

**ROBERT TREAT ACADEMY
Charter School**

**REGULAR
MEETING OF
THE BOARD OF TRUSTEES
THURSDAY, APRIL 22, 2021**



**Agenda &
Supporting Documents**

ROBERT TREAT ACADEMY CHARTER SCHOOL INC.

AGENDA

Call to Order _____ pm & Pledge of Allegiance

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 - Roll Call

Principal's Report and Attachments

PR-1 Principal's Report

Minutes

M-1 Review of and motion to approve minutes of previous meeting

Board Affairs

BA-1 Review of motion to approve school calendar 2021-22.

Fiscal

F-1 Review of motion to approve the payment of Bills and Claims from the Operating Account dated March 26, 2020 through April 22, 2021 in the amount of \$505,117.59. **(Attachment F-1)**

F-2 Review of motion to approve the payment of payrolls as follows: **(Attachment F-2)**

March 5, 2021	\$ 240,734.47
March 19, 2021	<u>\$ 225,318.93</u>
Total	\$ 466,053.40

F-3 Review of motion to approves the Board Secretary's (A148) Report and Treasurer's (A149 Report), for the month ending February 28, 2021. **(Attachment F-3)**

F-4 Review of motion to approve the certification of funds, Pursuant to N.J.A.C. 6A:23A-16.10(c)3, that as of February 28, 2021 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 Review of motion to approve budget transfers for the month of February 28, 2021. **(Attachment F-5)**

F-6 Review of motion to approve recycling of obsolete technology equipment. **(Attachment F-6)**

- F-7** Review of motion to approve Maschios's Food Services, Inc. as the Food Service Management Company for the 2021-22 School Year. **(Attachment F-7)**

Policies and Procedures

No Resolutions

Education

No Resolutions

Personnel

- P-1** Review of and motion to approve FMLA, NJFLA and for employee #90487. **(Attachment P-1)**
- P-2** Review of and motion to approve medical leave paid and medical leave unpaid with benefits for #90509.
- P-3** Review of and motion to approve retroactive raise for Theresa Adubato for 2020-21 school year. **(Attachment P-3)**
- P-4** Review of and motion to approve goal completion and payment for Theresa Adubato for 2019-20 school year merit pay. **(Attachment P-4)**
- P-5** Review of and motion to approve Brenda Brembry Williams as Interim Assistant to the Business Administrator from April 26, 2021 through June 30, 2021 at a rate of \$40.00 per hour.

Executive Session (if necessary)

Review of and motion to adjourn to and return from executive session

Public Comment Period

Adjournment _____ pm

ATTENDANCE

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

<u>Staff</u>	<u>Present</u>	<u>Absent</u>
Adubato, Theresa, Principal		
Bernardo, Lucy, Recording Secretary		
Clark Robert, Business Administrator		
Eveland, Scott, School Attorney		
Parada, Paul, Vice Principal		
Trillo, Marcelino, Vice Principal		

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 **minutes of the March 25, 2021 Board Meeting**, as attached. (**Attachment M-1**)

RECORD OF VOTE Resolution Minutes

Moved by:		Seconded by:	
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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, approve the school calendar for 2021-22. (**Attachment BA-1**)

RECORD OF VOTE BA-1

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

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 March 26, 2021 through April 22, 2021 in the amount of \$505,117.59. **(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)**

March 5, 2021	\$ 240,734.47
March 19, 2021	<u>\$ 225,318.93</u>
Total	\$ 466,053.40

- 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 February 28, 2021. **(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 February 28, 2021 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 February 28, 2020. **(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 recycling of obsolete technology equipment. **(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, approve agreement (Form#23CR) with Maschios's Food Service, Inc., 525 E. Main Street, Chester, NJ 07930 for Food Service Management Services in the amount of \$30,300 with a guaranteed return of \$40,000 from July 1, 2021 through June 30, 2022. **(Attachment F-7)**

RECORD OF VOTE F-1 thru F-7

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

POLICIES AND PROCEDURES

PP-1 No Resolutions

RECORD OF VOTE PP-1

Moved by:		Seconded by:	
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<u>Board Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alagia, Phil				
Caraballo, Wilfredo				
Davis, Adrianne				
Detore, Robert				
Garruto, Emil				
Pichardo, Wilson A.				
Souder, Calvin W.				
Strand, Tahira				
Zabala de Kelly, Zarala				
Total Votes				

EDUCATION

E-1 No Resolutions

RECORD OF VOTE E-1

Moved by:		Seconded by:	
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<u>Board Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Alagia, Phil				
Caraballo, Wilfredo				
Davis, Adrianne				
Detore, Robert				
Garruto, Emil				
Pichardo, Wilson A.				
Souder, Calvin W.				
Strand, Tahira				
Zabala de Kelly, Zarala				
Total Votes				

PERSONEL

- 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 approve Employee #90487, paid medical leave of absence with benefits, using 11 sick days and 3 personal, from April 12, 2021 through April 29, 2021 FMLA and NJFLA. Unpaid leave of absences with benefits from April 30, 2021 through July 29, 2021 under FMLA and NJFLA. **(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 approve Employee #90509, paid medical leave of absence with benefits, using 8.5 sick days and 3 personal days, from February 11, 2021 through February 26, 2021. Unpaid leave of absences with benefits from February 27, 2021 through **March 29, 2021**. This employee has previously used all FMLA and NJFLA leave this employment year.
- Revised return to work date.**
- P-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 Theresa Adubato a retroactive salary increase for a total salary of \$189,370 from July 1, 2020 through June 30, 2021. **(Attachment P-3)**
- P-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 Theresa Adubato to receive her 2019-20 merit pay in the amount of \$21,647.58 based upon attainment of the attached goals. **(Attachment P-4)**
- P-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 Brenda Brembry as Interim Assistant to the Business Administrator from April 26, 2021 through June 30, 2021 at a rate of \$40.00 per hour.

RECORD OF VOTE P-1 thru P-5

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

RESOLUTION OF THE BOARD OF TRUSTEES

Executive Meeting was read by _____.

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
- 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
- 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 _____, second _____ and voice vote to enter into executive session at _____ P.M

Motion _____, second _____ and voice vote to enter into regular session at _____ P.M

Be it resolved that on this date, **APRIL 25, 2021**, 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.

RECORD OF VOTE ADJOURNMENT

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