

**Millville Public Charter School
Regular Board Meeting
December 15, 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 5:19 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
- 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. Jasmine Vargas to approve the Minutes of the Regular session held on November 24, 2025.
 - 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.
- VIII. OLD BUSINESS (None)

IX. FINANCE

- A. Motion by Ms. Jeanie Parkhill and second by Ms. Jasmine Vargas to approve items 1. through 14 under Finance.
1. Recommend approval of line item transfers for the Month of November 2025. (Backup L-1)
 2. Recommend the approval of the Board Secretary's Reports in November. 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 November 2025. The Treasurer's Report and the Secretary's Reports are in agreement for the month of November 2025. (Backup L-3)
 4. Recommend approval of the November bills as attached in the amount of \$777,538.85 (Back-up L-4)
 5. Recommend approval of the following payrolls (Backup L-5):
November 15, 2025 - \$165,892.25
November 30, 2025 - \$154,708.40
 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 Snowplowing Contract for the 2025-2026 school year from Pro Green. (Back-up L-7)
 8. Recommend to approve the Health and safety evaluation of the school buildings for the 2025-2026 school year. (Back-up L-8)
 9. Recommend to approve the estimate from Millville Glass for replacing a broken window in the amount of 525.00. (Back-up L-9)
 10. Recommend to approve the quote from HARRING Fire Protection in the amount of \$160.00. (Back-up L-10)
 11. Recommend to approve the invoice from Printing Guru for a graphic window design in the amount of \$1,539.75 (Back-up L-11)
 12. Recommend to approve tuition assistance for Mr. Ackiewicz's doctoral program in the amount of \$7,846.00 (Back-up L-12)
 13. Recommend to approve the travel voucher from Holly Cordova in the amount of 120.01 (Back-up L-13)
 14. Recommend to approve the 2025-2026 agreement for The Provision of Instruction With The Brookfield Educational Service Program at a rate of 25.00 per hour (Back-up L-14)
- 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. POLICY UPDATES (None)

XI. PERSONNEL

- A. Motion by Mr. Clarence Gunter and second by Ms. Lakeysha Williams to approve items 1 and 3 under Personnel.
1. Recommend approval of the staff list and salaries 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)
 3. Recommend approval for the stipend to Christine Howell for Dean of Students role. (Back-up PER-3)
- Ms. Parkhill commented the Ms. Howell is a good choice for this position and will help with the climate and culture of the school
- 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.

XII. FACILITIES

- A. Motion by Mr. Clarence Gunter and second by Ms. Lakeysha Williams to approve item 1 and 2 under Facilities.
1. Reports as presented by Mr. Joseph Keyek. (F-1)
 2. List of items to be disposed of (F-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.

XIII. SCHOOL OPERATIONS

- A. Motion by Ms. Jasmine Vargas 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)
- 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. 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 and Dr. James talked about the professional development and the plans going forward. They reported on the many reports that have and need to be submitted. Discussed the new initiative for the new year going digital and announce the upcoming network 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.

XV. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Ms. Lakeysha Williams and second by Mr. Clarence Gunter to accept the Executive Director's reports.

1. Report as presented by Ms. Christina Murphy.

Ms. Murphy spoke about the refinancing of the Millville School is moving forward with the Friends of Millville. It will roll in the HVAC loan from Ocean First Bank and additional capital for renovating the YMCA area.

Ms. Jeanie Parkhill commented that the expansion will provide continued steady growth in the lower grades and add to helping the climate and culture.

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. ADJOURNMENT

A. Next Meeting is on January 26, 2026.

B. Motion by Mr. Clarence Gunter and second by Ms. Lakeysha Williams to adjourn the meeting at 5:56 PM.

Mr. Gunter thanked everyone for their hard work and wished everyone Happy Holidays and a Happy New Year.

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