**Vineland Public Charter School  
Work Session/Re-Organization Meeting Minutes  
June 22, 2020  
Convened at 5:30 in the Cafeteria at 1480 Pennsylvania Ave., Vineland, NJ 08361**

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| I. | CALLED TO ORDER | | |
|  | A. | Work Session Call to Order by the Board Secretary at 5:36 PM. | |
| II. | STATEMENT FOR THE BOARD OF TRUSTEES MEETING | | |
|  | A. | Public Notice of this Meeting was advertised in the South Jersey Times on June 24, 2019. | |
| III. | PLEDGE OF ALLEGIANCE | | |
|  | A. | Led by Dr. Richardson. | |
| IV. | ROLL CALL | | |
|  | A. | 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 – PRESENT (Arrived at 5:43 PM; By Phone) | |
|  | B. | 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 – PRESENT (By Phone) Matthew Larson, Vice Principal - ABSENT Courtney Alvarez, Director of Human Resources – 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 Rudy Zuniga and second by Vanessa Phillips to adjourn the Work Session at 5:38 PM. | |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  **Motion passed on a unanimous Roll Call vote.** | |
| VIII. | CALLED TO ORDER | | |
|  | A. | Regular meeting called to order by the Board Secretary at 5:38 PM. | |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  **Motion passed on a unanimous Roll Call vote.** | |
| IX. | OPEN TO PUBLIC | | |
|  |  | 1. | The public may ask questions pertaining to agenda items only. |
| X. | APPROVE MINUTES | | |
|  | A. | Motion by Vanessa Phillips and second by Rudy Zuniga to approve the Minutes of the Regular meeting held on May 18, 2020. (Backup M-1) | |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XI. | RECOMMENDATION FOR THE BOARD OF TRUSTEES | | |
|  | A. | Motion by Rudy Zuniga and second by Art Capriotti to certify the continuing appointments of the Board of Trustees as listed below: Vanessa Phillips - term expiring June 2022 Rudy Zuniga - term expiring June 2023 Art Capriotti - term expiring June 2023 Dawn Coraluzzo - term expiring June 2021 Fatma Gadalla - term expiring June 2021 | |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XII. | ELECTION OF OFFICERS | | |
|  | A. | The Board Secretary opens the floor for nominations for Board President | |
|  |  | 1. | Motion by Art Capriotti and second by Rudy Zuniga for the Board Secretary to nominate Vanessa Phillips for Board President. |
|  | B. | Motion by Art Capriotti and second by Rudy Zuniga for the Board Secretary to close the floor for nominations for Board President. | |
|  | C. | ROLL CALL to appoint Vanessa Phillips as President of the Board of Trustees.  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  **Motion passed on a unanimous Roll Call vote.** | |
|  | D. | The Board President assumes control of the meeting at 5:41 PM. | |
|  | E. | The Board President opens the floor for nominations for Vice President. | |
|  |  | 1. | Motion by Art Capriotti and second by Vanessa Phillips to nominate Rudy Zuniga for Board Vice President. |
|  | F. | Motion by Vanessa Phillips and second by Art Capriotti for the Board President to close the floor for nomination for Vice President. | |
|  | G. | ROLL CALL to appoint Rudy Zuniga as Board Vice President.  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XIII. | APPOINTMENT OF PROFESSIONALS | | |
|  | A. | Motion by Vanessa Phillips and second by Fatma Gadalla to approve items #1 through #5 under Appointment of Professionals | |
|  |  | 1. | Recommend approval to appoint Esteban J. Garcia III as the Certified Educational Facilities Manager for the period July 1, 2020 through June 30, 2021. |
|  |  | 2. | Recommend approval to appoint Stephen A. Kriso, M.D., as School Physician for the 2020-2021 school year at an annual rate of $1,000. |
|  |  | 3. | Recommend approval to appoint Michael Shawaryn as the AHERA program manager for the 2020-2021 school year. |
|  |  | 4. | Recommend approval to appoint Dr. Shay Richardson as the School Business Administrator/Board Secretary for the 2020-2021 school year. |
|  |  | 5. | Recommend approval to appoint Capehart Scatchard as School Solicitor for the 2020-2021 school year. |
|  |  | 6. | Recommend approval to appoint Bowman and Company, LLP, as School Auditor for the 2020-2021 school year. The unmodified external peer review has been received and reviewed. |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Fatma Gadalla – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XIV. | BUSINESS AND OPERATIONS | | |
|  | A. | Motion by Rudy Zuniga and second by Art Capriotti to approve items #1 through #13 under Business and Operations. | |
|  |  | 1. | Recommend approval of Ocean First Bank as the Official Depository for the 2020-2021 school year. |
|  |  | 2. | Recommend approval of the following bank accounts with Ocean First Bank and the duly elected and appointed officials as signatories: Account Title Account # Signers General 647400112 Board Sec., Board Pres., Board VP\* Payroll 647400104 Board Sec., Board Pres., Board VP\* Payroll Agency 647400310 Board Sec., Board Pres., Board VP\* Unemployment 647400302 Board Sec., Board Pres., Board VP Student Activity 647400294 Board Sec., Board Pres., Board VP\* \*VP is alternate signatory |
|  |  | 3. | Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2020-2021 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 Dr. Shay Richardson 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, 2020 through June 30, 2021, and to establish the bid threshold at $44,000 and the Quote threshold at $6,600. |
|  |  | 9. | Recommend approval for Dr. Shay Richardson, 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 2020-2021 school year. |
|  |  | 11. | Recommend approval to establish a petty cash fund in the amount of $200 for the 2020-2021 school year. |
|  |  | 12. | Recommend approval of the following school district officials for the 2020-2021 school year. Lead Person - Dr. Ann F. Garcia Title IX Coordinator - Kim Garcia Public Agency Compliance Officer - Dr. Shay Richardson Affirmative Action Officer - Courtney Alvarez 504 Officer - Kim Garcia |
|  |  | 13. | Recommend approval for Dr. Shay Richardson, Business Administrator, to make adjusting entries as necessary to finalize the 2019-2020 accounting records. |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Fatma Gadalla – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XV. | FINANCE | | |
|  | A. | Motion by Fatma Gadalla and second by Vanessa Phillips to approve items #1 through #39 under Finance. | |
|  |  | 1. | Recommend approval of line item transfers for the Month of May 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 May 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 Reports in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2020. The Treasurer's Reports and the Secretary's Reports are in agreement for the months of May 2020. (Backup L-3) |
|  |  | 4. | Recommend approval of the bills list as attached (Backup L-4): May 1, 2020 to May 30, 2020 - $321,132.36 |
|  |  | 5. | Recommend approval of the following payrolls (Backup L-5):  May 31, 2020 - $93,487.47 June 15, 2020 - $93,068.61 |
|  |  | 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 approval of the expense reclassification report for May 2020. (Backup L-6) |
|  |  | 8. | Recommend approval of appointing Dr. Shay Richardson, Business Administrator, as the Educational Facility's Business Official for the School Alliance Insurance Fund. |
|  |  | 9. | Recommend approval to apply and accept the following grant allocations for the 2020-2021 school year: Title I Part A - $108,902 Title I Reallocated - $10,188 Title II Part A - $10,279 Title III - $539 (Refused because less than $10,000 as required) Title IV - $10,000 IDEA Basic - $72,678 IDEA Preschool - $4,990 CARES Emergency Relief Grant - $105,831 |
|  |  | 10. | Recommend approval to appoint Rue Insurance for General Liability and Property Insurance for the 2020-2021 school year. |
|  |  | 11. | Recommend to approve that pursuant to PL 2015, Chapter 47 Millville Public Charter School intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. Seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. (Backup L-7) |
|  |  | 12. | Recommend approval to contract with Bayada Nursing to provide substitute nurses at $50/hour for RN and $41/hour for LPN for the 2020-2021 school year. (Backup L-8) |
|  |  | 13. | Recommend to approve the VPCS Student Accident Insurance with Rue Insurance (Philadelphia Indemnity Insurance Company), effective July 1, 2020 through June 30, 2021 in the amount as specified in the attached. (Backup L-9) |
|  |  | 14. | Recommend to approve the VPCS SAIF Liability Insurance Renewal for a rate of $66,797.00. (Backup L-10) |
|  |  | 15. | Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY21. |
|  |  | 16. | Recommend approval to use up to the full fund balance for budgeting purposes. |
|  |  | 17. | Recommend approval to submit the Annual Report. |
|  |  | 18. | Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2020-2021 school year. |
|  |  | 19. | Recommend to approve the purchases with OnCourse Systems for Education in the amount of $12,409.24. (Backup L-11) |
|  |  | 20. | Recommend approval of the iObservation renewal fee from Learning Science International, effective July 1, 2020 through July 1, 2021, in the amount of $3,000.15. (Backup L-12) |
|  |  | 21. | Recommend approval of the annual license purchases from CDK Systems, Inc. in the amount of $4,260.00 as specified in the attached. (Backup L-13) |
|  |  | 22. | Recommend to approve the Contract for School Physician, effective July 1, 2020 through June 30, 2021, between the Vineland Public Charter School and Stephen A. Kriso, M.D., with an annual fee of $1,000. (Backup L-14) |
|  |  | 23. | Recommend approval of the Staffing Agreement between the Vineland Public Charter School and Professional Medical Staffing, LLC, to provide temporary personnel as needed for the 2020-2021 school year effective July 1, 2020 through June 30, 2021. (Backup L-15) |
|  |  | 24. | Recommend approval of the agreement between Vineland Public Charter School and CASA to ensure payroll processing services for a period of 24 months beginning July 1, 2020 through June 30, 2022 as attached. (Backup L-16) |
|  |  | 25. | Recommend approval of the agreement with LunchTime Software, LLC, at a rate of $2,690.00. (Backup L-17) |
|  |  | 26. | Recommend approval of the Memorandum of Agreement for Student Health Services between the Vineland Public Charter School and Complete Care Health Network to provide medical and dental services to students effective September 1, 2020 through June 30, 2021. (Backup L-18) |
|  |  | 27. | Recommend to approve the twelve (12) month renewal with Intrado, School Messenger, from the period June 30, 2020 through July 1, 2021, at a rate of $1,250.00 (Backup L-19) |
|  |  | 28. | Recommend approval to enter into the New Jersey state contract #A40467 with Ricoh USA, Inc. to lease one Ricoh MPC5503G for 48 months at a monthly cost of $332.02 per month. (Backup L-20) |
|  |  | 29. | Recommend to approve the automatic renewal of the Agreement between Cumberland County Charter School Network and Vineland Public Charter School as of July 1, 2019 through June 30, 2022, at a fee of 6% of total per pupil funding. (Backup L-21) |
|  |  | 30. | Recommend to approve the National Junior Honor Society Affiliation product in the amount of $385.00. (Backup L-22) |
|  |  | 31. | Recommend to approve the LinkIt! Software License Agreement between LinkIt! Data Warehousing Analytics and Vineland, Millville, and Bridgeton Public Charter Schools, effective July 1, 2020 through June 30, 2021, in the amount listed in the attached. (Backup L-23) |
|  |  | 32. | Recommend approval of the Consortium Fee to the Southern Regional Institute and Educational Technology Training Center (SRI&ETTC) at Stockton University in the amount of $1,092.00. (Backup L-24) |
|  |  | 33. | Recommend to approve the annual fee from Dude Solutions, Inc., effective July 1, 2020 through June 30, 2021, in the amounts listed in the attached. (Backup L-25) |
|  |  | 34. | Recommend approval to renew the agreement with Strauss Esmay Associates, LLP, to provide the Policy Alert and Support System services for the 2020-2021 school year. (Backup L-26) |
|  |  | 35. | Recommend approval to enter into an agreement with Istation to provide reading and virtual learning services, effective September 1, 2020 through October 31, 2021 at the rates listed in the attached. (Backup L-27) |
|  |  | 36. | Recommend approval of the K-12 educational services provided by TCI, with costs listed in the attached. (Backup L-28) |
|  |  | 37. | Recommend approval to enter into an agreement with DreamBox Learning MSSA, effective July 1, 2020 through June 30, 2021, to provide professional development services at the rate listed in the attached. (Backup L-29) |
|  |  | 38. | Recommend approval of the quote from Advanced Computer Solutions Group for Remote Maintenance and Management for the period July 1, 2020 through June 30, 2021, in the amount of $31,053.28. (Backup L-30) |
|  |  | 39. | Recommend approval of the agreement with Newslea to provide online content for core subjects, effective July 1, 2020 through June 30, 2021, in the amount of $3,300. (Backup L-31) |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Fatma Gadalla – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XVI. | POLICY UPDATES - None at this time. | | |
| XVII. | PERSONNEL | | |
|  | A. | Motion by Art Capriotti and second by Fatma Gadalla to approve items #1 through #3 under Personnel. | |
|  |  | 1. | Recommend approval of the staff list and salaries for the 2020-2021 school year as listed in the attached. (Backup PER-1) |
|  |  | 2. | Recommend approval of the personnel actions as listed in the attached. (Backup PER-2) |
|  |  | 3. | Recommend approval of the Marzano evaluation tool for Teachers and Administrators for 2020-2021. |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Fatma Gadalla – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XVIII. | FACILITIES | | |
|  | A. | Motion by Art Capriotti and second by Vanessa Phillips to approve item #1 under Facilities. | |
|  |  | 1. | Recommend approval of the School Integrated Pest Management Plan for the 2020-2021 school year, with Michael Shawaryn as the IPM Coordinator. (Backup F-1) |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Fatma Gadalla – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XIX. | SCHOOL OPERATIONS | | |
|  | A. | Motion by Art Capriotti and second by Fatma Gadalla to approve items #1 through #4 under School Operations. | |
|  |  | 1. | Recommend approval of the Principal's Report as presented by Mrs. Garcia. (Backup SO-1) |
|  |  | 2. | Recommend approval of the revised calendar for the 2020-2021 school year. (Backup SO-2) |
|  |  | 3. | Recommend approval of the revised Pre-K calendar for the 2020-2021 school year. (Backup SO-3) |
|  |  | 4. | Recommend approval of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights. (Backup SO-4) |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Fatma Gadalla – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XX. | EXECUTIVE DIRECTOR'S REPORT | | |
|  | A. | Motion by Vanessa Phillips and second by Fatma Gadalla to approve item #1 under Executive Director's Report. | |
|  |  | 1. | Report as presented by the CCCSN representative.   * Moving ahead, teachers’ last day on Friday. * New guidance coming next week. * Today was first day for administrative staff. * Summer feeding program * Finishing up cleaning and minor maintenance items. * Sanitizing the buildings |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Rudy Zuniga – YES  Art Capriotti – YES  Fatma Gadalla – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XXI. | ADJOURNMENT | | |
|  | A. | Motion by Rudy Zuniga and second by Art Capriotti to adjourn the meeting at 6:09 PM. | |
|  | B. | ALL IN FAVOR  **Voice Vote – Four (4) AYES** | |
|  | C. | Next Meeting July 20, 2020 | |

Respectfully Submitted,

Dr. Shay Richardson

Business Administrator/Board Secretary