



Learning Community Charter School

Regular Monthly Meeting Minutes

Thursday, January 26, 2017 – 6:30 PM

- I. **Call to Order By Board Secretary – 6:34 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		
Mace Bell	Parent Member (4/2019)	X, 7:00pm		
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, 7:02pm		
Sangeeta Ranade	Community Member (4/2019)		X	
Shelley Skinner	Founder Member (4/2019), Vice President	X, 6:42pm		
Brian Uy	Parent Member (4/2017)	X		
Tammy Walters	Parent Member (4/2019)	X		

NonVoting Members	Role	Present	Absent	LA/ED
Monya McCarty	Staff Member	X		
Tracy Zent	Staff Member		X	

Also Present

NonVoting	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 Learning Community Charter School, Board of Trustees to approve the Agenda for the **January 26, 2017** meeting.

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 st	X				Shelley Skinner					X
Bhavini Doshi		X				Brian Uy		X			
Colin Dunn		X				Tammy Walters	2 nd	X			
Dr. Yasmin Meah		X									

V. Public Comments – Note

VI. Presentations

- Update on LCCS Mandarin Program – Mr. Hogan gave a detailed report on the success of the program as well as the possibility of getting approved for the program again next year. A discussion occurred amongst the Board and Mr. Hogan.

Ms. Skinner arrived at 6:42 pm.

Mr. Bell arrived at 7:00 pm.

Mr. Okpokwasili arrived at 7:02pm.

- Update on Think Tank – Mr. Falkowski & Mr. Hogan – Discussion on the projected loss of the program. Additional discussion about ways to improve the program and what the threshold should be for the school’s budget continue to support the program.
- Facility Update – Mr. Mace Bell – Presented a history of the building, recent repairs & improvements, pending needs and master planning.

Public Comments

Michelle Smith – Commented about the importance of the Think Tank program. Suggested less vendors and more use of internal staff.

Monya McCarty – Comment on the Think Tank program. Comment about the metal grind covered by plywood when parking in the lot.

VII. Acceptance of Meeting Minutes

- Motion for Learning Community Charter School, Board of Trustees to accept the minutes from **December 15, 2016**.

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

VIII. Motions for Approval

1. Finance

- a. Board Secretary's and Treasurer's Report: To approve the Secretary's and Treasurer's Reports for November & December 2016, 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 November & December 2016, 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: Approve Bills List from December 15, 2016 to January 26, 2017.
- c. Payroll: To approve the following payrolls:

December 15, 2016	\$192,787.59
December 23, 2016	\$205,734.19
January 15, 2017	\$195,877.01

- d. To approve the following resolution to appoint insurance effective 1-26-2017:

Whereas, the Board of Trustees ("Educational Facility") had previously resolved to join the New Jersey Schools Insurance Group ("NJSIG") following detailed analysis for a three-year term July 1st, 2015-2018 subject to a previously executed board resolution; and

Whereas, The Bylaws of NJSIG requires that each entity designate a Broker/Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

Whereas, the Bylaws indicate that NJSIG shall pay each Broker/Risk Management Consultant a fee to be established annually by the fund;

Now therefore, be it resolved that the Board of Trustees, does hereby appoint Treadstone Risk Management LLC as its Broker/Risk Management Consultant in accordance with the Fund's Bylaws for the remainder of 2016-2017 fiscal year. The Business Administrator is empowered to execute a Broker of Record Letter prior to the insurance renewal to facilitate the inclusion of Treadstone Risk Management LLC in the process.

Whereas, the Board of Trustees has purchased student accident insurance and other property & casualty lines of coverage not included in the NJSIG program; and

Whereas, the insurers for these lines of coverage and other property & casualty insurance coverage carried by Board of Trustees not included in the coverage provided through NJSIG allow for appointment of the Broker of Record at the direction of the insured; and

Whereas, Board of Trustees desires to seek proposals from other insurers and seeks claim resolution assistance for its Property & Casualty & Student Accident lines of coverage.

Now therefore, be it resolved that the Board of Trustees, does hereby appoint Treadstone Risk Management LLC as its Insurance Broker /Risk Management Consultant for the remainder of the 2016-2017 fiscal year.

WHEREAS, N.J.S.A. 18A:18A-5(a)(10) authorizes the Board to award a contract for insurance consultant services without public bidding, in accordance with the procedures established for an extraordinary unspecifiable service (hereinafter referred to as “EUS”), pursuant to N.J.S.A. 18A:18A-5(a)(2); and

NOW, THEREFORE, BE IT RESOLVED that Treadstone Risk Management LLC shall be appointed to provide Insurance Broker /Risk Management Consultant services and that a contract for such services shall be awarded for the following reasons:

1. The fee structures proposed are most advantageous to the Board, price and other factors considered.
2. Experience and resources necessary to perform the contract have been demonstrated.
3. Reputation and responsibility of the Insurance Broker /Risk Management Consultant are satisfactory.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Achal Agarwal	1 st	X				Bertram Okpokwasili		X			
Mace Bell		X				Sangeeta Ranade					X
Tia Biasi		X				Shelley Skinner	2 nd	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 Belen Villacres as a Kindergarten Teacher's Assistant effective January 30, 2017 at an annual salary of \$35,369.63.
- b. To approve the following student teachers for the 2016/2017 school year:

Student Teacher	School	Classroom
Naima Boualdja	NJCU	Pre-K - Teacher: Ms.Manno - Rm 109
Berenice Nunez	NJCU	Kindergarten - Teacher: Ms. Finn - Rm 112
Lia Garripoli	NJCU	1st Grade - Teacher: Ms. Piuggi - Rm 102
Kelsey Trebour	NJCU	3rd Grade - Teacher: Ms. Lefkowitz - Rm 205
Bianca Palma	NJCU	4th Grade - Teacher: Ms. Nardiello - Rm 218
Daniell Olivera	NJCU	5th Grade - Teacher: Ms. Tyjer - Rm 307
Jamie Figliolino	NJCU	6th Grade - Teacher: Mr. Algarin - Rm 305

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

4. Curriculum/Special Education

- a. The Learning Community Charter School Board of Trustees approves and adopts the 2017 Pre-K Five Year plan.

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		X				Shelley Skinner		X			
Bhavini Doshi		X				Brian Uy		X			
Colin Dunn	1 st	X				Tammy Walters	2 nd	X			
Dr. Yasmin Meah		X									

5. Policy/Miscellaneous

- a. Policy 5140 - To approve the 1st Reading of the LCCS Promotion and Retention Policy.

Note: The change is a date change on the Policy from March 10th to "two weeks prior to the end of the school year."

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

IX. 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	45	45	45	45	45						237
K	60		59	60	60	60	60	60						188
1	60		60	60	60	60	60	60						112
2	60		60	60	60	60	60	60						78
3	60		60	60	60	60	60	60						78
4	60		60	60	60	60	60	60						66
5	60		60	60	60	60	60	60						57
6	60		58	64	64	63	63	61						6
7	60		59	58	58	59	60	61						8
8	60		58	57	57	57	57	57						9
Total	585		578	584	584	584	585	585						839

X. Board Agenda

1. Committee Reports

- a. Finance and Budget – None Meeting
- b. Evaluation – Conference call with Mr. Hogan held about dashboard and survey (talk about reducing the length)
- c. Development and Communications – Updated development report passed out to the Board for review. Feb 9th fundraising event will be held at \$25/person. GALA will be held at Women’s Club and the theme will be Casino Night. To be held on March 25th on a Saturday night. Discussion about Honorees.
- d. Facilities – No further update.
- e. Policy – No further update.
- f. Strategic Planning and Priorities – Mr. Uy will be using Mr. Bell’s presentation to complete strategic planning.
- g. Advocacy – Parent lobby day on February 27th. Ms. Skinner gave the details of the event to be held in Trenton.

2. Next Board Meetings: 2017: 2/16, 3/23, 4/27, 5/11, 6/15

3. Look Ahead

XI. New Business - NONE

XII. Public Comment – NONE

XIII. Executive Session – 8:48pm

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 st	X				Shelley Skinner		X			
Bhavini Doshi		X				Brian Uy		X			
Colin Dunn	2 nd	X				Tammy Walters		X			
Dr. Yasmin Meah		X									

Topics:

- Negotiations update.

XIV. Adjournment Executive Session / Public Session – 9:22 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 st	X				Shelley Skinner		X			
Bhavini Doshi		X				Brian Uy	2 nd	X			
Colin Dunn		X				Tammy Walters		X			
Dr. Yasmin Meah		X									