

Millville Public Charter School

Regular Board Meeting

October 27, 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 5:15 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 _Dr. Thomas Santone_____

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- Present
CCCSN Deputy Director-Present
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 Absent

V. REVIEW OF AGENDA

A. Questions – No questions

VI. OPEN TO PUBLIC

1. The public may ask questions pertaining to agenda items only. No public

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 September 22, 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 passed

VIII. OLD BUSINESS (None)

IX. FINANCE

A. Motion by Ms. Jasmine Vargas and second by Ms. Ellen Booz to approve items 1. through 9 under Finance.

1. Recommend approval of line item transfers for the Month of September 2025. (Backup L-1)
2. Recommend the approval of the Board Secretary's Reports in September. 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 September 2025. The Treasurer's Report and the Secretary's Reports are in agreement for the month of September 2025. (Backup L-3)
4. Recommend approval of the bills as attached in the amount of \$795,604.35 (Back-up L-4)
5. Recommend approval of the following payrolls (Backup L-5):
September 15, 2025 - \$169,897.13
September 30, 2025 - \$167,511.27
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 customer agreement with FP Mailing Solution in the amount of \$35.59 monthly payments. (Back-up L-7)
8. Recommend to approve the quote from Harring Fire Protection for the installation of fire sprinklers in the amount of \$3,550.00. (Back-up L-8)
9. Recommend to approve the travel voucher for Ms. Jamie Carolla in the amount of \$55.18. (Back-up L-9)

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 passed

X. POLICY UPDATES – None

XI. PERSONNEL

A. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to approve items 1 and 3 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)
3. Recommend to approve the revised Employee Handbook. (PER-3)

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 passed

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. Ellen Booz -Yes
 - Ms. Jasmine Vargas- Yes
 - Ms. Jeanie Parkhill- Yes

All were in favor and the motion passed

XIII. SCHOOL OPERATIONS

- A. Motion by Ms. Ellen Booz and second by Ms. Jasmine Vargas to accept the Principal's reports.
 - 1. Reports as presented by Dr. Thomas Santone or Ms. Shina Howerton. (SO-1)
 - Ms. Jeanie Parkhill commented parents she has spoken to in the community are happy with the school. Behavior issues are common but we working to improve them with getting new students understanding our climate and culture. Ms. Booz comment on the week of respect was a good way to help with that message.
- 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 passed

XIV. SUPERINTENDENTS REPORT

- A. Motion by Ms. Jasmine Vargas and second by Mr. Clarence Gunter to accept the Superintendent's reports.
 - 1. Reports as presented by Mr. Matthew Ackiewicz. (S-1)
 - Mr. Ackiewicz and Dr. Valerie James spoke and presented about the changes for student testing and field testing for students will occur in two weeks.
- 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 passed

XV. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to accept the Executive Director's reports.
 - 1. Report as presented by Dr. Garcia.
 - Dr, Garcia spoke about the change going on with the bond work to refinance the school. We had to switch from the Cumberland County Improvement Authority to a National program,
- 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 passed

XVI. ADJOURNMENT

- A. Next Meeting is on November 24, 2025.
- B. Motion by Ms. Ellen Booz and second by Ms. Jasmine Vargas to adjourn the meeting at 6:00 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 passed

Respectfully submitted,

Dennis Zakroff

School Business Administrator/ Board Secretary