

**Bridgeton Public Charter School**  
**Regular Board Meeting Minutes**  
**April 16, 2019**

**Convenes 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 6:11 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times on July 1, 2019.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Angela Dooley.
- IV. ROLL CALL
  - A. Angela Dooley, President - PRESENT  
Adele Harris, Vice President - PRESENT  
Gary Moellers, Trustee - PRESENT (By Telephone; Left at 6:54)  
Steve Thomas, Trustee – PRESENT
  - B. Also Present:
    - 1. CCCSN Executive Director - PRESENT  
CCCSN Deputy Director - PRESENT  
Christina Murphy - Board Secretary - ABSENT  
Dr. Shay Richardson - Assistant Business Administrator - PRESENT  
Dr. James-Kemp – Principal - PRESENT  
Charlotte Gould - Director, Fine Arts - PRESENT  
Lisa Zuniga - Director, Human Resources - PRESENT
- V. PRESENTATION OF AWARDS
  - 1. As presented by Dr. James-Kemp.
- VI. EXECUTIVE SESSION – None.
- VII. OPEN TO PUBLIC
  - 1. The public may ask questions pertaining to agenda items only.
- VIII. APPROVE MINUTES
  - A. Motion by Steve Thomas and second by Adele Harris to approve the Minutes of the Regular meeting held on March 19, 2019. (Backup M-1)
  - B. ROLL CALL  
Angela Dooley – YES  
Adele Harris – YES  
Gary Moellers – YES (Left at 6:54)  
Steve Thomas – YES  
**Motion passed on a unanimous Roll Call vote.**
- IX. OLD BUSINESS – None.
- X. FINANCE
  - A. Motion by Adele Harris and second by Steve Thomas to approve items #1 through #13 under Finance.
    - 1. Recommend approval of line item transfers for the month of March 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 March 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 not 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 2019. The Treasurer's Report and the Secretary's Reports are in agreement for the month of March 2019. (Backup L-3)
4. Recommend approval and ratification of the bills as attached (Backup L-4):  
November 6, 2018 to November 20, 2018 - \$115,751.16  
January 12, 2019 to January 15, 2019 - 70,422.58  
March 11, 2019 to April 5, 2019 - 97,988.09
5. Recommend approval of the following payrolls (Backup L-5):  
March 15, 2019 - \$30,172.96  
March 31, 2019 - \$30,344.64  
April 15, 2019 - \$30,685.38
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 2019. (Backup L-6)
8. Recommend approval of the agreement with Salem County Special Services School District Board of Education and Bridgeton Public Charter School District of Education for the 2019-2020 school year effective July 1, 2019 to July 30, 2020 in the amounts as listed in the attached. (Backup L-7)
9. Recommend approval of the contract agreement, effective March 27, 2019, between Bridgeton Public Charter School and Therapy Source, Inc. in the amounts as listed in the attached. (Backup L-8)
10. Recommend approval of the estimate by US Omni to provide Third Party Administrative Fees for the 403(b) Plan for the 2019-2020 renewal year in the amount of \$1,500.00. (Backup L-9)
11. Recommend approval to ratify participation in 'Pennies for Patients' fundraising campaign from March 22-25, 2019. (Backup L-10)
12. Recommend approval to renew consolidation agreement for food services with Millville Public Charter School and relinquish any independent arrangements with the New Jersey Department of Agriculture for 2019-2020.
13. Recommend to approve issuance of RFQ for School Auditing Services for the 2019-2020 school year.

B. ROLL CALL

Angela Dooley – YES

Adele Harris – YES

Gary Moellers – YES (Left at 6:54)

Steve Thomas – YES

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

XI. POLICY UPDATES

A. Motion by Steve Thomas and second by Adele Harris to approve items #1 through #2 under Policy.

1. Recommend approval of policies in New Jersey Policy Alert No. 217, January 2019, for a Second Reading. (POL-1)
2. Recommend approval of Policy and Regulation 1642, Earned Sick Leave Law, for a Second Reading. (POL-2)

- B. ROLL CALL  
Angela Dooley – YES  
Adele Harris – YES  
Steve Thomas – YES  
**Motion passed on a unanimous Roll Call vote.**

XII. PERSONNEL

- A. Motion by Adele Harris and second by Steve Thomas to approve items #1 through #3 under Personnel.
1. Recommend approval of the staff list and salaries for the 2018-2019 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 to renew staff for the 2019-2020 school year as listed in the attached. (Backup PER-3)
- B. ROLL CALL  
Angela Dooley – YES  
Adele Harris – YES  
Steve Thomas – YES  
**Motion passed on a unanimous Roll Call vote.**

XIII. FACILITIES - See Executive Director's Report.

XIV. COMMUNITY – None.

XV. SCHOOL OPERATIONS

- A. Motion by Adele Harris and second by Steve Thomas to approve items #1 through #3 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 ratify the approval of the automatic renewal of the Agreement between Cumberland County Charter School Network and Bridgeton Public Charter School as of July 1, 2018 through June 30, 2020 with an increase from 3% to 6%.
- B. ROLL CALL  
Angela Dooley – YES  
Adele Harris – YES  
Steve Thomas – YES  
**Motion passed on a unanimous Roll Call vote.**

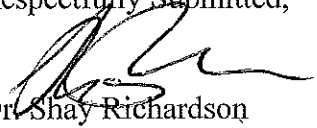
XVI. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Steve Thomas and second by Adele Harris to approve item #1 under Executive Director's Report.
1. Report as presented by the CCCSN Representative.
    - Prospective new board member introduction (Raina Williams).
    - Explanation of the board member role.
    - Building refinancing.
    - Parking lot usage by county employees.
- B. ROLL CALL  
Angela Dooley – YES  
Adele Harris – YES  
Steve Thomas – YES  
**Motion passed on a unanimous Roll Call vote.**

XVII. ADJOURNMENT

- A. Motion by Adele Harris and second by Steve Thomas to adjourn the meeting at 7:30 PM.
- B. ALL IN FAVOR  
**Voice Vote – Three (3) AYES**
- C. Next Meeting May 21, 2019.

Respectfully Submitted,



Dr. Shay Richardson  
Assistant Business Administrator