

**Vineland Public Charter School
Work Session/Regular Board Meeting Minutes
July 20, 2020**

Convened at 5:30 p.m. in the Cafeteria at 1480 Pennsylvania Ave., Vineland, NJ 08361

- I. CALLED TO ORDER
 - A. Call to Order by the Board President at 5:34 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
 - A. Led by Dr. Richardson.
- IV. ROLL CALL
 - A. Vanessa Phillips, President – PRESENT (By Phone)
Rudy Zuniga, Vice President - ABSENT
Art Capriotti, Trustee – PRESENT (By Phone)
Dawn Coraluzzo, Trustee - ABSENT
Fatma Gadalla, Trustee – PRESENT (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 - ABSENT
Matthew Larson, Assistant Principal – PRESENT (By Phone)
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 Vanessa Phillips and second by Art Capriotti to adjourn the Work Session at 5:36 PM.
 - B. ROLL CALL
 - Vanessa Phillips – YES
 - Art Capriotti – YES
 - Fatma Gadalla – YES

Motion passed on a unanimous Roll Call vote.
- VIII. CALLED TO ORDER
 - A. Regular meeting called to order by the Board President at 5:36 PM.
 - B. ROLL CALL
 - Vanessa Phillips – YES
 - Art Capriotti – YES

Fatma Gadalla – YES

Motion passed on a 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 Fatma Gadalla and second by Art Capriotti to approve the Minutes of the Reorganization Meeting held on June 22, 2020. (Backup M-1)

B. ROLL CALL

Vanessa Phillips – YES

Art Capriotti – YES

Fatma Gadalla – YES

Motion passed on a unanimous Roll Call vote.

XII. OLD BUSINESS – None at this time.

XIII. FINANCE

A. Motion by Vanessa Phillips and second by Art Capriotti to approve items #1 through #23 under Finance.

1. Recommend approval of line item transfers for the Month of June 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 June 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 June 2020. The Treasurer's Report and the Secretary's Reports are in agreement for the month of June 2020. (Backup L-3)
4. Recommend approval of the bills list as attached (Backup L-4):
June 1, 2020 to June 30, 2020 - \$294,547.30
5. Recommend approval of the following payrolls (Backup L-5):
June 30, 2020 - \$118,140.72
July 15, 2020 - \$27,753.15
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 June 2020. (Backup L-6)
8. Recommend and approve the payout of unused vacation days for the attached staff. (Backup L-7)

9. Recommend approval of the Retainer and Fee Agreement for Collection Cases between Michael R. Mazzone, P.A., Attorneys at Law and Vineland Public Charter School to provide legal services as requested. (Backup L-8)
10. Recommend approval of the annual membership fee for the New Jersey Public Charter Schools Association, effective July 1, 2020 through June 30, 2021, in the amount of \$3,840.00. (Backup L-9)
11. Recommend approval to remove outdated textbooks and curriculum from circulation. (Backup L-10)
12. Recommend approval to ratify the contract for employee leave and attendance management service with National Time Systems, effective July 1, 2020 through June 30, 2021. (Backup L-11)
13. Recommend approval of the invoice from the New Jersey Association of School Business Officials (NJASBO) in the amount of \$275.00. (Backup L-12)
14. Recommend approval of the quotes provided by Learning Science International at the rates listed in the attached. (Backup L-13)
15. Recommend approval to purchase computer hardware and software under OMNI/NIPA Co-Op contract #R160203. (Backup L-14)
16. Recommend to approve the Learning A-Z quote for the 2020-21 school year in the amount listed in the attached. (Backup L-15)
17. Recommend approval of the quotes from Teaching Strategies, LLC at the rates listed in the attached. (Backup L-16)
18. Recommend to approve the quote from Happy Numbers, Inc. in the amount of \$435.00. (Backup L-17)
19. Recommend approval of the proposal by Houghton Mifflin Harcourt for the purchase of HNM Avancesmos National 2018. (Backup L-18)
20. Recommend approval to accept a \$100,000 Facilities-Based Working Capital Term Loan from New Jersey Community Capital as specified in the Exhibit A Resolution attachment. (Backup L-19)
21. Recommend to approve the proposed Agreement for Legal Services between Vineland Public Charter School and Capehart Scatchard as indicated in the attached. (Backup L-20)
22. Recommend to approve Bowman & Company, LLP, to complete the 2019-2020 audit per the attached engagement agreement. (Backup L-21)
23. Recommend approval of the final budget and narrative for the 2019-2020 school year. (Backup L-22)

- B. ROLL CALL
Vanessa Phillips – YES
Art Capriotti – YES
Fatma Gadalla – YES

Motion passed on a unanimous Roll Call vote.

XIV. POLICY UPDATES

- A. Motion by Art Capriotti and second by Fatma Gadalla to approve item #1 under Policy Updates.

1. Recommend approval of the New Jersey Policy Alert No. 220, June 2020, for a First Reading (Backup POL-1):
Policy #1649, Federal Families First Coronavirus (COVID-19) Response Act
Policy #2270, Religion in Schools (Revised)
Policy #2431.3, Heat Participation Policy for Student-Athlete Safety (Revised)
Policy #2622, Student Assessment (Revised)
Policy #5111, Eligibility of Resident/Nonresident Students (Revised)
Policy #5200, Attendance (Revised)
Policy #5320, Immunization (Revised)
Policy #5330.04, Administering an Opioid Antidote (Revised)

- B. ROLL CALL
Vanessa Phillips – YES
Art Capriotti – YES
Fatma Gadalla – YES
Motion passed on a unanimous Roll Call vote.

XV. PERSONNEL

- A. Motion by Vanessa Phillips and second by Art Capriotti to approve items #1 through #2 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)
- B. ROLL CALL
Vanessa Phillips – YES
Art Capriotti – YES
Fatma Gadalla – YES
Motion passed on a 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 #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 School Security Drill of Assurance. (Backup SO-2)
 3. Recommend approval of the Reopening Plan for the 2020-2021 school year. (Backup SO-3)
 4. Recommend to approve and ratify the Professional Development Plan (PDP) for the 2020-2021 school year. (Backup SO-4)
- B. ROLL CALL
Vanessa Phillips – YES
Art Capriotti – YES
Fatma Gadalla – YES
Motion passed on a unanimous Roll Call vote.

XVIII. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Art Capriotti and second by Fatma Gadalla to approve item #1 under Executive Director's Report.

1. Report as presented by the CCCSN representative.

- Working on the Restart and Recovery Plan.
- Virtual model at the start of the school year.
- Teachers will conduct virtual model.
- First week of school consists of half days.
- 9 AM to 3 PM daily scheduled time for traditional program.
- Recruiting teachers and school nurse.

B. ROLL CALL

Vanessa Phillips – YES

Art Capriotti – YES

Fatma Gadalla – YES

Motion passed on a unanimous Roll Call vote.

XIX. ADJOURNMENT

A. Motion by Art Capriotti and second by Fatma Gadalla to adjourn the meeting at 5:59 PM.

B. ALL IN FAVOR

Voice Vote – Three (3) AYES

C. Next Meeting August 24, 2020

Respectfully Submitted,



Dr. Shay Richardson

Business Administrator/Board Secretary