

**BelovED Community Charter School  
Board of Trustees Meeting  
January 18, 2024  
508 Grand Street Jersey City, NJ 07302**

**Board Meeting Minutes**

In-person meeting in the 508 Grand Street Multi-Purpose Room with Virtual Zoom Meeting at 5:30 PM

- 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.  
Meeting called to order at 5:32 PM.

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

\*Annjo Balbutin joined remotely at 5:36PM.

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.

There were no public comments on the Agenda.

D. Vote on the Minutes of the Regular Board Meeting of December 14, 2023.  
Motion by Kathy Mone and seconded by Nicole Jackson and all were in favor.

E. Performance Dashboard Review

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

K. Schultz provided a hard copy update on the school performance dashboard data which was provided with the agenda.

2. Institutional Health Goals (Hooper)

M. Hooper provided a hard copy of the current budgetary financials as of 12/31/2023 and was provided with the agenda.

F. Facilities (Schundler)

No facility matters were discussed at this meeting.

G. Policies

**Roll Call Vote on G. Policies, Item 1:**

Motion: Kathy Mone

Seconded: Nicole Jackson

Yes: Annjo Balbutin, Nicole Jackson, Kathy Mone, Sam Mikhail, Sal Risalvato

No: None

Absent: Rich Valdes

1. **2024-01-18-01** Resolved, The BCCS Board of Trustees affirms the following policies were voted on and passed by resolution but were inadvertently omitted from the minutes:

- a. School Records & Reports
- b. Contracts for Goods or Services Funded by Federal Grants.
- c. Reimbursement of Federal and other Grants Expenditures
- d. Federal Awards/Funds Internal Controls - Allowability of Costs
- e. Federal Awards/Funds Internal Controls – Mandatory Disclosures
- f. Federal Awards/Funds Internal Controls – Conflict of Interest

Section G Policies, item 2 was tabled for the February Board Meeting.

2. Resolved, the BCCS Board of Trustees approves a revised Substance Abuse Policy provided in Appendix B to this agenda.

H. Human Resources

**Roll Call Vote on Human Resources section H, items 1 through 12:**

Motion: Kathy Mone

Seconded: Nicole Jackson

Yes: Annjo Balbutin, Nicole Jackson, Kathy Mone, Sam Mikhail, Sal Risalvato

No: None

Absent: Rich Valdes

1. **2024-01-18-02** 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. **2024-01-18-03** Resolved, The BCCS Board of Trustees reports the following Resignations:

<b>Employee Name</b>	<b>Position</b>	<b>Resignation Date</b>	<b>Status</b>
Michael Conway	Employee ID 402	12/21/2023	Resignation
Eric Boonstra	Employee ID 319	1/2/2024	Resignation
Tamesha Griffin	Employee ID 781	1/2/2024	Resignation
Jaiden Johnson	Employee ID 647	1/2/2024	Resignation

3. **2024-01-18-04** Resolved, The BCCS Board of Trustees approves the retention bonuses, outlined in Instructional Staff contracts, as summarized in Appendix A, Section II.
4. **2024-01-18-05** Resolved, The BCCS Board of Trustees approves the use of Title I Funds for Home Instruction stipends as summarized in Appendix A, Section III.
5. **2024-01-18-06** Resolved, The BCCS Board of Trustees approves the Substitute Teaching stipends as outlined on Appendix A, Section IV.
6. **2024-01-18-07** Resolved, The BCCS Board of Trustees approves the use of Title I Funds for Other Instructional Staff salaries for the period 9/1/2023 through 12/31/2023 as outlined in Appendix C.
7. **2024-01-18-08** Resolved, The BCCS Board of Trustees approves the Clubs and Activities stipends as outlined in Appendix A, Section V.
8. **2024-01-18-09** Resolved, The BCCS Board of Trustees approves the Tutoring stipends for Instructional Staff to be funded by Title I funds as outlined in Appendix A, Section VI.
9. **2024-01-18-10** Resolved, The BCCS Board of Trustees approves the Instructional Staff stipends as outlined in Appendix A, Section VII.
10. **2024-01-18-11** Resolved, The BCCS Board of Trustees approves the Operations Staff stipends as outlined in Appendix A, Section VIII.
11. **2024-01-18-12** Resolved, The BCCS Board of Trustees approves the

Elementary School Clubs and Activities Staff and Stipends as outlined in Appendix A, Section X.

12. **2024-01-18-13** Resolved, The BCCS Board of Trustees approves the temporary re-location of Employee I.D. 64 pending an investigation.

I. Business

**Roll Call Vote on Business Section I, items 1 through 9:**

Motion: Kathy Mone

Seconded: Nicole Jackson

Yes: Annjo Balbutin, Nicole Jackson, Kathy Mone, Sam Mikhail, Sal Risalvato

No: None

Absent: Rich Valdes

1. **2024-01-18-14** Resolved, The BCCS Board of Trustees authorizes the School Business Administrator to fund the payrolls of 12/29/2023 and 1/12/2024 each in the amount of \$763,000 and \$659,000 respectively. Payroll amounts include Employer Payroll Taxes.
2. **2024-01-18-15** Resolved, The BCCS Board of Trustees authorizes the Payment of Claims of \$900,751.51 for the period 12/15/2023 through 1/18/2024.
3. **2024-01-18-16** Resolved, The BCCS Board of Trustees approves the class trips as outlined in Appendix A, Section IX.
4. **2024-01-18-17** Resolved, The BCCS Board of Trustees approves an expenditure of \$7,175 payable to Phenom Sportwear for Athletics Uniforms as follows (number of uniforms to be provided):

MS Basketball Sets	\$2,800
HS Boys Basketball Sets	\$1,855
HS Basketball Sets	<u>\$2,520</u>
Total	\$7,175
5. **2024-01-18-18** Resolved, The BCCS Board of Trustees approves a payment to contractor William Bransky in the amount of \$2,800 (56 hours @ \$50/hour) for wall installation in High School Room 103 during the period 12/16-12/22/2023.
6. **2024-01-18-19** Resolved, The BCCS Board of Trustees approves the payment of \$8,667 to Empowerment Academy (EACS) for employment advertising costs provided by Workable. BCCS and EACS are sharing the advertising costs evenly.
7. **2024-01-18-20** Resolved, The BCCS Board of Trustees approves a payment to Friends of Quality Education for requisition #37 in the amount of \$73,315.49. Expenditure details are provided as an attachment to the agenda.

8. **2024-01-18-21** Resolved, The BCCS Board of Trustees approves a purchase totaling \$1,248.75 for 25 custom shirts for the high school Basketball team at a cost of \$49.95 each.
9. **2024-01-18-22** Resolved, the BCCS Board of Trustees approves the conferences of Instructional and Operational staff as outlined in Appendix A, Section X.

J. Other Business

1. Discussion of New Board Member to replace Maggie Johnson.

There was a discussion on a potential new board member for the BCCS Board of Trustees to replace Maggie Johnson who resigned.

K. Executive Session

Motion to enter Executive session at 5:40 PM by Kathy Mone and was seconded by Sal Risalvato and all were in favor.

Motion to exit Executive session at 6:45 PM by Kathy Mone and seconded by Nicole Jackson and all were in favor.

L. Public Comment on Non-Agenda Items

There were no public comments on Non-Agenda items.

M. Adjournment at 7:00 PM.

Sal Risalvato motioned to adjourn at 7 PM and Nicole Jackson seconded and all were in favor.