Vineland Public Charter School
Regular Board Meeting Minutes
June 17, 2026
Convenes at 5:30 pm in the Cafeteria at 1480 Pennsylvania Ave, Vineland NJ 08361

I. CALLED TO ORDER

A. Call to Order by the Board President 5:34 PM

II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING

A. Public Notice of this Meeting was advertised in the South Jersey Times and The Reminder on June 27, 2025.

III. PLEDGE OF ALLEGIANCE

A. Led by Mr. Dennis Zakroff

IV. ROLL CALL

A. Vanessa Phillips, President- Present
Will Palmer, Vice President-Absent
Fatma Gadalla, Trustee-Absent
Octavio Mendez, Trustee- Present
Vanessa Bones, Trustee- Present

B. Also Present:

1. Matthew Ackiewicz, Superintendent -Present
CCCSN Executive Director-Present
CCCSN Deputy Director-Present
Dr. Valerie James, Chief Academic Officer -Absent
Dennis Zakroff, Board Secretary/Business Administrator-Present
Christina Murphy, Treasurer -Present
Joseph Keyek, Facilities Manager-Present
Jennifer Hagan, HR Coordinator-Present
Mr. Matthew Larson, Principal- Present
Mr. Joseph Zlotek, Assistant Principal -Present

V. REVIEW OF AGENDA

A. Questions- No Questions

VI. OPEN TO THE PUBLIC

1. The public may ask questions pertaining to agenda items only. No public

VII. Election of Officers

A. The Board Secretary opens the floor for nominations for Board President

1. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Bones to nominate Ms. Vanessa Phillips for Board President
2. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Bones for Board Secretary to close the floor nominations for Board President.
3. Roll Call to appoint Ms. Vanessa Phillips as President of the Board of Trustees.
ROLL CALL

Ms. Vanessa Phillips- Yes
Mr. Octavio Mendez- Yes
Ms. Vanessa Bones - Yes

4. The Board President assumes control of the meeting at 5:37 PM.

B. The Board President opens the floor for nominations for Vice President.

1. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Phillips to nominate Ms. Vanessa Bones for Board Vice President.
2. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Phillips for the Board President to close the floor for nominations for Vice President.
3. Roll Call to appoint Ms. Vanessa Bones as Vice President of the Board of Trustees.

VIII. ROLL CALL
Ms. Vanessa Phillips- Yes
Mr. Octavio Mendez- Yes
Ms. Vanessa Bones – Yes

IX. Appointment of Professionals

A. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Bones to approve items 1 through 6 under Appointment of Professionals.

1. Recommend approval to appoint Joseph Keyek as the Certified Educational Facilities Manager for the period July 1, 2026 through June 30, 2027.
2. Recommend approval to appoint Brian Davis, D.D., as School Physician for the 2026-2027 school year at an annual rate of $1000.00.
3. Recommend approval to appoint Joseph Keyek as the AHERA program manager for the 2026-2027 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 PKF O"Connor Davies, as School Auditor for the 2026-2027 school year. The unmodified external peer review has been received and reviewed.
6. Recommend approval to appoint Jodi Howlett of Capehart Scatchard as school board attorney.

X. ROLL CALL
Ms. Vanessa Phillips- Yes
Mr. Octavio Mendez- Yes
Ms. Vanessa Bones – Yes

All were in favor and the motion carried.

XI. Business and Operations

A. Motion by Ms. Vanessa Phillips and second by Ms. Vanessa Bones to approve items 1 through 13 under Business and Operations.

1. Recommend approval of Ocean First Bank as the Official Depository for the 2026-2027 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 2026-2027 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 Dennis Zakroff 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, 2026 through June 30, 2027, and to establish the bid threshold at $53,000 and the Quote threshold at $7,500.
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 2026-2027 school year.
11. Recommend approval to establish a petty cash fund in the amount of $200 for the 2026-2027 school year.
12. Recommend approval of the following school district officials for the 2026-2027 school year.
    Lead Person - Matthew Ackiewicz
    Title IX Coordinator - Dr. Matthew Larson
    Public Agency Compliance Officer - Dennis Zakroff
    Affirmative Action Officer - Dennis Zakroff
    504 Officer - Mr. Matthew Larson
13. Recommend approval for Dennis Zakroff, Business Administrator, to make adjusting entries as necessary to finalize the 2025-2026 accounting records.

XII. ROLL CALL
Ms. Vanessa Phillips- Yes
Mr. Octavio Mendez- Yes
Ms. Vanessa Bones – Yes

All were in favor and the motion carried.

XIII. APPROVE MINUTES

A. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Bones to approve the Minutes of the Regular and Executive session meeting held on May 11, 2026.

B. ROLL CALL
Ms. Vanessa Phillips- Yes
Mr. Octavio Mendez- Yes
Ms. Vanessa Bones – Yes

All were in favor and the motion carried.

XIV. OLD BUSINESS (NONE)

XV. FINANCE

A. Motion by Ms. Vanessa Bones and second by Mr. Octavio Mendez to approve items 1 through 27 under Finance.

1. Recommend approval of line-item transfers for the Month of May 2026. (Backup L-1)
2. Recommend the approval of the Board Secretary's Reports in May. 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 now certifying. (Backup 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 2026. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2026. (Backup L-3)
4. Recommend approval of the May bills as attached in the amount of $612,208.80 (Back-up L-4)
5. Recommend approval of the following payrolls (Backup L-5)
   May 15, 2026 - $155,818.23
   May 31, 2026 - $153,468.65
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 proposed contract for School Physician Dr. Brian Davis for the 2026-2027 school year. (Back-up L-7)
8. Recommend to approve the renewal agreement with 2gnoMe for the 2026-2028 school years. (Back-up L-8) Using the Danielson Observation tool for teachers’ observations for 2026-2028 school years.
9. Recommend to approve the invoice from Stockton University (SRI&ETTC) in the amount of $1,806.25. (Back-up L-9)
10. Recommend to approve and award the winning bid for custodial services at VPCS to ABS Facility Solutions. (Back-up L-10)
11. Recommend to approve the service agreement with Omn i&TSACG Compliance Services in the amount of $1,500.00. (Back-up L-11)
12. Recommend to approve the proposal from Krise Services for the installation of a gym curtain in the amount of $3,914.91. (Back-up L-12)
13. Recommend to approve the estimate from Krise Services in order to replace a wall hydrant in the amount of $1,453.29. (Back-up L-13)
14. Recommend to approve the estimate from Krise Services in order to replace grease traps and sink drains in the amount of $3,850.00. (Back-up L-14)
15. Recommend to approve the agreement with Southern Regional Food Distribution Center to run the after school feeding program, Beyond the Bell. (Back-up L-15)
16. Recommend to approve the agreement with Capehart Scatchard for legal services for the 2026-2027 school year. (Back-up L-16)

17. Recommend to approve the quote from SilverSky for tech services and maintenance in the amount of $35,975.80. (Back-up L-17)
18. Recommend to approve the proposal from Rue Insurance for the 2026-2027 school year. (Back-up L-18)
19. Recommend to approve the quote from School Bus Manager for the annual subscription in the amount of $1,790.00 (Back-up L-19)
20. Recommend to approve the proposal from American Discount Fence for the installation of a chain link fence in the amount of $7,800.00 (Back-up L-20)
21. Recommend to approve the renewal term statement from Handle With Care in the amount of $3,750.00. (Back-up L-21)
22. Recommend to approve the agreement with Casa Payroll to provide payroll services for the next 2 school terms. (Back-up L-22)
23. Recommend to approve the quote from Optimus Technology Company in the amount of $78,245.45. (Back-up L- 23)
24. Recommend to approve the staff list for the 2026 summer enrichment and summer activities. (Back-up L-24)
25. Recommend to approve the quote from LinkIt in the amount of $39,224.70. (Back-up L-25)
26. Recommend to approve the terms and agreement with PKF O'Connor Davies, Accounts and Advisors. (Back-up L-26)
27. Recommend to approve the Charter Renaissance School Project Emergent and Capital Maintenance Funds for new playground equipment. (Back- L-27)

B. ROLL CALL
Ms. Vanessa Phillips- Yes
Mr. Octavio Mendez- Yes
Ms. Vanessa Bones – Yes

All were in favor and the motion carried.

XVI. POLICY UPDATES

A. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Bones to approve item 1 under Policy.

1. The Second Reading of Policy 237

B. ROLL CALL
Ms. Vanessa Phillips- Yes
Mr. Octavio Mendez- Yes
Ms. Vanessa Bones – Yes

All were in favor and the motion carried.

XVII. PERSONNEL

A. Motion by Ms. Vanessa Bones and second by Mr. Octavio Mendez to approve items 1 and 2 under Personnel.

1. Recommend approval of the staff list for the 2025-2026 school year as attached. (Backup PER-1)
2. Recommend approval of the personnel actions as listed in the attached. (Backup PER-2)

B. ROLL CALL
Ms. Vanessa Phillips- Yes

Mr. Octavio Mendez- Yes
Ms. Vanessa Bones – Yes

All were in favor and the motion carried.

XVIII. FACILITIES

A. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Bones to approve item 1 under Facilities.

1. Reports as presented by Mr. Joseph Keyek. (F-1)

B. ROLL CALL
Ms. Vanessa Phillips- Yes
Mr. Octavio Mendez- Yes
Ms. Vanessa Bones – Yes

All were in favor and the motion carried.

XIX. SCHOOL OPERATIONS

A. Motion by Ms. Vanessa Bones and second by Mr. Octavio Mendez to accept the Principal's reports.

1. Reports as presented by Mr. Matthew Larson or Mr. Joe Zlotek. (SO-1)

B. ROLL CALL
Ms. Vanessa Phillips- Yes
Mr. Octavio Mendez- Yes
Ms. Vanessa Bones – Yes

All were in favor and the motion carried.

XX. SUPERINTENDENTS REPORT

A. Motion by Ms. Vanessa Phillips and second by Ms. Vanessa Bones to approve the Superintendent's Report.

1. Reports as presented by Mr. Matthew Ackiewicz. (S-1)
Mr. Ackiewicz thanked the board for their service and support throughout the school year. Thanked Dr. James for her years of service and wished her a happy retirement. Announced Ms. Frazier as the new Assistant Principal. Starting to plan for next school year.
Ms. Phillips and Ms. Bones, thanked everyone for their hard work this year.

B. ROLL CALL
Ms. Vanessa Phillips- Yes
Mr. Octavio Mendez- Yes
Ms. Vanessa Bones – Yes

All were in favor and the motion carried.

XXI. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Ms. Vanessa Bones and second by Mr. Octavio Mendez to accept the Executive Director's reports.

1. Report as presented by Dr. Garcia.
Dr. Garcia congratulated Ms. Phillips and Ms. Bones for President and Vice-President
Thank Mr. Matthew Laron for his years of service.

Wished everyone a great summer.

B. ROLL CALL
Ms. Vanessa Phillips- Yes
Mr. Octavio Mendez- Yes
Ms. Vanessa Bones – Yes

All were in favor and the motion carried.

XXII. ADJOURNMENT

A. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Phillips to adjourn the meeting at 6:11 PM.

B. Next Meeting is on August 17, 2026.

C. ROLL CALL
Ms. Vanessa Phillips- Yes
Mr. Octavio Mendez- Yes
Ms. Vanessa Bones – Yes

All were in favor and the motion carried.

Respectfully submitted,

Dennis Zakroff

School Business Administrator/Board Secretary