

**Millville Public Charter School
Work Session/Re-Organization Meeting Minutes
June 10, 2020**

Convened at 5:30 PM in the Conference Room at 1101 Wheaton Ave., Millville, NJ 08332

- I. CALLED TO ORDER
 - A. Work Session Call to Order by the Board Secretary at 5:30 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 Mr. Ackiewicz.
- IV. ROLL CALL
 - A. David Parkhill, President – PRESENT (By Phone)
Jaclyn Haas-Benner, Vice President – PRESENT (By Phone)
Dr. Valerie James-Kemp, Trustee - ABSENT
Ellen Booz, Trustee – PRESENT (By Phone)
Rick Grablow, Trustee – PRESENT (Arrived at 5:38 PM; By Phone)
Joanne Carney – New Board Member – PRESENT (Arrived at 5:38 PM; By Phone)
 - B. Also Present:
 - 1. CCCSN Executive Director – PRESENT (By Phone)
CCCSN Deputy Director – PRESENT (By Phone)
Dr. Shay Richardson, Business Administrator/Board Secretary – PRESENT
Matthew Ackiewicz, Principal – PRESENT (By Phone)
Courtney Alvarez, Director of Human Resources – PRESENT
Anne Marie Lucchesi, Bookkeeper – PRESENT
Alicia Candeias, Administrative Assistant – 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 David Parkhill and second by Ellen Booz to adjourn the Work Session at 5:32 PM.
 - B. ROLL CALL
David Parkhill – YES
Jaclyn Haas-Benner – YES
Ellen Booz – YES
Motion passed on a unanimous Roll Call vote.
- VIII. CALLED TO ORDER
 - A. Regular meeting called to order by the Board Secretary at 5:33 PM.
 - B. ROLL CALL

David Parkhill – YES
Jaclyn Haas-Benner – YES
Ellen Booz – 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 Ellen Booz and second by Jaclyn Haas-Benner to approve the Minutes of the Regular and Executive Session meetings held on May 13, 2020. (Backup M-1)

B. ROLL CALL

David Parkhill – YES
Jaclyn Haas-Benner – YES
Ellen Booz – YES

Motion passed on a unanimous Roll Call vote.

XI. RESIGNATION OF TRUSTEE

A. Motion by David Parkhill and second by Ellen Booz to accept the resignation of Dr. Valerie James-Kemp effective June 30, 2020. (Backup R-1)

B. ROLL CALL

David Parkhill – YES
Jaclyn Haas-Benner – YES
Ellen Booz – YES

Motion passed on a unanimous Roll Call vote.

XII. ELECTION OF OFFICERS

A. The Board Secretary opens the floor for nominations for Board President

1. Motion by Ellen Booz and second by Jaclyn Haas-Benner to nominate David Parkhill for Board President.

B. Motion by Jaclyn Haas-Benner and second by Ellen Booz for the Board Secretary to close the floor for nominations for Board President.

C. Roll Call to appoint David Parkhill as President of the Board of Trustees.

David Parkhill – YES
Jaclyn Haas-Benner – YES
Ellen Booz – YES

Motion passed on a unanimous Roll Call vote.

D. The Board President assumes control of the meeting at 5:36 PM.

E. The Board President opens the floor for nominations for Vice President.

1. Motion by David Parkhill and second by Ellen Booz to nominate Jaclyn Haas-Benner for Board Vice President.

F. Motion by David Parkhill and second by Ellen Booz for the Board President to close the floor for nominations for Vice President.

G. Roll Call to appoint Jaclyn Haas-Benner Board Vice President.

David Parkhill – YES
Jaclyn Haas-Benner – YES

Ellen Booz – YES

Motion passed on a unanimous Roll Call vote.

XIII. APPOINTMENT OF PROFESSIONALS

- A. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve items #1 through #6 under Appointment of Professionals.
1. Recommend approval to appoint Esteban J. Garcia III as the Certified Educational Facilities Manager for the period July 1, 2020 through June 30, 2021.
 2. Recommend approval to appoint Dr. Stephen Kriso as School Physician for the 2020-2021 school year at an annual rate of \$1,000.
 3. Recommend approval to appoint Michael Shawaryn as the AHERA program manager for the 2020-2021 school year.
 4. Recommend approval to appoint Dr. Shay Richardson as School Business Administrator/Board Secretary through the shared services agreement with Vineland Public Charter School.
 5. Recommend approval to appoint Capehart Scatchard as School Solicitor for the 2020-2021 school year.
 6. Recommend approval to appoint Bowman and Company, LLP, as School Auditor for the 2020-2021 school year. The unmodified external peer review has been received and reviewed.
- B. ROLL CALL
David Parkhill – YES
Jaclyn Haas-Benner – YES
Ellen Booz – YES
Motion passed on a unanimous Roll Call vote.

XIV. BUSINESS AND OPERATIONS

- A. Motion by Jaclyn Haas-Benner and second by Ellen Booz to approve items #1 through #13 under Business and Operations.
1. Recommend approval of Ocean First Bank as the Official Depository for the 2020-2021 school year.
 2. Recommend approval of the following bank accounts with Ocean First Bank and the duly elected appointed officials as signatories:
General 647400096 Board Sec., Board Pres., Board VP*
Payroll 647400088 Board Sec., Board Pres., Board VP*
Payroll Agency 647400260 Board Sec., Board Pres., Board VP*
Unemployment 647400286 Board Sec., Board Pres., Board VP*
Student Activity 647400288 Board Sec., Board Pres., Board VP*
*VP is alternate signatory
 3. Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2020-2021 school year.
 4. Recommend approval that the Board Secretary has the authority to wire transfer funds between the Board of Trustees' bank accounts as necessary.
 5. Recommend approval to conduct Board of Trustees meetings according to the Parliamentary authority established by Robert's Rules of Order.

6. Recommend approval of deductions from employees' paychecks to VOYA and Lincoln Investment as tax sheltered 403(b) plans and Colonial Life - Roth 403(b) as disability insurance.
7. Recommend approval of the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts for New Jersey Public Schools.
8. Recommend approval to appoint Dr. Shay Richardson as Qualified Purchasing Agent to authorize the purchase of all goods and services up to the bid threshold, as per code, for the time period July 1, 2020 through June 30, 2021, and to establish the bid threshold at \$44,000 and the Quote threshold at \$6,600.
9. Recommend approval for Dr. Shay Richardson, Business Administrator, to make payments on behalf of the Board of Trustees when such payments ensure the health and safety of students or ensure orderly operation of the school.
10. Recommend approval to adopt the Board of Trustees Policy Manual, procedures, textbooks and curriculum on file for the 2020-2021 school year.
11. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2020-2021 school year.
12. Recommend approval for Dr. Shay Richardson Business Administrator, to make adjusting entries as necessary to finalize the 2019-2020 accounting records.
13. Recommend approval of the following school district officials for the 2020-2021 school year:
 - Lead Person - Dr. Ann F. Garcia
 - Title IX Coordinator - Matthew Ackiewicz
 - Public Agency Compliance Officer - Dr. Shay Richardson
 - Affirmative Action Officer - Courtney Alvarez
 - 504 Officer - Matthew Ackiewicz

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Ellen Booz – YES

Motion passed on a unanimous Roll Call vote.

XV. FINANCE

- A. Motion by Ellen Booz and second by Jaclyn Haas-Benner to approve items #1 through #32 under Finance.

1. Recommend approval of line item transfers for the Month of May 2020. (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 May 2020. 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 Reports in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2020. The Treasurer's Reports and the Secretary's Reports are in agreement for the month of May 2020. (Backup L-3)

4. Recommend approval of the bills list as attached (Backup L-4):
May 1, 2020 to May 31, 2020 - \$236,958.39
5. Recommend approval of the following payrolls (Backup L-5):
May 15, 2020 - \$64,602.90
May 31, 2020 - \$62,369.79
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 May 2020. (Backup L-6)
8. Recommend approval to appoint Dr. Shay Richardson, Business Administrator, as the Educational Facility's Business Official for the School Alliance Insurance Fund.
9. Recommend approval to apply and accept the following grant allocations for the 2020-2021 school year:
Title I Reallocated - \$2,808
Title I Part A - \$75,121
Title I SIA - \$29,700
Title II Part A - \$9,010
Title IV - \$10,000
IDEA Basic - \$57,249
IDEA Pre-K - \$1,564
CARES Emergency Relief Grant - \$84,084
10. Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2020-2021 school year.
11. Recommend to approve that pursuant to PL 2015, Chapter 47 Millville Public Charter School intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. Seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. (Backup L-7).
12. Recommend approval to contract with Bayada Nursing to provide substitute nurses at \$50.00/hour for RN and \$41.00/hour for LPN for the 2020-2021 school year. (Backup L-8)
13. Recommend approval to submit the Annual Report.
14. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2020-2021 school year.
15. Recommend to approve the purchases with OnCourse Systems Education in the amount of \$11,215.02. (Backup L-9)
16. Recommend to approve MPCS Student Accident Insurance with Rue Insurance (Philadelphia Indemnity Insurance Company), effective July 1, 2020 through July 1, 2021 in the amounts specified in the attached. (Backup L-10)

17. Recommend to approve the MPCCS SAIF Liability Insurance renewal for a total amount of \$42,241.00. (Backup L-11)
18. Recommend to approve participation in Community Eligibility Provision (CEP) for the 2020-2021 school year.
19. Recommend approval to use up to the full fund balance for budgeting purposes.
20. Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY21 and to ratify the same for FY20.
21. Recommend approval of the annual license purchases from CDK Systems, Inc. in the amount of \$10,340.00 as specified in the attached. (Backup L-12)
22. Recommend approval of the Memorandum of Agreement for Student Health Services between the Millville Public Charter School and Complete Care Health Network to provide medical and dental services to students effective September 1, 2020 through June 30, 2021. (Backup L-13)
23. Recommend to approve the Contract for School Physician, effective July 1, 2020 through June 30, 2021, between the Millville Public Charter School and Stephen A. Kriso, M.D., with an annual fee of \$1,000. (Backup L-14)
24. Recommend approval of the Staffing Agreement between the Millville Public Charter School and Professional Medical Staffing, LLC, to provide temporary personnel as needed for the 2020-2021 school year effective July 1, 2020 through June 30, 2021. (Backup L-15)
25. Recommend approval of the agreement between the Millville Public Charter School and CASA to ensure payroll processing services for a period of 24 months beginning July 1, 2020 through June 30, 2022 as attached. (Backup L-16)
26. Recommend to approve the automatic renewal of the Agreement between Cumberland County Charter School Network and Millville Public Charter School as of July 1, 2019 through June 30, 2022, at a fee of 6% of total per pupil funding. (Backup L-17)
27. Recommend approval to enter into the New Jersey state contract #A40467 with Ricoh USA, Inc. to lease one Ricoh MPC6503 for 48 months at a monthly cost of \$549.60 per month. (Backup L-18)
28. Recommend approval for MPCCS to enter into a cooperative pricing agreement for consumables/cafe supplies. (Backup L-19)
29. Recommend approval of the agreement with LunchTime Software, LLC, at a rate of \$1,695.00. (Backup L-20)
30. Recommend approval of the agreement with IXL Learning, effective July 1, 2020 through June 30, 2021 at a rate of \$5,231.00. (Backup L-21)
31. Recommend to approve the National Junior Honor Society Affiliation product in the amount of \$385.00. (Backup L-22)
32. Recommend approval of the agreement with 3P Learning, Inc., effective July 1, 2020 through June 30, 2020 in the amount of \$693.00. (Backup L-23)

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Ellen Booz – YES

Rick Grablow – YES

Motion passed on a unanimous Roll Call vote.

XVI. POLICY UPDATES - None at this time.

XVII. PERSONNEL

A. Motion by Ellen Booz and second by Jaclyn Haas-Benner to approve items #1 through #5 under Personnel.

1. Recommend approval of the staff list and salaries for the 2020-2021 school year as attached. (Backup PER-1)
2. Recommend approval of the personnel actions as listed in the attached. (Backup PER-2)
3. Recommend approval and ratification for FMLA leave for the staff as listed in the attached. (Backup PER-3)
4. Recommend approval of the Marzano evaluation tool for Teachers and Administrators for the 2020-2021 school year.
5. Recommend approval of an emergency certification for guidance for Lisa Zuniga, effective immediately.

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Ellen Booz – YES

Rick Grablow – YES

Motion passed on a unanimous Roll Call vote.

XVIII. FACILITIES

A. Motion by Rick Grablow and second by Jaclyn Haas-Benner to approve item #1 under Facilities.

1. Recommend approval of the School Integrated Pest Management Plan for the 2020-2021 school year, with Michael Shawaryn as the IPM Coordinator. (Backup F-1)

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Ellen Booz – YES

Rick Grablow – YES

Motion passed on a unanimous Roll Call vote.

XIX. SCHOOL OPERATIONS

A. Motion by Ellen Booz and second by Rick Grablow to approve items #1 through #3 under School Operations.

1. Recommend approval of the Principal's report as presented by Mr. Ackiewicz. (Backup SO-1)
2. Recommend approval of the revised calendar for the 2020-2021 school year. (Backup SO-2)

3. Recommend approval of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights. (Backup SO-3)

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Ellen Booz – YES

Rick Grablow – YES

Motion passed on a unanimous Roll Call vote.

XX. RECOMMENDATION FOR THE BOARD OF TRUSTEES

A. Motion by Jaclyn Haas-Benner and second by Rick Grablow to appoint Joanne Carney to the Board of Trustees for a three-year term expiring June 2023 and to certify the continuing appointments as listed below:

David Parkhill - term expiring June 2022

Jaclyn Haas-Benner - term expiring June 2021

Ellen Booz - term expiring December 2021

Rick Grablow - term expiring December 2021

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Ellen Booz – YES

Rick Grablow – YES

Motion passed on a unanimous Roll Call vote.

XXI. OATH OF OFFICE

A. Oath of Office administered by Dr. Shay Richardson to Joanne Carney.

XXII. EXECUTIVE DIRECTOR/PRINCIPAL'S REPORT

A. Motion by David Parkhill and second by Ellen Booz to approve item #1 under Executive Director's Report.

1. Report as presented by the CCCSN representative.

- Change of school calendar for 2020-2021.
- Graduation – students coming to school, taking pictures, parents handing out diplomas. Graduation will air on channel 22.
- Stay-at-home order ended; 12-month employees can return to office on June 22, 2020.
- School refinancing in process.
- Cleaning of schools continues.

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Ellen Booz – YES

Rick Grablow – YES

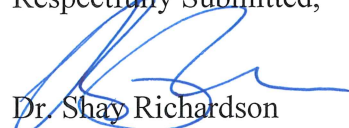
Joanne Carney – YES

Motion passed on a unanimous Roll Call vote.

XXIII. ADJOURNMENT

- A. Motion by David Parkhill and second by Ellen Booz to adjourn the meeting at 6:20 PM.
- B. ALL IN FAVOR
Voice Vote – Five (5) AYES
- C. Next Meeting July 8, 2020

Respectfully Submitted,



Dr. Shay Richardson
Business Administrator/Board Secretary