



Learning Community Charter School

Regular Monthly Meeting Agenda

Thursday, June 16, 2022 – 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)			
Keith Donath	Vice 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)			
Joe George	Parent Member (12/2024)			
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			
Mr. Kimble	Staff Member			

Also Present

Non-Voting	Role	Present	Absent	LA/ED
Colin Hogan	Head of School			
Maureen Rexer	Vice Principal			
Brian Falkowski	SBA/Board Secretary			
Kristina Haugen	School Business Office			
Angel Melendez	Dean of Students/Assistant Head of School			

IV. **Governance**

V. Public Comment

VI. Presentations

1. Presentation
 - i. Social Justice at LCCS 2021-2022 - Felicia Henderson, Mike Brown, Hannah Stimac
 - ii. LCCS Summer Program Update – Maureen Rexer

VII. 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	
	2021	2021	2021	2021	2021	2021	2022	2022	2022	2022	2022	2022	
Open Positions	-												-
Resignations	-	-	3	1	3	-	-	2	-	-	-	1	10
Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-
Nonrenewals	-	-	-	-	-	-	-	-	-	-	-	-	-
New Hires	3	-	16	-	5	4	-	-	-	1	-	2	31
Interim Hires	-	-	-	-	-	-	-	-	-	-	-	-	-

VIII. Acceptance of Meeting Minutes

Motion for Learning Community Charter School, Board of Trustees to accept the minutes from the **May 12, 2022** meeting.

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

IX. Reorganization

1. Regular Meeting Dates – 2022/2023 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 2022/2023 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 21, 2022	6:30 PM	Regular Meeting
Thursday	August 18, 2022	6:30 PM	Regular Meeting
Thursday	September 15, 2022	6:30 PM	Regular Meeting
Thursday	October 20, 2022	6:30 PM	Regular Meeting
Thursday	November 17, 2022	6:30 PM	Regular Meeting
Thursday	December 15, 2022	6:30 PM	Regular Meeting
Thursday	January 19, 2023	6:30 PM	Regular Meeting

Thursday	February 16, 2023	6:30 PM	Regular Meeting
Thursday	March 16, 2023	6:30 PM	Regular Meeting/ Budget Meeting
Thursday	April 20, 2023	6:30 PM	Regular Meeting
Thursday	May 11, 2023	6:30 PM	Regular Meeting
Thursday	June 15, 2023	6:30 PM	Regular Meeting/ Reorganization Meeting

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2022/2023 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.

3. Appointments

RESOLVED, that the Learning Community Charter School upon the recommendation of the Executive Director, hereby appoints the following for the 2022/2023 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	Mellissa Mackenzie
Homeless Liaison	Ve'dora Wright
Section 504 Compliance Officer	Elizabeth Stover
HIB/Anti-Bully Coordinator & School Safety Team	Angel Melendez – HIB Coordinator Regina Howell – School Safety Team and HIB Specialist

4. 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 2022/2023 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.

5. 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 2022/2023 school year.

6. 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 2022/2023 school year.

7. 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 2022/2023 school year.

8. 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 2022/2023 school year.

9. 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 2022/2023 school year.

10. 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 2022/2023 school year.

11. 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 2022/2023 school year.

12. 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 2022/2023 school year.

13. 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 2022/2023 school year.

14. 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.

15. 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 2022/2023 school year at a cost not to exceed \$25,000 and the following rates: \$285/principals, \$255/associates, and \$115/paralegals.

16. 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 2022/2023 school year.

17. 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 2022/2023 school year:

403B	AXA Equitable
Voluntary Insurance	AFLAC, AIG, Allstate

18. 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 2022/2023 school year.

19. 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 2022/2023 school year at a cost not to exceed \$5,000.

20. 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 2022/2023 school year.

21. 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 2022/2023 school year.

22. 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 2022/2023 school year. Full resolution as attached.

23. 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 2022/2023 school year.

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

X. Motions for Approval

1. Finance

- a. Board Secretary’s and Treasurer’s Report: To approve the Secretary’s and Treasurer’s Reports for May 2022, 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 2022, 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 13, 2022 to June 16, 2022.
- c. Payroll: To approve the following payrolls:

May 30, 2022	\$ 245,898.20
June 15, 2022	\$ 246,372.47

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

2. Buildings & Grounds

3. Personnel

- a. To approve the LCCSEA FY23-FY25 Collective Bargaining Agreement Memorandum of Agreement.
- b. To approve the resignation of Meghan Yager effective 6/30/22.
- c. To approve the following Summer Tutoring Staff for Summer 2022:

Supervisors (\$5,500 ea.):

Barbara Kiss
Tatiana Antczak

Tutors:

Name	Maximum Amount
Katie McConnel	\$2,100
Frannie Russo	\$2,100
Joan Buonafide	\$2,100
Felicia Henderson	\$3,000
Robby Lefkowitz	\$3,000

Laura Baer	\$3,000
Sarah Freitas	\$3,000
Hannah Stimach	\$3,000
Nicole Hittner	\$3,000
Mike Lee	\$3,900
Marie VanDerHorn	\$3,900
Ryan Lane	\$3,900
Robert Sardison	\$3,900
Irises Larsen	\$3,900
Amanda Errico	\$3,900
Justin Deutch	\$3,900
Erin McGinty	\$4,800
Judith Rojas	\$4,800
Marc Mulholland	\$4,800
Dana Guzman	\$4,800
Charlotte Carr	\$4,980
Stephanie Silver	\$6,150
Sarah Westley	\$6,150
Beth Stover	\$3,810
Ally Szecsi	\$3,810
Total	\$95,700

Coaches (\$2,000 ea.):

Katie Goral
Joseph Dinapoli

- d. To approve the following stipends for FY23:

Curriculum	Assignment	Amount
K-8 ELA Unit-Specific Vocab (9) <i>\$300 per grade level</i>	Francine Russo	\$600
	Michelle Smith	\$600
	Trinti Brodi	\$600
	Tracy Paparella	\$600
K-5 ELA Advanced Vocab (1) <i>1 position available; \$600</i>	Kathryn McConnell	\$600
6-8 PSAT Vocab (1) <i>1 position available; \$600</i>	Stephanie Silver	\$600
2-8 Grammar (7) <i>\$2,000 per grade level</i>	Robby Lefkowitz	\$2000
	Nicole Hittner	\$4000
	Triniti Brodi	\$2000
	Tracy Paparella	\$2000
	Stephanie Silver	\$4000
4-8 Spelling (1) <i>1 positions available; \$5,000</i>	Sarah Westley	\$5000

K-4 Science (5) 3 positions available; \$2,000 per grade level	Justin Deutsch	\$2000
	Kathryn McConnell	\$2000
	Michelle Smith	\$2000
	Michael Lee	\$2000
	Joan Buonafide	\$2000

e. To approve the hiring of the following staff for FY23:

Last Name	First Name	Position	Step	Salary
Mohajer	Poopak	2 nd Grade	MA-5	58,138
Almonte	Julissa	4 th Grade	BA-1	50,138

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

4. Curriculum/Special Education

- To approve an agreement with SBO Management LLC to provide School Business Services at the month rate of \$11,021 for FY23.
- To approve an agreement with ProCare Therapy to provide special education services at an hourly rate of \$8326 for a minimum of 19.5 hours/week for FY23.
- To approve an agreement with NJCU to provide instructional assistance at a rate of \$20/hour per intern, \$1,000/semester for lead intern(s), \$2,500 stipend for interns enrolled in CPII, and a 5% program management cost for FY23.
- To approve an agreement with Playworks to provide recess coaching at an annual amount of \$40,000 and Pro Training at a one time amount of \$2,000 for FY23.
- To approve an agreement with Joseph DiNapoli to provide Mathematics PD/Coaching Services for a total fee of \$20,000 for FY23.
- 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
Keith Donath						Nikhil Puri					
Colin Dunn						Marisa Gerke					
Angela Bennett-Glock						Neil Abadie					
Bertram Okpokwasili						Cathy Agle					
Elizabeth Cain						Gaspar Cabrera					
Joseph George						Kate Gratto					
Paula Mahayosnand						Jaclyn Moore					

5. Policy/Miscellaneous

- To approve the 1st reading of the following policies (available on lccsnj.org):

Policy 0143.2	Policy 2415.04
Policy 0163	Policy 2415.50
Policy 1511	Policy 2416.01
Policy 2415	Policy 2417
Policy 3216	Policy 2461
Policy 3270	Policy 3161
Policy 4216	Policy 4161
Policy 5513	Policy 5512
Policy 5517	Policy 7410
Policy 5722	Policy 8420
Policy 1648.15	Policy 9320

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

XI. 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
		2021	2021	2021	2021	2021	2021	2022	2022	2022	2022	2022	2022	
Pre K	45		45	45	45	45	45	45	45	45	45	45	45	
K	66		66	66	66	66	66	66	66	66	66	66	66	
1	66		66	66	66	65	65	65	65	65	65	66	65	
2	66		65	65	66	66	66	66	66	66	66	66	65	66
3	66		65	65	66	66	66	66	66	66	66	66	66	66
4	66		66	66	66	66	66	66	66	66	66	66	66	66
5	66		65	65	66	66	66	66	66	66	66	66	66	66
6	66		62	62	71	72	72	71	71	71	70	71	72	
7	66		66	66	69	68	69	70	70	70	70	70	69	
8	66		66	66	57	57	57	57	57	57	57	57	57	
Total	639		632	632	638	637	638	638	638	638	637	638	637	

XII. Board Agenda

1. Committee Reports

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

2. Next Board Meeting: 2022: 7/16, 8/18, 9/15, 10/20, 11/17, 12/15

2023: 1/19, 2/16, 3/16, 4/20, 5/11, 6/15

- XIII. Public Comment
- XIV. Executive Session
- XV. Adjourn Executive Session and Reconvene Regular Session
- XVI. New Business
- XVII. Adjourn Regular Session

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