**Vineland Public Charter School  
Work Session/Regular Board Meeting Minutes  
October 26, 2020  
Convened at 5:30 p.m. in the Cafeteria at 1480 Pennsylvania Ave, Vineland, NJ 08361**

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| I. | CALLED TO ORDER | | |
|  | A. | Call to Order by the Board President at 5:28 PM. | |
| II. | STATEMENT FOR THE BOARD OF TRUSTEES MEETING | | |
|  | A. | Public Notice of this Meeting was advertised in the South Jersey Times on June 22, 2020. | |
| III. | PLEDGE OF ALLEGIANCE | | |
| IV. | ROLL CALL | | |
|  | A. | Led by Dr. Shay Richardson. | |
|  | B. | Vanessa Phillips, President - PRESENT (by Phone) Rudy Zuniga, Vice President - PRESENT (by Phone) Art Capriotti, Trustee PRESENT - (by Phone) Dawn Coraluzzo, Trustee - ABSENT Fatma Gadalla, Trustee – ABSENT  Octavio Mendez, Trustee – PRESENT (by Phone) | |
|  | C. | Also Present: | |
|  |  | 1. | CCCSN Executive Director – PRESENT – (by Phone) CCCSN Deputy Director – PRESENT (by Phone) Dr. Shay Richardson, Business Administrator/Board Secretary- PRESENT  Kim Garcia, Interim Principal – ABSENT  Matthew Larson, Assistant Principal – ABSENT  Joseph Zlotek, Assistant Principal – PRESENT (by Phone) Courtney Alvarez, Director of Human Resources – PRESENT (By Phone)  Christina Murphy, Interim Business Administrator – PRESENT (by Phone)  AnneMarie Lucchesi, Bookkeeper – PRESENT (by Phone) |
| 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 Vanessa Phillips and second by Art Capriotti to adjourn the Work Session at 5:31 PM. | |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Octavio Mendez – YES  **Motion passed on unanimous Roll Call vote.** | |
| VIII. | CALLED TO ORDER | | |
|  | A. | Regular meeting called to order by the Board President at 5:31 PM. | |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Octavio Mendez – YES  **Motion passed on unanimous Roll Call vote.** | |
| IX. | EXECUTIVE SESSION - None at this time. | | |
| X. | OPEN TO PUBLIC | | |
|  |  | 1. | The public may ask questions pertaining to agenda items only. |
| XI. | APPROVE MINUTES | | |
|  | A. | Motion by Vanessa Phillips and second by Art Capriotti to approve the Minutes of the Regular meeting held on September 21, 2020. (Backup M-1) | |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Octavio Mendez – YES  **Motion passed on unanimous Roll Call vote.** | |
| XII. | OLD BUSINESS – none at this time | | |
| XIII. | FINANCE | | |
|  | A. | Motion by Vanessa Phillips and second by Octavio Mendez to approve items #1 though #27 under Finance. | |
|  |  | 1. | Recommend approval of line item transfers for the Month of September 2020. (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 September 2020. 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 September 2020. The Treasurer's Report and the Secretary's Reports are in agreement for the month of September 2020. (Backup L-3) |
|  |  | 4. | Recommend approval of the bills list as attached (Backup L-4): September 1, 2020 - September 30, 2020 - $363,163.88 |
|  |  | 5. | Recommend approval of the following payrolls (Backup L-5):  September 30, 2020 - $104,067.55 October 15, 2020 - $106,718.91 |
|  |  | 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 September 2020. (Backup L-6) |
|  |  | 8. | Recommend to accept the Coronavirus Relief Fund grant in the amount of $32,987. (Backup L-7) |
|  |  | 9. | Recommend to approve the purchase of laptop computers from STS in the amount of $14,762.00 to be charged to the CARES grant and the Coronavirus Relief Fund. (Backup L-8) |
|  |  | 10. | Recommend to approve the updated contract with Comcast to expand bandwidth at $1,215.05/month. (Backup L-9) |
|  |  | 11. | Recommend to approve the purchase of Chromebooks for CDW for $36,367.35 to be charged to the CARES grant NJ Digital Divide grant, and Coronavirus Relief Fund. (Backup L-10) |
|  |  | 12. | Recommend to accept the donation from Donor's Choose on behalf of Ms. Nagle. (Backup L-11) |
|  |  | 13. | Recommend to accept the donation from Donor's Choose on behalf of Ms. Fisher. (Backup L-12) |
|  |  | 14. | Recommend approval of the purchased products from CDW-G, inclusive of Chromebooks and Google Management Console License in the amount of $36,400.00. (Backup L-13) |
|  |  | 15. | Recommend approval of the IDEA staff as attached. (Backup L-14) |
|  |  | 16. | Recommend approval of the quote from GoGuardian in the amount of $2,250.00. (Backup L-15) |
|  |  | 17. | Recommend approval of the agreement with FP Mailing Solutions for a contract period of 39 months. (Backup L-16) |
|  |  | 18. | Recommend approval of the service quote for Advanced Computer Solutions Group in the amount of $3,000.00 (Backup L-17) |
|  |  | 19. | Recommend approval of the St. Hubert's Animal Welfare Center virtual presentations at a rate of $54 for three presentations. (Backup L-18). |
|  |  | 20. | Recommend to approve and ratify the virtual performances by Blue Sky Puppet Theatre in the amount if $250.00. (Backup L-19) |
|  |  | 21. | Recommend to approve the Section 125 Cafeteria Plan for the 2021 plan year with rates as indicated in the attached. (Backup L-20) |
|  |  | 22. | Recommend to approve the Southern Coastal Regional Employee Benefits Fund rates for the New Jersey Educators Health Plan effective January 1, 2021. (Backup L-21) |
|  |  | 23. | Recommend to approve the attached employees for after school tutoring for NCLB at a rate of $23.50/hour. (Backup L-22) |
|  |  | 24. | Recommend approval of the Quoque Wildlife Refuge virtual presentation for $125.00 (Backup L-23) |
|  |  | 25. | Recommend the approval for the Fall Fundraiser through ShopFund.com (Backup L-24) |
|  |  | 26. | Recommend to approve the one-time payout of 7.64 unused vacation days for Dr. Shay Richardson in the amount of $2,938.50. |
|  |  | 27. | Recommend to approve Christina Murphy as Interim School Business Administrator through the Cumberland County Charter School Network service management agreement effective November 1, 2020. |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Octavio Mendez – YES  **Motion passed on unanimous Roll Call vote.** | |
| XIV. | POLICY UPDATES | | |
|  | A. | Motion by Vanessa Phillips and second by Art Capriotti to approve items #1 and #2 under Policy Updates. | |
|  |  | 1. | Recommend to approve Policy Alert #221, September 2020, for a First Reading. (Backup POL-1) |
|  |  | 2. | Recommend to approve school Recovery and Restart Plan, Appendix C, Transportation, Social Distancing on Buses (Backup POL-2) |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Octavio Mendez – YES  **Motion passed on unanimous Roll Call vote.** | |
| XV. | PERSONNEL | | |
|  | A. | Motion by Vanessa Phillips and second by Art Capriotti to approve items #1 through #5 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. | Recommend to approve the attached staff members' hourly increases effective November 1, 2020. (Backup PER-3) |
|  |  | 4. | Recommend approval of the salary increases for the attached staff members effective November 1, 2020 with contract revisions as needed. (Backup PER-4) |
|  |  | 5. | Recommend approval of the attached staff member's FMLA dates. (Backup PER-5) |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Octavio Mendez – YES  **Motion passed on unanimous Roll Call vote.** | |
| XVI. | FACILITIES - See the Executive Director's Report. | | |
| XVII. | SCHOOL OPERATIONS | | |
|  | A. | Motion by Art Capriotti and second by Vanessa Phillips to approve items #1 through #2 under School Operations. | |
|  |  | 1. | Recommend approval of the Principal's report as presented by Mr. Zlotek (Backup SO-1) |
|  |  | 2. | Recommend approval of the revised 2020-2021 school calendar. (Backup SO-2) |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Octavio Mendez – YES  **Motion passed on unanimous Roll Call vote.** | |
| XVIII. | EXECUTIVE DIRECTOR'S REPORT | | |
|  | A. | Motion by Vanessa Phillips and second by Octavio Mendez to approve item #1 under Executive Director's Report. | |
|  |  | 1. | Recommend approval of the report as presented by the CCCSN representative. |
|  |  |  | * New Board of Trustee Member * Enrollment * Facilities (FOB entry added to back doors) * Budget Revisions |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Octavio Mendez – YES  **Motion passed on unanimous Roll Call vote.** | |
| XIX. | ADJOURNMENT | | |
|  | A. | Motion by Vanessa Phillips and second by Octavio Mendez to adjourn the meeting at 6:03 PM. | |
|  | B. | ALL IN FAVOR  **Voice Vote – four (4) AYES** | |
|  | C. | Next Meeting November 23, 2020 | |

Respectfully Submitted

Christina Murphy

Interim Business Administrator / Board Secretary