

**Millville Public Charter School  
Work Session/Regular Board Meeting Minutes  
July 8, 2020**

**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 5:30 PM.
  - II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
    - A. Public Notice of this Meeting was advertised in the South Jersey Times on June 22, 2020.
  - III. PLEDGE OF ALLEGIANCE
    - A. Led by Ms. Alvarez.
  - IV. ROLL CALL
    - A. David 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)  
Dr. Shay Richardson, Business Administrator/Board Secretary - PRESENT  
Matthew Ackiewicz, Principal – PRESENT (By Phone)  
Courtney Alvarez, Director of Human Resources – PRESENT (By Phone)  
Anne Marie Lucchesi, Bookkeeper - 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 Ellen Booz and second by Jaclyn Haas-Benner to adjourn the Work Session at 5:31 PM.
    - B. ROLL CALL
      - David Parkhill – YES
      - Jaclyn Haas-Benner – YES
      - Ellen Booz – YES
      - Rick Grablow – YES
      - Joanne Carney – YES

**Motion passed on a unanimous Roll Call vote.**
- VIII. CALLED TO ORDER
  - A. Regular meeting called to order by the Board President at 5:33 PM.
  - B. ROLL CALL

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

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

IX. OPEN TO PUBLIC

1. The public may ask questions pertaining to agenda items only.

X. EXECUTIVE SESSION - None at this time.

XI. APPROVE MINUTES

A. Motion by Jaclyn Haas-Benner and second by Rick Grablow to approve the Minutes of the Re-Organization Meeting held on June 10, 2020. (Backup M-1)

B. ROLL CALL

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

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

XII. OLD BUSINESS – None at this time.

XIII. FINANCE

A. Motion by Ellen Booz and second by Rick Grablow to approve items #1 through #19 under Finance.

1. Recommend approval of line item transfers for the Month of June 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 June 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 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 June 2020. The Treasurer's Report and the Secretary's Reports are in agreement for the month of June 2020. (Backup L-3)
4. Recommend approval of the bills list as attached (Backup L-4):  
June 1, 2020 to June 30, 2020 - \$189,775.84
5. Recommend approval of the following payrolls (Backup L-5):  
June 15, 2020 - \$62,823.11  
June 30, 2020 - \$81,304.52
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 approval of the expense reclassification report for June 2020. (Backup L-6)
8. Recommend to approve the twelve (12) month renewal with Intrado, School Messenger, from the period August 31, 2020 through August 31, 2021 at a rate of \$1,312.50. (Backup L-7)
9. Recommend to approve the 1-year Preventative Maintenance Inspection agreement between Bilmark Plumbing & Heating, LLC and Millville Public Charter School, with details specified in the attached. (Backup L-8)
10. Recommend approval of the Consortium Fee to the Southern Regional Institute and Educational Technology Training Center (SRI & ETTC) at Stockton University for \$715.00 in July 2020. (Backup L-9)
11. Recommend approval of the annual membership fee for the New Jersey Public Charter Schools Association, effective July 1, 2020 through June 30, 2021, in the amount of \$2,820.00. (Backup L-10)
12. Recommend approval to permit eligible employees to carry over more than five accumulated vacation days from the 2019-20 school year, as pursuant to NJSA 18A:30-9, given the circumstances surrounding the COVID-19 pandemic. (Backup L-11)
13. Recommend and approve the payout of unused vacation days for the attached staff. (Backup L-12)
14. Recommend approval of the K-12 educational services provided by TCI, with costs listed in the attached. (Backup L-13)
15. Recommend approval to accept a \$100,000 Facilities-Based Working Capital Loan from New Jersey Community Capital as specified in the Exhibit A Resolution attachment. (Backup L-14)
16. Recommend approval of the Retainer and Fee Agreement for Collection Cases between Michael R. Mazzoni, P.A., Attorneys at Law and Millville Public Charter School, to provide legal services as requested. (Backup L-15)
17. Recommend to approve Bowman & Company, LLP to complete the 2019-2020 audit per the attached engagement agreement. (Backup L-16)
18. Recommend to approve the proposed Agreement for Legal Services between Millville Public Charter School and Capehart Scatchard as indicated in the attached. (Backup L-17)
19. Recommend approval of the final budget and narrative for the 2019-2020 school year. (Backup L-18)

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Ellen Booz – YES

Rick Grablow – YES

Joanne Carney – YES

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

XIV. POLICY UPDATES

- A. Motion by Jaclyn Haas-Benner and second by Rick Grablow to approve item #1 under Policy Updates.
1. Recommend approval of the New Jersey Policy Alert No. 220, June 2020, for a First Reading (Backup POL-1):  
Policy #1649, Federal Families First Coronavirus (COVID-19) Response Act  
Policy #2270, Religion in Schools (Revised)  
Policy #2431.3, Heat Participation Policy for Student-Athlete Safety (Revised)  
Policy #2622, Student Assessment (Revised)  
Policy #5111, Eligibility of Resident/Nonresident Students (Revised)  
Policy #5200, Attendance (Revised)  
Policy #5320, Immunization (Revised)  
Policy #5330.04, Administering an Opioid Antidote (Revised)  
Policy #5610, Suspension (Revised)  
Policy #5610, Suspension Procedures (Revised)  
Policy #5620, Expulsion (Revised)  
Policy #8320, Personnel Records (Revised)

- B. ROLL CALL  
David Parkhill – YES  
Jaclyn Haas-Benner – YES  
Ellen Booz – YES  
Rick Grablow – YES  
Joanne Carney – YES  
**Motion passed on a unanimous Roll Call vote.**

XV. PERSONNEL

- A. Motion by David Parkhill and second by Rick Grablow 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  
David Parkhill – YES  
Jaclyn Haas-Benner – YES  
Ellen Booz – YES  
Rick Grablow – YES  
Joanne Carney – YES  
**Motion passed on a unanimous Roll Call vote.**

XVI. FACILITIES - See the Executive Director's Report.

XVII. SCHOOL OPERATIONS

- A. Motion by Jaclyn Haas-Benner and second by Ellen Booz to approve items #1 through #3 under School Operations.
1. Recommend approval of the Principal's report as presented by Mr. Ackiewicz. (Backup SO-1)

2. Recommend approval of the School Security Drill Statement of Assurance. (Backup SO-2)
  3. Recommend approval to operate grade levels K-8 for the 2020-2021 school year.
- B. ROLL CALL  
David Parkhill – YES  
Jaclyn Haas-Benner – YES  
Ellen Booz – YES  
Rick Grablow – YES  
Joanne Carney – YES  
**Motion passed on a unanimous Roll Call vote.**

#### XVIII. EXECUTIVE DIRECTOR'S REPORT

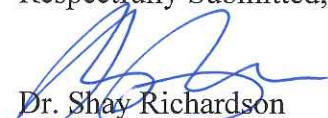
- A. Motion by Ellen Booz and second by Jaclyn Haas-Benner to approve item #1 under Executive Director's Report.
1. Report as presented by the CCCSN representative.
    - Reopening plan
    - Recruiting efforts
    - Report from New Jersey Department of Education
    - Eliminate high school program; grades K-8 only
    - Possibility of a hybrid program

- B. ROLL CALL  
David Parkhill – YES  
Jaclyn Haas-Benner – YES  
Ellen Booz – YES  
Rick Grablow – YES  
Joanne Carney – YES  
**Motion passed on a unanimous Roll Call vote.**

#### XIX. ADJOURNMENT

- A. Motion by Ellen Booz and second by Jaclyn Haas-Benner to adjourn the meeting at 5:57 PM.
- B. ALL IN FAVOR  
**Voice Vote – Five (5) AYES**
- C. Next Meeting August 12, 2020

Respectfully Submitted,



Dr. Shay Richardson  
Business Administrator/Board Secretary