

**Millville Public Charter School**  
**Regular Board Meeting**  
**July 11, 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 5:36 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
  - B. Also Present:
    - 1. CCCSN - Executive Director - Present (by telephone)
    - CCCSN - Deputy Director - Present (by telephone)
    - Douglas McGarry - Present
    - Valerie James-Kemp -Present
    - Dr. Karmen Collins - Present
    - Melissa Williams-Chamberlain - Present
- V. REVIEW OF AGENDA
  - A. Questions
- VI. OPEN TO PUBLIC - none
- VII. ADJOURNMENT OF WORK SESSION
  - A. Motion by Ray Garcia and second by Marguerite Parker to adjourn the work session at 5:38 PM.
  - B. **ALL IN FAVOR – Four (4) AYES**
- VIII. CALLED TO ORDER
  - A. Regular meeting called to order by the Board President at 5:39 PM.
  - B. ROLL CALL
  - C. David Parkhill - Present  
Kurt Hess - Present  
Marguerite Parker - Present  
Ray Garcia - Present
- IX. APPOINTMENT OF TRUSTEE.
- X. Motion by Kurt Hess and second by Ray Garcia to Appoint Trustee.
  - A. Recommend approval to appoint Melissa Williams-Chamberlain to the Board of Trustees to a three year term expiring June 2020.
  - B. **Roll call to Appoint Trustee.**
    - David Parkhill -Yes
    - Kurt Hess -Yes
    - Marguerite Parker -Yes

Ray Garcia - Yes

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

XI. OATH OF OFFICE – Administered by Douglas McGarry

XII. EXECUTIVE SESSION

A. Motion by Marguerite Parker and second by Ray Garcia to enter into Executive session at 5:42 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 Melissa Williams-Chamberlain to return to Regular session at 5:53 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.**

XIII. OPEN TO PUBLIC - none

XIV. 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 June 13, 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.**

XV. OLD BUSINESS - none

XVI. FINANCE

A. Motion by David Parkhill and second by Ray Garcia to approve items #1 through #9 under Finance.

1. Recommend approval to table the transfers, Board Secretary Report, Treasurer's Report, and Expense Reclassification Report to the August 8, 2017, Board Meeting to facilitate the closing of the 2016-2017 accounting records.

2. Recommend approval of the bills as attached in the amount of \$245,059.60 for the period June 13 to June 30, 2017, and \$72,002.34 for the period July 1 to July 11, 2017. (Backup L-1)

3. Recommend approval of the following payroll (Backup L-2):  
June 30, 2017 - \$109,066.23

4. Recommend approval for e2e Exchange Service Agreement for 2017-2018 school year.  
(Backup L-3)

5. Recommend approval to ratify the submission of NJ Child Assault Prevention Grant application for 2017-2018.
6. Recommend approval for Marci DiGregorio, Supervisor of Special Education, to attend the School Law Boot Camp for School Administrators on July 12, 13, 2017 and August 10, 2017. Registration will use ETTC hours and travel to be reimbursed per statute.
7. Recommend approval for Marci DiGregorio, Supervisor of Special Education, to attend Just Words Introductory Workshop on August 2 and 3, 2017. Registration will be \$419.00 and travel to be reimbursed per statute.
8. Recommend approval for Rebecca Livingston, Administrative Assistant, to attend the State of New Jersey Regional Training for Certification and Professional Development on August 2, 2017. Registration is free and travel to be reimbursed per statute.
9. Recommend approval of the corporate resolution for use of a facsimile signature form and the signature resolution for use of facsimile signature form for Ocean First Bank. (Backup L-4)

**B. Roll call for items #1 through #9 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.**

**XVII. POLICY UPDATES**

**A. Motion by Ray Garcia and second by Marguerite Parker to approve item #1 under Policy.**

1. Recommend approval of the second reading of Policies and Regulations as attached in Policy Alert #212. (Backup POL-1)

**B. Roll call for item #1 under Policy.**

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

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

**XVIII. PERSONNEL**

**A. Motion by Kurt Hess and second by Ray Garcia to approve items #1 through #5 under Personnel.**

1. Recommend approval to hire the following Personnel for the 2017-2018 school year:  
 Marci DiGregorio, Supervisor of Special Education, 12 month, at an annual salary of \$72,000.  
 Dr. Karmen Collins, Assistant Principal, 12 month, at an annual salary of \$75,000.  
 Cassandra Hambleton, Teacher, at an annual salary of \$45,000.
2. Recommend approval of the staff list and salaries for the 2017-18 school year as attached. (Backup PER-1)
3. Recommend approval to accept the resignation of Dominick Terranova, Teacher, Effective June 30, 2017. (Backup PER-2)
4. Recommend approval of the Marzano Evaluation tool for Teacher and Administrators for 2017-2018.
5. Recommend approval of 2017-2018 Mentoring Plan. (Backup L-3)

**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.**

XIX. FACILITIES

1. Stage curtain replacement
2. Rooftop Unit Replacement
3. Custodial Bids
4. Hand Dryer installation
5. Front door installation
6. Classroom moves
7. Office moves
8. Installation of door to access former Salmon Ventures office area
9. Tree Stump Removal

XX. COMMUNITY

A. Motion by Ray Garcia and second by Kurt Hess to approve items #1 under Community.

1. Recommend approval of the 2017 Summer Reading Lists. (Backup C-1)

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

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

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

XXI. PRINCIPAL'S REPORT

A. Motion by Kurt Hess and second by Ray Garcia to accept the Principal's report. (Backup P-1)

1. Report as presented by Mrs. Kemp.
2. Recommend approval of the Assessment Chart and Calendar for 2017-2018. (Backup P-2)

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.**

XXII. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Ray Garcia and second by Marguerite Parker to accept the Executive Director's report.

1. Report as presented by the CCCSN Representative.
  - Welcome Dr. Collins
  - July 26<sup>th</sup> – Valerie James-Kemp defends dissertation
  - Schedules are complete
  - Hiring – need Science and 2<sup>nd</sup> grade
  - Waiting on test results

- Charter School regulations were approved
- Summer building
- Mr. Garcia – Thanks to Ms. Kemp, Dave Parkhill, Jeannie Parkhill, Kurt Hess for the BBQ

**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.**

**XXIII. ADJOURNMENT**

- A. Motion by Marguerite Parker and second by Melissa Williams-Chamberlain to adjourn the meeting at 6:33 PM.
- B. **ALL IN FAVOR - Five (5) AYES**
- C. Next Meeting August 8, 2017.

Respectfully Submitted,

  
Douglas McGarry  
Board Secretary

**EXECUTIVE SESSION MINUTES**

**Millville Public Charter School Board of Trustees Meeting Executive Session – Tuesday, July 11, 2017 convened at 5:42 PM in the Auditorium, 1101 Wheaton Ave., Millville, NJ 08332**

**I. Executive Session**

Motion by David Parkhill and second by Ray Garcia to adjourn to Executive Session at 5:42 PM for a update on legal 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/BusinessAdministrator  
Valerie James-Kemp – Principal  
Dr. Karmen Collins – Assistant Principal

**III. Discussion**

- 1. New Hires
- 2. Resignations

**IV. Return to Open Session**

Motion by Kurt Hess and second by Melissa Williams-Chamberlain to return to Regular session at 5:53PM.

**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