



# Learning Community Charter School

## Regular Monthly Meeting Minutes

### Thursday, August 18, 2016 – 6:30 PM

**I. Call to Order by Board Secretary – 6:31 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 8:10 PM		
Mace Bell	Parent Member (4/2019)	X		
Tia Biasi	Parent Member (4/2017)	X		
Bhavini Doshi	Community Member (4/2017)		X	
Colin Dunn	Community Member (4/2017), Treasurer	X		
Dr. Yasmin Meah	Parent Member (4/2018), President	X		
Bertram Okpokwasili	Parent Member (4/2019)	X – arrived at 6:39 PM		
Sangeeta Ranade	Community Member (4/2019)	X		
Shelley Skinner	Founder Member (4/2019), Vice President		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		
Brian Falkowski	Acting 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 **August 18, 2016** meeting.

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

**V. Public Comments - None**

**VI. Presentations**

- James Laster Accelerated Track for grades 5-8 Update
- Colin Hogan-Presentation of NJASK Science Scores 2016

**VII. Acceptance of Meeting Minutes**

- Motion for Learning Community Charter School, Board of Trustees to accept the minutes from **July 28, 2016**.

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

**VIII. Motions for Approval**

**1. Finance**

- Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for June 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 June 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.
- Bills List: Approve Bills List from June 30, 2016 to August 18, 2016.
- Payroll: To approve the following payrolls:

July 29, 2016	\$85,304.58
August 15, 2016	\$124,427.19
(of which \$83,432.74 is summer pay)	

- d. To approve FY17 IDEA Application – BASIC - \$108,937, Preschool - \$1,525
- e. To approve FY17 NCLB Application - Title IA - \$263,878, Title IIA - \$12,870
- f. 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 at a management fee of \$15,000 and a guaranteed return of \$2,000.

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

**2. Buildings & Grounds - None**

**3. Personnel**

- a. To approve the following resignations:

Name	Effective
Diane Foster, LS Teacher Assistant	8/16/2016
Michelle Flam	8/8/2016

- b. To approve the following new hires for 2016 – 2017 school year:

Name	Position	Step	Salary
LaToya Young	Assistant Teacher 1	N/A	\$35,369.63
Betsy Kline	Middle School Special Ed Teacher	BA Step 2	\$41,443.00

- c. To approve the following stipends:

Academic Stipends	Employee	Amount
Scheduling Coordinator	Dana Guzman	\$2,000

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

**4. Curriculum/Special Education**

- a. To approve the class trip for up to 68 students/chaperones to Washington D.C. from May 22 to May 23, 2017 with hotel room and food provided through an agreement with the National 4-H Council, Inc. at a cost not to exceed \$8,000.

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

**5. Policy/Miscellaneous - None**

**IX. Public Comments II**

- a. Adam Stine – spoke about the orientation and professional development and suggested that attrition be discussed and there be guidelines for how to leave the school and what the expectations would be. Asked if a correspondence can be put out to the parents of the school about how the prior meeting went and the discussion on the attrition.
- b. Angela Glock – investigate the leading indicators about the departure of staff.
- c. Andres Cortez – explain to the staff that it is inappropriate for staff to discuss reasons for leaving with their students.
- d. Michelle – asked if there was a way to have a punitive effect for staff who leave early.

**X. Enrollment Report**

Grade	2017 ENR	Jul 15, 2016	Aug 15, 2016	Sep 15, 2016	Oct 15, 2016	Nov 15, 2016	Dec 15, 2016	Jan 15, 2017	Feb 15, 2017	Mar 15, 2017	Apr 15, 2017	May 15, 2017	Jun 15, 2017	Wait List
Pre K	45		44											239
K	60		59											208
1	60		60											113
2	60		60											79
3	60		60											80
4	60		60											66
5	60		60											64
6	60		58											43
7	60		59											17
8	60		58											8
<b>Total</b>	<b>585</b>		<b>578</b>											<b>917</b>

**XI. Board Agenda**

1. Committee Reports
- a. Finance and Budget - none
- b. Evaluation – The committee is performing exit interviews with SPP Committee, data will be fed to the consultants and will be used for the Board Retreat. In addition, the Evaluation committee is working on the dashboard.

- c. Development and Communications – The Committee reported PTO feedback on Real Time registrations and some reported issues. The next PTO is September 9, 2016.
- d. Facilities – Mace with Tammy and got up to speed with information from Brittin and they are working towards having a meeting with new staff and Colin to construct a new three-year plan.
- e. Policy – Policy Committee is meeting next month.
- f. Strategic Planning and Priorities – The earlier notes are being compiled and the Committee will be meeting with the consultant.
- g. Advocacy – Shelly and Colin are working on having Stephen Sweeney visit LCCS.

- 2. Next Board Meetings: 2016 - 9/29, 10/27, 11/17, 12/15 2017 - 1/26, 2/16, 3/23, 4/27, 5/11, 6/15
- 3. Look Ahead

**XII. New Business - None**

**XIII. Public Comment - None**

**XIV. Executive Session**

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

**XV. Adjournment Executive Session / Public Session – 8:52 PM**

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