

**I. Call to Order By Board Secretary – 5:38 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 interest is discussed or acted on 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. Shamara Gatling-Davila	Board Trustee, expires 2023	X	
3. Sean Hewitt	Board Trustee, expires 2022	X	
4. Susan Jackson	Board Chair, expires 2023	X	
5. Jonina Mazzeo	Board Trustee, expires 2023	X	
6. Miriam Santana	Board Trustee, expires 2024	X	
7. Danielle Clement	Board Trustee, expires 2024	X	
8. Kenneth King	Board Trustee, expires 2022		X

**Also Present**

Non-Voting	Role	Present	Absent
Vanessa Jones	Executive Director	X	
Hector Alvarez	Education Director	X	
Rosalind Friday	Assistant Education Director	X	
Michael Falkowski	Acting Board Secretary	X	
Caitlin Mitchell	Teacher Representative		X
Latoya Branch	Teacher Representative		X
Daisy Amador	Teacher Representative - Alternate		X

**IV. Board Appointments**

- To re-appoint Sean Hewitt to a 3-year Board term ending June 2025.
- To re-appoint Kenneth King to a 3-year Board term ending June 2025.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 <sup>st</sup>	X				Susan Jackson		X			
Danielle Clement		X				Kenneth King					X
Shamara Gatling-Davila	2 <sup>nd</sup>	X				Jonina Mazzeo		X			
Sean Hewitt		X				Miriam Santana		X			

**V. Nomination and Election of Board Officers**

**For Board Chair**

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Susan Jackson	Lynell	Sean	1 year	7	0	0	1

**For Board Vice Chair**

Nominee	Nominated By	Seconded By	Term	Yes	No	Abstain	Absent
Lynell Burgos	Sean	Shamara	1 year	7	0	0	1

**VI. Approve Meeting Agenda**

Motion for Greater Brunswick Charter School, Board of Trustees to approve the Agenda for the **July 14, 2022** meeting.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	2 <sup>nd</sup>	X				Susan Jackson		X			
Danielle Clement		X				Kenneth King					X
Shamara Gatling-Davila		X				Jonina Mazzeo		X			
Sean Hewitt	1 <sup>st</sup>	X				Miriam Santana		X			

**VII. Reorganization Motions**

1. Regular Meeting Dates – 2022/2023 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 2022/2023 school year in accordance with 18A:10-6. Meetings will be held in the school’s Media Center.

Day	Date	Time	Notes
Thursday	August 18, 2022	5:30 PM	Regular Meeting
Thursday	September 15, 2022	5:30 PM	Regular Meeting
Thursday	November 17, 2022	5:30 PM	Regular Meeting
Thursday	January 19, 2023	5:30 PM	Regular Meeting
Thursday	March 16, 2023	5:30 PM	Regular Meeting/Budget Approval
Thursday	<b>May 11, 2023</b>	<b>5:30 PM</b>	Regular Meeting/FY23 Staff Renewal
Thursday	June 15, 2023	5:30 PM	Regular Meeting
Thursday	July 20, 2023	5:30 PM	Regular Meeting/Re-Org Meeting

Board Retreat Dates:

- October 22, 2022
- April 22, 2023

2. Special Meetings

RESOLVED, that in accordance with Chapter 231, Laws of 1975, Special Meetings of the Board of Trustees for the 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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. Vanessa Jones** as the Section 504 Administrator, pursuant to N.J.A.C 6:4-1.4 and Homeless Liaison and SEMI Coordinator for the 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 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, 2022, at a cost not to exceed \$20,000.

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 2022/2023 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 2022/2023 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 2022/2023 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 2022/2023 school year at a cost not to exceed \$2,000

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 2022/2023 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 2022/2023

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 2022/2023 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 2022/2023 school year.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 <sup>st</sup>	X				Susan Jackson		X			
Danielle Clement		X				Kenneth King					X
Shamara Gatling-Davila	2 <sup>nd</sup>	X				Jonina Mazzeo		X			

Sean Hewitt		X				Miriam Santana		X			
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**VIII. Acceptance of Meeting Minutes**

Motion for Greater Brunswick Charter School, Board of Trustees to accept the minutes from **June 16, 2022 Meeting.**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	2 <sup>nd</sup>	X				Susan Jackson		X			
Danielle Clement		X				Kenneth King					X
Shamara Gatling-Davila		X				Jonina Mazzeo		X			
Sean Hewitt	1 <sup>st</sup>	X				Miriam Santana		X			

**IX. Public Comment - NONE**

**X. Correspondence**

**XI. Reports**

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

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

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 <sup>st</sup>	X				Susan Jackson		X			
Danielle Clement		X				Kenneth King					X
Shamara Gatling-Davila	2 <sup>nd</sup>	X				Jonina Mazzeo		X			
Sean Hewitt		X				Miriam Santana		X			

**XII. Closed Session - NONE**

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

**XIV. Motions for Approval**

**1. Finance**

- a. Bills List: Approve Bills List from June 17, 2022 to July 14, 2022.
- b. Payroll: To approve the following payrolls:

June 24, 2022	\$221,949.38
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- c. Vended Meals Contract: BE IT RESOLVED: that Greater Brunswick Charter School, upon the recommendation of the Executive Director, hereby approves the Awarding of the contract to Revolution Foods for the 2022-2023 school year.

Breakfast: \$2.25  
Lunch: \$3.65  
Snack: \$1.05

- d. To approve FY23 IDEA Application – BASIC - \$101,663, Preschool - \$2,153
- e. To approve FY23 ESEA Application:
  - Title I - \$188,867
  - Title II - \$19,277

- Title III - \$15,462
- Title IV - \$17,076

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 <sup>st</sup>	X				Susan Jackson		X			
Danielle Clement		X				Kenneth King					X
Shamara Gatling-Davila	2 <sup>nd</sup>	X				Jonina Mazzeo		X			
Sean Hewitt		X				Miriam Santana		X			

## 2. Contracts

- To approve contract with Curriculum Associates to provide i-Ready Personalized Instruction Math and Reading Site License at a cost of \$18,555.
- To approve Carmen Rine to provide Food Service Management services for the 2022/2023 school year at a cost of \$2,500/month for 12-months, total of \$30,000.
- To approve a contract with Garden of Healing Yoga & Wellness to provide services to support expanding the Socio-Emotional Learning for students and the school at large at a cost of \$5,000/month funded by Title I.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	1 <sup>st</sup>	X				Susan Jackson		X			
Danielle Clement		X				Kenneth King					X
Shamara Gatling-Davila	2 <sup>nd</sup>	X				Jonina Mazzeo		X			
Sean Hewitt		X				Miriam Santana		X			

## 3. Buildings & Grounds

### 4. Personnel

- To accept the following resignations:
  - Jessenia Martinez effective August 5, 2022
  - Teresa Hermans effective August 5, 2022
  - Fuensanta Gutierrez effective June 30, 2022
- To approve Amie Fitzgerald as the 11-month Math Coach at \$85,000
- To approve the following new hires for the 2022-2023 school year:

Name	Position	Level	Months	Start Date	Salary
Carisma Martinez-Lambert	PT Nurse	11 BA prorated	10	9/1/2022	\$47,500.45

- To approve the following staff members for **summer curriculum work** at a rate of \$45/hr not to exceed \$2,250/each.

- Latoya Branch
- Eugenia Xarhoulakos
- Carla La Torre
- Elena Rossano
- Kevin Kozic
- Cynthia Bankowski
- Alyssa Pazmino



e. To approve the following FY23 stipends:

Name	Title	Salary / Rate
Kristine Johnson	SEMI Specialist	\$5,000
Lilia Fabila-Guilbot	Enrichment Cluster Coordinator	\$3,000
Lilia Fabila-Guilbot	FLN Coordinator	\$6,000
Martha Goz	Anti-Bullying Specialist	\$5,500

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos		X				Susan Jackson		X			
Danielle Clement		X				Kenneth King					X
Shamara Gatling-Davila	2 <sup>nd</sup>	X				Jonina Mazzeo		X			
Sean Hewitt	1 <sup>st</sup>	X				Miriam Santana		X			

**5. Curriculum/Special Education**

**6. Policy/Miscellaneous**

- a. To approve the **HIB report** for May 2022 & June 2022, with zero (0) founded cases.
- b. To approve the **revised Safe Opening Plan**.

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	2 <sup>nd</sup>	X				Susan Jackson		X			
Danielle Clement		X				Kenneth King					X
Shamara Gatling-Davila		X				Jonina Mazzeo		X			
Sean Hewitt	1 <sup>st</sup>	X				Miriam Santana		X			

**XV. Enrollment Report**

Grade	FY23	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Wait
	ENR	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,	15,	List
		2022	2022	2022	2022	2022	2023	2023	2023	2023	2023	2023	2022/2023
K													
1													
2													
3													
4													
5													
6													
7													
8													
<b>Total</b>	<b>394</b>												

**XVI. Committee Reports**

- 1. SRC – during Executive Director
- 2. Community Outreach – no meeting
- 3. Development – no meeting
- 4. Finance and Facilities – no meeting
- 5. Governance – possible new Board Member next meeting

**XVII. New Business - NONE**

**XVIII. Closing Comments**

**XIX. Action Items - Next Board Meetings:**

Day	Date	Time	Notes
Thursday	August 18, 2022	5:30 PM	Regular Meeting
Thursday	September 15, 2022	5:30 PM	Regular Meeting
Thursday	November 17, 2022	5:30 PM	Regular Meeting
Thursday	January 19, 2023	5:30 PM	Regular Meeting
Thursday	March 16, 2023	5:30 PM	Regular Meeting/Budget Approval
Thursday	<b>May 11, 2023</b>	<b>5:30 PM</b>	Regular Meeting/FY23 Staff Renewal
Thursday	June 15, 2023	5:30 PM	Regular Meeting
Thursday	July 20, 2023	5:30 PM	Regular Meeting/Re-Org Meeting

Board Retreat Dates:

- October 22, 2022
- April 22, 2023

**XX. Adjournment - 6:53 pm**

Voting Members	Motion	Yes	No	Abstain	Absent	Voting Members	Motion	Yes	No	Abstain	Absent
Lynell Burgos	2 <sup>nd</sup>	X				Susan Jackson		X			
Danielle Clement		X				Kenneth King					X
Shamara Gatling-Davila		X				Jonina Mazzeo		X			
Sean Hewitt	1 <sup>st</sup>	X				Miriam Santana		X			