

**Millville Public Charter School  
Work Session/Regular Board Meeting Minutes  
September 11, 2019**

**Convened at 5:30 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 5:37 PM.

II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING

A. Public Notice of this Meeting was advertised in the South Jersey Times on June 24, 2019.

III. PLEDGE OF ALLEGIANCE

A. Led by Dr. Richardson.

IV. ROLL CALL

A. David Parkhill, Board President - PRESENT  
Ray Garcia, Vice President - PRESENT  
Steve Harris, Trustee - ABSENT  
Melissa Williams-Chamberlain, Trustee - ABSENT  
Jaclyn Haas-Benner, Trustee – PRESENT

B. Also Present:

1. CCCSN Executive Director – PRESENT  
CCCSN Deputy Director - PRESENT  
Christina Murphy, Board Secretary/Business Administrator - ABSENT  
Dr. Shay Richardson, Assistant Business Administrator - PRESENT  
Matthew Ackiewicz, Principal - PRESENT  
Lisa Zuniga, Director of Human Resources - PRESENT

V. REVIEW OF AGENDA

A. Questions

VI. OPEN TO PUBLIC

1. The public may ask questions pertaining to agenda items only.

VII. ADJOURNMENT OF WORK SESSION

A. Motion by Jaclyn Haas-Benner and second by Ray Garcia to adjourn the work session at 5:53 PM.

B. ROLL CALL

David Parkhill – YES  
Ray Garcia – YES  
Jaclyn Haas-Benner – YES

**Motion passed on a unanimous Roll Call vote.**

VIII. CALLED TO ORDER

A. Regular meeting called to order by the Board President at 5:57 PM.

B. ROLL CALL

David Parkhill – YES  
Ray Garcia – YES

Jaclyn Haas-Benner – YES

**Motion passed on a unanimous Roll Call vote.**

IX. OPEN TO PUBLIC

1. The public may ask questions pertaining to agenda items only.

X. APPROVE MINUTES

- A. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve the Minutes of the Regular meeting held on August 14, 2019. (Backup M-1)

B. ROLL CALL

David Parkhill – YES

Ray Garcia – YES

Jaclyn Haas-Benner – YES

**Motion passed on a unanimous Roll Call vote.**

XI. OLD BUSINESS – None at this time

XII. FINANCE

- A. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve items #1 through #8 under Finance.

1. Recommend approval of line item transfers for the Month of August 2019. (Backup L-1)
2. Recommend the approval of the Board Secretary's Reports in accordance with 18A: 17-36 and 18A: 17-9 for the month of August 2019. 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 August 2019. The Treasurer's Report and the Secretary's Reports are in agreement for the month of August 2019.(Backup L-3)
4. Recommend approval of the bills list as attached (Backup L-4):  
August 1, 2019 to August 31, 2019 - \$137,686.24
5. Recommend approval of the following payrolls (Backup L-5):  
August 31, 2019 - \$16,628.99  
September 15, 2019 - \$85,482.33
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 approval of the expense reclassification report for August 2019. (Backup L-6)
8. Recommend to approve the Section 125 Cafeteria Plan for the 2020 Plan Year between Bowman & Company, LLP and Millville Public Charter School, as specified in the attached. (Backup L-7)

B. ROLL CALL

David Parkhill – YES

Ray Garcia – YES

Jaclyn Haas-Benner – YES

**Motion passed on a unanimous Roll Call vote.**

### XIII. POLICY UPDATES

- A. Motion by David Parkhill and second by Ray Garcia to approve item #1 under Policy.
1. Recommend to approve the New Jersey Policy Alert No. 218, August 2019, for a First Reading as follows (Backup POL-1):  
Policy #1642, Earned Sick Leave Law  
Policy #3159, Teaching Staff Member/School District Reporting Responsibilities  
Policy #3218 and #4218, Use, Possession, or Distribution of Substances  
Policy #4219, Commercial Driver's License Controlled Substance and Alcohol Use Testing  
Policy #5517, School District Issued Student Identification Cards  
Policy #6612, Reimbursement of Federal and Other Grant Expenditures  
Policy #7440, School District Security  
Policy #8600, Student Transportation  
Policy #8630, Bus Driver/Bus Aide Responsibility and Emergency School Bus Procedures  
Policy #8670, Transportation of Special Needs Students  
Policy #9210, Parent Organizations  
Policy #9400, Media Relations

- B. ROLL CALL  
David Parkhill – YES  
Ray Garcia – YES  
Jaclyn Haas-Benner – YES  
**Motion passed on a unanimous Roll Call vote.**

### XIV. PERSONNEL

- A. Motion by Jaclyn Haas-Benner and second by Ray Garcia to approve items #1 through #2 under Personnel.
1. Recommend approval of the staff list and salaries for the 2019-20 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  
David Parkhill – YES  
Ray Garcia – YES  
Jaclyn Haas-Benner – YES  
**Motion passed on a unanimous Roll Call vote.**

### XV. SCHOOL OPERATIONS

- A. Motion by Ray Garcia and second by Jaclyn Haas-Benner to accept item #1 under School Operations.
1. Recommend approval of the Principal's Report as presented by Mr. Ackiewicz. (Backup SO-1)
- B. ROLL CALL

David Parkhill – YES  
Ray Garcia – YES  
Jaclyn Haas-Benner – YES

**Motion passed on a unanimous Roll Call vote.**

XVI. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Jaclyn Haas-Benner and second by Ray Garcia to accept the Executive Director's report.

1. Report as presented by the CCCSN representative.

- Updates to building:
  - Painting
  - New wing
  - New floor
  - Bell system
  - Tree removal
  - New traffic flow
- MPCS Renewal
- MPCS Region of Residence
- No Preschool funding for Cumberland County

B. ROLL CALL

David Parkhill – YES  
Ray Garcia – YES  
Jaclyn Haas-Benner – YES

**Motion passed on a unanimous Roll Call vote.**

XVII. ADJOURNMENT

A. Motion by David Parkhill and second by Ray Garcia to adjourn the meeting at 6:48 PM.

B. ALL IN FAVOR

**Voice Vote – Three (3) AYES**

C. Next Meeting October 9, 2019

Respectfully Submitted,



Dr. Shay Richardson  
Assistant Business Administrator