

**Bridgeton Public Charter School**  
**Regular Board Meeting Minutes**  
**November 19, 2019**

Convened at 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 6:10 PM
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times on June 24, 2019.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Mrs. Harris.
- IV. ROLL CALL
  - A. Adele Harris, President - PRESENT  
Dr. Steve Thomas, Vice President - PRESENT  
Mark Dooley, Trustee - PRESENT  
Edith Johnson, Trustee - PRESENT  
Shelton Oliver III, Trustee - ABSENT
  - B. Also Present:
    1. CCCSN Executive Director - PRESENT  
CCCSN Deputy Director - PRESENT  
Dr. Shay Richardson, Business Administrator/Board Secretary - PRESENT  
Dr. Valerie James-Kemp, Principal - PRESENT  
Charlotte Gould, Director of Fine Arts - PRESENT  
Lisa Zuniga, Director of Human Resources - ABSENT
- V. PRESENTATION OF AWARDS
  - A. As presented by Dr. James-Kemp.
    - Perfect attendance for the month of October 2019
    - Student of the Month
- VI. REVIEW OF AGENDA
  - A. Questions
- VII. OPEN TO PUBLIC
  1. The public may ask questions pertaining to agenda items only.
- VIII. APPROVE MINUTES
  - A. Motion by Mark Dooley and second by Dr. Steve Thomas to approve the Minutes of the Regular meeting held on October 15, 2019. (Backup M-1)
  - B. ROLL CALL  
Adele Harris – YES  
Dr. Steve Thomas – YES  
Mark Dooley – YES  
Edith Johnson – YES  
**Motion passed on a unanimous Roll Call vote.**
- IX. OLD BUSINESS – None at this time
- X. FINANCE
  - A. Motion by Mark Dooley and second by Dr. Steve Thomas to approve items #1 through #9 under Finance.
    1. Recommend approval of line item transfers for the Month of October 2019. (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 October 2019. 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 October 2019. The Treasurer's Report and the Secretary's Reports are in agreement for the month of October 2019. (Backup L-3)
4. Recommend approval of the bills as attached (Backup L-4):  
October 1, 2019 to October 31, 2019 - \$102,469.55
5. Recommend approval of the following payrolls (Backup L-5):  
October 31, 2019 - \$29,828.56  
November 15, 2019 - \$30,917.09
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 approval of the expense reclassification report for October 2019. (Backup L-6)
8. Recommend to approve the appointment of Dr. Shay Richardson, Business Administrator, as the Fund Commissioner to the Diploma Joint Insurance Fund.
9. Recommend approval of the new Hardship and Eligibility requirements of the Bridgeton Public Charter School 403(b) retirement plan. (Backup L-7)

B. ROLL CALL

Adele Harris – YES  
 Dr. Steve Thomas – YES  
 Mark Dooley – YES  
 Edith Johnson – YES

**Motion passed on a unanimous Roll Call vote.**

XI. 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 2019-20 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 personal leave request from Alexa Walsh, Teacher, beginning January 6, 2020 to March 30, 2020 or April 20, 2020. (Backup PER-3)

B. ROLL CALL

Adele Harris – YES  
 Dr. Steve Thomas – YES  
 Mark Dooley – YES  
 Edith Johnson – YES

**Motion passed on a unanimous Roll Call vote.**

XII. FACILITIES - See Executive Director's Report

XIII. SCHOOL OPERATIONS

- A. Motion by Mark Dooley and second by Dr. Steve Thomas to approve items #1 through #3 under School Operations.

1. Recommend to approve the Principal's report as presented by Dr. James-Kemp. (Backup SO-1)

2. Recommend approval of the field trips as attached. (Backup SO-2)
3. Recommend the Board ratify the submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the period July 1, 2018 to June 30, 2019. (Backup SO-3)

B. ROLL CALL

Adele Harris – YES  
Dr. Steve Thomas – YES  
Mark Dooley – YES  
Edith Johnson – YES

**Motion passed on a unanimous Roll Call vote.**

XIV. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Dr. Steve Thomas and second by Mark Dooley to approve item #1 under Executive Director's report.

1. Report as presented by the CCCSN representative.

- Site visits
- Fall event
- Veterans event
- Native American presentation
- Facilities
  - Flood repairs are completed
  - Unused land for potential solar panels

B. ROLL CALL

Adele Harris – YES  
Dr. Steve Thomas – YES  
Mark Dooley – YES  
Edith Johnson – YES

**Motion passed on a unanimous Roll Call vote.**

XV. ADJOURNMENT

- A. Motion by Edith Johnson and second by Dr. Steve Thomas to adjourn the meeting at 7:24 PM.

- B. ALL IN FAVOR

**Voice Vote – Four (4) AYES**

- C. Next Meeting December 17, 2019

Respectfully submitted,

  
Dr. Shay Richardson  
Business Administrator/Board Secretary