**Vineland Public Charter School  
Work Session/Regular Board Meeting Minutes  
November 23, 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 School Business Administrator at 5:33 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 Mr. Garcia. | |
| IV. | ROLL CALL | | |
|  | A. | Vanessa Phillips, President – PRESENT (By Phone) – arrived 5:50pm Rudy Zuniga, Vice-President - ABSENT Art Capriotti, Trustee – PRESENT (By Phone) Fatma Gadalla, Trustee – PRESENT (By Phone) Octavio Mendez, Trustee – PRESENT (By Phone) | |
|  | B. | Also Present: | |
|  |  | 1. | CCCSN Executive Director- PRESENT (By Phone) CCCSN Deputy Director – PRESENT (By Phone) Christina Murphy, Business Administrator/Board Secretary – PRESENT (By Phone) Kim Garcia, Principal - ABSENT Matthew Larson, Assistant Principal – ABSENT  Joseph Zlotek, Assistant Principal - PRESENT (By Phone) Courtney Alvarez, Director of Human Resources – PRESENT (By Phone) AnneMarie Lucchesi, Bookkeeper – PRESENT |
| V. | REVIEW OF AGENDA | | |
|  | A. | Questions - NONE | |
| VI. | OPEN TO PUBLIC | | |
|  |  | 1. | The public may ask questions pertaining to agenda items only. None at this time. |
| VII. | ADJOURNMENT OF WORK SESSION | | |
|  | A. | Motion by Fatma Gadalla and second by Art Capriotti to adjourn the work session at 5:35 PM. | |
|  | B. | ROLL CALL Art Capriotti, Trustee – YES Fatma Gadalla, Trustee -YES Octavio Mendez, Trustee – YES  **Motion passed on a unanimous Roll Call vote.** | |
| VIII. | CALLED TO ORDER | | |
|  | A. | Regular meeting called to order by the School Business Administrator at 5:36 PM. | |
|  | B. | ROLL CALL  Art Capriotti, Trustee – YES Fatma Gadalla, Trustee -YES Octavio Mendez, Trustee – YES  **Motion passed on a unanimous Roll Call vote.** | |
| IX. | EXECUTIVE SESSION – none at this time | | |
|  |  |  | |
| X. | OPEN TO PUBLIC – none at this time | | |
| XI. | APPROVE MINUTES | | |
|  | A. | Motion by Art Capriotti and second by Octavio Mendez to approve the Minutes of the Regular and Executive session meetings held on October 26, 2020. | |
|  | B. | ROLL CALL  Art Capriotti, Trustee – YES Fatma Gadalla, Trustee -YES Octavio Mendez, Trustee – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XII. | OLD BUSINESS – none at this time | | |
| XIII. | FINANCE | | |
|  | A. | Motion by Fatma Gadalla and second by Art Capriotti to approve items 1 through 13 under Finance. | |
|  |  | 1. | Recommend approval of line item transfers for the Month of October 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 October 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 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 October 2020. The Treasurer's Report and the Secretary's Reports are in agreement for the month of October 2020.(Backup materials L-3) |
|  |  | 4. | Recommend approval of the bills as attached in the amount of $594,442.78 |
|  |  | 5. | Recommend approval of the following payrolls (Backup L-5):  October 31, 2020 - $112,066.34 November 15, 2020 - $106,642.69 |
|  |  | 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 October 2020. (Backup L-6) |
|  |  | 8. | To approve the reimbursement request for Stefanie Alvarez (shared service Food Director from Vineland Public Charter School) for $4452, to be shared between BPCS and MPCS. (Back-up L-7) |
|  |  | 9. | To approve a transfer in the CARES grant of $10,016 from line 100-300 and $9,868.09 from line 200-300 into line 100-600 for Instructional Supplies. |
|  |  | 10. | To approve the invoice for Web School Tools for $700.00 (Back-up L-8 |
|  |  | 11. | To approve the invoice for GoGuardian in the amount of $8,775.00 (Back-up L-9) |
|  |  | 12. | To approve the estimate for snow removal on an as needed basis if school equipment is non-operational (Back-up L-10) |
|  |  | 13. | To approve the agreement with Bowman and Company to prove services in the Cafeteria Plan 125. (Back-up L-11) |
|  | B. | ROLL CALL  Art Capriotti, Trustee – YES Fatma Gadalla, Trustee -YES Octavio Mendez, Trustee – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XIV. | POLICY UPDATES | | |
|  | A. | Motion by Fatma Gadalla and second by Art Capriotti to approve item 1 under Policy. | |
|  |  | 1. | Recommend to approve and adopt Policy Alert #221, for a Second Reading. (Back-up POL-1) |
|  | B. | ROLL CALL  Vanessa Phillips, Board President - YES  Art Capriotti, Trustee – YES Fatma Gadalla, Trustee -YES Octavio Mendez, Trustee – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XV. | PERSONNEL | | |
|  | A. | Motion by Fatma Gadalla and second by Vanessa Phillips to approve items 1 and 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, Board President - YES  Art Capriotti, Trustee – YES Fatma Gadalla, Trustee -YES Octavio Mendez, Trustee – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XVI. | FACILITIES | | |
|  | A. | Motion by Art Capriotti and second by Fatma Gadalla to approve item 1 under Facilities. | |
|  |  | 1. | To accept donation of 608 youth size and 264 adult size masks from the NJ Department of Education. |
|  | B. | ROLL CALL  Vanessa Phillips, Board President - YES  Art Capriotti, Trustee – YES Fatma Gadalla, Trustee -YES Octavio Mendez, Trustee – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XVII. | SCHOOL OPERATIONS | | |
|  | A. | Motion by Octavio Mendez and second by Fatma Gadalla to accept the Principal's reports. | |
|  |  | 1. | Reports as presented by Mr. Matthew Larson (Back-up S0-1). |
|  |  | 2. | To approve the District Information Form for Preschool (Back-up S0-2) |
|  | B. | ROLL CALL  Vanessa Phillips, Board President - YES  Art Capriotti, Trustee – YES Fatma Gadalla, Trustee -YES Octavio Mendez, Trustee – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XVIII. | EXECUTIVE DIRECTOR'S REPORT | | |
|  | A. | Motion by Octavio Mendez and second by Fatma Gadalla to accept the Executive Director's reports. | |
|  |  | 1. | Report as presented by Dr. Garcia.  County will decide whether to move the county status into red for COVID. We will keep you informed. |
|  | B. | ROLL CALL  Vanessa Phillips, Board President - YES  Art Capriotti, Trustee – YES Fatma Gadalla, Trustee -YES Octavio Mendez, Trustee – YES  **Motion passed on a unanimous Roll Call vote.** | |
| XIX. | ADJOURNMENT | | |
|  | A. | Motion by Fatma Gadalla and second by Octavio Mendez to adjourn the meeting at 6:02 PM. | |
|  | B. | ALL IN FAVOR  **Voice Vote- Four (4) AYES** | |
|  | C. | Next Meeting December 16, 2020  Respectfully Submitted,  Christina Murphy  Business Administrator/Board Secretary | |