

**BelovED Community Charter School
Board of Trustees Meeting
August 17, 2023
508 Grand Street Jersey City, NJ 07302**

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

Board Member	Term Dates	Present	Absent
Nicole Jackson	6/30/2025	X	
Sal Risalvato	6/30/2025	X	
Rich Valdes	6/30/2025	X	
Sam Mikhail	6/30/2025	X	
Kathy Mone	6/30/2025	X	
Jessica Lisboa	6/30/2024		X
Maggie Johnson	6/30/2025		X

Also present at Meeting:

Ken Schultz, Executive Director

Michele Link, Principal

Richard Raschdorf, Empowerment Academy Business Administrator

Duanne Moeller, Director of Operations

Adam Herman, AG&L Law

Marilyn Hooper, Board Secretary

C. Public Comment on Items on the Agenda

No Public Comments

D. Vote on the Minutes of the Regular Board Meeting of July 20, 2023.

Roll Call on July Board Minutes:

Motion: Sal Risalvato
Seconded by: Kathy Mone

All present Board Members were in favor.

E. 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 E was tabled for the September 21, 2023 Board Meeting.

Roll Call Vote to table Item E for September 21, 2023 Board Meeting:

Motion: Sal Risalvato
Seconded: Kathy Mone

All present Board Members were in favor of tabling this item.

F. Performance Dashboard Review

1. K – 12 Dashboard Review (Schultz)

Mr. Schultz and Mr. Moeller spoke about new dismissal procedures which will add efficiency and promote safety of students.

2. Institutional Health Goals (Hooper/Raschdorf)

Mr. Raschdorf and Ms. Hooper provided an update on the school’s financials.

G. Facilities (Schundler)

Mr. Schundler provided an update on the Canal Crossing progress.

H. Policies/ Handbook

Roll Call Vote on Policies/ Handbooks:

Motion: Sal Risalvato
Seconded: Rich Valdes

Yes: Nicole Jackson, Sal Risalvato, Rich Valdes, Sam Mikhail, Kathy Mone

No: None

Absent: Maggie Johnson, Jessica Lisboa

1. **2023-08-17-1** Resolved, the BCCS Board of Trustees approves revisions to the SY2023-2024 Employee Handbook which updates procedures for Personal Sick Days to comply with the newly adopted State of New Jersey laws. In addition, these revisions shall be incorporated within the Employee Handbook once final approval is provided by the BCCS Board Attorneys.

2. **2023-08-17-2** Resolved, the BCCS Board of Trustees approves the SY2023-2024 BCCS Aftercare and Lunch Program Handbook which is provided as an attachment.
3. **2023-08-17-3** Resolved, the BCCS Board of Trustees approves the SY2023-2024 Aftercare Family Program Handbook which is provided as an attachment.
4. **2023-08-17-4** Resolved, the BCCS Board of Trustees approves the SY2023-2024 Sports Medicine Policy and Procedures which is provided as an attachment.
5. **2023-08-17-5** Resolved, the BCCS Board of Trustees approves the SY23-24 Standing Orders for Nursing provided as an attachment.
6. **2023-08-17-6** Resolved, the BCCS Board of Trustees approves the SY23-24 BCCS Emergency and Crisis Plan which is provided as an attachment to this agenda.

I. Human Resources

Roll Call Vote on Human Resources Section, Items 1 through 9.

Motion: Sal Risalvato

Seconded: Rich Valdes

Yes: Nicole Jackson, Sal Risalvato, Rich Valdes, Sam Mikhail, Kathy Mone

No: None

Absert: Maggie Johnson, Jessica Lisboa

1. **2023-08-17-7** Resolved, The BCCS Board of Trustees approves the hiring of the new employees per Appendix A, Section I for school year 2023-2024 effective as noted through 6/30/2024.
2. **2023-08-17-8** 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. **2023-08-17-9** Resolved, The BCCS Board of Trustees reports the following Resignations:

Employee Name	Position	Resignation Date	Status
Employee ID 142	Teacher	8/7/2023	Resignation
Employee ID 540	Teacher	8/11/2023	Resignation
Employee ID 622	Teacher	8/10/2023	Resignation
Employee ID 619	Bus Aide	6/30/2023	Resignation

Employee ID 605	Bus Aide	6/30/2023	Resignation
Employee ID 538	Bus Driver	7/31/2023	Resignation

4. **2023-08-17-10** Resolved, the BCCS Board of Trustees approves the Year End Contract Bonuses for Bus Drivers. See Appendix A, Section III for the list of awarded Bus Drivers.
5. **2023-08-17-11** Resolved, the BCCS Board of Trustees approves the Year End Contract Bonuses for Bus Aides. See Appendix A, Section IV for the summary of awarded Bus Aides.
6. **2023-08-17-12** Resolved, the Board of Trustees approves the Contract Signing Bonuses for Bus Drivers. See Appendix A, Section V.
7. **2023-08-17-13** Resolved, the Board of Trustees approves the Contract Signing Bonuses for Bus Aides. See Appendix A, Section VI.
8. **2023-08-17-14** Resolved, the BCCS Board of Trustees approves the final Summer School Stipends which are provided as an attachment in Appendix G. The stipend amounts represent the finalized actuals due to staffing changes.
9. **2023-08-17-15** Resolved, the BCCS Board of Trustees approves the following Instructional Staff stipends as outlined in Appendix A, Item VII.
10. **2023-08-17-16** Resolved, the BCCS Board of Trustees approves a stipend amount of \$250 for staff for mentoring SY23-24 Middle School and High School new hires in the amount of \$250.

Roll Call Vote on Item 10, Stipend for High School and Middle School New Hire mentorship.

Motion: Sal Risalvato
 Seconded: Nicole Jackson

Yes: Nicole Jackson, Sal Risalvato, Rich Valdes, Sam Mikhail, Kathy Mone
 No: None
 Absent: Maggie Johnson, Jessica Lisboa

J. Business

Roll Call on Business Section, Items 1 through 16.

Motion: Sal Risalvato
 Seconded: Rich Valdes

Yes: Nicole Jackson, Sal Risalvato, Rich Valdes, Sam Mikhail, Kathy Mone
 No: None
 Absent: Maggie Johnson, Jessica Lisboa

1. **2023-08-17-17** Resolved, the BCCS Board of Trustees authorizes the School Business

Administrator to fund the payrolls of 7/31/2023 and 8/15/2023 each in the amount of \$260,000 and \$260,000, respectively. Payroll amounts include Employer Payroll Taxes.

2. **2023-08-17-18** Resolved, the BCCS Board of Trustees authorizes the Payment of Claims of \$906,733.94 for the period 7/01/2023 through 8/16/2023.
3. **2023-08-17-19** Resolved, the BCCS Board of Trustees approves the SY23-24 Student Incentives Budget as outlined:

Academy/ Grade(s)	SY23-24 Annual Amount per Grade	Total per Academy
Elementary School/ Grades K through 5	\$2,000	\$12,000
Middle School/ Grades 6 through 8	\$2,500	\$7,500
High School/ Grades 9 through 12	\$3,000	\$12,000
Total		\$31,500

4. **2023-08-17-20** Resolved, the BCCS Board of Trustees approves the SY23-24 Staff Incentives Budget as outlined:

Academy	SY23-Annual Amount per Academy
Elementary	\$10,000
Middle School	\$5,000
High School	\$5,000
Total	\$20,000

5. **2023-08-17-21** Resolved, the BCCS Board of Trustees approves an agreement with SD Gameday for Per Diem (Substitute only) Athletic Trainer Services at a cost of \$65/hour during the week and \$70/hour on weekends. The SD Gameday agreement is provided as an attachment.
6. **2023-08-17-22** Resolved, the BCCS Board of Trustees approves the SY23-24 Field Trip Incentive budget totaling \$130,000 representing \$10,000 per grade level for Kindergarten through 12th Grade.
7. **2023-08-17-23** Resolved, the BCCS Board of Trustees approves the SY23-24 Clubs/Activity Budget totaling \$75,000 for Kindergarten through 12th Grade. Specific Club details shall be provided in the September Board Meeting.
8. **2023-08-17-24** Resolved, the BCCS Board of Trustees approves the SY23-24

Afterschool Tutoring and Saturday Academy Budget totaling \$45,000 using Title I funds for Grades 6 through 12th. Specific staff names shall be provided during the September meeting.

9. **2023-08-17-25** Resolved, the BCCS Board of Trustees approves an agreement with New Jersey City University (NJCU) for SY23-24 for NJCU Interns up to a cost of \$60,000 to be paid with Title I funds. The agreement is included as an attachment.
10. **2023-08-17-26** Resolved, the BCCS Board of Trustees approves a revision to the SY23-24 Shared Services Agreement which incorporates a provision for Educational Support Services at a rate of \$35/Hour effective July 1, 2023.
11. **2023-08-17-27** Resolved, the BCCS Board of Trustees approves a one time fee for SY23-24 CCI Voice for an additional 21 subscription and licenses for a total cost of \$3,045 with a monthly fee of \$12.60 for CCI Cloud Care.

Description	Quantity	Cost per Item	Total Cost
Switchvox User with 1 Year Titanium Support and Maintenance Subscription	21	\$85/user	\$1,785
Titanium License Renewal 4 Year (tech support)	21	\$60/license	\$1,260
Total			\$3,045

12. **2023-08-17-28** Resolved, the BCCS Board of Trustees approves a Memorandum of Understanding (MOU) between BCCS and Hopes Cap, Inc to mutually promote community services for BCCS scholars and/or families for the period September, 2023 through June, 2024. The MOU is included as an attachment to the agenda.
13. **2023-08-17-29** Resolved, the BCCS Board of Trustees approves a Memorandum of Understanding between BCCS and Partners in Prevention to implement prevention education and outreach to the Hudson County Community for the period of August, 2023 to August, 2024
14. **2023-08-17-30** Resolved, the BCCS Board of Trustees approves a write-off of negative lunch balances in the amount of \$35,833.60 carried forward from SY22-23. This write-off shall reduce the Food Services income account.
15. **2023-08-17-31** Resolved, the BCCS Board of Trustees approves a SY23-24 agreement with Sensory Kids for Therapy services at \$100/hour for Speech Therapy and Occupational Therapy services. This agreement includes the following services: ST & OT services per IEPs and 504 plans currently in place, Initial evaluations and re-evaluations, Progress reports and EOY summaries, Classroom observations, Attendance at Parent Meetings, Participation in monthly CST meetings, Administrative activities, Remote/

teletherapy services as needed.

16. **2023-08-17-32** Resolved the BCCS Board of Trustees approves a SY23-24 agreement with Educational Services Commission Testing for Child Study Team Services which includes Re-evaluations/ Initial Evaluations for 45 students @ \$880 each totaling \$39,600. In addition, if services are not rendered to the extent projected, BCCS will be refunded any unused portion.

17. **2023-08-17-33** Resolved, the BCCS Board of Trustees approves these Model United Nations field trip(s), dates and estimated costs for BCCS High School student delegates for SY23-24 for a total of up to \$13,000 as follows:

Model UN Conference Name	Date(s)	Estimated # of Student Delegates/ Advisors	Estimated trip total cost	Location
UCONN Model UN	11/3/23-11/5/23	24 Students/ 2 Advisors	\$2,776	Storrs, CT
American Model UNC	2/2/24-2/4/24	24 students/ 2 Advisors	\$4,220	Washington D.C.
Global Citizens Model UN	3/7/24-3/9/24	24 Students/ 2 Advisors	\$5,050	New York, NY
North Model UN	4/27/24-4/29/24	25 Students/ 2 Advisors	\$816	Edison, NJ

Roll Call for Business Section, Item 17, Business Section, High School Model United Nations Field Trips.

Motion: Sal Risalvato
 Seconded: Sam Mikhail

Yes: Nicole Jackson, Sal Risalvato, Rich Valdes, Sam Mikhail, Kathy Mone
 No: None
 Absent: Maggie Johnson, Jessica Lisboa

18. **2023-08-17-34** Resolved, the BCCS Board of Trustees approves the graduation and scholar celebration costs (eg field trips) for the 12th Grade for SY 23-24 totaling \$70,000. Note an Itemization of previous year SY22-23 is included as Appendix C and D. In addition, a breakdown of \$2,294 in total expenses is included in Appendix B for items purchased and used for all SY2-23 graduation events.

Summary of Graduation and Celebration Costs for SY23-24:

Academy/ Grade	Total Cost Approved	Graduation Fee per Scholar
HS/12th Grade	\$70,000	\$120

Roll Call for Business Section, Item 18, 12th Grade Graduation Expenses for SY23-24.

Motion: Sal Risalvato
Seconded: Sam Mikhail

Yes: Nicole Jackson, Sal Risalvato, Rich Valdes, Sam Mikhail, Kathy Mone
No: None
Absent: Maggie Johnson, Jessica Lisboa

19. **2023-08-17-35** Resolved, the BCCS Board of Trustees approves the graduation and scholar celebration costs (including field trips) for the 8th Grade for SY23-24 totaling \$30,000.

Academy/ Grade	Total Cost Approved	Graduation Fee per Scholar
MS/ 8 th Grade	\$30,000	\$50.00

Roll Call Vote on Item 19, 8th Grade Graduation and Scholar Celebration Costs.

Motion: Kathy Mone
Seconded: Sal Risalvato

Yes: Nicole Jackson, Sal Risalvato, Rich Valdes, Sam Mikhail, Kathy Mone
No: None
Absent: Maggie Johnson, Jessica Lisboa

Other Business:

1. For BCCS Board of Trustees review purposes only, Appendix E is included as an attachment to the Agenda and summarizes staff and student incentive costs for SY22-23 with balances outlined here:

	Staff Incentives	Scholar Incentives
Approved	\$20,000	\$30,000
Used	\$10,662	\$17,130
Balance Remaining	\$9,338	\$12,870

2. For BCCS Board of Trustees review purposes only, Appendix F is included as an attachment to the agenda and summarizes the SY22-23 allocations for Field Trips. The total SY22-23 allocation for BCCS was \$130,000 and of that amount, \$52,347 remains unapplied.

K. New Business

No New Business.

L. Executive Session

M. Public Comment on Non-Agenda Items

No Public Comments.

N. Adjournment

Adjournment at 1:25 PM.

Motion by Rich Valdez and seconded by Sal Risalvato. All were in favor of adjournment.