

**Bridgeton Public Charter School
Regular Board Meeting
June 20, 2023**

Convenes 6:00 p.m. in the Community Room at 790 E Commerce Street, Bridgeton NJ 08302

I. CALLED TO ORDER

A. Call to Order by the Board President 6:17 PM

II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING

A. Public Notice of this Meeting was advertised in the South Jersey Times on and The Reminder on June 1, 2022.

III. PLEDGE OF ALLEGIANCE

A. Led by MS. Charlotte Gould

IV. ROLL CALL

A. Charlotte Gould, President - Present
Mark Dooley, Vice President- Present
Edith Johnson, Trustee- Absent
Ivelisse McBride, Trustee- Present
Nancy Bello, Trustee -Absent

B. Also Present:

1. Matthew Ackiewicz, CEO- Present
CCCSN Executive Director- Absent
CCCSN Deputy Director-Absent
Dennis Zakroff, Board Secretary/Business Administrator- Present
Christina Murphy, Treasurer- Present
Brian Caulford, Comptroller- Present
Jennifer Hagan, HR Coordinator
Dr. Valerie James, Principal

V. REVIEW OF AGENDA

A. Questions

VI. OPEN TO PUBLIC

1. The public may ask questions pertaining to agenda items only.

VII. ELECTION OF OFFICERS

A. The Board Secretary opens the floor for nominations for Board President

1. Motion by Mr. Mark Dooley and second by Ms. Ivelisse McBride to nominate Ms. Charlotte Gould for Board President.
2. Motion Mr. Mark Dooley and second by Ms. Ivelisse McBride for the Board Secretary to close the floor nominations for Board President
3. Roll Call to appoint Ms. Charlotte Gould as President of the Board of Trustees.

ROLL CALL

Ms. Charlotte Gould – Yes
Mr. Mark Dooley- Yes
Ms. Ivelisse McBride- Yes

All were in favor and the motion carried

4. The Board President assumes control of the meeting at 6:20 PM.

- B. The Board President opens the floor for nominations for Vice President.
 - 1. Motion by Mr. Mark Dooley and second by Ms. Charlotte Gould to nominate Ms. Ivelisse McBride for Board Vice President.
 - 2. Motion by Ms. Charlotte Gould and second by Ms. Ivelisse McBride for the Board President to close the floor for nominations for Vice President.
 - 3. Roll Call to appoint Ms. Ivelisse McBride as Vice President of the Board of Trustees.
- C. ROLL CALL
 - Ms. Charlotte Gould – Yes
 - Mr. Mark Dooley- Yes
 - Ms. Ivelisse McBride- Yes

All were in favor and the motion carried

VIII. Appointment of Professionals

- A. Motion by Mr. Mark Dooley and second by Ms. Ivelisse McBride to approve items 1 through 6 under Appointment of Professionals.
 - 1. Recommend approval to appoint Brian George as the Certified Educational Facilities Manager for the period July 1, 2023 through June 30, 2024.
 - 2. Recommend approval to appoint Gladwyn Baptist, M.D., as School Physician for the 2023-2024 school year at an annual rate of \$500.00.
 - 3. Recommend approval to appoint Brian George as the AHERA program manager for the 2023-2024 school year.
 - 4. Recommend approval to appoint Dennis Zakroff as the School Business Administrator/Board Secretary through the shared services agreement with Vineland Public Charter School.
 - 5. Recommend approval to appoint Bowman and Company, LLP, as School Auditor for the 2023-2024 school year. The unmodified external peer review has been received and reviewed.
 - 6. Recommend approval to appoint Joseph Bentley of Capehart Scatchhard as school board attorney.
- B. ROLL CALL
 - Ms. Charlotte Gould – Yes
 - Mr. Mark Dooley- Yes
 - Ms. Ivelisse McBride- Yes

All were in favor and the motion carried

IX. BUSINESS AND OPERATIONS

- A. Motion by Mr. Mark Dooley and second by Ms. Ivelisse McBride to approve items 1 through 13 under Business and Operations.
 - 1. Recommend approval of Ocean First Bank as the Official Depository for the 2023-2024 school year.
 - 2. Recommend approval of the following bank accounts with Ocean First Bank and the duly elected and appointed officials as signatories:
 - Acct Title Acct # Signers
 - General 647400070 Board Sec., Board Pres., Treasurer*
 - Payroll 647400062 Board Sec., Board Pres., Treasurer*
 - Payroll Agency 647400252 Board Sec., Board Pres., Treasurer*
 - Unemployment 647400245 Board Sec., Board Pres., Treasurer*
 - Student Activity 647400237 Board Sec., Board Pres., Treasurer*
- *Treasurer is alternate signatory

3. Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2023-2024 school year.
4. Recommend approval that the Board Secretary, or designee, has the authority to wire transfer funds between the Board of Trustees' bank accounts as necessary.
5. Recommend approval to conduct Board of Trustee meetings according to the Parliamentary authority established by Robert's Rules of Order.
6. Recommend approval of deductions from employees' paychecks to VOYA and Lincoln Investment as tax sheltered 403(b) plans and Colonial Life - Roth 403(b) and disability insurance.
7. Recommend approval of the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts for New Jersey Public Schools.
8. Recommend approval to appoint Christina Murphy as the Qualified Purchasing Agent to authorize the purchase of all goods and services up to the bid threshold, as per code, for the time period July 1, 2023 through June 30, 2024, and to establish the bid threshold at \$44,000 and the Quote threshold at \$6,600.
9. Recommend approval for Dennis Zakroff, Business Administrator, to make payments on behalf of the Board of Trustees when such payments ensure the health and safety of students or ensure orderly operation of the school.
10. Recommend approval to adopt the Board of Trustees Policy Manual, procedures, textbooks and curriculum as presented on file for the 2023-2024 school year.
11. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2023-2024 school year.
12. Recommend approval of the following school district officials for the 2023-2024 school year.
Lead Person - Matthew Ackiewicz
Title IX Coordinator - Dr. Valerie James
Public Agency Compliance Officer - Dennis Zakroff
Affirmative Action Officer – Dennis Zakroff
504 Officer - Dr. Valerie James
13. Recommend approval for Dennis Zakroff, Business Administrator, to make adjusting entries as necessary to finalize the 2022-2023 accounting records.

B. ROLL CALL

Ms. Charlotte Gould – Yes

Mr. Mark Dooley- Yes

Ms. Ivelisse McBride- Yes

All were in favor and the motion carried

X. RECOMMENDATION TO THE BOARD OF TRUSTEES

- A. Motion by Mr. Mark Dooley and second by Ms. Ivelisse McBride to approve item 1 under Recommendation to the Board of Trustees.

1. 1. Recommend approval of the following dates for the Board of Trustees meeting for 2023-2024. All meetings will begin at 6:00 PM in the BPCS Community Room
July 17
August 21
September 18
October 16
November 20
December 18
January 22

February 26

March 18

April 15

May 13

June 17

B. ROLL CALL

Ms. Charlotte Gould – Yes

Mr. Mark Dooley- Yes

Ms. Ivelisse McBride- Yes

All were in favor and the motion carried

XI. OPEN TO PUBLIC

XII. APPROVE MINUTES

1. Motion by Mr. Mark Dooley and second by Ms. Ivelisse McBride to approve the Minutes of the Regular and Executive session meetings held on May 9, 2023.

A. ROLL CALL

Ms. Charlotte Gould – Yes

Mr. Mark Dooley- Yes

Ms. Ivelisse McBride- Yes

All were in favor and the motion carried

XIII. OLD BUSINESS (NONE)

XIV. FINANCE

- A. Motion by Mr. Mark Dooley and second by Ms. Ivelisse McBride to approve items 1 through 32 under Finance.

1. Recommend approval of line item transfers for the Month of May 2023. (Backup L-1)
2. Recommend the approval of the Board Secretary's Reports in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2023. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A - 16.10(c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year which the board is not certifying. (Backup materials L-2)
3. Recommend the approval of the Treasurer's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2023. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2023. (Backup materials L-3)
4. Recommend approval of the bills as attached in the amount of \$206,353.37 (Back-up L-4)
5. Recommend approval of the following payrolls (Backup L-5):
May 15, 2023 - \$56,115.30
May 31, 2023 - \$55,558.65
June 15, 2023 - \$56,047.35
6. Approve the Board of Education Certification - pursuant to N.J.A.C. 6A:23A-16.10(c) 3, we certify that after review of the secretary's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
7. Recommend to approve the expense reclassification report for May 2023. (Backup L-6)
8. Recommend to approve the contract with Spectrotel for the 2023-2024 SY in the amount of \$107.01/monthly.(Back-up L-7)

9. Recommend to approve the proposal with Acadiance for the 2023-2024 SY in the amount of \$175.00. (Back-up L-8)
10. Recommend to accept the ESEA Consolidated Grant Funds (Title I - \$83,024 / Title II - \$6,530 / Title IV - \$10,000) (Back-up L-9)
11. Recommend to refuse the Title III Grant Funds. (Back-up L-10)
12. Recommend to approve the quote with Epic Environmental in the amount of \$345 for RTK Survey Preparation. (Back-up L-11)
13. Recommend approval for the proposal with Omni and TSACG for the 2023-2024 school year in the amount of \$1,500. Back-up -12)
14. Recommend to approve the proposal with Epic Environmental in the amount of \$350 for AHERA Compliance Management Services (Back-up L-13)
15. Recommend approval for the quote with Committee for Children for the 2023-2024 SY in the amount of \$4,658. (Back-up L-14)
16. Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2023-2024 school year. (Back-up L-15)
17. Recommend approval for the agreement with Therapy Source for the 2023-2024 school year (Back-up L-16)
18. Recommend to approve the agreement with ABS Facility Solutions in the amount of \$2,166.66/monthly for janitorial services, a one-time fee of \$1,900 for strip and waxing and a one-time fee of \$4,200 for carpet cleaning. (Back-up L-17)
19. Recommend to approve the agreement with Proasys for the 2023-2024 SY for water treatment and testing. (Back-up L-18)
20. Recommend approval of the membership dues to the New Jersey Public Charter School Association for the 2023-2024 school year in the amount of \$2,360 (Back-up L-19)
21. Recommend to approve the service agreement with Viking Pest Control for the 2023-2024 school year in the amount of \$180.00/monthly. (Back-up L-20)
22. Recommend to approve the service agreement with Professional Medical Staffing for the 2023-2024 school year. (Back-up L-21)
23. Recommend to approve the proposal with Sciens for the 2023-2024 school year in the amount of \$2,388 for Fire Alarm Inspection and Monitoring. (Back-up L-22)
24. Recommend to approve the auditing services of Bowman and Company for the fiscal year ending on June 30, 2023. (Back-up L-23)
25. Recommend to approve the Travel Voucher for Jennifer Hagan in the amount of \$141.79 (Back-up L-24)
26. Request to approve the agreement for legal services in the 2023-2024 school year with Capehart Scatchard (Back-up L-25)
27. Recommend to approve the agreement with Positive Behavior Supports Corp with Vineland and Millville Public Charter Schools for the 2023-2024 SY. (Back-up L-26)
28. Recommend to approve the quote with Oncourse for the 2023-2024 SY in the amount of \$12,869.68 (Back-up L-27)
29. Recommend to approve the Proposed Budget with Gateway Community Action Partnership for the 2023-2024 SY. (Back-up L-28)
30. Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY24.
31. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2023-2024 school year.

32. Recommend to approve the participation in the Community Eligibility Provision (CEP) for the 2023-2024 school year.

B. ROLL CALL

Ms. Charlotte Gould – Yes

Mr. Mark Dooley- Yes

Ms. Ivelisse McBride- Yes

All were in favor and the motion carried

XV. POLICY UPDATES (NONE)

XVI. PERSONNEL

A. Motion by Ms. Ivelisse McBride and second by Ms. Charlotte Gould to approve items 1. through 3 under Personnel.

1. Recommend approval of the staff list and salaries for the 2022-2023 school year as attached. (Backup PER-1)

2. Recommend approval of the staff list and salaries for the 2023-2024 school year as attached. (Back-up PER-2)

3. Recommend approval of the personnel actions as listed in the attached. (Backup PER-3)

B. ROLL CALL

Ms. Charlotte Gould – Yes

Mr. Mark Dooley- Yes

Ms. Ivelisse McBride- Yes

All were in favor and the motion carried

XVII. FACILITIES

XVIII. SCHOOL OPERATIONS

A. Motion by Ms. Charlotte Gould and second by Ms. Ivelisse McBride to accept the Principal's reports.

1. Reports as presented by Dr. Valerie James

B. ROLL CALL

Ms. Charlotte Gould – Yes

Mr. Mark Dooley- Yes

Ms. Ivelisse McBride- Yes

All were in favor and the motion carried

XIX. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Ms. Ivelisse McBride and second by Ms. Charlotte Gould to accept the Executive Director's reports.

1. Report as presented by Mr. Ackiewicz.

HVAC work to begin on Monday June 26th with Mr. Brian George monitoring the work

With the construction Dr. James and Ms. Ramos will be working out of Millville with

scheduled days to go over to Bridgeton to help with new students sign ups

Working on recruiting for new students and staff

Planning for a successful new school year

B. ROLL CALL

Ms. Charlotte Gould – Yes

Mr. Mark Dooley- Yes

Ms. Ivelisse McBride- Yes

All were in favor and the motion carried

XX. ADJOURNMENT

A. Motion by Ms. Ivelisse McBride and second by Ms. Charlotte Gould to adjourn the meeting at 6:44 PM.

B. ROLL CALL

Ms. Charlotte Gould – Yes

Mr. Mark Dooley- Yes

Ms. Ivelisse McBride- Yes

All were in favor and the motion carried

C. Next Meeting is on July 17, 2023.

Respectfully submitted

Dennis Zakroff

School Business Administrator/Board Secretary