

**Millville Public Charter School  
Work Session/Regular Board Meeting Minutes  
March 13, 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 5:34 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times on March 7, 2019.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Steve Harris.
- IV. ROLL CALL
  - A. David Parkhill, Board President - PRESENT  
Ray Garcia, Vice President – PRESENT  
Steve Harris, Trustee - PRESENT  
Melissa Williams-Chamberlain, Trustee - 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 - ABSENT  
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 Melissa Williams-Chamberlain and second by Ray Garcia to adjourn the work session at 5:37 PM.
  - B. ALL IN FAVOR  
**Voice Vote – Four (4) AYES**
- VIII. CALLED TO ORDER
  - A. Regular meeting called to order by Board President at 5:38 PM.
  - B. ROLL CALL  
David Parkhill - YES  
Ray Garcia - YES  
Steve Harris - YES  
Melissa Williams-Chamberlain – YES  
**Motion passed on a unanimous Roll Call vote.**

IX. OPEN TO PUBLIC

X. EXECUTIVE SESSION

A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to enter into Executive Session at 5:39 PM for an update on personnel issues.

B. ROLL CALL

David Parkhill - YES

Ray Garcia - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

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

C. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to return to Regular Session at 6:29 PM.

D. ROLL CALL

David Parkhill - YES

Ray Garcia - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

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

XI. APPROVE MINUTES

A. Motion by David Parkhill and second by Melissa Williams-Chamberlain to approve the Minutes of the Regular meeting held on February 21, 2019. (Backup M-1)

B. ROLL CALL

David Parkhill - YES

Ray Garcia - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

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

XII. BOARD OPERATIONS

A. Motion by Steve Harris and second by Melissa Williams-Chamberlain to approve changing the dates of the remaining Board of Trustees meetings as detailed below:

April 10, 2019

May 8, 2019

June 12, 2019 (Reorganization)

B. ROLL CALL

David Parkhill - YES

Ray Garcia - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

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

XIII. OLD BUSINESS - None

XIV. 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 February 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 February 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 February 2019. The Treasurer's Report and the Secretary's Reports are in agreement for the month of February 2019.(Backup materials L-3)
  4. Recommend approval of the bills as attached in the amount of \$227,987.73 for the period February 21, 2019 to March 5, 2019 (Backup L-4)
  5. Recommend approval of the following payrolls (Backup L-5):  
February 28, 2019 - \$67,123.52  
March 15, 2019 - \$70,731.66
  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 February 2019. (Backup L-6)
  8. Recommend the board accept approval, by the County Superintendent of Schools, of the Special Education Medicaid Initiative (SEMI) for the 2019-2020 school year. (Backup L-7)
  9. Recommend approval of the 2019-2020 Preliminary Budget. (Backup L-8)
  10. Recommend approval to renew health benefits through Cumberland County Charter School Network at an increase of 3.02% for the 2019-2020 Contract Year. (Backup L-9)
  11. Recommend approval for Michael Shawaryn, Facilities Manager, to attend the following courses through Rutgers Continuing Studies as part of the NJ Educational Facility Management Program, with costs as indicated (Backup L-10):  
Preventive Maintenance, Sewell NJ - \$575.00  
Energy Management, Galloway NJ - \$263.00
- B. ROLL CALL  
David Parkhill - YES  
Ray Garcia - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

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

XV. POLICY UPDATES

A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to approve items #1 through #2 under Policy.

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

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

B. ROLL CALL

David Parkhill - YES

Ray Garcia - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

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

XVI. PERSONNEL

A. Motion by Melissa Williams-Chamberlain and second by Steve Harris to approve items #1 through #3 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)

3. Recommend approval of the termination of Judith Taylor effective March 11, 2019.

B. ROLL CALL

David Parkhill - YES

Ray Garcia - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

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

XVII. FACILITIES - See Executive Director's Report

XVIII. COMMUNITY - None at this time.

XIX. SCHOOL OPERATIONS

A. Motion by Steve Harris and second by Ray Garcia to approve item #1 through item #4 under School Operations.

1. 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 thru June 30, 2020.

2. Recommend approval of an amendment to the Charter to add the City of Bridgeton as a Region of Residency.

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

4. Reports as presented. (Backup SO-2)

B. ROLL CALL

David Parkhill - YES

Ray Garcia - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

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

XX. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to approve item #1 under Executive Director's Report.

1. Report as presented by the CCCSN Representative.

- New administrative staff.
- Charts presentation.
- Hand sanitizers substitution.

B. ROLL CALL

David Parkhill - YES

Ray Garcia - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

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

XXI. ADJOURNMENT

A. Motion by Steve Harris and second by Melissa Williams-Chamberlain to adjourn the meeting at 7:28 PM.

B. Next Meeting April 10, 2019.

C. ALL IN FAVOR

**Voice Vote – Four (4) AYES**

Respectfully Submitted,



Christina Murphy

Business Administrator/Board Secretary

**EXECUTIVE SESSION MINUTES**

March 13, 2019

**Millville Public Charter School Board of Trustees Meeting Executive Session** – Wednesday, March 13, 2019, convened at 5:39 PM at the Millville Public Charter School, 1101 Wheaton Avenue, Millville, NJ 08332.

**I. Executive Session**

Motion by Ray Garcia and second by Melissa Williams-Chamberlain to enter into Executive Session at 5:39 PM to discuss Personnel issues.

**ROLL CALL**

David Parkhill - YES

Ray Garcia – YES

Steve Harris – YES

Melissa Williams-Chamberlain – YES

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

**II. Discussion**

- Concerning Principal.
- Corrective Action Plan put in place in December 2018.
- Principal did not return on March 11, 2019.
- New Principal and Vice Principal hired for end of March 2019.

**III. Return to Open Session**

Motion Ray Garcia and second by Melissa Williams-Chamberlain to return to Regular Session at 6:29 PM.

**ROLL CALL**

David Parkhill - YES

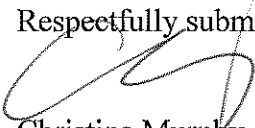
Ray Garcia - YES

Steve Harris - YES

Melissa Williams-Chamberlain - YES

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

Respectfully submitted,



Christina Murphy

Business Administrator/Board Secretary