



Learning Community Charter School

Regular Monthly Meeting Agenda

Thursday, June 15, 2023 – 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 (4/2024)			
Colin Dunn	Treasurer, Community Member (4/2023)			
Bertram Okpokwasili	Parent Member (4/2024)			
Elizabeth Cain	Community Member (4/2025)			
Paula Mahayosnand	Parent Member (5/2023)			
Nikhil Puri	Parent Member (6/2023)			
Marisa Gerke	Parent Member (6/2023)			
Neil Abadie	Community Member (4/2023)			
Cathy Agle	Parent Member (4/2025)			
Gaspar Cabrera	Parent Member (4/2025)			
Kate Gratto	Parent Member (4/2025)			
Jaclyn Moore	Parent Member (4/2025)			

Non-Voting Members	Role	Present	Absent	LA/ED
Mr. Brown	Staff Member			

Also Present

Non-Voting	Role	Present	Absent	LA/ED
Colin Hogan	Head of School			
Tatiana Antczak	LCCS Teacher			
Brian Falkowski	SBA/Board Secretary			
Angel Melendez	Dean of Students/Assistant Head of School			

- IV. **Public Comment**
- V. **Presentations**

- 1. Presentation
 - i. Curriculum Writing Update – Colin Hogan, Katie Goral, Zoe Turnpaugh

ii. Student Survey Results – Colin Hogan

VI. Board Discussion Topics

1. Afterschool P&L – (P&L in Dropbox)
2. Retention Report

Retention Type	Board Meeting												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2022	2022	2022	2022	2022	2022	2023	2023	2023	2023	2023	2023	
Open Positions	-												-
Resignations	-	-	3	-	-	-	-	-	1	1	-	-	5
Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonrenewals	-	-	-	-	-	-	-	-	-	-	-	-	-
New Hires	-	4	4	-	1	-	1	-	-	-	-	-	10
Interim Hires	-	-	-	-	-	-	-	-	-	-	-	-	-

VII. Acceptance of Meeting Minutes

Motion for Learning Community Charter School, Board of Trustees to accept the minutes from the **May 11, 2023** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Colin Dunn						Marisa Gerke					
Angela Bennett-Glock						Neil Abadie					
Bertram Okpokwasili						Cathy Agle					
Elizabeth Cain						Gaspar Cabrera					
Paula Mahayosnand						Kate Gratto					
Nikhil Puri						Jaclyn Moore					

VIII. Reorganization

1. Board of Trustees

To re-appoint the following Board of Trustee Members for the following terms:

- a. Nikhil- 2 years, through 6/2025
- b. Paula- 3 years, through 5/2026
- c. Marisa- 3 years, through 6/2026

2. Regular Meeting Dates – 2023/2024 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 2023/2024 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 20, 2023	6:30 PM	Regular Meeting
Thursday	August 17, 2023	6:30 PM	Regular Meeting
Thursday	September 14, 2023	6:30 PM	Regular Meeting
Thursday	October 19, 2023	6:30 PM	Regular Meeting
Thursday	November 16, 2023	6:30 PM	Regular Meeting

Thursday	December 14, 2023	6:30 PM	Regular Meeting
Thursday	January 18, 2024	6:30 PM	Regular Meeting
Thursday	February 15, 2024	6:30 PM	Regular Meeting
Thursday	March 14, 2024	6:30 PM	Regular Meeting/ Budget Meeting
Thursday	April 18, 2024	6:30 PM	Regular Meeting
Thursday	May 16, 2024	6:30 PM	Regular Meeting
Thursday	June 13, 2024	6:30 PM	Regular Meeting/ Reorganization Meeting

3. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2023/2024 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.

4. Appointments

RESOLVED, that the Learning Community Charter School upon the recommendation of the Executive Director, hereby appoints the following for the 2023/2024 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	Kristina Haugen
Public Agency Compliance Officer (PACO)	Dr. Brian Falkowski
Custodian of School Records	Dr. Brian Falkowski
Appoint Asbestos Management/PEOSA Officer	Barbara Kiss
Safety & Health Coordinator	Juan Carillo
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	Ve'dora Wright
Section 504 Administrator	Elizabeth Stover
Homeless Liaison	Ve'dora Wright
Section 504 Compliance Officer	Elizabeth Stover
HIB/Anti-Bully Coordinator & School Safety Team	Angel Melendez – HIB Coordinator Tatiana Antczak – School Safety Team and HIB Specialist

5. 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 2023/2024 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.
6. 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 2023/2024 school year.
7. 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 2023/2024 school year.
8. Newspaper of Record
BE IT REOLVED: 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 for the 2023/2024 school year.
9. 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 2023/2024 school year.

10. 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 2023/2024 school year.

11. 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 2023/2024 school year.

12. 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 2023/2024 school year.

13. 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 2023/2024 school year.

14. 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 2023/2024 school year.

15. 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 \$35,000.

16. 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 2023/2024 school year at a cost not to exceed \$25,000 and the following rates: \$285/principals, \$255/associates, and \$115/paralegals.

17. 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 2023/2024 school year.

18. 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 2023/2024 school year:

403B	AXA Equitable
Voluntary Insurance	AFLAC, AIG, Allstate

19. 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 2023/2024 school year.

20. 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 2023/2024 school year at a cost not to exceed \$5,000.

21. 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 2023/2024 school year.

22. 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 2023/2024 school year.

23. 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 2023/2024 school year. Full resolution as attached.

24. 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 2023/2024 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Colin Dunn						Marisa Gerke					
Angela Bennett-Glock						Neil Abadie					
Bertram Okpokwasili						Cathy Agle					
Elizabeth Cain						Gaspar Cabrera					
Paula Mahayosnand						Kate Gratto					
Nikhil Puri						Jaclyn Moore					

IX. Motions for Approval

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for May 2023, 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 2023, 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 12, 2023 to June 15, 2023.
- c. Payroll: To approve the following payrolls:

May 15, 2023	\$ 278,924.28
May 30, 2023	\$ 278,478.27
June 15, 2023	\$ 275,022.83

- d. Agreement: To approve an agreement with SBO Management LLC to provide School Business Services at the month rate of \$11,572 for FY24.
- e. Food Service Management Contract: BE IT RESOLVED: that the Learning Community Charter School Board of Trustees, upon recommendation of the School Director, hereby approves the award of the Food Service Management Contract to Maschio's Food Services, Inc. as the Food Services Management Company (FSMC) for the 2023-2024 school year. The contract will commence on July 1, 2023 and end on June 30, 2024. The flat fee of the contract will be in the amount of \$20,000.00. The Guarantee return of this contract is \$0.00 with the estimated total cost of the contract at \$196,355.85.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Colin Dunn						Marisa Gerke					
Angela Bennett-Glock						Neil Abadie					
Bertram Okpokwasili						Cathy Agle					
Elizabeth Cain						Gaspar Cabrera					
Paula Mahayosnand						Kate Gratto					
Nikhil Puri						Jaclyn Moore					

2. Buildings & Grounds

- a. To approve a resolution binding the learning community charter school to purchase electric generation services through the alliance for competitive energy services (“aces”) bid cooperative pricing system id#e8801-acescps.

- b. To approve a resolution binding the learning community charter school to purchase natural gas services through the alliance for competitive energy services (“aces”) bid cooperative pricing system id#e8801-acescps.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Colin Dunn						Marisa Gerke					
Angela Bennett-Glock						Neil Abadie					
Bertram Okpokwasili						Cathy Agle					
Elizabeth Cain						Gaspar Cabrera					
Paula Mahayosnand						Kate Gratto					
Nikhil Puri						Jaclyn Moore					

3. Personnel

- a. To approve the 2023-2024 Stipend Writing Positions as attached.
 b. To approve the following staff, grant funded for FY23:

Employee Name	Grant
Baha Ibrahim	IDEA Basic
Maria Lourdes Moss	IDEA Basic
Mina Samaan	IDEA Basic
Katherina Andujar	ESEA Title I
Shantivadra Das	ESEA Title I
Lorena Sonsona	ESEA Title I
George Gawargi	ESEA Title I
Jerome Davis	ESEA Title I
Lily Aycoc	ESEA Title I
Kerrie Young	ESEA Title I
Meenu Chaturvedi	ESEA Title I
Regina Howell	CRRSA Mental Health
Dana Guzman	ARP Evidence Based Summer Learning
Sarah Westley	ARP Evidence Based Summer Learning
Nicole Hittner	ARP Evidence Based Summer Learning
Allyson Szecsi	ARP Evidence Based Summer Learning
Erin McGinty	ARP Evidence Based Summer Learning
Elizabeth Stover	ARP Evidence Based Summer Learning
Charlotte Carr	ARP Evidence Based Summer Learning
Stephanie Silver	ARP Evidence Based Summer Learning
Elizabeth Stover	ARP Evidence Based Summer Learning
Marc Mulholland	ARP Evidence Based Summer Learning
Dana Guzman	ARP Evidence Based Beyond the School Day
Michael Lee	ARP Evidence Based Beyond the School Day
Erin McGinty	ARP Evidence Based Beyond the School Day
Michelle Smith	ARP Evidence Based Beyond the School Day
Trini Brodi	ARP Evidence Based Beyond the School Day
Katherine McConnell	ARP Evidence Based Beyond the School Day
Tracy Paparella	ARP Evidence Based Beyond the School Day
Robert Sardison	ARP Evidence Based Beyond the School Day
Sarah Westley	ARP Evidence Based Beyond the School Day
Sarah Freitas	ARP NJTSS Mental Health
Justin Deutsch	ARP NJTSS Mental Health
Poopak Mohajer	ARP NJTSS Mental Health
Stephanie Pompilus	ARP NJTSS Mental Health
Julissa Almonte	ARP NJTSS Mental Health
Amy Conover	ARP NJTSS Mental Health

George Gawargi	ARP NJTSS Mental Health
Mina Samaan	ARP NJTSS Mental Health
Christina McGarry	ARP NJTSS Mental Health
Stephanie Silver	ARP NJTSS Mental Health
Tatiana Antczak	ARP NJTSS Mental Health
Ryan Lane	ARP NJTSS Mental Health

- c. To approve a sick day pay out for Meera Jaffrey in the amount of \$10,000.
- d. To approve the following teachers for the SY24 PAW program at \$160.00 per session, \$160.00 per performances, and \$90 per hour for Professional Development.
 - i. Kent Jackman
 - ii. Corinne Lee
 - iii. Sean Kiely
 - iv. Renato Thoms

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Colin Dunn						Marisa Gerke					
Angela Bennett-Glock						Neil Abadie					
Bertram Okpokwasili						Cathy Agle					
Elizabeth Cain						Gaspar Cabrera					
Paula Mahayosnand						Kate Gratto					
Nikhil Puri						Jaclyn Moore					

4. Curriculum/Special Education

- a. To approve an agreement with Turn and Go LLC to provide educational coaching, curriculum and consulting services at a monthly service fee of \$13,541.66.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Colin Dunn						Marisa Gerke					
Angela Bennett-Glock						Neil Abadie					
Bertram Okpokwasili						Cathy Agle					
Elizabeth Cain						Gaspar Cabrera					
Paula Mahayosnand						Kate Gratto					
Nikhil Puri						Jaclyn Moore					

5. Policy/Miscellaneous

- a. To approve the amended 2023-2024 SY Calendar.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Colin Dunn						Marisa Gerke					
Angela Bennett-Glock						Neil Abadie					
Bertram Okpokwasili						Cathy Agle					
Elizabeth Cain						Gaspar Cabrera					
Paula Mahayosnand						Kate Gratto					
Nikhil Puri						Jaclyn Moore					

X. Enrollment Report

Grade	2022	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Wait
	ENR	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,	List
		2022	2022	2022	2022	2022	2022	2023	2023	2023	2023	2023	2023	
Pre K	45			45	45	45	45	45	45	45	45	45	45	
K	66			65	66	66	66	66	66	66	66	66	66	
1	66			64	66	66	66	66	66	66	66	66	66	

2	66			66	66	66	66	66	66	66	66	66	66	
3	66			66	66	66	66	66	66	65	66	67	67	
4	66			65	66	66	66	66	66	66	66	65	65	
5	66			65	66	66	66	66	66	66	66	66	66	
6	66			63	64	64	66	65	66	67	66	66	66	
7	66			66	67	67	65	66	65	64	65	65	65	
8	66			68	67	67	67	67	67	67	67	67	67	
Total	639			632	638	638	638	639	638	638	639	639	639	

XI. Board Agenda

1. Committee Reports

- a. Finance and Budget
- b. Evaluation
- c. Facilities
- d. Policy
- e. Green/Sustainability
- f. Afterschool

- 2. Next Board Meeting:** **2023:** 7/20, 8/17, 9/14, 10/19, 11/16, 12/14
2024: 1/18, 2/15, 3/14, 4/18, 5/16, 6/13

XII. New Business

XIII. Public Comment

XIV. Adjourn Regular Session and Enter Executive Session - HIB

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Colin Dunn						Marisa Gerke					
Angela Bennett-Glock						Neil Abadie					
Bertram Okpokwasili						Cathy Agle					
Elizabeth Cain						Gaspar Cabrera					
Paula Mahayosnand						Kate Gratto					
Nikhil Puri						Jaclyn Moore					

XV. Adjourn Executive Session and Enter Regular Session

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Colin Dunn						Marisa Gerke					
Angela Bennett-Glock						Neil Abadie					
Bertram Okpokwasili						Cathy Agle					
Elizabeth Cain						Gaspar Cabrera					
Paula Mahayosnand						Kate Gratto					
Nikhil Puri						Jaclyn Moore					

XVI. New Business

XVII. Adjourn Meeting

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Colin Dunn						Marisa Gerke					
Angela Bennett-Glock						Neil Abadie					
Bertram Okpokwasili						Cathy Agle					
Elizabeth Cain						Gaspar Cabrera					
Paula Mahayosnand						Kate Gratto					
Nikhil Puri						Jaclyn Moore					

