

**Bridgeton Public Charter School
Regular Board Meeting Minutes
February 18, 2020**

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 at 6:03 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 - ABSENT
Edith Johnson, Trustee - PRESENT
Diego Zuniga, Trustee – PRESENT (By Phone)

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.

- Student of the Month
- Perfect Attendance

VI. OPEN TO PUBLIC

1. The public may ask questions pertaining to agenda items only.

VII. APPROVE MINUTES

A. Motion by Dr. Steve Thomas and second by Edith Johnson to approve the Minutes of the Regular meeting held on January 21, 2020. (Backup M-1)

B. ROLL CALL

Adele Harris – YES
Dr. Steve Thomas – YES
Edith Johnson – YES
Diego Zuniga – YES

Motion passed on a unanimous Roll Call vote.

VIII. OLD BUSINESS – None at this time.

IX. FINANCE

- A. Motion by Dr. Steve Thomas and second by Edith Johnson to approve items #1 through #9 under Finance.
1. Recommend approval of line item transfers for the Month of January 2020. (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 January 2020. 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 January 2020. The Treasurer's Report and the Secretary's Reports are in agreement for the month of January 2020. (Backup L-3)
 4. Recommend approval of the bills list as attached (Backup L-4):
January 1, 2020 to January 31, 2020 - \$120,032.53
 5. Recommend approval of the following payrolls (Backup L-5):
January 31, 2020 - \$27,807.91
February 15, 2020 - \$27,754.89
 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 January 2020. (Backup L-6)
 8. Recommend approval of the budget estimate from US Omni to provide Third Party Administrative Fees for the 403(b) Plan for the 2020-2021 renewal year in the amount of \$1,500.00. (Backup L-7)
 9. Recommend to ratify and approve an agreement with All Risk, Inc. for emergency response/property restoration services in response to the flooding that transpired on or about September 30, 2019, in accordance with N.J.S.A. 18A:18A-7. (Backup L-8)
- B. ROLL CALL
Adele Harris – YES
Dr. Steve Thomas – YES
Edith Johnson – YES
Diego Zuniga – YES
Motion passed on a unanimous Roll Call vote.
- X. POLICY UPDATES – None at this time.
- XI. PERSONNEL
- A. Motion by Edith Johnson and second by Dr. Steve Thomas to approve items #1 through #2 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)

B. ROLL CALL

Adele Harris – YES
Dr. Steve Thomas – YES
Edith Johnson – YES
Diego Zuniga – YES

Motion passed on a unanimous Roll Call vote.

XII. FACILITIES - See the Executive Director's Report.

XIII. SCHOOL OPERATIONS

A. Motion by Edith Johnson and second by Dr. Steve Thomas to approve items #1 through #2 under School Operations.

1. Recommend approval of 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 approve the Student Safety Data System Summary for the reporting period September 1 - December 31, 2019. (Backup SO-3)

B. ROLL CALL

Adele Harris – YES
Dr. Steve Thomas – YES
Edith Johnson – YES
Diego Zuniga – YES

Motion passed on a unanimous Roll Call vote.

XIV. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Dr. Steve Thomas and second by Edith Johnson to approve item #1 under Executive Director's Report.

1. Report as presented by the CCCSN representative.
 - Facilities
 - Playground status
 - Shared services – no updates
 - Parking lot lights fixed
 - Filters in air-conditioning units changed
 - New green cleaning products
 - Expansion – denied
 - Enrollment budgeted for next year
 - Insurance company settlement
 - Student performance
 - Bus transportation

B. ROLL CALL

Adele Harris – YES
Dr. Steve Thomas – YES
Edith Johnson – YES
Diego Zuniga – YES

Motion passed on a unanimous Roll Call vote.

XV. EXECUTIVE SESSION – None at this time.

XVI. ADJOURNMENT

- A. Motion by Edith Johnson and second by Dr. Steve Thomas to adjourn the meeting at 7:03 PM.
- B. ALL IN FAVOR
Voice Vote – Four (4) AYES
- C. Next Meeting March 17, 2020

Respectfully submitted,



Dr. Shay Richardson
Business Administrator/Board Secretary