

**Bridgeton Public Charter School
Re-Organization Meeting Minutes
June 19, 2019**

Convenes at 6:00 in the Community Room at 790 E. Commerce Street, Bridgeton, NJ 08302

- I. CALLED TO ORDER
 - A. Call to Order by the Board Secretary at 6:11 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
 - A. Public Notice of this Meeting was advertised in the South Jersey Times on June 15, 2019.
- III. PLEDGE OF ALLEGIANCE
 - A. Led by the Board President.
- IV. ROLL CALL
 - A. Angela Dooley, President - PRESENT
Adele Harris, Vice President – PRESENT
Gary Moellers, Trustee - ABSENT
Dr. Steve Thomas, Trustee - PRESENT
Rana Williams, Trustee - PRESENT
 - B. Also Present:
 - 1. CCCSN Executive Director - PRESENT
CCCSN Deputy Director - ABSENT
Christina Murphy, Business Administrator/Board Secretary – PRESENT
Dr. Shay Richardson, Assistant Business Administrator - ABSENT
Dr. Valerie James-Kemp, Principal – ABSENT
Charlotte Gould, Director of Fine Arts - ABSENT
Lisa Zuniga, Director of Human Resources - PRESENT
- V. OPEN TO PUBLIC
 - 1. The public may ask questions pertaining to agenda items only.
- VI. APPROVE MINUTES
 - A. Motion by Adele Harris and second by Dr. Steve Thomas to approve the Minutes of the Regular meeting held on May 21, 2019. (Backup M-1)
 - B. ROLL CALL
Angela Dooley – YES
Adele Harris – YES
Dr. Steve Thomas – YES
Rana Williams – YES
Motion passed on a unanimous Roll Call vote.
- VII. RESIGNATION OF TRUSTEE
 - A. Motion by Rana Williams and second by Dr. Steve Thomas to accept the following resignations:
Gary Moellers – June 2019
Angela Dooley – August 2019
 - B. ROLL CALL

Angela Dooley – YES
Adele Harris – YES
Dr. Steve Thomas – YES
Rana Williams – YES

Motion passed on a unanimous Roll Call vote.

VIII. RECOMMENDATION FOR THE BOARD OF TRUSTEES

- A. Motion by Dr. Steve Thomas and second by Adele Harris to certify the continuing appointments of the Board of Trustees members as follows:

Adele Harris - term expiring June 2022

Dr. Steve Thomas - term expiring June 2020

Rana Williams - term expiring June 2022

- B. ROLL CALL to approve the recommendation of Trustees.

Angela Dooley – YES

Adele Harris – YES

Dr. Steve Thomas – YES

Rana Williams – YES

Motion passed on a unanimous Roll Call vote.

IX. ELECTION OF OFFICERS

- A. The Board Secretary opens the floor for nominations for Board President.

1. Motion by Angela Dooley and second by Dr. Steve Thomas to nominate Adele Harris for Board President.

- B. Motion by Dr. Steve Thomas and second by Adele Harris for the Board Secretary to close the floor for nominations for Board President.

- C. ROLL CALL to appoint Adele Harris as President of the Board of Trustees.

Angela Dooley – YES

Adele Harris – YES

Dr. Steve Thomas – YES

Rana Williams – YES

Motion passed on a unanimous Roll Call vote.

- D. The Board President assumes control of the meeting at 6:17 PM.

- E. The Board President opens the floor for nominations for Vice-President.

1. Motion by Angela Dooley and second by Rana Williams to nominate Dr. Steve Thomas as Board Vice-President.

- F. Motion by Angela Dooley and second by Rana Williams for the Board President to close the floor for nominations for Vice President.

- G. ROLL CALL to appoint Dr. Steve Thomas as the Board Vice-President.

Angela Dooley – YES

Adele Harris – YES

Dr. Steve Thomas – YES

Rana Williams – YES

Motion passed on a unanimous Roll Call vote.

X. APPOINTMENT OF PROFESSIONALS

- A. Motion by Angela Dooley and second by Dr. Steve Thomas to approve items #1 through #5 under Appointment of Professionals
1. Recommend approval to appoint Esteban Garcia as the Certified Educational Facilities Manager for the period July 1, 2019 through June 30, 2020.
 2. Recommend approval to appoint Dr. Stephen Kriso, M.D., as school physician for the 2019-2020 school year at an annual rate of \$1,000.
 3. Recommend approval to appoint Michael Shawaryn as the AHERA program manager for the 2019-2020 school year.
 4. Recommend approval to appoint Christina Murphy as School Business Administrator/Board Secretary for the period July 1, 2019 through June 30, 2020.
 5. Recommend approval to appoint Capehart Scatchard as School Solicitor for the 2019-2020 school year.
- B. ROLL CALL
 Angela Dooley – YES
 Adele Harris – YES
 Dr. Steve Thomas – YES
 Rana Williams – YES
Motion passed on a unanimous Roll Call vote.

XI. BUSINESS AND OPERATIONS

- A. Motion by Angela Dooley and second by Dr. Steve Thomas to approve items #1 through #17 under Business and Operations.
1. Recommend approval of Ocean First Bank as the Official Depository for the 2019-20 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., Board VP*
 Payroll 647400062 Board Sec., Board Pres., Board VP
 Payroll Agency 647400252 Board Sec., Board Pres., Board VP*
 Unemployment 647400245 Board Sec., Board Pres., Board VP*
 Student Activity 647400237 Board Sec., Board Pres., Board VP*
 *VP is alternate signatory
 3. Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2019-20 school year.
 4. Recommend approval that the Board Secretary, or designee, has the authority to wire transfer funds between the Board of Trustees' bank accounts as necessary.
 5. Recommend approval of the following dates for the Board of Trustees Meetings for 2019-20. All meetings will begin at 6:00 PM in the BPCS Conference Room (Backup BO-1):
 July 16
 August 20
 September 17
 October 15

November 19
December 17
January 21
February 18
March 17
April 21
May 19
June 16

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 deductions from employees' paychecks to VOYA and Lincoln Investment as tax sheltered 403b plans and Colonial Life - Roth 403b and disability insurance.
8. Recommend approval of the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts for New Jersey Public Schools.
9. 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, 2019 through June 30, 2020, and to establish the bid threshold at \$40,000 and the Quote threshold at \$6,000.
10. Recommend approval for Christina Murphy, Business Administrator, to make payments of behalf of the Board of Trustees when such payments ensure the health and safety of students or ensure orderly operation of the school.
11. Recommend approval to adopt the Board of Trustees Policy Manual, procedures, textbooks and curriculum as presented on file for the 2019-20 school year.
12. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2019-20 school year.
13. Recommend approval of the following school district officials for the 2019-20 school year.
Lead Person - Ann F. Garcia, Ed.D
Title IX Coordinator - Dr. Valerie James-Kemp
Public Agency Compliance Officer - Christina Murphy
Affirmative Action Officer - Christina Murphy
504 Officer - Dr. Valerie James-Kemp
14. Recommend approval for Christina Murphy, Business Administrator, to make adjusting entries as necessary to finalize the 2018-19 accounting records.
15. Recommend approval to appoint Bowman and Company, LLP, as the school's auditing firm for 2019-20 based upon their successful response to the school's Request for Qualifications.
16. Recommend the board ratify the authorization for the Affirmative Action Team to conduct the Needs Assessment and to develop a Comprehensive Equity Plan.
17. Recommend to approve authorizing the submission of the proposed Comprehensive Equity Plan, as presented by Dr. Garcia.

B. ROLL CALL

Angela Dooley – YES
Adele Harris – YES
Dr. Steve Thomas – YES
Rana Williams – YES

Motion passed on a unanimous Roll Call vote.

XII. FINANCE

- A. Motion by Angela Dooley and second by Rana Williams to approve items #1 through #24 under Finance.
1. Recommend approval of line item transfers for the Month of May 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 May 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 Reports in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2019. The Treasurer's Reports and the Secretary's Reports are in agreement for the month of May 2019.(Backup L-3)
 4. Recommend approval of the bills list as attached (Backup L-4):
May 5, 2019 to June 14, 2019 - \$185,853.51
 5. Recommend approval of the following payrolls (Backup L-5):
May 31,2019 - \$30,501.69
June 15,2019 - \$30,218.40
 6. Recommend approval of the expense reclassification report for May 2019. (Backup L-6)
 7. 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.
 8. Recommend approval to purchase health benefits for the 2019-2020 school year through the Cumberland County Charter School Network.
 9. Recommend approval to accept the following grant allocations for the 2019-20 school year (Backup L-7):
Title I Part A - \$21,794
Title II Part A - \$562
Title III - \$5,430
Title IV - \$10,000
IDEA - \$21,175
 10. Recommend approval to submit the ESSA and IDEA (pending final allocation) applications for the 2019-20 school year.
 11. Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2019-20 school year.

12. 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. (Backup L-8)
13. Recommend approval to contract with Bayada Nursing to provide substitute nurses at \$49.00/hour for RN and \$39.00/hour for LPN for the 2019-20 school year. (Backup L-9)
14. Recommend approval to submit the Annual Report.
15. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2019-20 school year.
16. Recommend approval for a one time payout of five and a half (5.5) unused Vacation Days for Christina Murphy. (Backup L-10)
17. Recommend to approve a one-time reimbursement payment to Maryann McCarty, School Nurse, for the School Nurse Emergency Care Course (SNECC) from Health Care Training Academy (HCTA) in the amount of \$75.00. (Backup L-11)
18. Recommend to approve the participation in Community Eligibility Provision (CEP) for the 2019-20 school year. (Backup L-12)
19. Recommend to approve the purchases with OnCourse Systems Education in the amount of \$10,534.61. (Backup L-13)
20. Recommend to approve the BPCS Student Accident Insurance with Rue Insurance, effective July 1, 2019 through June 30, 2020 in the amounts as specified in the attached. (Backup L-14)
21. Recommend to approve the BPCS Diploma Liability Insurance Renewal at the rate as listed in the attached. (Backup L-15)
22. Recommend to approve the operation of a Title I school-wide program during the 2019-2020 school year, as granted by the Office of Supplemental Educational Programs. (L-16)
23. Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY20 and to ratify the same for FY19. (Backup L-17)
24. Recommend approval to use up to the full fund balance for budgeting purposes.

B. ROLL CALL

Angela Dooley – YES

Adele Harris – YES

Dr. Steve Thomas – YES

Rana Williams – YES

Motion passed on a unanimous Roll Call vote.

XIII. PERSONNEL

- A. Motion by Angela Dooley and second by Rana Williams to approve items #1 through #4 under Personnel.

1. Recommend approval of the staff list and salaries for the 2019-20 school year as specified in the attached. (Backup PER-1)
2. Recommend approval of the personnel actions as listed in the attached. (Backup PER-2)
3. Recommend approval of the draft Teacher's contract, as attached, and prepared by counsel. (Backup PER-3)
4. Recommend approval of the Marzano evaluation tool for Teachers and Administrators for the 2019-20 school year.

B. ROLL CALL

Angela Dooley – YES

Adele Harris – YES

Dr. Steve Thomas – YES

Rana Williams – YES

Motion passed on a unanimous Roll Call vote.

XIV. FACILITIES

A. Motion by Angela Dooley and second by Dr. Steve Thomas to approve item #1 under Facilities.

1. Recommend approval of the School Integrated Pest Management Plan for the 2019-20 school year, with Esteban Garcia as the IPM Coordinator. (F-1)

B. ROLL CALL

Angela Dooley – YES

Adele Harris – YES

Dr. Steve Thomas – YES

Rana Williams – YES

Motion passed on a unanimous Roll Call vote.

XV. SCHOOL OPERATIONS

A. Motion by Angela Dooley and second by Dr. Steve Thomas to approve items #1 through #7 under School Operations.

1. Recommend approval of the Principal's report as presented by Dr. James Kemp. (SO-1)
2. Recommend the board ratify the field trips as attached. (Backup SO-2)
3. Recommend approval of the calendar for the 2019-20 school year. (Backup SO-3)
4. Recommend approval of the Assessment Calendar for the 2019-2020 school year. (Backup SO-4)
5. Recommend approval of the School Security Drill of Assurance. (Backup SO-5)
6. Recommend approval of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights. (Backup SO-6)
7. Recommend approval of the Summer Reading Lists for students in grades 1 through 4. (Backup SO-7)

B. ROLL CALL

Angela Dooley – YES

Adele Harris – YES

Dr. Steve Thomas – YES

Rana Williams – YES

Motion passed on a unanimous Roll Call vote.

XVI. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Dr. Steve Thomas and second by Angela Dooley to accept item #1 under Executive Director's Report.

1. Report as presented by the CCCSN Representative.

- Title III – ELL
- Payoff for refinancing receiving
- Appraisal completed

B. ROLL CALL

Angela Dooley – YES

Adele Harris – YES

Dr. Steve Thomas – YES

Rana Williams – YES

Motion passed on a unanimous Roll Call vote.

XVII. ADJOURNMENT

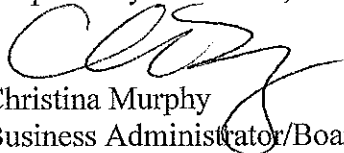
A. Motion by Angela Dooley and second by Rana Williams to adjourn the meeting at 7:20 PM.

B. ALL IN FAVOR

Voice Vote – Four (4) AYES

C. Next Meeting July 16, 2019.

Respectfully Submitted,



Christina Murphy
Business Administrator/Board Secretary