

**Millville Public Charter School
Regular Board Meeting
June 22, 2023**

Convenes at 5:00 p.m. in the Community Room at 1101 Wheaton Ave, Millville, NJ 08332

I. CALLED TO ORDER

A. Call to Order by the Board Vice-President 5:01 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 15, 2023.

III. PLEDGE OF ALLEGIANCE

A. Led by Mr. Dennis Zakroff

IV. ROLL CALL

A. Dave Parkhill, President- Absent
Ellen Booz, Trustee- Present
Elizabeth Anekwe, Trustee- Absent
Clarence Gunter, Trustee- Present
Lakeysha Williams, Trustee - Present

B. Also Present:

1. Matthew Ackiewicz, Principal / CEO- Present
CCCSN Executive Director- Absent
CCCSN Deputy Director-Absent
Dennis Zakroff, Board Secretary/Business Administrator- Present
Christina Murphy, Treasurer -Present
Jennifer Hagan, HR Coordinator -Present
Thomas Ludwig, Assistant Principal -Present

V. REVIEW OF AGENDA

A. Questions

VI. OPEN TO PUBLIC

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

VII. 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. Ellen Booz and second by Mr. Clarence Gunter to nominate Dave Parkhill for Board President.
 2. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz for the Board Secretary to close the floor nominations for Board President
 3. Roll Call to appoint Mr. Dave Parkhill as President of the Board of Trustees
 4. The Board President assumes control of the meeting at 5:04 PM.
 5. ROLL CALL
Ms. Ellen Booz – Yes
Mr. Clarence Gunter- Yes
Ms. Lakeysha Williams – Yes

All were in favor and the motion carried.

- B. The Board President opens the floor for nominations for Vice President
 - 1. Motion by Mr. Clarence Gunter and second by Ms. Lakeysha Williams to nominate Ms. Ellen Booz for Board Vice President.
 - 2. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz 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

Ms. Ellen Booz – Yes
Mr. Clarence Gunter- Yes
Ms. Lakeysha Williams – Yes

All were in favor and the motion carried.

VIII. APPOINTMENT OF PROFESSIONALS

- A. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to approve items 1 through 6 under Appointment of Professionals.
 - 1. Recommend approval to appoint Brian George as the Certified Educational Facilities Manager for the period July 1, 2023 through June 30, 2024.
 - 2. Recommend approval to appoint Gladwyn Baptist, M.D., as School Physician for the 2023-2024 school year at an annual rate of \$500.00.
 - 3. Recommend approval to appoint Brian George as the AHERA program manager for the 2023-2024 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 2023-2024 school year. The unmodified external peer review has been received and reviewed
 - 6. Recommend approval to appoint Joseph Betley of Capehart Scatchhard as school board attorney.

B. ROLL CALL

Ms. Ellen Booz – Yes
Mr. Clarence Gunter- Yes
Ms. Lakeysha Williams – Yes

All were in favor and the motion carried.

IX. BUSINESS AND OPERATIONS

- A. Motion by Ms. Ellen Booz and second by Mr. Clarence Gunter to approve items 1 through 14 under Business and Operations
 - 1. Recommend approval of Ocean First Bank as the Official Depository for the 2023-2024 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 647400278 Board Sec., Board Pres., Treasurer*
 - 3. Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2023-2024 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 adopt the Board of Trustees Policy Manual, procedures, textbooks and curriculum as presented on file for the 2023-2024 school year
9. 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, 2023 through June 30, 2024, and to establish the bid threshold at \$44,000 and the Quote threshold at \$6,600
10. 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
11. Recommend approval to adopt the Board of Trustees Policy Manual, procedures, textbooks and curriculum as presented on file for the 2022-2023 school year
12. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2022-2023 school year
13. Recommend approval of the following school district officials for the 2023-2024 school year.
Lead Person - Matthew Ackiewicz
Title IX Coordinator - Dr. Valerie James
Public Agency Compliance Officer - Dennis Zakroff
Affirmative Action Officer -Dennis Zakroff
504 Officer - Mr. Thomas Ludwig
14. Recommend approval for Dennis Zakroff, Business Administrator, to make adjusting entries as necessary to finalize the 2022-2023 accounting records

B. ROLL CALL

Ms. Ellen Booz – Yes

Mr. Clarence Gunter- Yes

Ms. Lakeysha Williams – Yes

All were in favor and the motion carried.

X. RECOMMENDATION TO THE BOARD OF TRUSTEES

- A. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to approve item 1 under Recommendation to the Board of Trustees.

1. 1. Recommend approval of the following dates for the Board of Trustees meeting for 2023-2024. All meetings will begin at 5:15 PM in the MPCS Conference Room
July 17
August 21
September 18
October 16
November 20
December 18
January 22

February 26
March 18
April 15
May 13
June 17

- B. ROLL CALL
Ms. Ellen Booz – Yes
Mr. Clarence Gunter- Yes
Ms. Lakeysha Williams – Yes

All were in favor and the motion carried.

XI. OPEN TO PUBLIC

XII. APPROVE MINUTES

- A. Motion by Mr. Clarence Gunter and second by Lakeysha Williams to approve items 1 and 2 under Approve Minutes.
1. Recommend to approve the Minutes from the Regular meeting held on May 10, 2023. (Back-up M-1)
 2. Recommend to approve the Executive Session Minutes from the meeting held on May 10, 2023. (Back-up M-2)
- B. ROLL CALL
Ms. Ellen Booz – Yes
Mr. Clarence Gunter- Yes
Ms. Lakeysha Williams – Yes

All were in favor and the motion carried.

XIII. OLD BUSINESS

XIV. FINANCE

- A. Motion by Ms. Ellen Booz and second by Mr. Clarence Gunter to approve items 1 through 47 under Finance.
1. Recommend approval of line item transfers for the Month of May 2023. (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 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 2023. The Treasurer's Report and the Secretary's Reports are in agreement for the month of May 2023. (Backup L-3)
 4. Recommend approval of the April bills as attached in the amount of \$426,901.16 (Back-up L-4)
 5. Recommend approval of the following payrolls (Backup L-5):
May 15,2023 -\$125,225.80
May 31, 2023 - \$126,889.94
 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 April 2023. (Back-up L-6)

8. Recommend to approve the quote with Ackerson Drapery in the amount of \$8,978.03 for the installation of a new Stage Curtain. (Back-up L-7)
9. Recommend to approve the proposal with CM3 in the amount of \$1,825 to supply and install a new condenser. (Back-up L-8)
10. Recommend to approve the quote with ACE Plumbing, Heating and Electrical in the amount of \$351.80. (Back-up L-9)
11. Recommend to approve the proposal with Erice Krise in the amount of \$2,258.39 update the lighting fixtures. (Back-up L-10)
12. Recommend to approve the Services Agreement with OMNI and TSACG from July 1, 2023-June 30, 2024 in the amount of \$1,500. (Back-up L-11)
13. Recommend to approve the quote with Committee for Children for the 2023-2024 school year in the amount of \$2,329. (Back-up L-12)
14. Recommend to approve the SRI and ETTC Hours with Stockton Univeristy for the 2023-2024 school year. (Back-up L-13)
15. Recommend to approve the proposal SCIENS doe the Fire Alarm Inspection in the amount of \$2,758. (Back-up L-14)
16. Recommend to approve the agreement with Professional Medical Staffing for the 2023-2024 school year. (Back-up L-15)
17. Recommend to approve the proposal with Epic Environmental in the amount of \$350 for the 2023-2024 school year (AHERA Compliance). (Back-up L-16)
18. Recommend to approve the proposal with Epic Enviromental in the amount of \$345 for 2023 RTK Survey preparation. (Back-up L-17)
19. Recommend to approve the contract with Spectrotel for the 2023-2024 school year in the amount of \$102.15/monthly (Back-up L-18)
20. Recommend to approve the Service Agreement with Viking Pest Control for the 2023-2024 school year in the amount of \$95/monthly (Back-up L-19)
21. Recommend to approve the service agreement with Therapy Source for the 2023-2024 School Year (Back-up L-20)
22. Request to approve the agreement for legal services in the 2023-2024 school year with Capehart Scatchard (Back-up L-21)
23. Recommend to approve the auditing services of Bowman and Company for the fiscal year ending on June 30, 2024. (Back-up L-22)
24. Recommend to approve the invoice with EduTrak for the Food Service System. (Back-up L-23)
25. Recommend to approve the proposal with American Kitchen Machinery and Repiar Company in the amount of \$4,750 for cooking and refrigeration equipment (Back-up L-24)
26. Recommend to approve the quote with Smore Team Account. (Back-up L-25)
27. Recommend to approve the application to use the school facilities from September 22-23, 2023 (Back-up L-26)
28. Recommend to approve the Lease Agreement with Clarence Gunter Ministries for the 2023-2024 SY. (Back-up L-27)
29. Recommend to refuse the Title III Grant Funds. (Back-up L-28)
30. Recommend to accept the ESEA Consolidated Grant Funds (Title I - \$123,177 / Title II - \$13,328 / Title IV - \$10,000) (Back-up L-29)
31. Recommend to approve the Certification of Implementation for the Corrective Action Plan for Food Service (Back-up L-30)

32. Recommend to approve the proposal with CMS to supply and install two liquid line solenoid valves in the amount of \$7,953. (Back-up L-31)
33. Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2023-2024 school year (Back-up L-32)
34. Recommend to approve the proposed budget with Gateway Community Action Plan for the 2023-2024 SY in the amount of \$48,500 (Back-up L-33)
35. Recommend to approve the agreement with the YMCA for the 2023-2024 school year. (Back-up L-34)
36. Recommend to approve the invoice with Oncourse for the 2023-2024 SY in the amount of \$12,705. (Back-up L-35)
37. Recommend to approve the agreement with Positive Behavior Supports Corp with Bridgeton and Vineland Public Charter Schools for the 2023-2024 SY. (Back-up L-36)
38. Recommend to approve with invoice with School Bus Manager for the 2023-2024 SY as a shared service with Vineland Public Charter School in the amount of \$2,149. (Back-up L-37)
39. Recommend to approve the quote with Smore Team Account. (Back-up L-38)
40. Recommend to approve the agreement between Rob Harris and the Millville Public Charter for the 2023-2024 SY for \$63.00/hr and not to exceed 28 hours in a week. (Back-up L39)
41. Recommend to approve the contract for School Physician with Gladwyn Baptist in the amount of \$500 for the 2023-2-24 SY. (Back-up L-40)
42. Recommend to approve the quote with School Messenger for the 2023-2024 SY in the amount of \$1,378. (Back-up L-41)
43. Recommend to approve the list of teachers for Summer Painting. (Back-up L-42)
44. Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY24
45. Recommend approval to use up to the full fund balance for budgeting purposes
46. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2023-2024 school year
47. Recommend to approve the participation in the Community Eligibility Provision (CEP) for the 2023-2024 school year

B. ROLL CALL

Ms. Ellen Booz – Yes

Mr. Clarence Gunter- Yes

Ms. Lakeysha Williams – Yes

All were in favor and the motion carried.

XV. POLICY UPDATES

XVI. PERSONNEL

- A. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to approve items 1 through 3 under Personnel.

1. Recommend approval of the staff list and salaries as listed for the 2022-2023 school year. (Back-up PER-1)

2. Recommend approval of the staff list and salaries for the 2023-2024 school year as attached. (Back-up PER-2)

3. Recommend approval of the personnel actions as listed in the attached. (Back-up PER-3)

B. ROLL CALL

Ms. Ellen Booz – Yes
Mr. Clarence Gunter- Yes
Ms. Lakeysha Williams – Yes

All were in favor and the motion carried.

XVII. FACILITIES (None)

XVIII. SCHOOL OPERATIONS

A. Motion by Ms. Ellen Booz and second by Ms. Lakeysha Williams to accept the Principal's reports.

1. Reports as presented by Mr. Ludwig.

B. ROLL CALL

Ms. Ellen Booz – Yes
Mr. Clarence Gunter- Yes
Ms. Lakeysha Williams – Yes

All were in favor and the motion carried.

XIX. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Ms. Ellen Booz and second by Ms. Lakeysha Williams to accept the Executive Director's reports.

1. Reports as presented by Mr. Matthew Ackiewicz.

Facilities Projects are underway

Auditorium floor will be started on June 26th

New signage installed outside of the Auditorium

Working on goals for next year

Mr. Ludwig will be the new principal and thanked everyone for the appointment.

Plan to inform and invite the board members and the community for events

B. ROLL CALL

Ms. Ellen Booz – Yes
Mr. Clarence Gunter- Yes
Ms. Lakeysha Williams – Yes

All were in favor and the motion carried.

XX. ADJOURNMENT

A. Motion by Ms. Ellen Booz and second by Mr. Clarence Gunter to adjourn the meeting at 5:29 PM.

B. Next Meeting is on July 17, 2023

C. ROLL CALL

Ms. Ellen Booz – Yes
Mr. Clarence Gunter- Yes
Ms. Lakeysha Williams – Yes

All were in favor and the motion carried.

Respectfully submitted

Dennis Zakroff

Board Secretary/ Business Administrator