

**ROBERT TREAT ACADEMY
Charter School**

**REORGANIZATION AND
REGULAR MEETING OF
THE BOARD OF TRUSTEES
THURSDAY, JUNE 15, 2023**



**Agenda &
Supporting Documents**

ROBERT TREAT ACADEMY CHARTER SCHOOL INC.

AGENDA

- I. CALL TO ORDER ____ pm AND PLEDGE OF ALLEGIANCE**

II. OPEN PUBLIC MEETINGS ACT

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.)

III. ROLL CALL

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

<u>Staff</u>	<u>Present</u>	<u>Absent</u>
Trillo, Marcelino, Principal\Charter Lead Administrator		
Parada, Paul, Principal		
Clark Robert, Business Administrator		
Jason, Tarella, Board Attorney		

IV. REORGANIZATION ITEMS

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, 2023 and ends in June 30, 2026 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. Calvin Souder
Ms. Zarala Zabala de Kelly

RECORD OF VOTE RO-1

Moved by:		Seconded by:	
-----------	--	--------------	--

<u>Board Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>	<u>Term Ends</u>
Vacant					2025
Caraballo, Wilfredo					2024
Davis, Adrienne					2025
Detore, Robert					2025
Vacant					2026
Pichardo, Wilson					2024
Souder, Calvin W.					2026
Strand, Tahira					2024
Zabala de Kelly, Zarala					2026
Total Votes					

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:		Seconded by:	
-----------	--	--------------	--

<u>Board Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Vacant				
Caraballo, Wilfredo				
Davis, Adrienne				
Detore, Robert				
Vacant				
Pichardo, Wilson A.				
Souder, Calvin W.				
Strand, Tahira				
Zabala de Kelly, Zarala				
Total Votes				

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: _____

By: _____

By: _____

RECORD OF VOTE RO-3

Moved by:		Seconded by:	
-----------	--	--------------	--

<u>Board Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Vacant				
Caraballo, Wilfredo				
Davis, Adrienne				
Detore, Robert				
Vacant				
Pichardo, Wilson A.				
Souder, Calvin W.				
Strand, Tahira				
Zabala de Kelly, Zarala				
Total Votes				

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: _____

By: _____

RECORD OF VOTE RO-4

Moved by:		Seconded by:	
-----------	--	--------------	--

<u>Board Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Vacant				
Caraballo, Wilfredo				
Davis, Adrienne				
Detore, Robert				
Vacant				
Pichardo, Wilson A.				
Souder, Calvin W.				
Strand, Tahira				
Zabala de Kelly, Zarala				
Total Votes				

V. CORRESPONDENCE

VI. PRINCIPAL'S REPORT

VII. PUBLIC COMMENT (AGENDA ITEMS ONLY)

VIII. 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 18, 2023**, as attached. (**Attachment M-1**)

IX. 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 2023-24 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 2023-24 school year as follows:

Position

Appointment

Agency Compliance Office	Marcelino Trillo
Affirmative Action Officer	Paul Parada
Title IX Coordinator	Stephanie Rago
Section 504 Compliance Officer	Laura Trillo
A.D.A. Coordinator	School Nurse
Homeless Liaison	Marninne Rejouis
ADHERA Compliance Officer	Robert T. Clark
Right to Know Officer	Robert T. Clark
Integrated Pest Management (IPM) Coordinator	Robert T. Clark
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 2023-24 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 2023-24 school year as follows:

Thursday, July 27, 2023
Thursday, August 17, 2023
Thursday, September 21, 2023
Thursday, October 19, 2023
Thursday, November 30, 2023
Thursday, December 14, 2023

Thursday, January 18, 2024
Thursday, February 15, 2024
Thursday, March 21, 2024
Thursday, April 18, 2024
Thursday, May 16, 2024
Thursday, June 13, 2024 (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 Jersey City Journal** as the official newspapers for publication of legal notices for Robert Treat Academy Charter School for the 2023-24 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 2023-24 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 2023-24 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	\$ 41,400.00 Annually
IMAC	Health Insurance Broker	\$ 29,575 Health

Fairview Insurance
Agency

Insurance Broker\Risk Manager

\$ 6,258 Prescription

Per Fund fee schedule

*SSP Architects

Architects of Record

Per Fee Schedule Hourly

***Pending review of contract by Board Attorney**

X. 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 19, 2023 through June 15, 2023 in the amount of \$338,818.88. **(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 12, 2023	\$ 348,533.08
May 26, 2023	<u>\$ 347,287.57</u>
Total	\$ 695,820.65

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, 2023. **(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, 2023 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, 2023. **(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 2022-23 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 2022-23 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 2022-23 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 24 application while refusing Title III funding in the amount of \$1,196 from July 1, 2023 thru June 30, 2024 as follows: **(Attachment F-9)**

Title I A	\$ 649,497
Title IIA	<u>\$ 40,938</u>
Total	\$ 790,435

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, 2023 through July 31, 2024 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	\$ 735.11	\$ 771.87
2 Adults	\$ 1,876.66	\$ 1,970.49
Family	\$ 2,582.00	\$ 2,711.10
P&C	\$ 1,292.03	\$ 1,356.63

*Broker Commission \$29,575

OMNIA Design 2

	<u>Current Rate</u>	<u>Renewal Rate</u>
Single	\$ 6661.40	\$ 694.68
2 Adults	\$ 1,688.98	\$ 1,773.43
Family	\$ 2,323.80	\$ 2,439.99
P&C	\$ 1,162.83	\$ 1,220.97

Prescription

	<u>Current Rate</u>	<u>Renewal Rate</u>
Single	\$ 205.94	\$ 216.24
2 Adults	\$ 464.38	\$ 487.60
Family	\$ 627.30	\$ 658.67
P&C	\$ 332.20	\$ 348.81

*Broker Commission \$6,258

Dental

	<u>Current Rate</u>	<u>Renewal Rate</u>
Single	\$ 52.56	\$ 52.56
2 Adults	\$ 107.34	\$ 107.34
Family	\$ 212.44	\$ 212.44
P&C	\$ 129.34	\$ 129.34

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 Direct Waste Management Services, Inc. for waste removal services, per the attached Vendor Agreement for the 2023-24 school year. **(Attachment F-11)**

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 insurance policies with New Jersey School Insurance Group and Agentic (Cyber Liability Only), per the attached schedule for the 2023-24 school year. **(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 the purchase from Dell Marketing Inc. via State Contract # 19-TELE-00656 as follows: **(Attachment F-13)**

<u>Product</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Subtotal</u>
Chromebook 11 3100	\$ 345.00	160	\$ 55,200.00
Google Chrome OS Management	\$ 33.00	160	\$ 5,280.00
Total			\$ 60,480.00

ARP-ESSER III Grant Account # 20-487-100-600-000-096

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 acceptance of the Coronavirus Response and Relief Supplemental Appropriation (CRRSA) FY21 application from March 13, 2020 through September 30, 2023 as follows: **(Attachment F-14)**

ESSER II

\$ 1,472,976

Learning Acceleration	\$ 94,528
Mental Health	\$ 45,000
Total	\$ 1,612,504

- 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 acceptance of the American Rescue Plan (ARP) FY22 application from March 11, 2021 through September 30, 2024 as follows: **(Attachment F-15)**

ESSER III	\$ 3,310,417
Accelerated Learning Coaching and Educator Support Grant	\$ 83,109
Evidence-Based Summer Learning and Enrichment Activities Grant	\$ 40,000
Evidence-Based Comprehensive Beyond the School Day Activities	\$ 40,000
NJTSS Mental Health Support Staffing Grant	\$ 45,000
Total	\$ 3,518,526

XI. POLICIES and PRODECURES

XII. EDUCATION

XIII. 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, formally approve employment for the 2022-23 school year as follows:

Employee	Position	Date of Hire	Salary 2021-22	Prorated Salary 2021-22
Alexa Hartsfield	Band	6/19/23	\$50.00 per Hr.	NA

- 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 the summer technology workers at a rate of \$45.00 per hour not to exceed 780 hours from July 1, 2023 through June 30, 2024 as follows:

Joseph Pallante, Willie Jackson, Tianna Santos, Rodney Lopez, Lineze Lopez, Joelca Belen, Stephanie Perez and Zachery Ontell

PUBLIC COMMENT (NON-AGENDA ITEMS)

XIV. EXECUTIVE SESSION

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.

XV. 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.