

**Bridgeton Public Charter School**  
**Regular Board Meeting**  
**June 16, 2025**

**Convenes at 6:00 pm in the In the Community Room at 790 E Commerce St, Bridgeton NJ 08302**

**I. CALLED TO ORDER**

A. Call to Order by the Board Vice-President 6:03 PM

**II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING**

A. Public Notice of this Meeting was advertised in the South Jersey Times and The Reminder on June 24, 2024.

**III. PLEDGE OF ALLEGIANCE**

A. Led by Mr. Dennis Zakroff

**IV. ROLL CALL**

A. Norine Ortiz, Vice President- Present

Edith Johnson, Trustee- Present

Mark Dooley, Trustee- Present

Ivelisse McBride, Trustee -Absent

B. Also Present:

1. Matthew Ackiewicz, Superintendent- Present

CCCSN Executive Director -Present

CCCSN Deputy Director -Present

Dennis Zakroff, Board Secretary/Business Administrator- Present

Christina Murphy, Treasurer - Present

Joseph Keyek, Facilities Manager -Present

Jennifer Hagan, HR Coordinator -Present

Dr. Valerie James, Principal -Present

A Moment of Silence was observed for the passing of Board President Charlotte Gould.

**V. REVIEW OF AGENDA**

A. Questions- No questions

**VI. OPEN TO PUBLIC**

1. The public may ask questions pertaining to agenda items only. No public

**VII. ELECTION OF OFFICERS**

A. The Board Secretary opens floor for nominations for Board Presidents

1. Motion by Ms. Norine Ortiz and second by Ms. Edith Johnson to nominate Ms. Norine Ortiz for Board President.

2. Motion by Mr. Mark Dooley and second by Ms. Edith Johnson for the Board Secretary to close floor nominations for Board President.

3. Roll Call to appoint Ms. Norine Ortiz as President of the Board of Trustees.

ROLL Call

Ms. Norine Ortiz – Yes

Ms. Edith Johnson- Yes

Mr. Mark Dooley -Yes

All were in favor and the motion carried

4. The Board President assumes control of the meeting at 6:07 PM.
- B. The Board President opens the floor for nominations for Vice President.
  1. Motion by Mr. Mark Dooley and second by Ms. Edith Johnson to nominate Mr. Mark Dooley for Board Vice President.
  2. Motion by Ms. Edith Johnson and second by Ms. Norine Ortiz for the Board President to close the floor for nominations for Vice President.
  3. Roll Call to appoint Mr. Mark Dooley as Vice President of the Board of Trustees.
- C. ROLL Call  
Ms. Norine Ortiz – Yes  
Ms. Edith Johnson- Yes  
Mr. Mark Dooley -Yes

All were in favor and the motion carried

#### VIII. APPOINTMENT OF PROFESSIONALS

- A. Motion by Ms. Norine Ortiz and second by Ms. Edith Johnson to approve items 1 through 6 under Appointment of Professionals.
  1. Recommend approval to appoint Brian Davis, D.D, as School Physician for the 2025-2026 school year at annual rate of \$1,000.00.
  2. Recommend approval to appoint Joseph Keyek as the Certified Educational Facilities Manager for the period July 1, 2025 through June 30, 2026.
  3. Recommend approval to appoint Joseph Keyek as the AHERA program manager for the 2025-2026 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 2025-2026 school year. The unmodified external peer review has been received and reviewed.
  6. Recommend approval to appoint Joseph Bentley of Capehart Scatchard as school board attorney.

- IX. ROLL Call  
Ms. Norine Ortiz – Yes  
Ms. Edith Johnson- Yes  
Mr. Mark Dooley -Yes

All were in favor and the motion carried

#### X. RECOMMENDATION TO THE BOARD OF TRUSTEES

- A. Motion by Ms. Edith Johnson and second by Ms. Norine Ortiz to approve item 1 under Recommendation for the Board of Trustees.
  1. Recommend approval of the following dates for the Board of Trustees meetings for the 2025-2026 school year. All meeting will begin at 6:00pm in the BPCS Community Room.  
August 25th  
September 22<sup>nd</sup>  
October 27th  
November 24th  
December 15th  
January 26th  
February 23rd  
March 23rd  
April 20th

May 11th

June 15<sup>th</sup>

XI. ROLL Call

Ms. Norine Ortiz – Yes

Ms. Edith Johnson- Yes

Mr. Mark Dooley -Yes

All were in favor and the motion carried

BUSINESS AND OPERATIONS

A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to approve items 1 through 13 under Business and Operations.

1. Recommend approval of Ocean First Bank as the Official Depository for the 2025-2026 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 2025-2026 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 Dennis Zakroff 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, 2025 through June 30, 2026, 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 2025-2026 school year.
11. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2025-2026 school year.
12. Recommend approval of the following school district officials for the 2025-2026 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 – Mr. Thomas Ludwig

13. Recommend approval for Dennis Zakroff, Business Administrator, to make adjusting entries as necessary to finalize the 2024-2025 accounting records.

ROLL Call

Ms. Norine Ortiz – Yes  
Ms. Edith Johnson- Yes  
Mr. Mark Dooley -Yes

All were in favor and the motion carried

## XII. APPROVE MINUTES

- A. Motion by Ms. Norine Ortiz and second by Ms. Edith Johnson to approve the Minutes of the Regular session held on May 12, 2025.
- B. ROLL Call  
Ms. Norine Ortiz – Yes  
Ms. Edith Johnson- Yes  
Mr. Mark Dooley -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. Norine Ortiz to approve items 1 through 27 under Finance.
1. Recommend approval of line item transfers for the Month of May 2025. (Backup L-1)
  2. Recommend the approval of the Board Secretary's Reports in May. 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 now certifying. (Backup 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 2025. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2025. (Backup L-3)
  4. Recommend approval of the May bills as attached in the amount of \$219,422.09 (Back-up L-4)
  5. Recommend approval of the following payrolls (Backup L-5):  
May 15, 2025 - \$58,533.43  
May 31, 2025 - \$58,038.30
  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 engagement contract from Bowman and Company, LLP, as School Auditor for the 2025-2026 school year. (Back-up L-7)
  8. Recommend to approve the application for Blanket Accident Insurance through Philadelphia Indemnity Insurance Company. (Back-up L-8)

9. Recommend to approve the summary of coverages from the RUE Insurance company. (Back-up L-9)
10. Recommend to approve the Diploma Joint Insurance Fund Resolution for renewal of membership. (Back-up L-10)
11. Recommend to approve the reinstated service agreement with OMNI&TSACG IN THE AMOUNT \$1,500. (Back-up L-11)
12. Recommend to the approve the ALO Reading K- Manual Entry License with Voyager Sopris Learning in the amount of \$210.00. (Back-up L-12)
13. Recommend to approve the invoice from CDK System Inc. for our annual license fee in the amount of \$4,759.00 (Back-up L-13)
14. Recommend to approve the invoice from Tristate Engineering & Surveying for NJ Dot Permitting Services in the amount of \$3,600.(Back-up L-14)
15. Recommend to approve the notice of terminating contract with Electronic Security Solutions. (Back-up L-15)
16. Recommend to approve the annual membership dues to New Jersey Public Charter Schools in the amount of \$3,050.00. (Back-up L-16)
17. Recommend to approve the travel voucher for Jennifer Hagan in the amount of \$268.01. (Back-up L-17)
18. Recommend to approve the corresponds email on an update to the "Road" for BPCS. (Back-up L-18)
19. Recommend to approve the staff list for the 2025 summer enrichment program. (Back-up L-19)
20. Recommend to approve the invoices from MFS systems for fire alarm services and burglar alarm services in the amount of \$3,856.00 (Back-up L- 20)
21. Recommend to approve the repair proposal from TEC Elevator Service in the amount \$17,458.50. (Back-up L-21)
22. Recommend to approve the estimate from Millville Glass & Door in the amount of \$825.00 (Back-up L-22)
23. Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY26
24. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2025-2026 school year.
25. Recommend to approve the participation in the Community Eligibility Provision (CEP) for the 2025-2026 school year.
26. Recommend to approve to renew Millville Public Charter School's agreements to consolidate the school nutrition program and act as the managing entity for food services for Vineland Public Charter School and Bridgeton Public Charter School.
27. Education Service Provider Agreement between Cumberland County Charter School Network and Bridgeton Public Charter School Renewal. (Back-up L-22).

B. ROLL Call

Ms. Norine Ortiz – Yes  
 Ms. Edith Johnson- Yes  
 Mr. Mark Dooley -Yes

All were in favor and the motion carried

XV. POLICY UPDATES -None

XVI. PERSONNEL

- A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to approve items 1 and 2 under Personnel.
  - 1. Recommend approval of the staff list and salaries for the 2024-2025 school year as attached. (Backup PER-1)
  - 2. Recommend approval of the personnel actions as listed in the attached. (Backup PER-2)
- B. ROLL Call
  - Ms. Norine Ortiz – Yes
  - Ms. Edith Johnson- Yes
  - Mr. Mark Dooley -Yes

All were in favor and the motion carried

XVII. FACILITIES

- A. Motion by Ms. Norine Ortiz and second by Ms. Edith Johnson to approve item 1 under Facilities.
  - 1. Reports as presented by Mr. Joseph Keyek. (F-1)
- B. ROLL Call
  - Ms. Norine Ortiz – Yes
  - Ms. Edith Johnson- Yes
  - Mr. Mark Dooley -Yes

All were in favor and the motion carried

XVIII. SCHOOL OPERATIONS

- A. Motion by Ms. Norine Ortiz and second by Ms. Edith Johnson to accept the Principal's reports.
  - 1. Reports as presented by Dr. James
- B. ROLL Call
  - Ms. Norine Ortiz – Yes
  - Ms. Edith Johnson- Yes
  - Mr. Mark Dooley -Yes

All were in favor and the motion carried

XIX. SUPERINTENDENTS REPORT

- A. Motion by Ms. Edith Johnson and second by Ms. Norine Ortiz to approve the Superintendent's Report.
  - 1. Reports as presented by Mr. Matthew Ackiewicz.
  - 2. Memorandum of Understanding between Bridgeton Public Charter School and the Cumberland County Prosecutor's Office (Back-up S-1)
  - 3. Authoring the submission of the Comprehensive Equity Plan (Back-up S-2)
  - 4. Authorizing the Affirmative Action team to conduct the Needs Assessment.
    - Mr. Ackiewicz thank Dr. James for years of service at Bridgeton Public Charter School.
    - Congratulated Ms. Ortiz on becoming the new Board President.
    - He discussed the Memorandum of Understanding and the program it is part of along with going over the Comprehensive Equity plan for approval.

- B. ROLL Call  
Ms. Norine Ortiz – Yes  
Ms. Edith Johnson- Yes  
Mr. Mark Dooley -Yes

All were in favor and the motion carried

XX. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to accept the Executive Director's reports.
1. Report as presented by Dr. Garcia.  
Dr. Garcia thanked Dr. James for her hard work and years of service and for being a stabilizing principal and presence at Bridgeton Public Charter School.  
She enjoyed attending the Kindergarten and 4<sup>th</sup> grade move up ceremonies.  
She stated the top two 8<sup>th</sup> grade students graduating from Millville Public Charter School came from Bridgeton Public Charter School. Also, thanked Mr. Zakroff for attending the Celebration of Life service for Charlotte Gould.

- B. ROLL Call  
Ms. Norine Ortiz – Yes  
Ms. Edith Johnson- Yes  
Mr. Mark Dooley -Yes

All were in favor and the motion carried

XXI. ADJOURNMENT

- A. Motion by Ms. Norine Ortiz and second by Mr. Mark Dooley to adjourn the meeting at 6:37 PM.
- B. Next Meeting is on August 25, 2025.
- C. ROLL Call  
Ms. Norine Ortiz – Yes  
Ms. Edith Johnson- Yes  
Mr. Mark Dooley -Yes

All were in favor and the motion carried

Respectfully submitted,

Dennis Zakroff

School Business Administrator/ Board Secretary