

**Millville Public Charter School  
Work Session/Regular Board Meeting Minutes  
January 8, 2020**

**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 5:33 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times on June 24, 2019.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Mr. Grablow.
- IV. ROLL CALL
  - A. David Parkhill, President - PRESENT  
Jaclyn Haas-Benner, Vice President - PRESENT  
Dr. Valerie James-Kemp, Trustee - PRESENT  
Ellen Booz, Trustee - PRESENT  
Rick Grablow, Trustee – PRESENT
  - B. Also Present:
    1. CCCSN Executive Director - ABSENT  
CCCSN Deputy Director - PRESENT  
Dr. Shay Richardson, Business Administrator/Board Secretary - PRESENT  
Matthew Ackiewicz, Principal - PRESENT  
Lisa Zuniga, Director of Human Resources – ABSENT  
Joseph Zlotek, Dean of Academic Affairs – PRESENT  
Thomas Ludwig, Dean of Students - PRESENT  
Anne Marie Lucchesi, Bookkeeper - 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 Jaclyn Haas-Benner and second by David Parkhill to adjourn the work session at 5:35 PM.
  - B. ROLL CALL  
David Parkhill –YES  
Jaclyn Haas-Benner – YES  
Dr. Valerie James-Kemp – YES  
Ellen Booz – YES  
Rick Grablow – YES  
**Motion passed on a unanimous Roll Call vote.**
- VIII. CALLED TO ORDER

A. Regular meeting called to order by the Board President at 5:36 PM.

B. ROLL CALL

David Parkhill –YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES

Ellen Booz – YES

Rick Grablow – 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. AUDIT PRESENTATION

A. Presentation of the 2018-2019 Financial Audit by Dr. Shay Richardson, Business Administrator.

B. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve the 2018-2019 Comprehensive Annual Financial Report as presented and to certify that the CAFR was discussed in public session and copies of the Audit Summary were made available to the public.

C. ROLL CALL

David Parkhill –YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES

Ellen Booz – YES

Rick Grablow – YES

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

XI. APPROVE MINUTES

A. Motion by Dr. Valerie James-Kemp and second by Rick Grablow to approve the Minutes of the Regular meeting held on December 11, 2019. (Backup M-1)

B. ROLL CALL

David Parkhill –YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES (Abstained on all items related to CCCSN)

Ellen Booz – YES

Rick Grablow – YES

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

XII. OLD BUSINESS – None at this time

XIII. FINANCE

A. Motion by David Parkhill and second Ellen Booz to approve items #1 through #9 under Finance.

1. Recommend approval of line item transfers for the Month of December 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 December 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 December 2019. The Treasurer's Report and the Secretary's Reports are in agreement for the month of December 2019. (Backup L-3)
4. Recommend approval of the bills list as attached (Backup L-4):  
December 1, 2019 to December 31, 2019 - \$328,130.09
5. Recommend approval of the following payrolls (Backup L-5):  
December 15, 2019 - \$78,502.72  
December 31, 2019 - \$94,426.65
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 December 2019. (Backup L-6)
8. Recommend to approve the Flexible Benefits Plan contribution limit increase to \$2,750, effective January 1, 2020, per IRS changes. (Backup L-7)
9. Recommend approval of the Millville Public Charter School Budget, as of October 15, 2019, for 2019-2020. (Backup L-8)

B. ROLL CALL

David Parkhill –YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES (Abstained on #4 regarding all items related to CCCSN)

Ellen Booz – YES

Rick Grablow – YES

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

XIV. PERSONNEL

- A. Motion by Jaclyn Haas-Benner and second by Ellen Booz 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

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES

Ellen Booz – YES

Rick Grablow – YES

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



XV. FACILITIES - See the Executive Director's Report

XVI. SCHOOL OPERATIONS

- A. Motion by Dr. Valerie James-Kemp and second by Jaclyn Haas-Benner to approve items #1 through #2 under School Operations.
1. Recommend approval of the Principal's report as presented by Mr. Ackiewicz. (Backup SO-1)
  2. Recommend approval of the field trips as attached. (Backup SO-2)
- B. ROLL CALL  
David Parkhill –YES  
Jaclyn Haas-Benner – YES  
Dr. Valerie James-Kemp – YES  
Ellen Booz – YES  
Rick Grablow – YES
- Motion passed on a unanimous Roll Call vote.**

XVII. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Dr. Valerie James-Kemp and second by Ellen Booz to approve item #1 under Executive Director's Report.
1. Report as presented by the CCCSN representative.
    - Renewal
    - Audit – positive results; congratulations to the business office
    - Refinancing
- B. ROLL CALL  
David Parkhill –YES  
Jaclyn Haas-Benner – YES  
Dr. Valerie James-Kemp – YES  
Ellen Booz – YES  
Rick Grablow – YES
- Motion passed on a unanimous Roll Call vote.**

XVIII. ADJOURNMENT

- A. Motion by Dr. Valerie James-Kemp and second by Rick Grablow to adjourn the meeting at 6:13 PM.
- B. ALL IN FAVOR  
**Voice Vote – Five (5) AYES**
- C. Next Meeting February 12, 2020

Respectfully submitted,

  
Dr. Shay Richardson  
Business Administrator/Board Secretary