

ROBERT TREAT ACADEMY CHARTER SCHOOL INC.

MINUTES JUNE 22, 2022

Ms. Detore called the meeting to order at 5:32 pm and the Board cited the Pledge of Allegiance.

Mr. Detore read the Open Public Meeting Statement of Compliance

Statement of Compliance (We have complied with the Open Public Meetings Act by placing adequate notice of this meeting in the Star Ledger, the El Nuevo Coqui, and the Robert Treat Academy newsletter; by notifying the municipal clerk and by posting notice at the Academy.

Attendance

<u>Board Members</u>	<u>Present</u>	<u>Absent</u>
Alagia, Phil	X	
Caraballo, Wilfredo	X	
Davis, Adrienne		X
Detore, Robert	X	
Vacant		X
Pichardo, Wilson A.	X	
*Souder, Calvin W. Esq.	X	
Strand, Tahira	X	
Zabala de Kelly, Zarala	X	

<u>Staff</u>	<u>Present</u>	<u>Absent</u>
Bernardo, Lucy, Recording Secretary	X	
Clark Robert, Business Administrator	X	
Mr. Jayson Tarella, Board Attorney	X	
Parada, Paul, Vice Principal	X	
Trillo, Marcelino, Vice Principal	X	

*Mr. Souder arrived at 5:39 pm

Reorganization

RO-1 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally elect the following school officials to serve as **Trustees for three-year terms**.

The trustees named below shall each serve a three-year term which commences on July 1, 2022 and ends in June 30, 2025 in accordance with the Academy by-laws of the Robert Treat Academy Charter School which states that all; members shall serve for three-year terms.

**Mr. Philip Alagia
Ms. Adrienne Davis
Mr. Robert Detore**

RECORD OF VOTE RO-1

Moved by:	Ms. Zabala de Kelly	Seconded by:	Mr. Caraballo
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<u>Board Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>	<u>Term Ends</u>
Alagia, Phil	X				2022
Caraballo, Wilfredo	X				2024
Davis, Adrienne				X	2022
Detore, Robert	X				2022
Vacant				NA	2023
Pichardo, Wilson	X				2024
Souder, Calvin W.				X	2023
Strand, Tahira	X				2024
Zabala de Kelly, Zarala	X				2023
Total Votes	6	0	0	2	

RO-2 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally reaffirm the Code of School Ethics as follows:

The Board Member as a Representative

School board members are state officials. They are empowered by state law to perform a state function – governing the public schools – at a local level. Their powers are derived from the legislature and not from the people of their community. They are representatives of their community to the state.

The first link in the educational governance chain runs from the New Jersey constitution to the Legislature. The latter delegates its power and function to make rules and regulations within the law to the State Board of Education. The state board's staff, the Department of Education, has the authority to carry out the mandates created by those higher bodies. Within all these laws and regulations, local boards of education can develop their own policies covering a multitude of issues relevant to their local districts. The role of a board of education is not to run the schools, but to see that they are well run. To accomplish this, a board makes policies. Policies are the written expression of the board's desires for the district's students. The policy statements of the board serve as a guide to the chief school administrator and provide him with direction, a basis for decision-making, and an imperative for action. Clearly defined and expressed policies help eliminate ambiguity and confusion between the board and its chief administrator and go a long way toward insuring a smoothly operating school system.

The four functions of a Board of Education

The board's governance role carries with it four main functions:

1. To provide guidance through policy development in the areas of instruction, personnel, general administration, fiscal and business management, physical plant and community relations.
2. To provide for a program of quality instruction by adopting curriculum standards, as academic goals for students, assessing district and personnel needs to ensure student achievement of the standards, supporting professional development training for staff and requiring reports on the results of student assessment.
3. To provide for the effective management of the district by employing and evaluating the chief school administrator, establishing policies for monitoring of district finance, curriculum, buildings and grounds, and personnel and requiring reports on the results of policy implementation.
4. To provide for two-way communication between community and board by informing the public about the schools, promoting parents' presence in schools and at school functions, evaluating the superintendent on how effectively parental input is solicited and considered, and working to secure public support for the schools and public understanding of district goals.

Board Member Code of Ethics & Oath of Office

I will uphold and enforce all laws, state board rules and regulations, and court ordered pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.

I will confine my board action to policymaking, 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.

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.

I will recognize that authority rests with the board of education and will make no personal promises nor take any private action, which may compromise the board.

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.

I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. But 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 schools.

I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.

I will support and protect school personnel in proper performance of their duties.

I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

Signature of Board Member

Date

May 10, 1975 Delegate Assembly, New Jersey School Boards Association

RECORD OF VOTE RO-2

Moved by:	Ms. Zabala de Kelly	Seconded by:	Mr. Caraballo
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<u>Board Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>	<u>Term Ends</u>
Alagia, Phil	X				2022
Caraballo, Wilfredo	X				2024
Davis, Adrienne				X	2022
Detore, Robert	X				2022
Vacant				NA	2023
Pichardo, Wilson	X				2024
Souder, Calvin W.				X	2023
Strand, Tahira	X				2024
Zabala de Kelly, Zarala	X				2023
Total Votes	6	0	0	2	

RO-3 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally elect the school official named on this ballot to serve during the 2022-2023 Academic Year in accordance with the Academy's by-laws, to the office listed below.

PRESIDENT

Nominations: Mr. Detore

By: Ms. Zabala de Kelly

RECORD OF VOTE RO-3

Moved by:	Ms. Zabala de Kelly	Seconded by:	Mr. Detore
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<u>Board Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alagia, Phil	X			
Caraballo, Wilfredo	X			
Davis, Adrienne				X
Detore, Robert	X			
Vacant				NA
Pichardo, Wilson A.	X			
Souder, Calvin W.	X			
Strand, Tahira	X			
Zabala de Kelly, Zarala	X			
Total Votes	7	0	0	1

RO-4 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally elect the school official named on this ballot to serve during the 2022-2023 Academic Year in accordance with the Academy's by-laws, to the office listed below.

VICE-PRESIDENT

Nominations: Ms. Davis

By: Mr. Alagia

RECORD OF VOTE RO-4

Moved by:	Mr. Alagia	Seconded by:	Mr. Strand
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<u>Board Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alagia, Phil	X			
Caraballo, Wilfredo	X			
Davis, Adrienne				X
Detore, Robert	X			
Vacant				
Pichardo, Wilson A.	X			
Souder, Calvin W.	X			
Strand, Tahira	X			
Zabala de Kelly, Zarala	X			
Total Votes	7	0	0	1

Correspondence

There was no correspondence.

Principal's Report and Attachments

Mr. Trillo gave their Principal's Report.

Public Comment (Agenda Items Only)

There was no public comment.

Minutes

Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, accept the **Public Meeting and Executive Session Minutes of May 19, 2022. (Attachment M-1)**

RECORD OF VOTE Resolution Minutes

Moved by:	Ms. Zabala de Kelly	Seconded by:	Ms. Zabala de Kelly
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Motion carried in an unanimous voice vote.

Board Affairs

BA-1 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally Robert T. Clark as Board Secretary for the 2022-23 school year.

BA-2 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally approve the following compliance positions for the 2022-23 school year as follows:

Position

Appointment

Agency Compliance Office	Marcelino Trillo
Affirmative Action Officer	Paul Parada
Title IX Coordinator	Laura Trillo
Section 504 Compliance Officer	Laura Trillo
A.D.A. Coordinator	School Nurse
Homeless Liaison	Laura Trillo
ADHERA Compliance Officer	Robert T. Clark
Right to Know Officer	Robert T. Clark
Integrated Pest Management (IPM) Coordinator	Paul Parada
Public Agency Compliance Officer	Robert T. Clark
Custodian of Public Records	Robert T. Clark
Health and Safety Officer	Robert T. Clark
# Purchasing Agent	Robert T. Clark
Indoor Air Quality (IAQ) Coordinator	Robert T. Clark

#Bid Threshold \$44,000 and Quote Threshold \$6,600

BA-3 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally approve all Board approved policies, programs and services, New Jersey Student Learning Standards, curriculum, textbooks, and goals for the 2022-23 school year.

BA-4 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally approve the meeting schedule for the 2022-23 school year as follows:

Thursday, July 21, 2022
Thursday, August 18, 2022
Thursday, September 15, 2022
Thursday, October 20, 2022
Thursday, November 17, 2022
Thursday, December 15, 2022
Thursday, January 19, 2023
Thursday, February 16, 2023
Thursday, March 16, 2023
Thursday, April 20, 2023
Thursday, May 18, 2023
Thursday, June 15, 2023 (Reorganizational/Regular Meeting)

BA-5 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally designate the **Star Ledger and El Nuevo Coqui** as the official newspapers for publication of legal notices for Robert Treat Academy Charter School for the 2022-23 school year.

BA-6 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally designate **Valley National Bank** as the official depository for school funds for the 2022-23 school year.

BA-7 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally approve professional contracts for the 2022-23 school year as follows:

<u>Vendor</u>	<u>Professional Service</u>	<u>Contract Amount</u>
Dr. Kia Grundy	School Physician/Medical Inspector	\$ 6,500.00 Annually
Inglesino, Webster, Wyciskala, & Taylor, LLC	Board Attorney	\$ 49,000 Annually
Johnston Law Firm, LLC	Attorney – Special Litigation	\$ 285.00 per Hr.
Lerch, Vinci & Higgins, LLP	School Auditor	\$ 40,400.00 Annually
IMAC	Health Insurance Broker	\$ 29,575 Health \$ 6,258 Prescription
Fairview Insurance Agency	Insurance Broker/Risk Manager	Per Fund fee schedule

RECORD OF VOTE BA-1 thru BA-7

Moved by:	Ms. Strand	Seconded by:	Ms. Zabala de Kelly
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<u>Board Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alagia, Phil	X			
Caraballo, Wilfredo	X			
Davis, Adrienne				X
Detore, Robert	X			
Vacant				NA
Pichardo, Wilson A.	X			
Souder, Calvin W.	X			
Strand, Tahira	X			
Zabala de Kelly, Zarala	X			
Total Votes	7	0	0	1

Fiscal

F-1 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve the payment of Bills and Claims from the Operating Account dated May 20, 2022 through June 16, 2022 in the amount of \$541,009.87. **(Attachment F-1)**

F-2 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve the payment of payrolls as follows: **(Attachment F-2)**

May 13, 2022	\$ 291,144.35
May 27, 2022	\$ 293,344.94
Total	\$ 584,489.29

F-3 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School Inc., the officers and members of the Board of Trustees do hereby, approve the Board Secretary's (A148) Report and Treasurer's (A149 Report), for the month ending April 30, 2022. **(Attachment F-3)**

F-4 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve the certification of funds, Pursuant to N.J.A.C. 6A:23A-16.10(c)3, that as of April 30, 2022 no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A16.10(a).

F-5 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve the attached budget transfers for the month of April 30, 2022. **(Attachment F-5)**

- F-6** Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve purchasing from the attached list of vendors through Educational Data Services, NJ Start, Hunterdon County Educational Services Commission, Educational Services Commission of New Jersey and National Cooperative Purchasing Alliance for the 2021-22 school year. **(Attachment F-6)**
- F-7** Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby authorize the Business Administrator/Board Secretary to pay year end bills for 2021-22 school year and report at the next regular meeting.
- F-8** Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally approve health benefit waiver payments for the 2020-21 school year for eligible staff members. The maximum payment is \$5,000 or 25% of premium cost.
- F-9** Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve the submittal of the Elementary Secondary Educational Act FY 23 application while refusing Title III funding in the amount of \$1,273 from July 1, 2022 thru June 30, 2023 as follows: **(Attachment F-9)**

Title I A	\$ 659,947
Title IIA	<u>\$ 50,358</u>
Total	\$ 710,305

- F-10** Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally approve the renewal rates and commissions (IMAC Agency) for health benefits, prescription and dental effective August 1, 2022 through July 31, 2022 and declining participation in the Horizon Direct Access Design NJEH plan. **(Attachment F-10)**

OMNIA Design 10

	<u>Current Rate</u>	<u>Renewal Rate</u>
Single	\$ 693.50	\$ 735.11
2 Adults	\$ 1,770.43	\$ 1,876.66
Family	\$ 2,435.85	\$ 2,582.00
P&C	\$ \$ 1,218.90	\$ 1,292.03

*Broker Commission \$29,575

OMNIA Design 2

	<u>Current Rate</u>	<u>Renewal Rate</u>
Single	\$ 624.15	
2 Adults	\$ 1,593.38	
Family	\$ 2,192.26	
P&C	\$ 1,097.01	

Prescription

	<u>Current Rate</u>	<u>Renewal Rate</u>
Single	\$ 194.28	\$ 205.94
2 Adults	\$ 438.09	\$ 464.38
Family	\$ 591.79	\$ 627.30
P&C	\$ 313.40	\$ 332.20

*Broker Commission \$6,258

- F-10** Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve refusal funding for American Recovery Act Homeless Children and Youth Funding in the amount of \$8,108.
- F-11** Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve an increase in the 2021-22 by \$221,383 due to unanticipated revenue Universal Service Administrative Fund (E-Rate) as follows:
- | <u>Account</u> | <u>Description</u> | <u>Amount</u> |
|------------------------|-----------------------|---------------|
| 10-1990-000-023 | Miscellaneous Revenue | \$221,383 |
| 11-000-291-270-000-054 | Health Benefits | \$221,383 |
- F-12** Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve donation of 78 obsolete Chromebooks to the Dominican Republic Relief Organization. **(Attachment F-12)**
- F-13** Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve Direct Waste Management Services, Inc. for waste removal services, per the attached Vendor Agreement for the 2022-23 school year. **(Attachment F-13)**
- F-14** Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve The

Uncommon Thread, Inc. for CST services, per the attached Professional Services Agreement for the 2022-23 school year. **(Attachment F-14)**

F-15 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve The Rutgers The State University, for OT/PT services, per the attached Professional Services Agreement for the 2022-23 school year. **(Attachment F-15)**

F-16 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve the disposal of obsolete technology devices per the attached list. **(Attachment F-16)**

F-17 Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, approve Lease Agreements and Lease Amendments with The North Ward Center from July 1, 2022 through June 30, 2023 as follows: **(Attachment F-17)**

Address	Yearly Amount
180 William Street	\$ 349,000.00
443 Clifton Avenue	\$ 941,000.04
Total	\$ 1,290,000.04

RECORD OF VOTE F-1 thru F-17

Moved by:	Mr. Alagia	Seconded by:	Mr. Caraballo
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<u>Board Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alagia, Phil	X			
Caraballo, Wilfredo	X			
Davis, Adrienne				X
Detore, Robert	X			
Vacant				NA
Pichardo, Wilson A.	X			
Souder, Calvin W.	X			
Strand, Tahira	X			
Zabala de Kelly, Zarala	X			
Total Votes	7	0	0	1

Policies and Procedures

There were no resolutions.

Education

There were no resolutions.

Personnel

- P-1** Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, accept the resignation of Madison Garrett, 2nd Grade Teacher effective July 31, 2022. (**Attachment P-1**)
- P-2** Be it resolved that the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do hereby, formally approve employment for the 2021-22 school year as follows:

Employee	Position	Date of Hire	Salary 2021-22	Prorated Salary 2021-22
Joshua Perez	Custodian	6/30/22	\$32,000	\$1,231

RECORD OF VOTE P-1 thru P-2

Moved by:	Ms. Strand	Seconded by:	Mr. Souder
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<u>Board Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alagia, Phil	X			
Caraballo, Wilfredo				X
Davis, Adrienne	X			
Detore, Robert	X			
Vacant				NA
Pichardo, Wilson A.	X			
Souder, Calvin W.	X			
Strand, Tahira	X			
Zabala de Kelly, Zarala	X			
Total Votes	7	0	0	1

Public Comment Period

There was no public comment.

Executive Session

Executive Meeting was read by Mr. Detore.

The Board of Trustees of Robert Treat Academy will adjourn into a closed meeting to discuss the item(s) which falls within an exception of our open meetings policy and permits the Board to have a private discussion, since it deals with specific exceptions contained in N.J.S.A. 10:4-12 b.

- a. Matters rendered confidential by Federal Law, State Law, or Court Rule
- b. Individual privacy
- c. Collective bargaining agreements
- X d. Purchase or lease of real property if public interest could be adversely affected
- e. Investment of public funds if public interest could be adversely affected
- f. Tactics or techniques utilized in protecting public safety and property
- g. Pending or anticipated litigation
- X h. Attorney-client privilege
- i. Personnel - employment matters affecting a specific prospective or current employee

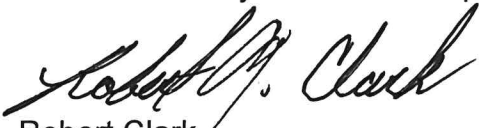
Be it resolved that the Board will now go into executive session. Any discussion held by the Board, which need not remain confidential, will be made public as soon as practical. Minutes of the executive session will not be disclosed until the need for confidentiality no longer exists. All appropriate persons, who may be discussed in executive session, have been adequately notified.

Motion Ms. Zabala de Kelly, second Mr. Alagia and voice vote to enter into executive session at 5:54 P.M.

Motion Mr. Aliaga, second Ms. Zabala de Kellly and voice vote to enter into regular session at 6:08 P.M.

Adjournment

Be it resolved that on this date, June 23, 2022, at the Regular Meeting of the Board of Trustees of the Robert Treat Academy Charter School, Inc., the officers and members of the Board of Trustees do, hereby, formally adjourn was motion by Ms. Alagia and seconded by Ms. Strand with an unanimous voice vote to adjourned at 6:15 pm.



Robert Clark,
Buisness Administrator/Board Secretary