Millville Public Charter School
Regular Board Meeting
September 22, 2025
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-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

VI. OPEN TO PUBLIC- No Public
      1. The public may ask questions pertaining to agenda items only.

VII. APPROVE MINUTES
   A. Motion by Ms. Ellen Booz and second by Mr. Clarence Gunter to approve the Minutes of the Regular session held on August 25, 2025.
   B. ROLL CALL
      Mr. Clarence Gunter- Yes
      Ms. Ellen Booz -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 Mr. Clarence Gunter and second by Ms. Jeanie Parkhill to approve items 1. through 17 under Finance.

1. Recommend approval of line item transfers for the Month of August 2025. (Backup L-1)
2. Recommend the approval of the Board Secretary's Reports in August. 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 2025. The Treasurer's Report and the Secretary's Reports are in agreement for the month of August 2025. (Backup L-3)
4. Recommend approval of the bills as attached in the amount of $313,366.90 (Back-up L-4)
5. Recommend approval of the following payrolls (Backup L-5):
August 15, 2025 - $44,028.73
August 31, 2025 - $41,658.86
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 letter on behalf of student J. R. attending the Step Ahead program through Inspira Bridgeton. (Back-up L-7)
8. Recommend to approve the invoice from Learning Improvement Associates for Dr. Santone's mentoring services in the amount of $1,500.00 for the 2023-2024 and in the amount of $1,000.00 for the 2024-2025 school year. (Back-up L-8)
9. Recommend to approve the reimbursement to Dr. Santone in the amount of $850.00 for Leaders to Leaders program. (Back-up L-9)
10. Recommend to approve the invoice from NJ School Buildings and Ground Association for our membership renewal in the amount $700.00 (Back-up L-10)
11. Recommend to approve the reimbursement to the state of New Jersey - NJSA 18A:66-90 for the 2024-2025 school year in the amount of $69,418.80. (Back-up L-11)
12. Recommend to approve the quote from Peach Country Mulch for playground mulch in the amount of 1,060.00. (Back-up L-12)
13. Recommend to accept the terms of engagement with Bowman & Company for the Section 125 Cafeteria Plan of 2026 (Back-up L-13)
14. Recommend to accept the 2025-2026 agreement for the provision of instruction with The Brookfield Educational Service Program. (Back-up L-14)
15. Recommend to acknowledge the renewal of the Urban Enterprise Zone program. (Back-up L-15)
16. Recommend to approve the upgraded quote from IXL learning in the amount of $1,762.50 (Back-up L-16)
17. Recommend to approve the LIEP plan for the 2024-2027 School years. (Back-up L-17)

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

All were in favor and the motion carried

X. POLICY UPDATES

A. Motion by Ms. Jasmine Vargas and second motion by Mr. Clarence Gunter to approve item 1 under Policy.

1. The second reading of Policy No. 235

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

All were in favor and the motion carried

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 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. 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. Jeanie Parkhill to approve item 1 under Facilities.

1. Recommend approval of the School Integrated Pest Management Plan for the 2025-2026 school year, with Mr. Joseph Keyek as the IPM Coordinator. (Backup F-1)
   Mr. Clarence Gunter complimented Mr. Keyek on the work completed in the building especially the caferteria.

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

All were in favor and the motion carried

XIII. SCHOOL OPERATIONS

A. Motion by Ms. Ellen Booz 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)

Ms. Parkhill commented that are several field trip opportunities to study history in the local area and discussed partnerships with the community.

B. ROLL CALL
Mr. Clarence Gunter- Yes
Ms. Ellen Booz -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. 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 the ASP submitted report. They discussed the Superintendent and Chief Academic Officer Walkthrough check off sheet. MR. Ackiewicz showed and discussed what he has gone over the administrative team and the current enrollment versus 6 years ago and the growth of the schools. Dr. James went over her CAO Message to the administrators with regards to In-Service Schedule. She also discussed the District Professional Development Plan (PDP).

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

All were in favor and the motion carried

XV. EXECUTIVE DIRECTOR'S REPORT- Absent no report

A. Motion by _____ and second by _____ to accept the Executive Director's reports.

1. Report as presented by Dr. Garcia.

B. ROLL CALL

XVI. ADJOURNMENT

A. Next Meeting is on October 27, 2025.

B. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to adjourn the meeting at 6:02 PM.

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