

**Millville Public Charter School
Regular Board Meeting
November 24, 2025**

Convenes at 5:15 pm in the conference room at 1101 Wheaton Ave. Millville, NJ 08332

I. CALLED TO ORDER

A. Call to Order by the Board President 5:17 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 27, 2025.

III. PLEDGE OF ALLEGIANCE

A. Led by Dr. Thomas Santone

IV. ROLL CALL

A. Clarence Gunter, President- Present
Ellen Booz, Vice President- Present
Lakeysha Williams, Trustee- Present
Jasmine Vargas, Trustee- Present
Jeanie Parkhill, Trustee – Present

B. Also Present:

1. Matthew Ackiewicz, Superintendent- Present
CCCSN Executive Director- Absent
CCCSN Deputy Director-Absent
Dr. Valerie James, Chief Academic Officer- Present
Dennis Zakroff, Board Secretary/Business Administrator- Present
Christina Murphy, Treasurer - Present
Joseph Keyek, Facilities Manager-Present
Jennifer Hagan, HR Coordinator- Present
Dr. Thomas Santone, Elementary Principal- Present
Shina Howerton, Middle School Principal – Present
Christine Howell, Special Education Coordinator-Present

V. REVIEW OF AGENDA

A. Questions No question on Agenda items

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 October 27, 2025.

B. ROLL CALL

Mr. Clarence Gunter- Yes
Ms. Ellen Booz- Yes
Ms. Lakeysha Williams- Yes
Ms. Jasmine Vargas- Yes
Ms. Jeanie Parkhill -Yes

All were in favor and the motion carried

VIII. OLD BUSINESS (None)

IX. FINANCE

- A. Motion by Ms. Jeanie Parkhill and second by Ms. Lakeysha Williams to approve items 1. through 10 under Finance.
1. Recommend approval of line item transfers for the Month of October 2025. (Backup L-1)
 2. Recommend the approval of the Board Secretary's Reports in October. 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 October 2025. The Treasurer's Report and the Secretary's Reports are in agreement for the month of October 2025. (Backup L-3)
 4. Recommend approval of the bills as attached in the amount of \$622,251.17 (Back-up L-4)
 5. Recommend approval of the following payrolls (Backup L-5):
October 15, 2025 - \$168,375.27
October 31, 2025 - \$164,156.87
 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 accept the Annual Charter/Renaissance School Fiscal Questionnaire. (Back-up L-7)
 8. Recommend to approve the travel voucher for Jamie Carolla in the amount of \$35.72. (Back-up L-8)
 9. Recommend to approve the invoice from Kris Services for new wall mounted toilet and flush valve in the amount of \$1,450.62. (Back-up L-9)
 10. Recommend to approve the notion of starting a Food Pantry/Back Pack Program through Beyond the Bell for families who need extra help with food insecurity. (Back-up - L-10)
- B. ROLL CALL
Mr. Clarence Gunter- Yes
Ms. Ellen Booz- Yes
Ms. Lakeysha Williams- Yes
Ms. Jasmine Vargas- Yes
Ms. Jeanie Parkhill -Yes

All were in favor and the motion carried

X. POLICY UPDATES

XI. PERSONNEL

- A. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to approve items 1 and 2 under Personnel.
1. Recommend approval of the staff list and salaries for the 2025-2026 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
Mr. Clarence Gunter- Yes
Ms. Ellen Booz- Yes

Ms. Lakeysha Williams- Yes
Ms. Jasmine Vargas- Yes
Ms. Jeanie Parkhill -Yes

All were in favor and the motion carried

XII. FACILITIES

- A. Motion by Mr. Clarence Gunter and second by Ms. Lakeysha Williams to approve item 1 under Facilities.

1. Reports as presented by Mr. Joseph Keyek. (F-1)

- B. ROLL CALL

Mr. Clarence Gunter- Yes
Ms. Ellen Booz- Yes
Ms. Lakeysha Williams- Yes
Ms. Jasmine Vargas- Yes
Ms. Jeanie Parkhill -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 Dr. Thomas Santone or Ms. Shina Howerton. (SO-1)

Ms. Vargas brought up an issue that occurred during the 5th Grade Field Trip. Creating a list of chaperones for future trips. Ms. Parkhill remind everyone of the coat drive going on and ask that the board know in advance of events coming up at the school.

- B. ROLL CALL

Mr. Clarence Gunter- Yes
Ms. Ellen Booz- Yes
Ms. Lakeysha Williams- Yes
Ms. Jasmine Vargas- Yes
Ms. Jeanie Parkhill -Yes

All were in favor and the motion carried

XIV. SUPERINTENDENTS REPORT

- A. Motion by Mr. Clarence Gunter and second by Ms. Jeanie Parkhill to accept the Superintendent's reports.

1. Reports as presented by Mr. Matthew Ackiewicz. (S-1)

Mr. Ackiewicz informed requested from the Board to make December 5th a full-day off for students instead of a half-day. The reason is to provide district wide training from Eureka to the mathematical staff along with professional development for the rest of the staff. The morning will start off with a Holiday breakfast for everyone. He and Dr. James will report on all the new NJSLEDS report at the December meeting.

- B. ROLL CALL

Mr. Clarence Gunter- Yes
Ms. Ellen Booz- Yes
Ms. Lakeysha Williams- Yes
Ms. Jasmine Vargas- Yes
Ms. Jeanie Parkhill -Yes

All were in favor and the motion carried

XV. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Ms. Jasmine Vargas and second by Ms. Ellen Booz to accept the Executive Director's reports.
 - 1. Report as presented by Ms. Christina Murphy
Requested the board approve the bond resolution presented
- B. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Ellen Booz- Yes
 - Ms. Lakeysha Williams- Yes
 - Ms. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill -Yes

All were in favor and the motion carried

XVI. ADJOURNMENT

- A. Next Meeting is on December 15, 2025.
- B. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to adjourn the meeting at 6:00 PM.
- C. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Ellen Booz- Yes
 - Ms. Lakeysha Williams- Yes
 - Ms. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill -Yes

All were in favor and the motion carried

Respectfully submitted,

Dennis Zakroff

School Business Administrator/ Board Secretary