

I. Call to Order by Board Secretary - @ 5:37 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. Susan Jackson	Board Chair, expires 2025	X	
3. Jonina Mazzeo	Board Trustee, expires 2026	X	
4. Miriam Santana	Board Trustee, expires 2024	X	
5. Danielle Clement	Board Trustee, expires 2024	X	
6. Hiyaris Perez	Board Trustee, expires 2026		X (LA 5:46 PM) (LE 6:53 PM)
7. Elsy Lugo	Board Trustee, expires 2026		X
8. Tanesha Lewis	Board Trustee, expires 2025		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
Annie Fitzgerald	Greater Brunswick Charter School	X	
Bonnie Molina	Greater Brunswick Charter School	X	

IV. Presentation - Schoolwide Goals Presentation
V. Board Appointments

- To reappoint Lynell Burgos as Board Trustee for an additional 3-year term, 7/1/2024 to 6/30/2027.
- To reappoint Miriam Santana as Board Trustee for an additional 3-year term, 7/1/2024 to 6/30/2027.

3. To reappoint Danielle Clement as Board Trustee for an additional 3-year term, 7/1/2024 to 6/30/2027.

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	1 st	X			
Tanisha Lewis					X	Hiyaris Perez					X
Susan Jackson	2 nd	X				Miriam Santana		X			

VI. Nomination and Election of Board Officers

For Board Chair

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

For Board Vice Chair

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

VII. Approve Meeting Agenda

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

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 st	X				Elsy Lugo					X
Danielle Clement	2 nd	X				Jonina Mazzeo		X			
Tanisha Lewis					X	Hiyaris Perez		X			
Susan Jackson		X				Miriam Santana		X			

VIII. Acceptance of Meeting Minutes

Motion for Greater Brunswick Charter School, Board of Trustees to accept the minutes from **June 20, 2024**, meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos		X				Elsy Lugo					X
Danielle Clement	1 st	X				Jonina Mazzeo	2 nd	X			
Tanisha Lewis					X	Hiyaris Perez		X			
Susan Jackson		X				Miriam Santana		X			

IX. Reorganization Motions

1. Regular Meeting Dates – 2024/2025 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 2024/2025 school year in accordance with 18A:10-6. Meetings will be held in the school’s Media Center.

Day	Date	Time	Notes
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Thursday	August 15, 2024	5:30 PM	Regular Meeting - Virtual
Thursday	September 19, 2024	5:30 PM	Regular Meeting – In Person
Thursday	November 21, 2024	5:30 PM	Regular Meeting - Virtual
Thursday	January 16, 2025	5:30 PM	Regular Meeting – In Person
Thursday	March 13, 2025	5:30 PM	Regular Meeting/Budget Approval – In Person
Thursday	May 15, 2025	5:30 PM	Regular Meeting/FY25 Staff Renewal - Virtual
Thursday	June 12, 2025	5:30 PM	Regular Meeting – In Person
Thursday	July 17, 2025	5:30 PM	Regular Meeting/Re-Org Meeting - Virtual

Board Retreat Dates:

- October 19, 2024 – In Person
- April 26, 2025 – In Person

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2024/2025 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 2024/2025 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 2024/2025 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:

- a. 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.
- b. 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 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 **the Assistant Education Director** as the HIB/Anti-Bully Coordinator for the 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 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, 2024, 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025 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 2024/2025.

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 2024/2025 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 2024/2025 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 st	X				Elsy Lugo					X
Danielle Clement		X				Jonina Mazzeo	2 nd	X			
Tanisha Lewis					X	Hiyaris Perez		X			
Susan Jackson		X				Miriam Santana		X			

X. **Public Comment** – Sean Hewitt, former board member, made a statement to the rest of the board regarding his recent resignation. All members wished him farewell and positive thoughts.

XI. **Correspondence**

XII. **Motions for Approval**

1. **Finance**

- a. Bills List: Approve Bills List from June 21, 2024 to July 18, 2024.
- b. Payroll: To approve the following payrolls:

June 21, 2024	\$ 248,648.25
June 28, 2024	\$ 1,859.78
July 15, 2024	\$ 53,795.60

- c. Bid: BE IT RESOLVED, that the Greater Brunswick Charter School held a bid opening for the HVAC Improvements at GBCS on Tuesday, June 11, 2024; and WHEREAS, nine (9) contractors received bid packages; and WHEREAS, one (1) bid was received by McCloskey Mechanical Contractors in the amount of \$330,000; and WHEREAS, the bid is determined to be the lowest qualified bidder; NOW LET IT BE RESOLVED, that the GBCS Board of Trustees approves the bid for McCloskey Mechanical Contractors in the amount of \$330,000 for HVAC Improvement at GBCS.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 st	X				Elsy Lugo					X
Danielle Clement	2 nd	X				Jonina Mazzeo		X			
Tanisha Lewis					X	Hiyaris Perez					X
Susan Jackson		X				Miriam Santana		X			

2. **Contracts**

- a. To approve the following contracts:

Vendor	Scope	Term	Cost
Prisms	Math and Science curriculum software	7/1/2024 to 6/30/2025	\$648
PCG	EDPlan Suite	7/1/2024 to 6/30/2025	\$7,324
IXE Advising	Strategic Planning	8/1/2024 – 12 weeks	\$15,000
Carmen Rine	Food Service Director Contractor	7/1/2024 to 6/30/2025	\$30,000

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos		X				Elsy Lugo					X
Danielle Clement	2 nd	X				Jonina Mazzeo	1 st	X			
Tanisha Lewis					X	Hiyaris Perez					X
Susan Jackson		X				Miriam Santana		X			

3. Buildings & Grounds

4. Personnel

- a. To approve the following new hire:

Employee	Title	Level	10/12	Salary	Effective
Gianna Kim	Teacher	Level 12 BA	10	\$63,848	July 1, 2024

- b. To approve the Leave of Absence request of Diana Galindo, starting September 6, 2024 and returning September 2025.
- c. To approve the following travel reimbursements – total \$10,145.83:
- Bonnie Molina - airfare \$639; lodging \$426; M&IE \$241.50; transportation \$141.33; total \$1,447.83
 - Carla La Torre - airfare \$830; lodging \$568; M&IE \$310.50; transportation \$146.70; totaling \$1,855.20
 - Hector Alvarez - airfare \$830; lodging \$568; M&IE \$310.50; totaling \$1,708.50
 - Eugenia Xarhoulakos - airfare \$830; lodging \$568; M&IE \$310.50; transportation \$8.80; total \$1,717.30
 - Daisy Amador - airfare \$830, lodging \$568; M&IE \$310.50; total \$1,708.50
 - Diana Galindo - airfare \$830, lodging \$568; M&IE \$310.50; total \$1,708.50
- d. To approve the following resignation:
- Rosalind Friday, effective July 30, 2024
- e. To approve the July 1, 2024 to June 30, 2027 **MOA** agreed to by the Greater Brunswick Charter School and the Brunswick Charter Education Association.
- f. To approve Rosalind Friday, Assistant Education Director at a monthly rate of \$10,260.76 for the month of July.
- g. To approve Lilia Fabila-Guilbot for additional Family Coordinator work, up to 10 days at her daily rate, \$281.22/daily rate; NTE \$2,812.20.
- h. To approve Caitlin Mitchell, Assistant Education Director, salary \$110,000, effective August 1, 2024.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 st	X				Elsy Lugo					X
Danielle Clement	2 nd	X				Jonina Mazzeo		X			
Tanisha Lewis					X	Hiyaris Perez					X
Susan Jackson		X				Miriam Santana		X			

5. Curriculum/Special Education

6. Policy/Miscellaneous

- a. To approve the 2024-2027 Language Instruction Educational Program Three-Year Plan, as attached.
- b. To approve the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2023-2024 school year, as attached.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos		X				Elsy Lugo					X
Danielle Clement	1 st	X				Jonina Mazzeo	2 nd	X			
Tanisha Lewis					X	Hiyaris Perez					X
Susan Jackson		X				Miriam Santana		X			

XIII. Enrollment Report

Grade	FY25	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Wait List
	ENR	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2024/2025
K	44												
1	44												
2	44												
3	44												
4	44												
5	44												
6	44												
7	44												
8	42												
Total	394												

XIV. Reports

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

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	1 st	X				Elsy Lugo					X
Danielle Clement		X				Jonina Mazzeo	2 nd	X			
Tanisha Lewis					X	Hiyaris Perez					X
Susan Jackson		X				Miriam Santana		X			

XV. Adjourn Public Session and Open Closed Session - @ 7:30 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos		X				Elsy Lugo					X
Danielle Clement	1 st	X				Jonina Mazzeo	2 nd	X			
Tanisha Lewis					X	Hiyaris Perez					X
Susan Jackson		X				Miriam Santana		X			

- 1. Administrator’s reviews were presented to the board.
- 2. HIB case discussed.

XVI. Adjourn Closed and Open Public Session - @ 7:46 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos		X				Elsy Lugo					X
Danielle Clement	1 st	X				Jonina Mazzeo	2 nd	X			
Tanisha Lewis					X	Hiyaris Perez					X
Susan Jackson		X				Miriam Santana		X			

XVII. Committee Reports

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

XVIII. New Business

XIX. Action Items

Day	Date	Time	Notes
Thursday	August 15, 2024	5:30 PM	Regular Meeting - Virtual

XX. Closing Comments – Each board member gave a closing comment and thanked Rosalind Friday for all her hard work and dedication to the school and good luck in her new employment opportunities.

XXI. Adjournment - @ 8:01 PM

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos		X				Elsy Lugo					X
Danielle Clement	1 st	X				Jonina Mazzeo	2 nd	X			
Tanisha Lewis					X	Hiyaris Perez					X
Susan Jackson		X				Miriam Santana		X			