

**I. Call to Order by Board Secretary - @ 5:35 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 (LA 5:42 PM) |
| 8. Elsy Lugo        | Board Trustee, expires 2026    | X       |                |
| 9. Tanesha Lewis    | Board Trustee, expires 2025    |         | X (LA 5:40 PM) |

**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. Approve Meeting Agenda**

Motion for Greater Brunswick Charter School, Board of Trustees to approve the agenda for the **March 21, 2024** meeting.

| Voting Members   | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|------------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Lynell Burgos    | 1      | X   |    |         |        | Elsy Lugo      |        | X   |    |         |        |
| Danielle Clement | 2      | X   |    |         |        | Jonina Mazzeo  |        | X   |    |         |        |
| Sean Hewitt      |        |     |    |         | X      | Hiyarys Perez  |        |     |    |         | X      |

|               |  |   |  |  |   |                |  |   |  |  |  |
|---------------|--|---|--|--|---|----------------|--|---|--|--|--|
| Susan Jackson |  | X |  |  |   | Miriam Santana |  | X |  |  |  |
| Tanesha Lewis |  |   |  |  | X |                |  |   |  |  |  |

**V. Acceptance of Meeting Minutes**

Motion for Greater Brunswick Charter School, Board of Trustees to accept the minutes from **January 18, 2024**, meeting.

| Voting Members   | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|------------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Lynell Burgos    | 1      | X   |    |         |        | Elsy Lugo      |        | X   |    |         |        |
| Danielle Clement | 2      | X   |    |         |        | Jonina Mazzeo  |        | X   |    |         |        |
| Sean Hewitt      |        |     |    |         | X      | Hiyarys Perez  |        |     |    |         | X      |
| Susan Jackson    |        | X   |    |         |        | Miriam Santana |        | X   |    |         |        |
| Tanesha Lewis    |        |     |    |         | X      |                |        |     |    |         |        |

**VI. Public Comment - None**

**VII. Correspondence**

**VIII. Reports**

1. Director’s Report

- i. Budget Report – Brian Falkowski and Vanessa Jones presented the FY25 budget to the Board.
- ii. Vanessa Jones led a presentation regarding all current school-based activities and ongoing.

2. HIB Update – 4 HIB and 4 proven.

3. Suspension Update – 2 suspensions in February. Thus far 10 in March 2024. Overall, the numbers are down year-over-year.

**IX. Adjourn Public Session and Open Closed Session - @ 6:49 PM**

| Voting Members   | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|------------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Lynell Burgos    | 1      | X   |    |         |        | Elsy Lugo      |        | X   |    |         |        |
| Danielle Clement |        | X   |    |         |        | Jonina Mazzeo  | 2      | X   |    |         |        |
| Sean Hewitt      |        |     |    |         | X      | Hiyarys Perez  |        | X   |    |         |        |
| Susan Jackson    |        | X   |    |         |        | Miriam Santana |        | X   |    |         |        |
| Tanesha Lewis    |        | X   |    |         |        |                |        |     |    |         |        |

1. Personnel Evaluation

**X. Adjourn Closed and Open Public Session - @ 7:21 PM**

| Voting Members   | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|------------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Lynell Burgos    | 1      | X   |    |         |        | Elsy Lugo      |        | X   |    |         |        |
| Danielle Clement |        | X   |    |         |        | Jonina Mazzeo  |        | X   |    |         |        |
| Sean Hewitt      |        |     |    |         | X      | Hiyarys Perez  |        | X   |    |         |        |
| Susan Jackson    |        | X   |    |         |        | Miriam Santana |        | X   |    |         |        |
| Tanesha Lewis    | 2      | X   |    |         |        |                |        |     |    |         |        |

**XI. Motions for Approval**

1. Finance

- a. Board Secretary’s and Reconciliation Report: To approve the Secretary’s and Reconciliation Reports for January 2024 & February 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 January 2024 & February 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 January 19, 2024 to March 21, 2024.
- c. Payroll: To approve the following payrolls:

|                   |              |
|-------------------|--------------|
| January 30, 2024  | \$238,462.87 |
| February 15, 2024 | \$243,624.02 |
| February 29, 2024 | \$242,401.19 |
| March 15, 2024    | \$231,440.52 |

- d. FY25 Budget: To approve the FY25 Budget and its submission to the NJDOE.
- e. FY23 ACFR and AMR: To accept the FY23 ACFR and AMR with no findings or recommendations and ratify their submission to the NJDOE.

| Voting Members   | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|------------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Lynell Burgos    | 1      | X   |    |         |        | Elsy Lugo      |        | X   |    |         |        |
| Danielle Clement | 2      | X   |    |         |        | Jonina Mazzeo  |        | X   |    |         |        |
| Sean Hewitt      |        |     |    |         | X      | Hiyarys Perez  |        | X   |    |         |        |
| Susan Jackson    |        | X   |    |         |        | Miriam Santana |        | X   |    |         |        |
| Tanesha Lewis    |        | X   |    |         |        |                |        |     |    |         |        |

**2. Contracts**

- a. To approve the following contracts:

| Vendor                           | Scope                                | Term                              | Cost   |
|----------------------------------|--------------------------------------|-----------------------------------|--|
| Inspired Instruction, LLC        | PD – K-8 ELA and Math Teachers       | SY24 (2 Half Days)                | \$1,300/Day x 2 = \$2,600  |
| Inspired Instruction, LLC        | Curriculum Support – ELA & Math      | SY24 (4 Full Days & 16 Half Days) | 4 Full Days x \$2,350 = \$9,400<br>16 Half Days x \$1,300 = \$20,800 |
| Magnolia Consulting Group        | Special Education Support/Consultant | March 1, 2024 – June 30, 2024     | \$11,000   |
| Prolawn Landscape Management LLC | Lawn Maintenance Contract            | April 2023 to December 2024       | Varying rates per contract totaling \$24,011                         |

| Voting Members   | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|------------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Lynell Burgos    | 1      | X   |    |         |        | Elsy Lugo      |        | X   |    |         |        |
| Danielle Clement | 2      | X   |    |         |        | Jonina Mazzeo  |        | X   |    |         |        |
| Sean Hewitt      |        |     |    |         | X      | Hiyarys Perez  |        | X   |    |         |        |
| Susan Jackson    |        | X   |    |         |        | Miriam Santana |        | X   |    |         |        |
| Tanesha Lewis    |        | X   |    |         |        |                |        |     |    |         |        |

**3. Buildings & Grounds**

**4. Personnel**

- a. To approve the following staff for curriculum writing at the hourly rate of \$45 not to exceed 30 hours each:
  1. Caitlin Mitchell
  2. Amina Chowdhry
  3. Eugenia Xarhoulakos

- 4. Latoya Branch
- 5. Cynthia Bankowski

b. To approve the following professional development requests:

| Employee        | Organization                 | Title   | Date           | Cost                    |
|-----------------|------------------------------|---|----------------|-------------------------|
| Amie Fitzgerald | New Perspectives on Learning | Problem Strings through the Grades for Fluency, Automaticity and Beyond                   | June 27, 2024  | \$200 Lodging & Mileage |
| Amina Chowdhry  | NJ State Bar Foundation      | School Climate Conference   | April 17, 2024 | Free                    |
| Jessica Nazario | Rutgers University           | Embracing Differences and Diversity in the Clinical Treatment of Children and Adolescence | March 1, 2024  | \$60 Conference Fee     |
| Robyn Baus      | American Young Voices        | American Young Voices Teacher Workshop  | March 22, 2024 | Mileage                 |

- c. To approve the resignation of Lourdes O’Neill, due to retirement, effective on or about June 21, 2024.
- d. To approve Nalanie Bedessie as a SPARK Intervention Teacher at the following terms: \$45/hr. for 6 hours/week; commencing March 25, 2024 to Jun 21, 2024.

| Voting Members   | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|------------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Lynell Burgos    | 1      | X   |    |         |        | Elsy Lugo      |        | X   |    |         |        |
| Danielle Clement |        | X   |    |         |        | Jonina Mazzeo  |        | X   |    |         |        |
| Sean Hewitt      |        |     |    |         | X      | Hiyarys Perez  |        | X   |    |         |        |
| Susan Jackson    |        | X   |    |         |        | Miriam Santana |        | X   |    |         |        |
| Tanesha Lewis    | 2      | X   |    |         |        |                |        |     |    |         |        |

**5. Curriculum/Special Education**

a. To approve the following field trip requests:

| Event/Vendor                     | Location    | Attendees                          | Date           | Cost                |
|----------------------------------|-------------|------------------------------------|----------------|---------------------|
| Pete the Cat at Patriots Theater | Trenton, NJ | 88 Students (K-1)/10-12 Chaperones | April 22, 2024 | Total Cost: \$1,039 |

b. To ratify/approve the following fundraiser requests:

| Event/Vendor                                       | Location  | Attendees                        | Date              | Goal                                  |
|--|-----------|----------------------------------|-------------------|---------------------------------------|
| Friendship Appreciation Carnations/Student Council | GBCS      | N/A                              | 2/7 to 2/14, 2024 | Future Student Council Events         |
| Movie Night  | GBCS – MS | Middle School Students and Staff | April 26, 2024    | Supplement the Cost of Six Flags Trip |

| Voting Members   | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|------------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Lynell Burgos    | 1      | X   |    |         |        | Elsy Lugo      |        | X   |    |         |        |
| Danielle Clement | 2      | X   |    |         |        | Jonina Mazzeo  |        | X   |    |         |        |

|               |  |   |  |  |   |                |  |   |  |  |  |
|---------------|--|---|--|--|---|----------------|--|---|--|--|--|
| Sean Hewitt   |  |   |  |  | X | Hiyarys Perez  |  | X |  |  |  |
| Susan Jackson |  | X |  |  |   | Miriam Santana |  | X |  |  |  |
| Tanesha Lewis |  | X |  |  |   |                |  |   |  |  |  |

**6. Policy/Miscellaneous**

**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  |
| 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> |

**XIII. Committee Reports**

1. SRC – Presented in Directors Report
2. Community Outreach/Development – Jonina updated the board on an upcoming gala/fundraiser for the school.
3. Finance and Facilities - Presented in Directors Report
4. Governance - Presented in Directors Report

**XIV. New Business** – Mentioned the New Jersey Charter School Association Gala.

**XV. Action Items**

| Day      | Date           | Time    | Notes           |
|----------|----------------|---------|-----------------|
| Saturday | April 20, 2024 | 8:45 AM | Retreat         |
| Thursday | May 9, 2024    | 5:30 PM | Regular Meeting |

**XVI. Closing Comments** – Each board member shared a closing thought.

**XVII. Adjournment** - @ 7:50 PM

| Voting Members   | Motion | Yes | No | Abstain | Absent | Voting Members | Motion | Yes | No | Abstain | Absent |
|------------------|--------|-----|----|---------|--------|----------------|--------|-----|----|---------|--------|
| Lynell Burgos    | 2      | X   |    |         |        | Elsy Lugo      |        | X   |    |         |        |
| Danielle Clement | 1      | X   |    |         |        | Jonina Mazzeo  |        | X   |    |         |        |
| Sean Hewitt      |        |     |    |         | X      | Hiyarys Perez  |        | X   |    |         |        |
| Susan Jackson    |        | X   |    |         |        | Miriam Santana |        | X   |    |         |        |
| Tanesha Lewis    |        | X   |    |         |        |                |        |     |    |         |        |