

Bridgeton Public Charter School

Regular Board Meeting Minutes

August 17, 2026

Convenes 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 6:02 PM

II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING

- A. Public Notice of this Meeting was advertised on our Website

III. PLEDGE OF ALLEGIANCE

- A. Led by Mr. Dennis Zakroff

IV. ROLL CALL

- A. Norine Ortiz, President- Present
Mark Dooley, Vice President-Present
Edith Johnson, Trustee- Absent
Ivelisse McBride, Trustee-Absent
Lizeth Ballesteros, Trustee -Present
- B. Also Present:
1. Matthew Ackiewicz, Superintendent - Present
CCCSN Executive Director- Present
CCCSN Deputy Director- Present
Matthew Larson, Chief Academic Officer- Present
Dennis Zakroff, Board Secretary/Business Administrator- Present
Christina Murphy, Treasurer -Present
Joseph Keyek, Facilities Manager-Present
Jennifer Hagan, HR Coordinator- Present
Thomas Ludwig, Principal- Present

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. RECOMMENDATION TO THE BOARD OF TRUSTEES

- A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to approve the below Board of Trustee personal changes.
1. Recommendation to the Board of Trustees to accept the resignation of Ms. Edith Johnson from the Board of Trustees. In addition, the recommendation for the removal of Ms. Ivelisse McBride from the board due to no attendance at the Board Meetings.
- B. ROLL CALL
Ms. Norine Ortiz- Yes
Mr. Mark Dooley- Yes
Ms. Lizeth Ballesteros- Yes

All were in favor and the motion carried

VIII. APPROVE MINUTES

- A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to approve the Minutes of the Regular session held on June 15, 2026.
- B. ROLL CALL

Ms. Norine Ortiz- Yes
Mr. Mark Dooley- Yes
Ms. Lizeth Ballesteros- Yes

All were in favor and the motion carried

IX. OLD BUSINESS - None

X. FINANCE

A. Motion by Ms. Norine Ortiz and second by Mr. Mark Dooley to approve items 1 through 32 under Finance.

1. Recommend approval of line item transfers for the Month of June 2026. (Backup L-1)
2. Recommend the approval of the Board Secretary's Reports in June. 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 June 2026. The Treasurer's Report and the Secretary's Reports are in agreement for the month of June 2026. (Backup L-3)
4. Recommend approval of the June bills as attached in the amount of \$286,641.46 (Back-up L-4)
5. Recommend approval of the following payrolls (Backup L-5):
June 15, 2026 - \$77,452.11
June 30, 2026 - \$71,204.55
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. (Back-up L-6)
7. Recommend approval of line item transfers for the Month of July 2026. (Back-up L-7)
8. Recommend the approval of the Board Secretary's Reports in July. 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. (Back-up L-8)
9. Recommend the approval of the Treasurer's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2026. The Treasurer's Report and the Secretary's Reports are in agreement for the month of July 2026. (Back-up L-9)
10. Recommend approval of the July bills as attached in the amount of \$83,929.06. (L-10)
11. Recommend approval of the following payrolls (Backup L-11):
July 15, 2026 - \$16,034.21
July 31, 2026 - \$71,204.55
12. Recommend to approve the reclassification report for July 2026. (Back-up L-12)
13. Recommend to approve the invoice from NJ Public Charter School Association for membership dues, in the amount of \$3,125.00. (Back-up L-13)
14. Recommend to approve the agreement between Millville Public Charter Schools and Joseph Keyek for completion of floor tiling in the amount of \$8,000 (Back-up L-14)
15. Recommend to accept ESEA Title I,II and IV fund, reject ESEA Title III and accept IDEA Basic and Preschool Grants. (Back-up L-15)
16. Recommend to approve the invoice from Wilson Language Training in the amount of \$10,607.76. (Back-up L-16)

17. Recommend to approve the Diploma Joint Insurance Fund in the amount of \$6,720.00. (Back-up L-17)
18. Recommend to approve the invoice from MusicMedic.com for instrument repairs in the amount of \$171.78. (Back-up L-18)
19. Recommend to approve the renewal quote & order form from School Status for our Smores email service in the amount of \$1,400.00. (Back-up L-19)
20. Recommend to approve the quote from Explore Learning in the amount of \$1,495.00. (Back-up L-20)
21. Recommend to approve the quote from Oncourse in the amount of \$14,255.56. (Back-up L-21)
22. Recommend to approve the proposal from Epic Environmental for AHERA compliance management in the amount of \$350.00. (Back-up L-22)
23. Recommend to approve the proposal from Epic Environmental Services for the 2026 RTK Survey Preparation, in the amount of \$345.00. (Back-up L- 23)
24. Recommend to approve the quote from The Leroy Theatre Arts & Education Center for the summer enrichment program in the amount of \$2,000.00. (Back-up L-24)
25. Recommend to approve the quote from Frank Mazza & Son in the amount of \$9,028.55. (Back-up L-25)
26. Recommend to approve the quote from TCI in the amount of \$4,256.40 (Back-up L-26)
27. Recommend to approve the invoice from NJASBO in the amount of \$1,250.00. (Back-up L-27)
28. Recommend to approve the renewal quote from IXL Learning in the amount of \$3,912.50. (Back- L-28)
29. Recommend to approve the shared services agreement between Vineland, Millville & Bridgeton Public Schools for instructional, administrative, and support staffing and services for the 2026-2027 fiscal year. (Back-up L-29)
30. Recommend to approve the Nursing Service Plan. (Back-up L-30)
31. Recommend to approve Standing Orders for the 2026-2027 school year. (Back-up L-31)
32. Recommend to approve the Cardiac Emergency Response Plan. (Back-up L-32)

B. ROLL CALL

Ms. Norine Ortiz- Yes

Mr. Mark Dooley- Yes

Ms. Lizeth Ballesteros- Yes

All were in favor and the motion carried

XI. POLICY UPDATES - No Updates

A. ROLL CALL

XII. PERSONNEL

- A. Motion by Ms. Norine Ortiz and second by Mr. Mark Dooley to approve items 1 and 2 under Personnel.

1. Recommend approval of the staff list for the 2026-2027 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

Mr. Mark Dooley- Yes

Ms. Lizeth Ballesteros- Yes

All were in favor and the motion carried

XIII. FACILITIES

- A. Motion by Ms. Norine Ortiz and second by Mr. Mark Dooley to approve item 1 under Facilities.
 - 1. Reports as presented by Mr. Joseph Keyek.
- B. ROLL CALL
 - Ms. Norine Ortiz- Yes
 - Mr. Mark Dooley- Yes
 - Ms. Lizeth Ballesteros- Yes

All were in favor and the motion carried

XIV. SCHOOL OPERATIONS

- A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to accept the Principal's reports.
 - 1. Reports as presented by Mr. Thomas Ludwig
- B. ROLL CALL
 - Ms. Norine Ortiz- Yes
 - Mr. Mark Dooley- Yes
 - Ms. Lizeth Ballesteros- Yes

All were in favor and the motion carried

XV. SUPERINTENDENTS REPORT

- A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to approve the Superintendent's Report.
 - Mr. Ackiewicz talked about all the changes to the building during the summer.
 - He also talked about the QR code created by Mr. Zlotek for the family handbook. That the handbook is now accessible with the code, has a table of contents to help parents and combined all three schools into one handbook
- B. ROLL CALL
 - Ms. Norine Ortiz- Yes
 - Mr. Mark Dooley- Yes
 - Ms. Lizeth Ballesteros- Yes

All were in favor and the motion carried

XVI. 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.
- B. ROLL CALL
 - Ms. Norine Ortiz- Yes
 - Mr. Mark Dooley- Yes
 - Ms. Lizeth Ballesteros- Yes

All were in favor and the motion carried

XVII. ADJOURNMENT

- A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to adjourn the meeting at 6:32 PM.
- B. Next Meeting is on September 21, 2026.

C. ROLL CALL

Ms. Norine Ortiz- Yes

Mr. Mark Dooley- Yes

Ms. Lizeth Ballesteros- Yes

All were in favor and the motion carried

Respectfully submitted,

Dennis Zakroff

School Business Administrator/Board Secretary