Okpokwasili		X			
Elizabeth Cain					X	Shelley Skinner		X			
Keith Donath		X				Brian Uy		X			

Colin Dunn		X				Tammy Walters	1	X			
Angela Bennett-Glock					X	Paula Mahayosnand		X			
Adam Irving		X									

**2. Buildings & Grounds - none**

**3. Personnel**

a. To approve the following resignation:

Name	Position	Effective Date
Maher Behkit	7/8 Mathematics	9/14/2018
Laura Callegari	4 <sup>th</sup> Grade	8/30/2018
Natasha Mendez	5 <sup>th</sup> Grade	8/15/2018
Andres Nunez	Spanish	7/15/2018
Kellie Cade	MS - Math	8/20/2018

b. To approve the following curriculum writing stipends:

Name	Curriculum	Amount
Laura Callegari	4th ELA	1,000
Tatiana Antczak	3rd ELA	1,000
Catherine Rand	5th ELA	1,000
Samantha Vargas	6th ELA	1,000
Nicole Canete	7th ELA	1,000
Katie Goral	8th ELA	1,000
Robby Lefkowitz	3rd Math	1,000
Charlotte Carr	6th/7th Math	2,000

c. To approve the following student teachers:

Name	School	Cooperating Teacher
Tracy Schiavello	NJCU	Jill Schifter
Andrea Fonseca	NJCU	Katie Goral
Arlene Montalvo	NJCU	Stephanie Megaro
Jazz Randall	NJCU	Melendez & Silva
Tabitha Gonzales	NJCU	Rachel Swartz

d. To approve the following NJCU Teacher Internship Program Interns:

Employee	Position
Urvi Shah	MS Math
Abassie Koroma	MS Science
Andrea Fonseca	MS Science
Nathalie Fuentes	4th Grade
Tabatha Gonzalez	2nd Grade
Andrea Abella	1st Grade
Cristina Bautista	Pre-K

e. To approve the following 2018-2019 stipend assignments:

<b>Co-cur &amp; Extra-cur Act - Salary</b>	<b>Amount</b>	<b>Staff</b>	<b>Staff</b>
Student Council	3,000	Antczak	
Student Council	3,000	Errico	
Model UN Advisor	3,000	Larsen	
Middle School Play Director	2,000	Jaffrey	
Assistant Middle School Play Director	1,500	Vargas	
5th Grade Play Director	2,000	Brown	
Assistant 5th Grade Play Director	1,500	Vanderhorn	
Yearbook	2,000	Goral	
Yearbook	2,000	Kiss	
Yearbook	2,000	Smith	
Lower Book Club	1,000	Szesci	
Lower Book Club	1,000	Westley	
Lower School Newspaper	2,000	Young	
Library Coordinator	1,000	Westley	
Sound System Coordinator	2,000	Melendez	
Studio Art Portfolio Assistance	1,000	Schifter	
GSA Advisor	2,000	Canete	Muse
Middle School and 5th Grade Math Club	1,000	Carr	
Spanish Club	1,000	Peralta	
Spanish Club	1,000	Peralta	
School Choir	1,000	Jaffrey	
School Play Prop and Costumes	1,000	Szesci	
<b>ATHLETICS-SALARIES</b>			
Athletic Director	8,000	Muse	
Head Coach Boys Basketball	2,060	Melendez	
Assistant Coach Boys Basketball	1,545	Davis	
Head Coach Girls Basketball	2,060	S. Megaro	
Assistant Coach Girls Basketball	1,545	Megaro	
Soccer Head Coach	2,060	Higgins	
Soccer Assistant Coach	1,545	Vargas	
Dance Team Coach	2,060	Hynes	
Volleyball Coach Stipend	2,060	Carr	
Volleyball Assistant Coach Stipend	1,545	Russo	
Running Club	2,060	McGarry	
Flag Football	2,000	McCarty	
<b>OTHER SALARIES FOR INSTRUCTION</b>			
STIPEND - After School Detention	2,000	Muse	
STIPEND - After School Detention	2,000	Antczak	
STIPEND - Scheduling Coordinator	2,000	Hynes	
STIPEND - Peer Mediation Coordinators	2,000	Carr	Canete
STIPEND - Intervention & Referral Specialist	3,500	Duffy	

STIPEND - School Counselor Summer Work	2,000	Ulrika	
Math Push 1-2	2,000	Russo	Megaro
Case Manager CST	10,000	Mackenzie	
Jagsden and Jagszone Coordinators-MS Tutoring	2,000	Goal	Durham
Middle School Intervention Coordinator	1,000	Goral	
School Behavioral Support Teacher	4,000	Megaro	
Lower School Intervention Coordinator	1,000	Guzman	

Run against last year.

- f. To approve/ratify the following staff hires:

Name	Position	Step	Amount	Effective Date
Eric Boonstra	7/8 Math	BA -10	49,533	9/17/2018
Avirl Registe	4 <sup>th</sup> Grade	MA- 21	72,083	9/4/2018
Danita Lyle	PreK	BA-17	57,433	9/4/2018
Michelle Smith	Kindergarten	BA-2	43,713	9/4/18

- g. To approve maternity leave pay for Lindsay Mineses from September 1, 2018 to November 12, 2018 at BA Step 1.

- h. To approve/ratify the following staff reassignments:

Name	From	To
March Mulholland	2 <sup>nd</sup> Grade	4 <sup>th</sup> Grade
Lia Lebron	PreK	2 <sup>nd</sup> Grade
Marie Vanderhorn	Kindergarten	5 <sup>th</sup> Math

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Mace Bell		X				Bertram Okpokwasili		X			
Elizabeth Cain					X	Shelley Skinner		X			
Keith Donath		X				Brian Uy		X			
Colin Dunn		X				Tammy Walters	1	X			
Angela Bennett-Glock					X	Paula Mahayosnand		X			
Adam Irving	2	X									

#### 4. Curriculum/Special Education

Update: Middle School Math

#### 5. Policy/Miscellaneous

- HIB Self-Assessment: To approve the 2017-2018 NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act.
- Agreement: To approve an agreement with NJCU to provide instruction assistance to students at a rate \$17/hour and \$1,000/semester per trainees/tutors for a term commencing August 2018 and ending June 2019.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
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Mace Bell	1	X				Bertram Okpokwasili	2	X			
Elizabeth Cain					X	Shelley Skinner		X			
Keith Donath		X				Brian Uy		X			
Colin Dunn		X				Tammy Walters		X			
Angela Bennett-Glock					X	Paula Mahayosnand		X			
Adam Irving		X									

**IX. Enrollment Report**

Grade	2019	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,	
		2018	2018	2018	2018	2018	2018	2019	2019	2019	2019	2019	2019	
Pre K	45		42	42										
K	66		64	64										
1	66		65	65										
2	66		65	65										
3	66		66	66										
4	66		65	65										
5	66		65	65										
6	66		60	60										
7	66		64	64										
8	66		55	55										
<b>Total</b>	<b>639</b>		<b>611</b>	<b>611</b>										

**X. Board Agenda**

**1. Committee Reports**

- a. Finance and Budget – Met and discussed fund balance. Next meeting will discuss 2018 closed and capital projects.
- b. Evaluation – Adam, Angela, and Elizabeth met and created some new evaluation criteria based on strategic plan.
- c. Development and Communications - none
- d. Facilities - Mace passed around pictures and discussed water issues. Resolutions were discussed.
- e. Policy – Bertram reported on several meeting that took place and they discussed SPED policies, policy creation procedures/checklist, teacher safety policy, assistant to deal with policies, and a meeting with Strauss Esmay.
- f. Strategic Planning and Priorities – Brian met with Colin to discuss means evaluate the strategic plan.
- g. Advocacy – Shelley discussed the NJDOE and their intent to perform visits and town meetings. Shelley discussed assembling advocacy/community meetings to get ahead of the DOE.
- h. Afterschool – Keith discussed the Apollo program start-up, enrollment, and staffing.
- i. Grievance (ad-hoc committee)

- 2. Next Board Meeting: 2018: 10/25, 11/29, 12/13**  
**2019: 1/24, 2/14, 3/21, 4/25, 5/9, 6/12**

**XI. New Business**

1. Shelley Skinner spoke about the resignation of James Laster.

**XII. Public Comment**

**XIII. Executive Session – 8:49 PM**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Mace Bell		X				Bertram Okpokwasili		X			
Elizabeth Cain					X	Shelley Skinner	1	X			
Keith Donath		X				Brian Uy		X			
Colin Dunn		X				Tammy Walters	2	X			
Angela Bennett-Glock					X	Paula Mahayosnand		X			
Adam Irving		X									

Administrator replacement procedures were discussed.

**XIV. Adjournment of Executive and Regular Session – 9:09 PM**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Mace Bell		X				Bertram Okpokwasili		X			
Elizabeth Cain					X	Shelley Skinner		X			
Keith Donath	1	X				Brian Uy		X			
Colin Dunn		X				Tammy Walters	2	X			
Angela Bennett-Glock					X	Paula Mahayosnand		X			
Adam Irving		X									