

**Bridgeton Public Charter School  
Re-Organization Meeting Minutes  
June 16, 2020**

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

- I. CALLED TO ORDER
  - A. Call to Order by the Board Secretary at 6:02 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; Arrived at 6:08 PM)  
Mark Dooley, Trustee – PRESENT (By Phone)  
Edith Johnson, Trustee – PRESENT (By Phone)  
Isis Sosa, New Board Member – 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  
Courtney Alvarez, Director of Human Resources – PRESENT (By Phone)
- V. REVIEW OF AGENDA
  - A. Questions
- VI. OPEN TO PUBLIC
  - 1. The public may ask questions pertaining to agenda items only.
- VII. APPROVE MINUTES
  - A. Motion by Mark Dooley and second by Adele Harris to approve the Minutes of the Regular Meeting held on May 19, 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. RECOMMENDATION FOR THE BOARD OF TRUSTEES
  - A. Motion by Adele Harris and second by Mark Dooley to appoint Isis Sosa to the Board of Trustees for a three-year term expiring June 2023 and to certify the continuing appointments as listed below:

Adele Harris - term expiring June 2022  
Dr. Steve Thomas - term expiring June 2023  
Mark Dooley - term expiring August 2021  
Edith Johnson - term expiring August 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.**

IX. OATH OF OFFICE

A. Oath of Office administered by Dr. Shay Richardson to Isis Sosa.

X. ELECTION OF OFFICERS

A. The Board Secretary opens the floor for nominations for Board President

1. Motion by Adele Harris and second by Mark Dooley to nominate Adele Harris for Board President.

B. Motion by Mark Dooley and second by Dr. Steve Thomas for the Board Secretary to close the floor nominations for Board President.

C. Roll Call to appoint Adele Harris as President of the Board of Trustees.

Adele Harris – YES  
Dr. Steve Thomas – YES  
Mark Dooley – YES  
Edith Johnson – YES  
Isis Sosa – YES

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

D. The Board President assumes control of the meeting at 6:10 PM.

E. The Board President opens the floor for nominations for Vice President.

1. Motion by Dr. Steve Thomas and second by Mark Dooley to nominate Edith Johnson for Board Vice President.

F. Motion by Mark Dooley and second by Dr. Steve Thomas for the Board President to close the floor for nominations for Vice President.

G. Roll Call to appoint Edith Johnson as Vice President of the Board of Trustees.

Adele Harris – YES  
Dr. Steve Thomas – YES  
Mark Dooley – YES  
Edith Johnson – YES  
Isis Sosa – YES

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

XI. APPOINTMENT OF PROFESSIONALS

A. Motion by Mark Dooley and second by Dr. Steve Thomas to approve items #1 through #5 under Appointment of Professionals.

1. Recommend approval to appoint Esteban J. Garcia III as the Certified Educational Facilities Manager for the period July 1, 2020 through June 30, 2021.
  2. Recommend approval to appoint Stephen Kriso, M.D., as School Physician for the 2020-2021 school year at an annual rate of \$1,000.
  3. Recommend approval to appoint Michael Shawaryn as the AHERA program manager for the 2020-2021 school year.
  4. Recommend approval to appoint Dr. Shay Richardson as the School Business Administrator/Board Secretary through the shared services agreement with Vineland Public Charter School.
  5. Recommend approval to appoint Capehart Scatchard as School Solicitor for the 2020-2021 school year.
  6. Recommend approval to appoint Bowman and Company, LLP, as School Auditor for the 2020-2021 school year. The unmodified external peer review has been received and reviewed.
- B. ROLL CALL  
 Adele Harris – YES  
 Dr. Steve Thomas – YES  
 Mark Dooley – YES  
 Edith Johnson – YES  
 Isis Sosa – YES

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

XII. BUSINESS AND OPERATIONS

- A. Motion by Edith Johnson and second by Mark Dooley to approve items #1 through #13 under Business and Operations.
1. Recommend approval of Ocean First Bank as the Official Depository for the 2020-2021 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., Board VP\*  
 Payroll 647400062 Board Sec., Board Pres., Board VP\*  
 Payroll Agency 647400252 Board Sec., Board Pres., Board VP\*  
 Unemployment 647400245 Board Sec., Board Pres., Board VP\*  
 Student Activity 647400237 Board Sec., Board Pres., Board VP\*  
 \* VP is alternate signatory
  3. Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2020-2021 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 Dr. Shay Richardson 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, 2020 through June 30, 2021, and to establish the bid threshold at \$44,000 and the Quote threshold at \$6,600.
9. Recommend approval for Dr. Shay Richardson, 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 2020-2021 school year.
11. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2020-2021 school year.
12. Recommend approval of the following school district officials for the 2020-2021 school year.  
 Lead Person - Dr. Ann F. Garcia  
 Title IX Coordinator - Dr. Valerie James-Kemp  
 Public Agency Compliance Officer - Dr. Shay Richardson  
 Affirmative Action Officer - Courtney Alvarez  
 504 Officer - Dr. Valerie James-Kemp
13. Recommend approval for Dr. Shay Richardson, Business Administrator, to make adjusting entries as necessary to finalize the 2019-2020 accounting records.

B. ROLL CALL

- Adele Harris – YES  
 Dr. Steve Thomas – YES  
 Mark Dooley – YES  
 Edith Johnson – YES  
 Isis Sosa – YES

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

XIII. FINANCE

- A. Motion by Mark Dooley and second by Edith Johnson to approve items #1 through #31 under Finance.

1. Recommend approval of line item transfers for the Month of May 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 May 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 Reports in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2020. The Treasurer's Reports and the Secretary's Reports are in agreement for the month of May 2020. (Backup L-3)
4. Recommend approval of the bills list as attached (Backup L-4):  
May 1, 2020 to May 31, 2020 - \$194,400.09
5. Recommend approval of the following payrolls (Backup L-5):  
May 31, 2020 - \$34,629.09  
June 15, 2020 - \$34,034.29
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 May 2020. (Backup L-6)
8. Recommend approval to apply and accept the following grant allocations for the 2020-2021 school year:  
Title I Part A - \$114,196  
Title I Reallocated - \$2,728  
Title II Part A - \$6,426  
Title III - \$4,549 (Refused because less than \$10,000 as required)  
Title IV Part A - \$10,000  
CARES Emergency Relief Grant - \$91,221
9. Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2020-2021 school year.
10. Recommend to approve that pursuant to PL 2015, Chapter 47 Bridgeton Public Charter School intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. Seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. (Backup L-7).
11. Recommend approval to contract with Bayada Nursing to provide substitute nurses at \$50/hour for RN and \$41/hour for LPN for the 2020-2021 school year. (Backup L-8)
12. Recommend to approve the participation in the Community Eligibility Provision (CEP) for the 2020-2021 school year.
13. Recommend to approve the BPCS Student Accident Insurance with Rue Insurance (Philadelphia Indemnity Insurance Company), effective July 1, 2020 through June 30, 2021 in the amount as specified in the attached. (Backup L-9)
14. Recommend to approve the BPCS Diploma Liability Insurance Renewal at the rate as listed in the attached. (Backup L-10)
15. Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY21.



16. Recommend approval to use up to the full fund balance for budgeting purposes.
  17. Recommend approval to ratify the motion from the July 16, 2019 board meeting to correct the contract term between Cumberland County Charter School Network and Bridgeton Public Charter School for the period July 1, 2019 to June 30, 2022. (Backup L-11)
  18. Recommend approval to submit the Annual Report.
  19. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2020-2021 school year.
  20. Recommend approval of the annual license purchases from CDK Systems, Inc. in the amount of \$4,105.00 as specified in the attached. (Backup L-12)
  21. Recommend to approve the Contract for School Physician, effective July 1, 2020 through June 30, 2021, between the Bridgeton Public Charter School and Stephen A. Kriso, M.D., with an annual fee of \$1,000. (Backup L-13)
  22. 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 2020-2021 school year, effective July 1, 2020 through June 30, 2021. (Backup L-14)
  23. Recommend approval of the agreement between Bridgeton Public Charter School and CASA to ensure payroll processing services for a period of 24 months beginning July 1, 2020 through June 30, 2022 as attached. (Backup L-15)
  24. Recommend approval of the agreement with LunchTime Software, LLC, at a rate of \$1,695.00. (Backup L-16)
  25. 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, 2020 through June 30, 2021. (Backup L-17)
  26. Recommend approval to accept a \$50,000 Facilities-Based Working Capital Term Loan from New Jersey Community Capital as specified in the Exhibit A Resolution attachment. (Backup L-18)
  27. Recommend approval to participate as a partner agency in United Advocacy Group's Nita M. Lowey 21st Century Community Learning Centers Program. (Backup L-19)
  28. Recommend to approve the twelve (12) month renewal with Intrado, School Messenger, from the period September 30, 2020 through October 1, 2021, at a rate of \$625.00. (Backup L-20)
  29. Recommend to approve the twelve (12) month renewal with Edmentum, Inc., effective July 1, 2020 through June 30, 2021, in the amount of \$800.00. (Backup L-21)
  30. Recommend approval of the 2020-21 annual contract payment, included related services, with Delaware Valley Water Treatment Corporation in the amounts specified in the attached. (Backup L-22)
  31. Recommend approval of the agreement with 3P Learning, Inc., effective July 1, 2020 through June 30, 2020 in the amount of \$1,188.00. (Backup L-23)
- B. ROLL CALL  
Adele Harris – YES

Dr. Steve Thomas – YES  
Mark Dooley – YES  
Edith Johnson – YES  
Isis Sosa – YES

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

XIV. POLICY UPDATES - None at this time.

XV. PERSONNEL

A. Motion by Dr. Steve Thomas and second by Mark Dooley to approve items #1 through #3 under Personnel.

1. Recommend approval of the staff list and salaries for the 2020-2021 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 of the Marzano evaluation tool for Teachers and Administrators for the 2020-2021 school year.

B. ROLL CALL

Adele Harris – YES  
Dr. Steve Thomas – YES  
Mark Dooley – YES  
Edith Johnson – YES  
Isis Sosa – YES

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

XVI. FACILITIES

A. Motion by Mark Dooley and second by Dr. Steve Thomas to approve item #1 under Facilities.

1. Recommend approval of the School Integrated Pest Management Plan for the 2020-2021 school year, with Michael Shawaryn as the IPM Coordinator. (Backup F-1)

B. ROLL CALL

Adele Harris – YES  
Dr. Steve Thomas – YES  
Mark Dooley – YES  
Edith Johnson – YES  
Isis Sosa – YES

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

XVII. SCHOOL OPERATIONS

A. Motion by Mark Dooley and second by Adele Harris 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 revised calendar for the 2020-2021 school year. (Backup SO-2)
3. Recommend approval of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights. (Backup SO-3)

B. ROLL CALL

Adele Harris – YES

Dr. Steve Thomas – YES

Mark Dooley – YES

Edith Johnson – YES

Isis Sosa – YES

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

XVIII. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Edith Johnson and second by Dr. Steve Thomas to approve item #1 under the Executive Director's Report.

1. Report as presented by the CCCSN representative.

- School calendar
- Bullying report
- Recruiting parents to MPCCS
- Summer feeding
- Facilities
  - Weed control
  - Leak in tower
  - Painting soon
  - Cleaning
- School opens for 12-month staff beginning June 22, 2020. Summer hours from 9:00 AM to 3:00 PM will be implemented along with a 4-day work week.

B. ROLL CALL

Adele Harris – YES

Dr. Steve Thomas – YES

Mark Dooley – YES

Edith Johnson – YES

Isis Sosa – YES

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

XIX. ADJOURNMENT

A. Motion by Mark Dooley and second by Edith Johnson to adjourn the meeting at 6:43 PM.

B. ALL IN FAVOR

**Voice Vote – Five (5) AYES**

C. Next Meeting July 14, 2020

Respectfully Submitted,



Dr. Shay Richardson

Business Administrator/Board Secretary