

Millville Public Charter School
Work Session/Regular Board Meeting Minutes
December 12, 2017
convenes at 5:30 p.m. in the Cafeteria, 1101 Wheaton Ave., Millville, NJ 08332

- I. CALLED TO ORDER
 - A. Call to Order by the Board Vice-President at 5:34 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 Kurt Hess.
- IV. ROLL CALL
 - A. David Parkhill - Absent
Kurt Hess - Present
Marguerite Parker - Present
Ray Garcia - Present
Melissa Williams-Chamberlain - Present
 - B. Also Present:
 - 1. CCCSN - Executive Director – Present (By Phone)
CCCSN - Deputy Director - Present (By Phone)
Douglas McGarry - Board Secretary/Business Administrator - Present
Valerie James-Kemp – Principal - Present
Charlotte Gould – Administrator - Present
Ken Drewes - Bowman and Company, LLP - Present
- V. AWARDS PRESENTATION
 - A. Presentation of Awards by Mrs. James-Kemp, Principal
 - 1. Principal's List
 - 2. Honor Roll
 - 3. PARCC
- VI. REVIEW OF AGENDA
 - A. Questions - None
- VII. OPEN TO PUBLIC - None
 - The public may ask questions at this time pertaining to agenda topics only.
- VIII. ADJOURNMENT OF WORK SESSION
 - A. Motion by Ray Garcia and second by Marguerite Parker to adjourn the work session at 5:50 PM.
 - B. ALL IN FAVOR – Voice Vote – Four (4) AYES
- IX. CALLED TO ORDER
 - A. Regular meeting called to order by the Board Vice-President at 5:51 PM.
 - B. ROLL CALL

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

X. AUDIT PRESENTATION

- A. Presentation and Discussion of the 2016-2017 Financial Audit by Ken Drewes of Bowman and Company, LLP.
- B. Motion by Marguerite Parker and second by Melissa Williams-Chamberlain to approve the 2016-2017 Comprehensive Annual Financial Report as presented and to certify that the CAFR was discussed in public session and copies of the Audit Summary were made available to the public.
- C. ROLL CALL
Kurt Hess - YES
Marguerite Parker - YES
Ray Garcia - YES
Melissa Williams-Chamberlain – YES
Motion passed on a unanimous Roll Call vote.

XI. EXECUTIVE SESSION

- A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to enter into Executive session at 6:08 PM to discuss the following:
New Hires
Resignations
Personnel Transfers
- B. ROLL CALL
Kurt Hess - YES
Marguerite Parker - YES
Ray Garcia - YES
Melissa Williams-Chamberlain – YES
Motion passed on a unanimous Roll Call vote.
- C. Motion by Ray Garcia and second by Marguerite Parker to return to Regular session at 6:21 PM.
- D. ROLL CALL
Kurt Hess - YES
Marguerite Parker - YES
Ray Garcia - YES
Melissa Williams-Chamberlain – YES
Motion passed on a unanimous Roll Call vote.

XII. OPEN TO PUBLIC

- 1. Sandy Acevedo – Asked a question regarding the YMCA rates for Before/After Care. The Board does not yet have that information but will update the public at the January 2018 meeting.

XIII. APPROVE MINUTES

A. Motion by Marguerite Parker and second by Melissa Williams-Chamberlain to approve the Minutes of the Regular and Executive session meetings held on November 14, 2017. (Backup M-1)

B. ROLL CALL

Kurt Hess - YES

Marguerite Parker - YES

Ray Garcia - YES

Melissa Williams-Chamberlain – YES

Motion passed on a unanimous Roll Call vote.

XIV. OLD BUSINESS - None

XV. FINANCE

A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to approve items #1 through #11 under Finance.

1. Recommend approval of line item transfers for the Month of November 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 November 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 November 2017. The Treasurer's Report and the Secretary's Reports are in agreement for the month of November 2017.(Backup materials L-3)
4. Recommend approval of the bills as attached in the amount of \$354,471.92. (Backup L-4)
5. Recommend approval of the following payrolls (Backup L-5):
November 30, 2017 - \$75,695.76
December 15, 2017 - \$78,766.82
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 November 2017. (Backup L-6)
8. Recommend approval of the field trips as attached.(Backup L-7)
9. Recommend approval to ratify a contract with Jeff Chierici to provide School Psychologist Services for 2017-18 at the following rates: (Backup L-8)
Hourly - \$70.00

Psychological evaluations - \$350.00
Per Diem - \$400.00.

10. Recommend approval to ratify the submission of the Annual Charter School Fiscal Questionnaire, as attached, on November 29, 2017. (Backup L-9)
11. Recommend approval of retroactive pensionable merit increases, as attached, for the 2017-18 school, 50% of which are funded through the PICCS grant. (Backup L-10)

B. ROLL CALL

Kurt Hess - YES
Marguerite Parker - YES
Ray Garcia - YES
Melissa Williams-Chamberlain – YES

Motion passed on a unanimous Roll Call vote.

XVI. PERSONNEL

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

1. Recommend approval of the staff list and salaries as attached. (Backup PER-1)
2. Recommend approval to hire the following personnel:
Sydney Mayhew - \$8.50/hr - Before/After Care
Chelsea Goss - \$8.50/hr - Food Service
3. Recommend approval to accept the resignation of Stephani Read, Teacher, effective January 11, 2018. (Backup PER-2)
4. Recommend approval to accept the resignation of Jenna Wells, Teacher, effective January 15, 2018. (Backup PER-3)
5. Recommend approval to accept the resignation of Carli Donaghy, Teacher, effective January 20, 2018. (Backup PER-4)
6. Recommend approval to accept the resignation of Heather Diodati, Teacher, effective February 6, 2018. (Backup PER-5)

B. ROLL CALL

Kurt Hess - YES
Marguerite Parker - YES
Ray Garcia - YES
Melissa Williams-Chamberlain – YES

Motion passed on a unanimous Roll Call vote.

XVII. FACILITIES

- A. Motion by Melissa Williams-Chamberlain and second by Marguerite Parker to submit an application to the New Jersey Board of Public Utilities, Local Government Energy Audit Program to have a free energy audit conducted for the building. (Backup F-1)

B. ROLL CALL

Kurt Hess - YES
Marguerite Parker - YES

Ray Garcia - YES
Melissa Williams-Chamberlain – YES
Motion passed on a unanimous Roll Call vote.

XVIII. COMMUNITY – nothing to report

XIX. POLICY UPDATES – nothing to report

XX. PRINCIPAL'S REPORT

A. Motion by Marguerite Parker and second by Melissa Williams-Chamberlain to accept the Principal's reports. (Backup P-1)

1. Reports as presented by Mrs. Kemp.

B. ROLL CALL

Kurt Hess - YES

Marguerite Parker - YES

Ray Garcia - YES

Melissa Williams-Chamberlain – YES

Motion passed on a unanimous Roll Call vote.

XXI. 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.

a. Special Ed Report and the use of Consultants

b. Budget figures due by the end of the week

c. Push for enrollment

B. ROLL CALL

Kurt Hess - YES

Marguerite Parker - YES

Ray Garcia - YES

Melissa Williams-Chamberlain – YES

Motion passed on a unanimous Roll Call vote.

XXII. ADJOURNMENT

A. Motion by Marguerite Parker and second by Ray Garcia to adjourn the meeting at 6:57 PM.

B. ALL IN FAVOR – Voice Vote – Four (4) AYES

C. Next Meeting: January 9, 2018

Respectfully Submitted,


Douglas C. McGarry
Board Secretary

Millville Public Charter School Board of Trustees Meeting Executive Session – Tuesday, December 12, 2017, convened at 6:08 PM at the Millville Public Charter School, 1101 Wheaton Ave., Millville, NJ 08332.

I. Executive Session

Motion by Ray Garcia and second by Melissa Williams-Chamberlain to enter into Executive Session at 6:08 PM to discuss the following:

Terminations

Resignations

Personnel Transfers

ROLL CALL

Kurt Hess - YES

Marguerite Parker - YES

Ray Garcia - YES

Melissa Williams-Chamberlain – YES

Motion passed on a unanimous Roll Call vote.

II. Roll Call

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

Valerie James-Kemp – Principal

Charlotte Gould - Administrator

II. Discussion

- Terminations
- Resignations
- Personnel Transfers

IV. Return to Open Session

Motion by Ray Garcia and second by Marguerite Parker to return to regular session at 6:21 PM.

ROLL CALL

Kurt Hess - YES

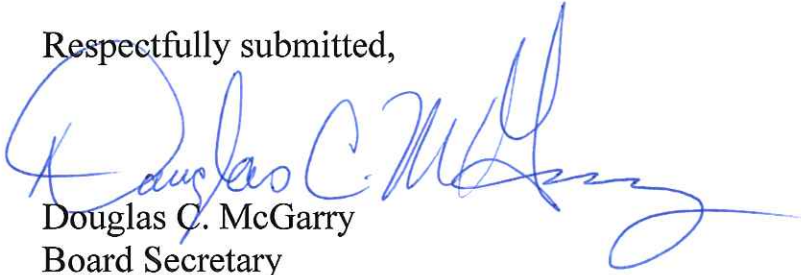
Marguerite Parker - YES

Ray Garcia - YES

Melissa Williams-Chamberlain – YES

Motion passed on a unanimous Roll Call vote.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Douglas C. McGarry", is written over the typed name and title.

Douglas C. McGarry
Board Secretary