

Millville Public Charter School
Regular Board Meeting
September 12, 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 5:39 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 - Absent
Marguerite Parker - Absent
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
 - 1. Ray Garcia - question regarding the collection attorney.
- VI. OPEN TO PUBLIC - none
 - A. Questions or comments on agenda items only.
- VII. ADJOURNMENT OF WORK SESSION
 - A. Motion by Melissa Williams-Chamberlain and second by Ray Garcia to adjourn the work session at 5:42 PM.
 - B. **ALL IN FAVOR - Three (3) 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 - Absent
Marguerite Parker - Absent
Ray Garcia - Present
Melissa Williams-Chamberlain - Present

IX. EXECUTIVE SESSION

A. Motion by Melissa Williams-Chamberlain 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

Ray Garcia - Yes

Melissa Williams-Chamberlain - Yes

Motion passed on unanimous Roll call vote.

C. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to return to Regular session at 5:49 PM.

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

David Parkhill - Yes

Ray Garcia - Yes

Melissa Williams-Chamberlain - Yes

Motion passed on unanimous Roll call vote.

X. APPROVE MINUTES

A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to approve the Minutes of the Regular and Executive session meetings held on August 8, 2017. (Backup M-1)

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

David Parkhill - Yes

Ray Garcia - Yes

Melissa Williams-Chamberlain - Yes

Motion passed on unanimous Roll call vote.

XI. OLD BUSINESS - none at this time

XII. FINANCE

A. Motion by David Parkhill and second by Ray Garcia to approve items #1 through #13 under Finance.

1. Recommend approval of line item transfers for the Month of August 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 month of August 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 month of August 2017. The Treasurer's Report and the Secretary's Reports are in agreement for the month of August 2017.(Backup materials L-3)

4. Recommend approval of the bills as attached in the amount of \$365,700.45.
5. Recommend approval of the following payrolls (Backup L-5):
 August 15, 2017 - \$15,429.58
 August 31, 2017 - \$16,327.41
 September 15, 2017 - \$109,836.77
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 July 2017. (Backup L-6)
8. Recommend approval of a contract with Selfridge Consultants, LLC, as the schools LDTC at the attached rates. (Backup L-7)
9. Recommend approval to ratify the attendance of Marcie DiGregorio at the Dyslexia Awareness Workshop at AIM Academy at a cost of \$59.00. (Backup L-8)
10. Recommend approval of a Retainer and Fee Agreement for Collection Cases with Michael R. Mazzoni, P.A., Attorneys at Law. (Backup L-9)
11. Recommend approval for Dr. Garcia to attend the NJ Charter School Conference in Newark, NJ October 17 & 18, 2017 at a cost of \$295.00 each. Travel will be reimbursed per statute.
12. Recommend approval to pay the \$1,500.00 mentoring fee and the \$800.00 Registration fee for Dr. Karmen Collins for the NJL2L program to obtain her standard Principal's certificate.
13. Recommend approval of Oppenheimer funds as a 403b option for employees. (Backup L-10)

B. Roll call for items #1 through #13 under Finance.

- David Parkhill - Yes
- Ray Garcia - Yes
- Melissa Williams-Chamberlain - Yes

Motion passed on unanimous Roll call vote.

XIII. POLICY UPDATES

- A. Motion by Melissa Williams-Chamberlain and second by Ray Garcia to approve items #1 through #3 under Policy.
 1. Recommend approval of the Special Education Policy and Procedure Corrective Action Plan. (POL-1)
 2. Recommend approval of the first reading of the policies and regulations as attached in Policy Alert 213. (Backup POL-2)

3. Recommend approval of the 2016-2017 School Self-Assessment for determining grades under the Anti-Bullying Bill of Rights Act. (Backup POL-3)

B. Roll call for items #1 through #3 under Policy.

David Parkhill - Yes
Ray Garcia - Yes
Melissa Williams-Chamberlain - Yes

Motion passed on unanimous Roll call vote.

XIV. PERSONNEL

A. Motion by Melissa Williams-Chamberlain and second by Ray Garcia to approve items #1 through #7 under Personnel.

1. Recommend approval of the staff list and salaries for the 2017-18 school year as attached. (Backup PER-1)
2. Recommend approval to hire the following personnel for 2017-2018:
Duong Nguyen - Novice Teacher, effective 8/23/2017, at \$25,000.00.
Stephanie Hale - Teacher, effective 8/10/2017, at \$52,000.00.
Arianna Lyn-Hilliard, Clerk, effective 8/7/2017 at a rate of \$11/hr.
3. Recommend approval to accept the resignation of Marcie DiGregorio, Special Education Supervisor, Effective August 29, 2017. (Backup PER-2)
4. Recommend approval to accept the resignation of Barbara Keane, Nurse, Effective October 22, 2017. (Backup PER-3)
5. Recommend approval to accept the resignation of Deanna DiDonato, Teacher, Effective August 10, 2017. (Backup PER-4)
6. Recommend approval for Brie Mohrmann mentor Alyssa Azeglio, Speech Teacher, and to perform site visits and observations throughout the 17-18 school year.
7. Recommend approval for Barbara Keane to be the designated Nurse Mentor for Rowan University student Kristen Stebbins to complete her Practicum in School Nursing, from August 29, 2017 through December 4, 2017, for a total of 50 hours. Mrs. Keane will mentor up through the end of her 60-day notice.

B. Roll call for items #1 through #7 under Personnel.

David Parkhill - Yes
Ray Garcia - Yes
Melissa Williams-Chamberlain - Yes

Motion passed on unanimous Roll call vote.

XV. FACILITIES – Reported by Mr. McGarry

- A. Emergency Lighting
- B. Fire Alarm Upgrade

XVI. COMMUNITY - nothing to report

XVII. PRINCIPAL'S REPORT

- A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to accept the Principal's report. (backup P-1)
1. Reports as presented by Mrs. Kemp.
 2. Square 1 Art Fundraiser
 3. The Prudential Spirit of Community Awards.
 4. Revised Assessment Calendar
- B. **Roll call to approve Principal's Report.**
- | | |
|------------------------------|-------|
| David Parkhill | - Yes |
| Ray Garcia | - Yes |
| Melissa Williams-Chamberlain | - Yes |
- Motion passed on unanimous Roll call vote.**

XVIII. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by Melissa Williams-Chamberlain and second by Ray Garcia to accept the Executive Director's report.
1. Report as presented by the CCCSN Representative.
 - Performance Framework (Mission Specific Goals, Smart Goals)
 - Enrollment Demographics (Enrollment strategies)
 - Fundraising
 - Recruitment
- B. **Roll call to approve Executive Director's Report.**
- | | |
|------------------------------|-------|
| David Parkhill | - Yes |
| Ray Garcia | - Yes |
| Melissa Williams-Chamberlain | - Yes |
- Motion passed on unanimous Roll call vote.**

XIX. ADJOURNMENT

- A. Motion by Melissa Williams-Chamberlain and second by Ray Garcia to adjourn the meeting at 6:52 PM.
- B. **ALL IN FAVOR - Three (3) AYES**
- C. Next Meeting October 10, 2017.

Respectfully Submitted,



Douglas McGarry
Board Secretary

EXECUTIVE SESSION MINUTES

Millville Public Charter School Board of Trustees Meeting Executive Session – Tuesday, September 12, 2017
convened at 5:44 PM in the Auditorium, 1101 Wheaton Ave., Millville, NJ 08332

I. Executive Session

Motion by Melissa Williams-Chamberlain and second by Ray Garcia to adjourn to Executive Session at 5:44 PM for an update on legal and personnel issues.

ROLL CALL TO ENTER INTO EXECUTIVE/CLOSED SESSION

ROLL CALL

David Parkhill -YES
Ray Garcia -YES
Melissa Williams-Chamberlain -YES

Motion passed on a unanimous roll call vote.

II. Roll Call

ROLL CALL

David Parkhill -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. Personnel
- 2. Resignations
- 3. New Hires

IV. Return to Open Session

Motion by Melissa Williams-Chamberlain and second by Ray Garcia to return to Regular session at 5:49PM.

ROLL CALL TO RETURN TO REGULAR SESSION

David Parkhill -YES
Ray Garcia -YES
Melissa Williams-Chamberlain -YES

Motion passed on a unanimous roll call vote.

Respectfully submitted,

Douglas C. McGarry
Board Secretary