

**Millville Public Charter School
Regular Board Meeting Minutes
May 11th, 2026**

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 5:16 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 Mr. Dennis Zakroff

- IV. ROLL CALL
 - A. Clarence Gunter, President- Present
Ellen Booz, Vice President- Absent
Lakeysha Williams, Trustee-Present
Jasmine Vargas, Trustee- Present
Jeanie Parkhill, Trustee -Present
 - B. Also Present:
 1. Matthew Ackiewicz, Superintendent -Present
CCCSN Executive Director- Present
CCCSN Deputy Director-Present
Dr. Valerie James, Chief Academic Officer-Absent
Dennis Zakroff, Board Secretary/Business Administrator-Present
Christina Murphy, Treasurer -Absent
Joseph Keyek, Facilities Manager-Present
Jennifer Hagan, HR Coordinator-Present
Shina Howerton, Principal -Present
James Mack -Present

- V. REVIEW OF AGENDA
 - A. Questions No questions on agenda items

- VI. OPEN TO PUBLIC
 1. The public may ask questions pertaining to agenda items only. No public

- VII. Executive Session
 - A. Motion by Mr. Clarence Gunter and second by Ms. Jeanie Parkhill to enter Executive Session at 5:18 PM concerning Personal Matters - Staff renewals for the 2026-2027 school year.
 - B. ROLL CALL
Mr. Clarence Gunter- Yes
Ms. Lakeysha Williams -Yes
Ms. Jasmine Vargas- Yes
Ms. Jeanie Parkhill – Yes

All were in favor and the motion carried

- C. Motion by Ms. Lakeysha Williams and second by Mr. Clarence Gunter to return to regular session at 5:34PM.
- D. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Lakeysha Williams -Yes
 - Ms. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill – Yes

All were in favor and the motion carried

- VIII. Motion by Mr. Clarence Gunter and second by Ms. Lakeysha Williams to approve the Superintendent’s recommendations for Staff Renewals for the 2026-2027 school year and staff non-renewals.
 - A. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Lakeysha Williams -Yes
 - Ms. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill – Yes

All were in favor and the motion carried

IX. RECOMMENDATION TO THE BOARD OF TRUSTEES

- A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to approve item 1 under Recommendation for the Board of Trustees.
 - 1. Recommend approval of the following dates for the Board of Trustees meetings for the 2026-2027 school year. All meetings will begin at 5:15pm in the MPCCS Conference Room.
- B. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Lakeysha Williams -Yes
 - Ms. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill – Yes

All were in favor and the motion carried

X. APPROVE MINUTES

- A. Motion by Mr. Clarence Gunter and second by Ms. Jeanie Parkhill to approve the Minutes of the Regular session meeting held on April 27, 2026.
- B. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Lakeysha Williams -Yes
 - Ms. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill – Yes

All were in favor and the motion carried

XI. OLD BUSINESS (None)

XII. FINANCE

- A. Motion by Ms. Lakeysha Williams and second by Mr. Clarence Gunter to approve items 1 through 18 under Finance.
1. Recommend approval of line item transfers for the Month of April 2026. (Backup L-1)
 2. Recommend the approval of the Board Secretary's Reports in April 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 April 2026. The Treasurer's Report and the Secretary's Reports are in agreement for the month of April 2026. (Backup L-3)
 4. Recommend approval of the April bills as attached in the amount of \$566,812.73 (Back-up L-4)
 5. Recommend approval of the following payrolls (Backup L-5):
April 15, 2026 - \$161,769.61
April 30, 2026 - \$165,337.65
 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 invoice from Edu Track in the amount of \$3,521.00. (Back-up L-7)
 8. Recommend to approve the invoice from NJHS to renew our membership in the amount of \$385.00. (Back-up L-8)
 9. Recommend to approve the proposal from Interstate Tax Service to increase the membership fee from \$83.00 to \$91.00 for the 2026-2027 school year through 2029. (L-9)
 10. Recommend to approve the quote from CDK Systems in the amount of \$4,562.00. (Back-up L-10)
 11. Recommend to approve the invoices from Professional Medical Staffing for substitute nursing for the months of March and April in the amount of \$4,720.00 (Back-up L-11)
 12. Recommend to approve the Time & Material Service Agreement with Elmer Schultz for repairs to cooking equipment. (Back-up L-12)
 13. Recommend to approve the quote & order form from Magic School in the amount of \$6,299.00. (Back-up L-13)
 14. Recommend to approve the renewal of the Commercial Accident & Health Policy (PRIMARY) for the 2026-2027 school year. (Back-up L-14)
 15. Recommend to approve the renewal of the Commercial Accident & Health Policy for the 2026-2027 school year. (Back-up L-15)
 16. Recommend to approve tuition assistance for Mr. Ackiewicz's doctoral program in amount of \$7,866.00. (Back-up L-16)
 17. Recommend to approve the proposal from Asphalt Tech for asphalt repair in the amount of \$10,385.26. (Back-up L-17)
 18. Recommend to approve the renew of Millville Public Charter School's agreements to consolidate the school nutrition program. (Back-up L-18)
- B. ROLL CALL
Mr. Clarence Gunter- Yes

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

All were in favor and the motion carried

XIII. POLICY UPDATES

- A. Motion by Mr. Clarence Gunter and second motion by Ms. Lakeysha Williams to approve item 1 under Policy.
 - 1. The First Reading of Policy 237
- B. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Lakeysha Williams -Yes
 - Ms. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill – Yes

All were in favor and the motion carried

XIV. PERSONNEL

- A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to approve items 1 and 2 under Personnel.
 - 1. Recommend approval of the staff list for the 2025-2026 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. Clarence Gunter- Yes
 - Ms. Lakeysha Williams -Yes
 - Ms. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill – Yes

All were in favor and the motion carried

XV. FACILITIES

- A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to approve item 1 under Facilities.
 - 1. Reports as presented by Mr. Joseph Keyek. (F-1)
- B. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Lakeysha Williams -Yes
 - Ms. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill – Yes

All were in favor and the motion carried

XVI. SCHOOL OPERATIONS

- A. Motion by Mr. Clarence Gunter and second motion by Ms. Lakeysha Williams to accept the Principal's reports.
 - 1. Reports as presented by Ms. Shina Howerton. (SO-1)

- B. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Lakeysha Williams -Yes
 - Ms. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill – Yes

All were in favor and the motion carried

XVII. SUPERINTENDENTS REPORT

- A. Motion by Ms. Lakeysha Williams and second by Mr. Clarence Gunter to accept the Superintendent's reports.
 - 1. Reports as presented by Mr. Matthew Ackiewicz. (S-1)
 - Mr. Ackiewicz talked about NJSLA testing continuing, working on projects for next year. He and Mr. Keyek met with the lighting company for the auditorium stage lighting project and working on the end of the year events.
- B. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Lakeysha Williams -Yes
 - Ms. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill – Yes

All were in favor and the motion carried

XVIII. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Mr. Clarence Gunter and second motion by Ms. Lakeysha Williams to accept the Executive Director's reports.
 - 1. Report as presented by Dr. Garcia.
 - Like the paying for the side area and asked about the parking lot work including redoing the entrance driveway.
- B. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Lakeysha Williams -Yes
 - Ms. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill – Yes

All were in favor and the motion carried

XIX. ADJOURNMENT

- A. Next Meeting is on June 15, 2026.
- B. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to adjourn the meeting at 5:57 PM.
- C. ROLL CALL
 - Mr. Clarence Gunter- 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