

**Millville Public Charter School  
Work Session/Regular Board Meeting  
January 13, 2021**

**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 5:32 PM
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times and The Reminder on June 22, 2020
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Tom Ludwig
- IV. ROLL CALL
  - A. Dave Parkhill, President – Present (By Phone)  
Jaelyn Haas-Benner, Vice President - Present (By Phone)  
Ellen Booz, Trustee – Present (By Phone)  
Rick Grablow, Trustee - Absent  
Joanne Carney, Trustee - Present (By Phone)
  - B. Also Present:
    1. CCCSN Executive Director- Present (By Phone)  
CCCSN Deputy Director - Present (By Phone)  
Christina Murphy, Board Secretary/Business Administrator - Present (By Phone)  
Matthew Ackiewicz, Principal - Present (By Phone)  
Thomas Ludwig, Assistant Principal - Present (By Phone)  
Courtney Alvarez, Director of Human Resources - Present (By Phone)  
AnneMarie Lucchesi, Bookkeeper - Present (By Phone)  
Mike McClintock, Assistant Business Administrator- Present (By Phone)  
Brain Crawford, Comptroller – Absent
- 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 Ellen Booz and second by Jaelyn Haas-Benner to adjourn the work session at 5:34 PM.
  - B. ALL IN FAVOR  
Dave Parkhill, President – Yes  
Jaelyn Haas-Benner – Yes  
Ellen Booz, Trustee – Yes  
Joanne Carney, Trustee – Yes  
**Motion passed on an unanimous Roll Call vote.**
- VIII. CALLED TO ORDER
  - A. Regular meeting called to order by the Board President at 5:34 PM.
  - B. ROLL CALL  
Dave Parkhill, President – Yes  
Jaelyn Haas-Benner – Yes  
Ellen Booz, Trustee – Yes  
Joanne Carney, Trustee – Yes

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

IX. EXECUTIVE SESSION (None)

X. OPEN TO PUBLIC

XI. APPROVE MINUTES

A. Motion by Dave Parkhill and second by Jaclyn Haas-Benner to approve the Minutes of the Regular and Executive session meetings held on December 9, 2020.

B. ROLL CALL

Dave Parkhill, President – Yes

Jaclyn Haas-Benner – Yes

Ellen Booz, Trustee – Yes

Joanne Carney, Trustee – Yes

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

XII. OLD BUSINESS (None)

XIII. FINANCE

A. Motion by Dave Parkhill and second by Jaclyn Haas-Benner to approve items 1 through 14 under Finance.

1. Recommend approval of line item transfers for the Month of December 2020. (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 2020. 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 December 2020. The Treasurer's Report and the Secretary's Reports are in agreement for the month of December 2020.(Backup materials L-3)

4. Recommend approval of the bills as attached in the amount of \$284,605.63(Back-up L-4)

5. Recommend approval of the following payrolls (Backup L-5):

December 15, 2020 - \$81,113.41

December 31, 2020 - \$98,371.77

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 2020. (Backup L-6)

8. To accept additional CARES fund monies in the amount of \$4593. (Back-up L-7)

9. To accept contract with Humana for Special Ed and additional services at the rates listed as attached. (Back-up L-8)

10. To approve tuition reimbursement request for Stefanie Alvarez (shared service Food Director from Vineland Public Charter School) for \$4452, to be shared between BPCS and MPCS, as well as preapproval for the upcoming semester in the same amount. (Back-up L-9)

11. To approve the adjustments to MPCS's SIA fund budget as attached. (Back-up L-10)

12. To approve the adjustments to MPCS's CARES fund budget as attached. (Back-up L-11)

13. To approve the revised October 15th count budget summary and narrative (Back-up L-12)

14. To approve the Summer Food Lunch Program Administrative Review Corrective Action form. (Back-up L-13)

- B. ROLL CALL
  - Dave Parkhill, President – Yes
  - Jaclyn Haas-Benner – Yes
  - Ellen Booz, Trustee – Yes
  - Joanne Carney, Trustee – Yes

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

XIV. POLICY UPDATES (None)

XV. PERSONNEL

- A. Motion by Joanne Carney and second by Jaclyn Haas-Benner to approve items 1 through 2 under Personnel.

- 1. Recommend approval of the staff list and salaries for the 2020-2021 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
  - Dave Parkhill, President – Yes
  - Jaclyn Haas-Benner – Yes
  - Ellen Booz, Trustee – Yes
  - Joanne Carney, Trustee – Yes

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

- C. FACILITIES (None)

XVI. SCHOOL OPERATIONS

- A. Motion by Ellen Booz and second by Joanne Carney to accept the Principal's reports.

- 1. Reports as presented by Mr. Ackiewicz

- B. ROLL CALL
  - Dave Parkhill, President – Yes
  - Jaclyn Haas-Benner – Yes
  - Ellen Booz, Trustee – Yes
  - Joanne Carney, Trustee – Yes

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

XVII. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by \_\_\_\_\_ and second by \_\_\_\_\_ to accept the Executive Director's reports.

- 1. Report as presented by Dr. Garcia.
- 2. Letter of Thanks from Mr. Ludwig (Back-up E-1)

- B. ROLL CALL
  - Dave Parkhill, President – Yes
  - Jaclyn Haas-Benner – Yes
  - Ellen Booz, Trustee – Yes
  - Joanne Carney, Trustee – Yes

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

XVIII. ADJOURNMENT

- A. Motion by Dave Parkhill and second by Jaclyn Haas-Benner to adjourn the meeting at 6:00 PM.
- B. ALL IN FAVOR
  - Voice Vote – Four (4) Ayes
- C. Next Meeting is February 10, 2021

Respectfully Submitted;

Christina Murphy  
Business Administrator/Board Secretary