

**I. Call to Order by Board Secretary - @ 5:53 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 2025	X	
4. Jonina Mazzeo	Board Trustee, expires 2026		X
5. Miriam Santana	Board Trustee, expires 2024	X	
6. Danielle Clement	Board Trustee, expires 2024	X	
7. Hiyarys Perez	Board Trustee, expires 2026		X
8. Elsy Lugo	Board Trustee, expires 2026	X	

**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 Business**

- To appoint Tanesha Lewis as Board Trustee (parent) commencing January 2024 and expiring June 2025.

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

**Administer Oath of Office**

**V. Approve Meeting Agenda**

Motion for Greater Brunswick Charter School, Board of Trustees to approve the agenda for the **January 18, 2024** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos					X	Elsy Lugo	2 <sup>nd</sup>	X			
Danielle Clement	1 <sup>st</sup>	X				Jonina Mazzeo					X
Sean Hewitt		X				Hiyarys Perez					X
Susan Jackson		X				Miriam Santana		X			
Tanisha Lewis		X									

**VI. Acceptance of Meeting Minutes**

Motion for Greater Brunswick Charter School, Board of Trustees to accept the minutes from **November 16, 2023**, meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos					X	Elsy Lugo				X	
Danielle Clement	1 <sup>st</sup>	X				Jonina Mazzeo					X
Sean Hewitt				X		Hiyarys Perez					X
Susan Jackson		X				Miriam Santana	2 <sup>nd</sup>	X			
Tanisha Lewis				X							

**VII. Public Comment** – Artencia Ramos, a parent to multiple students at the school introduced herself to the board.

**VIII. Correspondence**

**IX. Reports**

1. Director’s Report – Access Testing Results – Vanessa Jones and Hector Alvarez led a presentation to the board updating them on current on events and activities for students and staff at the school. School testing results were also presented and discussed with the board.
2. HIB update – 1 HIB Reports – 1 proven.
3. Suspension Update – Total of 3 Suspensions.

**X. Adjourn Public Session and Open Closed Session - @ 7:08 PM**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos					X	Elsy Lugo	2 <sup>nd</sup>	X			
Danielle Clement		X				Jonina Mazzeo					X
Sean Hewitt	1 <sup>st</sup>	X				Hiyarys Perez					X
Susan Jackson		X				Miriam Santana		X			
Tanisha Lewis		X									

- Personnel discussed.

**XI. Adjourn Closed and Open Public Session - @ 7:38 PM**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos					X	Elsy Lugo		X			

Danielle Clement	2 <sup>nd</sup>	X				Jonina Mazzeo					X
Sean Hewitt	1 <sup>st</sup>	X				Hiyarys Perez					X
Susan Jackson		X				Miriam Santana		X			
Tanisha Lewis		X									

**XII. Motions for Approval**

**1. Finance**

- a. Board Secretary’s and Reconciliation Report: To approve the Secretary’s and Reconciliation Reports for November & December 2023, 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 November & December 2023, 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 November 17, 2023 to January 18, 2024.
- c. Payroll: To approve the following payrolls:

November 15, 2023	\$251,027.00
November 30, 2023	\$319,933.10
December 15, 2023	\$241,799.39
December 30, 2023	\$248,666.35
January 15, 2024	\$238,187.06

- d. Amended FY24 Budget: To approve the Amended FY24 Budget and its submission to the NJDOE.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos					X	Elsy Lugo		X			
Danielle Clement		X				Jonina Mazzeo					X
Sean Hewitt	2 <sup>nd</sup>	X				Hiyarys Perez					X
Susan Jackson	1 <sup>st</sup>	X				Miriam Santana		X			
Tanisha Lewis		X									

**2. Contracts**

- a. To approve the following contracts:

Vendor	Scope	Term	Cost
Action Data Services	Payroll Processing Program & Services	1-1-2024 to 12-31-2025	\$13,331.55/year
Yager Lawn Maintenance LLC	Snow Clearing Agreement	FY24	Snow Plowing - Hourly rate for small skid steer loader (bobcat). \$250.00 Snow Plowing - Hourly rate for backhoe/frontend loader. \$300.00 Calcium Chloride/ Applying salt to parking lot, hourly rate for truck and spreader. \$175.00 Laborers Shoveling of walkways, applying calcium chloride to walkways. Hourly rate per laborer. \$75.00 Snow Removal/ Hourly rate for trucks plowing snow and hauling away snow. \$150.00

			Plowing Hourly rate for three-yard loader. \$400.00
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Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos					X	Elsy Lugo	2 <sup>nd</sup>	X			
Danielle Clement		X				Jonina Mazzeo					X
Sean Hewitt	1 <sup>st</sup>	X				Hiyarys Perez					X
Susan Jackson		X				Miriam Santana		X			
Tanisha Lewis		X									

### 3. Buildings & Grounds

- a. Buildings & Grounds To approve the following proposals from Parette Somjen Architects:
1. Professional Services for the Greater Brunswick Charter School, Kitchen Alterations – Construction Procurement Services - \$4,500
  2. Professional Services for the Greater Brunswick Charter School, Roof and Condensing Unit Replacement - \$48,300

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos					X	Elsy Lugo		X			
Danielle Clement	1 <sup>st</sup>	X				Jonina Mazzeo					X
Sean Hewitt	2 <sup>nd</sup>	X				Hiyarys Perez					X
Susan Jackson		X				Miriam Santana		X			
Tanisha Lewis		X									

### 4. Personnel

- a. To approve the following employee coursework requests:

Employee	Institution	Course Name	Semester	Degree/Certification
Amina Chowdry	NJ Excel	EDL – 0051; 0052; 0061; 0071	Jan-July 2024	Supervisor/Principal
Anthony Hernandez	Kean University	3051 Comp Tech, 3400 LA/RDG In Preschool/Elementary Curr., 1402 SP Com Critical Citizenship, 3250 Perspectives on EC Practice	Fall 2024	K-5 Elementary Education/BA
Daisy Amador	TCNJ	ESLM 577	Winter 2024	TESL/Bilingual
Yesenia Jimenez	TCNJ	ESLM 579; 588/611	Spring 2024	ESL/Bilingual
Alyssa Pazmino	TCNJ	ESLM 577	Spring 2024	ESL/Bilingual
Lia Borda	TCNJ	ESLM 577	Spring 2024	ESL/Bilingual
Alexandra Aponte	Rutgers	Inclusive Teaching	Spring 2024	TOSD Cert

- b. To approve the following professional development requests:

Employee	Organization	Title	Date	Cost
Shanina Tavaréz	SkillPath	The Admin. Asst. Workshop	January 2, 2024 - Virtual	\$199.00
Shanina Tavaréz	NJASA	Exec. Admin. Asst.: A Critical Role	Virtual	\$250.00

- c. To approve the resignation of Jasmine Marcus, effective January 26, 2024.
- d. To approve agreement with former employee #14367791 in accordance with the terms therein.

- e. To approve a change in salary for Amina Chowdry to step 14 MA+30 from step 14 MA.
- f. To approve the following new hires:
  1. Ulises Torres \$15.13/hr. Food Service Sub
  2. Dilan Galindo \$15.13/hr. Food Service Sub
- g. To approve the following FLN - Family Learning Night Staff, T.A. Substitute, Custodial Subs, Food Service Subs, Coaching/Sports pay table:

Name	FLN- Rate for Childcare/Sub (ASA Rate)	FLN - Rate for Support	FLN- Rate for Facilitator Interp.	TA Sub Rate	Custodial Sub Rate	Food Service Sub Rate	Sports Coaching
Beatrice Perez	\$18	\$27		\$18			
Vanessa Revilla	\$18	\$27		\$18			
Edwin Quintanilla	\$18	\$27					
Roxana Soza	\$15.13	\$27			\$18	\$15.13	
Ulises Torres	\$18	\$27			\$18	\$15.13	
Dilan Galindo						\$15.13	
Yolissa Perez	\$15.13	\$27					
Elizer Rodriguez	\$18	\$27					
Rubi Rivera Martinez	\$17	\$27					
Julio Perez Arrieta	\$27	\$27					\$27.00
Gabriell Alfred	\$18	\$27					
Alexa Estrada Flores	\$27	\$27					
Samantha Rojas	\$15.13	\$27					
Marjori Rivera	\$27	\$27	\$45				
Shanina Tavarez	\$27	\$27					
Alejandra Suastegui	\$27	\$27	\$45				
Nancy Angelet	\$27	\$27	\$45				
Liliana Santos	\$27	\$27					
Ashley Ramos	\$18	\$27		\$18			
Magali Ventura		\$27			\$18		
Faviola Sanchez					\$18		
Florinda Jimenez					\$18		
Leyla Haynes-Siglam				\$27			
Mauricio Banegas		\$27					
Carla La Torre			\$45				
Maria Rivera			\$45				
Caitlin Mitchell			\$45				
Robyn Baus			\$45				
Yesenia Jimenez			\$45				
Michelle Ribadeneira			\$45				
Kevin Kozić			\$45				\$45

- h. To approve the following hourly wage increases to adhere to NJ Minimum Wage:

Name	Title	Wage
Roxana Soza	Group T.A.	\$15.13
Pedro Suastegui	Group T.A.	\$15.13
Dania Peralta	Group T.A.	\$15.13
Daniela Peralta	Group T.A.	\$15.13
Jadeline Perez	Group T.A.	\$15.13
Samantha Rojas	Group T.A.	\$15.13
Yolisa Perez	Group T.A.	\$15.13

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
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Lynell Burgos					X	Elsy Lugo	2 <sup>nd</sup>	X			
Danielle Clement		X				Jonina Mazzeo					X
Sean Hewitt	1 <sup>st</sup>	X				Hiyarys Perez					X
Susan Jackson		X				Miriam Santana		X			
Tanisha Lewis		X									

**5. Curriculum/Special Education**

a. To approve the following field trip requests:

Event/Vendor	Location	Attendees	Date	Cost
Turtleback Zoo	West Orange, NJ	44 K Students – 10 Chaperones	6-14-2024	\$12/pp + Transportation TBD
State Theater	New Brunswick	90 4 <sup>th</sup> & 5 <sup>th</sup> Students – 9 Chaperones	4-30-2024	\$760
Zimmerli Art Museum	New Brunswick	K-3 and Grades 4-8	2-8-2024 & 2-16-24	Transportation TBD

b. To ratify/approve the following fundraiser requests:

Event/Vendor	Location	Attendees	Date	Goal
Movie Night	Gym	60 Students; 7 Teacher; 6 Volunteers	12/15/2023	Student Council and Trips
Bake Sale	N/A	Student Council Members and Teachers	12/6/2023	Student Council and Trips

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos					X	Elsy Lugo		X			
Danielle Clement	2 <sup>nd</sup>	X				Jonina Mazzeo					X
Sean Hewitt	1 <sup>st</sup>	X				Hiyarys Perez					X
Susan Jackson		X				Miriam Santana		X			
Tanisha Lewis		X									

**6. Policy/Miscellaneous**

- a. To approve a resolution to participate in the Sustainable Jersey for Schools Certification Program.
- b. To approve the updated GBCS Calendar.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos					X	Elsy Lugo	2 <sup>nd</sup>	X			
Danielle Clement	1 <sup>st</sup>	X				Jonina Mazzeo					X
Sean Hewitt		X				Hiyarys Perez					X
Susan Jackson		X				Miriam Santana		X			
Tanisha Lewis		X									

**XIII. 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
K	44	44	44	44	44							90
1	44	44	44	44	44							35
2	44	44	44	44	44							52
3	44	46	46	46	46							43
4	44	46	46	46	46							35

5	44	44	44	44	44							35
6	44	47	48	46	46							11
7	44	43	43	43	43							22
8	42	44	44	43	43							10
<b>Total</b>	<b>394</b>	<b>402</b>	<b>403</b>	<b>400</b>	<b>400</b>							<b>333</b>

**XIV. Committee Reports**

1. SRC – No report
2. Community Outreach/Development – Outreach to households is ongoing
3. Finance and Facilities – No report
4. Governance – Presented in Directors Report

**XV. New Business**

**XVI. Action Items**

Day	Date	Time	Notes
Thursday	March 21, 2023	5:30 PM	Regular Meeting

**XVII. Closing Comments** – Each board member shared a closing comment.

**XVIII. Adjournment** - @ 8:08 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos					X	Elsy Lugo		X			
Danielle Clement	2 <sup>nd</sup>	X				Jonina Mazzeo					X
Sean Hewitt	1 <sup>st</sup>	X				Hiyarys Perez					X
Susan Jackson		X				Miriam Santana		X			
Tanisha Lewis		X									