

**Millville Public Charter School
Regular Board Meeting
August 25, 2025**

Convenes at 5:15pm in the conference room at 1101 Wheaton Ave. Millville, NJ 08332

- I. CALLED TO ORDER
 - A. Call to Order by the Board President 5:16PM
- 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- Present
Jasmine Vargas, Trustee- Present
 - B. Also Present:
 - 1. Matthew Ackiewicz, Superintendent- Present
CCCSN Executive Director- Present
CCCSN Deputy Director- Present
Dr. Valerie James, Chief Academic Officer- Present
Dennis Zakroff, Board Secretary/Business Administrator- Present
Christina Murphy, Treasurer - Absent
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
 - 1. The public may ask questions pertaining to agenda items only.
- VII. RECOMMENDATION TO THE BOARD OF TRUSTEES
 - A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to approve item 1 under Recommendation to the Board of Trustees
 - 1. Recommend to approve the appointment of Ms. Jean Parkhill as Board Member
 - B. ROLL CALL
 - Mr. Clarence Gunter – Yes
 - Ms. Lakeysha Williams- Yes
 - Ms. Jasmine Vargas- Yes

All were in favor and the motion carried.
- VIII. APPROVE MINUTES
 - A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to approve the Minutes of the Regular session held on June 16, 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.

IX. OLD BUSINESS (None)

X. FINANCE

A. Motion by Mr. Clarence Gunter and second by Ms. Lakeysha Williams to approve items 1. through 25 under Finance.

1. Recommend approval of line item transfers for the Month of June 2025. (Backup L-1)
2. Recommend the approval of the Board Secretary's Reports in June. 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 June 2025. The Treasurer's Report and the Secretary's Reports are in agreement for the month of June 2025. (Backup L-3)
4. Recommend approval of the bills as attached in the amount of \$660,863.96 (Back-up L-4)
5. Recommend approval of the following payrolls (Backup L-5):
June 15, 2025 - \$197,293.72
June 30, 2025 - \$162,253.95
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 Travel Voucher for Jamie Carolla in the amount of \$59.50. (Back-up L-7)
8. Recommend to approve the invoice from Robert Harris in the amount of \$2,096.25 (Back-up L-8)
9. Recommend to accept the ESEA Title I-A in the amount of \$164,747.00, Title II-A in the amount of \$16,364.00 and Title IV in the amount of \$11,365.00. (Back-up L-9)
10. Recommend to accept the IDEA for Basic in the amount of \$58,086.00 and Pre-School in the amount of \$1,751.00 (Back-up L-10)
11. Recommend to approve the proposal from Servicemaster Cleaners in the amount of \$112,176.00 (Back-up L-11)
12. Recommend to approve the AHERA Compliance Service proposal from Epic Environmental in the amount of 525.00. (Back-up L-12)
13. Recommend to approve the proposal for the preparation of MPCS's 2025 RTK Survey in the amount of \$345.00 (Back-up L-13)
14. Recommend to approve the E2E Exchange Renewal Service Agreement. (Back-up L-14)
15. Recommend to approve the Stockton University SRI&ETTC Consortium fee in the amount of 1,346.25. (Back-up L-15)
16. Recommend approval of line item transfers for the Month of July 2025. (Backup L-16)

17. Recommend the approval of the Board Secretary's Reports in July. 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-17)
18. Recommend the approval of the Treasurer's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2025. The Treasurer's Report and the Secretary's Reports are in agreement for the month of July 2025. (Back-up L-18)
19. Recommend approval of the bills as attached in the amount of \$275,155.52 (Back-up L-19)
20. Recommend approval of the following payrolls:
July 15, 2025 - \$31,613.50
July 31, 2025 - \$44,837.04 (Back-up L-20)
21. 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. (Back-up L-21)
22. Recommend to accept the Standing Orders for the 2025-2026 school year. (Back-up L-22)
23. Recommend to accept the Cardiac Emergency Response Plan. (Back-up L-23)
24. Recommend to accept the Nursing Service Plan (Back-up L-24)
25. Recommend to accept the Board of Trustees adopted resolutions. (Back-up L-25)

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.

XI. POLICY UPDATES

- A. Motion by Ms. Jasmine Vargas and second motion by Mr. Clarence Gunter to approve item 1 under Policy.
1. The first reading of Policy No. 235.

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. PERSONNEL

- A. Motion by Ms. Lakeysha Williams and second by Mr. Clarence Gunter 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. Lakeysha Williams- Yes
Ms. Jasmine Vargas- Yes

Ms. Jeanie Parkhill - Yes

All were in favor and the motion carried.

XIII. FACILITIES

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

1. Reports as presented by Mr. Joseph Keyek. (F-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. SCHOOL OPERATIONS

- A. Motion by Ms. Lakeysha Williams 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.

XV. SUPERINTENDENTS REPORT

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

1. Reports as presented by Mr. Matthew Ackiewicz. (S-1)

Mr. Ackiewicz and Dr. Valerie James talked about the Extended School Year program with the Levoy Theatre Reading Come Alive Program.

Standing room only for the final performance.

Mr. Ackiewicz asked the board to come up with some goals for the upcoming school year.

- 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. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Ms. Jasmine Vargas and second motion by Mr. Clarence to accept the Executive Director's reports.

1. Report as presented by Dr. Garcia.

Dr. Garcia commented that the enrollment numbers looked great for the upcoming school year.

The Refinancing of the school is moving forward to becoming a bond similar to Vineland Public Charter School.

- B. ROLL CALL

Mr. Clarence Gunter – Yes
Ms. Lakeysa Williams- Yes
Ms. Jasmine Vargas- Yes
Ms. Jeanie Parkhill - Yes

All were in favor and the motion carried.

Ms. Jeanie Parkhill stated she was exciting to join the board and work in the school over the past years, from being a parent, to being an employee now to being a board member.

XVII. ADJOURNMENT

- A. Motion by Ms. Jasmine Vargas and second by Ms. Lakeysa Williams to adjourn the meeting at 5:58 PM.
- B. Next Meeting is on September 22, 2025.
- C. ROLL CALL
Mr. Clarence Gunter – Yes
Ms. Lakeysa 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