

**Vineland Public Charter School
Work Session/Re-Organization Meeting Minutes
June 25, 2018**

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

- I. CALLED TO ORDER
 - A. Work Session Call to Order by the Board Secretary at 5:31PM.
- 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 Board Secretary.
- IV. ROLL CALL
 - A. Gary Stanker – President – PRESENT (by phone)
Lydia Perez-Johnson - Vice President - ABSENT
Vanessa Phillips – Trustee – PRESENT (by phone)
Art Capriotti – Trustee – PRESENT (by phone)
Rudy Zuniga – New Board Member – PRESENT
Fatma Gadalla – New Board Member – PRESENT
 - B. Also Present:
CCCSN - Executive Director - PRESENT
CCCSN - Deputy Director – PRESENT
Christina Murphy - Business Administrator/Board Secretary - PRESENT
Lisa Zuniga - Director, Human Resources - PRESENT
Scott Ponzetti - Assistant Principal - PRESENT
- V. REVIEW OF AGENDA (Pertaining to Agenda items only)
- VI. OPEN TO PUBLIC - None
- VII. ADJOURNMENT OF WORK SESSION
 - A. Motion by Art Capriotti and second by Vanessa Phillips to adjourn the work session at 5:33 PM.
 - B. ALL IN FAVOR
Voice Vote – Three (3) AYES
- VIII. CALLED TO ORDER
 - A. Regular meeting called to order by the Board Secretary at 5:34 PM.
 - B. ROLL CALL
Gary Stanker – PRESENT (by phone)
Lydia Perez-Johnson - ABSENT
Vanessa Phillips – PRESENT (by phone)
Art Capriotti – PRESENT (by phone)
Rudy Zuniga – (New Board Member) - PRESENT
Fatma Gadalla – (New Board Member) - PRESENT

- IX. OPEN TO PUBLIC – None
- X. RESIGNATION OF TRUSTEE
 - A. Motion by Vanessa Phillips and second by Gary Stanker to accept the resignation of Lydia Perez-Johnson. (Backup R-1)
 - B. ROLL CALL
 - Gary Stanker – YES
 - Vanessa Phillips – YES
 - Art Capriotti – YES

Motion passed on a unanimous Roll Call vote.
- XI. RECOMMENDATION FOR THE BOARD OF TRUSTEES
 - A. Motion by Art Capriotti and second by Gary Stanker to appoint Fatma Gadalla, Gary Stanker, and Rudy Zuniga to the Board of Trustees for three-year terms expiring June 2021 and to certify the continuing appointments as listed below:
 - Vanessa Phillips - June 2019
 - Art Capriotti - June 2020
 - B. Roll call to approve Recommendation of Trustees.
 - Gary Stanker – YES
 - Vanessa Phillips – YES
 - Art Capriotti – YES

Motion passed on a unanimous Roll Call vote.
- XII. OATH OF OFFICE
 - A. Administered by Ms. Murphy to Fatma Gadalla, Gary Stanker, and Rudy Zuniga.
- XIII. ELECTION OF OFFICERS
 - A. The Board Secretary opens the floor for nominations for Board President.
 - Nomination – Gary Stanker
 - Motioned by Vanessa Phillips
 - Second by Art Capriotti
 - B. The Board President closes the floor for nominations for President
 - Motion by Art Capriotti
 - Second by Vanessa Phillips
 - C. Roll Call to appoint Gary Stanker as Board President.
 - Gary Stanker – YES
 - Vanessa Phillips – YES
 - Art Capriotti – YES
 - Rudy Zuniga – YES
 - Fatma Gadalla – YES

Motion passed on a unanimous Roll Call vote.
 - D. The Board President assumes control of the meeting
 - E. The Board President opens the floor for nominations for Vice-President.
 - Nomination – Vanessa Phillips
 - Motioned by Art Capriotti
 - Second by Gary Stanker

- F. The Board President closes the floor for nominations for Vice-President
Motion by Gary Stanker
Second by Art Capriotti
- G. Roll call to appoint Vanessa Phillips as Board Vice-President.
Gary Stanker – YES
Vanessa Phillips – YES
Art Capriotti – YES
Rudy Zuniga – YES
Fatma Gadalla – YES
Motion passed on a unanimous Roll Call vote.

XIV. APPOINTMENT OF PROFESSIONALS

- A. Motion by Gary Stanker and second by Vanessa Phillips to approve items #1 through #5 under Appointment of Professionals
 - 1. Recommend approval to appoint Esteban Garcia as the Business Certified Educational Facilities Manager for the period July 1, 2018 through June 30, 2019.
 - 2. Recommend approval to appoint Dr. Stephen Kriso, M.D. as school physician for the 2018-19 school year at an annual rate of \$1,000.
 - 3. Recommend approval to appoint David Shoemaker as the AHERA program manager for 2018-2019 school year.
 - 4. Recommend approval to appoint Christina Murphy as School Business Administrator/Board Secretary through the shared services agreement with Bridgeton Public Charter School.
 - 5. Recommend approval to appoint Capehart Scatchard as School Solicitor for the 2018-2019 school year.
- B. ROLL CALL
Gary Stanker – YES
Vanessa Phillips – YES
Art Capriotti – YES
Rudy Zuniga – YES
Fatma Gadalla – YES
Motion passed on a unanimous Roll Call vote.

XV. APPROVE MINUTES

- A. Motion by Rudy Zuniga and second by Fatma Gadalla to approve the Minutes of the Regular and Executive Session meetings held on May 31, 2018. (Backup M-1)
- B. ROLL CALL
Gary Stanker – YES
Vanessa Phillips – YES
Art Capriotti – YES
Rudy Zuniga – YES
Fatma Gadalla – YES
Motion passed on a unanimous Roll Call vote.

XVI. BUSINESS AND OPERATIONS

- A. Motion by Rudy Zuniga and second by Fatma Gadalla to approve items #1 through #15 under Business and Operations.
1. Recommend approval of Ocean First Bank as the Official Depository for the 2018-19 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., 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 2018-19 school year.
 4. Recommend approval that the Business Administrator, or designee, has the authority to wire transfer funds between the Board of Trustees' bank accounts as necessary.
 5. Recommend approval of the following dates for the Board of Trustees Meetings for 2018-19. All meetings will begin at 5:30 PM in the VPCS Cafeteria with a Work Session immediately followed by the Regular Meeting.
July 23
August 27
September 24
October 22
November 26
December 17 ** (third Monday)
January 28
February 25
March 25
April 15 ** (third Monday)
May 20 ** (third Monday)
June 24
 6. Recommend approval to conduct Board of Trustee meetings according to the Parliamentary authority established by Robert's Rules of Order.
 7. Recommend approval of deductions from employees' paychecks to VOYA and Lincoln Investment as tax sheltered 403b plans and Colonial Life - Roth 403B and disability insurance.
 8. Recommend approval of the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts for New Jersey Public Schools.
 9. Recommend approval to appoint Christina Murphy as 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, 2018, through June 30, 2019, and to establish the bid threshold at \$40,000 and the Quote threshold at \$6,000.

10. Recommend approval for Christina Murphy, 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.
 11. Recommend approval to adopt the Board of Trustees Policy Manual, procedures, textbooks and curriculum as presented on file for the 2018-19 school year.
 12. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2018-19 school year.
 13. Recommend approval of the following school district officials for the 2018-19 school year.
 Lead Person - Ann F. Garcia Ed.D
 Title IX Coordinator - Dr. Valerie James-Kemp
 Public Agency Compliance Officer - Christina Murphy
 Affirmative Action Officer - Christina Murphy
 504 Officer - Scott Ponzetti
 14. Recommend approval for Christina Murphy, Business Administrator, to make adjusting entries as necessary to finalize the 2017-18 accounting records.
 15. Recommend approval to appoint Bowman and Company, LLP, as the school's auditing firm for 2018-19 based upon their successful response to the school's Request for Qualifications. (Backup OPS-1)
- B. Roll Call to approve Business and Operations.
 Gary Stanker – YES
 Vanessa Phillips – YES
 Art Capriotti – YES
 Rudy Zuniga – YES
 Fatma Gadalla – YES

Motion passed on a unanimous Roll Call vote.

XVII. EXECUTIVE SESSION - None

XVIII. FINANCE

- A. Motion by Rudy Zuniga and second by Gary Stanker to approve items #1 through #31 under Finance.
 1. Recommend approval of line item transfers for the Month of May 2018. (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 2018. 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 Reports in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2018. The Treasurer's Reports and the Secretary's Reports are in agreement for the month of May 2018.(Backup materials L-3)

4. Recommend approval of the bills list as attached in the amount of \$392,781.19. (Backup L-4)
5. Recommend approval of the following payrolls (Backup L-5):
June 15, 2018 - \$108,982.22
6. Recommend approval of the expense reclassification report for May 2018. (Backup L-6)
7. 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.
8. Recommend to approve that pursuant to PL 2015, Chapter 47 Vineland 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 materials L-7).
9. Recommend approval to enter into a Software License Agreement with LinkIt!, effective July 1, 2018, to provide an Assessment Management and Analytics Platform at a cost of \$22,860. (Backup L-8)
10. Recommend approval to use CDK Systems as our Accounting and Personnel systems provider at the following rates:
Finance - \$4,410
Personnel - \$3,840
Requisition - \$2,020. (Backup L-9)
11. Recommend approval to accept the following grant allocations for the 2018-19 school year:
Title I Part A - \$131,338
Title II Part A - \$23,465
Title III - \$411
Title IV - \$10,000
IDEA Basic - \$78,186
IDEA Pre-K - \$4,597
12. Recommend approval to continue the appointment of Rue Insurance as broker for General Liability and Property Insurance for the 2018-19 school year.
13. Recommend approval to contract with Renaissance Unemployment Insurance Consultants for 2018-2019 at an annual cost of \$1,000.
14. Recommend approval to renew the account with SchoolMessenger for a the 2018-2019 school year at an annual rate of \$1,250). (Backup L-10)
15. Recommend approval of a contract with Professional Medical Staffing, LLC to provide as-needed nursing services for 2018-2019 at the following rates:

RN - \$50.00/hr.

LPN - \$43.00/hr. (Backup L-11)

16. Recommend approval of a contract with Bayada Nursing to provide as-needed nursing services for 2018-19 at the following rates:
RN - \$49.00/hr
LPN - \$39.00/hr (Backup L-12)
17. Recommend approval to submit the Annual Report.
18. Recommend approval of the PERS and TPAF employee pension increase from 7.34% to 7.5%.
19. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2018-2019 school year.
20. Recommend approval of a six-month extension to the agreement with GovDesigns to provide website management, hosted fillable PDF service, and website backups at a cost of \$800.00. (Backup L-13)
21. Recommend approval of the quote from Advanced Computer Solutions Group for Remote Maintenance and Management for the period July 1, 2018 thru June 30, 2019 in the amount of \$20,350.00. (Backup L-14)
22. Recommend approval of the agreement with LunchTime Software, LLC. (Backup L-15)
23. Recommend approval of an agreement with Strauss Esmay Associates, LLP, to provide the Policy Alert and Support System services for the 2018-2019 school year. (Backup L-16)
24. Recommend approval to join the consortium with Stockton University and the Southern Regional Institute and Educational Technology Training Center (SRI&ETTC) for Professional Development for the 2018-2019 school year at a total cost of \$1,462.50. (Backup L-17)
25. Recommend approval of a one-time payout of ten (10) unused Vacation Days to Lisa Zuniga. (Backup L-18)
26. Recommend approval of the Tuition Reimbursement Request from Lisa Zuniga in the amount of \$4,925. (Backup L-19)
27. Recommend approval to enter into an agreement with Jannette Duran, as a Teacher of English as a Second Language, on an as-needed basis, at the rate of \$60.00 per hour. (Backup L-20)
28. Recommend approval for Mindy Roman, Teacher of English as a Second Language, to conduct summer ESL testing, on an as-needed basis, at the rate of \$50.00 per hour. (Backup L-21)
29. Recommend approval of the Assessment Calendar for 2018-2019. (Backup L-22)
30. Recommend approval of the Summer Reading Lists for students in Grades 1-10. (Backup L-23)
31. Recommend approval of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights. (Backup L-24)

B. ROLL CALL to approve items #1 - #31 under Finance.

Gary Stanker – YES

Vanessa Phillips – YES

Art Capriotti – YES

Rudy Zuniga – YES (ABSTAINED ON #25 AND #26)

Fatma Gadalla – YES

Motion passed on a unanimous Roll Call vote (except as noted above).

XIX. POLICY UPDATES

A. Motion by Rudy Zuniga and second by Art Capriotti to approve items #1 through #2 under Policy.

1. Recommend approval of policies in New Jersey Policy Alert No. 215, April 2018, for a Second Reading. (Backup POL-1)

2. Recommend approval of the Second Reading of Policy #7450, Property Inventory. (Backup POL-2)

B. Roll Call for items #1 through #2 under Policy Updates.

Gary Stanker – YES

Vanessa Phillips – YES

Art Capriotti – YES

Rudy Zuniga – YES

Fatma Gadalla – YES

Motion passed on a unanimous Roll Call vote.

XX. PERSONNEL

A. Motion by Rudy Zuniga and second by Vanessa Phillips to approve items #1 through #7 under Personnel.

1. Recommend approval to hire the following Personnel for the 2018-2019 school year:

Desiree Aponte, Teacher, (10-months), at an initial salary of \$40,000 with an additional \$1,000 at 30, 90, and 120 day intervals, upon effective evaluations, for a total annual salary of \$43,000.

Megan Hoyt, Teacher, (10-months), at an initial salary of \$46,000 with an additional \$1,000 after 60 days, following an effective evaluation, for a total annual salary of \$47,000.

Katelyn Kammerer, Teacher, (10-months), at an initial salary of \$32,000, with an additional \$1,000 at 60, 90, and 120 day intervals, upon effective evaluations, for a total annual salary of \$35,000.

Nicole Pacera, School Counselor, (12-months), at an initial salary of \$48,000 with an additional \$1,000 at 30 and 90 day intervals, upon effective evaluations, for a total annual salary of \$50,000.

Robert Ryder, Technology, (12-months), at an annual salary of \$45,000

2. Recommend acceptance of the resignation of Nicole Barbich effective 6/30/2018 (Backup PER-1)

3. Recommend acceptance of the resignation of Cassandra Clifford effective 6/30/2018. (Backup PER-2)

4. Recommend acceptance of the resignation of Jonathan M. Long effective 6/30/2018. (Backup PER-3)
 5. Recommend acceptance of the resignation of Ashton Meader effective 6/30/2018. (Backup PER-4)
 6. Recommend acceptance of the resignation of Judy Stanford-Grady effective 6/30/2018. (Backup PER-5)
 7. Recommend acceptance of the resignation of Anne M. Tighe effective 6/30/2018. (Backup PER-6)
 8. Recommend approval of the draft Teacher's contract, as attached, and prepared by counsel. (PER-7)
 9. Recommend approval of the staff list and salaries for the 2018-19 school year as attached. (Backup PER-8)
 10. Recommend approval of the Marzano evaluation tool for Teachers and Administrators for 2018-2019.
- B. Roll Call for items #1 through #10 under Personnel.
 Gary Stanker – YES
 Vanessa Phillips – YES
 Art Capriotti – YES
 Rudy Zuniga – YES
 Fatma Gadalla – YES
Motion passed on a unanimous Roll Call vote.

XXI. FACILITIES

- A. Motion by Gary Stanker and second by Rudy Zuniga to approve item #1 under Facilities.
1. Recommend approval of the School Integrated Pest Management Plan for the 2018-2019 school year, and Esteban Garcia as the IPM Coordinator. (Backup F-1)
- B. ROLL CALL
 Gary Stanker – YES
 Vanessa Phillips – YES
 Art Capriotti – YES
 Rudy Zuniga – YES
 Fatma Gadalla – YES
Motion passed on a unanimous Roll Call vote.

XXII. PRINCIPAL'S REPORT

- A. Motion by Rudy Zuniga and second by Vanessa Phillips to accept the Principal's Report.
1. Report as presented by Mr. Ponzetti, Assistant Principal. (Backup P-1)
- B. Roll Call to accept the Principal's Report.
 Gary Stanker – YES
 Vanessa Phillips – YES
 Art Capriotti – YES
 Rudy Zuniga – YES

Fatma Gadalla – YES

Motion passed on a unanimous Roll Call vote.

XXIII. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Gary Stanker and second by Rudy Zuniga to accept the Executive Director/Principal's report.

1. Report as presented by the CCCSN Representative.

- Attended Charter School Conference in Texas
- 8th grade graduation outside
- Condolences to Mr. Capriotti on his mother's passing.

B. Roll Call to approve the Executive Director/Principal's Report.

Gary Stanker – YES

Vanessa Phillips – YES

Art Capriotti – YES

Rudy Zuniga – YES

Fatma Gadalla – YES

Motion passed on a unanimous Roll Call vote.

XXIV. ADJOURNMENT

A. Motion by Rudy Zuniga and second by Gary Stanker to adjourn the meeting at 6:23 PM.

B. ALL IN FAVOR

Voice Vote – Five (5) AYES

C. Next Meeting July 24, 2018

Respectfully submitted,



Christina Murphy

Business Administrator/Board Secretary