

**Bridgeton Public Charter School  
Regular Board Meeting Minutes  
January 21, 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 6:12 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 (Arrived at 6:20 PM)  
Shelton Oliver III, Trustee - ABSENT  
Diego Zuniga, Board of Trustees Inductee - PRESENT
  - B. Also Present:
    1. CCCSN Executive Director - ABSENT  
CCCSN Deputy Director - PRESENT  
Dr. Shay Richardson, Business Administrator/Board Secretary - PRESENT  
Dr. Valerie James-Kemp, Principal - PRESENT  
Charlotte Gould, Director of Fine Arts - ABSENT  
Lisa Zuniga, Director of Human Resources - ABSENT
- V. PRESENTATION OF AWARDS
  - A. As presented by Dr. James-Kemp.
    - Perfect Attendance
    - 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. AUDIT PRESENTATION
  - A. Presentation of the 2018-2019 Financial Audit by Dr. Shay Richardson, Business Administrator.
  - B. Motion by Mark Dooley and second by Dr. Steve Thomas to approve the 2018-2019 Comprehensive Annual Financial Report as presented and to certify that the CAFR was discussed in public session and copies of the Audit Summary were made available to the public.
  - C. ROLL CALL  
Adele Harris – YES  
Dr. Steve Thomas – YES  
Mark Dooley – YES  
Edith Johnson – YES  
**Motion passed on a unanimous Roll Call vote.**
- IX. APPROVE MINUTES

A. Motion by Mark Dooley and second by Edith Johnson to approve the Minutes of the Regular meeting held on December 17, 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.**

X. RESIGNATION OF TRUSTEE

A. Motion by Mark Dooley and second by Dr. Steve Thomas to accept the resignation of Shelton Oliver III.

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. RECOMMENDATION FOR THE BOARD OF TRUSTEES

A. Motion by Mark Dooley and second by Dr. Steve Thomas to appoint Diego Zuniga to the Board of Trustees for a two-year term expiring January 2022.

B. ROLL CALL

Adele Harris – YES

Dr. Steve Thomas – YES

Mark Dooley – YES

Edith Johnson – YES

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

C. Oath of Office administered by Dr. Shay Richardson to Diego Zuniga.

XII. OLD BUSINESS – None at this time

XIII. FINANCE

A. Motion by Dr. Steve Thomas and second by Mark Dooley to approve items #1 through #9 under Finance.

1. Recommend approval of line item transfers for the Month of December 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 December 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 December 2019. The Treasurer's Report and the Secretary's Reports are in agreement for the month of December 2019. (Backup L-3)

4. Recommend approval of the bills list as attached (Backup L-4):  
December 1, 2019 to December 31, 2019 - \$118,806.03

5. Recommend approval of the following payrolls (Backup L-5):  
December 31, 2019 - \$36,423.49  
January 15, 2020 - \$28,962.27

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 December 2019. (Backup L-6)
8. Recommend to approve the Flexible Benefits Plan contribution limit increase to \$2,750, effective January 1, 2020, per IRS changes. (Backup L-7)
9. Recommend approval of the Bridgeton Public Charter School Budget, as of October 15, 2019, for 2019-2020. (Backup L-8)

B. ROLL CALL

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

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

XIV. PERSONNEL

- A. Motion by Mark Dooley and second by Edith Johnson to approve items #1 though #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  
Mark Dooley – YES  
Edith Johnson – YES  
Diego Zuniga – YES

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

XV. FACILITIES - See the Executive Director's Report

XVI. 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)

B. ROLL CALL

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

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

XVII. 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.
  - Congratulations to BPCS staff
  - Congratulations to business office for good audit

- New playground
- Landscaping
- Outside outlet
- Parking lamps
- Amendment updates

B. ROLL CALL

Adele Harris – YES

Dr. Steve Thomas – YES

Mark Dooley – YES

Edith Johnson – YES

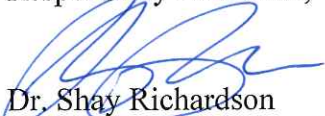
Diego Zuniga – YES

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

XVIII. ADJOURNMENT

- A. Motion by Mark Dooley and second by Dr. Steve Thomas to adjourn the meeting at 7:29 PM.
- B. ALL IN FAVOR  
**Voice Vote – Five (5) AYES**
- C. Next Meeting February 18, 2020

Respectfully submitted,



Dr. Shay Richardson  
Business Administrator/Board Secretary