

**Millville Public Charter School  
Work Session/Regular Board Meeting  
June 9, 2021**

**Convened at 5:30 p.m. in the Conference Room at 1011 Wheaton Ave, Millville NJ 08332**

- I. CALLED TO ORDER
  - A. Call to Order by the Board President 538 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times on and The Reminder on June 17, 2020.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Mr. Garcia.
- IV. ROLL CALL
  - A. Dave Parkhill, President –PRESENT (By Phone)  
Jaclyn Haas-Benner, Vice-President –PRESENT (By Phone)  
Ellen Booz, Trustee –PRESENT (By Phone)  
Rick Grablow, Trustee –PRESENT (By Phone)  
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)  
Brian Caulford, 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 Jaclyn Haas-Benner and second by Ellen Booz to adjourn the work session at 5:40PM.
  - B. ROLL CALL  
Dave Parkhill- YES  
Jaclyn Haas-Benner- YES  
Ellen Booz- YES  
Rick Grablow- YES  
Joanne Carney- YES  
**Motion passed on an unanimous Roll Call Vote.**
- VIII. CALLED TO ORDER
  - A. Regular meeting called to order by the Board President at 5:41 PM.
  - B. ROLL CALL  
Dave Parkhill- YES  
Jaclyn Haas-Benner- YES  
Ellen Booz- YES

Rick Grablow- YES  
Joanne Carney- YES

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

IX. RECOMMENDATION FOR THE BOARD OF TRUSTEES

A. Motion by Rick Grablow and second by Ellen Booz to certify the continuing appointments as listed below:

1. Jaclyn Haas-Benner - term expiring June 2024

B. ROLL CALL

Dave Parkhill- YES  
Jaclyn Haas-Benner- YES  
Ellen Booz- YES  
Rick Grablow- YES  
Joanne Carney- YES

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

X. ELECTION OF OFFICERS

A. The Board Secretary opens the floor for nominations for Board President

1. Motion by Ellen Booz and second by Rick Grablow to nominate David Parkhill for Board President.

2. Motion by Joanne Carney and second by Jaclyn Haas-Benne for the Board Secretary to close the floor nominations for Board President

3. Roll Call to appoint David Parkhill as President of the Board of Trustees.

4. The Board President assumes control of the meeting at 5:45 PM.

B. The Board President opens the floor for nominations for Vice President.

1. Motion by David Parkhill and second by Ellen Booz to nominate Jaclyn Haas Benner for Board Vice President.

2. Motion by Joanne Carney and second by Rick Grablow for the Board President to close the floor for nominations for Vice President.

3. Roll Call to appoint Jaclyn Haas-Benner as Vice President of the Board of Trustees.

C. ROLL CALL

Dave Parkhill- YES  
Jaclyn Haas-Benner- YES  
Ellen Booz- YES  
Rick Grablow- YES  
Joanne Carney- YES

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

XI. Appointment of Professionals

A. Motion by Ellen Booz and second by Jaclyn Haas-Benner to approve items #1 through #5 under Appointment of Professionals.

1. Recommend approval to appoint Michael Shawaryn as the Certified Educational Facilities Manager for the period July 1, 2021 through June 30, 2022.

2. Recommend approval to appoint Stephen Kriso, M.D., as School Physician for the 2021-2022 school year at an annual rate of \$1,000.

3. Recommend approval to appoint Michael Shawaryn as the AHERA program manager for the 2021-2022 school year.

4. Recommend approval to appoint Dennis Zakroff as the School Business Administrator/Board Secretary through the shared services agreement with Vineland Public Charter School.
5. Recommend approval to appoint Bowman and Company, LLP, as School Auditor for the 2021-2022 school year. The unmodified external peer review has been received and reviewed.

B. ROLL CALL

Dave Parkhill- YES

Jaclyn Haas-Benner- YES

Ellen Booz- YES

Rick Grablow- YES

Joanne Carney- YES

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

XII. BUSINESS AND OPERATIONS

A. Motion by David Parkhill and second by Joanne Carney to approve items #1 through #13 under Business and Operations.

1. Recommend approval of Ocean First Bank as the Official Depository for the 2021-2022 school year.
2. Recommend approval of the following bank accounts with Ocean First Bank and the duly elected and appointed officials as signatories:  
Acct Title Acct # Signers  
General 647400096 Board Sec., Board Pres., Treasurer\*  
Payroll 647400088 Board Sec., Board Pres., Treasurer\*  
Payroll Agency 647400260 Board Sec., Board Pres., Treasurer\*  
Unemployment 647400286 Board Sec., Board Pres., Treasurer\*  
Student Activity 647400288 Board Sec., Board Pres., Treasurer\*  
\* Treasurer is alternate signatory
3. Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2021-2022 school year.
4. Recommend approval that the Board Secretary, or designee, has the authority to wire transfer funds between the Board of Trustees' bank accounts as necessary.
5. Recommend approval to conduct Board of Trustee meetings according to the Parliamentary authority established by Robert's Rules of Order.
6. Recommend approval of deductions from employees' paychecks to VOYA and Lincoln Investment as tax sheltered 403(b) plans and Colonial Life - Roth 403(b) and disability insurance.
7. Recommend approval of the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts for New Jersey Public Schools.
8. Recommend approval to appoint Christina Murphy as the Qualified Purchasing Agent to authorize the purchase of all goods and services up to the bid threshold, as per code, for the time period July 1, 2021 through June 30, 2022, and to establish the bid threshold at \$44,000 and the Quote threshold at \$6,600.
9. Recommend approval for Dennis Zakroff, Business Administrator, to make payments on behalf of the Board of Trustees when such payments ensure the health and safety of students or ensure orderly operation of the school.
10. Recommend approval to adopt the Board of Trustees Policy Manual, procedures, textbooks and curriculum as presented on file for the 2021-2022 school year.
11. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2021-2022 school year.

12. Recommend approval of the following school district officials for the 2021-2022 school year.  
Lead Person - Kim Garcia  
Title IX Coordinator - Dr. Valerie James-Kemp  
Public Agency Compliance Officer - Dennis Zakroff  
Affirmative Action Officer - Courtney Alvarez  
504 Officer - Dr. Valerie James-Kemp

13. Recommend approval for Dennis Zakroff, Business Administrator, to make adjusting entries as necessary to finalize the 2020-2021 accounting records.

B. ROLL CALL

- Dave Parkhill- YES  
Jaclyn Haas-Benner- YES  
Ellen Booz- YES  
Rick Grablow- YES  
Joanne Carney- YES

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

XIII. OPEN TO PUBLIC

XIV. APPROVE MINUTES

1. Motion by \_\_\_\_\_ and second by \_\_\_\_\_ to approve the Minutes of the Regular and Executive session meetings held on May 12, 2021.

A. ROLL CALL

XV. OLD BUSINESS (NONE)

XVI. FINANCE

- A. Motion by Rick Grablow and second by Joanne Carney to approve items 1 through 21 under Finance.

1. Recommend approval of line item transfers for the Month of May 2021. (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 May 2021. 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 not 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 May 2021. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2021.(Backup materials L-3)
4. Recommend approval of the bills as attached in the amount of \$471,664.21
5. Recommend approval of the following payrolls (Backup L-5):  
May 15, 2021 - \$76,780.51  
May 31, 2021 - \$ 76,992.57
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 May 2021. (Backup L-6)
8. To approve RTK Survey Proposal and AHERA Compliance with Epic Environmental in the amount of \$300 and \$300 respectively. (Back-up L-7)
9. To approve Tuition Reimbursement for Stefanie Alvarez for \$5565 (\$1855 split between VPCS, MPCS, BPCS). (Back-up L8)

10. Recommend to approve that pursuant to PL 2015, Chapter 47 Bridgeton Public Charter School intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. Seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. (Back-up L-9)
11. Recommend to approve the renewal quote with IXL Learning in the amount of \$7,375 (Back-up L-10)
12. Recommend to approve the quote with OnCourse in the amount of \$11,813.16 (Back-up L-11)
13. Recommend approval for Viking Pest Control in the amount of \$61 a month. Back-up -12)
14. Recommend approval for THE membership in To the National Honor Society in the amount of \$385.00 (Back-up L-13)
15. Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2021-2022 school year.
16. Recommend approval for the contract with Stephen Kriso as School Physician in the amount of \$1,000. (Back-up L-14)
17. Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY21.
18. Recommend approval to use up to the full fund balance for budgeting purposes.
19. Recommend approval to submit the Annual Report.
20. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2021-2022 school year.
21. Recommend to approve the participation in the Community Eligibility Provision (CEP) for the 2021-2022 school year.

B. ROLL CALL

Dave Parkhill- YES  
 Jaclyn Haas-Benner- YES  
 Ellen Booz- YES  
 Rick Grablow- YES  
 Joanne Carney- YES

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

XVII. POLICY UPDATES

- A. Motion by David Parkhill and second by Joanne Carney to approve item 1 under Policy.
  1. Recommend the first reading of Policy Alert #223 (See attached)

B. ROLL CALL

Dave Parkhill- YES  
 Jaclyn Haas-Benner- YES  
 Ellen Booz- YES  
 Rick Grablow- YES  
 Joanne Carney- YES

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

XVIII. PERSONNEL

- A. Motion by Rick Grablow and second by Joanne Carney to approve items 1 through 3 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)
3. Recommend approval of the Marzano evaluation tool for Teachers and Administrators for the 2021-2022 school year.

B. ROLL CALL

Dave Parkhill- YES  
Jaclyn Haas-Benner- YES  
Ellen Booz- YES  
Rick Grablow- YES  
Joanne Carney- YES

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

XIX. FACILITIES

A. Motion by Ellen Booz to approve item 1 under Facilities.

1. Recommend approval of the School Integrated Pest Management Plan for the 2021-2022 school year, with Michael Shawaryn as the IPM Coordinator. (Backup F-1)

B. ROLL CALL

Dave Parkhill- YES  
Jaclyn Haas-Benner- YES  
Ellen Booz- YES  
Rick Grablow- YES  
Joanne Carney- YES

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

XX. SCHOOL OPERATIONS

A. Motion by David Parkhill and second by Joanne Carney to accept the Principal's reports.

1. Reports as presented by M Matthew Ackiewicz.

B. ROLL CALL

Dave Parkhill- YES  
Jaclyn Haas-Benner- YES  
Ellen Booz- YES  
Rick Grablow- YES  
Joanne Carney- YES

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

XXI. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Ellen Booz and second by Rick Grablow to accept the Executive Director's reports.

1. Report as presented by Dr. Garcia.
  - Will be attending and speaking at the graduation
  - Solar Project update – still working on RFP
  - Refinancing with Republic Bank – a prospect
  - Potential film school program
  - federal grant review from today
  - board meeting back to public soon

B. ROLL CALL

Dave Parkhill- YES  
Jaclyn Haas-Benner- YES  
Ellen Booz- YES  
Rick Grablow- YES  
Joanne Carney- YES

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

XXII. ADJOURNMENT

- A. Motion by Jaclyn Haas Benne and second by Ellen Booz to adjourn the meeting at 6:20 PM.
- B. ALL IN FAVOR  
FOUR (4) AYES  
ALL IN FAVOR
- C. Next Meeting is on July 14, 2021.

Respectfully Submitted;

Christina Murphy  
Business Administrator/Board Secretary