

**Bridgeton Public Charter School  
Regular Board Meeting Minutes  
May 21, 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 President at 6:06 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, 2018.

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

B. Also Present:

1. CCCSN Executive Director - ABSENT  
CCCSN Deputy Director - ABSENT  
Christina Murphy, Board Secretary - PRESENT  
Dr. Shay Richardson, Assistant Business Administrator - ABSENT  
Dr. Valerie James-Kemp, Principal - PRESENT  
Charlotte Gould, Director of Fine Arts - PRESENT  
Lisa Zuniga, Director of Human Resources - PRESENT  
Rana Williams, Board of Trustees Inductee - PRESENT  
Jeremias Olivo, Bridgeton Public Charter School Secretary - PRESENT

V. PRESENTATION OF AWARDS

1. As presented by Dr. James-Kemp.
  - Perfect attendance for the month of April 2019.
  - Rising Stars.
  - Student of the Month.
  - Honor Roll.
  - Principal's List.

VI. OPEN TO PUBLIC

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

VII. APPROVE MINUTES

A. Motion by Adele Harris and second by Dr. Steve Thomas to approve the Minutes of the Regular meeting held on April 16, 2019.

B. ROLL CALL

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

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

VIII. RECOMMENDATION OF THE BOARD OF TRUSTEES

A. Motion by Dr. Steve Thomas and second by Adele Harris to appoint Rana Williams to the Board of Trustees for a two-year term expiring May 21, 2021.

B. ROLL CALL

Angela Dooley – YES

Adele Harris – YES

Dr. Steve Thomas – YES

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

C. Oath of Office administered by Christina Murphy to Rana Williams.

IX. OLD BUSINESS - None.

X. FINANCE

A. Motion by Adele Harris and second by Dr. Steve Thomas to approve items #1 through #18 under Finance.

1. Recommend approval of line item transfers for the month of April 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 April 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 April 2019. The Treasurer's Report and the Secretary's Reports are in agreement for the month of April 2019. (Backup L-3)
4. Recommend approval of the bills as attached (Backup L-4):  
April 6, 2019 to May 3, 2019 - \$116,218.92
5. Recommend approval of the following payrolls (Backup L-5):  
April 15, 2019 - \$30,685.38  
April 30, 2019 - \$30,795.16  
May 15, 2019 - \$30,004.99
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 April 2019. (Backup L-6)
8. Recommend approval of the annual license purchases from CDK Systems, Inc. in the amount of \$9,145.00 as specified in the attached. (Backup L-7)
9. Recommend approval of the Memorandum of Agreement for Student Health Services between the Bridgeton Public Charter School and Complete Care Health Network to provide medical and dental services to students effective September 1, 2019 through June 30, 2020. (Backup L-8)

10. Recommend to approve the Contract for School Physician, effective July 1, 2019 through June 30, 2020, between the Bridgeton Public Charter School and Stephen A. Kriso, M.D., with an annual fee of \$1,000.00 (Backup L-9)
11. Recommend approval of the agreement between the Bridgeton Public Charter School and CASA to ensure payroll processing services for a period of twelve (12) months beginning July 1, 2019 and ending June 30, 2020 in the amount of \$2,851.00. (Backup L-10)
12. Recommend approval of the Staffing Agreement between the Bridgeton Public Charter School and Professional Medical Staffing, LLC, to provide temporary personnel as needed for the 2019-2020 school year effective July 1, 2019 through June 30, 2020. (Backup L-11)
13. Recommend approval of the Reading Eggs Program License, effective August 16, 2019 through August 15, 2020, provided by Edmentum, in the amount of \$1,600.00. (Backup L-12)
14. Recommend to approve Bowman & Company as the school auditor for the 2018-2019 financial statements as specified in the attached. (Backup L-13)
15. Recommend approval of the annual service fees with LunchTime Software, LLC., in the amount of \$1,695.00 as listed in the attached. (Backup L-14)
16. Recommend to approve the Bridgeton Public Charter School membership to Mystery Science for the 2019-2020 school year in the amount of \$999.00. (Backup L-15)
17. Recommend approval of the New Jersey Association of School Business Officials 2019 annual conference in the amount of \$525.00. (Backup L-16)
18. Recommend approval of the New Jersey State Contract with Ricoh USA, Inc. for a term of forty-eight (48) months in the amount of \$359.89. (Backup L-17)

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. PERSONNEL

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

1. Recommend approval of the personnel actions as listed in the attached. (Backup PER-1)
2. Recommend approval of the staff list and salaries for the 2018-2019 school year as attached. (Backup PER-2)

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. FACILITIES - See Executive Director's Report.

XIII. COMMUNITY - None.

XIV. SCHOOL OPERATIONS

- A. Motion by Dr. Steve Thomas 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 of the field trips as attached. (Backup SO-2)
  3. Recommend approval to amend the 2018-2019 school year calendar to make three days (June 20, 21, 24, 2019) half days with early dismissal.
  4. Recommend approval of the School Age Child Care Contract for the 2019-2020 school year between Cumberland Cape Atlantic YMCA and Bridgeton Public Charter School. (Backup SO-3)
- 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. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Adele Harris and second by Dr. Steve Thomas to approve item #1 under Executive Director's Report.
1. Report as presented by the CCCSN Representative.
    - Refinancing.
- 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. ADJOURNMENT

- A. Motion by Adele Harris and second by Dr. Steve Thomas to adjourn the meeting at 7:15 PM.
- B. ALL IN FAVOR  
**Voice Vote – Four (4) AYES**
- C. Next Meeting June 18, 2019.

Respectfully Submitted,

  
Christina Murphy  
Business Administrator/Board Secretary