

**Bridgeton Public Charter School**  
**Regular Board Meeting**  
**June 17, 2024**

**Convenes at 6:00 p.m. in the in the Community Room at 790 E Commerce St, Bridgeton NJ 08302**

- I. CALLED TO ORDER
  - A. Call to Order by the Board President 6:07 PM
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times and The Reminder on June 1, 2023.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Ms. Charlotte Gould
- IV. ROLL CALL
  - A. Charlotte Gould, President - Present  
Ivelisse McBride, Vice President- Absent  
Edith Johnson, Trustee- Absent  
Mark Dooley, Trustee- Present  
Norine Ortiz, Trustee -Present
  - B. Also Present:
    - 1. Matthew Ackiewicz, Superintendent- Present  
CCCSN Executive Director- Present  
CCCSN Deputy Director-Present  
Dennis Zakroff, Board Secretary/Business Administrator- Present  
Christina Murphy, Treasurer- Present  
Joseph Keyek, Facilities Manager- Present  
Jennifer Hagan, HR Coordinator - Present  
Dr. Valerie James, Principal – Present
- V. REVIEW OF AGENDA
  - A. Questions
- VI. OPEN TO PUBLIC
  - 1. The public may ask questions pertaining to agenda items only.
- VII. ELECTION OF OFFICERS
  - A. The Board Secretary opens the floor for nominations for Board President
    - 1. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to nominate Ms. Charlotte Gould for Board President.
    - 2. Motion by Mr. Mark Dooley and second by Ms. Charlotte Gould for the Board Secretary to close the floor nominations for Board President
    - 3. Roll Call to appoint Ms. Charlotte Gould as President of the Board of Trustees.  
ROLL CALL  
Ms. Charlotte Gould – Yes  
Mr. Mark Dooley – Yes  
Ms. Norine Ortiz – Yes
    - 4. The Board President assumes control of the meeting at 6:10 PM.
  
  - B. The Board President opens the floor for nominations for Vice President.

1. Motion by Mr. Mark Dooley and second by Ms. Charlotte Gould to nominate Ms. Norine Ortiz for Board Vice President.
2. Motion by Mr. Mark Dooley and second by Ms. Charlotte Gould for the Board President to close the floor for nominations for Vice President.
3. Roll Call to appoint Ms. Norine Ortiz as Vice President of the Board of Trustees.

C. ROLL CALL

Ms. Charlotte Gould – Yes  
 Mr. Mark Dooley – Yes  
 Ms. Norine Ortiz – Yes

VIII. APPOINTMENT OF PROFESSIONALS

A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to approve items 1 through 6 under Appointment of Professionals.

1. Recommend approval to appoint Gladwyn Baptist, M.D., as School Physician for the 2024-2025 school year at an annual rate of \$500.00.
2. Recommend approval to appoint Joseph Keyek as the Certified Educational Facilities Manager for the period July 1, 2024 through June 30, 2025.
3. Recommend approval to appoint Joseph Keyek as the AHERA program manager for the 2024-2025 school year.
4. Recommend approval to appoint Dennis Zakroff as the School Business Administrator/Board Secretary through the shared services agreement with Vineland Public Charter School.
5. Recommend approval to appoint Bowman and Company, LLP, as School Auditor for the 2024-2025 school year. The unmodified external peer review has been received and reviewed.
6. Recommend approval to appoint Joseph Bentley of Capehart Scatchard as school board attorney

B. ROLL CALL

Ms. Charlotte Gould – Yes  
 Mr. Mark Dooley – Yes  
 Ms. Norine Ortiz – Yes

All were in favor and the motion carried

IX. BUSINESS AND OPERATIONS

A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to approve items 1 through 13 under Business and Operations.

1. Recommend approval of Ocean First Bank as the Official Depository for the 2024-2025 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., Treasurer\*  
 Payroll 647400062 Board Sec., Board Pres., Treasurer\*  
 Payroll Agency 647400252 Board Sec., Board Pres., Treasurer\*  
 Unemployment 647400245 Board Sec., Board Pres., Treasurer\*  
 Student Activity 647400237 Board Sec., Board Pres., Treasurer\*  
 \*Treasurer is alternate signatory
3. Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2024-2025 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 to conduct Board of Trustee meetings according to the Parliamentary authority established by Robert's Rules of Order.
6. Recommend approval of deductions from employees' paychecks to VOYA and Lincoln Investment as tax sheltered 403(b) plans and Colonial Life - Roth 403(b) and disability insurance.
7. Recommend approval of the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts for New Jersey Public Schools.
8. Recommend approval to appoint Dennis Zakroff 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, 2024 through June 30, 2025, and to establish the bid threshold at \$44,000 and the Quote threshold at \$6,600.
9. Recommend approval for Dennis Zakroff, Business Administrator, to make payments on behalf of the Board of Trustees when such payments ensure the health and safety of students or ensure orderly operation of the school.
10. Recommend approval to adopt the Board of Trustees Policy Manual, procedures, textbooks and curriculum as presented on file for the 2024-2025 school year.
11. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2024-2025 school year.
12. Recommend approval of the following school district officials for the 2024-2025 school year.  
Lead Person - Matthew Ackiewicz  
Title IX Coordinator - Dr. Valerie James  
Public Agency Compliance Officer - Dennis Zakroff  
Affirmative Action Officer - Dennis Zakroff  
504 Officer - Dr. Valerie James
13. Recommend approval for Dennis Zakroff, Business Administrator, to make adjusting entries as necessary to finalize the 2023-2024 accounting records.

B. ROLL CALL

- Ms. Charlotte Gould – Yes
- Mr. Mark Dooley – Yes
- Ms. Norine Ortiz – Yes

All were in favor and the motion carried

X. EXECUTIVE SESSION (Not Required)

XI. APPROVE MINUTES

- A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to approve the Minutes of the Regular and Executive sessions held on May 13, 2024.

B. ROLL CALL

- Ms. Charlotte Gould – Yes
- Mr. Mark Dooley – Yes
- Ms. Norine Ortiz – Yes

All were in favor and the motion carried

XII. OLD BUSINESS

XIII. FINANCE

- A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to approve items 1 through 38 under Finance.
1. Recommend approval of line item transfers for the Month of May 2024. (Backup L-1)
  2. Recommend the approval of the Board Secretary's Reports in May. 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 May 2024. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2024. (Backup L-3)
  4. Recommend approval of the May bills as attached in the amount of \$180,410.75 (Back-up L-4)
  5. Recommend approval of the following payrolls (Backup L-5):  
May 15, 2024 - \$54,298.42  
May 31, 2024 - \$53,687.51
  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 May 2024. (Back-up L-6)
  8. Recommend to approve the agreement with ABS Facility Solutions for the 2024-2025 school year. (Back-up L-7)
  9. Recommend to approve the invoice with Continental Press in the amount of \$4,349.18. (Back-up L-8)
  10. Recommend to approve the travel Voucher for Jennifer Hagan in the amount of \$143.40. (Back-up L-9)
  11. Recommend to approve the Services Agreement with OMNI and TSACG in the amount of \$1,500 for the 2024-2025 school year. (Back-up L-10)
  12. Recommend to approve the auditing services of Bowman and Company for the fiscal year ending on June 30, 2024. (Back-up L-11)
  13. Recommend to approve the quote with Inspired Instruction in the amount of \$4,700 for Professional Development. (Back-up L-12)
  14. Recommend to approve the New Jersey Public Charter School Association membership for the 2024-2025 school year in the amount of \$3,000. (Back-up L-13)
  15. Recommend to approve the invoice with TSE in the amount of \$6,120. (Back-up L-14)
  16. Recommend to approve the invoice with TSE in the amount of \$1,400. (Back-up L-15)
  17. Recommend to approve the participation in the Rutgers-New Brunswick Employer Summit. (Back-up L-16)
  18. Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY25.
  19. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2024-2025 school year.
  20. Recommend to approve the participation in the Community Eligibility Provision (CEP) for the 2024-2025 school year.

21. Recommend to approve the SRI and ETTC Hours with Stockton University for the 2024-2025 school year. (Back-up L-17)
22. Recommend to approve the quote with Wilson Language Training for the 2024-2025 school year in the amount of \$4,070.52 (Back-up L-18)
23. Recommend to approve the quote with Great Minds for the 2024-2025 school year for math curriculum in the amount of \$10,578 (Back-up L-19)
24. Recommend to approve the quote with IXL for the 2024-2025 school year in the amount of \$3,750. (Back-up L-20)
25. Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2024-2025 school year (Back-up L-21)
26. Recommend to approve the quote with Gopher for the 2024-2025 school year in the amount of \$1,199.09 (Back-up L-22)
27. Recommend to approve the quote with TCI for the 2024-2025 school year in the amount of \$8,832 (Back-up L-23)
28. Recommend to approve the invoice with ESS for the 2024-2025 school year in the amount of \$680. (Back-up L-24)
29. Recommend to approve the invoice with CDK for the 2024-2025 school year in the amount of \$4,515 (Back-up L-25)
30. Recommend to approve the quote with Acadience for the 2024-2025 school year in the amount of \$210. (Back-up L-26)
31. Recommend to approve the invoice with ESS for the 2024-2025 school year in the amount of \$1,548 (Back-up L-27)
32. Recommend to approve the agreement with Positive Behavior Support Corp for the 2024-2025 school year. (Back-up L-28)
33. Recommend to approve the quote with Great Minds for the 2024-2025 school year for Wit and Wisdom in the amount of \$10,640.95 (Back-up L-29)
34. Recommend to approve the quote with Great Minds for the 2024-2025 school year for Geodes Kits in the amount of \$14,780. (Back-up L-30)
35. Recommend to approve the travel voucher for Dennis Zakroff. (Back-up L-31)
36. Recommend to approve the quote with Great Minds for Professional Development in the amount of \$3,900. (Back-up L-32)
37. Recommend to approve the quote with Great Minds for Professional Development in the amount of \$3,900. (Back-up L-33)
38. Recommend to terminate employee contract for the 2024-2025 school year (Back-up L-34)

B. ROLL CALL

Ms. Charlotte Gould – Yes  
Mr. Mark Dooley – Yes  
Ms. Norine Ortiz – Yes

All were in favor and the motion carried

XIV. POLICY UPDATES (NONE)

XV. PERSONNEL

- A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to approve items 1 and 2 under Personnel.

1. Recommend approval of the staff list and salaries for the 2023-2024 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

Ms. Charlotte Gould – Yes  
Mr. Mark Dooley – Yes  
Ms. Norine Ortiz – Yes

All were in favor and the motion carried

XVI. FACILITIES

- A. Motion by Mr. Mark Dooley and second by Ms. Charlotte Gould to approve item 1 under Facilities.

1. Reports as presented by Mr. Joseph Keyek.

B. ROLL CALL

Ms. Charlotte Gould – Yes  
Mr. Mark Dooley – Yes  
Ms. Norine Ortiz – Yes

All were in favor and the motion carried

XVII. SCHOOL OPERATIONS

- A. Motion by Mr. Mark Dooley and second by Ms. Norine Ortiz to accept the Principal's reports.

1. Reports as presented by Dr. James.

B. ROLL CALL

Ms. Charlotte Gould – Yes  
Mr. Mark Dooley – Yes  
Ms. Norine Ortiz – Yes

All were in favor and the motion carried

XVIII. SUPERINTENDENTS REPORT

- A. Motion by Mr. Mark Dooley and second by Ms. Charlotte Gould to approve the Superintendent's Report.

1. Reports as presented by Mr. Matthew Ackiewicz. (S-1)
  - Updated Safe Return Plan, done twice each year
  - Working on the building over the summer- new main office hub
  - Working on increasing enrollment and recruitment of staff
  - Last week of school and next school year will start after Labor Day
  - Thank you for you continued support
  - Ms. Charlotte Gould commented on the Kindergarten and 4<sup>th</sup> grade move up ceremonies

B. ROLL CALL

Ms. Charlotte Gould – Yes  
Mr. Mark Dooley – Yes  
Ms. Norine Ortiz – Yes

All were in favor and the motion carried

XIX. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Mr. Mark Dooley and second by Ms. Charlotte Gould to accept the Executive Director's reports.
  - 1. Report as presented by Dr. Garcia.  
the Kindergarten and 4<sup>th</sup> grade move up ceremonies were very nice and thanked MS Gould and Ms. Ortiz for attending  
The school received a donation of \$20,000 from an anonymous donor
- B. ROLL CALL
  - Ms. Charlotte Gould – Yes
  - Mr. Mark Dooley – Yes
  - Ms. Norine Ortiz – Yes

All were in favor and the motion carried

XX. ADJOURNMENT

- A. Motion by Mr. Mark Dooley and second by Ms. Charlotte Gould to adjourn the meeting at 6:36 PM.
- B. ROLL CALL
  - Ms. Charlotte Gould – Yes
  - Mr. Mark Dooley – Yes
  - Ms. Norine Ortiz – Yes

All were in favor and the motion carried

- C. Next Meeting is on July 15, 2024.

Respectfully submitted

Dennis Zakroff

Board Secretary/ Business Administrator