

**Vineland Public Charter School  
Work Session/Regular Board Meeting Minutes  
December 18, 2017**

**convenes 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 5:30 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times on August 6, 2017.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Gary Stanker.
- IV. ROLL CALL
  - A. Gary Stanker - Present  
Lydia Perez-Johnson - Present  
Vanessa Phillips – Present (By telephone)  
Art Capriotti - Present  
Robert Johnson - Absent
  - B. Also Present:
    - 1. CCCSN - Executive Director – Present (By telephone)  
CCCSN - Deputy Director – Present (By telephone)  
Douglas McGarry - Business Administrator/Board Secretary - Present
- V. REVIEW OF AGENDA
  - A. Questions - None
- VI. OPEN TO PUBLIC - None
  - Questions pertaining to agenda items only
- VII. ADJOURNMENT OF WORK SESSION
  - A. Motion by Lydia Perez-Johnson and second by Art Capriotti to adjourn the work session at 5:34 PM.
  - B. ALL IN FAVOR  
Voice Vote – Four (4) AYES
- VIII. CALLED TO ORDER
  - A. Regular meeting called to order by the Board President at 5:34 PM.
  - B. ROLL CALL
  - C. Gary Stanker - Present  
Lydia Perez-Johnson - Present  
Vanessa Phillips – Present (By telephone)  
Art Capriotti - Present
- IX. AUDIT PRESENTATION
  - A. Presentation of the 2016-2017 Financial Audit by Douglas McGarry, Business Administrator.

- B. Motion by Vanessa Phillips and second by Art Capriotti to approve the 2016-2017 Comprehensive Annual Financial Report as presented and to certify that the CAFR was discussed in public session and copies of the Audit Summary were made available to the public.
- C. ROLL CALL
  - Gary Stanker - YES
  - Lydia Perez-Johnson - YES
  - Vanessa Phillips – YES
  - Art Capriotti – YES

**Motion passed on a unanimous Roll Call vote.**
- X. CORRECTIVE ACTION PLAN
  - A. Motion by Art Capriotti and second by Lydia Perez-Johnson to approve the Corrective Action Plan for finding 2017-001, as presented and attached. (Backup CAP-1)
  - B. ROLL CALL
    - Gary Stanker - YES
    - Lydia Perez-Johnson - YES
    - Vanessa Phillips – YES
    - Art Capriotti – YES

**Motion passed on a unanimous Roll Call vote.**
- XI. CERTIFICATION OF IMPLEMENTATION
  - A. Motion by Vanessa Phillips and second by Lydia Perez-Johnson to approve the Certification of Implementation of the Corrective Action Plan. (Backup COI-1)
  - B. ROLL CALL
    - Gary Stanker - YES
    - Lydia Perez-Johnson - YES
    - Vanessa Phillips – YES
    - Art Capriotti – YES

**Motion passed on a unanimous Roll Call vote.**
- XII. APPROVE MINUTES
  - A. Motion by Art Capriotti and second by Lydia Perez-Johnson to approve the Minutes of the Regular and Executive session meetings held on November 27, 2017.(Backup M-1)
  - B. ROLL CALL
    - Gary Stanker - YES
    - Lydia Perez-Johnson - YES
    - Vanessa Phillips – YES
    - Art Capriotti – YES

**Motion passed on a unanimous Roll Call vote.**
- XIII. OLD BUSINESS - None
- XIV. FINANCE
  - A. Motion by Lydia Perez-Johnson and second by Art Capriotti to approve items #1 through #16 under Finance.

1. Recommend approval of line item transfers for the Month of November 2017. (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 November 2017. 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 materials 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 2017. The Treasurer's Report and the Secretary's Reports are in agreement for the month of November 2017.(Backup materials L-3)
4. Recommend approval of the bills as attached in the amount of \$529,454.13.(Backup L-4)
5. Recommend approval of the following payrolls (Backup L-5):  
November 30, 2017 - \$116,544.56  
December 15, 2017 - \$124,966.37
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 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 November 2017. (Backup L-6)
8. Recommend approval of a contract with Growing Tree Psychological Services, LLC., to provide School Psychologist services for 2017-18 on an as needed basis at the attached rates. (Backup L-7)
9. Recommend approval of the field trips as attached. (Backup L-8)
10. Recommend approval of retroactive pensionable merit increases, as attached, for the 2017-18 school year, 50% of which are funded through the PICCS grant. (Backup L-9)
11. Recommend approval to ratify the submission of the Annual Charter School Fiscal Questionnaire, as attached, on November 29, 2017. (Backup L-10)
12. Recommend approval to reimburse Douglas McGarry, Business Administrator, for travel expenses for the NJ Charter School Conference in the amount of \$242.32.
13. Recommend approval of travel expenses in the amount of \$152.40 for Lisa Zuniga, Human Resources Director, to attend the National SAM Conference in Fort Myers, FL from January 24-28, 2018.
14. Recommend approval for Douglas McGarry to attend the 2018 New Jersey School Buildings and Grounds Expo in Atlantic City, NJ, from March 12-14, 2018. Mr. McGarry will be attending classes for CEU credits to retain his

Certified Educational Facilities Manager Certification. Registration is free and travel to be reimbursed per statute.

15. Recommend approval for Ken Galbraith, IT Technician, to attend mandatory PARCC District Technology Coordinator training on March 8, 2018, in Atlantic City, NJ. Registration is free and travel will be reimbursed per statute.

16. Recommend approval to accept the donation of an artificial holiday tree from Gary Stanker, Board president.

B. ROLL CALL

Gary Stanker - YES

Lydia Perez-Johnson - YES

Vanessa Phillips – YES

Art Capriotti – YES

**Motion passed on a unanimous Roll Call vote.**

XV. POLICY UPDATES

None at this time

XVI. PERSONNEL

A. Motion by Lydia Perez-Johnson and second by Vanessa Phillips to approve item #1 under Personnel.

1. Recommend approval of the staff list and salaries as attached. (Backup PER-1)

B. ROLL CALL

Gary Stanker - YES

Lydia Perez-Johnson - YES

Vanessa Phillips – YES

Art Capriotti – YES

**Motion passed on a unanimous Roll Call vote.**

XVII. FACILITIES

A. Motion by Vanessa Phillips and second by Art Capriotti to approve item #1 under Facilities.

1. Recommend approval of the Lease Termination Agreement with Beth Israel Congregation for 1015 E. Park Ave., as of December 31, 2017. (Backup F-1)

B. ROLL CALL

Gary Stanker - YES

Lydia Perez-Johnson - YES

Vanessa Phillips – YES

Art Capriotti – YES

**Motion passed on a unanimous Roll Call vote.**

XVIII. COMMUNITY

XIX. PRINCIPAL'S REPORT

A. Motion by Lydia Perez-Johnson and second by Art Capriotti to accept the Principal's report. (Backup P-1)

1. Report as attached.

B. ROLL CALL

Gary Stanker - YES  
Lydia Perez-Johnson - YES  
Vanessa Phillips – YES  
Art Capriotti – YES

**Motion passed on a unanimous Roll Call vote.**

XX. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Art Capriotti and second by Vanessa Phillips to accept the Executive Director's report.

1. Report as presented by the CCCSN representative.

- Budget numbers for Oct 15 count are in - \$1 million less than projection
- Enrollment still a focus
- Pre-K number appears to be funded at 28 rather than 30 students
- No news yet on VPCS renewal application

B. ROLL CALL

Gary Stanker - YES  
Lydia Perez-Johnson - YES  
Vanessa Phillips – YES  
Art Capriotti – YES

**Motion passed on a unanimous Roll Call vote.**

XXI. ADJOURNMENT

A. Motion by Vanessa Phillips and second by Lydia Perez-Johnson to adjourn the meeting at 6:08 PM.

B. ALL IN FAVOR  
Voice Vote – Four (4) AYES

C. Next Meeting January 22, 2018.

Respectfully Submitted,

  
Douglas C. McGarry  
Board Secretary