

Vineland Public Charter School

Regular Board Meeting

June 16, 2025

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 Vice-President 6:48 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 24, 2024.

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- Absent
William Palmer, Trustee- Present
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-Absent
Mr. Joseph Zlotek, Assistant Principal -Present

V. REVIEW OF AGENDA

A. Questions - No 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. William Palmer and second by Ms. Vanessa Bones to nominate Ms. Vanessa Phillips for Board President.
2. Motion by Mr. William Palmer 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. William Palmer- Yes
Ms. Vanessa Bones- Yes

All were in favor and the motion carried

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 William Palmer and second by Ms. Vanessa Bones to nominate Mr. William Palmer for Board Vice President.
 - 2. Motion by Ms. Vanessa Bones and second by Ms. Fatma Gadalla for the Board President to close the floor for nominations for Vice President.
 - 3. Roll Call to appoint Mr. William Palmer as Vice President of the Board of Trustees.
- C. ROLL CALL
 - Ms. Fatma Gadalla- Yes
 - Mr. William Palmer- Yes
 - Ms. Vanessa Bones- Yes

All were in favor and the motion carried

VIII. APPOINTMENT OF PROFESSIONALS

- A. Motion by Ms. Fatma Gadalla and second by Mr. William Palmer 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, 2025 through June 30, 2026.
 - 2. Recommend approval to appoint Brian Davis, D.D., as School Physician for the 2025-2026 school year at an annual rate of \$1000.00.
 - 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 2025-2026 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. William Palmer- 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. William Palmer to approve items 1 through 13 under Business and Operations.
 - 1. Recommend approval of Ocean First Bank as the Official Depository for the 2025-2026 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 2025-2026 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, 2025 through June 30, 2026, 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 2025-2026 school year.
 11. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2025-2026 school year.
 12. Recommend approval of the following school district officials for the 2025-2026 school year.
Lead Person - Matthew Ackiewicz
Title IX Coordinator - Dr. Valerie James
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 2024-2025 accounting records.
- B. ROLL CALL
- Ms. Fatma Gadalla- Yes
Mr. William Palmer- Yes
Ms. Vanessa Bones- Yes

All were in favor and the motion carried

XI. RECOMMENDATION TO THE BOARD OF TRUSTEES

A. Motion by Mr. William Palmer and second by Ms. Vanessa Bones to approve item 1 under Recommendation for the Board of Trustees.

1. Recommend approval of the following dates for the Board of Trustees meetings for the 2025-2026 school year. All meeting will begin at 6:45pm in the VPCS Cafeteria.
August 25th
September 22nd

October 27th
November 24th
December 15th
January 26th
February 23rd
March 23rd
April 20th
May 11th
June 15th

B. ROLL CALL

Ms. Fatma Gadalla- Yes

Mr. William Palmer- Yes

Ms. Vanessa Bones- Yes

All were in favor and the motion carried

XI. EXECUTIVE SESSION Not needed

XIII. APPROVE MINUTES

A. Motion by Mr. William Palmer and second by Ms. Vanessa Bones to approve the Minutes of the Regular and Executive sessions meeting held on May 12, 2025.

B. ROLL CALL

Ms. Fatma Gadalla- Yes

Mr. William Palmer- 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 Ms. Fatma Gadalla to approve items 1 through 33 under Finance.

1. Recommend approval of line item transfers for the Month of May 2025. (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 2025. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2025. (Backup L-3)
4. Recommend approval of the bills as attached in the amount of \$577,031.84 (Back-up L-4)
5. Recommend approval of the following payrolls (Backup L-5)
May 15, 2025 - \$139,806.77
May 31, 2025 - \$140,579.53
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 2025. (Back-up L-6)
8. Recommend to approve the plans with MMPF for the addition of VPCS Gymnasium. (Back-up L-7)
9. Recommend to approve the services with Stockton University for SRI and ETTC in the amount of \$1,488.75 for the 2025-2026 school year. (Back-up L-8)
10. Recommend to approve the services agreement with OMNI and TSACG in the amount of 1,500 for the 2025-2026 school year. (Back-up L-9)
11. Recommend to approve the invoice with Strauss Esmay Associates in the amount of \$4,520 for the 2025-2026 school year(Back-up L-10)
12. Recommend to approve the invoice with School Bus Manager for the 2025-2026 school year in the amount of \$1,790 (Back-up L-11)
13. Recommend to approve the agreement with Giordanos in the monthly amount of \$628 (Solid Waste) and \$291 (Recycling) (Back-up L-12)
14. Recommend to approve the membership dues for the 2025-2026 school year with NJ Public Charter Schools Association in the amount of \$9,875. (Back-up L-13)
15. Recommend to approve the contract with Bowman and Company for the 2025-2025 school year. (Back-up L-14)
16. Recommend to approve the service agreement with Brookfield School for inpatient bed-side educational services. (Back-up L-15)
17. Recommend to approve the quote with SilverSky in the amount of \$7,247.93 for the 2025-2026 school year. (Back-up L-16)
18. Recommend to approve services agreement with YMCA for the 2025-2026 school year for before and after care programs. (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 2025-2026 school year.
21. Recommend to approve the participation in the Community Eligibility Provision (CEP) for the 2025-2026 school year.
22. Recommend to approve the invoice with CDK Systems in the amount of \$4,953.00 for the 2025-2026 school year. (Back-up L-18)
23. Recommend to the termination of Electronic Security Solutions for the 2025-2026 school year (Back-up L-19)
24. Recommend to approve the estimate with MAKO Fire Security Systems for the Burglar System 2025-2026 school year in the amount of \$1,310. (Back-up L-20)
25. Recommend to approve the estimate with MAKO Fire Security Systems for Fire Alarm Services for the 2025-2026 school year in the amount of \$2,546. (Back-up L-21)
26. Recommend to approve the participation in Philadelphia Insurance Companies (primary) for the 2025-2026 school year.
27. Recommend to approve the participation in Philadelphia Insurance Companies (catastrophic) for the 2025-2026 school year. (Back-up L-23)
28. Recommend to approve the agreement with Rue Insurance Company for the 2025-2026 school year. (Back-up L-24)

29. Recommend to approve the travel voucher for Kathy Turcotte in the amount of \$38.50 (Back-up L-25)
30. Recommend to approve the travel voucher for Kathy Turcotte in the amount of \$62.86 (Back-up L-26)
31. Recommend to approve the teacher list for Summer Enrichment (Back-up L-27)
32. Recommend to approve to renew Millville Public Charter School's agreements to consolidate the school nutrition program and act as the managing entity for food services for Vineland Public Charter School and Bridgeton Public Charter School.
33. Recommend to approve the Education Service Provider Agreement between Cumberland County Charters School Network and Vineland Public Charter School Renewal.

B. ROLL CALL

Ms. Fatma Gadalla- Yes
Mr. William Palmer- Yes
Ms. Vanessa Bones- Yes

All were in favor and the motion carried

XVI. POLICY UPDATES – No Updates

XVII. PERSONNEL

- A. Motion by Mr. William Palmer 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. Fatma Gadalla- Yes
Mr. William Palmer- Yes
Ms. Vanessa Bones- Yes

All were in favor and the motion carried

XVIII. 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 (Back-up F-1).
- B. ROLL CALL
Ms. Fatma Gadalla- Yes
Mr. William Palmer- 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. William Palmer 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. William Palmer- Yes
Ms. Vanessa Bones- Yes

All were in favor and the motion carried

XX. SUPERINTENDENTS REPORT

- A. Motion by Ms. Vanessa Bones and second by Mr. William Palmer to approve the Superintendent's Report.
1. Reports as presented by Mr. Matthew Ackiewicz.
 2. Memorandum of Understanding between Vineland Public Charter School and the Cumberland County Prosecutor's Office (Back-up S-1)
 3. Authorizing the submission of the Comprehensive Equity Plan (Back-up S-2)
 4. Authorizing the Affirmative Action team to conduct the Needs Assessment
Mr. Ackiewicz congratulated the VPCS staff of the 8th Grade graduation. He spoke out the 5th grade presentation. He discussed the Memorandum of Understanding with the Cumberland County Prosecutor's office and the Comprehensive Equity plan. He explained the school policy if ICE was to come to the school, as asked by Mr. Palmer

- B. ROLL CALL
Ms. Fatma Gadalla- Yes
Mr. William Palmer- Yes
Ms. Vanessa Bones- Yes

All were in favor and the motion carried

XXI. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Ms. Fatma Gadalla and second by Ms. Vanessa Bones to accept the Executive Director's reports.
1. Report as presented by Dr. Garcia.
Dr. Garcia gave her condolences of the passing of Ms. Rodriquez. She stated how well behaved the 8th grade students were during graduation and is excite about the proposed new gym.

- B. ROLL CALL
Ms. Fatma Gadalla- Yes
Mr. William Palmer- Yes
Ms. Vanessa Bones- Yes

All were in favor and the motion carried

XXII. ADJOURNMENT

- A. Motion by Ms. Fatma Gadalla and second by Ms. Vanessa Bones to adjourn the meeting at 7:21 PM.
- B. ROLL CALL
Ms. Fatma Gadalla- Yes
Mr. William Palmer- Yes
Ms. Vanessa Bones- Yes

- All were in favor and the motion carried
- C. Next Meeting is on August 25, 2025.

Respectfully submitted,

Dennis Zakroff

School Business Administrator/Board Secretary