

**Millville Public Charter School  
Work Session/Regular Board Meeting Minutes  
November 13, 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 5:30 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 Dr. James-Kemp.
- IV. ROLL CALL
  - A. David Parkhill, Board President - PRESENT  
Ray Garcia, Vice President – PRESENT (Left at 5:36)  
Steve Harris, Trustee - ABSENT  
Melissa Williams-Chamberlain, Trustee - ABSENT  
Jaclyn Haas-Benner, Trustee – 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. RESIGNATION OF TRUSTEE
  - A. Motion by David Parkhill and second by Jaclyn Haas-Benner to accept the resignation of Steve Harris.
  - B. ROLL CALL  
David Parkhill –YES  
Ray Garcia – YES  
Jaclyn Haas-Benner – YES  
**Motion passed on a unanimous Roll Call vote.**
- VIII. RECOMMENDATION FOR THE BOARD OF TRUSTEES
  - A. Motion by David Parkhill and second by Jaclyn Haas-Benner to appoint Dr. Valerie James-Kemp to the Board of Trustees for a two-year term expiring November 2021.
  - B. ROLL CALL  
David Parkhill –YES  
Ray Garcia – YES

Jaclyn Haas-Benner – YES

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

C. Oath of Office administered by Dr. Shay Richardson to Dr. Valerie James-Kemp.

IX. ADJOURNMENT OF WORK SESSION

A. Motion by David Parkhill and second by Jaclyn Haas-Benner to adjourn the work session at 5:38 PM.

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES

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

X. CALLED TO ORDER

A. Regular meeting called to order by the Board President at 5:39 PM.

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES

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

XI. OPEN TO PUBLIC

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

XII. APPROVE MINUTES

A. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve the Minutes of the Regular meeting held on October 9, 2019. (Backup M-1)

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES

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

XIII. OLD BUSINESS – None at this time

XIV. FINANCE

A. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve items #1 through #10 under Finance.

1. Recommend approval of line item transfers for the Month of October 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 October 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 October 2019. The Treasurer's Report and the Secretary's Reports are in agreement for the month of October 2019. (Backup L-3)
4. Recommend approval of the bills list as attached (Backup L-4):  
October 1, 2019 to October 31, 2019 - \$255,788.75
5. Recommend approval of the following payroll (Backup L-5):  
October 31, 2019 - \$68,888.49
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 approval of the expense reclassification report for October 2019. (Backup L-6)
8. Recommend to approve the tuition reimbursement request of Lisa Zuniga, Director of Human Resources, in the amount of \$3,600.00 for the Fall 2019 semester at Walden University. (Backup L-7)
9. Recommend to approve the tuition reimbursement request of Joe Zlotek, Dean of Academic Affairs, in the amount of \$4,050.00 for the Spring 2019 semester at Rowan University. (Backup L-8)
10. Recommend approval of appointing Dr. Shay Richardson, Business Administrator, as the Educational Facility's Business Official for the School Alliance Insurance Fund.

B. ROLL CALL

David Parkhill – YES

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES (Abstained on #4 from CCCSN bills)

**Motion passed.**

XV. PERSONNEL

- A. Motion by Dr. Valerie James-Kemp and second by Jaclyn Haas-Benner 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

Jaclyn Haas-Benner – YES

Dr. Valerie James-Kemp – YES

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

XVI. FACILITIES - See Executive Director's Report

XVII. SCHOOL OPERATIONS

- A. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve items #1 through #3 under School Operations.
  - 1. Recommend to approve the Principal's report as presented by Mr. Ackiewicz. (Backup SO-1)
  - 2. Recommend the Board ratify the submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the period July 1, 2018 to June 30, 2019. (Backup SO-2)
  - 3. Recommend to approve the results of the Millville Public Charter School Board of Trustees Self-Evaluation. (Backup SO-3)
- B. ROLL CALL
  - David Parkhill – YES
  - Jaclyn Haas-Benner – YES
  - Dr. Valerie James-Kemp – YES

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

XVIII. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Dr. Valerie James-Kemp and second by Jaclyn Haas-Benner to approve item #1 under Executive Director's report.
  - 1. Report as presented by the CCCSN representative.
- B. ROLL CALL
  - David Parkhill – YES
  - Jaclyn Haas-Benner – YES
  - Dr. Valerie James-Kemp – YES

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

XIX. ADJOURNMENT

- A. Motion by Dr. Valerie James-Kemp and second by Jaclyn Haas-Benner to adjourn the meeting at 6:16 PM.
- B. ALL IN FAVOR  
**Voice Vote – Three (3) AYES**
- C. Next Meeting December 11, 2019

Respectfully submitted,

  
Dr. Shay Richardson  
Business Administrator/Board Secretary