

**BelovED Community Charter School  
Board of Trustees Meeting  
June 22, 2023  
508 Grand Street Jersey City, NJ 07302**

**Minutes**

- A. This is a regular meeting of the BelovEd Community Charter School Board of Trustees. In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 *et seq.*, adequate notice of the time and place of this meeting was provided, and copies of that resolution were forwarded to the official newspapers, Jersey Journal, and the Jersey City Reporter, as designated by the Board and by posting in the Public Library at 472 Jersey Avenue, Jersey City. The Board will be offering virtual access to the in-person Board Meeting.

Directions for accessing the public meeting were posted on the school website: [www.belovedccs.org](http://www.belovedccs.org). We very much welcome input from the public. Public comment will be handled in accordance with Board procedure.

**B. Call to Order /Flag Salute/ Roll Call**

Board Member	Present	Absent
Nicole Jackson	X	
Jessica Lisboa		X
Sam Mikhail		X
Kathy Mone	X	
Maggie Johnson		X
Salvatore Risalvato	X	
Rich Valdes	X	

Also in attendance:  
Ken Schultz, Executive Director  
Michele Link, Principal  
Richard Raschdorf, Board Secretary/ School Business Administrator  
Bret Schundler, School Partners, Inc.  
Karina Ortiz-Acosts, Dean of BCCS  
Marilyn Hooper, Assistant School Business Administrator  
BelovED CCS high school students (2)

**C. Public Comment on Items on the Agenda**

No Public Comments

**D. Vote on the Minutes of the Regular Board Meeting of May 18, 2023**

Motion: N. Jackson  
Seconded: S. Risalvato  
Yes: N, Jackson, S. Risalvato, K. Mone, R. Valdes  
No: None  
Absent: J. Lisboa, M. Johnson, S. Mikhail

**E. 2023-06-22-01** Resolved, the BCCS Board of Trustees approves the appointment of Richard Valdez to the BCCS Board of Trustees effective immediately.

**F. 2023-06-22-02** Resolved, the BCCS Board of Trustees approves the re-appointment of these Board members effective July 1, 2023:

<b>Board Member</b>	<b>Original Board Start Date</b>	<b>Board End Date</b>	<b>Training Last Completed</b>
Nicole Jackson	2/21/2013	6/30/2025	N/A
Sam Mikhail	7/1/2019	6/30/2025	7/15/2020
Kathleen Mone	4/15/2021	6/30/2025	8/2/2021
Salvatore Risalvato	11/3/2011	6/30/2025	N/A

**G. 2023-06-22-03** Resolved, the BCCS Board of Trustees approves the election of Board Vice President, Rich Valdes, due to Sheridan Bell’s resignation.

**H. 2023-06-22-04** Resolved, the BCCS Board of Trustees approves the election of Board Officers, Nicole Jackson as President, and Sal Risalvato as Treasurer, for SY23-24.

Roll Call Vote for Items 1 through 4:

Motion: S. Risalvato  
Seconded: K. Mone  
  
Yes: N. Jackson, S. K. Mone, S. Risalvato, R. Valdes  
No: None  
Absent: J. Lisboa, M. Johnson, S. Mikhail

**I. Executive Session**

Not Applicable

**J. Performance Dashboard Review**

1. K – 12 Dashboard Review including HIB Report (Schultz)
2. Institutional Health Goals (Raschdorf)

**K. Facilities (Schundler)**

**L. Policies/Handbook**

Roll Call Vote for Items 5 and 6:

Motion: R. Valdes

Seconded: K. Mone

Yes: N. Jackson, K. Mone, S. Risalvato, R. Valdes

No: None

Absent: J. Lisboa, M. Johnson, S. Mikhail

1. **2023-06-22-05** Resolved, the BCCS Board of Trustees approves the proposed revisions to the SY23-24 Code of Conduct and Employee Handbook. Note the proposed revisions are shown on Page 5 in the Personal Leave section and the Code of Conduct and Employee Handbook is included as an attachment.
2. **2023-06-22-06** Resolved, the BCCS Board of Trustees approves the revisions to the SY23-24 Family Handbook. Note the proposed revisions are shown on page 44 and incorporate additional consequences for unpaid lunch balances.

**M. Human Resources**

Roll Call Vote for Items 7 through 21:

Motion: S. Risalvato

Seconded: N. Jackson

Yes: N. Jackson, K. Mone, S. Risalvato, R. Valdes

No: None

Absent: J. Lisboa, M. Johnson, S. Mikhail

1. **2023-06-22-07** Resolved, the BCCS Board of Trustees approves the hiring of staff for SY22-23 as outlined in Appendix A, Human Resources, Section I.
2. **2023-06-22-08** Resolved, The BCCS Board of Trustees approves the hiring of the new employees per Appendix A, Section II for school year 2023-2024 effective as noted through 6/30/2024.
3. **2023-06-22-09** Resolved, The BCCS Board of Trustees reports the following Resignations/Terminations:

Employee Name	Position	Resignation Date	Status
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Employee ID 670	Bus Aide	5/18/2023	Termination
Employee ID 350	Evening Bus Coordinator	5/18/2023	Resignation
Employee ID 662	Teacher	5/26/2023	Resignation
Employee ID 546	Teacher	6/2/2023	Resignation
Employee ID 671	Human Resources Specialist	5/22/2023	Resignation
Employee ID 452	Information Technology	5/26/2023	Resignation
Employee ID 66	Dean of Students	5/18/2023	Resignation
Employee ID 78	Teacher	5/16/2023	Resignation
Employee ID 651	Substitute Teacher	5/24/2023	Resignation
Employee ID 660	Security Guard	5/26/2023	Termination
Employee ID 628	Security Guard	6/9/2023	Termination
Employee ID 401	Teacher	5/16/2023	Resignation
Employee ID 694	Full Time - Security	6/15/2023	Resignation

4. **2023-06-22-10** Resolved, the BCCS Board of Trustees approves usage of IDEA grant funds totaling \$91,087 to apply to the salaries of One on One Aides, retroactive to the period of 9/1/2022 through 3/31/2023. See Appendix A, Human Resources, section III for the summary of attributed salaries.
5. **2023-06-22-11** Resolved the BCCS Board of Trustees approves the usage of Title III grant funds totaling \$15,175 to apply to the salaries of a Teacher Assistant retroactive to the period of 9/1/2022 through 3/31/2023. See Appendix A, Human Resources, section IV for the summary of attributed salaries.
6. **2023-06-22-12** Resolved, the BCCS Board of Trustees approves the stipends for Instructional Staff for SY22-23 as outlined in Appendix A, Section V.
7. **2023-06-22-13** Resolved, the BCCS Board of Trustees approved the field trips and costs for SY22-23 as outlined in Appendix A, section. VI.
8. **2023-06-22-14** Resolved, the BCCS Board of Trustees approves the stipend amounts for Clubs and Activities as outlined in Appendix A, Section VII.
9. **2023-06-22-15** Resolved, the BCCS Board of Trustees approves the Title I Intensives as outlined in Appendix A, Section VIII.
10. **2023-06-22-16** Resolved, the BCCS Board of Trustees approves the stipends for Instructional Staff for SY23-24 as outlined in Appendix A, Section IX.
11. **2023-06-22-17** Resolved, the BCCS Board of Trustees approves the staff leaves as outlined in Appendix A, Section X.
12. **2023-06-22-18** Resolved, the BCCS Board of Trustees approves the stipends for Saturday School SY22-23 as outlined in Section XI.
13. **2023-06-22-19** Resolved, the BCCS Board of Trustees approves an

arrangement with Angie Fujishima for Substitute Teaching on an as-needed basis at a per diem rate of \$130/day.

14. **2023-06-22-20** Resolved, the BCCS Board of Trustees approves the Lunch Aides Staff for SY 23-24 as outlined in Appendix A, Section XII.
15. **2023-06-22-21** Resolved, the BCCS Board of Trustees approves the Attendance Bonuses for Instructional Staff for SY22-23 based upon contract and monitored attendance as outlined in Appendix A, section XIII.
16. **2023-06-22-22** Resolved, the BCCS Board of Trustees approves the Staff Salary Adjustments for SY23-24 as outlined in Appendix A, Item XIV.
17. **2023-06-22-23** Resolved, the BCCS Board of Trustees approves a Retention Bonus for School Leaders as outlined in Appendix A, Section XV.
18. **2023-06-22-24** Resolved, the BCCS Board of Trustees approves a Stipend for the Staff who chaperoned the High School Overnight trip as outlined in Appendix A, section XVI.
19. **2023-06-22-25** Resolved, the BCCS Board of Trustees approves the SY23-24 Summer School Stipends as outlined in Appendix B.
20. **2023-06-22-26** Resolved, the BCCS Board of Trustees approves the SY23-24 Instructional Staff Stipends as outlined in Appendix C.
21. **2023-06-22-27** Resolved, the BCCS Board of Trustees approves one week of Summer Work for Jere Waldron, Physical Education, in order to reduce school year work.

## **N. Business**

### Roll Call Vote for Items 28 through 47:

Motion: S. Risalvato

Seconded: N. Jackson

Yes: N. Jackson, K. Mone, S. Risalvato, R. Valdes

No: None

Absent: J. Lisboa, M. Johnson, S. Mikhail

1. **2023-06-22-28** Resolved, the BCCS Board of Trustees authorizes the School Business Administrator to fund the payrolls of 5/31/2023 and 6/15/2023 each in the amount of \$700,000 and \$700,000, respectively. Payroll amounts include Employer Payroll Taxes.
2. **2023-06-22-29** Resolved, the BCCS Board of Trustees authorizes the Payment of Claims of \$1,37,906.03 for the period 5/19/2023 – 6/21/2023.
3. **2023-06-22-30** Resolved, the BCCS Board of Trustees approves the May 2023 Board Secretary Report and its submission to the NJDOE.

4. **2023-06-22-31** Resolved, the BCCS Board of Trustees approves the cost of the scheduled field trips as outlined in Appendix A, section IV.
5. **2023-06-22-32** Resolved, the BCCS Board of Trustees authorizes the Student Transportation Shared Services Agreement dated June 16, 2023 between BCCS and Empowerment Academy Charter School, Inc. for Student and Emergency Food Transportation for the 2023-2024 School Year and included as an attachment.
6. **2023-06-22-33** Resolved, the BCCS Board of Trustees authorizes the Personnel Shared Services Agreement dated June 16, 2023 between BCCS and Empowerment Academy Charter School, Inc. for shared personnel services for School Year 2023-2024.
7. **2023-06-22-34** Resolved, the BCCS Board of Trustees approves an enhancement to Power Schools to add Naviance E-docs, an electronic college application tool, which allows schools to prepare and send college application electronically to colleges and universities at a cost of \$3,739.34 (Itemized as Naviance eDocs \$639.34, Naviance eDocs deployment \$1,800, and Naviance remote training \$1,300).
8. **2023-06-22-35** Resolved, the BCCS Board of Trustees approves the Agreement for Legal Services between BCCS and Johnston Law Firm, LLC located at 151 Forest Avenue, Suite A, Montclair, NJ 07042 for the period 7/1/2023 through 6/30/2024. All contract rates for legal services remain consistent with the SY22-23.
9. **2023-06-22-36** Resolved, the BCCS Board of Trustees approves the resolution to authorize the award of an Extraordinary Unspecifiable Services Contract for Charter Support Services to School Partners, Inc. as deemed necessary for the efficient operation of the school for SY23-24 which is provided as an attachment.
10. **2023-06-22-37** Resolved, the BCCS Board of Trustees approves the SY23-24 Payroll Calendar for BCCS employees which is provided as an attachment.
11. **2023-06-22-38** Resolved, the BCCS Board of Trustees approves paying 50% of the cost of advertising, up to a total cost for BelovED of \$10,000, to: 1) introduce the new campus to be occupied by BelovED and Empowerment Academy; 2) congratulate the inaugural graduating and entering classes of the two schools; and 3) invite enrollment applications for the two schools.
12. **2023-06-22-39** Resolved, the BCCS Board of Trustees approves Gerald Longo, CPA, as school auditor for SY22-23 at a cost of \$62,450.
13. **2023-06-22-40** Resolved, the BCCS Board of Trustees approves the SY23-24 contract with vendor, No Red Ink, for 390 licenses at \$17/license for a total

expenditure of \$6,630.

14. **2023-06-22-41** Resolved, the BCCS Board of Trustees approves the SY23-24 Maschio's Food Services Agreement which provides breakfast and lunch to all students on all campuses. The Maschio's Food Services Agreement is a break-even contract and the management fee is \$37,700. The total cost of the contract is \$972,297.55.
15. **2023-06-22-42** Resolved, the BCCS Board of Trustees approves the SY22 Audit, Annual Comprehensive Financial Report and Auditor's Management Report and its submission to the NJ DOE.
16. **2023-06-22-43** Resolved, the BCCS Board of Trustees accepts from the Office of Grant Management the following allocations from the Elementary and Secondary Education Act:

Title I	\$1,073,354
Title II	\$87,071
Title III	\$25,060
Title IV	<u>\$63,722</u>
Total	\$1,249,207
17. **2023-06-22-44** Resolved, the BCCS Board of Trustees approves a furniture purchase with W.B. Mason for a total expenditure of \$15,124.30. Furniture includes tables, desks, storage cabinets, bookcases and chairs for the various campuses.
18. **2023-06-22-45** Resolved, the BCCS Board of Trustees approves the expenditure for 175 annual subscriptions for Microsoft at a cost of \$63.75/license for a total of \$11,173.75.
19. **2023-06-22-46** Resolved, the BCCS Board of Trustees approves the Corrective Action Plan based upon the findings in the SY22 Auditor's Management Report.
20. **2023-06-22-47** Resolved, the BCCS Board of Trustees authorizes the School Business Administrator to execute an agreement with Atlantic Textile Recycling to place a 5' x 5' Collection Box for used clothing and shoes on a paved site at the school should school leadership determine an appropriate site is available. BCCS shall receive \$100/month in revenue.

## **O. New Business**

1. Cash Transactions and Controls  
School Cash Online or other equivalent platform is being reviewed for SY23-24 cash collection transactions.

**P.** Adjournment at 7:28PM