

**Millville Public Charter School
Regular Board Meeting Minutes
August 17th, 2026**

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 5:15 PM
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
 - A. Public Notice of this Meeting was advertised on our Website
- III. PLEDGE OF ALLEGIANCE
 - A. Led by Mr. Dennis Zakroff
- IV. ROLL CALL
 - A. Clarence Gunter, President-Present
Jeanie Parkhill, Vice-President- Present
Ellen Booz, Trustee- Present
Lakeysha Williams, Trustee- Present
Jasmine Vargas, Trustee- Absent
 - B. Also Present:
 - 1. Matthew Ackiewicz, Superintendent - Present
CCCSN Executive Director- Present
CCCSN Deputy Director- Present
Matthew Larson, Chief Academic Officer- Present
Dennis Zakroff, Board Secretary/Business Administrator- Present
Christina Murphy, Treasurer -Present
Joseph Keyek, Facilities Manager-Present
Jennifer Hagan, HR Coordinator- Present
Shina Howerton, 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
- VII. APPROVE MINUTES
 - A. Motion by Mr. Clarence Gunter and second by Ms. Jeanie Parkhill to approve the Minutes of the Regular session meeting held on June 15, 2026.
- VIII. ROLL CALL
 - Mr. Clarence Gunter- Yes
Ms. Jeanie Parkhill- Yes
Ms. Ellen Booz- Yes
Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

IX. OLD BUSINESS (None)

X. FINANCE

- A. Motion by Ms. Jeanie Parkhill and second by Ms. Lakeysha Williams to approve items 1 through 55 under Finance.
1. Recommend approval of line item transfers for the Month of June 2026. (Backup L-1)
 2. Recommend the approval of the Board Secretary's Reports in June 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 June 2026. The Treasurer's Report and the Secretary's Reports are in agreement for the month of June 2026. (Backup L-3)
 4. Recommend approval of the June bills as attached in the amount of \$572,169.66 (Back-up L-4)
 5. Recommend approval of the following payrolls (Backup L-5):
June 15, 2026 - \$204,463.55
June 30, 2026 - \$161,831.99
 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 line-item transfers for the Month of July 2026. (Back-up L-7)
 8. Recommend the approval of the Board Secretary's Reports in July 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. (Back-up L-8)
 9. Recommend the approval of the Treasurer's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of July 2026. The Treasurer's Report and the Secretary's Reports are in agreement for the month of July 2026. (L-9)
 10. Recommend approval of the July bills as attached in the amount of \$309,695.87 (Back-up L-10)
 11. Recommend approval of the following payrolls:
July 15, 2026 - \$32,309.80
July 31, 2026 - \$41,609.85 (Back-up L-11)
 12. Recommend to approve the reclassification report for July 2026. (Back-up L-12)
 13. Recommend to approve the proposal from Krise Services for installing wiring in the amount of \$22,840.86. (Back-up L-13)
 14. Recommend to approve the invoice from NJ Public Charter School Association for membership dues, in the amount of \$8,500.00. (Back-up L-14)
 15. Recommend to approve the agreement between Millville Public Charter Schools and Joseph Keyek for completion of floor tiling in the amount of \$8,000 (Back-up L-15)
 16. Recommend to approve the proposal from ABS Facility Solutions for janitorial services in the amount of \$127,200.00. (Back-up L-16)
 17. Recommend to approve the quote from Frank Mazza & Son for work done on the 5th grade boy's & girl's bathroom in the amount of \$53,461.53. (Back-up L-17)

18. Recommend to approve the estimate from JC Magee Security Solutions in the amount of \$73,062.00. (Back-up L-18)
19. Recommend to approve the renewal quote from IXL in the amount of \$10,037.50. (Back-up L-19)
20. Recommend to approve the quote from Schoolbeat for SEL curriculum in the amount of \$2,810.00 (Back-up L-20)
21. Recommend to approve the travel voucher for Jamie Carolla in the amount of \$52.59 (Back-up L-21)
22. Recommend to approve the estimate from Krise Services for plumbing & HVAC work in the amount of \$20,372.00. (Back-up L-22)
23. Recommend to approve the quote from Office Basics for new furniture in the amount of \$3,693.89. (Back-up L-23)
24. Recommend to approve the proposal from American Discount Fence for installation of a black vinyl chain-link fence in the amount of \$26,500.00 (Back-up L-24)
25. Recommend to approve the quote from The Printing Guru for custom window work in the amount of \$3,949.31 (Back-up L-25)
26. Recommend to approve the proposal from Epic Environmental Services for the 2026 RTK Survey Preparation, in the amount of \$345.00. (Back-up L-26)
27. Recommend to approve the proposal from Harring Fire Protection for annual fire extinguisher inspection in the amount of \$210.00. (Back-up L-27)
28. Recommend to approve the proposal from Harring Fire Protection for annual sprinkler inspection in the amount of \$750.00 (Back-up L-28)
29. Recommend to approve the proposal from Epic Environmental for AHERA compliance management in the amount of \$350.00. (Back-up L-29)
30. Recommend to approve the quote from Sweetwater for music equipment in the amount of \$472.94. (Back-up L-30)
31. Recommend to approve the quote from Steve Weiss Music for music instruments in the amount of \$1,890.90. (Back-up L- 31)
32. Recommend to approve the quote from Barnes & Nobles in the amount of \$735.40. (Back-up L-32)
33. Recommend to approve the quote from Scholastic for books in the amount of \$219.78. (Back-up L-33)
34. Recommend the quote from Oncourse in the amount of \$14,732.16. (Back-up L-34)
35. Recommend to approve the invoice from Great Minds in the amount of \$23,400.00. (Back-up L-35)
36. Recommend to approve the quote from Explore K12 in the amount of \$299.00. (Back-up L-36)
37. Recommend to approve the invoice from Great Minds in the amount of \$16,354.25. (Back-up L-37)
38. Recommend to approve the estimate from ProGreen Property Solutions for storm damage cleanup in the amount of \$1,200.00. (Back-up L-38)
39. Recommend to approve the invoice from Wilson Language Training in the amount of \$8,660.52. (Back-up L-39)
40. Recommend approval for the School Alliance Insurance Fund in the amount of \$6,600. (Back-up L-40)
41. Recommend to approve tuition assistance to Mrs. Shannon String for her educational program in the amount of \$10,324.00. (Back-up L-41)

42. Recommend to approve the estimate from ProGreen Property Solutions for tree service in the amount of \$8,000.00. (Back-up L-42)
43. Recommend to approve the invoice from Millville Glass for repairs on a broken window in the amount of 525.00. (Back-up L-43)
44. Recommend to approve the invoice from School Status for our Smores email system in the amount \$1,085.00. (Back-up L-44)
45. Recommend to approve the quote from Multi-Temp Mechanical for water main repairs in the amount of \$3,920.00. (Back-up L-45)
46. Recommend to approve the shared services agreement between Vineland, Millville and Bridgeton Public Schools for instructional, administrative, and support staffing and services for the 2026-2027 fiscal year. (Back-up L-46)
47. Recommend to approve the quote from EMS Linq in the amount of \$6,930.02. (Back-up L-47)
48. Recommend to accept ESEA Title I, II, and IV fund, reject ESEA Title III funds and accept IDEA Basic and Preschool Grants. (Back-up L-48)
49. Recommend to approve tuition assistance for Mr. Ackiewicz doctoral program in the amount of \$7,329.00 for the fall semester. (Back-up L-49)
50. Recommend to approve the quote from School Fix Catalog in the amount of \$5,270.65. (Back-up L-50)
51. Recommend approval for the insurance settlement between Millville Public Charter School and Ms. C. (Back-up L-55)
52. Recommend to approve the Nursing Service Plan. (Back-up L-51)
53. Recommend to approve Standing Orders for the 2026-2027 school year. (Back-up L-52)
54. Recommend to approve the Cardiac Emergency Response Plan. (Back-up L-53)
55. Recommend to approve tuition assistance to Mrs. Belinda Diaz with her educational program in the amount of \$2,868.00. (Back-up L-54)

B. ROLL CALL

Mr. Clarence Gunter- Yes

Ms. Jeanie Parkhill- Yes

Ms. Ellen Booz- Yes

Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

XI. POLICY UPDATES - No Updates

A. ROLL CALL

XII. PERSONNEL

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

1. Recommend approval of the staff list for the 2026-2027 school year as attached. (Back-up PER-1)

2. Recommend approval of the personnel actions as listed in the attached. (Back-up PER-2)

B. ROLL CALL

Mr. Clarence Gunter- Yes

Ms. Jeanie Parkhill- Yes

Ms. Ellen Booz- Yes

Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

XIII. FACILITIES

- A. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to approve item 1 under Facilities.
 - 1. Reports as presented by Mr. Joseph Keyek. (F-1)
- B. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Jeanie Parkhill- Yes
 - Ms. Ellen Booz- Yes
 - Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

XIV. SCHOOL OPERATIONS

- A. Motion by Ms. Lakeysha Williams and second by Mr. Clarence Gunter to accept the Principal's reports.
 - 1. Reports as presented by Ms. Shina Howerton. (SO-1)
- B. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Jeanie Parkhill- Yes
 - Ms. Ellen Booz- Yes
 - Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

XV. SUPERINTENDENTS REPORT

- A. Motion by Ms. Lakeysha Williams and second by Ms. Jeanie Parkhill to accept the Superintendent's reports.
 - 1. Reports as presented by Mr. Matthew Ackiewicz. (S-1)
 - Mr. Ackiewicz talked about all the changes to the building and ground during the summer. He also talked about the QR code created by Mr. Zlotek for the family handbook. That the handbook is now accessible with the code, has a table of contents to help parents and combined all three schools into one handbook.
- B. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Jeanie Parkhill- Yes
 - Ms. Ellen Booz- Yes
 - Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

XVI. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Mr. Clarence Gunter and second by Ms. Lakeysha Williams to accept the Executive Director's reports.
 - 1. Report as presented by Dr. Garcia.
- B. ROLL CALL
 - Mr. Clarence Gunter- Yes

Ms. Jeanie Parkhill- Yes
Ms. Ellen Booz- Yes
Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

XVII. ADJOURNMENT

- A. Next Meeting is on September 21, 2026.
- B. Motion by Mr. Clarence Gunter and second by Ms. Ellen Booz to adjourn the meeting at 5:54PM.
- C. ROLL CALL
 - Mr. Clarence Gunter- Yes
 - Ms. Jeanie Parkhill- Yes
 - Ms. Ellen Booz- Yes
 - Ms. Lakeysha Williams – Yes

All were in favor and the motion carried

Respectfully submitted,

Dennis Zakroff

School Business Administrator/Board Secretary