

Millville Public Charter School  
Regular Board Meeting Minutes  
February 24, 2025

Convenes at 5:15 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 5:18 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 24, 2024.

III. PLEDGE OF ALLEGIANCE

A. Led by Mr. Thomas Ludwig

IV. ROLL CALL

A. Dave Parkhill, President- Present

Clarence Gunter, Vice President- Present

Ellen Booz, Trustee- Present

Lakeysa Williams, Trustee- Absent

Jasmine Vargas, Trustee- Absent

B. Also Present:

Matthew Ackiewicz, Superintendent- Present

CCCSN Executive Director- Absent

CCCSN Deputy Director- Absent

Dennis Zakroff, Board Secretary/Business Administrator – Present

Christina Murphy, Treasurer- Present

Joseph Keyek, Facilities Manager- Present

Jennifer Hagan, HR Coordinator- Present

Edward Avena, Comptroller- Present

Thomas Ludwig, Principal- Present

Dr. Thomas Santone, Assistant Principal- Present

Shine Howerton, Assistant Principal – Present

V. REVIEW OF AGENDA

A. Questions – None

VI. OPEN TO PUBLIC

1. The public may ask questions pertaining to agenda items only. No public present

VII APPROVE MINUTES

A. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to approve the Minutes of the Regular session held on January 27, 2025.

B. ROLL CALL

Mr. Dave Parkhill – Yes

Mr. Clarence Gunter- Yes

Ms. Ellen Booz – Yes

All were in favor and the motion carried.

## VIII. OLD BUSINESS- None

## IX. FINANCE

A. Motion by Ms. Ellen Booz and second by Mr. Clarence Gunter to approve items 1. through 13. under Finance.

1. Recommend approval of line item transfers for the Month of January 2025. (Backup L-1)
2. Recommend the approval of the Board Secretary's Reports in January. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A 16. I O(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 January 2025. The Treasurer's Report and the Secretary's Reports are in agreement for the month of January 2025. (Backup L-3)
4. Recommend approval of the bills as attached in the amount of \$565,048.78 (Back-up 1+4)
5. Recommend approval of the following payrolls (Backup L-5): January 15, 2025 - \$150,760.25  
January 31, 2025 - \$179,905.20
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 January 2025. (Back-up L-6)
8. Recommend to approve the estimate with Krise Services in the amount of \$4,482.46 for a Saniflo sink and water lines in Cafeteria. (Back-up L-7)
9. Recommend to approve the Snow Plow Contract for 2025 (Back-up L-8)
10. Recommend to approve the quote from Corepoint Networks in the amount of \$4,760.00 for technology equipment. (Back-up L-9)
11. Recommend to approve the travel voucher for Jamie Carolla in the amount of \$51.80. (Back-up L-10)
12. Recommend to approve the Certificate of Recycling for old materials. (Back-up L-11)
13. Recommend to approve the Semi Waiver Request from Mr. Robert Bumpus. (Back-up L- 12)

### B. ROLL CALL

Mr. Dave Parkhill – Yes  
Mr. Clarence Gunter- Yes  
Ms. Ellen Booz – Yes

All were in favor and the motion carried

## X. POLICY UPDATES

A. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to approve item I under New Policy Alert (Policy 234)

### B. ROLL CALL

Mr. Dave Parkhill – Yes  
Mr. Clarence Gunter- Yes  
Ms. Ellen Booz – Yes

B. All were in favor and the motion carried.  
C.

#### XI. PERSONNEL

- A. Motion by Ms. Ellen Booz and second by Mr. Dave Parkhill to approve items I and 2 under Personnel.
1. Recommend approval of the staff list and salaries for 2024-2025 school year as attached (Back-up PER -1)
  2. Recommend approval of the personnel actions as listed in the attached. (Back-up PER-2)

#### B. ROLL CALL

Mr. Dave Parkhill – Yes  
Mr. Clarence Gunter- Yes  
Ms. Ellen Booz – Yes

All were in favor and the motion carried.

#### XII. FACILITIES

- A. Motion by Mr. Clarence Gunter and seconded by Ms. Ellen Booz to approve item 1. Under Facilities.
1. Report presented by Mr. Joseph Keyek

#### B. ROLL CALL

Mr. Dave Parkhill – Yes  
Mr. Clarence Gunter- Yes  
Ms. Ellen Booz – Yes

All were in favor and the motion carried.

#### XIII. SCHOOL OPERATIONS

- A. Motion by Ms. Ellen Booz and second by Mr. Clarence Gunter to accept the Principal's reports.
1. Reports as presented by Mr. Thomas Ludwig or Dr. Thomas Santone

#### B. ROLL CALL

Mr. Dave Parkhill – Yes  
Mr. Clarence Gunter- Yes  
Ms. Ellen Booz – Yes

All were in favor and the motion carried.

#### XIV. SUPERINTENDENTS REPORT

- A. Motion by Mr. Clarence Gunter and seconded by Ms. Ellen Booz to accept the Superintendent's reports.

1 Reports as presented by Mr. Matthew Ackiewicz  
Mr. Ackiewicz shared the letter stating we passed Renewal

Need to work on improving mathematics scores.  
They stated we are following the mission statement.

B. ROLL CALL

Mr. Dave Parkhill – Yes  
Mr. Clarence Gunter- Yes  
Ms. Ellen Booz – Yes

All were in favor and the motion carried.

XV. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Mr. Clarence Gunter and seconded by Ms. Ellen Booz to accept the Executive Director's report.

Report presented by Ms. Christina Murphy

We are continuing to move forward with the refinancing of the Millville School.

Progress has been made with the term sheet and attorney review.

B. ROLL CALL

Mr. Dave Parkhill – Yes  
Mr. Clarence Gunter- Yes  
Ms. Ellen Booz – Yes

All were in favor and the motion carried.

XVI. ADJOURNMENT

A. Motion by Ms. Ellen Booz and second by Mr. Clarence Gunter to adjourn the meeting at 5:50 PM.

B. ROLL CALL

Mr. Dave Parkhill – Yes  
Mr. Clarence Gunter- Yes  
Ms. Ellen Booz – Yes

All were in favor and the motion carried.

C. Next Meeting is on March 17, 2025

Respectfully submitted

Dennis Zakroff

Board Secretary/ Business Administrator