**Vineland Public Charter School
Work Session/Regular Board Meeting
June 21, 2021
Convenes at 5:30 p.m. in the Cafeteria at 1480 Pennsylvania Ave, Vineland NJ, 08361**

|  |  |
| --- | --- |
| I. | CALLED TO ORDER |
|   | A. | Call to Order by the Board President \_\_\_\_\_ PM |
| II. | STATEMENT FOR THE BOARD OF TRUSTEES MEETING |
|   | A. | Public Notice of this Meeting was advertised in the South Jersey Times on and the Reminder on June 17, 2021. |
| III. | PLEDGE OF ALLEGIANCE |
|   | A. | Led by \_\_\_\_\_\_ |
| IV. | ROLL CALL |
|   | A. | Vanessa Phillips, President Art Capriotti, Trustee Fatma Gadalla, Trustee Octavio Mendez, Trustee Tessa McKenna, Trustee |
|   | B. | Also Present: |
|   |   | 1. | CCCSN Executive Director CCCSN Deputy Director Christina Murphy, Board Secretary/Business AdministratorCourtney Alvarez, Director of Human Resources Bian Caulford, Comptroller Kim Garcia, Principal Matthew Larson, Assistant Principal Joseph Zlotek, Assistant Principal Annemarie Lucchesi, Bookkeeper |
| V. | REVIEW OF AGENDA |
|   | A. | Questions |
| VI. | OPEN TO PUBLIC |
|   |   | 1. | The public may ask questions pertaining to agenda items only. |
| VII. | ADJOURNMENT OF WORK SESSION |
|   | A. | Motion by \_\_\_\_\_\_\_ and second by \_\_\_\_\_\_ to adjourn the work session at \_\_\_\_\_\_ PM. |
|   | B. | ALL IN FAVOR |
| VIII. | CALLED TO ORDER |
|   | A. | Regular meeting called to order by the Board President at \_\_\_\_\_\_ PM. |
|   | B. | ROLL CALL |
| IX. | RECOMMENDATION FOR THE BOARD OF TRUSTEES |
|   | A. | Motion by \_\_\_\_\_ and second by \_\_\_\_\_ to certify the continuing appointments as listed below: |
|   |   | 1. | Fatma Gadalla - term expiring June 2024 |
|   | B. | ROLL CALL |
| X. | ELECTION OF OFFICERS |
|   | A. | The Board Secretary opens the floor for nominations for Board President |
|   |   | 1. | Motion by \_\_\_\_ and second by \_\_\_\_ to nominate \_\_\_\_ for Board President. |
|   |   | 2. | Motion by \_\_\_\_ and second by \_\_\_\_ to nominate \_\_\_\_ for Board President. |
|   |   | 3. | Motion by \_\_\_\_ and second by \_\_\_\_ for the Board Secretary to close the floor nominations for Board President. |
|   |   | 4. | Roll Call to appoint \_\_\_\_ as President of the Board of Trustees. |
|   |   | 5. | The Board President assumes control of the meeting at \_\_\_\_ PM. |
|   | B. | The Board President opens the floor for nominations for Vice President. |
|   |   | 1. | Motion by \_\_\_\_ and second by \_\_\_\_ to nominate \_\_\_\_for Board Vice President. |
|   |   | 2. | Motion by \_\_\_\_ and second by \_\_\_\_ to nominate \_\_\_\_for Board Vice President. |
|   |   | 3. | Motion by \_\_\_\_ and second by \_\_\_\_ for the Board President to close the floor for nominations for Vice President. |
|   |   | 4. | Roll Call to appoint \_\_\_\_ as Vice President of the Board of Trustees. |
|   | C. | ROLL CALL |
| XI. | APPOINTMENT OF PROFESSIONALS |
|   | A. | Motion by \_\_\_\_\_ and second by \_\_\_\_\_ to approve items #1 through #5 under Appointment of Professionals. |
|   |   | 1. | Recommend approval to appoint Michael Shawaryn as the Certified Educational Facilities Manager for the period July 1, 2020 through June 30, 2021. |
|   |   | 2. | Recommend approval to appoint Stephen Kriso, M.D., as School Physician for the 2020-2021 school year at an annual rate of $1,000. |
|   |   | 3. | Recommend approval to appoint Michael Shawaryn as the AHERA program manager for the 2020-2021 school year. |
|   |   | 4. | Recommend approval to appoint Dennis Zakroff as the School Business Administrator/Board Secretary through the shared services agreement with Vineland Public Charter School. |
|   |   | 5. | Recommend approval to appoint Bowman and Company, LLP, as School Auditor for the 2021-2022 school year. The unmodified external peer review has been received and reviewed. |
|   | B. | ROLL CALL |
| XII. | BUSINESS AND OPERATIONS |
|   | A. | Motion by \_\_\_\_\_ and second by \_\_\_\_\_ to approve items #1 through #13 under Business and Operations. |
|   |   | 1. | Recommend approval of Ocean First Bank as the Official Depository for the 2020-2021 school year. |
|   |   | 2. | Recommend approval of the following bank accounts with Ocean First Bank and the duly elected and appointed officials as signatories: Acct Title Acct # Signers General 647400112 Board Sec., Board Pres., Treasurer\* Payroll 647400104 Board Sec., Board Pres., Treasurer\* Payroll Agency 647400310 Board Sec., Board Pres., Treasurer\* Unemployment 647400302 Board Sec., Board Pres., Treasurer\* Student Activity 647400294 Board Sec., Board Pres., Treasurer\* \* Treasurer is alternate signatory |
|   |   | 3. | Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2021-2022 school year. |
|   |   | 4. | Recommend approval that the Board Secretary, or designee, has the authority to wire transfer funds between the Board of Trustees' bank accounts as necessary. |
|   |   | 5. | Recommend approval to conduct Board of Trustee meetings according to the Parliamentary authority established by Robert's Rules of Order. |
|   |   | 6. | Recommend approval of deductions from employees' paychecks to VOYA and Lincoln Investment as tax sheltered 403(b) plans and Colonial Life - Roth 403(b) and disability insurance. |
|   |   | 7. | Recommend approval of the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts for New Jersey Public Schools. |
|   |   | 8. | Recommend approval to appoint Christina Murphy as the Qualified Purchasing Agent to authorize the purchase of all goods and services up to the bid threshold, as per code, for the time period July 1, 2021 through June 30, 2022, and to establish the bid threshold at $44,000 and the Quote threshold at $6,600. |
|   |   | 9. | Recommend approval for Dennis Zakroff, Business Administrator, to make payments on behalf of the Board of Trustees when such payments ensure the health and safety of students or ensure orderly operation of the school. |
|   |   | 10. | Recommend approval to adopt the Board of Trustees Policy Manual, procedures, textbooks and curriculum as presented on file for the 2021-2022 school year. |
|   |   | 11. | Recommend approval to establish a petty cash fund in the amount of $200 for the 2021-2022 school year. |
|   |   | 12. | Recommend approval of the following school district officials for the 2021-2022 school year. Lead Person - Kim Garcia Title IX Coordinator - Dr. Valerie James-Kemp Public Agency Compliance Officer - Dennis Zakroff Affirmative Action Officer - Courtney Alvarez 504 Officer - Dr. Valerie James-Kemp |
|   |   | 13. | Recommend approval for Dennis Zakroff, Business Administrator, to make adjusting entries as necessary to finalize the 2020-2021 accounting records. |
|   | B. | ROLL CALL |
| XIII. | OPEN TO PUBLIC |
| XIV. | APPROVE MINUTES |
|   | A. | Motion by \_\_\_\_\_ and second by \_\_\_\_\_ to approve the Minutes of the Regular and Executive session meetings held on May 24, 2021. |
|   | B. | ROLL CALL |
| XV. | OLD BUSINESS |
| XVI. | FINANCE |
|   | A. | Motion by \_\_\_\_\_ and second by \_\_\_\_\_ to approve items 1 through 28 under Finance. |
|   |   | 1. | Recommend approval of line item transfers for the Month of May 2021. (Backup L-1) |
|   |   | 2. | Recommend the approval of the Board Secretary's Reports in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2021. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A - 16.10(c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year which the board is not certifying.(Backup materials L-2) |
|   |   | 3. | Recommend the approval of the Treasurer's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2021. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2021.(Backup materials L-3) |
|   |   | 4. | Recommend approval of the bills as attached in the amount of $383,628.11. |
|   |   | 5. | Recommend approval of the following payrolls (Backup L-5): May 31, 2021 - $106,484.83June 15, 2021 - 106,349.91 |
|   |   | 6. | Approve the Board of Education Certification - pursuant to N.J.A.C. 6A:23A-16.10(c) 3, we certify that after review of the secretary's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. |
|   |   | 7. | Recommend to approve the expense reclassification report for May 2021. (Backup L-6) |
|   |   | 8. | To accept DonorsChoose.org donation as attached for Ms.Nagle's classroom. (Back-up L-7) |
|   |   | 9. | To approve Tuition Reimbursement for Stefanie Alvarez for $5565 ($1855 split between VPCS, MPCS, BPCS). (Back-up L-8) |
|   |   | 10. | Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2021-2022 school year. |
|   |   | 11. | Recommend to approve that pursuant to PL 2015, Chapter 47 Bridgeton Public Charter School intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. Seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200..(Back-up L-9) |
|   |   | 12. | Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY21. |
|   |   | 13. | Recommend approval to use up to the full fund balance for budgeting purposes. |
|   |   | 14. | Recommend approval to submit the Annual Report. |
|   |   | 15. | Recommend approval to participate in a joint purchasing system with MPCS and BPCS with VPCS as "Lead Agency" for the 2021-2022 school year. |
|   |   | 16. | Recommend to approve the VPCS SAIF Liability Insurance Renewal for a rate of $82,246. (Back-up L-10) |
|   |   | 17. | Recommend to approve the VPCS SAIF Liability Insurance Renewal for a rate of $82,246. (Back-up L-10) |
|   |   | 18. | Recommend approval to accept and submit the application the following grant allocations for the 2021-2022 school year: Title I Part A - $129,357 Title II Part A - $15,195 Title III - $600 (Refused because less than $10,000 as required) Title IV - $10,000 IDEA Basic - $$72,173 IDEA Preschool - $5,062 ARP ESSER - $648,674  |
|   |   | 19. | Recommend to approve the VPCS Student Accident Insurance with Rue Insurance (Philadelphia Indemnity Insurance Company), effective July 1, 2021 through June 30, 2022 in the amount as specified in the attached. (Back-up L-11) |
|   |   | 20. | Recommend to approve the agreement Strauss Esmay Associates. (Back-up L-12) |
|   |   | 21. | Recommend to approve the agreement with Brookfield Schools in the amount of $25.00 aday. (Back-up L-13) |
|   |   | 22. | Recommend to approve the contract with Stockton University for SRI & ETTC in the amount of $1,421 (Back-up L-14)  |
|   |   | 23. | Recommend to approve the agreement with Brookfield Schools for Home or Out-of School Instruction (Back-up L-15) |
|   |   | 24. | Recommend to approve the pending contract with Shepherd Bus Service for the 2021-2022 School Year (Back-up L-16) |
|   |   | 25. | Recommend to approve the contract with GoGuardian in the amount of $9,210. (Back-up L-17) |
|   |   | 26. | Recommend to approve the contract for the 2021-2022 school year with LINK-IT in the amount of $25,997 (Back-up L-18) |
|   |   | 27. | Recommend to approve the contract with Viking Pest control in the amount of $61 a month. (Back-up L-19) |
|   |   | 28. | Recommend to approve the contract with Viking Pest Control in the amount of $122 a month (Summer Months) (Back-up L-20) |
|   | B. | ROLL CALL |
| XVII. | POLICY UPDATES |
|   | A. | Motion by \_\_\_\_\_ and second by \_\_\_\_\_ to approve items 1 and 2 under Policy. |
|   |   | 1. | To approve the First Reading of Policy #223 (See attached) |
|   |   | 2. | To approve the First Reading of the Safe Return Plan. (POL-1) |
|   | B. | ROLL CALL |
| XVIII. | PERSONNEL |
|   | A. | Motion by \_\_\_\_ and second by \_\_\_\_\_ to approve items 1 through 4 under Personnel. |
|   |   | 1. | Recommend approval of the staff list and salaries for the 2020-2021 school year as attached. (Backup PER-1) |
|   |   | 2. | Recommend approval of the personnel actions as listed in the attached. (Backup PER-2) |
|   |   | 3. | To approve appointment of Dennis Zakroff as the School Business Administrator effective 7/1 in shared service agreement with BPCS. |
|   |   | 4. | Recommend approval of the Marzano evaluation tool for Teachers and Administrators for the 2021-2022 school year. |
|   | B. | ROLL CALL |
| XIX. | FACILITIES (NONE) |
| XX. | SCHOOL OPERATIONS  |
|   | A. | Motion by \_\_\_\_\_ and second by \_\_\_\_\_ to accept the Principal's reports. |
|   |   | 1. | Reports as presented by Mr. Joseph Zlotek  |
|   | B. | ROLL CALL |
| XXI. | EXECUTIVE DIRECTOR'S REPORT |
|   | A. | Motion by \_\_\_\_\_ and second by \_\_\_\_\_ to accept the Executive Director's reports. |
|   |   | 1. | Report as presented by Dr. Garcia. |
|   | B. | ROLL CALL |
| XXII. | ADJOURNMENT |
|   | A. | Motion by \_\_\_\_\_ and second by \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_ PM. |
|   | B. | ALL IN FAVOR |
|   | C. | Next Meeting is on July 26, 2021.  |