**Vineland Public Charter School  
Work Session/Regular Board Meeting Minutes  
February 24, 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 5:31 PM. | |
| II. | STATEMENT FOR THE BOARD OF TRUSTEES MEETING | | |
|  | A. | Public Notice of this Meeting was advertised in the South Jersey Times on June 24, 2019. | |
| III. | PLEDGE OF ALLEGIANCE | | |
|  | A. | Led by the Board President. | |
| IV. | ROLL CALL | | |
|  | A. | Vanessa Phillips, President - PRESENT Rudy Zuniga, Vice President - ABSENT Art Capriotti, Trustee - PRESENT Dawn Coraluzzo, Trustee – PRESENT Fatma Gadalla, Trustee – PRESENT | |
|  | B. | Also Present: | |
|  |  | 1. | CCCSN Executive Director - ABSENT CCCSN Deputy Director - ABSENT Dr. Shay Richardson, Business Administrator/Board Secretary - PRESENT Kim Garcia, Interim Principal - ABSENT Matthew Larson, Vice Principal - PRESENT Lisa Zuniga, Director of Human Resources – ABSENT |
| V. | PRESENTATION OF AWARDS | | |
|  | A. | As presented by Mr. Larson.   * Student of the Month | |
| VI. | REVIEW OF AGENDA | | |
|  | A. | Questions | |
| VII. | OPEN TO PUBLIC | | |
|  |  | 1. | The public may ask questions pertaining to agenda items only. |
| VIII. | ADJOURNMENT OF WORK SESSION | | |
|  | A. | Motion by Fatma Gadalla and second by Dawn Coraluzzo to adjourn the work session at 5:40 PM. | |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Art Capriotti – YES  Dawn Coraluzzo – YES  Fatma Gadalla – YES  **Motioned passed on a unanimous Roll Call vote.** | |
| IX. | CALLED TO ORDER | | |
|  | A. | Regular meeting called to order by the Board President at 5:41 PM. | |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Art Capriotti – YES  Dawn Coraluzzo – YES  Fatma Gadalla – YES  **Motioned passed on a unanimous Roll Call vote.** | |
| X. | EXECUTIVE SESSION - None at this time. | | |
| XI. | OPEN TO PUBLIC | | |
|  |  | 1. | The public may ask questions pertaining to agenda items only. |
| XII. | APPROVE MINUTES | | |
|  | A. | Motion by Art Capriotti and second by Fatma Gadalla to approve the Minutes of the Regular meeting held on January 27, 2020. (Backup M-1) | |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Art Capriotti – YES  Dawn Coraluzzo – YES  Fatma Gadalla – YES  **Motioned passed on a unanimous Roll Call vote.** | |
| XIII. | OLD BUSINESS - None at this time. | | |
| XIV. | FINANCE | | |
|  | A. | Motion by Fatma Gadalla and second by Dawn Coraluzzo to approve items #1 through #12 under Finance. | |
|  |  | 1. | Recommend approval of line item transfers for the Month of January 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 December 2015. 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 January 2020. The Treasurer's Report and the Secretary's Reports are in agreement for the month of January 2020. (Backup L-3) |
|  |  | 4. | Recommend approval of the bills list as attached (Backup L-4): January 1, 2020 to January 31, 2020 - $374,189.64 |
|  |  | 5. | Recommend approval of the following payrolls (Backup L-5): January 31, 2020 - $101,740.17 February 15, 2020 - $101,485.36 |
|  |  | 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 January 2020. (Backup L-6) |
|  |  | 8. | Recommend approval of the budget estimate from US Omni to provide Third Party Administrative Fees for the 403(b) Plan for the 2020-2021 renewal year in the amount of $1,500.00. (Backup L-7) |
|  |  | 9. | Recommend approval to ratify the submission of the Special Education Medicaid Initiative (SEMI) waiver for the 2020-21 fiscal year. VPCS only has 5 eligible students, which is below the threshold of 40 required to participate in the program. (Backup L-8) |
|  |  | 10. | Recommend approval to remove outdated textbooks from circulation. (Backup L-9) |
|  |  | 11. | Recommend to approve and ratify the submission on an amendment to the 2019-2020 IDEA Preschool grant to accept additional funds in the amount of $536 for a total budget of $5,085. |
|  |  | 12. | Recommend and approve an agreement for home instruction services for the 2019-2020 school year with Professional Education Services (a NJ DOE approved agency) at a rate of $25 per hour. |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Art Capriotti – YES  Dawn Coraluzzo – YES  Fatma Gadalla – YES  **Motioned passed on a unanimous Roll Call vote.** | |
| XV. | POLICY UPDATES - None at this time. | | |
| XVI. | PERSONNEL | | |
|  | A. | Motion by Fatma Gadalla and second by Art Capriotti to approve items #1 through #2 under Personnel. | |
|  |  | 1. | Recommend approval of the staff list and salaries for the 2019-20 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  Dawn Coraluzzo – YES  Fatma Gadalla – YES  **Motioned passed on a unanimous Roll Call vote.** | |
| XVII. | FACILITIES - See the Executive Director's Report. | | |
| XVIII. | SCHOOL OPERATIONS | | |
|  | A. | Motion by Dawn Coraluzzo and second by Fatma Gadalla to approve items #1 through #3 under School Operations. | |
|  |  | 1. | Recommend to approve the Principal's Report as presented by Mr. Larson. (Backup SO-1) |
|  |  | 2. | Recommend approval of the field trips as attached. (Backup SO-2) |
|  |  | 3. | Recommend the board approve the Student Safety Data System Summary for the reporting period September 1 - December 31, 2019. (Backup SO-3) |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Art Capriotti – YES  Dawn Coraluzzo – YES  Fatma Gadalla – YES  **Motioned passed on a unanimous Roll Call vote.** | |
| XIX. | EXECUTIVE DIRECTOR'S REPORT | | |
|  | A. | Motion by Art Capriotti and second by Dawn Coraluzzo to approve item #1 under Executive Director's Report. | |
|  |  | 1. | Report as presented by the CCCSN representative.   * Garcia’s grant meeting – USDOE * Writing with leadership team in developing proposed 2020 budget * Facilities: * Lighting – waiting for supplies * Farmer has started cleaning the land. * Multipurpose field in the beginning stage. Seeking proposals and/or quotes. * Playground supplies have been ordered. * Obtaining quotes for fencing and 2020 landscaping |
|  | B. | ROLL CALL  Vanessa Phillips – YES  Art Capriotti – YES  Dawn Coraluzzo – YES  Fatma Gadalla – YES  **Motioned passed on a unanimous Roll Call vote.** | |
| XX. | ADJOURNMENT | | |
|  | A. | Motion by Fatma Gadalla and second by Art Capriotti to adjourn the meeting at 6:19 PM. | |
|  | B. | ALL IN FAVOR  **Voice Vote – Four (4) AYES** | |
|  | C. | Next Meeting March 23, 2020 | |

Respectfully submitted,

Dr. Shay Richardson

Business Administrator/Board Secretary