

**Millville Public Charter School  
Work Session/Re-Organization Meeting Minutes  
June 12, 2019**

**Convenes at 5:30 p.m. in the Conference Room at 1101 Wheaton Ave., Millville, NJ 08332**

- I. CALLED TO ORDER
  - A. Work Session Call to Order by the Board Secretary at 5:32 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times on March 19, 2019.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Dr. Richardson.
- IV. ROLL CALL
  - A. David Parkhill, Board President - PRESENT  
Ray Garcia, Vice President - PRESENT  
Steve Harris, Trustee - PRESENT  
Melissa Williams-Chamberlain, Trustee - ABSENT  
Jaclyn Haas-Benner, Trustee - PRESENT
  - B. Also Present:
    1. CCCSN Executive Director - PRESENT  
CCCSN Deputy Director - PRESENT  
Christina Murphy, Board Secretary/Business Administrator - ABSENT  
Dr. Shay Richardson, Assistant Business Administrator - PRESENT  
Matthew Ackiewicz, Principal - PRESENT  
Lisa Zuniga, Director of Human Resources - ABSENT
- V. REVIEW OF AGENDA
  - A. Questions
- VI. PRESENTATION OF AWARDS
  1. The Board of Trustees recognizes the Valedictorian, Rebecca Panchesine, and the Salutatorian, Jose Acevedo.
- VII. ADJOURNMENT OF WORK SESSION
  - A. Motion by David Parkhill and second by Jaclyn Haas-Benner to adjourn the Work Session at 5:46 PM.
  - B. ROLL CALL  
David Parkhill – YES  
Ray Garcia – YES  
Steve Harris – 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 Secretary at 5:46 PM.
  - B. ROLL CALL  
David Parkhill – YES  
Ray Garcia – YES  
Steve Harris – 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 David Parkhill and second by Steve Harris to approve the Minutes of the Regular meeting held on May 8, 2019. (Backup M-1)
- B. ROLL CALL  
David Parkhill – YES  
Ray Garcia – **ABSTAINED**  
Steve Harris – YES  
Jaclyn Haas-Benner – YES  
**Motion passed on a unanimous Roll Call vote (except as noted above).**

XI. RECOMMENDATION FOR THE BOARD OF TRUSTEES

- A. Motion by Steve Harris and second by Ray Garcia to certify the continuing appointments of the Board of Trustees members as follows:  
David Parkhill - term expiring June 2022  
Ray Garcia - term expiring June 2020  
Steve Harris - term expiring June 2022  
Melissa Williams-Chamberlain - term expiring June 2021  
Jaclyn Haas-Benner - term expiring June 2020
- B. Roll Call to approve the recommendation of Trustees.  
David Parkhill – YES  
Ray Garcia – YES  
Steve Harris – YES  
Jaclyn Haas-Benner – YES  
**Motion passed on a unanimous Roll Call vote.**

XII. ELECTION OF OFFICERS

- A. The Board Secretary opens the floor for nominations for Board President.
  1. Motion by Ray Garcia and second by Steve Harris to nominate David Parkhill for Board President.
- B. Motion by Jaclyn Haas-Benner and second by Ray Garcia for the Board Secretary to close the floor for nominations for Board President.
- C. Roll Call to appoint David Parkhill as President of the Board of Trustees.  
David Parkhill – YES  
Ray Garcia – YES  
Steve Harris – YES  
Jaclyn Haas-Benner – YES  
**Motion passed on a unanimous Roll Call vote.**
- D. The Board President assumes control of the meeting at 5:51 PM.
- E. The Board President opens the floor for nominations for Vice-President.
  1. Motion by David Parkhill and second by Steve Harris to nominate Ray Garcia for Board Vice President.
- F. Motion by Jaclyn Haas-Benner and second by Ray Garcia for the Board President to close the floor for nominations for Vice President.
- G. Roll Call to appoint Ray Garcia as Board Vice-President.  
David Parkhill – YES  
Ray Garcia – YES  
Steve Harris – YES  
Jaclyn Haas-Benner – YES

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

XIII. APPOINTMENT OF PROFESSIONALS

- A. Motion by David Parkhill and second by Ray Garcia to approve items #1 through #5 under Appointment of Professionals.
1. Recommend approval to appoint Esteban Garcia as the Certified Educational Facilities Manager for the period July 1, 2019 through June 30, 2020.
  2. Recommend approval to appoint Dr. Stephen Kriso, M.D., as school physician for the 2019-2020 school year at an annual rate of \$1,000.
  3. Recommend approval to appoint Michael Shawaryn as the AHERA program manager for the 2019-2020 school year.
  4. Recommend approval to appoint Christina Murphy as School Business Administrator/Board Secretary through the shared services agreement with Bridgeton Public Charter School.
  5. Recommend approval to appoint Capehart Scatchard as School Solicitor for the 2019-2020 school year.
- B. ROLL CALL  
David Parkhill – YES  
Ray Garcia – YES  
Steve Harris – YES  
Jaclyn Haas-Benner – YES

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

XIV. BUSINESS AND OPERATIONS

- A. Motion by Ray Garcia and second by David Parkhill to approve items #1 through #17 under Business and Operations.
1. Recommend approval of Ocean First Bank as the Official Depository for the 2019-2020 school year.
  2. Recommend approval of the following bank accounts with Ocean First Bank and the duly elected and appointed officials as signatories:  
General 647400096 Board Sec., Board Pres., Board VP\*  
Payroll 647400088 Board Sec., Board Pres., Board VP\*  
Payroll Agency 647400260 Board Sec., Board Pres., Board VP\*  
Unemployment 647400286 Board Sec., Board Pres., Board VP\*  
Student Activity 647400288 Board Sec., Board Pres., Board VP\*  
\*VP is alternate signatory
  3. Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2019-20 school year.
  4. Recommend approval that the Board Secretary, or designee, has the authority to wire transfer funds between the Board of Trustees' bank accounts as necessary.
  5. Recommend approval of the following dates for the Board of Trustees Meetings for 2019-20. All meetings will begin at 5:30 PM in the MPCS Conference Room with a Work Session immediately followed by the Regular Meeting (Backup BO-1):  
July 10  
August 14  
September 11  
October 9  
November 13  
December 11  
January 8  
February 12

March 11  
April 8  
May 13  
June 10

6. Recommend approval to conduct Board of Trustee meetings according to the Parliamentary authority established by Robert's Rules of Order.
7. Recommend approval of deductions from employees' paychecks to VOYA and Lincoln Investment as tax sheltered 403b plans and Colonial Life - Roth 403b and disability insurance.
8. Recommend approval of the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts for New Jersey Public Schools.
9. Recommend approval to appoint Christina Murphy as Qualified Purchasing Agent to authorize the purchase of all goods and services up to the bid threshold, as per code, for the time period July 1, 2019 through June 30, 2020, and to establish the bid threshold at \$40,000 and the Quote threshold at \$6,000.
10. Recommend approval for Christina Murphy, Business Administrator, to make payments on behalf of the Board of Trustees when such payments ensure the health and safety of students or ensure orderly operation of the school.
11. Recommend approval to adopt the Board of Trustees Policy Manual, procedures, textbooks and curriculum as presented on file for the 2019-20 school year.
12. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2019-20 school year.
13. Recommend approval for Christina Murphy, Business Administrator, to make adjusting entries as necessary to finalize the 2018-19 accounting records.
14. Recommend approval to appoint Bowman and Company, LLP, as the school's auditing firm for 2019-20 based on their successful response to the school's Request for Qualifications.
15. Recommend approval of the following school district officials for the 2019-20 school year.  
Lead Person - Ann F. Garcia  
Title IX Coordinator - Matthew Ackiewicz  
Public Agency Compliance Officer - Christina Murphy  
Affirmative Action Officer - Christina Murphy  
504 Officer - Matthew Ackiewicz
16. Recommend approval to authorize the Affirmative Action Team to conduct the Needs Assessment and to develop a Comprehensive Equity Plan.
17. Recommend to approve authorizing the submission of the proposed Comprehensive Equity Plan, as presented by Dr. Garcia.

XV. ROLL CALL

David Parkhill – YES

Ray Garcia – YES

Steve Harris – YES

Jaclyn Haas-Benner – YES

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

XVI. FINANCE

A. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve items #1 through #24 under Finance.

1. Recommend approval of line item transfers for the Month of May 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 May 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 Reports in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2019. The Treasurer's Reports and the Secretary's Reports are in agreement for the month of May 2019. (Backup L-3)
  4. Recommend approval of the bills list as attached (Backup L-4):  
May 4, 2019 to June 6, 2019 - \$273,411.65
  5. Recommend approval of the following payrolls (Backup L-5):  
May 15, 2019 - \$60,776.48  
May 31, 2019 - \$61,717.36
  6. Recommend approval of the expense reclassification report for May 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 to purchase health benefits for the 2019-2020 school year through the Cumberland County Charter School Network.
  9. Recommend approval to accept the following grant allocations for the 2019-20 school year (Backup L-7):  
Title I Part A - \$100,619  
Title I SIA - \$35,900  
Title II Part A - \$8,046  
Title IV - \$10,000  
IDEA Basic Estimate - \$42,136  
IDEA Pre-K Estimate - \$1,426
  10. Recommend approval to submit the ESSA and the IDEA (pending final allocation) applications for the 2019-20 school year.
  11. Recommend approval to appoint Rue Insurance as broker for General Liability and Property Insurance for the 2019-20 school year.
  12. Recommend to approve that pursuant to PL 2015, Chapter 47, Millville Public Charter School intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A: 18 et. Seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. (Backup L-8)
  13. Recommend approval to contract with Bayada Nursing to provide substitute nurses at \$49.00/hour for RN and \$39.00/hour for LPN for the 2019-20 school year. (Backup L-9)
  14. Recommend approval to submit the Annual Report.
  15. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2019-20 school year.
  16. Recommend to approve the purchases with OnCourse Systems for Education in the amount of \$10,464.75. (Backup L-10)
  17. Recommend to approve MPCS Student Accident Insurance with Rue Insurance, effective July 1, 2019 through June 30, 2020 in the amounts as specified in the attached. (Backup L-11)
  18. Recommend to approve the MPCS SAIF Liability Insurance Renewal for a total amount of \$38,069.00. (Backup L-12)

19. Recommend to approve renewal of contract with CNS Cleaning Company to provide janitorial services at a rate of \$5,785.00 per month for the 2019-2020 school year.
20. Recommend to approve participation in Community Eligibility Provision (CEP) for the 2019-2020 school year. (Backup L-13)
21. Recommend to approve the operation of a Title I school-wide program during the 2019-2020 school year, as granted by the Office of Supplemental Educational Programs. (Backup L-14)
22. Recommend approval to use up to the full fund balance for budgeting purposes.
23. Recommend to approve the shared services agreement between Vineland, Millville, and Bridgeton Public Schools for instructional, administrative, and support staffing and services for FY20 and to ratify the same for FY19. (Backup L-15)
24. Recommend approval to accept \$300,000 for the Federal Grant #U282E180007 to fund the CCCSN Expansion Project. (Backup L-16)

B. ROLL CALL

David Parkhill – YES  
 Ray Garcia – YES  
 Steve Harris – YES  
 Jaclyn Haas-Benner – YES

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

XVII. PERSONNEL

A. Motion by Ray Garcia and second by Jaclyn Haas-Benner to approve items #1 through #4 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)
3. Recommend approval of the draft Teacher's contract, as attached, and prepared by counsel. (Backup PER-3)
4. Recommend to approval of the Marzano evaluation tool for Teachers and Administrators for 2019-2020.

B. ROLL CALL

David Parkhill – YES  
 Ray Garcia – YES  
 Steve Harris – YES  
 Jaclyn Haas-Benner – YES

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

XVIII. FACILITIES

A. Motion by David Parkhill and second by Steve Harris to approve item #1 under Facilities.

1. Recommend approval of the School Integrated Pest Management Plan for the 2019-2020 school year, with Esteban Garcia as the IPM Coordinator. (Backup F-1)

B. ROLL CALL

David Parkhill – YES  
 Ray Garcia – YES  
 Steve Harris – YES  
 Jaclyn Haas-Benner – YES

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

XIX. SCHOOL OPERATIONS

A. Motion by Jaclyn Haas-Benner and second by Steve Harris to approve items #1 through #7 under School Operations.

1. Recommend approval of the calendar for the 2019-2020 school year. (Backup SO-1)
2. Recommend approval of the Assessment Calendar for the 2019-2020 school year. (Backup SO-2)
3. Recommend approval of the Principal's report as presented by Mr. Ackiewicz. (SO-3)
4. Recommend approval of the School Security Drill Statement of Assurance. (SO-4)
5. Recommend approval of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights. (Backup SO-5)
6. Recommend approval of the Summer Reading Lists for students in Grades 1-10. (Backup SO-6)
7. Recommend approval of the School Age Child Contract for the 2019-20 school year between Cumberland Cape Atlantic YMCA and Millville Public Charter School. (Backup SO-7)

B. ROLL CALL

David Parkhill – YES  
Ray Garcia – YES  
Steve Harris – YES  
Jaclyn Haas-Benner – YES

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

XX. EXECUTIVE DIRECTOR'S REPORT

A. Motion by David Parkhill and second by Steve Harris to accept item #1 under Executive Director's Report.

1. Report as presented by the CCCSN Representative.
  - Building refinancing is moving along.
  - Productive conversation with EPR.
  - Strategies to bring EPR to negotiation table has worked.
  - There will be a lease arrangement with friends of Vineland Public Charter School after refinancing.
  - Looking to finalize refinancing by late August.

B. ROLL CALL

David Parkhill – YES  
Ray Garcia – YES  
Steve Harris – YES  
Jaclyn Haas-Benner – YES

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

XXI. ADJOURNMENT

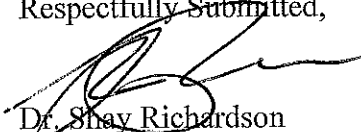
A. Motion by Ray Garcia and second by Jaclyn Haas-Benner to adjourn the meeting at 6:58 PM.

B. ALL IN FAVOR

**Voice Vote – Four (4) AYES**

C. Next Meeting July 10, 2019.

Respectfully Submitted,



Dr. Shay Richardson  
Assistant Business Administrator