

**Bridgeton Public Charter School  
Regular Board Meeting Minutes  
April 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 6:01 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 Dr. Richardson.

IV. ROLL CALL

A. Adele Harris, President – PRESENT (By Phone)  
Dr. Steve Thomas, Vice President – PRESENT (By Phone)  
Mark Dooley, Trustee – PRESENT (By Phone)  
Edith Johnson, Trustee – PRESENT (By Phone)

B. Also Present:

1. CCCSN Executive Director – PRESENT (By Phone)  
CCCSN Deputy Director – PRESENT (By Phone)  
Dr. Shay Richardson, Business Administrator/Board Secretary - PRESENT  
Dr. Valerie James-Kemp, Principal – PRESENT (By Phone)  
Charlotte Gould, Director of Fine Arts - ABSENT  
Lisa Zuniga, Director of Human Resources - ABSENT

V. OPEN TO PUBLIC

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

VI. EXECUTIVE SESSION - None at this time.

VII. APPROVE MINUTES

A. Motion by Mark Dooley and second by Dr. Steve Thomas to approve the Minutes of the Regular meeting held on March 17, 2020. (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.**

VIII. OLD BUSINESS – None at this time.

IX. BOARD OPERATIONS

A. Motion by Edith Johnson and second by Mark Dooley to approve item #1 under Board Operations.

1. Recommend approval of the following dates for the Board of Trustees meetings for 2020-2021. All meetings will begin at 6:00 PM in the BPCS Community Room (Backup BO-

- 1):
- July 14
- August 18
- September 15
- October 13
- November 17
- December 15
- January 19
- February 16
- March 16
- April 20
- May 18
- June 15

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. FINANCE

- A. Motion by Edith Johnson and second by Dr. Steve Thomas to approve items #1 through #8 under Finance.
  - 1. Recommend approval of line item transfers for the Month of March 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 March 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 March 2020. The Treasurer's Report and the Secretary's Reports are in agreement for the month of March 2020. (Backup L-3)
  - 4. Recommend approval of the bills list as attached (Backup L-4):  
March 1, 2020 to March 31, 2020 - \$262,278.05
  - 5. Recommend approval of the following payrolls (Backup L-5):  
March 31, 2020 - \$28,615.93  
April 15, 2020 - \$26,363.67
  - 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 March 2020. (Backup L-6)

8. 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 2020-2021.

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. POLICY UPDATES

A. Motion by Mark Dooley and second by Edith Johnson to approve item #1 under Policy Updates.

1. Recommend approval of the New Jersey Policy Alert No. 219, March 2020, for a Second Reading and Adoption (Backup POL-1): Policy #0152, Board Officers  
Policy #2422, Health and Physical Education  
Policy #3421.13, Postnatal Accommodations  
Policy #5330, Administration of Medication  
Policy #7243, Supervision of Construction  
Policy #8210, School Year  
Policy #8220, School Day  
Policy #8220, School Closings  
Policy #8462, Reporting Potentially Missing or Abused Children

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. PERSONNEL

A. Motion by Adele Harris 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)
2. Recommend approval to renew staff for the 2020-2021 school year as listed in the attached. (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.**

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

#### XIV. SCHOOL OPERATIONS

- A. Motion by Mark Dooley and second by Adele Harris to approve items #1 through #4 under School Operations.
1. Recommend approval of the Principal's report as presented by Dr. James-Kemp. (Backup SO-1)
  2. Recommend approval to amend the 2019-2020 school year calendar to make Spring Break April 10-13, and June 16 as the last day for students. Revisions have been made in order to maintain continuity of instruction. (Backup SO-2)
  3. Recommend approval of the calendar for the 2020-21 school year. (Backup SO-3)
  4. Recommend to approve and ratify the School Closure Illness Preparedness and Response Plan for COVID-19 (Novel Coronavirus). (Backup SO-4)
- 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. 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.
    - School closure extended to May 15, 2020 as recommended by the governor.
    - Funds from the Paycheck Protection Program
    - All school facilities have been fully sanitized.
    - The new playground has been installed.
- B. ROLL CALL  
Adele Harris – YES  
Dr. Steve Thomas – YES  
Mark Dooley – YES  
Edith Johnson – YES  
**Motion passed on a unanimous Roll Call vote.**

#### XVI. ADJOURNMENT

- A. Motion by Mark Dooley and second by Dr. Steve Thomas to adjourn the meeting at 6:23 PM.
- B. ALL IN FAVOR  
**Voice Vote – Four (4) AYES**
- C. Next Meeting May 19, 2020

Respectfully Submitted,



Dr. Shay Richardson  
Business Administrator/Board Secretary