**Bridgeton Public Charter School  
Regular Board Meeting  
June 15, 2021  
Convened at 6:00 p.m. in the Community Room at 790 E Commerce ST., Bridgeton, NJ 08302**

|  |  |  |  |
| --- | --- | --- | --- |
| I. | CALLED TO ORDER | | |
|  | A. | Call to Order by the Board President 6:00 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 17, 2020. | |
| III. | PLEDGE OF ALLEGIANCE | | |
|  | A. | Led by Mr. Garcia | |
| IV. | ROLL CALL | | |
|  | A. | Adele Harris, President – PRESENT (By Phone)  Edith Johnson, Vice President – PRESENT (By Phone) Mark Dooley, Trustee– PRESENT (By Phone)  Ivelisse McBride, Trustee– PRESENT (By Phone) | |
|  | B. | Also Present: | |
|  |  | 1. | CCCSN Executive Director – PRESENT (By Phone) CCCSN Deputy Director – PRESENT (By Phone) Christina Murphy, Business Administrator/Board Secretary – PRESENT (By Phone) Brian Caulford, Comptroller– PRESENT (By Phone)  Dr. Valerie James, Principal - ABSENT Courtney Alvarez, Director of Human Resources – PRESENT (By Phone) AnneMarie Lucchesi, Bookkeeper - ABSENT |
| V. | REVIEW OF AGENDA | | |
|  | A. | Questions | |
| VI. | OPEN TO PUBLIC | | |
|  |  | 1. | The public may ask questions pertaining to agenda items only. |
| VII. | EXECUTIVE SESSION | | |
| VIII. | OPEN TO PUBLIC | | |
| IX. | RECOMMENDATION FOR THE BOARD OF TRUSTEES | | |
|  | A. | Motion by Adele Harris and second by Ivelisse McBride to certify the continuing appointments as listed below: | |
|  |  | 1. | Edith Johnson - term expiring June 2024  Mark Dooley - term expiring June 2024 |
|  | B. | ROLL CALL  Adele Harris – YES  Edith Johnson– YES Mark Dooley– YES Ivelisse McBride– YES  **Motion passed on an unanimous Roll Call Vote.** | |
| X. | ELECTION OF OFFICERS | | |
|  | A. | The Board Secretary opens the floor for nominations for Board President | |
|  |  | 1. | Motion by Mark Dooley and second by Edith Johnson to nominate Adele Harris for Board President. |
|  |  | 2. | Motion by \_\_\_\_ and second by \_\_\_\_ to nominate \_\_\_\_ for Board President. |
|  |  | 2. | Motion by Mark Dooley and second by Edith Johnson for the Board Secretary to close the floor nominations for Board President. |
|  |  | 3. | Roll Call to appoint Adele Harris as President of the Board of Trustees. |
|  |  | 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 Adele Harris and second by Mark Dooley to nominate Edith Johnson for Board Vice President. |
|  |  | 2. | Motion by \_\_\_\_ and second by \_\_\_\_ to nominate \_\_\_\_ for Board Vice President. |
|  |  | 2. | Motion by Mark Dooley and second by Adele Harris for the Board President to close the floor for nominations for Vice President. |
|  |  | 3. | Roll Call to appoint Edith Johnson as Vice President of the Board of Trustees. |
|  | C. | ROLL CALL  Adele Harris – YES  Edith Johnson– YES Mark Dooley– YES Ivelisse McBride– YES  **Motion passed on an unanimous Roll Call Vote.** | |
| XI. | APPOINTMENT OF PROFESSIONALS | | |
|  | A. | Motion by Edith Johnson and second by Adele Harris to approve items #1 through #5 under Appointment of Professionals. | |
|  |  | 1. | Recommend approval to appoint Michael Shawaryn as the Certified Educational Facilities Manager for the period July 1, 2021 through June 30, 2022. |
|  |  | 2. | Recommend approval to appoint Stephen Kriso, M.D., as School Physician for the 2021-2022 school year at an annual rate of $1,000. |
|  |  | 3. | Recommend approval to appoint Michael Shawaryn as the AHERA program manager for the 2021-2022 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 2020-2021 school year. The unmodified external peer review has been received and reviewed. |
|  | B. | ROLL CALL  Adele Harris – YES  Edith Johnson– YES Mark Dooley– YES Ivelisse McBride– YES  **Motion passed on an unanimous Roll Call Vote.** | |
| XII. | BUSINESS AND OPERATIONS | | |
|  | A. | Motion by Mark Dooley and second by Edith Johnson to approve items #1 through #13 under Business and Operations. | |
|  |  | 1. | Recommend approval of Ocean First Bank as the Official Depository for the 2021 -2022 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 2021-2022 school year. |
|  |  | 4. | Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2021-2022 school year. |
|  |  | 5. | Recommend approval that the Board Secretary, or designee, has the authority to wire transfer funds between the Board of Trustees' bank accounts as necessary. |
|  |  | 6. | Recommend approval to conduct Board of Trustee meetings according to the Parliamentary authority established by Robert's Rules of Order. |
|  |  | 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, 2021 through June 30, 2022, 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 2021-2022 school year. |
|  |  | 11. | Recommend approval to establish a petty cash fund in the amount of $200 for the 2021-2022 school year. |
|  |  | 12. | Recommend approval of the following school district officials for the 2021-2022 school year.  Lead Person - Kim Garcia  Title IX Coordinator - Dr. Valerie James-Kemp  Public Agency Compliance Officer - Dennis Zakroff  Affirmative Action Officer - Courtney Alvarez  504 Officer - Dr. Valerie James-Kemp |
|  |  | 13. | Recommend approval for Dennis Zakroff, Business Administrator, to make adjusting entries as necessary to finalize the 2020-2021 accounting records. |
|  | B. | ROLL CALL  Adele Harris – YES  Edith Johnson– YES Mark Dooley– YES Ivelisse McBride– YES  **Motion passed on an unanimous Roll Call Vote.** | |
| XIII. | APPROVE MINUTES | | |
|  | A. | Motion by Adele Harris and second by Edith Johnson to approve the Minutes of the Regular and Executive session meetings held on May 18, 2021. | |
|  | B. | ROLL CALL  Adele Harris – YES  Edith Johnson– YES Mark Dooley– YES Ivelisse McBride– YES  **Motion passed on an unanimous Roll Call Vote.** | |
| XIV. | OLD BUSINESS (None) | | |
| XV. | FINANCE | | |
|  | A. | Motion by Adele Harris and second by Edith Johnson to approve items 1 through 17 under Finance. | |
|  |  | 1. | Recommend approval of line item transfers for the Month of May 2021. (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 2021. 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 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 2021. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2021.(Backup materials L-3) |
|  |  | 4. | Recommend approval of the bills as attached in the amount of $139,135.25 |
|  |  | 5. | Recommend approval of the following payrolls (Backup L-5):  December 15, 2015 - $133,153,25 December 23, 2015 - $122,506.17 |
|  |  | 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 2021. (Backup L-6) |
|  |  | 8. | To approve Tuition Reimbursement for Stefanie Alvarez for $5565 ($1855 split between VPCS, MPCS, BPCS). (Back-up L-7) |
|  |  | 9. | To approve the Service Agreements with Viking Pest Control (to replace Erlich) in the amount of $61.00 per month. (Back-up L-8) |
|  |  | 10. | To approval the additional service agreement with Viking Pest for Summer Treatment. Initial Cost of $399.00 with monthly payments of $122.00. (Back-up L-9) |
|  |  | 11. | To approve the agreement with Schindler in the amount of $253 a month for elevator maintenance (Back-up L-10) |
|  |  | 12. | Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2021-2022 school year. |
|  |  | 13. | Recommend to approve that pursuant to PL 2015, Chapter 47 Bridgeton Public Charter School intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. Seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. (Back-up L-11) |
|  |  | 14. | Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY21. |
|  |  | 15. | Recommend approval to use up to the full fund balance for budgeting purposes. |
|  |  | 16. | Recommend approval to submit the Annual Report. |
|  |  | 17. | Recommend to approve the participation in the Community Eligibility Provision (CEP) for the 2021-2022 school year. |
|  | B. | ROLL CALL  Adele Harris – YES  Edith Johnson– YES Mark Dooley– YES Ivelisse McBride– YES  **Motion passed on an unanimous Roll Call Vote.** | |
| XVI. | POLICY UPDATES | | |
|  | A. | Motion by Mark Dooley and second by Edith Johnson to approve items 1 and 2 under Policy. | |
|  |  | 1. | Recommend the first reading of Policy Alert #223 (See attached) |
|  |  | 2. | Recommend the first reading of the Safe Return Plan for th 2021-2022 School Year. (Back-up POL-1) |
|  | B. | ROLL CALL  Adele Harris – YES  Edith Johnson– YES Mark Dooley– YES Ivelisse McBride– YES  **Motion passed on an unanimous Roll Call Vote.** | |
| XVII. | PERSONNEL | | |
|  | A. | Motion by Mark Dooley and second by Edith Johnson to approve items 1 through 3 under Personnel. | |
|  |  | 1. | Recommend approval of the staff list and salaries for the 2020-2021 school year as attached. (Backup PER-1) |
|  |  | 2. | Recommend approval of the personnel actions as listed in the attached. (Backup PER-2) |
|  |  | 3. | Recommend approval of the Marzano evaluation tool for Teachers and Administrators for the 2021-2022 school year. |
|  | B. | ROLL CALL  Adele Harris – YES  Edith Johnson– YES Mark Dooley– YES Ivelisse McBride– YES  **Motion passed on an unanimous Roll Call Vote.** | |
| XVIII. | FACILITIES (None) | | |
|  | A. | Motion by \_\_\_\_\_ and second by \_\_\_\_\_to approve item 1 under Facilities | |
|  |  | 1. | Recommend approval of the School Integrated Pest Management Plan for the 2021-2022 school year, with Michael Shawaryn as the IPM Coordinator. |
|  | B. | ROLL CALL | |
| XIX. | SCHOOL OPERATIONS | | |
|  | A. | Motion by Edith Johnson and second by Mark Dooley to accept the Principal's reports. | |
|  |  | 1. | Reports as presented by Dr. Garcia. |
|  | B. | ROLL CALL  Adele Harris – YES  Edith Johnson– YES Mark Dooley– YES Ivelisse McBride– YES  **Motion passed on an unanimous Roll Call Vote.** | |
| XX. | EXECUTIVE DIRECTOR'S REPORT | | |
|  | A. | Motion by Edith Johnson and second by Mark Dooley to accept the Executive Director's reports. | |
|  |  | 1. | Report as presented by Dr. Garcia.  a. closing out for the school ear  b. attended 4th grade moving up ceremony  c. closing for 2 week at the end of June  d. summer program in July at Vineland  e. CSP Grant review underwent  f. call with WestEd for NJCC |
|  | B. | ROLL CALL  Adele Harris – YES  Edith Johnson– YES Mark Dooley– YES Ivelisse McBride– YES  **Motion passed on an unanimous Roll Call Vote.** | |
| XXI. | ADJOURNMENT | | |
|  | A. | Motion by Mark Dooley and second by Edith Johnson to adjourn the meeting at 6:33PM. | |
|  | B. | ALL IN FAVOR  **VOICE VOTE- 4 (FOUR) AYES** | |
|  | C. | Next Meeting is on July 20, 2021  Respectfully Submitted;  Christina Murphy  Business Administrator/Board Secretary | |