

**Millville Public Charter School
Regular Board Meeting Minutes
April 27, 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- Absent
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 - Present
Joseph Keyek, Facilities Manager- Present
Jennifer Hagan, HR Coordinator- Present
Shina Howerton, Principal -Present

V. REVIEW OF AGENDA

- A. Questions - No Questions

VI. OPEN TO PUBLIC No Public Present

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

VII. 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 March 23, 2026.
- B. ROLL CALL
Mr. Clarence Gunter -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. Jasmine Vargas and second by Ms. Jeanie Parkhill to approve items 1 through 15 under Finance.
1. Recommend approval of line item transfers for the Month of March 2026. (Backup L-1)
 2. Recommend the approval of the Board Secretary's Reports in March. 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 March 2026. The Treasurer's Report and the Secretary's Reports are in agreement for the month of March 2026. (Backup L-3)
 4. Recommend approval of the March bills as attached in the amount of \$648,179.19 (Back-up L-4)
 5. Recommend approval of the following payrolls (Backup L-5):
March 15, 2026 - \$164,393.17
March 31, 2026 - \$165,385.42
 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 estimate from Discount Playground for playground equipment in the amount of \$2,487.37. (Back-up L-7)
 8. Recommend to approve the proposed rates from Salem County Special Services for Itinerant/Shared Services from July 2026 through June 2027 in the amount of \$9,547.37. (Back-up L-8)
 9. Recommend to approve the proposed contract agreement with The Cumberland Cape Atlantic YMCA for the 2026-2027 school year. (L-9)
 10. Recommend to approve the quote from Peach Country Mulch for playground mulch in the amount of \$7,050.00 (Back-up L-10)
 11. Recommend to approve the invoice from Professional Medical Staffing for substitute nursing in the amount of \$1,200.00 (Back-up L-11)
 12. Recommend to approve the invoice from Forrest Tree Surgeon for tree removal in the amount of \$1,100.00. (Back-up L-12)
 13. Recommend to approve the invoice from Millville Glass for a window replacement in the amount of \$700.00. (Back-up L-13)
 14. Recommend to approve the proposal terms from WMY Transportation for the 2026-2027 school year. (Back-up L-14)
 15. Recommend to approve the quote from Millville Glass for repairs around the school in the amount of \$2,550.00. (Back-up L-15)
- B. ROLL CALL
Mr. Clarence Gunter - Yes
Ms. Jasmine Vargas- Yes
Ms. Jeanie Parkhill – Yes

All were in favor and the motion carried.

X. POLICY UPDATES

XI. 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. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill – Yes

All were in favor and the motion carried.

XII. FACILITIES

- A. Motion by Ms. Jeanie Parkhill and second by Mr. Clarence Gunter to approve item 1 under Facilities.
 - 1. Reports as presented by Mr. Joseph Keyek. (F-1)
- B. ROLL CALL
 - Mr. Clarence Gunter -Yes
 - Ms. Jasmine Vargas- 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. 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. 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 thanked Ms. Howerton for her stepping up and helping to improve the family relationships with being available outside at dismissal. Thanked Mr. Keyek for work on getting the playground up and running and the improvements to the building. Stated Ms. Hagan has been working on the future with attending job fair and scheduling Assistant Principal interviews. Mr. Pareja will be assisting the Special Education department. Mr. Ackiewicz has asked to use the last three snow days for June 22,23, and 24 making June 18th the last day of school.

Stated Ms. Mirsch has asked to take next year off as she is expecting her second child and be able to return the following school year.

- B. ROLL CALL
 - Mr. Clarence Gunter -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 Mr. Clarence Gunter and second by Ms. Jasmine Vargas to accept the Executive Director's reports.
 - 1. Report as presented by Dr. Garcia.

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

All were in favor and the motion carried.

XVI. ADJOURNMENT

- A. Next Meeting is on May 11, 2026.
- B. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to adjourn the meeting at 5:44 PM.
- C. ROLL CALL
 - Mr. Clarence Gunter -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