



# Regular Monthly Meeting Agenda

## Thursday, May 9, 2024 – 5:30 pm

- I. **Call to Order by Board Secretary**
- 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		
2. Sean Hewitt	Board Trustee, expires 2025		
3. Susan Jackson	Board Chair, expires 2025		
4. Jonina Mazzeo	Board Trustee, expires 2026		
5. Miriam Santana	Board Trustee, expires 2024		
6. Danielle Clement	Board Trustee, expires 2024		
7. Hiyaris Perez	Board Trustee, expires 2026		
8. Elsy Lugo	Board Trustee, expires 2026		
9. Tanesha Lewis	Board Trustee, expires 2025		

**Also Present**

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

IV. **Approve Meeting Agenda**

Motion for Greater Brunswick Charter School, Board of Trustees to approve the agenda for the **May 9, 2024** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos						Elsy Lugo					
Danielle Clement						Jonina Mazzeo					
Sean Hewitt						Hiyaris Perez					

Susan Jackson						Miriam Santana					
Tanesha Lewis											

**V. Acceptance of Meeting Minutes**

Motion for Greater Brunswick Charter School, Board of Trustees to accept the minutes from **March 21, 2024**, meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos						Elsy Lugo					
Danielle Clement						Jonina Mazzeo					
Sean Hewitt						Hiyaris Perez					
Susan Jackson						Miriam Santana					
Tanesha Lewis											

**VI. Public Comment**

**VII. Correspondence**

**VIII. Reports**

1. Director’s Report
2. HIB Update
3. Suspension Update

**IX. Adjourn Public Session and Open Closed Session**

**X. Adjourn Closed and Open Public Session**

**XI. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Reconciliation Report: To approve the Secretary’s and Reconciliation Reports for March 2024 & April 2024, as per the attached. Pursuant to N.J.A.C. 6A:232.11(a), the Greater Brunswick Charter School Board of Trustees acknowledges receipt of the secretary’s certification, and after review of the monthly financial report (appropriations section) certifies that, to the best of its knowledge, as of March 2024 & April 2024, no major account or fund has been over expended in violation of N.J.A.C. 6A:232.11(b), and that sufficient funds are available to meet the school’s financial obligations for the remainder of the fiscal year.
- b. Bills List: Approve Bills List from March 22, 2024 to May 9, 2024.
- c. Payroll: To approve the following payrolls:

March 30, 2024	\$234,083.42
April 15, 2024	\$246,884.67
April 30, 2024	\$247,965.73

- d. Bid: To approve Drill Construction as the lowest qualified bidder for kitchen facility upgrade at \$164,000.
- e. To approve the contract with **SBO Management LLC** for the 2024-2025 school year to provide School Business Administrator services at \$9,270/month.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos						Elsy Lugo					
Danielle Clement						Jonina Mazzeo					

Sean Hewitt						Hiyaris Perez					
Susan Jackson						Miriam Santana					
Tanesha Lewis											

**2. Contracts**

a. To approve the following contracts:

Vendor	Scope	Term	Cost
ESCNJ	Itinerant Services for Children with Hearing Loss	SY24/25	Direct Instruction - \$150/hour Observation/Consultation - \$150/hour
Jose G. Abreu	Latin Music Group	April 13, 2024	\$1,000
Prisms	Software, Licenses, PD	SY24/25	\$9,920
Invo Healthcare Associates	Occupational/Physical/Speech Therapy	SY24/25	\$90.82/hr
American Reading Company	Curriculum/Textbooks/Materials	SY24/25	\$44,900 – Gr 6-8 \$180,125 – Gr K-5
Garden State Environmental	Right to Know Services	SY23/24	RTK Survey - \$1,050 HC Fee - \$300
Central J Fence	Fencing Project	SY24/25	\$43,800

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos						Elsy Lugo					
Danielle Clement						Jonina Mazzeo					
Sean Hewitt						Hiyaris Perez					
Susan Jackson						Miriam Santana					
Tanesha Lewis											

**3. Buildings & Grounds**

**4. Personnel**

a. To ratify/approve the following New Hires:

- Alyssa Pazmino as 8<sup>th</sup> Grade Advisor; Part-Time position - \$1,500 stipend, FY24
- Larry Camarillo as Band Teaching Assistant; Part-Time position at \$27/hour, 2/1/2024 to 6/30/2024
- Carlos Banegas as Long-Term Substitute; Level 1 BA - \$54,148, 5/1/2024 to 6/30/2024
- Jessina Martinez as Long-Term Substitute; Level 15 MA - \$71,272, 4/1/2024 to 6/30/2024
- Emily Asuncion as Afterschool Academy non-certified Group Leader, Part-Time at \$15.13/hour, 3/18/2024 to 6/21/2024
- Caitlin Michele as 2024 Summer Academy Coordinator, \$5,900 stipend

b. To approve the following employees for the professional development request to attend the 'Association of Two-Way & Dual Language Immersion Annual Conference', June 24-26,

registration costs \$635/per person, travel costs per gsa.gov rates for lodging and airfare reimbursement; Lodging NTE \$426/per person, Airfare NTE \$496/per person, M&IE NTE \$189.75/per person:

- Hector Alvarez
- Carla La Torre
- Eugenia Xarhoulakos
- Daisy Amador
- Diana Galindo
- Bonnie Molina

- c. To approve the retirement of Susan Leibowitz effective the last day of school, June 2024.
- d. To approve the rehire of GBCS staff as attached for the 2024-2025 school year.
- e. To approve the resignation of Maria Rocio Delgado effective June 21, 2024.
- f. To approve the resignation of Kevin Kozic effective June 22, 2024.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos						Elsy Lugo					
Danielle Clement						Jonina Mazzeo					
Sean Hewitt						Hiyaris Perez					
Susan Jackson						Miriam Santana					
Tanesha Lewis											

**5. Curriculum/Special Education**

- a. To approve/ratify the following field trip requests:

Event/Vendor	Location	Attendees	Date	Cost
Camden Aquarium	Camden	3 <sup>rd</sup> Grade	March 19, 2024	Estimated \$1,200
Turtleback Zoo	West Orange	2 <sup>nd</sup> Grade	April 16, 2024	Estimated \$1,000
BAPS Shri Swaminarayan Mandir	Robbinsville	6 <sup>th</sup> Grade	May 7, 2024	Transportation Costs
New Brunswick High School	New Brunswick	8 <sup>th</sup> Grade	June 11, 2024	Transportation Costs
NJ Sea Grang Consortium	Fort Hancock	2 <sup>nd</sup> & 3 <sup>rd</sup> Grd	June 18, 2024	Estimated \$1,300

- b. To ratify/approve the following fundraiser requests:

Event/Vendor	Location	Attendees	Date	Goal
4 <sup>th</sup> and 5 <sup>th</sup> Grade Movie Night – Pizza and Snack Sale	GBCS	Anyone	April 18, 2024	\$200
Popcorn Sale – For Yearbooks	GBCS	Anyone	April 17-18, 2024	\$200
Lemonade Sale	GBCS	Anyone	April 26, 2024	\$200
“Pie” Throwing Fundraiser	GBCS	Anyone	May 2024	\$200

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos						Elsy Lugo					
Danielle Clement						Jonina Mazzeo					
Sean Hewitt						Hiyaris Perez					
Susan Jackson						Miriam Santana					
Tanesha Lewis											

**6. Policy/Miscellaneous**

- a. To approve the 1<sup>st</sup> and final reading of the following policies:
  - Policy 2419 P – School Threat Assessment Team – new
  - Policy 3212 P – Attendance - revised

- Policy 3212 R – Attendance – new
- Policy 4212 P – Attendance – new
- Policy 4212 R – Attendance – new
- Policy 8500 P – Food Services – revised

b. To approve the 1<sup>st</sup> reading of the following policies:

- Policy 2520 – Instructional Supplies – revised
- Policy 2520 R – Instructional Supplies – new
- Policy 5305 P – Health Services Personnel
- Policy 5308 P – Student Health Records
- Policy 5309 R – Student Health Records – revised
- Policy 5310 P – Health Services – revised
- Policy 5310 R – Health Services – revised
- Policy 6112 P – Reimbursement of Federal and Other Grant Expenditures
- Policy 6115.01 – Federal Awards/Funds Internal Controls Allowability of Costs – new
- Policy 6115.04 P – Federal Awards Duplication of Benefits – new
- Policy 6311 P – Contract for Goods or Services Funded by Federal Grants – revised
- Policy 7440 P – School District Security – revised
- Policy 9140 P – Citizens Advisory Committees – revised

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos						Elsy Lugo					
Danielle Clement						Jonina Mazzeo					
Sean Hewitt						Hiyaris Perez					
Susan Jackson						Miriam Santana					
Tanisha Lewis											

## XII. Enrollment Report

Grade	FY24	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Wait List
	ENR	2023	2023	2023	2023	2024	2024	2024	2024	2024	2024	2023/2024
<b>K</b>	44	44	44	44	44	44	44	44	44			104
<b>1</b>	44	44	44	44	44	44	44	44	44			42
<b>2</b>	44	44	44	44	44	44	44	44	44			56
<b>3</b>	44	46	46	46	46	46	46	46	46			44
<b>4</b>	44	46	46	46	46	46	46	46	46			36
<b>5</b>	44	44	44	44	44	44	44	44	44			39
<b>6</b>	44	47	48	46	46	48	48	48	48			14
<b>7</b>	44	43	43	43	43	42	42	42	42			22
<b>8</b>	42	44	44	43	43	44	44	44	44			11
<b>Total</b>	<b>394</b>	<b>402</b>	<b>403</b>	<b>400</b>	<b>400</b>	<b>402</b>	<b>402</b>	<b>402</b>	<b>402</b>			<b>368</b>

## XIII. Committee Reports

1. SRC
2. Community Outreach/Development
3. Finance and Facilities
4. Governance

## XIV. New Business

## XV. Action Items

Day	Date	Time	Notes
Thursday	June 20, 2024	5:30 PM	Regular Meeting

**XVI. Closing Comments**

**XVII. Adjournment**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos						Elsy Lugo					
Danielle Clement						Jonina Mazzeo					
Sean Hewitt						Hiyaris Perez					
Susan Jackson						Miriam Santana					
Tanesha Lewis											