

**Millville Public Charter School  
Work Session/Regular Board Meeting Minutes  
January 8, 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 5:31 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times on July 1, 2018.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Steve Harris.
- IV. ROLL CALL
  - A. David Parkhill – President - PRESENT  
Ray Garcia – Vice President - ABSENT  
Steve Harris – Trustee – PRESENT  
Melissa Williams-Chamberlain – Trustee - PRESENT
  - B. Also Present:  
CCCSN - Executive Director - PRESENT  
CCCSN - Deputy Director - PRESENT  
Christina Murphy - Board Secretary - PRESENT  
J. Dominique Taylor - Principal - PRESENT  
Lisa Zuniga - Director, Human Resources - PRESENT
- V. REVIEW OF AGENDA
  - A. Questions – None.
- VI. OPEN TO PUBLIC

The public may ask questions at this time pertaining to agenda topics only.
- VII. ADJOURNMENT OF WORK SESSION
  - A. Motion by Melissa Williams-Chamberlain and second by Steve Harris to adjourn the work session at 5:33 PM.
  - B. ALL IN FAVOR  
**Voice Vote – Three (3) AYES**
- VIII. CALLED TO ORDER
  - A. Regular meeting called to order by the Board President at 5:34 PM.
  - B. ROLL CALL  
David Parkhill - PRESENT  
Steve Harris - PRESENT  
Melissa Williams-Chamberlain - PRESENT
- IX. OPEN TO PUBLIC – None.
- X. EXECUTIVE SESSION

- A. Motion by Steve Harris and second by Melissa Williams-Chamberlain to enter into Executive Session at 5:35 PM for an update on HIB Investigations.
- B. ROLL CALL  
David Parkhill - YES  
Steve Harris - YES  
Melissa Williams-Chamberlain – YES  
**Motion passed on a unanimous Roll Call vote.**
- C. Motion by Melissa Williams-Chamberlain and second by Steve Harris to return to Regular Session at 5:41 PM.
- D. ROLL CALL  
David Parkhill - YES  
Steve Harris - YES  
Melissa Williams-Chamberlain – YES  
**Motion passed on a unanimous Roll Call vote.**

XI. APPROVE MINUTES

- A. Motion by David Parkhill\_ and second by Steve Harris to approve the Minutes of the Regular and Executive Session meetings held on December 11, 2018. (Backup M-1 and M-2)
- B. ROLL CALL  
David Parkhill - YES  
Steve Harris - YES  
Melissa Williams-Chamberlain – YES  
**Motion passed on a unanimous Roll Call vote.**

XII. OLD BUSINESS – None at this time.

XIII. FINANCE

- A. Motion by David Parkhill and second by Melissa Williams-Chamberlain to approve items #1 through #9 under Finance.
  - 1. Recommend approval of line item transfers for the Month of December 2018. (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 December 2018. 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 materials 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 December 2018. The Treasurer's Report and the Secretary's Reports are in agreement for the month of December 2018.(Backup materials L-3)
  - 4. Recommend approval of the bills as attached in the amount of \$213,337,23 for the period December 11, 2018 to January 7, 2019 (Backup L-4)

5. Recommend approval of the following payrolls (Backup L-5):  
December 15, 2018 - \$65,440.02  
December 31, 2018 - \$86,601.44
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 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 December 2018. (Backup L-6)
8. Recommend approval of the Millville Public Charter School Budget, as of October 15, 2018, for 2018-2019. (Backup L-7)
9. Recommend acceptance of the Food Distribution Review Summary. (Backup L-8)

B. ROLL CALL

David Parkhill - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

**Motion passed on a unanimous Roll Call vote.**

XIV. POLICY UPDATES - None at this time.

XV. PERSONNEL – Mr. Harris made a statement personally thanking Ms. Zuniga for her hard work and dedication. Mr. Harris also stated that he would provide personnel recommendations if needed.

- A. Motion by Melissa Williams-Chamberlain and second by Steve Harris to approve items #1 through #2 under Personnel.
  1. Recommend approval of the staff list and salaries for the 2018-19 school year as attached. (Backup PER-1)
  2. Recommend approval of personnel actions listed in the attached. (Backup PER-2)

B. ROLL CALL

David Parkhill - YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

**Motion passed on a unanimous Roll Call vote.**

XVI. FACILITIES - See Executive Director's Report

XVII. COMMUNITY - None at this time.

XVIII. SCHOOL OPERATIONS

- A. Motion by David Parkhill and second by Steve Harris approve items #1 through item #2 under School Operations.
  1. Recommend approval of the field trips as attached. (Backup SO-1)
  2. Reports as presented Ms. Taylor. (Backup SO-2 and SO-3/SO-4)

- B. ROLL CALL  
David Parkhill - YES  
Steve Harris - YES  
Melissa Williams-Chamberlain – YES  
**Motion passed on a unanimous Roll Call vote.**

XIX. EXECUTIVE DIRECTOR'S REPORT

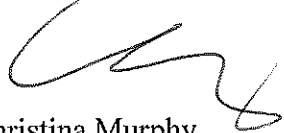
- A. Motion by David Parkhill and second by Melissa Williams-Chamberlain to table item #1 until February 2019, and to approve item #2 under Executive Director's Report.
1. Recommend approval of the Millville Public Charter School Board of Trustees Self-Evaluation for 2017-2018. (Backup E-1)
  2. Report as presented by the CCCSN Representative.
    - Looking for new Board Member
    - Budget Management
    - Rental Inquiry
    - Visit to potential high school programs
    - Facilities deep cleaning, hallways re-waxed, filter replacement, camera installation

- B. ROLL CALL  
David Parkhill - YES  
Steve Harris - YES  
Melissa Williams-Chamberlain – YES  
**Motion passed on a unanimous Roll Call vote.**

XX. ADJOURNMENT

- A. Motion by David Parkhill and second by Melissa Williams-Chamberlain to adjourn the meeting at 6:39 PM.
- B. Next Meeting February 12, 2019.
- C. ALL IN FAVOR  
**Voice Vote – Three (3) AYES**

Respectfully submitted,



Christina Murphy  
Business Administrator/Board Secretary

Millville Public Charter School Board of Trustees Meeting Executive Session – Tuesday, January 8, 2019, convened at 5:35 PM at the Millville Public Charter School, 1101 Wheaton Avenue, Millville, NJ 08332.

**I. Executive Session**

Motion by Steve Harris and second by Melissa Williams-Chamberlain to enter into Executive Session at 5:35 PM to discuss an HIB investigation.

**ROLL CALL**

David Parkhill – YES

Steve Harris – YES

Melissa Williams-Chamberlain – YES

**Motion passed on a unanimous Roll Call vote.**

**II. Roll Call**

David Parkhill – President - PRESENT

Ray Garcia – Vice President - ABSENT

Steve Harris – Trustee - PRESENT

Melissa Williams-Chamberlain – Trustee – PRESENT

**Also Present:**

CCCSN Executive Director – PRESENT

CCCSN Deputy Director – PRESENT

Christina Murphy – Business Administrator/Board Secretary - PRESENT

J. Dominique Taylor – Principal - PRESENT

Lisa Zuniga – Director, Human Resources - PRESENT

**III. Discussion**

- 12/2/2018 Incident - HIB alleged
- 12/10/2018 Incident – HIB confirmed

**IV. Return to Open Session**

Motion by Melissa Williams-Chamberlain and second by David Parkhill to return to regular session at 5:41 PM.

**ROLL CALL**

David Parkhill - YES

Steve Harris - YES

Melissa Williams-Chamberlain - YES

**Motion passed on a unanimous Roll Call vote.**

Respectfully submitted,

  
Christina Murphy  
Business Administrator/Board Secretary