**Millville Public Charter School  
Regular Board Meeting  
June 8, 2022  
Convenes at 5:30 p.m. in the Conference Room at 1101 Wheaton Ave, Millville NJ 08332**

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| I. | CALLED TO ORDER | | |
|  | A. | Call to Order by the Board President 5:35 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, 2021. | |
| III. | PLEDGE OF ALLEGIANCE | | |
|  | A. | Led by Ms. Christina Murphy | |
| IV. | ROLL CALL | | |
|  | A. | Dave Parkhill, President -Present Ellen Booz, Trustee -Absent Joanne Carney, Trustee -Present Elizabeth Anekwe, Trustee- Present | |
|  | B. | Also Present: | |
|  |  | 1. | Kim Garcia, CEO -Present CCCSN Executive Director- Absent  CCCSN Deputy Director -Absent Dennis Zakroff, Board Secretary/Business Administrator -Present Christina Murphy, Treasurer -Present Matthew Ackiewicz, Principal -Present Thomas Ludwig, Assistant Principal – Present Brian Caulford, Comptroller -Absent  Clarence Gunter potential board member - 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 Ms. Joanne Carney and second by Mr. Dave Parkhill to adjourn the work session at 5:38 PM. | |
|  | B. | ROLL CALL  Mr. Dave Parkhill -YES  Ms. Joanne Carney- YES  Ms. Elizabeth Anekwe -YES  **All were in favor and the motion carried.** | |
| VIII. | CALLED TO ORDER | | |
|  | A. | Regular meeting called to order by the Board President at 5:39 PM. | |
|  | B. | ROLL CALL  Mr. Dave Parkhill -YES  Ms. Joanne Carney- YES  Ms. Elizabeth Anekwe -YES  **All were in favor and the motion carried.** | |
| IX. | ELECTION OF OFFICERS | | |
|  | A. | The Board Secretary opens the floor The Board Secretary opens the floor for nominations for Board President for nominations for Board President | |
|  |  | 1. | Motion by Ms. Joanne Carney and second by Ms. Elizabeth Anekwe to nominate Mr. David Parkhill for Board President. |
|  |  | 2. | Motion by Ms. Joanne Carney and second by Mr. Dave Parkhill 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  ROLL CALL  Mr. Dave Parkhill -YES  Ms. Joanne Carney- YES  Ms. Elizabeth Anekwe -YES  **All were in favor and the motion carried.** |
|  |  | 4. | The Board President assumes control of the meeting at 5:40 PM. |
|  | B. | The Board President opens the floor for nominations for Vice President. | |
|  |  | 1. | Motion by Mr. Dave Parkhill and second by Ms. Joanne Carney to nominate Ms. Ellen Booz for Board Vice President. |
|  |  | 2. | Motion by Ms. Joann Carney and second by Mr. Dave Parkhill\_ for the Board Secretary to close the floor nominations for Board Vice President |
|  |  | 3. | Roll Call to appoint Ms. Ellen Booz as Vice President of the Board of Trustees |
|  | C. | ROLL CALL  Mr. Dave Parkhill -YES  Ms. Joanne Carney- YES  Ms. Elizabeth Anekwe -YES  **All were in favor and the motion carried.** | |
| X. | APPOINTMENT OF PROFESSIONALS | | |
|  | A. | Motion by Ms. Joanne Carney and second by Ms. Elizabeth Anekwe to approve items 1 through 3 under Appointment of Professionals. | |
|  |  | 1. | Recommend approval to appoint Victor Gonzalez as the AHERA program manager for the 2022-2023 school year |
|  |  | 2. | Recommend approval to appoint Dennis Zakroff as the School Business Administrator/Board Secretary through the shared services agreement with Vineland Public Charter School |
|  |  | 3. | Recommend approval to appoint Bowman and Company, LLP, as School Auditor for the 2022-2023 school year. The unmodified external peer review has been received and reviewed |
|  | B. | ROLL CALL  Mr. Dave Parkhill -YES  Ms. Joanne Carney- YES  Ms. Elizabeth Anekwe -YES  **All were in favor and the motion carried.** | |
| XI. | BUSINESS AND OPERATIONS | | |
|  | A. | Motion by Ms. Joanne Carney and second by Mr. Dave Parkhill to approve items 1 through 13 under Business and Operations | |
|  |  | 1. | Recommend approval of Ocean First Bank as the Official Depository for the 2022-2023 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\* |
|  |  | 3. | Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2022-2023 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, 2022 through June 30, 2023, 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 2022-2023 school year |
|  |  | 11. | Recommend approval to establish a petty cash fund in the amount of $200 for the 2022-2023 school year |
|  |  | 12. | Recommend approval of the following school district officials for the 2022-2023 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 - Mr. Matthew Ackiewicz |
|  |  | 13. | Recommend approval for Dennis Zakroff, Business Administrator, to make adjusting entries as necessary to finalize the 2021-2022 accounting records |
|  |  | B. | ROLL CALL  Mr. Dave Parkhill -YES  Ms. Joanne Carney- YES  Ms. Elizabeth Anekwe -YES  **All were in favor and the motion carried.** |
| XII. | EXECUTIVE SESSION | | |
| XIII. | OPEN TO PUBLIC | | |
| XIV. | APPROVE MINUTES | | |
|  | A. | Motion by Mr. Dave Parkhill and second by Ms. Elizabeth Anekwe to approve the Minutes of the Regular and Executive session meetings held on May 11, 2022. | |
|  | B. | ROLL CALL  Mr. Dave Parkhill -YES  Ms. Joanne Carney- YES  Ms. Elizabeth Anekwe -YES  **All were in favor and the motion carried.** | |
| XV. | OLD BUSINESS | | |
| XVI. | FINANCE | | |
|  | A. | Motion by Mr. Dave Parkhill and second by Ms. Joanne Carney to approve items 1 through 28 under Finance. | |
|  |  | 1. | Recommend approval of line item transfers for the Month of March 2022. (Backup L-1) |
|  |  | 2. | Recommend the approval of the Board Secretary's Reports in May. 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 May 2022. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2022.(Backup materials L-3) |
|  |  | 4. | Recommend approval of the bills as attached in the amount of $353,638.73 (Back-up L-4) |
|  |  | 5. | Recommend approval of the following payrolls (Backup L-5):  May 15, 2022 - $89,197.39 May 31, 2022 - $94,165.39 |
|  |  | 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 2022. (Back-up L-6) |
|  |  | 8. | Recommend to approve the agreement with SPECTROTEL in the amount of $100.23 monthly. (Back-up L-7) |
|  |  | 9. | Recommend to approve the agreement with OMNI & TSACG for the 2022-2023 in the amount of $1,500.00. (Back-up L-8) |
|  |  | 10. | Request to approve the agreement for legal services in the 2022-2023 school year with Capehart Scatchard. (Back-up L-9) |
|  |  | 11. | Recommend to approve the shared service agreement with Salem County Special Services School District for the 2022-2023 school year. (Back-up L-10) |
|  |  | 12. | Recommend approve the shared service agreement with the Salem County Special Services School District for Occupational Therapy Services for the 2022-2023 school year. (Back-up L-11) |
|  |  | 13. | Recommend approval the renewal quote with IXL in the amount of $8,375 for the 2022-2023 school year. (Back-up L-12) |
|  |  | 14. | Recommend to approve the estimate with The Brothers that Just do Gutters in the amount of $1,322 (Back-up L-13) |
|  |  | 15. | Recommend to approve the Lease Agreement with Clarence Gunter Ministries for July 1, 2022 through June 30, 2023 in in the amount of $225 (weekly) (Back-up L-14) |
|  |  | 16. | Recommend to approve the quote with OnCourse for the 2022-2023 school year in the amount of $12,025.65 (Back-up L-15) |
|  |  | 17. | Recommend to approve the proposal with Epic environmental for the 2022-2023 school year. (Back-up L-16) |
|  |  | 18. | Recommend to approve the service agreement with South Jersey Elevator for 5 years. (Back-up L-17) |
|  |  | 19. | Recommend to approve the agreement with Paul's Commodity Hauling for the 2022-2023 school year (Back-up L-18) |
|  |  | 20. | Recommend to approve the invoice with Wordware for the 2022-2023 school year in the amount of $3,243. (Back-up L-19) |
|  |  | 21. | Recommend to approve the agreement with Therapy Source for the 2022-2023 school year. (Back-up L-20) |
|  |  | 22. | Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2022-2023 school year (Back-up L-21) |
|  |  | 23. | Recommend to approve accepting the ESEA Consolidated Grant for the 2022-2023 school year (Back-up L-22) Accepting Title I-A $110, 845, Title II- A $13,997 and Title IV Part A $10,000, rejecting Title III. |
|  |  | 24. | Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY22 |
|  |  | 25. | Recommend approval to use up to the full fund balance for budgeting purposes |
|  |  | 26. | Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2022-2023 school year |
|  |  | 27. | Recommend to approve the participation in the Community Eligibility Provision (CEP) for the 2022-2023 school year |
|  |  | 28. | The School District on 04/12/2022hereby authorizes the submission of the American Rescue Plan (ARP) Homeless Children and Youth (HCY) II application for Fiscal Year 2022, and accepts the grant award of these funds upon the subsequent approval of the FY 2022 ARP-HCY II Application of the FY 2022 ARP-HCY II Application. |
|  | B. | ROLL CALL  Mr. Dave Parkhill -YES  Ms. Joanne Carney- YES  Ms. Elizabeth Anekwe -YES  **All were in favor and the motion carried.** | |
| XVII. | POLICY UPDATES | | |
|  | A. | Motion by Mr. Dave Parkhill and second by Ms. Joanne Carney to approve item 1 under Policy. | |
|  |  | 1. | Second Reading and Adoption of Policy Alert #227. (See Attached)  1648.15 Recordkeeping for Healthcare Settings in School Buildings Covid-19  2415.04 Title I District Wide Parent and Family Engagement  2415.50 Title I School Parent and Family Engagement  2417 Student Intervention and Referral Services  3161 Examination for Cause  4161 Examination for Cause  5512 Harassment, Intimidation, and bullying  7410 Maintenance and Repair  8420 Emergency and Crisis Situations  9320 Cooperation with Law Enforcement Agencies |
|  |  | 2. | ROLL CALL ROLL CALL  Mr. Dave Parkhill -YES  Ms. Joanne Carney- YES  Ms. Elizabeth Anekwe -YES  **All were in favor and the motion carried.** |
| XVIII. | PERSONNEL | | |
|  | A. | Motion by Ms. Joanne Carney and second by Ms. Elizabeth Anekwe to approve items 1 through 3 under Personnel. | |
|  |  | 1. | Recommend approval of the staff list and salaries for the 2021-2022 school year as attached. (Back-up PER-1) |
|  |  | 2. | Recommend approval of the personnel actions as listed in the attached. (Back-up PER-2) |
|  |  | 3. | Recommend approval of the staff list and salaries for the 2022-2023 school year as attached. (Back-up PER-3) |
|  | B. | ROLL CALL  Mr. Dave Parkhill -YES  Ms. Joanne Carney- YES  Ms. Elizabeth Anekwe -YES  **All were in favor and the motion carried.** | |
| XIX. | FACILITIES | | |
| XX. | SCHOOL OPERATIONS | | |
|  | A. | Motion by Mr. Dave Parkhill and second by Ms. Joanne Carney to accept the Principal's reports. | |
|  |  | 1. | Reports as presented by Mr. Matthew Ackiewicz (Back-up SO-1) |
|  |  | 2. | Recommend to approve teachers for the Summer School program. (Back-up SO-2) |
|  | B. | ROLL CALL  Mr. Dave Parkhill -YES  Ms. Joanne Carney- YES  Ms. Elizabeth Anekwe -YES  **All were in favor and the motion carried.** | |
| XXI. | EXECUTIVE DIRECTOR'S REPORT | | |
|  | A. | Motion by Ms. Joanne Carney and second by Ms. Elizabeth Anekwe to accept the Executive Director's reports. | |
|  |  | 1. | Report as presented by Mrs. Garcia.  School Security is being reviewed.  Someone from the State will be doing training for staff in August  We have given the police department more access to our building  Graduation for Kindergarten is 6/9/22 at 12:00 PM  Eighth Grade Graduation is 6/9/22 at 5:30 PM  Field day will be June 14th and 15th  Over 200 people attend the school play |
|  |  | 2. | Reporting on the School demographics (Back-up E-1) |
|  | B. | ROLL CALL  Mr. Dave Parkhill -YES  Ms. Joanne Carney- YES  Ms. Elizabeth Anekwe -YES  **All were in favor and the motion carried.** | |
| XXII. | ADJOURNMENT | | |
|  | A. | Motion by Mr. Dave Parkhill and second by Ms. Joanne Carney to adjourn the meeting at 6:29 PM. | |
|  | B. | ROLL CALL  Mr. Dave Parkhill -YES  Ms. Joanne Carney- YES  Ms. Elizabeth Anekwe -YES  **All were in favor and the motion carried.** | |
|  | C. | Next Meeting is on July 13, 2022 | |

Respectfully submitted

Dennis Zakroff

Board Secretary/ Business Administrator