Millville Public Charter School
Regular Board Meeting Minutes
October 19, 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 on our website under public legal notices.

III. PLEDGE OF ALLEGIANCE

A. Led by Mr. Dennis Zakroff

IV. ROLL CALL

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

B. Also Present:

1. Matthew Ackiewicz, Superintendent- Present
CCCSN Executive Director- Present
CCCSN Deputy Director- Present
Matthew Larson, 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
Shina Howerton, Principal-Present
Michael Giles, Assistant Principal-Present

V. REVIEW OF AGENDA

A. Questions- No questions

VI. OPEN TO PUBLIC

1. The public may ask questions pertaining to agenda items only. No public

VII. APPROVE MINUTES

A. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to approve the Minutes of the Regular session meeting held on September 21, 2026.

VII ROLL CALL
Mr. Clarence Gunter- Yes
Ms. Jeanie Parkhill -Yes
Ms. Ellen Booz- Yes

All were in favor and the motion carried

IX. OLD BUSINESS (None)

X. FINANCE

A. Motion by Ms. Jeanie Parkhill and second by Mr. Clarence Gunter to approve items 1 through 11 under Finance.

1. Recommend approval of line item transfers for the Month of September 2026. (Backup L-1)
2. Recommend the approval of the Board Secretary's Reports in September 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 September 2026. The Treasurer's Report and the Secretary's Reports are in agreement for the month of September 2026. (Backup L-3)
4. Recommend approval of the September bills as attached in the amount of $893,439.94 (Back-up L-4)
5. Recommend approval of the following payrolls (Backup L-5):
   September 15, 2026 - $182,388.31
   September 30, 2026 - $184,432.07
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 quote Heggerty for Teacher Edition workbooks in the amount of $2,392.32. (Back-up L-7)
8. Recommend to approve the estimate from Aubrey Construction for roofing repairs in the amount of $20,980.00. (Back-up L-8)
9. Recommend to approve the travel voucher for Jamie Carolla in the amount of $9.72. (L-9)
10. Recommend to approve the invoice from Talent Stock for CPR/AED/ First Aid certifications and training in the amount of $675.00. (Back-up L-10)
11. Recommend to accept the proposal from PSA for interior renovations in the amount of $24,000.00. (Back-up L-11)

B. ROLL CALL
Mr. Clarence Gunter- Yes
Ms. Jeanie Parkhill -Yes
Ms. Ellen Booz- Yes

All were in favor and the motion carried

XI. POLICY UPDATES

XII. 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 for the 2026-2027 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. Jeanie Parkhill -Yes
Ms. Ellen Booz- Yes

All were in favor and the motion carried

XIII. FACILITIES

A. Motion by Mr. Clarence Gunter 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. Jeanie Parkhill -Yes
Ms. Ellen Booz- Yes

All were in favor and the motion carried

XIV. SCHOOL OPERATIONS

A. Motion by Ms. Ellen Booz and second by Ms. Jeanie Parkhill to accept the Principal's reports.

1. Reports as presented by Ms. Shina Howerton. (SO-1)

B. ROLL CALL
Mr. Clarence Gunter- Yes
Ms. Jeanie Parkhill -Yes
Ms. Ellen Booz- Yes

All were in favor and the motion carried

XV. SUPERINTENDENTS REPORT

A. Motion by Ms. Ellen Booz and second by Ms. Jeanie Parkhill to accept the Superintendent's reports.

1. Reports as presented by Mr. Matthew Ackiewicz. (S-1)
Mr. Ackiewicz spoke about what he is working on and completed the performance reports due in November. Working with principals monthly to provide continuity among leadership and bi-monthly meeting with the assistant principal. Mr. Larson went on to discuss the results from the State testing comparing the school to the county and state.

B. ROLL CALL
Mr. Clarence Gunter- Yes
Ms. Jeanie Parkhill -Yes
Ms. Ellen Booz- Yes

All were in favor and the motion carried

XVI. EXECUTIVE DIRECTOR'S REPORT

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

1. Report as presented by Dr. Garcia.
Dr. Garcia commented on the state test scores and a good start to the school year.

B. ROLL CALL
Mr. Clarence Gunter- Yes
Ms. Jeanie Parkhill -Yes
Ms. Ellen Booz- Yes

All were in favor and the motion carried

XVII. ADJOURNMENT

A. Next Meeting is on November 16, 2026.

B. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to adjourn the meeting at 5:55 PM.

C. ROLL CALL
Mr. Clarence Gunter- Yes
Ms. Jeanie Parkhill -Yes
Ms. Ellen Booz- Yes

All were in favor and the motion carried

Respectfully submitted,

Dennis Zakroff

School Business Administrator/Board Secretary