

**Vineland Public Charter School
Regular Board Meeting
June 17, 2024**

Convenes at 6:45p.m. in the in the Cafeteria at 1480 Pennsylvania Ave, Vineland NJ 08361

- I. CALLED TO ORDER
 - A. Call to Order by the Board Secretary 6:53 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 29, 2023.
- III. PLEDGE OF ALLEGIANCE
 - A. Led by Mr. Dennis Zakroff
- IV. ROLL CALL
 - A. Vanessa Phillips, President- Absent
Fatma Gadalla, Trustee- Present
Octavio Mendez, Trustee- Present
Tessa McKenna, Trustee-Absent
Vanessa Bones, Trustee -Present
 - B. Also Present:
 - 1. Matthew Ackiewicz, Superintendent- Present
CCCSN Executive Director -Present
CCCSN Deputy Director-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
- V. REVIEW OF AGENDA
 - A. Questions
- VI. OPEN TO 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 the 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. Fatma Gadalla -Yes
Mr. Octavio Mendez -Yes
Ms. Vanessa Bones -Yes
 - 4. The Board President assumes control of the meeting at 6:55 PM.
 - B. The Board President opens the floor for nominations for Vice President.

1. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Bones to nominate Ms. Vanessa Bones for Board Vice President.
2. Motion by Ms. Vanessa Bones and second by Mr. Octavio Mendez 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.

C. ROLL CALL

Ms. Fatma Gadalla -Yes
 Mr. Octavio Mendez -Yes
 Ms. Vanessa Bones -Yes

VIII. APPOINTMENT OF PROFESSIONALS

- A. Motion by Ms. Fatma Gadalla 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, 2024 through June 30, 2025.
 2. Recommend approval to appoint Gladwyn Baptist, M.D., as School Physician for the 2024-2025 school year at an annual rate of \$500.00.
 3. Recommend approval to appoint Joseph Keyek as the AHERA program manager for the 2024-2025 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 2024-2025 school year. The unmodified external peer review has been received and reviewed.
 6. Recommend approval to appoint Joseph Bentley of Capehart Scatchhard as school board attorney.

B. ROLL CALL

Ms. Fatma Gadalla -Yes
 Mr. Octavio Mendez -Yes
 Ms. Vanessa Bones -Yes

All were in favor and the motion carried

IX. BUSINESS AND OPERATIONS

- A. Motion by Ms. Fatma Gadalla and second by Mr. Octavio Mendez to approve items 1 through 13 under Business and Operations.
 1. Recommend approval of Ocean First Bank as the Official Depository for the 2024-2025 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 2024-2025 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, 2024 through June 30, 2025, 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 2024-2025 school year.
11. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2024-2025 school year.
12. Recommend approval of the following school district officials for the 2024-2025 school year.
Lead Person - Matthew Ackiewicz
Title IX Coordinator - Dr. Valerie James
Public Agency Compliance Officer - Dennis Zakroff
Affirmative Action Officer - Jennifer Hagan
504 Officer - Mr. Matthew Larson
13. Recommend approval for Dennis Zakroff, Business Administrator, to make adjusting entries as necessary to finalize the 2023-2024 accounting records.

B. ROLL CALL

- Ms. Fatma Gadalla -Yes
- Mr. Octavio Mendez -Yes
- Ms. Vanessa Bones -Yes

All were in favor and the motion carried

XI. EXECUTIVE SESSION Not Required

XII. APPROVE MINUTES

- A. Motion by Ms. Vanessa Bones and second by Ms. Fatma Gadalla to approve the Minutes of the Regular and Executive sessions meeting held on May 13, 2024.

B. ROLL CALL

- Ms. Fatma Gadalla -Yes
- Mr. Octavio Mendez -Yes
- Ms. Vanessa Bones -Yes

All were in favor and the motion carried

XIII. OLD BUSINESS (NONE)

XIV. FINANCE

- A. Motion by Ms. Vanessa Bones and second by Mr. Octavio Mendez to approve items 1 through 35 under Finance.
1. Recommend approval of line item transfers for the Month of May 2024. (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 2024. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2024. (Backup L-3)
 4. Recommend approval of the bills as attached in the amount of \$471,192.44 (Back-up L-4)
 5. Recommend approval of the following payrolls (Backup L-5)
 - May 15, 2024 - \$141,663.92
 - May 31, 2024 - \$139,407.34
 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 2024. (Back-up L-6)
 8. Recommend to approve the quote with Wilson Language Training for the 2024-2025 school year in the amount of \$3,322.08. (Back-up L-7)
 9. Recommend to approve the quote with Committee for Children for the 2024-2025 school year in the amount of \$2,595. (Back-up L-8)
 10. Recommend to approve the resolution appointing a Risk Management Consultant. (Back-up L-9)
 11. Recommend to approve the quote with Sliver Sky for the 2024-2025 school year in the amount of \$10,316.85(Back-up L-10)
 12. Recommend to approve the invoice with School Bus Manager for the 2024-2025 school year in the amount of \$1,790 (Back-up L-11)
 13. Recommend to approve the membership dues for the New Jersey Public Charter Schools Association for the 2024-2025 school year in the amount of \$10,500. (Back-up L-12)
 14. Recommend to approve the auditing services of Bowman and Company for the fiscal year ending on June 30, 2024. (Back-up L-13)
 15. Recommend to approve invoice with ESS for the 2024-2025 school year in the amount of &780. (Back-up L-14)
 16. Recommend to approve the service agreement with OMNI and TSACG for the 2024-2025 school year in the amount of \$1,500. (Back-up L-15)
 17. Recommend to approve the proposal with ABS Facility Solutions for the 2024-2025 school year. (Back-up L-16)
 18. Recommend to approve the attendance of 2 personal to the Strauss Esmee Educational Policy and School Law Seminar on May 31, 2024. (Back-up L-17)
 19. Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY25
 20. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2024-2025 school year.

21. Recommend to approve the participation in the Community Eligibility Provision (CEP) for the 2024-2025 school year.
22. Recommend to approve the SRI and ETTC hours with Stockton University for the 2024-2025 school year. (Back-up L-18)
23. Recommend to approve the quote with Great Mind for math curriculum for the 2024-2025 school year in the amount of \$16,829.16 (Back-up L-19)
24. Recommend to approve the proposal with Houghton Mifflin Harcourt for ELA Curriculum in the amount of \$16,567.95 for the 2024-2025 school year. (Back-up L-20)
25. Recommend to approve the quote with Music and Arts om the amount of \$366. (Back-up L-21)
26. Recommend to approve the quote with Gopher in the amount of \$71.43. (Back-up L-22)
27. Recommend to approve the quote with JW Pepper in the amount of \$213.88. (Back-up L-23)
28. Recommend to approve the quote with TCI for the 2024-2025 school year in the amount of \$33,257.40 (Back-up L-24)
29. Recommend to approve the quote with Plank Road Publishing in the amount of \$139.40 (Back-up L-25)
30. Recommend to approve the quote with Barnes and Nobles in the amount of \$1035.78 (Back-up L-26)
31. Recommend to approve the invoice with ESS for monitoring the panic button alarm system in the amount of \$680.00 (Back-up L-27)
32. Recommend to approve the invoice with Philadelphia Insurance Companies for the 2024-2025 school year in the amount of \$1,584. (Back-up L-28)
33. Recommend to approve the agreement with Positive Behavior Support Corp for the 2024-2025 school year. (Back-up L-29)
34. Recommend to approve the quote with Great Minds for the 2024-2025 school year for Wit and Wisdom in the amount of \$16,132.28 (Back-up L-30)
35. Recommend to approve the quote with STS Education in the amount of \$4,380.65 (Back-up L-31)

B. ROLL CALL

Ms. Fatma Gadalla -Yes
Mr. Octavio Mendez -Yes
Ms. Vanessa Bones -Yes

All were in favor and the motion carried

XV. POLICY UPDATES (None)

XVI. PERSONNEL

A. Motion by Ms. Fatma Gadalla and second by Ms. Vanessa Bones to approve items 1 and 2 under Personnel.

1. Recommend approval of the staff list and salaries for the 2023-2024 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. Fatma Gadalla -Yes
Mr. Octavio Mendez -Yes
Ms. Vanessa Bones -Yes

All were in favor and the motion carried

XVII. FACILITIES

- A. Motion by Ms. Fatma Gadalla and second by Ms. Vanessa Bones to approve item 1 under Facilities.
 - 1. Reports as presented by Mr. Joseph Keyek.
- B. ROLL CALL
 - Ms. Fatma Gadalla -Yes
 - Mr. Octavio Mendez -Yes
 - Ms. Vanessa Bones -Yes

All were in favor and the motion carried

XVIII. SCHOOL OPERATIONS

- A. Motion by Ms. Fatma Gadalla and second by Mr. Octavio Mendez to accept the Principal's reports.
 - 1. Reports as presented by Mr. Matthew Larson or Mr. Joseph Zlotek.
- B. ROLL CALL
 - Ms. Fatma Gadalla -Yes
 - Mr. Octavio Mendez -Yes
 - Ms. Vanessa Bones -Yes

All were in favor and the motion carried

XIX. SUPERINTENDENTS REPORT

- A. Motion by Ms. Fatma Gadalla and second by Ms. Vanessa Bones to approve the Superintendent's Report.
 - 1. Reports as presented by Mr. Matthew Ackiewicz. (S-1)
 - Updated the Safe Return plan, needs to be done twice a year
 - Completing the year with graduations, 8th grade, Pre-K and Kindergarten
 - Preparing to end the school year and preparing for next school year
 - Meetings with Administration
- B. ROLL CALL
 - Ms. Fatma Gadalla -Yes
 - Mr. Octavio Mendez -Yes
 - Ms. Vanessa Bones -Yes

All were in favor and the motion carried

XX. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Ms. Vanessa Bones and second by Ms. Fatma Gadalla to accept the Executive Director's reports.
 - 1. Report as presented by Dr. Garcia.
 - 8th Grade graduation was well done and impressive
 - Building looking good
 - Alumni students are doing well
- B. ROLL CALL
 - Ms. Fatma Gadalla -Yes

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

All were in favor and the motion carried

XXI. ADJOURNMENT

- A. Motion by Ms. Fatma Gadalla and second by Mr. Octavio Mendez to adjourn the meeting at 7:22 PM.
- B. ROLL CALL
Ms. Fatma Gadalla -Yes
Mr. Octavio Mendez -Yes
Ms. Vanessa Bones -Yes

All were in favor and the motion carried

- C. Next Meeting is on July 15, 2024.

Respectfully submitted

Dennis Zakroff

Board Secretary/ Business Administrator