

**Millville Public Charter School**  
**Regular Board Meeting**  
**August 8, 2017**  
**5:30 p.m. in the 1101 Wheaton Ave., Millville, NJ 08332**

- I. CALLED TO ORDER
  - A. Call to Order by the Board President 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 June 19, 2017.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by David Parkhill.
- IV. ROLL CALL
  - A. David Parkhill - Present  
Kurt Hess - Present  
Marguerite Parker - Present  
Ray Garcia - Present  
Melissa Williams-Chamberlain - Present
  - B. Also Present:
    - 1. CCCSN - Executive Director -Present  
CCCSN - Deputy Director - Present  
Douglas McGarry - Present  
Valerie James-Kemp -Present  
Dr. Karmen Collins - Present
- V. REVIEW OF AGENDA
  - A. Questions
- VI. OPEN TO PUBLIC - none
- VII. ADJOURNMENT OF WORK SESSION
  - A. Motion by David Parkhill and second by Ray Garcia to adjourn the work session at 5:42 PM.
  - B. **ALL IN FAVOR Five (5) AYES**
- VIII. CALLED TO ORDER
  - A. Regular meeting called to order by the Board President at 5:43 PM.
  - B. ROLL CALL
  - C. David Parkhill - Present  
Kurt Hess - Present  
Marguerite Parker - Present  
Ray Garcia - Present  
Melissa Williams-Chamberlain - Present
- IX. EXECUTIVE SESSION
  - A. Motion by Kurt Hess and second by Ray Garcia to enter into Executive session at 5:44 PM for an update on legal and personnel issues.
  - B. **Roll call to Enter into Executive session.**
    - David Parkhill - Yes
    - Kurt Hess - Yes
    - Marguerite Parker - Yes
    - Ray Garcia - Yes

Melissa Williams-Chamberlain - Yes

**Motion passed on unanimous Roll call vote.**

C. Motion by Kurt Hess and second by Marguerite Parker to return to Regular session at 5:52 PM.

D. **Roll call to return to Regular session.**

David Parkhill - Yes

Kurt Hess - Yes

Marguerite Parker - Yes

Ray Garcia - Yes

Melissa Williams-Chamberlain - Yes

**Motion passed on unanimous Roll call vote.**

X. OPEN TO PUBLIC - none

XI. APPROVE MINUTES

A. Motion by Ray Garcia and second by Kurt Hess to approve the Minutes of the Regular and Executive session meetings held on July 11, 2017. (Backup M-1)

B. **Roll call to Approve Minutes.**

David Parkhill - Yes

Kurt Hess - Yes

Marguerite Parker - Yes

Ray Garcia - Yes

Melissa Williams-Chamberlain - Yes

**Motion passed on unanimous Roll call vote.**

XII. OLD BUSINESS - none at this time

XIII. FINANCE

A. Motion by David Parkhill and second by Marguerite Parker to approve items #1 through #17 under Finance.

1. Recommend approval of line item transfers for the Months of June and July 2017. (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 months of June and July 2017. 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 materials L-2)
3. Recommend the approval of the Treasurer's Report in accordance with 18A: 17-36 and 18A: 17-9 for the months of June and July 2017. The Treasurer's Report and the Secretary's Reports are in agreement for the month of July 2017.(Backup materials L-3)
4. Recommend approval of the bills as attached in the amount of \$204,072.26 for June 30, 2017, \$131,016.93 for the period July 1 to July 31, 2017, and \$65,418.85 for the period August 1 to August 8, 2017. (Backup L-4)
5. Recommend approval of the following payrolls (Backup L-5):  
July 15, 2017 - \$18,489.29  
July 31, 2017 - \$15,214.28
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 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 June and July 2017. (Backup L-6)
8. Recommend approval for a \$250,000 working capital line of credit with the Community Loan Fund of New Jersey. (Backup L-7)
9. Recommend to award the Custodial Services bid to Daycare Cleaning Services for 2017-2018. ACB Services was the low bidder but was disqualified for failure to provide a bid bond. (Backup L-8)
10. Recommend approval to shred old checks from Capital Bank on account# 0102034780, check#21,001 - #22,000.
11. Recommend approval for Valerie Kemp, Principal, and Kim Garcia, Chief Academic Officer, to attend the South Jersey Specialist Partnership on August 15, 2017, at Lindenwold High School, 801 Egg Harbor rd., Lindenwold, NJ 08021. Registration is free and travel to be reimbursed per statute.
12. Recommend approval for Tim Brunetti, Teacher, and Jennifer Rickert, Teacher, to attend the Math Workshop on August 21-23, 2017, at KSTF Offices, 1000N. Church St., Moorestown, NJ 08057. Registration is free and travel to be reimbursed per statute.
13. Recommend approval for Kyle Krazewski, Teacher, and Valerie Kemp, Principal, to attend the Archery Workshop on August 25, 2017, at 1101 Wheaton Ave., Millville, NJ 08332. Registration is free.
14. Recommend approval of the NWEA Virtual Applying Reports Workshop, Cost \$500.00.
15. Recommend approval of the revised ESSA Grant amounts as follows: (Backup L9)  
 Title I Basic - \$130,126  
 Title II Part A - \$16,786  
 Title IV - \$10,000
16. Recommend approval of a contract with Professional Medical Staffing, LLC, to provide substitute nurses as needed. Effective September 1, 2017 until June 30, 2018. (Backup L10)
17. Recommend approval of the revised Final Budget for 2016-2017, reflecting a decrease of (\$26,163). (backup L-11)

**XIV. Roll call for items #1 through #17 under Finance.**

David Parkhill - Yes  
 Kurt Hess - Yes  
 Marguerite Parker - Yes  
 Ray Garcia - Yes  
 Melissa Williams-Chamberlain - Yes

**Motion passed on unanimous Roll call vote.**

**XV. POLICY UPDATES - none at this time**

**XVI. PERSONNEL**

A. Motion by Kurt Hess and second by Melissa Williams-Chamberlain to approve items #1 through #6 under Personnel.

1. Recommend approval of the 2017-2018 Professional Development Plan. (Backup PER1)
2. Recommend approval of the staff list and salaries for the 2017-18 school year as attached. (Backup PER-2)
3. Recommend approval to ratify Cristine Stamelos, to administer the Kindergarten Early Assessment on July 20, 2017.
4. Recommend approval to accept the resignation of Melanie Sanders, Teacher, Effective July 28, 2017. (Backup PER-3)

5. Recommend approval to hire the following Personnel for the 2017-2018 school year:  
 Walleska Handal, Teacher, at an annual salary of \$53,000.  
 Cristine Linden, Novice Teacher, at an annual salary of \$25,000.
6. Recommend approval to grant a medical leave of absence to Brooke Davenport from August 30, 2017 through October 22, 2017.

**B. Roll call for items #1 through #5 under Personnel.**

- David Parkhill - Yes
- Kurt Hess - Yes
- Marguerite Parker - Yes
- Ray Garcia - Yes
- Melissa Williams-Chamberlain - Yes

**Motion passed on unanimous Roll call vote.**

**XVII. FACILITIES**

1. Solar
  - Fire Upgrades
  - Emergency Lighting
  - AC Replacement
  - Classroom Moves
  - Office Renovations

**XVIII. COMMUNITY - nothing to report**

**XIX. PRINCIPAL'S REPORT**

- A. Motion by Ray Garcia and second by Marguerite Parker to accept the Principal's report.
  1. Reports as presented Mrs. Kemp.
  2. Recommend approval for the 2017-2018 Security Drill schedule. (Backup L-1)
  3. Recommend approval for the 2017-2018 Novel list.
  4. Recommend approval for the Kindergarten Open House/Meet and Greet on August 25, 2017, and the Back to School Night on September 7, 2017.

**B. Roll call to approve Principal's Report.**

- David Parkhill - Yes
- Kurt Hess - Yes
- Marguerite Parker - Yes
- Ray Garcia - Yes
- Melissa Williams-Chamberlain - Yes

**Motion passed on unanimous Roll call vote.**

**XX. EXECUTIVE DIRECTOR'S REPORT**

- A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to accept the Executive Director's report.
  1. Report as presented by the CCCSN Representative.
    - Dr. Garcia:
      - 1) Tier Rank Reports MPCS/VPCS, 2) Performing Arts
    - Mr. Garcia:
      - 1) Parental reasons for leaving

**B. Roll call to approve Executive Director's Report.**

- David Parkhill - Yes
- Kurt Hess - Yes
- Marguerite Parker - Yes

Ray Garcia - Yes

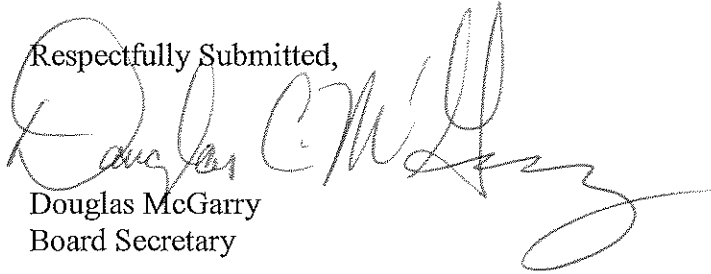
Melissa Williams-Chamberlain - Yes

**Motion passed on unanimous Roll call vote.**

XXI. ADJOURNMENT

- A. Motion by Ray Garcia and second by Marguerite Parker to adjourn the meeting at 6:51 PM.
- B. **ALL IN FAVOR - Five (5) AYES**
- C. Next Meeting September 12, 2017.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Douglas McGarry". The signature is written in a cursive style with a large, looping initial "D".

Douglas McGarry  
Board Secretary

**EXECUTIVE SESSION MINUTES**

**Millville Public Charter School Board of Trustees Meeting Executive Session – Tuesday, August 8, 2017** convened at 5:44 PM in the Auditorium, 1101 Wheaton Ave., Millville, NJ 08332

**I. Executive Session**

Motion by Kurt Hess and second by Ray Garcia to adjourn to Executive Session at 5:42 PM for an update on the fire inspection and personnel issues.

**ROLL CALL TO ENTER INTO EXECUTIVE/CLOSED SESSION**

**ROLL CALL**

David Parkhill -YES  
Kurt Hess -YES  
Marguerite Parker -YES  
Ray Garcia -YES  
Melissa Williams-Chamberlain -YES

**Motion passed on a unanimous roll call vote.**

**II. Roll Call**

**ROLL CALL**

David Parkhill -Present  
Kurt Hess -Present  
Marguerite Parker -Present  
Ray Garcia -Present  
Melissa Williams-Chamberlain -Present

**Also present:**

CCCSN – Executive Director  
CCCSN – Deputy Director  
Douglas McGarry, Board Secretary/Business Administrator  
Valerie James-Kemp – Principal  
Dr. Karmen Collins – Assistant Principal

**III. Discussion**

- 1. Fire Inspection
- 2. Personnel

**IV. Return to Open Session**

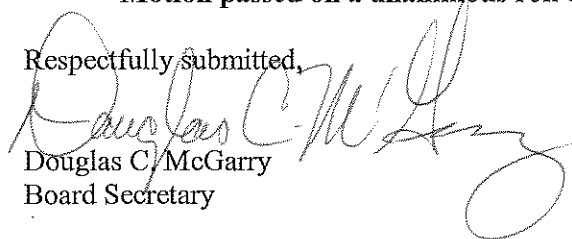
Motion by Kurt Hess and second by Marguerite Parker to return to Regular session at 5:52PM.

**ROLL CALL TO RETURN TO REGULAR SESSION**

David Parkhill -YES  
Kurt Hess -YES  
Marguerite Parker -YES  
Ray Garcia -YES  
Melissa Williams-Chamberlain -YES

**Motion passed on a unanimous roll call vote.**

Respectfully submitted,

  
Douglas C. McGarry  
Board Secretary