

**Vineland Public Charter School  
Regular Board Meeting  
June 19, 2023**

**Convenes at 4:30 p.m. in the Cafeteria at 1480 Pennsylvania Ave, Vineland NJ 08361**

- I. CALLED TO ORDER
  - A. Call to Order by the Board President 4:35 PM
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times on and The Reminder on June 8, 2023.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Mr. Dennis Zakroff
- IV. ROLL CALL
  - A. Vanessa Phillips, President- Present  
Fatma Gadalla, Trustee- Absent  
Octavio Mendez, Trustee- Present  
Tessa McKenna, Trustee- Absent  
Vanessa Bones, Trustee -Present
  - B. Also Present:
    - 1. Matthew Ackiewicz, CEO- Present  
CCCSN Executive Director -Absent  
CCCSN Deputy Director- Absent  
Dennis Zakroff, Board Secretary/Business Administrator -Present  
Christina Murphy, Treasurer- Present  
Jennifer Hagan, HR Coordinator- Present  
Mr. Matthew Larson, Principal- Present  
Mr. Joseph Zlotek, Assistant Principal -Present
- 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 Ms. Vanessa Phillips and second by Mr. Octavio Mendez to adjourn the work session at 4:36 PM.
  - B. ROLL CALL
    - Ms. Vanessa Phillips- Yes
    - Mr. Octavio Mendez – Yes
    - Ms. Vanessa Bones – Yes

All were in favor and the motion carried
- VIII. CALLED TO ORDER
  - A. Regular meeting called to order by the Board President at 4:36 PM.
  - B. ROLL CALL
    - Ms. Vanessa Phillips- Yes
    - Mr. Octavio Mendez – Yes
    - Ms. Vanessa Bones – Yes

All were in favor and the motion carried

IX. ELECTION OF OFFICERS

A. The Board Secretary opens the floor for nominations for Board President

1. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Bones to nominate Ms. Vanessa Phillips for Board President.
2. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Phillips 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. Vanessa Phillips- Yes  
Mr. Octavio Mendez – Yes  
Ms. Vanessa Bones – Yes

All were in favor and the motion carried

4. The Board President assumes control of the meeting at 4:38 PM.

B. The Board President opens the floor for nominations for Vice President.

1. Motion by Ms. Vanessa Phillips and second by Ms. Vanessa Bones to nominate Mr. Octavio Mendez for Board Vice President.
2. Motion by Ms. Vanessa Phillips and second by Ms. Vanessa Bones for the Board President to close the floor for nominations for Vice President.
3. Roll Call to appoint Mr. Octavio Mendez as Vice President of the Board of Trustees.

C. ROLL CALL

Ms. Vanessa Phillips- Yes  
Mr. Octavio Mendez – Yes  
Ms. Vanessa Bones – Yes

All were in favor and the motion carried

X. Appointment of Professionals

A. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Bones to approve items 1 through 6 under Appointment of Professionals.

1. Recommend approval to appoint Brian George as the Certified Educational Facilities Manager for the period July 1, 2023 through June 30, 2024.
2. Recommend approval to appoint Gladwyn Baptist, M.D., as School Physician for the 2023-2024 school year at an annual rate of \$500.00.
3. Recommend approval to appoint Brian George as the AHERA program manager for the 2023-2024 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 2023-2024 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. Vanessa Phillips- Yes  
Mr. Octavio Mendez – Yes  
Ms. Vanessa Bones – Yes

All were in favor and the motion carried

XI. BUSINESS AND OPERATIONS

- A. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Phillips to approve items 1 through 13 under Business and Operations.
1. Recommend approval of Ocean First Bank as the Official Depository for the 2023-2024 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 2023-2024 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 Christina Murphy 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, 2023 through June 30, 2024, 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 2023-2024 school year.
  11. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2023-2024 school year.
  12. Recommend approval of the following school district officials for the 2023-2024 school year.  
Lead Person - Matthew Ackiewicz  
Title IX Coordinator - Dr. Valerie James  
Public Agency Compliance Officer - Dennis Zakroff  
Affirmative Action Officer - Jennifer Hagan  
504 Officer - Mr. Matthew Larson
  13. Recommend approval for Dennis Zakroff, Business Administrator, to make adjusting entries as necessary to finalize the 2022-2023 accounting records.
- B. ROLL CALL  
Ms. Vanessa Phillips- Yes

Mr. Octavio Mendez – Yes

Ms. Vanessa Bones – Yes

All were in favor and the motion carried

XII. RECOMMENDATION TO THE BOARD OF TRUSTEES

A. Motion by Ms. Vanessa Bones and second by Ms. Vanessa Phillips to approve item 1 under Recommendation to the Board of Trustees.

1. 1. Recommend approval of the following dates for the Board of Trustees meeting for 2023-2024. All meetings will begin at 6:45 PM in the VPCS Cafeteria

July 17

August 21

September 18

October 16

November 20

December 18

January 22

February 26

March 18

April 15

May 13

June 17

B. ROLL CALL

Ms. Vanessa Phillips- Yes

Mr. Octavio Mendez – Yes

Ms. Vanessa Bones – Yes

All were in favor and the motion carried

XIII. OPEN TO PUBLIC

XIV. APPROVE MINUTES

1. Motion by Ms. Vanessa Bones and second by Ms. Vanessa Phillips to approve the Minutes of the Regular and Executive session meetings held on May 8, 2023.

A. ROLL CALL

Ms. Vanessa Phillips- Yes

Mr. Octavio Mendez – Yes

Ms. Vanessa Bones – Yes

All were in favor and the motion carried

XV. OLD BUSINESS (NONE)

XVI. FINANCE

A. Motion by Ms. Vanessa Phillips and second by Mr. Octavio Mendez to approve items 1 through 40 under Finance.

1. Recommend approval of line item transfers for the Month of May 2023. (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 2023. 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 not 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 May 2023. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2023.(Backup materials L-3)
4. Recommend approval of the bills as attached in the amount of \$429,340.90 (Back-up L-4)
5. Recommend approval of the following payrolls (Backup L-5):
  - May 15, 2023 - \$127,424.09
  - May 31, 2023 - \$126,280.80
  - June 15, 2023 - \$130,851.00
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 2023. (Backup L-6)
8. Recommend to approve the agreement with the YMCA for the 2023-2024 school year.(Back-up L-7)
9. Recommend to approve the proposal with Learning A-Z for the 2023-2024 school year in the amount of \$17,928. (Back-up L-8)
10. Recommend to accept the ESEA Consolidated Grant Funds (Title I - \$136,574 / Title II - \$15,772 / Title IV - \$10,000) (Back-up L-9)
11. Recommend to refuse the Title III Grant Funds. (Back-up L-10)
12. Recommend to approve the quote with Epic Environmental in the amount of \$345 for RTK Survey Preparation. (Back-up L-11)
13. Recommend approval for the proposal with Omni and TSACG for the 2023-2024 school year in the amount of \$1,500. Back-up -12)
14. Recommend to approve the invoice with Make Math Moments for the 2023-2024 school year in the amount of \$339 (Back-up L-13)
15. Recommend approval for the quote with Teaching Strategies for the 2022-2023 school year in the amount of \$498.00. (Back-up L-14)
16. Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2023-2024 school year. (Back-up L-15)
17. Recommend approval for the agreement with Therapy Source for the 2023-2024 school year (Back-up L-16)
18. Recommend to approve the agreement with ABS Facility Solutions in the amount of \$7,272.16/monthly for janitorial services and a one time fee of \$7,800 for summer floor restoration. (Back-up L-17)
19. Recommend to approve the quote with Silver Sky for the 2023-2024 school year in the amount of \$30,236.10 (Back-up L-18)
20. Recommend approval of the membership dues to the New Jersey Public Charter School Association for the 2023-2024 school year in the amount of \$8,320.00 (Back-up L-19)
21. Recommend to approve the proposal with Link It for the 2023-2024 school year in the amount of \$29,422 (Back-up L-19)
22. Recommend to approve the service agreement with Viking Pest Control for the 2023-2024 school year in the amount of \$180.00/monthly. (Back-up L-20)
23. Recommend to approve the invoice with Philadelphia Insurance Companies for the 2023-2024 school year in the amount of \$1,438 (Back-up L-21)

24. Recommend to approve the quote with Teaching Strategies for the Gold NJ Bundle in the amount of \$391.50 for the 2023-2024 school year. (Back-up L-22)
25. Recommend to approve the proposed budget with Gateway Community Action Partnership for the 2023-2024 school year in the amount of \$37,500. (Back-up L-23)
26. Recommend to approve the SRI and ETTC hours with Stockton University for the 2023-2024 school year. (Back-up L-24)
27. Recommend to approve the invoice with Strauss Esmay for the 2023-2024 school year in the amount of \$4,470. (Back-up L-25)
28. Recommend to approve the maintenance services agreement with CM3 for the 2023-2024 school year in the amount of \$13,688. (Back-up L-26)
29. Recommend to approve the service agreement with Professional Medical Staffing for the 2023-2024 school year. (Back-up L-27)
30. Recommend to approve the proposal with Sciens for the 2023-2024 school year in the amount of \$2,310 for Fire Alarm Inspection and Monitoring. (Back-up L-28)
31. Recommend to approve the auditing services of Bowman and Company for the fiscal year ending on June 30, 2023. (Back-up L-29)
32. Recommend to approve the Travel Voucher for Anne Marie Lucchesi in the amount of \$107.90 (Back-up L-30)
33. Request to approve the agreement for legal services in the 2023-2024 school year with Capehart Scatchard (Back-up L-31)
34. Recommend to approve the agreement with Positive Behavior Supports Corp with Bridgeton and Millville Public Charter Schools for the 2023-2024 SY. (Back-up L-32)
35. Recommend to approve the time voucher for Ruth Garcia. (Back-up L-33)
36. Recommend to approve the quote with Oncourse for Special Education and Student Information System training in the amount of \$5,600. (Back-up L-34)
37. Recommend to approve the quote with Oncourse for the 2023-2024 SY in the amount of \$14,906.50 (Back-up L-35)
38. Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY21.
39. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2022-2023 school year.
40. Recommend to approve the participation in the Community Eligibility Provision (CEP) for the 2022-2023 school year.

**B. ROLL CALL**

Ms. Vanessa Phillips- Yes  
Mr. Octavio Mendez – Yes  
Ms. Vanessa Bones – Yes

All were in favor and the motion carried

**XVII. POLICY UPDATES (NONE)**

**XVIII. PERSONNEL**

- A. Motion by Ms. Vanessa Phillips and second by Ms. Vanessa Bones to approve items 1. through 3. under Personnel.
  1. Recommend approval of the staff list and salaries for the 2022-2023 school year as attached. (Backup PER-1)

2. Recommend approval of the staff list and salaries for the 2023-2024 school year as attached. (Back-up PER-2)
3. Recommend approval of the personnel actions as listed in the attached. (Backup PER-3)

B. ROLL CALL

Ms. Vanessa Phillips- Yes  
Mr. Octavio Mendez – Yes  
Ms. Vanessa Bones – Yes

All were in favor and the motion carried

XIX. FACILITIES

XX. SCHOOL OPERATIONS

- A. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Phillips to accept the Principal's reports.
  1. Reports as presented by Mr. Matthew Larson and Mr. Joseph Zlotek..
  2. Recommend to approve teachers for the Summer School program. (Back-up SO-2)

B. ROLL CALL

Ms. Vanessa Phillips- Yes  
Mr. Octavio Mendez – Yes  
Ms. Vanessa Bones – Yes

All were in favor and the motion carried

XXI. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Mr. Octavio Mendez and second by Ms. Vanessa Phillips to accept the Executive Director's reports.
  1. Report as presented by Mr. Matthew Ackiewicz  
Graduation is today June 19, 2023  
Working on Setup of summer programs  
Looking at projects to upgrade the school in Pre-k and 1<sup>st</sup> Grade  
Outdoor classroom is nearly completed  
Finishing out the year and planning for next year  
Recruiting for next year for both students and staff

B. ROLL CALL

Ms. Vanessa Phillips- Yes  
Mr. Octavio Mendez – Yes  
Ms. Vanessa Bones – Yes

All were in favor and the motion carried

XXII. ADJOURNMENT

- A. Motion by MS. Vanessa Phillips and second by Mr. Octavio Mendez to adjourn the meeting at 4:58 PM.
- B. ROLL CALL  
Ms. Vanessa Phillips- Yes  
Mr. Octavio Mendez – Yes  
Ms. Vanessa Bones – Yes

All were in favor and the motion carried

- C. Next Meeting is on July 17, 2023.

Respectfully submitted

Dennis Zakroff

School Business Administrator/Board Secretary