# **Bridgeton Public Charter School Regular Board Meeting June 21, 2022 Convenes at 6:00 p.m. in the Community Room at 790 E Commerce Ave, 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 in the South Jersey Times and The Reminder on June 17, 2021. | |
| III. | PLEDGE OF ALLEGIANCE | | |
|  | A. | Led by Dr. Ann Garcia | |
| IV. | ROLL CALL | | |
|  | A. | Adele Harris, President -Present Edith Johnson, Vice President -Present Mark Dooley, Trustee -Present Ivelisse McBride, Trustee -Present Vanessa Bones, Trustee- Absent | |
|  | B. | Also Present: | |
|  |  | 1. | Kim Garcia, CEO - Present CCCSN Executive Director - Present  CCCSN Deputy Director - Present Dennis Zakroff, Business Administrator/Board Secretary -Present Christina Murphy, Treasurer - Present Brian Caulford, Comptroller - Present Dr. Valerie James, Principal -Present |
| 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 TO THE BOARD OF TRUSTEES | | |
|  | A. | Motion by Mr. Mark Dooley and second by Ms. Ivelisse McBride to approve items 1 and 2 under Recommendation for the Board of Trustees. | |
|  |  | 1. | Recommend accepting the resignation of Vanessa Bones |
|  |  | 2. | Recommend accepting the appointment of Charlotte Gould. |
|  | B. | ROLL CALL  Adele Harris - Yes  Edith Johnson- Yes Mark Dooley -Yes Ivelisse McBride – Yes  All were in favor and the motion carried | |
| X. | 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 Adele Harris for Board President. |
|  |  | 2. | Motion by Mr. Mark Dooley and second by Ms. Charlotte Gould for the Board Secretary to close the floor nominations for Board President. |
|  |  | 3. | Roll Call to appoint Ms. Adele Harris as President of the Board of Trustees.  ROLL CALL  Adele Harris - Yes  Edith Johnson- Yes Mark Dooley -Yes Ivelisse McBride – Yes  Charlotte Gould -Yes  All were in favor and the motion carried |
|  |  | 4. | The Board President assumes control of the meeting at 6:10 PM. |
|  | B. | The Board President opens the floor for nominations for Vice President. | |
|  |  | 1. | Motion by Ms. Adele Harris and second by Mr. Mark Dooley to nominate Mr. Mark Dooley for Board Vice President. |
|  |  | 2. | Motion by Ms. Charlotte Gould and second by Ms. Adele Harris 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  Adele Harris - Yes  Edith Johnson- Yes Mark Dooley -Yes Ivelisse McBride – Yes  Charlotte Gould -Yes  All were in favor and the motion carried | |
| XI. | APPOINTMENT OF PROFESSIONALS | | |
|  | A. | Motion by Ms. Charlotte Gould and second by Mr. Mark Dooley to approve items 1 through 5 under Appointment of Professionals. | |
|  |  | 1. | Recommend approval to appoint Gladwyn Baptist, M.D., as School Physician for the 2022-2023 school year at an annual rate of $500 |
|  |  | 2. | Recommend approval to appoint Victor Gonzalez as the AHERA program manager for the 2022-2023 school year. |
|  |  | 3. | Recommend approval to appoint Dennis Zakroff as the School Business Administrator/Board Secretary through the shared services agreement with Vineland Public Charter School. |
|  |  | 4. | Recommend approval to appoint Bowman and Company, LLP, as School Auditor for the 2021-2022 school year. The unmodified external peer review has been received and reviewed. |
|  |  | 5. | Recommend approval to appoint Joseph Bentley of Capehart Scatchhard as school board attorney |
|  | B. | ROLL CALL  Adele Harris - Yes  Edith Johnson- Yes Mark Dooley -Yes Ivelisse McBride – Yes  Charlotte Gould -Yes  All were in favor and the motion carried | |
| XII. | BUSINESS AND OPERATIONS | | |
|  | A. | Motion by Mr. Mark Dooley and second by Ms. Charlotte Gould to approve items 1 through 13 under Business and Operations. | |
|  |  | 1. | Recommend approval of Ocean First Bank as the Official Depository for the 2022 -2023 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 2022-2023 school year. |
|  |  | 4. | Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2022-2023 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 Recommend approval to conduct Board of Trustee meetings according to the Parliamentary authority established by Robert's Rules of Order.d 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, 2022 through June 30, 2023, 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 2022-2023 school year. |
|  |  | 11. | Recommend approval to establish a petty cash fund in the amount of $200 for the 2022-2023 school year. |
|  |  | 12. | Recommend approval of the following school district officials for the 2022-2023 school year. Lead Person - Kim Garcia Title IX Coordinator - Dr. Valerie James  Public Agency Compliance Officer - Dennis Zakroff  Affirmative Action Officer - Dr. Valerie James  504 Officer - Dr. Valerie James |
|  |  | 13. | Recommend approval for Dennis Zakroff, Business Administrator, to make adjusting entries as necessary to finalize the 2021-2022 accounting records. |
|  | B. | ROLL CALL  Adele Harris - Yes  Edith Johnson- Yes Mark Dooley -Yes Ivelisse McBride – Yes  Charlotte Gould -Yes  All were in favor and the motion carried | |
| XIII. | APPROVE MINUTES | | |
|  | A. | Motion by Mr. Mark Dooley and second by Ms. Adele Harris to approve the Minutes of the Regular and Executive session meetings held on May 10, 2022. | |
|  | B. | ROLL CALL  Adele Harris - Yes  Edith Johnson- Yes Mark Dooley -Yes Ivelisse McBride – Yes  Charlotte Gould -Yes  All were in favor and the motion carried | |
| XIV. | OLD BUSINESS | | |
| XV. | FINANCE | | |
|  | A. | Motion by Ms. Charlotte Gould and second by Mr. Mark Dooley to approve items 1 through 29 under Finance. | |
|  |  | 1. | Recommend approval of line item transfers for the Month of May 2022. (Backup L-1) |
|  |  | 2. | Recommend the approval of the Board Secretary's Reports in May 2022. 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 2022. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2022.(Backup materials L-3) |
|  |  | 4. | Recommend approval of the bills as attached in the amount of $198,500.69. |
|  |  | 5. | Recommend approval of the following payrolls (Backup L-5):  May 15, 2022 - $53,711.19  May 31, 2022 - $55,033.14  June 15, 2022 - $50,250.45 |
|  |  | 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 2022. (Backup L-6) |
|  |  | 8. | Recommend to approve accepting the ESEA Consolidated Grant for the 2022-2023 school year and the refusal of Title III funds. (Back-up L-7) |
|  |  | 9. | Recommend approval of the contract for the School Physician, Gladwyn Baptist for the 2022-2023 school year. (Back-up L-8) |
|  |  | 10. | Recommend approval for the proposal with CM3 in the amount of $2,200 to replace the heat pump.(Back-up L-9) |
|  |  | 11. | Recommend to approve agreement with Therapy Source for the 2022-2023 School year.. (Back-up L-10) |
|  |  | 12. | Recommend to approve the service agreement for the 2022-2023 school year with South Jersey Elevator for 5 years. (Back-up L-11) |
|  |  | 13. | Recommend to approve the proposal with Epic Environmental Services in the amount of $345. (Back-up L-12) |
|  |  | 14. | Recommend to approve the Service Agreement with Omni & TSACG for the 2022-2023 school year in the amount of $1,500.(Back-up L-13) |
|  |  | 15. | Recommend to approve the proposal with Spectrotel for the 2022-2023 school year in the amount of $105.15 (monthly). (Back-up L-14) |
|  |  | 16. | Recommend to approve the renewal of membership with Diploma Joint Insurance Fund. (Back-up L-15) |
|  |  | 17. | Recommend to approve the contract with Salem County Special Service School District for the 2022-2023 school year. (Back-up L-16) |
|  |  | 18. | Recommend to the quote with acadience for the 2022-2023 school year in the amount of $105.00 (Back-up L-17) |
|  |  | 19. | Request to approve the agreement for legal services in the 2022-2023 school year with Capehart Scatchard (Back-up L-18) |
|  |  | 20. | Recommend to approve the contract with Marzano in the amount of $3,300 as the evaluation tool for Teachers and Administrators for the 2022-2023 School Year. (Back-up L-19) |
|  |  | 21. | Recommend approval for the proposal with Professional Medical Staffing. (Back-up L-20) |
|  |  | 22. | Recommend to approve the quote with Committee for Children for the 2022-2023 school year in the amount of $4,658.00. (Back-up L-21) |
|  |  | 23. | Recommend approval to renew the consolidation agreement for food services with Millville Public Charter School and relinquish any independent arrangements with the New Jersey Department of Agriculture for 2022-2023 |
|  |  | 24. | Recommend to approve the invoice with Clements Education for Individual and small groups in the amount of $2,200 on March 11th. (Back-up L-22) |
|  |  | 25. | Recommend to approve the invoice with Clements Education for Individual and small groups in the amount of $2,200 on March 25th. (Back-up L-23) |
|  |  | 26. | Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2022-2023 school year. (Back-up L-24) |
|  |  | 27. | Recommend to approve the E2E Exchange Services Agreement for the 2022-2023 school year (Back-up L-25) |
|  |  | 28. | The School District on 04/12/2022 hereby authorizes the submission of the American Rescue Plan (ARP) Homeless Children and Youth (HCY) II application for Fiscal Year 2022, and accepts the grant award of these funds upon the subsequent approval of the FY 2022 ARP-HCY II Application of the FY 2022 ARP-HCY II Application. |
|  |  | 29. | Recommend approval for the proposal with CM3 in the amount of $3,124 to replace and install new secondary drain pan for the Heat pump that serves room 270 (Back-up L-25). |
|  | B. | ROLL CALL  Adele Harris - Yes  Edith Johnson- Yes Mark Dooley -Yes Ivelisse McBride – Yes  Charlotte Gould -Yes  All were in favor and the motion carried | |
| XVI. | POLICY UPDATES | | |
|  | A. | Motion by Mr. Mark Dooley and second by Ms. Charlotte Gould to approve item 1 under Policy | |
|  |  | 1. | Second Reading and Adoption of Policy Alert #227. (See Attached)  1648.15 Recordkeeping for Healthcare Settings in School Buildings Covid-19  2415.04 Title I District Wide Parent and Family Engagement  2415.50 Title I School Parent and Family Engagement  2417 Student Intervention and Referral Services  3161 Examination for Cause  4161 Examination for Cause  5512 Harassment, Intimidation, and bullying  7410 Maintenance and Repair  8420 Emergency and Crisis Situations  9320 Cooperation with Law Enforcement Agencies |
|  | B. | ROLL CALL  Adele Harris - Yes  Edith Johnson- Yes Mark Dooley -Yes Ivelisse McBride – Yes  Charlotte Gould -Yes  All were in favor and the motion carried | |
| XVII. | PERSONNEL | | |
|  | A. | Motion by Mr. Mark Dooley and second by Ms. Ivelisse McBride to approve items 1 through 3 under Personnel. | |
|  |  | 1. | Recommend approval of the staff list and salaries for the 2021-2022 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 staff list and salaries for the 2022-2023 school year as attached. (Back-up PER-3) |
|  | B. | ROLL CALL  Adele Harris - Yes  Edith Johnson- Yes Mark Dooley -Yes Ivelisse McBride – Yes  Charlotte Gould -Yes  All were in favor and the motion carried | |
| XVIII. | FACILITIES | | |
| XIX. | SCHOOL OPERATIONS | | |
|  | A. | Motion by Ms. Adele Harris and second by Ms. Ivelisse McBride to accept the Principal's reports. | |
|  |  | 1. | Reports as presented by Dr. James |
|  |  | 2. | Recommend to approve teachers for the Summer School program. (Back-up SO-2) |
|  | B. | ROLL CALL  Adele Harris - Yes  Edith Johnson- Yes Mark Dooley -Yes Ivelisse McBride – Yes  Charlotte Gould -Yes  All were in favor and the motion carried | |
| XX. | EXECUTIVE DIRECTOR'S REPORT | | |
|  | A. | Motion by Mr. Mark Dooley and second by Ms. Ivelisse McBride to accept the Executive Director's reports. | |
|  |  | 1. | Report as presented by Mrs. Garcia.  Welcome Ms. Gould to the board  Kindergarten graduation went very well  Summer Enrichment program will be held at Millville Public Charter School  Bridgeton students will be bussed runs July 6th though August 4th  Increased security including door checks every half hour  State of New Jersey will be coming in August to review school safety  Working with Bridgeton Police department to have a presence |
|  |  | 2. | Reporting on the School Demographics (Back-up E-1) |
|  | B. | ROLL CAL ROLL CALL  Adele Harris - Yes  Edith Johnson- Yes Mark Dooley -Yes Ivelisse McBride – Yes  Charlotte Gould -Yes  All were in favor and the motion carried  L | |
| XXI. | ADJOURNMENT | | |
|  | A. | Motion by Ms. Charlotte Gould and second by Mr. Mark Dooley to adjourn the meeting at 6:47 PM. | |
|  | B. | ROLL CALL  Adele Harris - Yes  Edith Johnson- Yes Mark Dooley -Yes Ivelisse McBride – Yes  Charlotte Gould -Yes  All were in favor and the motion carried | |
|  | C. | Next Meeting is on July 19, 2022 | |

Recommend approval of the staff list and salaries for the 2022-2023 school year as attached. (Back-up PER-3)

Respectfully submitted

Dennis Zakroff

Board Secretary/ Business Administrator