

I. Call to Order by Board Secretary - @ 5:51 PM
II. Public Notice of Meeting/NJ Sunshine Law

The New Jersey Public Meetings Law was enacted to ensure the right to the public to have advanced notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon in accordance with N.J.S.A 10:4-6 et seq. On the rules of this act, Greater Brunswick Charter School has caused notice of this meeting by Publicizing the date, time and place, of the regularly scheduled meeting in the Public Notice Section of the Home News Tribune and Star Ledgers, sent to the clerks of Highland Park, Edison and New Brunswick and posted at the Greater Brunswick Charter School located at 429 Joyce Kilmer Ave, New Brunswick, NJ 08901. Formal action will take place at this meeting.

III. Roll Call

Voting Members	Role	Present	Absent
1. Lynell Burgos	Board Vice Chair, expires 2024	X	
2. Sean Hewitt	Board Trustee, expires 2025		X
3. Susan Jackson	Board Chair, expires 2023	X	
4. Jonina Mazzeo	Board Trustee, expires 2023	X	
5. Miriam Santana	Board Trustee, expires 2024	X	
6. Danielle Clement	Board Trustee, expires 2024	X	
7. Kenneth King	Board Trustee, expires 2025	X	
8. Vacant			
9. Vacant			

Also Present

Non-Voting	Role	Present	Absent
Vanessa Jones	Executive Director	X	
Hector Alvarez	Education Director	X	
Rosalind Friday	Assistant Education Director	X	
Dr. Brian Falkowski	SBA		X
Joshua Solow	SBO MGMT LLC	X	
Caitlin Mitchell	Teacher Representative - Alternate		X
Latoya Branch	Teacher Representative	X	
Daisy Amador	Teacher Representative - Alternate		X

IV. Board Appointments

- To re-appoint Susan Jackson to a 2-year Board (Community Member) term ending June 2025.
- To re-appoint Jonina Mazzeo to a 3-year Board term ending June 2026.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 st	X				Susan Jackson		X			
Danielle Clement		X				Kenneth King	2 nd	X			
Sean Hewitt					X	Jonina Mazzeo		X			

						Miriam Santana		X			
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V. Induction of New Trustees

1. To approve **Hiyarys Perez** as a Board of Trustee for a 3-year term.
2. To approve **Elsy Lugo** as a Board of Trustee for a 3-year term.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 st	X				Susan Jackson		X			
Danielle Clement	2 nd	X				Kenneth King		X			
Sean Hewitt					X	Jonina Mazzeo		X			
						Miriam Santana		X			

VI. Oath of Office

1. Hiyarys Perez
2. Elsy Lugo

VII. Nomination and Election of Board Officers

For Board Chair

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Susan Jackson	Kenneth King	Lynell Burgos	1-year	X			

For Board Vice Chair

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Lynell Burgos	Jonina Mazzeo	Danielle Clement	1-year	X			

VIII. Approve Meeting Agenda

Motion for Greater Brunswick Charter School, Board of Trustees to approve the agenda for the **July 20, 2023** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 st	X				Kenneth King		X			
Danielle Clement	2 nd	X				Jonina Mazzeo		X			
Sean Hewitt					X	Miriam Santana		X			
Hiyarys Perez				X		Susan Jackson		X			
Elsy Lugo				X							

IX. Acceptance of Meeting Minutes

Motion for Greater Brunswick Charter School, Board of Trustees to accept the minutes from **June 15, 2023**, meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos		X				Kenneth King		X			
Danielle Clement	1 st	X				Jonina Mazzeo	2 nd	X			
Sean Hewitt					X	Miriam Santana		X			
Hiyarys Perez				X		Susan Jackson		X			
Elsy Lugo				X							

X. Reorganization Motions

1. Regular Meeting Dates – 2023/2024 School Year

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, approves the Resolution to adopt the Annual Board Meeting Schedule for the 2023/2024 school year in accordance with 18A:10-6. Meetings will be held in the school’s Media Center.

Day	Date	Time	Notes
Thursday	August 17, 2023	5:30 PM	Regular Meeting
Thursday	September 14, 2023	5:30 PM	Regular Meeting
Thursday	November 16, 2023	5:30 PM	Regular Meeting
Thursday	January 18, 2024	5:30 PM	Regular Meeting
Thursday	March 21, 2024	5:30 PM	Regular Meeting/Budget Approval
Thursday	May 9, 2024	5:30 PM	Regular Meeting/FY24 Staff Renewal
Thursday	June 20, 2024	5:30 PM	Regular Meeting
Thursday	July 18, 2024	5:30 PM	Regular Meeting/Re-Org Meeting

Board Retreat Dates:

- October 21, 2023
- April 20, 2024

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2023/2024 school year, may be called 48 hours or more prior to the meeting by giving written notice of the date, time, location and agenda (if known) of the special meeting, and also whether formal action may or may not be taken.

3. Appoint School Business Administrator/Board Secretary

BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees approves the Resolution to appoint **Dr. Brian Falkowski** as the Business Administrator/Board Secretary for the 2023/2024 school year.

4. Adoption of Code of Ethics

RESOLVED, that the Greater Brunswick Charter School Board of Trustees hereby adopts the New Jersey School Boards Code of Ethics, as attached, for its members, for the 2023/2024 school year.

18A:12-24.1 Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

- I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.

- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

L.2001,c.178,s.5.

5. Adoption of Policies

RESOLVED, that the current board policies adopted by the Greater Brunswick Charter School Board of Trustees, either by code, number, resolution, motion or inference of intent, be re-adopted completely for the 2023/2024 school year.

6. Appoint Public Agency Compliance Officer (PACO) and Custodian of School Records

BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees approves the Resolution to appoint **Dr. Brian Falkowski** as the Public Agency Compliance Officer (PACO) and Custodian of School Records for the 2023/2024 school year.

7. Appoint Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator

BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees approves the Resolution to appoint **Julio Perez** as Asbestos Management/PEOSA Officer, Safety & Health Coordinator, Indoor Air Quality, Integrated Pest Management, Right to Know and Chemical Hygiene Coordinator for the 2023/2024 school year.

8. Depository of Funds

BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees upon the recommendation of the Executive Director, approves **PNC Bank** as the depository of funds for the 2023/2024 school year.

9. Newspaper of Record

BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees upon the recommendation of the Executive Director, herewith designates **Star Ledger & Home News Tribune** as the official Newspapers of Record; be it Resolved the official Website is **greaterbrunswick.org** for the 2023/2024 school year.

10. Authorize the School Business Administrator to Audit and Executive Director to Approve Bill Payments
BE IT RESOLVED: that the Greater Brunswick Charter School, Board of Trustees upon the recommendation of the Executive Director, herewith designates the School Business Administrator/Board Secretary with the approval of Executive Director, in accordance with N.J.S.A 18A:19-1, as the person designated to audit accounts and demands and to approve accounts and demands prior to presentation to the Board of Trustees for the 2023/2024 school year.
11. Authorize Payment of Bills Between Meetings
BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, authorizes the Business Administrator to approve the Payment of Bills, as may be necessary between Board meetings and present the aforementioned payments to the Board for approval at the next regularly scheduled meeting for the 2023/2024 school year.
12. Appoint an Affirmative Action Officer, Title IX Compliance Officer and Substance Awareness Coordinator
BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby appoints **Ms. Vanessa Jones** as the Affirmative Action Officer, pursuant to N.J.A.C 6:4-1.4 and Title IX Officer and Substance Awareness Coordinator for the 2023/2024 school year.
13. Appoint an Section 504 Administrator, Homeless Liaison & SEMI Coordinator
BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby appoints **Ms. Martha Goz** as the Section 504 Administrator, pursuant to N.J.A.C 6:4-1.4 and Homeless Liaison and SEMI Coordinator for the 2023/2024 school year
14. Appoint a Section 504 Compliance Officer
BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby appoints **Ms. Martha Goz** as the 504 Compliance Officer, pursuant to Section 504-1973 Rehabilitation Act, for the 2023/2024 school year.
15. Appoint a HIB/Anti-Bully Coordinator
BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby appoints **Ms. Rosalind Friday** as the HIB/Anti-Bully Coordinator for the 2023/2024 school year.
16. Appoint a School Purchasing Agent
BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby appoints **Dr. Brian Falkowski** as Qualified Purchasing Agent with a Bid and Quotation Threshold to \$44,000 and \$6,600 respectively pursuant to Local Public Contract Laws and Public School Contract Law N.J.S.A 40A:11-3(c), N.J.S.A 40A:11-9 (b), N.J.S.A 40A11-6.1 (a) and N.J.S.A 18A:18A-2, N.J.S.A 18A:18A-3 (a), N.J.S.A 18A:18A-37 (a), for the 2023/2024 school year.
17. Authorize purchases below 15% of the Bid Threshold without competitive quotations
BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby approves the authorization of purchases below 15% of the Bid Threshold may be made without competitive quotations for the 2023/2024 school year.

18. Approve the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby approves the Business Administrator to purchase from current and valid State Contract Vendors under their applicable state contract titles for the 2023/2024 school year.

19. Resolution to authorize the Executive Director and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting.

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby authorizes the Executive Director and Business Administrator to make line item budget transfers between board meetings and all transfers to be ratified at the next regular board meeting for the 2023/2024 school year.

20. Establish a Business Office petty cash fund with a maximum balance of \$300 in cash and the maximum disbursement from petty cash at \$50.00.

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby approves the establishment of petty cash with a maximum of \$300 and a maximum single cash disbursement of \$50.00, for the 2023/2024 school year.

21. Appoint External Audit Firm

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby approves the appointment of **Olugbenga Olabintan, CPA** to prepare the school's Comprehensive Annual Financial Report & Auditors Management Report for the fiscal year ending June 30, 2023, at a cost not to exceed \$30,000.

22. Appoint Board Attorney

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby approves the appointment of **Johnston Law Firm LLC** as vendor to provide legal services for the 2023/2024 school year at a cost not to exceed \$10,000.

23. Approve Voluntary Payroll Deduction Companies

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby approves the following voluntary deduction companies for the 2023/2024 school year:

403B	AXA Equitable, First Investors, Mass Mutual
FSA	Benefit Tax Link

24. Approve NJ Uniform Chart of Accounts

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby approves the NJ Uniform Chart of Accounts for the 2023/2024 school year.

25. Approve School Physician Services

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby approves **Eric B. Chandler Health Center** for school physician services for the 2023/2024 school year at a cost not to exceed \$3,000.

26. Cooperative Purchasing

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, to participate with National Cooperative Pricing System with PEPPM National Cooperative Contracts, Approved County Educational Services, Ed-Data Services, Educational Services Commission of NJ & Hunterdon County Cooperative for 2023/2024 school year.

27. Approve New Jersey State Health Benefits, State of NJ as the Medical Broker of record for Medical and RX Insurance Coverage

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, to Contract with Approved New Jersey State Health Benefits, State of NJ as the Medical Broker of record for Medical and RX Insurance Coverage for 2023/2024.

28. Approve Private Insurance Broker of Record

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, to approve **Fortitude Insurance** as Insurance Broker for private Medical, Prescription and Dental Insurance (when not participating in the NJ State Benefits) for the 2023/2024 school year.

29. Approve Insurance Broker of Record for Property and Casualty, and Workers Compensation Insurance

BE IT RESOLVED: that the Greater Brunswick Charter School, upon the recommendation of the Executive Director, to approve **Fortitude Insurance** as the Insurance Broker of Record for Property and Casualty, and Workers Compensation for the 2023/2024 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 st	X				Kenneth King	2 nd	X			
Danielle Clement		X				Jonina Mazzeo		X			
Sean Hewitt					X	Miriam Santana		X			
Hiyarys Perez				X		Susan Jackson		X			
Elsy Lugo				X							

XI. Public Comment - None

XII. Correspondence

XIII. Reports

1. Director’s Report - Vanessa and Hector provided school updates to the Board.
2. HIB update – Rosalind provided an update to the Board.
3. Suspension Update – Rosalind provided an update to the Board.

Motion to accept the Director’s Report, HIB Report, and Suspension Update.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	2 nd	X				Kenneth King	1 st	X			
Danielle Clement		X				Jonina Mazzeo		X			
Sean Hewitt					X	Miriam Santana		X			
Hiyarys Perez				X		Susan Jackson		X			
Elsy Lugo				X							

XIV. Adjourn Public Session and Open Closed Session

XV. Adjourn Closed and Open Public Session

XVI. Motions for Approval

1. Finance

- a. Bills List: Approve Bills List from June 15, 2023 to July 20, 2023.
- b. Payroll: To approve the following payrolls:

June 15, 2023	\$ 237,429.40
June 30, 2023	\$ 234,159.53

- c. Grants: To approve the FY23 ESEA & IDEA grants as follows:

Program	Application	Award Amount
Basic	IDEA Consolidated	\$106,178
Preschool	IDEA Consolidated	\$2,072
Title I-A	ESEA Consolidated	\$185,230
Title II-A	ESEA Consolidated	\$14,981
Title III	ESEA Consolidated	\$12,342

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 st	X				Kenneth King	2 nd	X			
Danielle Clement		X				Jonina Mazzeo		X			
Sean Hewitt					X	Miriam Santana		X			
Hiyarys Perez				X		Susan Jackson		X			
Elsy Lugo				X							

2. Contracts

- a. To approve a tuition contract agreement with Rutgers, The State University of New Jersey (University Behavioral Health Care) and GBCS to provide educational and mental health services for the 2023/2024 school year, commencing July 1, 2023 and terminating June 30, 2024 at an annual rate of \$95,888.
- b. To approve an agreement with Swing Education to provide contracted substitute services, commencing July 1, 2023 and terminating June 30, 2024 at a rate of 130% of the daily GBCS substitute rate.
- c. To approve an agreement with Bayada Home Health Care Inc. to provide contracted Registered Nurse (RN) services, commencing July 11, 2023 and terminating June 30, 2024 at a rate of \$65/hour.
- d. To approve a proposal from Curriculum Associates to provide Implementation Services, Account Management, Staff Development Consultation and Resources and Technical Support for i-Ready, commencing July 1, 2023 and terminating June 30, 2024 at an annual rate of \$19,750.
- e. To approve a proposal from United Cooling and Refrigeration to provide HVAC maintenance program services, commencing July 1, 2023 and terminating June 30, 2024 at an annual rate of \$17,500.
- f. To approve an agreement with Carmen Rine to provide contracted Food Service Director services, commencing July 1, 2023 and terminating June 30, 2024 at an annual rate of \$30,000.
- g. To approve a proposal from Prisms of Reality Inc. to provide 25 VR Headsets, software licensing and professional development, commencing July 1, 2023 and terminating June 30, 2024 at an annual rate of \$25,525.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 st	X				Kenneth King	2 nd	X			
Danielle Clement		X				Jonina Mazzeo		X			
Sean Hewitt					X	Miriam Santana		X			
Hiyarys Perez				X		Susan Jackson		X			
Elsy Lugo				X							

3. Buildings & Grounds

4. Personnel

- To ratify the hiring of Shanina Taverez as Executive Secretary; term 7/1/2023 – 6/30/2023, 12-months; salary \$57,000.
- To approve the hiring of Ambika Sharma as Part-Time School Nurse; term 9/1/2023 – 6/30/2023, 10-months; salary \$70,023 (PT Prorated - \$44,814.72).
- To approve the hiring of Ryan Reyes as School Safety Officer; term 9/1/2023 – 6/30/2023, 10-months; salary \$37,000.
- To approve the resignation of Shirley Palacios, effective June 30, 2023.
- To approve the resignation of Lirizell Bello Johnson, effective August 15, 2023
- To approve the hiring of Kevin Kozic as Athletic Coordinator; term 7/21/2023 – 6/30/2023; stipend \$3,000.
- To approve the hiring of Daniela Suastegui as After School Academy Coordinator & Administrative Assistant; term 9/1/2023 – 6/30/2023, 10-months; salary \$42,000.
- To approve the resignation of Samantha Heckler, effective July 17, 2023.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 st	X				Kenneth King	2 nd	X			
Danielle Clement		X				Jonina Mazzeo		X			
Sean Hewitt					X	Miriam Santana		X			
Hiyarys Perez				X		Susan Jackson		X			
Elsy Lugo				X							

5. Curriculum/Special Education

- To approve the following filed trip(s):

Why	Where	When	Who	Cost
Explore salt marsh ecosystem	Sandy Hook Beach, NJ	August 1, 2023	90 student and 25-35 chaperones	\$600.00

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	2 nd	X				Kenneth King		X			
Danielle Clement		X				Jonina Mazzeo	1 st	X			
Sean Hewitt					X	Miriam Santana		X			
Hiyarys Perez				X		Susan Jackson		X			
Elsy Lugo				X							

6. Policy/Miscellaneous

- To approve the **HIB Report** for June 2023.
- To approve the **HIB Self-Assessment** for SY23.
- To approve the Leadership Structure Job Descriptions as attached. Update job description to allow executive director and education director to approve descriptions.
- To approve Policy 5111, enrollment procedures. First read.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	2 nd	X				Kenneth King	1 st	X			
Danielle Clement		X				Jonina Mazzeo		X			
Sean Hewitt					X	Miriam Santana		X			
Hiyarys Perez				X		Susan Jackson		X			
Elsy Lugo				X							

XVII. Enrollment Report

Grade	FY24	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Wait List
	ENR	2023	2023	2023	2023	2023	2024	2024	2024	2024	2024	2024	2023/2024
K	44												
1	44												
2	44												
3	44												
4	44												
5	44												
6	44												
7	44												
8	42												
Total	394												

XVIII. Committee Reports

1. SRC – Addressed in Executive Director’s report.
2. Community Outreach - None
3. Development - None
4. Finance and Facilities – Discussed upcoming capital improvements and repairs.
5. Governance – Board evaluation survey

XIX. New Business - None

XX. Action Items

Day	Date	Time	Notes
Thursday	August 17, 2023	5:30 PM	Regular Meeting

XXI. Closing Comments - Each board member provided their own individual closing comments.

XXII. Adjournment - @ 7:55 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos		X				Kenneth King	1 st	X			
Danielle Clement		X				Jonina Mazzeo	2 nd	X			
Sean Hewitt					X	Miriam Santana		X			
Hiyarys Perez				X		Susan Jackson		X			
Elsy Lugo				X							