

**Millville Public Charter School
Regular Board Meeting Minutes
March 17, 2025**

Convenes at 5:15 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 5:16 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 24, 2024.

III. PLEDGE OF ALLEGIANCE

A. Led by Mr. Dennis Zakroff

IV. ROLL CALL

A. Dave Parkhill, President- Present
Clarence Gunter, Vice President- Present
Ellen Booz, Trustee-Absent
Lakeysha Williams, Trustee-Absent
Jasmine Vargas, Trustee -Present

B. Also Present:

1. Matthew Ackiewicz, Superintendent - Present
CCCSN Executive Director- Present
CCCSN Deputy Director -Present
Dennis Zakroff, Board Secretary/Business Administrator - Present
Christina Murphy, Treasurer – Present
Joseph Keyek, Facilities Manager -Present
Jennifer Hagan, HR Coordinator- Present
Thomas Ludwig, Principal –Present
Dr. Thomas Santone, Assistant Principal- Present
Shina Howerton, Assistant Principal -Present

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 present

VII. APPROVE MINUTES

A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to approve the Minutes of the Regular session held on February 24, 2025.

B. ROLL CALL

Mr. Dave Parkhill – Yes
Mr. Clarence Gunter- Yes
Ms. Jasmine Vargas- Yes

All were in favor and the motion carried

VIII. OLD BUSINESS

IX. FINANCE

A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to approve items 1. through 11. under Finance.

1. Recommend approval of line item transfers for the Month of February 2025. (Backup L-1)
2. Recommend the approval of the Board Secretary's Reports in February. 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 February 2025. The Treasurer's Report and the Secretary's Reports are in agreement for the month of February 2025. (Backup L-3)
4. Recommend approval of the bills as attached in the amount of \$767,150.97 (Back-up L-4)
5. Recommend approval of the following payrolls (Backup L-5):
February 15, 2025 - \$158,308.08
February 28, 2025 - \$159,470.58
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 February 2025. (Back-up L-6)
8. Recommend to approve the renewal quote from IXL in the amount of \$9,918.75. (Back-up L-7)
9. Recommend to approve the invoice for our NJHS membership in the amount of \$385.00.(Back-up L-8)
10. Recommend to approve the invoice from D.D.S in the amount of \$970.00 for roof repair. (Back-up L-9)
11. Recommend to approve the invoice from EduTrack in the amount of \$3,521.00 (Back-up L-10)
12. Recommend to approve the registration fee for Handle with Care in the amount of \$1,525.00 per participant for Mrs. Christine Howell and Mr. Ian Jones. (Back-up L-11)

B. ROLL CALL

Mr. Dave Parkhill – Yes
Mr. Clarence Gunter- Yes
Ms. Jasmine Vargas- Yes

All were in favor and the motion carried

X. POLICY UPDATES – No updates

XI. PERSONNEL

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

1. Recommend approval of the staff list and salaries for the 2024-2025 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
Mr. Clarence Gunter- Yes
Ms. Jasmine Vargas- Yes

All were in favor and the motion carried

XII. FACILITIES

- A. Motion by Ms. Jasmine Vargas and second by Mr. Clarence Gunter to approve item 1 under Facilities.
 - 1. Reports as presented by Mr. Joseph Keyek.
- B. ROLL CALL
 - Mr. Dave Parkhill – Yes
 - Mr. Clarence Gunter- Yes
 - Ms. Jasmine Vargas- Yes

All were in favor and the motion carried

XIII. SCHOOL OPERATIONS

- A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas 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
 - Mr. Clarence Gunter- Yes
 - Ms. Jasmine Vargas- Yes

All were in favor and the motion carried

XIV. SUPERINTENDENTS REPORT

- A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to accept the Superintendent's reports.
 - 1. Reports as presented by Mr. Matthew Ackiewicz
 - Present the 2025-2026 school calendar
 - Meeting regarding 1,3, and 5- year facility planning
 - Working on staffing needs for next year
 - Special Education services
 - Dr. Valerie James will be retiring next June and Mr. Ludwig will become the new Principal for Bridgeton Public Charter School
 - Dr. Thomas Santone and Ms. Shine Howerton will be co-principals next year
- B. ROLL CALL
 - Mr. Dave Parkhill – Yes
 - Mr. Clarence Gunter- Yes
 - Ms. Jasmine Vargas- Yes

All were in favor and the motion carried

XV. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to accept the Executive Director's reports.
 - 1. Report as presented by Dr. Garcia.
 - Work is continuing on the refinancing of the Millville Public Charter School building
 - We need to get a new appraisal and environmental studies
 - Hopefully, to close by July, 2025
- B. ROLL CALL

Mr. Dave Parkhill – Yes
Mr. Clarence Gunter- Yes
Ms. Jasmine Vargas- Yes

All were in favor and the motion carried

XVI. ADJOURNMENT

A. Motion by Mr. Clarence Gunter and second by Ms. Jasmine Vargas to adjourn the meeting at 5:38 PM.

B. ROLL CALL

Mr. Dave Parkhill – Yes
Mr. Clarence Gunter- Yes
Ms. Jasmine Vargas- Yes

All were in favor and the motion carried

C. Next meeting April 28, 2025

Respectfully submitted

Dennis Zakroff

Board Secretary/ Business Administrator