

**Millville Public Charter School
Regular Board Meeting
December 18, 2023**

Convenes at 5:25 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 5:28 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 1, 2023.
- III. PLEDGE OF ALLEGIANCE
 - A. Led by Mr. Thomas Ludwig
- IV. ROLL CALL
 - A. Dave Parkhill, President- Present
Ellen Booz, Trustee- Present
Clarence Gunter, Trustee- Present
Lakeysha Williams, Trustee -Absent
Jasmine Vargas- Present
 - B. Also Attending:
 1. Matthew Ackiewicz, Superintendent- Present
CCCSN Executive Director-Present
CCCSN Deputy Director- Present
Dennis Zakroff, Board Secretary/Business Administrator- Present
Christina Murphy, Treasurer -Present
Jennifer Hagan, HR Coordinator- Present
Thomas Ludwig, Principal -Present
Dr. Thomas Santone, Assistant Principal - Present
- V. REVIEW OF AGENDA
 - A. Questions
- VI. OPEN TO PUBLIC
 1. The public may ask questions pertaining to agenda items only.
- VII. RECOMMENDATION TO THE BOARD OF TRUSTEES
 - A. Motion by Ms. Ellen Booz and second by Mr. Clarence Gunter to approve items 1 and 2 under Recommendation for the Board of Trustees.
 1. Request that all board members complete the Board Self Evaluation no later than January 15, 2024.
 2. Recommend to approve the appointment of Jazmine Vargas as Board Trustee.
 - B. ROLL CALL
Mr. Dave Parkhill -Yes
Ms. Ellen Booz- Yes
Mr. Clarence Gunter- Yes

All were in favor and the motioned carried
- VIII. APPROVE MINUTES
 - A. Motion by Mr. Dave Parkhill and second by Mr. Clarence Gunter to approve the Minutes of the Regular meeting held on November 20, 2023.
 - B. ROLL CALL

Mr. Dave Parkhill -Yes
Ms. Ellen Booz- Yes
Mr. Clarence Gunter- Yes
Ms. Jasmine Vargas- Yes

All were in favor and the motioned carried

IX. OLD BUSINESS

X. FINANCE

A. Motion by Mr. Dave Parkhill and second by Ms. Ellen Booz to approve items 1 through 11 under Finance.

1. Recommend approval of line item transfers for the Month of November 2023. (Backup L-1)
2. Recommend the approval of the Board Secretary's Reports in November. 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 2023. The Treasurer's Report and the Secretary's Reports are in agreement for the month of November 2023. (Backup L-3)
4. Recommend approval of the bills as attached in the amount of \$494,856.16 (Back-up L-4)
5. Recommend approval of the following payrolls (Backup L-5):
November 15, 2023 - \$145,072.75
November 30, 2023 - \$140,688.58
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 2023. (Back-up L-6)
8. Recommend to approve the proposal with South Jersey Glass in the amount of \$1,263. (Back-up L-7)
9. Recommend to approve the Snow Removal Contract with Progreen Property Solutions. (Back-up L-8)
10. Recommend to approve the proposal with CM3 in the amount of \$9,731 for the replacement of heat exchanger. (Back-up L-9)
11. Recommend to approve quote with Revo America in the amount of \$900. (Back-up L-10)

B. ROLL CALL

Mr. Dave Parkhill -Yes
Ms. Ellen Booz- Yes
Mr. Clarence Gunter- Yes
Ms. Jasmine Vargas- Yes

All were in favor and the motioned carried

XI. POLICY UPDATES (None)

XII. PERSONNEL

A. Motion by Ms. Ellen Booz and second by Mr. Clarence Gunter to approve items 1 and 2 under Personnel.

1. Recommend approval of the staff list and salaries for the 2023-2024 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

Mr. Dave Parkhill -Yes
Ms. Ellen Booz- Yes
Mr. Clarence Gunter- Yes
Ms. Jasmine Vargas- Yes

All were in favor and the motioned carried

XIII. FACILITIES (NONE)

XIV. SCHOOL OPERATIONS

- A. Motion by Mr. Clarence Gunter and second by Mr. Dave Parkhill to accept the Principal's reports.
1. Reports as presented by Mr. Thomas Ludwig or Dr. Thomas Santone

B. ROLL CALL

Mr. Dave Parkhill -Yes
Ms. Ellen Booz- Yes
Mr. Clarence Gunter- Yes
Ms. Jasmine Vargas- Yes

All were in favor and the motioned carried

XV. SUPERINTENDENTS REPORT

- A. Motion by Ms. Ellen Booz and second by Mr. Dave Parkhill to accept the Superintendent's reports.
1. Reports as presented by Mr. Matthew Ackiewicz (S-1).
 2. Safe Return Plan
 3. Cardiac Emergency Response Plan
- Reported working on plans to build the new fifth grade wing will be starting in the new year

B. ROLL CALL

Mr. Dave Parkhill -Yes
Ms. Ellen Booz- Yes
Mr. Clarence Gunter- Yes
Ms. Jasmine Vargas- Yes

All were in favor and the motioned carried

XVI. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Mr. Clarence Gunter and second by Mr. Dave Parkhill to accept the Executive Director's reports.

1. Report as presented by Dr. Garcia.

Reported finishing up the reports for the CCCSN grant

Was very happy with the increase in enrollment

Thanked Ms. Jean Parkhill for all her service and help since the beginning as she retires on December 21st.

Wished all Happy Holidays!

Mr. Parkhill commented on how nice the renovations to the auditorium turned out and warm wished for the Holidays.

Recommendation was made to record the K-4 Holiday show for families unable to attend.

B. ROLL CALL

Mr. Dave Parkhill -Yes

Ms. Ellen Booz- Yes
Mr. Clarence Gunter- Yes
Ms. Jasmine Vargas- Yes

All were in favor and the motioned carried

XVII. ADJOURNMENT

- A. Motion by Mr. Dave Parkhill and second by Mr. Clarence Gunter to adjourn the meeting at 5:59 PM.
- B. ROLL CALL
Mr. Dave Parkhill -Yes
Ms. Ellen Booz- Yes
Mr. Clarence Gunter- Yes
Ms. Jasmine Vargas- Yes

All were in favor and the motioned carried

- C. Next Meeting is on January 22, 2024.

Happy Holidays!

Respectfully submitted

Dennis Zakroff

Board Secretary/ Business Administrator