

**Millville Public Charter School
Work Session/Regular Board Meeting Minutes
December 11, 2019**

Convened at 5:30 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 at 5:34 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, Board President - PRESENT
Ray Garcia, Vice President - ABSENT
Melissa Williams-Chamberlain, Trustee - ABSENT
Jaclyn Haas-Benner, Trustee – PRESENT (Left at 6:20 PM)
Dr. Valerie James-Kemp, Trustee - PRESENT
Ellen Booz, New Board Member Inductee - PRESENT
Rick Grablow, New Board Member Inductee - PRESENT
 - B. Also Present:
 - 1. CCCSN Executive Director - PRESENT
CCCSN Deputy Director - PRESENT
Dr. Shay Richardson, Business Administrator/Board Secretary - PRESENT
Matthew Ackiewicz, Principal - PRESENT
Lisa Zuniga, Director of Human Resources - 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 Jaclyn Haas-Benner and second by David Parkhill to adjourn the work session at 5:35 PM.
 - B. ROLL CALL
David Parkhill – YES
Jaclyn Haas-Benner – YES
Dr. Valerie James-Kemp - YES
Motion passed on a unanimous Roll Call vote.
- VIII. CALLED TO ORDER
 - A. Regular meeting called to order by the Board President at 5:36 PM.
 - B. ROLL CALL
David Parkhill – YES
Jaclyn Haas-Benner – YES
Dr. Valerie James-Kemp - YES
Motion passed on a unanimous Roll Call vote.
- IX. RESIGNATION OF TRUSTEE

- A. Motion by Jaclyn Haas-Benner and second by David Parkhill to accept the resignation of Ray Garcia and Melissa Williams-Chamberlain.
- B. ROLL CALL
 - David Parkhill – YES
 - Jaclyn Haas-Benner – YES
 - Dr. Valerie James-Kemp - YES**Motion passed on a unanimous Roll Call vote.**

X. RECOMMENDATION FOR THE BOARD OF TRUSTEES

- A. Motion by Jaclyn Haas-Benner and second by David Parkhill to appoint Ellen Booz and Rick Grablow to the Board of Trustees for a two-year term expiring December 2021.
- B. ROLL CALL
 - David Parkhill – YES
 - Jaclyn Haas-Benner – YES
 - Dr. Valerie James-Kemp - YES**Motion passed on a unanimous Roll Call vote.**

- C. Oath of Office administered by Dr. Shay Richardson to Ellen Booz and Rick Grablow.

XI. ELECTION OF OFFICERS

- A. Motion by David Parkhill and second by Dr. Valerie James-Kemp to nominate Jaclyn Haas-Benner for Board Vice President.
- B. ROLL CALL
 - David Parkhill – YES
 - Jaclyn Haas-Benner – YES
 - Dr. Valerie James-Kemp - YES
 - Ellen Booz – YES
 - Rick Grablow - YES**Motion passed on a unanimous Roll Call vote.**

XII. OPEN TO PUBLIC

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

XIII. APPROVE MINUTES

- A. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve the Minutes of the Regular meeting held on November 13, 2019. (Backup M-1)
- B. ROLL CALL
 - David Parkhill – YES
 - Jaclyn Haas-Benner – YES
 - Dr. Valerie James-Kemp - YES (Abstained on all items related to CCCSN)
 - Ellen Booz – ABSTAINED
 - Rick Grablow - ABSTAINED**Motion passed.**

XIV. OLD BUSINESS – None at this time

XV. FINANCE

- A. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve items #1 through #15 under Finance.
 - 1. Recommend approval of line item transfers for the Month of November 2019. (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 November 2019. 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 November 2019. The Treasurer's Report and the Secretary's Reports are in agreement for the month of November 2019. (Backup L-3)
4. Recommend approval of the bills list as attached (Backup L-4):
November 1, 2019 to November 30, 2019 - \$334,570.82
5. Recommend approval of the following payrolls (Backup L-5):
November 15, 2019 - \$74,525.30
November 30, 2019 - \$70,871.00
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 expense reclassification report for November 2019. (Backup L-6)
8. Recommend to approve the new Hardship and Eligibility requirements of the Millville Public Charter School 403(b) retirement plan. (Backup L-7)
9. Recommend approval of a three-year contract with Waste Management for Non-Hazardous Waste Services for \$1,408.58 per month. (Backup L-8)
10. Recommend approval for Michael Shawaryn, Facilities Manager, to attend the following course through Rutgers Continuing Studies as part of the NJ Educational Facility Management Program, with costs as indicated (Backup L-9):
Environmental Steward/Code Compliance - \$800.00
11. Recommend approval of the New Jersey State Contract with Ricoh USA, Inc. for a term of forty-eight (48) months in the amount of \$369.15 per month. (Backup L-10)
12. Recommend approval to ratify the Preventative Maintenance Service agreement with Schindler Elevator Corporation from December 1, 2019 to November 30, 2020 at an annual cost of \$3,060. (Backup L-11)
13. Recommend approval to ratify submissions of an amendment to include the Statement of Need and Project Description for 2019-2020 Title I reallocated funds. (Backup L-12)
14. Recommend approval of the list of staff charged to the following federal grants for the 2019-20 school year:

Title I:

Krista Belber
 Maria Correa
 Victoria Espenshade
 Christina Laneader
 Morgan Petrozza
 Leah Tryon

IDEA:

Kelsey Clark

15. Recommend approval of the Annual Charter/Renaissance School Fiscal Questionnaire. (Backup L-13)

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp - YES (Abstained on #4 regarding all items related to Cumberland County Charter School Network)

Ellen Booz – YES
Rick Grablow - YES

Motion passed.

XVI. PERSONNEL

A. Motion by Jaclyn Haas-Benner and second by Ellen Booz to approve items #1 through #2 under Personnel.

1. Recommend to approve the staff list and salaries for the 2019-20 school year. (Backup PER-1)

2. Recommend approval of the personnel actions as listed in the attached. (Backup PER-2)

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp - YES

Ellen Booz – YES

Rick Grablow - YES

Motion passed on a unanimous Roll Call vote.

XVII. FACILITIES - See the Executive Director's Report

XVIII. SCHOOL OPERATIONS

A. Motion by Ellen Booz and second by Dr. Jams-Kemp to approve items #1 under School Operations.

1. Recommend to approve the Principal's report as presented by Mr. Ackiewicz. (Backup SO-1)

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp - YES

Ellen Booz – YES

Rick Grablow - YES

Motion passed on a unanimous Roll Call vote.

XIX. EXECUTIVE DIRECTOR'S REPORT

A. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve items #1 through #2 under Executive Director's report.

1. Recommend to approve the evaluation of the Cumberland County Charter School Network. (Backup E-1)

2. Report as presented by the CCCSN representative.

- Updates for Renewal
- Evaluation of CCCSN
- Fall clean up
- Dumpsters – increased pickup, lower costs

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp - YES (Abstained on #1)

Ellen Booz – YES

Rick Grablow - YES

Motion passed.

XX. ADJOURNMENT

A. Motion by David Parkhill and second by Ellen Booz to adjourn the meeting at 6:32 PM.

- B. ALL IN FAVOR
Voice Vote – Four (4) AYES
- C. Next Meeting January 8, 2020

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Dr. Shay Richardson', written over the text 'Respectfully submitted,'.

Dr. Shay Richardson
Business Administrator/Board Secretary