

**Millville Public Charter School
Work Session/Regular Board Meeting Minutes
February 21, 2019**

convenes 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 Board President at 5:37 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
 - A. Public Notice of this Meeting was advertised in the South Jersey Times on February 15, 2019.
- III. PLEDGE OF ALLEGIANCE
 - A. Led by Melissa Williams-Chamberlain.
- IV. ROLL CALL
 - A. David Parkhill - PRESENT
Ray Garcia - ABSENT
Steve Harris - PRESENT
Melissa Williams-Chamberlain - PRESENT
 - B. Also Present:
CCCSN - Executive Director - PRESENT
CCCSN - Deputy Director - PRESENT
Christina Murphy - Board Secretary - PRESENT
Dr. Shay Richardson, Assistant Business Administrator - PRESENT
Dominique Taylor - Principal - PRESENT
Lisa Zuniga - Director, Human Resources - PRESENT
- V. REVIEW OF AGENDA
 - A. Questions - None
- VI. OPEN TO PUBLIC

The public may ask questions at this time pertaining to agenda topics only.
- VII. ADJOURNMENT OF WORK SESSION
 - A. Motion by Steve Harris and second by Melissa Williams-Chamberlain to adjourn the work session at 5:39 PM.
 - B. ALL IN FAVOR
Voice Vote – Three (3) AYES
- VIII. CALLED TO ORDER
 - A. Regular meeting called to order by Board President at 5:40 PM.
 - B. ROLL CALL
David Parkhill - PRESENT
Steve Harris - PRESENT
Melissa Williams-Chamberlain - PRESENT
- IX. OPEN TO PUBLIC

X. EXECUTIVE SESSION - None

XI. AUDIT PRESENTATION

- A. Presentation of the 2017-2018 Financial Audit by Christina Murphy, Business Administrator.
- B. Motion by Melissa Williams-Chamberlain and second by Steve Harris to approve the 2017-2018 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
Steve Harris - YES
Melissa Williams-Chamberlain – YES
Motion passed on a unanimous Roll Call vote.

XII. CORRECTIVE ACTION PLAN

- A. Motion by Melissa Williams-Chamberlain and second by Steve Harris to approve the Corrective Action Plan for finding 2018-001, as presented and attached. (Backup CAP-1)
- B. ROLL CALL
David Parkhill - YES
Steve Harris - YES
Melissa Williams-Chamberlain – YES
Motion passed on a unanimous Roll Call vote.

XIII. CERTIFICATION OF IMPLEMENTATION

- A. Motion by David Parkhill and second by Melissa Williams-Chamberlain to approve the Certification of Implementation of the Corrective Action Plan. (Backup COI-1)
- B. ROLL CALL
David Parkhill - YES
Steve Harris - YES
Melissa Williams-Chamberlain – YES
Motion passed on a unanimous Roll Call vote.

XIV. APPROVE MINUTES

- A. Motion by David Parkhill and second by Melissa Williams-Chamberlain to approve the Minutes of the Regular and Executive Session meetings held on January 8, 2019. (Backup M-1 and M-2)
- B. ROLL CALL
David Parkhill - YES
Steve Harris - YES
Melissa Williams-Chamberlain – YES
Motion passed on a unanimous Roll Call vote.

XV. OLD BUSINESS - None

XVI. FINANCE

- A. Motion by David Parkhill and second by Melissa Williams-Chamberlain to approve items #1 through #13 under Finance.
1. Recommend approval of line item transfers for the Month of January 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 January 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 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 January 2019. The Treasurer's Report and the Secretary's Reports are in agreement for the month of January 2019.(Backup materials L-3)
 4. Recommend approval of the bills as attached in the amount of \$298,215.54 for the period January 8, 2019 to February 6, 2019 (Backup L-4)
 5. Recommend approval of the following payrolls (Backup L-5):
January 15, 2019 - \$74,502.20
January 31, 2019 - \$69,731.87
February 15, 2019 - \$65,536.28
 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 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 January 2019. (Backup L-6)

- B. ROLL CALL
David Parkhill - YES
Steve Harris - YES
Melissa Williams-Chamberlain – YES
Motion passed on a unanimous Roll Call vote.

XVII. POLICY UPDATES - None at this time.

XVIII. PERSONNEL

- A. Motion by Melissa Williams-Chamberlain and second by Steve Harris to approve items #1 through #2 under Personnel.
1. Recommend approval of the staff list and salaries for the 2018-19 school year as attached. (Backup PER-1)
 2. Recommend approval of personnel actions listed in the attached. (Backup PER-2)
- B. ROLL CALL
David Parkhill - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

Motion passed on a unanimous Roll Call vote.

XIX. FACILITIES - See Executive Director's Report

XX. COMMUNITY - None at this time.

XXI. SCHOOL OPERATIONS

A. Motion by Steve Harris and second by Melissa Williams-Chamberlain approve item #1 through item #3 under School Operations.

1. Recommend approval of the field trips as attached. (Backup SO-1)

2. Recommend approval to amend the 2018-2019 school year calendar to make five days (June 12-21, 2019) half days with early dismissal.

3. Reports as presented Ms. Taylor. (Backup SO-2)

B. ROLL CALL

David Parkhill - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

Motion passed on a unanimous Roll Call vote.

XXII. EXECUTIVE DIRECTOR'S REPORT

A. Motion by David Parkhill and second by Melissa Williams-Chamberlain to approve items #1 through #3 under Executive Director's Report.

1. Recommend approval of the Millville Public Charter School Board of Trustees Self-Evaluation for 2017-2018. (Backup E-1)

2. Recommend approval to submit an amendment to the charter to add Bridgeton as a District of Residency for the 2019-2020 school year.

3. Report as presented by the CCCSN Representative.

- Federal grant – evaluation by outside entity – evaluator to do parent survey.
- Sweeney visit
- Van Drew visit
- Facilities downstairs for new program
- Solar project

B. ROLL CALL

David Parkhill - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

Motion passed on a unanimous Roll Call vote.

XXIII. ADJOURNMENT

A. Motion by Melissa Williams-Chamberlain and second by Steve Harris to adjourn the meeting at 7:21 PM.

B. Next Meeting March 12, 2019.

C. ALL IN FAVOR

Voice Vote – Three (3) AYES

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Christina Murphy', written in a cursive style.

Christina Murphy
School Business Administrator/Board Secretary