

Vineland Public Charter School

Regular Board Meeting

November 24, 2025

Convenes at 6:45 pm in the in the Cafeteria at 1480 Pennsylvania Ave, Vineland NJ 08361

I. CALLED TO ORDER

A. Call to Order by the Board President 6:50 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. Matthew Larson

IV. ROLL CALL

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

B. Also Present:

1. Matthew Ackiewicz, Superintendent- Present
CCCSN Executive Director- Absent
CCCSN Deputy Director-Absent
Dr. Valerie James, Chief Academic Officer- Present
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
Christine Howell, Special Education Coordinator-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 present

VII. APPROVE MINUTES

A. Motion by Mr. Will Palmer and second by Ms. Vanessa Phillips to approve the Minutes of the Regular session meeting held on October 27, 2025.

B. ROLL CALL

Ms. Vanessa Phillips – Yes
Mr. Will Palmer- Yes
Mr. Octavio Mendez- Yes

All were in favor and the motion carried

VIII. OLD BUSINESS (NONE)

IX. FINANCE

A. Motion by Mr. Will Palmer and second by Mr. Octavio Mendez to approve items 1 through 10 under Finance.

1. Recommend approval of line-item transfers for the Month of October 2025. (Backup L-1)
2. Recommend the approval of the Board Secretary's Reports in October. 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 October 2025. The Treasurer's Report and the Secretary's Reports are in agreement for the month of October 2025. (Backup L-3)
4. Recommend approval of the October bills as attached in the amount of \$619,980.30 (Back-up L-4)
5. Recommend approval of the following payrolls (Backup L-5)
October 15, 2025 - \$153,859.42
October 31, 2025 - \$154,264.08
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 accept the Annual Charter/Renaissance School Fiscal Questionnaire. (Back-up L-7)
8. Recommend to approve the travel voucher from Kathy Turcotte, in the amount of \$37.37. (Back-Up L-8)
9. Recommend to approve the invoice from Web School Tools for paperless software in the amount of \$800.00. (Back-up L-9)
10. Recommend to accept the preliminary costs for the architectural plans for the additions. (Back-up L-10)

B. ROLL CALL

Ms. Vanessa Phillips – Yes
Mr. Will Palmer- Yes
Mr. Octavio Mendez- Yes

All were in favor and the motion carried

X. POLICY UPDATES – No Updates

XI. PERSONNEL

- A.** Motion by Mr. Octavio Mendez and second by Mr. Will Palmer to approve items 1 and 2 under Personnel.

1. Recommend approval of the staff list and salaries 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)
Discussion regarding staffing took place

B. ROLL CALL

Ms. Vanessa Phillips – Yes
Mr. Will Palmer- Yes
Mr. Octavio Mendez- Yes

All were in favor and the motion carried

XII. FACILITIES

- A.** Motion by Mr. Will Palmer and second by Mr. Octavio Mendez to approve item 1 under Facilities.

1. Reports as presented by Mr. Joseph Keyek. (F-1)
Discussion took place regarding the roof repairs and options and the quote for the design for the proposed addition.

B. ROLL CALL

Ms. Vanessa Phillips – Yes
Mr. Will Palmer- Yes
Mr. Octavio Mendez- Yes

All were in favor and the motion carried

XIII. SCHOOL OPERATIONS

- A. Motion by Mr. Octavio Mendez and second by Mr. Will Palmer to accept the Principal's reports.

1. Reports as presented by Mr. Matthew Larson or Mr. Joe Zlotek. (SO-1)
Included is the Pre-School Operational plan.

B. ROLL CALL

Ms. Vanessa Phillips – Yes
Mr. Will Palmer- Yes
Mr. Octavio Mendez- Yes

All were in favor and the motion carried

XIV. SUPERINTENDENTS REPORT

- A. Motion by Ms. Vanessa Phillips and second by Mr. Will Palmer to approve the Superintendent's Report.

1. Reports as presented by Mr. Matthew Ackiewicz. (S-1)
Mr. Ackiewicz informed requested from the Board to make December 5th a full-day off for students instead of a half-day. The reason is to provide district wide training from Eureka to the mathematical staff along with professional development for the rest of the staff. The morning will start off with a Holiday breakfast for everyone. He and Dr. James will report on all the new NJSLEDS report at the December meeting.

Mr. Mendez and Mr. Palmer asked to look into other avenues to show cases student talents Also they expressed appreciation for the work being done.

B. ROLL CALL

Ms. Vanessa Phillips – Yes
Mr. Will Palmer- Yes
Mr. Octavio Mendez- Yes

All were in favor and the motion carried

XV. EXECUTIVE DIRECTOR'S REPORT – No Report

- A. Motion by _____ and second by _____ to accept the Executive Director's reports.

1. Report as presented by Ms. Christina Murphy

B. ROLL CALL

Ms. Vanessa Phillips – Yes
Mr. Will Palmer- Yes
Mr. Octavio Mendez- Yes

All were in favor and the motion carried

XVI. ADJOURNMENT

- A. Motion by Ms. Vanessa Phillips and second by Mr. Will Palmer to adjourn the meeting at 8:03 PM.
B. Next Meeting is on December 15, 2025.

C. ROLL CALL

Ms. Vanessa Phillips – Yes

Mr. Will Palmer- Yes

Mr. Octavio Mendez- Yes

All were in favor and the motion carried

Respectfully submitted,

Dennis Zakroff

School Business Administrator/ Board Secretary