

**Vineland Public Charter School
Regular Board Meeting
December 15, 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 6:47PM

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- Present
Octavio Mendez, Trustee- Present
Vanessa Bones, Trustee- Present

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

V. REVIEW OF AGENDA

A. Questions- No questions on agenda items.

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 Ms. Vanessa Bones and second by Ms. Fatma Gadalla to approve the Minutes of the Regular session meeting held on November 24, 2025.

B. ROLL CALL

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

All were in favor and the motion carried.

VIII. OLD BUSINESS (NONE)

IX. FINANCE

- A. Motion by Ms. Fatma Gadalla and second by Ms. Vanessa Phillips to approve items 1 through 11 under Finance.
1. Recommend approval of line-item transfers for the Month of November 2025. (Backup L-1)
 2. Recommend the approval of the Board Secretary's Reports in November. 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 November 2025. The Treasurer's Report and the Secretary's Reports are in agreement for the month of November 2025. (Backup L-3)
 4. Recommend approval of the November bills as attached in the amount of \$526,094.90 (Back-up L-4)
 5. Recommend approval of the following payrolls (Backup L-5)
November 15, 2025 - \$156,617.71
November 30, 2025 - \$155,186.86
 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 Snowplowing Contract for the 2025-2026 school year from Pro Green. (Back-up L-7)
 8. Recommend to approve the Health and safety evaluation of the school buildings for the 2025-2026 school year. (Back-up L-8)
 9. Recommend to approve the estimate from Millville Glass for a door replacement in the amount of \$625.00. (Back-up L-9)
 10. Recommend to approve the 2025-2026 agreement for the provision of instruction with the Brookfield Educational Service Program at a rate of 25.00 per hour. (Back-up L-10)
 11. Recommend to approve the invoice from Sheppard Bus Company for our bus parking space in the amount of \$900.00 (Back-up L-11)
- B. ROLL CALL
Ms. Vanessa Phillips- Yes
Ms. Fatma Gadalla – Yes
Mr. Octavio Mendez- Yes
Ms. Vanessa Bones- Yes

All were in favor and the motion carried.

X. POLICY UPDATES (NONE)

XI. PERSONNEL

- A. Motion by Mr. Octavio Mendez 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 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
 - Ms. Fatma Gadalla – Yes
 - Mr. Octavio Mendez- Yes
 - Ms. Vanessa Bones- Yes

All were in favor and the motion carried.

XII. FACILITIES

- A. Motion by Ms. Vanessa Phillips 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
 - Ms. Fatma Gadalla – Yes
 - Mr. Octavio Mendez- Yes
 - Ms. Vanessa Bones- Yes

All were in favor and the motion carried.

XIII. 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. Joe Zlotek. (SO-1)

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

All were in favor and the motion carried.

XIV. SUPERINTENDENTS REPORT

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

- 1. Reports as presented by Mr. Matthew Ackiewicz. (S-1)

- Mr. Ackiewicz and Dr. James talked about the professional development and the plans going forward. They reported on the many reports that have and need to be submitted. Discussed the new initiative for the new year going digital and announce the upcoming network events.

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

All were in favor and the motion carried.

XV. EXECUTIVE DIRECTOR'S REPORT – No report, Executive Director absent.

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

1. Report as presented by Dr. Garcia.

B. ROLL CALL

XVI. ADJOURNMENT

A. Motion by Mr. Octavio Mendez and second by Ms. Fatma Gadalla to adjourn the meeting at 7:07 PM.

B. Next Meeting is on January 26, 2026.

C. ROLL CALL

Ms. Vanessa Phillips- Yes

Ms. Fatma Gadalla – 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