

**Millville Public Charter School  
Work Session/Regular Board Meeting Minutes  
October 9, 2019**

**Convened at 5:30 p.m. in the Conference Room at 1101 Wheaton Ave, Millville NJ 08332**

- I. CALLED TO ORDER
  - A. Call to Order by the Board President at 5:39 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 Mr. Ackiewicz.
- IV. ROLL CALL
  - A. David Parkhill, Board President - PRESENT  
Ray Garcia, Vice President - PRESENT  
Steve Harris, Trustee - ABSENT  
Melissa Williams-Chamberlain, Trustee - PRESENT  
Jaclyn Haas-Benner, Trustee – ABSENT
  - B. Also Present:
    - 1. CCCSN Executive Director - PRESENT  
CCCSN Deputy Director - PRESENT  
Dr. Shay Richardson, Business Administrator/Board Secretary - PRESENT  
Matthew Ackiewicz, Principal - PRESENT  
Lisa Zuniga, Director of Human Resources – 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 David Parkhill and second by Melissa Williams-Chamberlain to adjourn the work session at 5:41 PM.
  - B. ROLL CALL  
David Parkhill – YES  
Ray Garcia – YES  
Melissa Williams-Chamberlain – YES  
**Motion passed on a unanimous Roll Call vote.**
- VIII. CALLED TO ORDER
  - A. Regular meeting called to order by the Board President at 5:41 PM.
  - B. ROLL CALL  
David Parkhill – YES  
Ray Garcia – YES

Melissa Williams-Chamberlain – YES

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

IX. OPEN TO PUBLIC

1. The public may ask questions pertaining to agenda items only.

X. APPROVE MINUTES

- A. Motion by David Parkhill and second by Ray Garcia to approve the Minutes of the Regular meeting held on September 11, 2019. (Backup M-1)

B. ROLL CALL

David Parkhill – YES

Ray Garcia – YES

Melissa Williams-Chamberlain – YES

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

XI. OLD BUSINESS – None at this time

XII. FINANCE

- A. Motion by David Parkhill and second by Ray Garcia to approve items #1 through #11 under Finance.

1. Recommend approval of line item transfers for the Month of September 2019. (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 September 2019. 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 September 2019. The Treasurer's Report and the Secretary's Reports are in agreement for the month of September 2019.(Backup L-3)
4. Recommend approval of the bills list as attached (Backup L-4):  
September 1, 2019 to September 30, 2019 - \$411,160.91
5. Recommend to ratify and approve the following payrolls (Backup L-5):  
August 15, 2019 - \$17,010.62  
September 30, 2019 - \$75,876.86  
October 15, 2019 - \$72,226.60
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 approval of the expense reclassification report for September 2019. (Backup L-6)

8. Recommend approval to ratify the Service Agreement for Non-Hazardous Waste Service between Millville Public Charter School and Waste Management of New Jersey, Inc., at the rates described in the attached. (Backup L-7)
9. Recommend to approve the invoice payable to Generals Tree Service in the amount of \$5,000. (Backup L-8)
10. Recommend the ratification of a contract for auditing services for the fiscal year, ending June 2019, and for the Board to acknowledge the receipt and review of the unmodified external peer review report. (Backup L-9)
11. Recommend to approve Ocean First Bank as the depository for the Board of Trustees with authorized signers as presented in the attached. (Backup L-10)

B. ROLL CALL

David Parkhill – YES

Ray Garcia – YES

Melissa Williams-Chamberlain – YES

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

XIII. POLICY UPDATES

- A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to approve item #1 under Policy.

1. Recommend to approve the New Jersey Policy Alert No. 218, August 2019, for a Second Reading and Adoption as follows: (Backup POL-1):

Policy #1642, Earned Sick Leave Law

Policy #3159, Teaching Staff Member/School District Reporting Responsibilities

Policy #3218 and #4218, Use Possession, or Distribution of Substances

Policy #4219, Commercial Driver's License Controlled Substance and Alcohol Use Testing

Policy #5517, School District Issued Student Identification Cards

Policy #6612, Reimbursement of Federal and Other Grant Expenditures

Policy #7440, School District Security

Policy #8600, Student Transportation

Policy #8630, Bus Driver/Bus Aide Responsibility and Emergency School Bus Procedures

Policy #8670, Transportation of Special Needs Students

Policy #9210, Parent Organizations

Policy #9400, Media Relations

B. ROLL CALL

David Parkhill – YES

Ray Garcia – YES

Melissa Williams-Chamberlain – YES

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

XIV. PERSONNEL

- A. Motion by David Parkhill and second by Melissa Williams-Chamberlain 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

David Parkhill – YES

Ray Garcia – YES

Melissa Williams-Chamberlain – YES

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

XV. SCHOOL OPERATIONS

- A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to approve items #1 through #3 under School Operations.

1. Recommend approval of the Principal's report as presented by Mr. Ackiewicz. (Backup SO-1)
2. Recommend approval to authorize the Comprehensive Equity Plan for 2019-2022, as accepted by the New Jersey Department of Education. (Backup SO-2)
3. Recommend the board authorize the submission of renewal documents on behalf of the Millville Public Charter School, inclusive of any supporting documentation, for a renewal period of five years.

B. ROLL CALL

David Parkhill – YES

Ray Garcia – YES

Melissa Williams-Chamberlain – YES

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

XVI. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by David Parkhill and second by Ray Garcia to approve item #1 under Executive Director's report.

1. Report as presented by the CCCSN representative.
  - Board Self Evaluation
  - Renewal documents
  - Strategies for growth
  - Meeting with State and Charter representatives
  - Letters of support for renewal
  - IPM inspection upcoming
  - Lead water submission
  - Boys' bathroom repairs
  - Exterior maintenance

B. ROLL CALL

David Parkhill – YES

Ray Garcia – YES

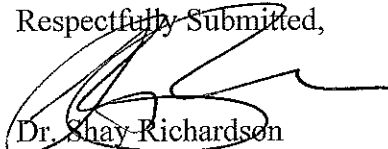
Melissa Williams-Chamberlain – YES

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

XVII. ADJOURNMENT

- A. Motion by Melissa Williams-Chamberlain and second by David Parkhill to adjourn the meeting at 6:17 PM.
- B. ALL IN FAVOR  
**Voice Vote – Three (3) AYES**
- C. Next Meeting November 13, 2019

Respectfully Submitted,



Dr. Shay Richardson  
Business Administrator/Board Secretary