

**Millville Public Charter School
Work Session/Regular Board Meeting Minutes
August 14, 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 June 24, 2019.
- III. PLEDGE OF ALLEGIANCE
 - A. Led by Ms. Murphy.
- IV. ROLL CALL
 - A. David Parkhill, Board President - PRESENT
Ray Garcia, Vice President - PRESENT
Steve Harris, Trustee – PRESENT
Melissa Williams-Chamberlain, Trustee - PRESENT
Jaclyn Haas-Benner, Trustee – PRESENT
 - B. Also Present:
 1. CCCSN Executive Director - PRESENT
CCCSN Deputy Director - PRESENT
Christina Murphy, Board Secretary/Business Administrator - PRESENT
Dr. Shay Richardson, Assistant Business Administrator - PRESENT
Matthew Ackiewicz, Principal - ABSENT
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 David Parkhill and second by Jaclyn Haas-Benner to adjourn the work session at 5:33 PM.
 - B. ROLL CALL
David Parkhill – YES
Ray Garcia – YES
Steve Harris - YES
Melissa Williams-Chamberlain – YES
Jaclyn Haas-Benner – YES
Motion passed on a unanimous Roll Call vote.
- VIII. CALLED TO ORDER
 - A. Regular meeting called to order by the Board President at 5:34 PM.

- B. ROLL CALL
David Parkhill – YES
Ray Garcia – YES
Steve Harris - YES
Melissa Williams-Chamberlain – YES
Jaclyn Haas-Benner – 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 Ray Garcia and second by Steve Harris to approve the Minutes of the Regular meeting held on July 10, 2019.

- B. ROLL CALL
David Parkhill – YES
Ray Garcia – YES
Steve Harris - YES
Melissa Williams-Chamberlain – YES
Jaclyn Haas-Benner – YES
Motion passed on a unanimous Roll Call vote.

XI. OLD BUSINESS – None at this time.

XII. FINANCE

- A. Motion by David Parkhill and second by Ray Garcia to approve items #1 through #16 under Finance.
1. Recommend approval of line item transfers for the Months of June 2019 and July 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 months of June 2019 and July 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 months of June 2019 and July 2019. The Treasurer's Report and the Secretary's Reports are in agreement for the months of June 2019 and July 2019.(Backup L-3)
 4. Recommend approval of the bills lists as attached (Backup L-4):
June 7, 2019 to June 30, 2019 - \$342,467.72
July 1, 2019 to July 31, 2019 - \$128,249.77
 5. Recommend approval and ratification of the following payrolls (Backup L-5):
June 15, 2019 - \$61,471.40
June 30, 2019 - \$83,622,13
July 15, 2019 - \$15,741.33
July 31, 2019 - \$15,434.87

6. Recommend approval of the expense reclassification report for June 2019 and July 2019. (Backup L-6)
7. 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.
8. Recommend approval for the final 2018-2019 budget and narrative as attached. (Backup L-7)
9. Recommend approval of the 2019-2020 budget and narrative as attached. (Backup L-8)
10. Recommend to approve the agreement between Robert C. Harris, School Psychologist/Director of the Child Study Team, and Millville/Vineland/Bridgeton Public Charter Schools Board of Trustees for the 2019-20 school year, with compensation of \$58/hour. (Backup L-9)
11. Recommend approval of the Millville Public Charter School National Honor Society Affiliation, effective July 1, 2019 to June 30, 2020, in the amount of \$385.00. (Backup L-10)
12. Recommend to approve the IXL site license, effective August 9, 2019 to August 9, 2020, in the amount of \$1,650.00. (Backup L-11)
13. Recommend to approve the Reading Eggs program license, effective August 16, 2019 to August 15, 2020, in the amount of \$800.00. (Backup L-12)
14. Recommend to approve the agreement between Bilmark Plumbing and Heating and Millville Public Charter School to perform the necessary duties and the rates as indicated in the attached. (Backup L-13)
15. Recommend to approve the Commercial Installation Services Agreement, effective July 1, 2019, between B-Safe Security and Millville Public Charter School, at the costs as specified in the attached. (Backup L-14)
16. Recommend approval to appoint Dr. Shay Richardson as School Business Administrator/Board Secretary as of October 1, 2019 through the shared services agreement with Vineland Public Charter School.

B. ROLL CALL

David Parkhill – YES

Ray Garcia – YES

Steve Harris - YES

Melissa Williams-Chamberlain – YES

Jaclyn Haas-Benner – YES

Motion passed on a unanimous Roll Call vote.

XIII. PERSONNEL

- A. Motion by Ray Garcia and second by Steve Harris to approve items #1 through #2 under Personnel.

1. Recommend approval of the staff list and salaries for the 2019-20 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
David Parkhill – YES
Ray Garcia – YES
Steve Harris - YES
Melissa Williams-Chamberlain – YES
Jaclyn Haas-Benner – YES
Motion passed on a unanimous Roll Call vote.

XIV. SCHOOL OPERATIONS

- A. Motion by Melissa Williams-Chamberlain and second by Jaclyn Haas-Benner to accept items #1 through #2 under School Operations.
1. Recommend approval of the Principal's report as presented by Mr. Ackiewicz. (Backup SO-1)
 2. Recommend the approval for Matthew Ackiewicz, Principal, to attend the Eureka Math PD event, from August 14, 2019 to August 15, 2019. (Backup SO-2)
- B. ROLL CALL
David Parkhill – YES
Ray Garcia – YES
Steve Harris - YES
Melissa Williams-Chamberlain – YES
Jaclyn Haas-Benner – YES
Motion passed on a unanimous Roll Call vote.

XV. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Ray Garcia and second by Steve Harris to accept the Executive Director's report.
1. Report as presented by the CCCSN representative.
 - Thanks to Lisa for recruitment
 - Hiring
 - Financing
 - Facilities
- B. ROLL CALL
David Parkhill – YES
Ray Garcia – YES
Steve Harris - YES
Melissa Williams-Chamberlain – YES
Jaclyn Haas-Benner – YES
Motion passed on a unanimous Roll Call vote.

XVI. ADJOURNMENT

- A. Motion by David Parkhill and second by Jaclyn Haas-Benner to adjourn the meeting at 6:20 PM.
- B. ALL IN FAVOR
Voice Vote – Five (5) AYES
- C. Next Meeting September 11, 2019

Respectfully Submitted,



Christina Murphy
School Business Administrator/Board Secretary