

**Millville Public Charter School
Work Session/Regular Board Meeting Minutes
March 11, 2020**

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 5:35 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 the Board President.
- IV. ROLL CALL
 - A. David Parkhill, President - PRESENT
Jaclyn Haas-Benner, Vice President - PRESENT
Dr. Valerie James-Kemp, Trustee – PRESENT
Ellen Booz, Trustee - PRESENT
Rick Grablow, Trustee – ABSENT
 - 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. STUDENT PRESENTATIONS – None at this time.
- VI. REVIEW OF AGENDA
 - A. Questions
- VII. OPEN TO PUBLIC
 1. The public may ask questions pertaining to agenda items only.
- VIII. ADJOURNMENT OF WORK SESSION
 - A. Motion by Jaclyn Haas-Benner and second by Dr. Valerie James-Kemp to adjourn the Work Session at 5:37 PM.
 - B. ROLL CALL
David Parkhill – YES
Jaclyn Haas-Benner – YES
Dr. Valerie James-Kemp – YES
Ellen Booz – YES
Motion passed on a unanimous Roll Call vote.
- IX. CALLED TO ORDER
 - A. Regular meeting called to order by the Board President at 5:38 PM.
 - B. ROLL CALL

David Parkhill – YES
Jaclyn Haas-Benner – YES
Dr. Valerie James-Kemp – YES
Ellen Booz – YES

Motion passed on a unanimous Roll Call vote.

X. APPROVE MINUTES

A. Motion by Jaclyn Haas-Benner and second by Ellen Booz to approve the Minutes of the Regular meeting held on February 12, 2020. (Backup M-1)

B. ROLL CALL

David Parkhill – YES
Jaclyn Haas-Benner – YES
Dr. Valerie James-Kemp – YES (Abstained on all items related to CCCSN)
Ellen Booz – YES

Motion passed on a unanimous Roll Call vote.

XI. OLD BUSINESS – None at this time.

XII. BOARD OPERATIONS

A. Motion by Jaclyn Haas-Benner and second by Ellen Booz to approve item #1 under Board Operations.

1. Recommend approval of the following dates for the Board of Trustees meetings for 2020-2021. All meetings will begin at 5:30 PM in the MPCSN Conference Room with a Work Session immediately following by the Regular Meeting (Backup BO-1):

July 8
August 12
September 9
October 7
November 11
December 9
January 6
February 10
March 10
April 14
May 12
June 9

B. ROLL CALL

David Parkhill – YES
Jaclyn Haas-Benner – YES
Dr. Valerie James-Kemp – YES
Ellen Booz – YES

Motion passed on a unanimous Roll Call vote.

XIII. FINANCE

A. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve items #1 through #11 under Finance.

1. Recommend approval of line item transfers for the Month of February 2020. (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 February 2020. 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 2020. The Treasurer's Report and the Secretary's Reports are in agreement for the month of February 2020. (Backup L-3)
 4. Recommend approval and ratification of the bills list as attached (Backup L-4):
January 16, 2020 to January 16, 2020 - \$47,816.92
February 1, 2020 to February 29, 2020 - \$366,879.32
 5. Recommend approval of the following payrolls (Backup L-5):
February 15, 2020 - \$69,737.81
February 29, 2020 - \$68,234.79
 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 February 2020. (Backup L-6)
 8. Recommend approval to ratify the submission of the Special Education Medicaid Initiative (SEMI) waiver for the 2020-21 fiscal year. MPCS only has 4 eligible students which is below the threshold of 40 required to participate in the program. (Backup L-7)
 9. Recommend to approve an agreement for home instruction services for the 2019-20 school year with Professional Education Services, a NJ DOE approved agency, at a rate of \$25 per hour. (Backup L-8)
 10. Recommend to approve and ratify the submission of an amendment to the 2019-20 IDEA Basic grant to accept additional funds in the amount of \$2,085 for a total budget of \$44,221.
 11. Recommend approval of the 2020-2021 Preliminary Budget. (Backup L-9)
- B. ROLL CALL
David Parkhill – YES
Jaclyn Haas-Benner – YES
Dr. Valerie James-Kemp – YES (Abstained on #4 and #11 on all items related to CCCSN)
Ellen Booz – YES
- Motion passed on a unanimous Roll Call vote.**

XIV. POLICY UPDATES

- A. Motion by David Parkhill and second by Jaclyn Haas-Benner to approve item #1 under Policy Updates.

1. Recommend approval of the New Jersey Policy Alert No. 219, March 2020, for a First Reading (Backup POL-1):
 - Policy #0152, Board Officers
 - Policy #1581, Domestic Violence
 - Policy #2422, Health and Physical Education
 - Policy #3421.13, Postnatal Accommodations
 - Policy #5330, Administration of Medication
 - Policy #7243, Supervision of Construction
 - Policy #8210, School Year
 - Policy #8220, School Day
 - Policy #8220, School Closings
 - Policy #8462, Reporting Potentially Missing or Abused Children

B. ROLL CALL

- David Parkhill – YES
- Jaclyn Haas-Benner – YES
- Dr. Valerie James-Kemp – YES
- Ellen Booz – YES

Motion passed on a unanimous Roll Call vote.

XV. PERSONNEL

- A. Motion by Jaclyn Haas-Benner and second by David Parkhill 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
- Ellen Booz – YES

Motion passed on a unanimous Roll Call vote.

XVI. FACILITIES - See the Executive Director's Report.

XVII. SCHOOL OPERATIONS

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

1. Recommend approval of the Principal's report as presented by Mr. Ackiewicz. (SO-1)
2. Recommend approval of the field trips as attached. (Backup SO-2)
3. Recommend approval of the calendar for the 2020-21 school year. (Backup SO-3)
4. Recommend the board ratify the Student Safety Data System Summary for the reporting period September 1 - December 31, 2019. (Backup SO-4)
5. Recommend approval of the School Age Child Care Contract for the 2020-21 school year between Cumberland Cape Atlantic YMCA and Millville Public Charter School. (Backup SO-5)

6. Recommend approval to accept a letter from the New Jersey Commissioner of Education, dated February 3, 2020, granting the renewal of the Millville Public Charter School through the 2024-25 school year. (Backup SO-6)
7. Recommend approval of the remedial plan in accordance to the renewal letter. (Backup SO-7)

B. ROLL CALL

David Parkhill – YES
Jaclyn Haas-Benner – YES
Dr. Valerie James-Kemp – YES
Ellen Booz – 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.
 - o Novel Coronavirus (COVID-19) response in case of closing
 - o Federal grant conference
 - o 2020-21 school calendar
 - o Refinancing
 - o Facilities
 - New doors
 - Cleaning of schools, sanitizing, supplies and equipment

B. ROLL CALL

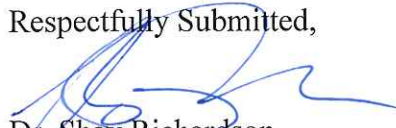
David Parkhill – YES
Jaclyn Haas-Benner – YES
Dr. Valerie James-Kemp – YES
Ellen Booz – YES

Motion passed on a unanimous Roll Call vote.

XIX. ADJOURNMENT

- A. Motion by David Parkhill and second by Dr. Valerie James-Kemp to adjourn the meeting at 6:43 PM.
- B. ALL IN FAVOR
Voice Vote – Four (4) AYES
- C. Next Meeting April 8, 2020

Respectfully Submitted,



Dr. Shay Richardson
Business Administrator/Board Secretary