



## Regular Monthly Meeting Minutes

Tuesday, June 8, 2021

6:00 PM

### I. Call to Order by Board Secretary – 6:06 pm

### II. Public Notice of Meeting/NJ Sunshine Law

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advanced notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon in accordance with N.J.S.A 10:4-6 et seq.

On the rules of this act, Newark Educators' 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 Star Ledger, distributed to Municipal Clerk and posted at the Newark Educators' Community Charter School located at 88-108 Shipman Street, Newark, NJ 07102. Formal action may take place at this meeting.

### III. Roll Call

Voting Members	Role	Present	Absent	LA/ED
Chalynda Maynard	President	X		
Steven Lewis	Vice President	X		
Al-Jabbar Riddle	Trustee	X		
Torra Waynick	Trustee		X	
Tenelle Edmundson	Trustee	X		
Eric Thompson	Trustee	X, 6:10 pm		
Jean-Guy Lauture	Trustee	X		
Olivia Keith	Trustee	X		
Non-Voting Members	Role	Present	Absent	LA/ED
Katherine Martinez	Executive Director	X		
Patrice Usry	Operations Manager	X		
Joyce Kornegay	Consultant	X		
Michae Falkowski	Acting Board Secretary	X		
Ameenah Brown	Staff Representative		X	
Prudence Paez	Parent Representative		X	

### IV. Election

#### For Board President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Chalynda Maynard	Al-Jabbar Riddle	Steven Lewis	6	0	0	2

#### Meeting turned over to Board President

#### For Board Vice-President

Nominee	Nominated By	Seconded By	Yes	No	Abstain	Absent
Torra Waynick	Chalynda Maynard	Al-Jabbar Riddle	6	0	0	2

### V. Board Business

### VI. Public Comment – NONE

### VII. Committee Reports

Committee	Notes/Summary
Development	Did not meet
Personnel	Met June 7 <sup>th</sup> , discussed new hire, PD, creation of tuition reimbursement policy, summary volunteer, salary
Facilities/Finance	Discussed end of year financials, fund balance. Facilities did not meet.
Curriculum	Met on 3 <sup>rd</sup> of June, no in person summer program, PD in August stipend, Safe reopening plan, blueprint for next school year, utilization of ESSER grant funds
Grievance	No meeting
Policy	No meeting, PTO Discussion
Strategic Planning	No meeting
Marketing/Outreach	No meeting

**VIII. School Business**

1. **Principal's Report**
2. **Staff Report**

Retention Type	Board Meeting												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	2020	2020	2020	2020	2020	2020	2021	2021	2021	2021	2021	2021	
Open Positions	(9)												(9)
Resignations		(1)	(1)	(1)					(2)				(5)
Terminations				(1)									(1)
Non-renewals													
Other													
New Hires	4	5	1	1	2	1							14
Interim Hires													
Net Change	(5)	4	0	(1)	2	1	0	0	(2)	0	0		(1)

**IX. Acceptance of Meeting Minutes**

Motion for Newark Educators' Community Charter School, Board of Trustees to accept the meeting minutes from May 11, 2021

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Al-Jabbar Riddle		X				Torra Waynick					X
Chalynda Maynard	2 <sup>nd</sup>	X				Steven Lewis	1 <sup>st</sup>	X			
Tenelle Edmundson		X				Eric Thompson		X			
Olivia Keith		X				Jean Guy		X			

**X. Reorganization**

1. Regular Meeting Dates – 2020/2021 School Year

BE IT RESOLVED: that the Newark Educators' Community Charter School, upon the recommendation of the Executive Director, approves the Resolution to adopt the Annual Board Meeting Schedule for the 2021/2022 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
Tuesday	July 13, 2021*	6:00 PM	Regular Meeting
Tuesday	August 10, 2021*	6:00 PM	Regular Meeting
Tuesday	September 14, 2021	6:00 PM	Regular Meeting
Tuesday	October 12, 2021	6:00 PM	Regular Meeting

Tuesday	November 9, 2021	6:00 PM	Regular Meeting
Tuesday	December 14, 2021	6:00 PM	Regular Meeting
Tuesday	January 11, 2022	6:00 PM	Regular Meeting
Tuesday	February 8, 2022	6:00 PM	Regular Meeting
Tuesday	March 8, 2022	6:00 PM	Regular Meeting
Tuesday	April 12, 2022	6:00 PM	Regular Meeting
Tuesday	May 10, 2022	6:00 PM	Regular Meeting
Tuesday	June 14, 2022	6:00 PM	Regular Meeting/ Reorganization Meeting

\*\*\*NO MEETING IN JULY\*\*\*

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2021/2022 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 Newark Educators' Community Charter School upon the recommendation of the Executive Director, hereby appoints the following for the 2021/2022 school year:

Position/Appointment	Name
Executive Director	Vacant
Business Administrator/Board Secretary	Dr. Brian Falkowski
Acting Board Secretary in the absence of the Board Secretary	Michael Falkowski and SBO Designee
Public Agency Compliance Officer (PACO)	Dr. Brian Falkowski
Custodian of School Records	Dr. Brian Falkowski
Appoint Asbestos Management/PEOSA Officer	Patrice Usry
Safety & Health Coordinator	Patrice Usry
Indoor Air Quality Coordinator	Patrice Usry
Integrated Pest Management Coordinator	Patrice Usry
Right to Know and Chemical Hygiene Coordinator	Patrice Usry
Affirmative Action Officer	Patrice Usry
Title IX Compliance Officer	Graciela Walker
Substance Awareness Coordinator	Lisette Diaz
Section 504 Administrator	Graciela Walker
Homeless Liaison	Lisette Diaz
Section 504 Compliance Officer	Valerie Charles-Mayes
HIB/Anti-Bully Coordinator & School Safety Team	Graciela Walker

4. Adoption of Code of Ethics

RESOLVED, that the Newark Educators' Community Charter School Board of Trustees hereby adopts the New Jersey School Boards Code of Ethics, as attached, for its members, for the 2021/2022 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 Newark Educators' Community Charter School Board of Trustees, either by code, number, resolution, motion or inference of intent, be re-adopted completely for the 2021/2022 school year.
6. Depository of Funds  
BE IT RESOLVED: that the Newark Educators' Community Charter School, Board of Trustees upon the recommendation of the Executive Director, approves Investors Bank as the depository of funds for the 2021/2022 school year.
7. Newspaper of Record  
BE IT REOLVED: that the Newark Educators' Community Charter School, Board of Trustees upon the recommendation of the Executive Director, herewith designates The Star Ledger as the official Newspapers of Record; be it Resolved the official Website is [www.newarkeducators.org](http://www.newarkeducators.org) for the 2021/2022 school year.
8. Authorize the School Business Administrator to Audit and Executive Director to Approve Bill Payments  
BE IT RESOLVED: that the Newark Educators' Community Charter School, Board of Trustees upon the recommendation of the Executive Director, herewith designates the School Business Administrator/Board Secretary with the approval of Executive Director, 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 2021/2022 school year.
9. Authorize Payment of Bills Between Meetings  
BE IT RESOLVED: that the Newark Educators' Community Charter School, upon the recommendation of the Executive Director, 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 2021/2022 school year.
10. Appoint a School Purchasing Agent  
BE IT RESOLVED: that the Newark Educators' Community Charter School, upon the recommendation of the Executive Director, 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 2021/2022 school year.

11. Authorize purchases below 15% of the Bid Threshold without competitive quotations  
BE IT RESOLVED: that the Newark Educators' Community Charter School, upon the recommendation of the Executive Director, hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2021//2022 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 Newark Educators' Community Charter School, upon the recommendation of the Executive Director, hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2021/2022 school year.
13. Resolution to authorize the Executive Director 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 Newark Educators' Community Charter School, upon the recommendation of the Executive Director, hereby authorizes the Executive Director 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 2021/2022 school year.
14. Resolution to Appoint Board Counsel  
BE IT RESOLVED: that the Newark Educators' Community Charter School, hereby approves the appointment of **The Busch Law Group LLC** as Board of Trustees Council for the fiscal year ending June 30, 2022, at a cost not to exceed \$35,000.
15. Resolution to Appoint External Audit Firm  
BE IT RESOLVED: that the Newark Educators' Community Charter School, upon the recommendation of the Executive Director, hereby approves the appointment of **Galleros Robinson CPAs LLP** to prepare the school's Comprehensive Annual Financial Report & Auditors Management Report for the fiscal year ending June 30, 2021, at a cost not to exceed \$35,000.
16. Resolution to Appoint Architect of Record  
BE IT RESOLVED: that the Newark Educators' Community Charter School, upon the recommendation of the Executive Director, hereby approves the appointment of **USA Architects** to provide architectural services for the 2021/2022 school year.
17. Approve Voluntary Payroll Deduction Companies  
BE IT RESOLVED: that the Newark Educators' Community Charter School, upon the recommendation of the Executive Director, hereby approves the following voluntary deduction companies for the 2021/2022 school year:
 

403B	AXA Equitable
Voluntary Insurance	AFLAC
FSA	Wageworks
18. Approve NJ Uniform Chart of Accounts  
BE IT RESOLVED: that the Newark Educators' Community Charter School, upon the recommendation of the Executive Director, hereby approves the NJ Uniform Chart of Accounts for the 2021/2022 school year.
19. Approve Food Service Management Company

BE IT RESOLVED: that the Newark Educators' Community Charter School, upon the recommendation of the Executive Director, hereby approves the renewal of **Preferred Meals** as the Food Services Management Company for the 2021/2022 school year:

Breakfast: \$1.3975  
 Lunch: \$2.6767  
 Snack: \$0.7590

20. Resolution to Appoint School Doctor

BE IT RESOLVED: that the Newark Educators' Community Charter School, upon the recommendation of the Executive Director, hereby approves the appointment of **TBD** as School Doctor for the 2021/2022 school year at a cost not to exceed \$5,000.

21. Cooperative Purchasing

BE IT RESOLVED: that the Newark Educators' Community Charter School, upon the recommendation of the Executive Director, 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 2021/2022 school year.

22. Approve Private Insurance Broker of Record

BE IT RESOLVED: that the Newark Educators' Community Charter School, upon the recommendation of the Executive Director, to approve **Arthur J. Gallagher Risk Management Services, Inc.** as Insurance Broker for private Medical, Prescription and Dental Insurance for the 2021/2022 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 Newark Educators' Community Charter School, upon the recommendation of the Executive Director, to approve **Arthur J. Gallagher Risk Management Services, Inc.** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2021/2022 school year. Full resolution as attached.

24. Approve Use of Facsimile Signatures

BE IT RESOLVED: that the Newark Educators' Community Charter School, upon the recommendation of the Executive Director, 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 2021/2022 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Al-Jabbar Riddle		X				Torra Waynick					X
Chalynda Maynard	1 <sup>st</sup>	X				Steven Lewis	2 <sup>nd</sup>	X			
Tenelle Edmundson		X				Eric Thompson		X			
Olivia Keith		X				Jean Guy		X			

**XI. Motions for Approval**

**1. Finance**

- a. Bills List: To approve/ratify the May 2021 bills as attached and the following payrolls:

Gross Payroll	5/14/2021	\$ 125,042.41
Gross Payroll	5/28/2021	\$ 122,734.92

- b. Board Secretary's and Treasurer's Report: To approve the Secretary's and Treasurer's Reports for May 2021 as per the attached. Pursuant to N.J.A.C. 6A:232.11(a), the Newark Educators' 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 2021, 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.

- c. Transfers: Approve transfers up to May 31, 2021.
- d. COI: To approve the completion of the FY19 Certification of Implementation (COI) for the 2020 Comprehensive Annual Financial Report (CAFR).
- e. Contract: To approve a contract with School Business Office LLC, to provide school business services for the 2021/2022 school year at a monthly rate of \$11,300.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Al-Jabbar Riddle		X				Torra Waynick					X
Chalynda Maynard	1 <sup>st</sup>	X				Steven Lewis		X			
Tenelle Edmundson		X				Eric Thompson	2 <sup>nd</sup>	X			
Olivia Keith		X				Jean Guy		X			

## 2. Buildings & Grounds

- a. To approve LLSR LLC's Playground Matting Installation for a total of \$25,501.00

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Al-Jabbar Riddle		X				Torra Waynick					X
Chalynda Maynard	2 <sup>nd</sup>	X				Steven Lewis	1 <sup>st</sup>	X			
Tenelle Edmundson		X				Eric Thompson		X			
Olivia Keith		X				Jean Guy		X			

## 3. Personnel

- a. To approve Ms. Nalijah Bailey's maternity leave request with a TBD date of leave and TBD date of return.
- b. To approve Title I staff employees listed on the grant for salaries: Ms. Phyllis Saunders, Ms. Aguelina Ortiz, and Ms. Ana Mejia
- c. To approve the resignation of Ms. Cynthia Llanes, effective June 25, 2021
- d. To approve the new hire, Ms. Sabrina Fvery for SY21-22 with a salary of \$27,500
- e. To approve Ms. Filipovic, Ms. Michel, Ms. Lockwood, Mr. Lopez, Ms. Childs, and Ms. Zhane Kelling for Fundamental Initial Training (2<sup>nd</sup> Grade, August 25, 2021) from 9am-3pm. Ms. Filipovic, Ms. Michel, and Ms. Lockwood will receive \$175 per day while Mr. Lopez, Ms. Childs, and Ms. Zhane Kelling will receive \$125 per day for training.
- f. To approve Ms. Abigail Lieberman to be a summer volunteer.
- g. To approve the reclassification of Ms. Erney Clarke's salary. She is approved to earn **\$51,750.00** as a Coordinator for SY21-22
- h. To approve the reclassification of Ms. Emily De La Cruz's salary. She was approved at a lesser rate last meeting. Her salary for SY21-22 should be \$28,591.88.
- i. To approve the reclassification of Ms. Gionah Johnson. She was given and signed a contract for \$29,497.50 instead of \$28,591.88.
- j. Professional Services Contract: To approve a contract with Strategic Educational Advantage (SEA) to perform a Leadership Search for a school leader for FY22 (attached).
- k. To approve the Interventionist Job Description for job posting purposes only.
- l. To appoint Joyce Kornegay as Interim Executive Director commencing July 1, 2021 at a daily rate of \$535.
- m. To approve a separation agreement for Katherine Martinez (attached).

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Al-Jabbar Riddle		X				Torra Waynick					X
Chalynda Maynard	1 <sup>st</sup>	X				Steven Lewis	2 <sup>nd</sup>	X			

Tenelle Edmundson		X				Eric Thompson		X			
Olivia Keith		X				Jean Guy		X			

**4. Policy/Operations/Miscellaneous**

**XII. Enrollment Report**

Grade	2021	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	ENR	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,
	2020	2020	2020	2020	2020	2020	2020	2021	2021	2021	2021	2021	2021
Pre K	45			46	47	44	44	44	44	45	44		
K	50			39	39	41	41	41	41	42	41		
1	50			42	42	40	40	40	40	40	40		
2	50			47	47	47	47	47	48	48	48		
3	50			48	49	48	48	48	48	48	48		
4	50			39	39	40	40	40	42	42	42		
<b>Total</b>	<b>295</b>			<b>260*</b>	<b>261*</b>	<b>260</b>	<b>260</b>	<b>260</b>	<b>263</b>	<b>265</b>	<b>263</b>		

**XIII. Information**

1. Board Meetings – No meeting in July, next meeting August 10, 2021

**XIV. New Business**

1. Executive Director good wishes.
2. Teaching staff accolades.
3. Board Goal Setting – dates needed.

To approve the Executive Director to have the authority to make personnel appointments in the month of July and August to be ratified at the next public Board meeting scheduled on August 10, 2021.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Al-Jabbar Riddle		X				Torra Waynick					X
Chalynda Maynard	1 <sup>st</sup>	X				Steven Lewis		X			
Tenelle Edmundson		X				Eric Thompson	2 <sup>nd</sup>	X			
Olivia Keith		X				Jean Guy		X			

**XV. Old Business - NONE**

**XVI. Adjourn Public Session and Open Executive Session - NONE**

**XVII. Adjourn Closed Session and Open Public Session**

**XVIII. Adjournment – 6:53 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Al-Jabbar Riddle		X				Torra Waynick					X
Chalynda Maynard	1 <sup>st</sup>	X				Steven Lewis	2 <sup>ND</sup>	X			
Tenelle Edmundson		X				Eric Thompson		X			
Olivia Keith		X				Jean Guy		X			