

**Millville Public Charter School
Work Session/Regular Board Meeting Minutes
April 10, 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 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 March 19, 2019.
- III. PLEDGE OF ALLEGIANCE
 - A. Led by the Board President.
- IV. ROLL CALL
 - A. David Parkhill, Board President - PRESENT
Ray Garcia, Vice President - PRESENT
Steve Harris, Trustee - PRESENT
Melissa Williams-Chamberlain, Trustee - ABSENT
 - B. Also Present:
CCCSN - Executive Director - PRESENT
CCCSN Deputy Director - PRESENT
Christina Murphy - Board Secretary - PRESENT
Dr. Shay Richardson - Assistant Business Administrator - PRESENT
Matthew Ackiewicz – Principal - PRESENT
Lisa Zuniga - Director, 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 Steve Harris to adjourn the Work Session at 5:34 PM.
 - B. ALL IN FAVOR
Voice Vote – Three (3) AYES
- VIII. CALLED TO ORDER
 - A. Regular meeting called to order by David Parkhill at 5:35 PM.
 - B. ROLL CALL
David Parkhill – YES
Ray Garcia- YES
Steve Harris – YES
Motion passed on a unanimous Roll Call vote.
- IX. APPROVE MINUTES

A. Motion by Ray Garcia and second by Steve Harris to approve the Minutes of the Regular meeting held on March 13, 2019. (Backup M-1)

B. ROLL CALL

David Parkhill – YES

Ray Garcia- YES

Steve Harris – YES

Motion passed on a unanimous Roll Call vote.

X. RECOMMENDATIONS OF THE BOARD OF TRUSTEES

A. Motion by David Parkhill and second by Steve Harris to appoint Jaclyn Haas-Benner to the Board of Trustees for a two-year term expiring April 10, 2021.

B. ROLL CALL

David Parkhill – YES

Ray Garcia- YES

Steve Harris – YES

Motion passed on a unanimous Roll Call vote.

C. Oath of Office Administered by Ms. Christina Murphy to Jaclyn Haas-Benner.

XI. OLD BUSINESS - None.

XII. FINANCE

A. Motion by David Parkhill and second by Steve Harris to approve items #1 through #15 under Finance.

1. Recommend approval of line item transfers for the Month of March 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 March 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 March 2019. The Treasurer's Report and the Secretary's Reports are in agreement for the month of March 2019.(Backup materials L-3)

4. Recommend approval and ratification of the bills as attached (Backup L-4):
November 6, 2018 to November 13, 2018 - \$106,072.91
December 4, 2018 to December 11, 2018 - \$88,627.85
February 7, 2019 to April 3, 2019 - \$587,404.55

5. Recommend approval of the following payrolls (Backup L-5):
March 15, 2019 - \$70,731.66
March 31, 2019 - \$63,133.36

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 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 March 2019. (Backup L-6)
8. Recommend approval for Michael Shawaryn, Facilities Manager, to attend the Financial Management and Purchasing course for the New Jersey Educational Facilities Management Program in Galloway, New Jersey at the cost of \$501.00. Travel to be reimbursed at approved rates. (Backup L-7)
9. Recommend to approve the Food Service Management Company cost reimbursable contract addendum with Nutri-Serve Food Management Inc. for the 2019-2020 school year at the management fee of \$0.2173 per meal (projected annual fee of \$28,543.27) and a financial return guarantee limited to the management fee of \$28,543.27. (Backup L-8)
10. Recommend approval of the agreement with Salem County Special Services School District Board of Education and Millville Public Charter School District of Education for the 2019-2020 school year effective July 1, 2019 to July 30, 2020 in the amounts as listed in the attached. (Backup L-9)
11. Recommend the approval of the contract agreement, effective March 27, 2019, between Millville Public Charter School and Therapy Source, Inc. (Backup L-10)
12. Recommend approval of the budget estimate from US Omni to provide Third Party Administrative Fees for the 403(b) Plan for the 2019-2020 renewal year in the amount of \$1,500.00. (Backup L-11)
13. Recommend approval of the Reading Eggs Program License for Millville Public Charter School, issued by Edmentum Inc., effective August 16, 2019 through August 15, 2020, at the purchase cost of \$1,600.00. (Backup L-12)
14. Recommend approval to renew Millville Public Charter School's agreements to consolidate the school nutrition programs and act as the managing entity for food services for Vineland Public Charter School and Bridgeton Public Charter School in 2019-2020.
15. Recommend to approve issuance of RFQ for School Auditing Services for the 2019-2020 school year.

B. ROLL CALL

David Parkhill – YES

Ray Garcia- YES

Steve Harris – YES

Jaclyn Haas-Benner – YES

Motion passed on a unanimous Roll Call vote.

XIII. POLICY UPDATES

A. Motion by Ray Garcia and second by Jaclyn Haas-Benner to approve items #1 through #2 under Policy.

1. Recommend approval of policies in New Jersey Policy Alert No. 217, January 2019, for a Second Reading. (Backup POL-1)

2. Recommend approval of Policy and Regulation 1642, Earned Sick Leave Law, for a Second Reading. (Backup POL-2)

B. ROLL CALL

David Parkhill – YES
Ray Garcia- YES
Steve Harris – YES
Jaclyn Haas-Benner – YES

Motion passed on a unanimous Roll Call vote.

XIV. PERSONNEL

- A. Motion by Steve Harris and second by Jaclyn Haas-Benner to approve item #1 through #3 under Personnel.

1. Recommend approval of the staff list and salaries for the 2018-2019 school year as attached. (Backup PER-1)
2. Recommend approval of the personnel actions as listed in the attached. (Backup PER-2)
3. Recommend approval to renew staff for the 2019-2020 school year as listed in the attached. (Backup PER-3)

B. ROLL CALL

David Parkhill – YES
Ray Garcia- YES
Steve Harris – YES
Jaclyn Haas-Benner – YES

Motion passed on a unanimous Roll Call vote.

XV. FACILITIES - See Executive Director's Report

XVI. COMMUNITY - None

XVII. SCHOOL OPERATIONS

- A. Motion by Jaclyn Haas-Benner and second by Steve Harris to approve items #1 through #4 under School Operations.

1. Recommend approval of the Principal's report as presented by Mr. Ackiewicz. (SO-1)
2. Recommend approval of the field trips as attached. (Backup SO-2)
3. Recommend the board ratify the approval of the automatic renewal of the Agreement between Cumberland County Charter School Network and Millville Public Charter School as of July 1, 2018 through June 30, 2020, with an increase from 3% to 6%.
4. Recommend approval to amend the 2018-2019 school year calendar to make five days (June 17-21, 2019) half days with early dismissal.

B. ROLL CALL

David Parkhill – YES
Ray Garcia- YES
Steve Harris – YES
Jaclyn Haas-Benner – YES

Motion passed on a unanimous Roll Call vote.

XVIII. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Ray Garcia and second by Jaclyn Haas-Benner to approve item #1 under Executive Director's Report.

1. Report as presented by the CCCSN Representative.

- Thank you to administrative team.
- PARCC preparation.
- Assembly woman visit
- Charter Awareness Week.
- Funding equity.
- Charter article review.
- Hiring for next school year.
- Solar Project agreement review.
- Federal grants – Agricultural.

B. ROLL CALL

David Parkhill – YES

Ray Garcia- YES

Steve Harris – YES

Jaclyn Haas-Benner – YES

Motion passed on a unanimous Roll Call vote.

XIX. ADJOURNMENT

A. Motion by Ray Garcia and second by Steve Harris to adjourn the meeting at 6:25 PM.

B. ALL IN FAVOR

Voice Vote – Four (4) AYES

C. Next Meeting May 8, 2019.

Respectfully Submitted,



Christina Murphy

Business Administrator/Board Secretary