

**BelovED Community Charter School
Board of Trustees Meeting
November 30, 2023
508 Grand Street Jersey City, NJ 07302**

Board Meeting 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. 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.

Meeting was called to order at 6:47PM.

Board Member	Present	Absent
Annjo Balbutin	X	
Nicole Jackson	X	
Maggie Johnson		X
Kathy Mone	X	
Sam Mikhail		X
Sal Risalvato		X
Rich Valdes	X	

Also in attendance:

Ken Schultz, Executive Director
Michele Link, Principal
Duanne Moeller, Director of Operations
Bret Schundler, School Partners, Inc.
Adam Herman, Board Attorney
Marilyn Hooper, Board Secretary

C. Public Comment on Items on the Agenda.

No Public Comment.

D. Vote on the Minutes of the Regular Board Meeting of October 24, 2023.

Motion by Kathy Mone and seconded by Nicole Jackson and ALL were in favor.

E. Oath for new Board of Trustees member, Annjo Balbutin.

Annjo Balbutin took the oath and was sworn onto the BCCS Board of Trustees.

F. Resolved, the BCCS Board of Trustees approves the re-appointment of Maggie Johnson effective July 1, 2023:

Board Member	Original Start Date	Board End Date	Training Last Completed
Maggie Johnson	5/20/2021	6/30/2025	N/A

Item F was tabled until the December Board Meeting.

G. Performance Dashboard Review

1. K – 12 Dashboard Review including HIB Report (Schultz)

Mr. Schultz provided an update on attendance and scholar performance.

2. Institutional Health Goals (Hooper)

Ms. Hooper provided an update on the School budget.

H. Facilities (Schundler)

Mr. Schundler provided an update on Canal Crossing Development.

I. Policies

Roll Call Vote on Policies Items 1 and 2:

Motion: Kathy Mone

Seconded: Nicole Jackson

Yes: Annjo Balbutin, Nicole Jackson, Kathy Mone, Rich Valdes

No: None

Absent: Maggie Johnson, Sam Mikhail, Sal Risalvato

- 2023-11-30-01** Resolved, the BCCS Board of Trustees approves the adoption of a Purchasing Manual which outlines BCCS purchasing guidelines and is included as an attachment to the agenda.
- 2023-11-30-02** Resolved, the BCCS Board of Trustees approves these revisions to the BCCS Standard Operating Procedures and Internal Controls, Section IV: Budget Process, Chapter 3 Grant Application Procedure as outlined here in item 2A, 2B and 2C.

A. Table of Contents Revision:

	Current Section Title	Revised Section Title

Table of Contents	Section IV: Budget Process, Chapter 3 -Grant Application Procedure	Section IV: Budget Process, Chapter 3 -Grant Application Procedure, Requirements, & Reimbursements
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B. Revision to add Grant Requirements clause in Section IV: Budget Process, Chapter 3:

Requirements:

Title I: The federal supplement, not supplant, provision requires that federal funds be used to augment the regular educational program. They must not be used to substitute for funds or services that would otherwise be provided during the time period in question. The statute requires local educational agencies use federal funds received under Title I only to supplement the amount of funds available from nonfederal sources for the education of students participating in Title I services. The LEA cannot use these federal funds to supplant funds that would, in the absence of Title I funds, have been spent on Title I students (Title I, Part A, Section 1120A(b)).

C. Revision to include Reimbursements clause to Section IV: Budget Process, Chapter 3:

REIMBURSEMENTS (Payment requests via EWEG):

Needs assessments of funds shall be evaluated monthly and grant payment requests shall be submitted monthly, or at least quarterly via the EWEG online system. Supporting documentation must be maintained for seven (7) years and shall be made available to the NJDOE, the U.S. Department of Education, and/or authorized representatives upon request (Uniform Grant Guidance, 2 C.F.R 200.305 Federal Payment; Office of Grants Management, General Federal Entitlement Grant Guidance; and Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures).

J. Human Resources

Roll Call Vote on Human Resources Section J, Items 1 and 15:

Motion: Kathy Mone

Seconded: Nicole Jackson

Yes: Annjo Balbutin, Nicole Jackson, Kathy Mone, Rich Valdes

No: None

Absent: Maggie Johnson, Sam Mikhail, Sal Risalvato

1. **2023-11-30-03** Resolved, The BCCS Board of Trustees approves the hiring of the new employees as outlined in Appendix A, Section I for school year 2023-2024.
2. **2023-11-30-04** Resolved, The BCCS Board of Trustees approves revisions to the contracts of current staff for SY23-24 as outlined in Appendix A, Section

II.

3. **2023-11-30-05** Resolved, The BCCS Board of Trustees reports the following Resignations:

Employee Name	Position	Resignation Date	Status
Employee ID 241	Bus Aide	11/3/2023	Resignation
Employee ID 636	Substitute Teacher	11/6/2023	Resignation
Employee ID 739	Teacher	12/15/2023 *	Resignation
Employee ID 735	Lunch Aide	11/17/2023	Resignation
Employee ID 93**	Teacher	11/27/2023	Resignation
Employee ID 738	Bus Aide	11/27/2023	Resignation

*Reflects last day of employment.

**Teacher shall continue to substitute teach during SY23-24.

4. **2023-11-30-06** Resolved, the BCCS Board of Trustees approves the staff leave schedules for SY23-24 as outlined in Appendix A, Section III.
5. **2023-11-30-07** Resolved, the BCCS Board of Trustees approves the SY23-24 Winter Sports Coaching Stipends for the Middle School and High School as outlined in Appendix A, Section V.
6. **2023-11-30-08** Resolved the BCCS Board of Trustees approves the Clubs and Activities Staff Stipends as outlined in Appendix A, Section IX.
7. **2023-11-30-09** Resolved, the BCCS Board of Trustees approves the use of Title I funds for Afterschool Tutoring as summarized in Appendix A, Section VII.
8. **2023-11-30-10** Resolved, the BCCS Board of Trustees approves the Substitute teaching and other stipends as outlined in Appendix A, Section VIII.
9. **2023-11-30-11** Resolved, the BCCS Board of Trustees approves the use of CSP funds for Summer Curriculum Stipends and Summer Institute Stipends as outlined in Appendix A, Section IV.
10. **2023-11-30-12** Resolved, the BCCS Board of Trustees approves the use of CSP funds for High School staff salaries as outlined in Appendix A, Section X.
11. **2023-11-30-13** Resolved, the BCCS Board of Trustees approves the use of Title I funds for SY23-24 staff Summer Institute payments as outlined in Appendix A, section XI.
12. **2023-11-30-14** Resolved, the BCCS Board of Trustees approves the use of ESSER II funds for SY22-23 staff salary as outlined in Appendix A, section XII.
13. **2023-11-30-15** Resolved, the BCS Board of Trustees approves the use of Title I

funds for Afterschool tutoring as outlined in Appendix A, section XIII.

14. **2023-11-30-16** Resolved, the BCCS Board of Trustees approves the Instructional coaching stipends as outlined in Appendix A, Section XIV.
15. **2023-11-30-17** Resolved, the BCCS board of Trustees approves the Full Time Teaching Stipends as outlined in Appendix A, Section XV.

K. Business

Roll Call Vote on Business Section K, Items 1 and 13:

Motion: Kathy Mone

Seconded: Nicole Jackson

Yes: Annjo Balbutin, Nicole Jackson, Kathy Mone, Rich Valdes

No: None

Absent: Maggie Johnson, Sam Mikhail, Sal Risalvato

1. **2023-11-30-18** Resolved, the BCCS Board of Trustees authorizes the School Business Administrator to fund the payrolls of 10/31/2023 and 11/15/2023 each in the amount of \$833,350 and \$739,080, respectively. Payroll amounts include Employer Payroll Taxes.
2. **2023-11-30-19** Resolved, the BCCS Board of Trustees authorizes the Payment of Claims of **\$1,064,642.37** for the period 10/25/2023 through 11/30/2023.
3. **2023-11-30-20** Resolved, the BCCS Board of Trustees approves an expenditure of \$9,000 payable to DeLeon Auto Repair, for Bus Fleet Maintenance and Bus Yard on-call services for the month of November, 2023.
4. **2023-11-30-21** Resolved, the BCCS Board of Trustees approves a contract for the BCCS Bus Fleet Maintenance and Bus Yard on-call services, which was awarded after public bid to DeLeon Auto Repair, 49 Bishop Street, Jersey City NJ. The cost of the contract is \$9,000 per month for services rendered from December 1, 2023 to June 30, 2023 and the total contract cost is \$63,000 (contract to be provided).
5. **2023-11-30-22** Resolved, the BCCS Board of Trustees approves the Elementary, Middle School and High School field trips as outlined in Appendix A, Section VI.
6. **2023-11-30-23** Resolved, the BCCS Board of Trustees approves the BCCS Holiday Party change of venue and expenditure, which is scheduled for 12/1/2023, at a cost of \$7,908 for BCCS Staff members.
7. **2023-11-30-24** Resolved, the BCCS Board of Trustees approves Requisition #35 for the payment of \$231,844.65 to Friends of Quality Education for

Pre-development expenses for Canal Crossing. Summary of requisition #35 expenses is provided as an attachment to the agenda.

8. **2023-11-30-25** Resolved, the BCCS Board of Trustees approves an expenditure to Air Group for the replacement of RTU #7 (Model YSJ120A4SOH) at the main building at a cost of \$40,200.
9. **2023-11-30-26** Resolved, the BCCS Board of Trustees approves an expenditure for snow removal at a payment rate of \$3,000 which shall cover all BCCS school property.
10. **2023-11-30-27** Resolved, the BCCS Board of Trustees approves an expenditure of \$19,126 for 1560 GoGuardian Teacher and Admin Licenses payable to CDW Government as follows: 1560 Teacher subscriptions for 1 year @\$6.13=\$9,562.80, and 1560 Admin subscriptions for 1 year @\$6.13=\$9,562.80 (5.3% increase from previous year).
11. **2023-11-30-28** Resolved, the BCCS Board of Trustees approves an expenditure of up to \$5,750 for SAT Test preparation services payable to First Choice Test Prep. Cost includes \$2,000 for SAT Math and Verbal curriculum and up to 15 hours of Math Leader training at a cost of \$250/hour. The contract is an attachment to the agenda.
12. **2023-11-30-29** Resolved, the BCCS Board of Trustees approves an expenditure of \$569,836.60 for the purchase of four (4) new buses using the ESCNJ State Contract prices.

The planned delivery timeframe is Spring, 2024 and the pricing is as follows:

Type of Brakes	# of Buses	Price per Bus	Total
Hydraulic	3	\$142,780.55	\$432,341.65
Air	1	\$141,494.95	\$141,494.95
			\$569,836.60

13. **2023-11-30-30** Resolved, the BCCS Board of Trustees approves the Holiday Swag incentive expenditure from Innovational Promotional Concepts totaling \$29,317.10. An accounting of the order from the vendor is included as an attachment.

L. Other Business

No other business was discussed.

M. Executive Session

Executive Session commenced at 7:04 PM and ended at 7:13 PM.

N. Public Comment on Non-Agenda Items

No Public Comment on Non-Agenda Items.

O. Adjournment

Meeting adjourned at 7:13 PM.