



# Learning Community Charter School

## Regular Monthly Meeting Minutes

### Thursday, June 13, 2019 – 6:30 PM

- I. **Call to Order by Board Secretary – 6:35 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
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	
Elizabeth Cain	Community Member (3/2021)	X, 6:50 pm		
Paula Mahayosnand	Parent Member (5/2022)	X		

Non-Voting Members	Role	Present	Absent	LA/ED
Sierra Waxman	Staff Member		X	
Mike Brown	Staff Member		X	
Kimberly Smith	Staff Member	X		

**Also Present**

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

IV. **Election Results**

Parent Member	Votes	Term
Nikhil Puri	38	3-Year Term
Marisa Gerke	33	3-Year Term

V. **Oath of Office**

Mr. Falkowski swore in Mr. Puri & Ms. Gerke.

## Re-appoint Board Members

To re-appoint Mr. Colin Dunn as community member for a 3-year term ending April 2022.

To re-appoint Mr. Bertram Okpokwasili as a parent member for 1-year term ending April 2020.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath	1 <sup>st</sup>	X				Elizabeth Cain					X
Colin Dunn		X				Paula Mahayosnand		X			
Angela Bennett-Glock		X				Nikhil Puri		X			
Adam Irving	2 <sup>nd</sup>	X				Marisa Gerke		X			
Bertram Okpokwasili					X						

## VI. 2<sup>nd</sup> Roll Call

Voting Members	Role (Term Expires)	Present	Absent	LA/ED
Keith Donath	Parent Member (4/2020)	X		
Colin Dunn	Community Member (4/2022)	X		
Angela Bennett-Glock	Vice President, Parent Member (4/2020)	X		
Adam Irving	Parent Member (4/2020)	X		
Bertram Okpokwasili	Parent Member (4/2020)		X	
Elizabeth Cain	Community Member (3/2021)	X, 6:50pm		
Paula Mahayosnand	Parent Member (5/2022)	X		
Nikhil Puri	Parent Member (6/2022)	X		
Marisa Gerke	Parent Member (6/2022)	X		

## VII. Election

### For Board President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Angela Bennett-Glock	Keith Donath	Colin Dunn	7	0	0	2

### For Board Vice-President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Keith Donath	Angela Bennett-Glock	Colin Dunn	7	0	0	2

### For Board Treasurer

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Colin	Angela	Adam	7	0	0	2

## VIII. Acceptance of Meeting Agenda

Motion for Learning Community Charter School, Board of Trustees to approve the Agenda for the **June 13, 2019** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath	2 <sup>nd</sup>	X				Elizabeth Cain					X
Colin Dunn		X				Paula Mahayosnand		X			

Angela Bennett-Glock		X				Nikhil Puri		X			
Adam Irving	1 <sup>st</sup>	X				Marisa Gerke		X			
Bertram Okpokwasili					X						

**IX. Public Comment**

Mira (Member of the Green Group) – Thanked the Board for agreeing to eliminate Styrofoam trays. Commented on additional recycling efforts that are being pursued, including adding an additional recycling dumpster for \$200/month.

*Ms. Elizabeth Cain arrived at 6:50pm.*

**X. Presentations**

1. Facility Projects Summer 2019
2. Maker Space Phase I Fall 2019

A lengthy discussion occurred amongst the Board regarding projects.

**XI. 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	
	2018	2018	2018	2018	2018	2018	2019	2019	2019	2019	2019	2019	
Resignations	1	-	5	2	-	1	1	2	1	-	-	-	13
Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonrenewals	-	-	-	-	-	-	-	-	-	-	-	-	-
New Hires	2	-	4	1	1	2	2	-	2	-	-	-	14
Interim Hires	-	-	-	-	-	-	-	-	-	1	-	-	1
Net Change	1	-	(1)	(1)	1	1	1	(2)	1	1	-	-	2

**XII. Acceptance of Meeting Minutes**

Motion for Learning Community Charter School, Board of Trustees to accept the minutes from the **May 13, 2019** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath	2 <sup>nd</sup>	X				Elizabeth Cain				X	
Colin Dunn	1 <sup>st</sup>	X				Paula Mahayosnand		X			
Angela Bennett-Glock				X		Nikhil Puri				X	
Adam Irving		X				Marisa Gerke				X	
Bertram Okpokwasili					X						

**XIII. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for **May 2019**, 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 2019, 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 May 31, 2019.
- c. Bills List: To approve the Bills/Check List from May 13, 2019 to June 13, 2019.
- d. Payroll: To approve the following payrolls:

May 15, 2019	\$ 201,609.55
May 30, 2019	\$ 201,444.96

- e. Agreement: To approve an agreement with School Business Office LLC to provide school business services for the term: July 1, 2019 to June 30, 2020 and monthly rate: \$10,200 (representing a 2% increase).
- f. Agreement: To approve an agreement with Johnston Law Firm LLC to provide legal services for the following term: 7/1/2019 to 6/30/2020 at the hourly fees of \$275/hour for principals, \$245/hour for associates and \$115 for paralegals.
- g. Safety Grant: To accept the NJ School Insurance Group Safety Grant (NJSIG) in the amount of \$3,133.23 and the submission of the grant to the NJSIG.
- h. Agreement: To approve a physician agreement with Dr. Kia Grundy for the 2020 School Year in the amount of \$4,000.
- i. Bid: To award the Cleaning Services Bid to AAA Facility Solutions LLC at the nightly rate of \$281.80. Below is a list of vendors who submitted a bid:
  1. Divine Professional Cleaning Services, Inc.
  2. Best Cleaning Building Service, Inc.
  3. Quality Facility Solutions

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath		X				Elizabeth Cain		X			
Colin Dunn		X				Paula Mahayosnand		X			
Angela Bennett-Glock	1 <sup>st</sup>	X				Nikhil Puri				X	
Adam Irving	2 <sup>nd</sup>	X				Marisa Gerke				X	
Bertram Okpokwasili					X						

**2. Buildings & Grounds**

**3. Personnel**

- a. To approve the following chaperone for the Washington D.C. Trip at \$100 each:
  1. Marc Mulholland
- b. To approve the following staff for the 2019 Summer Camp:

Position/Term	Amount	Staff
<b>Head of Camp</b> (August - July position)	\$5,000	Barbara Kiss
<b>Assistant Head of Camp</b> (August - July position)	\$5,000	Katie Goral
<b>Pre-K- 1 teacher</b> (Must be present at camp from 8:25am-3:15pm M-Th)	\$4,500	Michelle Smith
<b>Kinder teacher- 1 teacher</b> (Must be present at camp from 8:25am-12:15pm M-Th)	\$2,500	Felicia Henderson

<b>Elementary(1st/2nd grade) Teacher - 1 teacher</b> (Must be present at camp from 8:25am-12:15pm M-Th)	\$2,500	Fran Russo
<b>Upper Elementary (3rd/4th grade) Teacher- 1 teacher</b> (Must be present at camp from 8:25am-12:15pm M-Th)	\$2,500	Tetianna Antczak
<b>MS Math (5th-7th) Teacher - 1 teacher</b> (Must be present at camp from 8:25am-3:15pm M-Th)	\$4,500	Joan Buonafide
<b>MS Financial Literacy (5th-7th) Teacher- 1 teacher</b> (Must be present at camp from 8:25am-3:15pm M-Th)	\$4,500	Charlotte Carr
<b>Club Teacher - Sports themed focused- 1 teacher</b> (Must be present at camp from 12:00pm-3:15pm M-Th)	\$2,500	Angel Melendez
<b>Club Teacher- Cooking/ Crafting focused- 1 teacher</b> (Must be present at camp from 12:00pm-3:15pm M-Th)	\$2,500	Mariana Peralta
<b>Club Teacher- Arts/Music focused- 1 teacher</b> (Must be present at camp from 12:00pm-3:15pm M-Th)	\$2,500	Jill Shifter
Approve summer hours. July 8-25, Mon-Thurs, 11:00 AM - 3:00 PM, \$50/h.	\$2400	Monya McCarty

- c. To approve the following staff for the 2019/2020 school year (2019/2020 salaries pending negotiations):

Employee	Position	2019/2020 Step
Angel Melendez	Dean of Students	BA-8 (2018-19 Salary - \$47,238)
Abassie Koroma	Middle School Science Teacher	BA-1
Melissa Galella	Pre-K Teacher	BA-1
Benjamin Kaminski	Kindergarten Teacher	BA-1
Kelsey Flaharty	4th Grade Teacher	BA-1
Daniela Betancourt	Spanish Teacher	BA-1
Andrew Kimble	Middle School Math Teacher	MS-21

- d. To approve home instruction for 5<sup>th</sup> Grade math to be taught by Marie Vanderhorn at \$50/hr, 90 min day from June 21 to June 28, 2019, not to exceed \$600.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath		X				Elizabeth Cain		X			
Colin Dunn		X				Paula Mahayosnand	2 <sup>nd</sup>	X			
Angela Bennett-Glock	1 <sup>st</sup>	X				Nikhil Puri		X			
Adam Irving		X				Marisa Gerke		X			
Bertram Okpokwasili					X						

#### 4. Curriculum/Special Education

- a. BE IT RESOLVED: that the Learning Community Charter School, upon the recommendation of the Head of School, hereby ratifies the authorization of the Affirmative Action Team to conduct the Needs Assessment and develop a Comprehensive Equity Plan.
- b. Agreement: To approve an agreement with WeeCare Therapy Services to provide OT services for the 2019/2020 School Year at the following rates: \$100/hr. and \$400/evaluation.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath	2 <sup>nd</sup>	X				Elizabeth Cain		X			
Colin Dunn		X				Paula Mahayosnand		X			

Angela Bennett-Glock		X				Nikhil Puri		X			
Adam Irving	1 <sup>st</sup>	X				Marisa Gerke		X			
Bertram Okpokwasili					X						

## 5. Policy/Miscellaneous

- a. **BE IT RESOLVED:** that the Learning community Charter School, upon the recommendation of the Head of School, approves the following projects to be submitted to the Friends of LCCS for possible funding for the 2019-2020 school year:

Project	Estimated Cost
Cafeteria	9,000
Fans	20,000
Water Fountains	40,000
Phone/Security	11,500
Gutters	10,000
Windows	40,000
Staff Lounge	2,000
Building Beautification	3,000
Maker Space	20,000
<b>Total</b>	<b>155,500</b>

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath		X				Elizabeth Cain	1 <sup>st</sup>	X			
Colin Dunn		X				Paula Mahayosnand	2 <sup>nd</sup>	X			
Angela Bennett-Glock		X				Nikhil Puri		X			
Adam Irving		X				Marisa Gerke		X			
Bertram Okpokwasili					X						

## XIV. Enrollment Report

Grade	2018	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	44	45	45	45	45	45	45	45	45	
K	66		64	64	66	66	66	66	66	66	66	66	66	
1	66		65	65	66	66	66	66	66	66	66	66	66	
2	66		65	65	66	66	66	66	66	66	66	66	66	
3	66		66	66	65	65	65	66	66	66	66	66	66	
4	66		65	65	65	65	65	66	66	66	65	66	66	
5	66		65	65	65	65	65	66	66	66	66	66	66	
6	66		60	60	65	66	66	66	66	66	66	66	66	
7	66		64	64	66	66	66	66	66	66	66	65	65	
8	66		55	55	59	59	59	59	59	59	59	59	59	
<b>Total</b>	<b>639</b>		<b>611</b>	<b>611</b>	<b>627</b>	<b>629</b>	<b>629</b>	<b>632</b>	<b>632</b>	<b>632</b>	<b>631</b>	<b>631</b>	<b>631</b>	

**XV. Board Agenda**

1. Committee Reports – will be restructured as follows:
  - a. Finance and Budget
  - b. Evaluation
  - c. Facilities
  - d. Policy
  - e. Green Committee
  
2. Next Board Meeting: **2019: 7/25**

**XVI. Executive Session – NONE**

**XVII. Adjourn Executive Session and Reconvene Regular Session - NONE**

**XVIII. New Business**

Motion to move the Board of Trustees meeting from August 22, 2019 to August 15, 2019.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath	2 <sup>nd</sup>	X				Elizabeth Cain	1 <sup>st</sup>	X			
Colin Dunn		X				Paula Mahayosnand		X			
Angela Bennett-Glock		X				Nikhil Puri		X			
Adam Irving		X				Marisa Gerke		X			
Bertram Okpokwasili					X						

**XIX. Public Comment - NONE**

**XX. Adjournment – 9:15 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Keith Donath	1 <sup>st</sup>	X				Elizabeth Cain	1 <sup>st</sup>	X			
Colin Dunn		X				Paula Mahayosnand	2 <sup>nd</sup>	X			
Angela Bennett-Glock	2 <sup>nd</sup>	X				Nikhil Puri		X			
Adam Irving		X				Marisa Gerke		X			
Bertram Okpokwasili					X						