

**Millville Public Charter School
Regular Board Meeting
January 26, 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 5:15 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- Present
Lakeysha Williams, Trustee-Absent
Jasmine Vargas, Trustee-Absent
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- 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

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 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 December 15, 2025.

B. ROLL CALL

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

All were in favor and the motion carried.

VIII. OLD BUSINESS (None)

IX. FINANCE

- A. Motion by Ms. Ellen Booz and second by Ms. Jeanie Parkhill to approve items 1 through 16 under Finance.
1. Recommend approval of line item transfers for the Month of December 2025. (Backup L-1)
 2. Recommend the approval of the Board Secretary's Reports in December. 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 December 2025. The Treasurer's Report and the Secretary's Reports are in agreement for the month of December 2025. (Backup L-3)
 4. Recommend approval of the December bills as attached in the amount of \$567,276.66 (Back-up L-4)
 5. Recommend approval of the following payrolls (Backup L-5):
December 15, 2025 - \$203,971.94
December 31, 2025 - \$162,307.35
 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 October 15th count for Budget Summary, Cash Flow and Budget Narrative for the 2025-2026 school year. (Back-up L-7)
 8. Recommend to approve the PERS employer pension liability invoice for 2026, in the amount of \$74,675.17. (Back-up L-8)
 9. Recommend to approve the invoice from Greater Millville Chamber of Commerce for our annual membership in the amount of \$249.00 (Back-up L-9)
 10. Recommend to approve the invoice from School Status for our Smore for Teams membership in the amount of \$1,050.00 (Back-up L-10)
 11. Recommend to approve the travel voucher from Ms. Jamie Carolla in the amount of \$87.50 (Back-up L-11)
 12. Recommend for Board Members to complete the Board Self-Evaluation form. (Back-up L - 12)
 13. Recommend to approve the Bond Resolution, Lease Agreement and backup for Bond Financing. (Back-up L-13)
 14. Recommend to approve the SEMI Waiver for the 2026-2027 school year (Back-up L-14)
 15. Recommend to accept and to approve the Corrective Action Plan for the 2025 Fiscal Year (Back-up L-15)
 16. Recommend to accept the Audit Report and approve the School Fiscal Audit for year ended June 30, 2025, and Summary of Audit Report was distributed. (Back-up L-16)
- B. ROLL CALL
Mr. Clarence Gunter -Yes
Ms. Ellen Booz – Yes
Ms. Jeanie Parkhill -Yes

All were in favor and the motion carried.

X. POLICY UPDATES - None

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. Jeanie Parkhill -Yes

All were in favor and the motion carried.

XII. FACILITIES

- A. Motion by Ms. Jeanie Parkhill and second by Ms. Ellen Booz 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. Jeanie Parkhill -Yes

All were in favor and the motion carried.

XIII. SCHOOL OPERATIONS

- A. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to accept the Principal's reports.
 - 1. Reports as presented by Dr. Thomas Santone or Ms. Shina Howerton. (SO-1)
- B. ROLL CALL
 - Mr. Clarence Gunter -Yes
 - Ms. Ellen Booz – 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. Ellen Booz to accept the Superintendent's reports.
 - 1. Reports as presented by Mr. Matthew Ackiewicz. (S-1)
 - Mr. Ackiewicz and Dr. James went over professional development, the reports like SSD and paraprofessional reports that are currently due and prepping for the 2026-2027 school year and upcoming network events.
 - Talked about the January 2026 Inservice Workshop and what's next for the schools and district, along with reviewing enrollment versus last year.
- B. ROLL CALL
 - Mr. Clarence Gunter -Yes
 - Ms. Ellen Booz – Yes
 - Ms. Jeanie Parkhill -Yes

All were in favor and the motion carried.

XV. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Ms. Ellen Booz and second by Mr. Clarence Gunter to accept the Executive Director's reports.

The refinancing with Friends of Millville is moving forward.

Plan is close the bond on February 26, 2026

1. Report as presented by Dr. Garcia.

- B. ROLL CALL

Mr. Clarence Gunter -Yes

Ms. Ellen Booz – Yes

Ms. Jeanie Parkhill -Yes

All were in favor and the motion carried.

XVI. ADJOURNMENT

- A. Next Meeting is on February 23, 2026.

- B. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to adjourn the meeting at 5:48 PM.

ROLL CALL

Mr. Clarence Gunter -Yes

Ms. Ellen Booz – Yes

Ms. Jeanie Parkhill -Yes

All were in favor and the motion carried.

Respectfully submitted,

Dennis Zakroff

School Business Administrator/Board Secretary