

**Millville Public Charter School  
Work Session/Regular Board Meeting Minutes  
March 13, 2018**

**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 President at 5:31 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 - Absent  
Ray Garcia - Present  
Melissa Williams-Chamberlain - Present
  - B. Also Present:
    - 1. CCCSN - Executive Director - Present  
CCCSN - Deputy Director - Present  
Christina Murphy - Assistant Business Administrator - Present  
Valerie James-Kemp – Principal - Present  
Lisa Zuniga, Human Resources Director - Present
- V. REVIEW OF AGENDA
  - A. Questions – None.
- VI. OPEN TO PUBLIC – None.  
The public may ask questions at this time pertaining to agenda topics only.
- VII. ADJOURNMENT OF WORK SESSION
  - A. Motion by Melissa Williams-Chamberlain and second by Kurt Hess to adjourn the work session at 5:34 PM.
  - B. ALL IN FAVOR  
Voice Vote – Four (4) AYES
- VIII. CALLED TO ORDER
  - A. Regular meeting called to order by the Board President at 5:34 PM.
  - B. ROLL CALL
  - C. David Parkhill - Present  
Kurt Hess - Present  
Ray Garcia - Present  
Melissa Williams-Chamberlain - Present
- IX. EXECUTIVE SESSION

- A. Motion by Melissa Williams-Chamberlain and second by Kurt Hess to enter into Executive session at 5:34 PM to discuss the following:  
Shared Services
- B. ROLL CALL  
David Parkhill - Yes  
Kurt Hess - Yes  
Ray Garcia - Yes  
Melissa Williams-Chamberlain – Yes  
**Motion passed on a unanimous Roll Call vote.**
- C. Motion by Kurt Hess and second by Melissa Williams-Chamberlain to return to Regular session at 5:39 PM.
- D. ROLL CALL  
David Parkhill - Yes  
Kurt Hess - Yes  
Ray Garcia - Yes  
Melissa Williams-Chamberlain – Yes  
**Motion passed on a unanimous Roll Call vote.**
- X. OPEN TO PUBLIC – None.
- XI. APPROVE MINUTES
  - A. Motion by David Parkhill and second by Melissa Williams-Chamberlain to approve the Minutes of the Regular and Executive session meetings held on February 21, 2018. (Backup M-1)
  - B. ROLL CALL  
David Parkhill - Yes  
Kurt Hess - Yes  
Ray Garcia - Yes  
Melissa Williams-Chamberlain – Yes  
**Motion passed on a unanimous Roll Call vote.**
- XII. OLD BUSINESS – None.
- XIII. FINANCE
  - A. Motion by David Parkhill and second by Kurt Hess to approve items #1 through #15 under Finance.
    1. Recommend approval of line item transfers for the Month of February 2018. (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 2018. 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 February 2018. The Treasurer's Report and

the Secretary's Reports are in agreement for the month of February 2018.(Backup materials L-3)

4. Recommend approval of the bills as attached in the amount of \$311,982.07.  
(Backup L-4)
5. Recommend approval of the following payrolls (Backup L-5):  
February 28, 2018 - \$78,295.47  
March 15, 2018 - \$78,398.17
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 February 2018.  
(Backup L-6)
8. Recommend approval of the field trips as attached. (Backup L-7)
9. Recommend approval to appoint Christina Murphy as Board Secretary/School Business Administrator, effective, April 1, 2018, through the shared services contract with Bridgeton Public Charter School.
10. Recommend approval of the following bank accounts with Ocean First Bank and the duly elected and appointed officials as signatories  
Acct Title Acct # Signers  
General 647400096 Bus. Admin., Board Pres., Board VP\*  
Payroll 647400088 Bus. Admin., Board Pres., Board VP\*  
Payroll Agency 647400260 Bus. Admin., Board Pres., Board VP\*  
Unemployment 647400286 Bus. Admin., Board Pres., Board VP\*  
Student Activity 647400288 Bus. Admin., Board Pres., Board VP\*

\*VP is alternate signatory

11. Recommend approval to appoint Christina Murphy as Qualified Purchasing Agent to authorize the purchase of all goods and services up to the bid threshold, as per code, for the time period April 1, 2018, through June 30, 2018, and to establish the bid threshold at \$40,000 and the Quote threshold at \$6,000.
12. Recommend approval for Christina Murphy, Business Administrator, to make payments on behalf of the Board of Trustees when such payments ensure the health and safety of students or ensure orderly operation of the school.
13. Recommend approval to appoint Christina Murphy, Business Administrator, as the Public Agency Compliance Officer, from April 1, 2018, through June 30, 2018.
14. Recommend approval to purchase health benefits for the 2018-2019 school year through the Cumberland County Charter School Network.
15. Recommend approval of the rate increase of 0% for the health benefits package through the Cumberland County Charter School Network for the 2018-2019 school year. (Backup L-8)

B. ROLL CALL

David Parkhill - Yes

Kurt Hess - Yes

Ray Garcia - Yes

Melissa Williams-Chamberlain – Yes

**Motion passed on a unanimous Roll Call vote.**

XIV. PERSONNEL

A. Motion by Ray Garcia and second by Kurt Hess to approve item #1 under Personnel.

1. Recommend approval of the staff list and salaries as attached. (Backup PER-1)

B. ROLL CALL

David Parkhill - Yes

Kurt Hess - Yes

Ray Garcia - Yes

Melissa Williams-Chamberlain – Yes

**Motion passed on a unanimous Roll Call vote.**

XV. FACILITIES – Nothing at this time.

XVI. COMMUNITY

A. Motion by Kurt Hess and second by Melissa Williams-Chamberlain to approve item #1 under Community.

1. Recommend approval to participate in the Community Food Bank School Pantry Program for the months of April, May, and June 2018. (Backup C-1)

B. ROLL CALL

David Parkhill - Yes

Kurt Hess - Yes

Ray Garcia - Yes

Melissa Williams-Chamberlain – Yes

**Motion passed on a unanimous Roll Call vote.**

XVII. POLICY UPDATES – None at this time.

XVIII. PRINCIPAL'S REPORT

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

1. Reports as presented by Mrs. Kemp.

B. ROLL CALL

David Parkhill - Yes

Kurt Hess - Yes

Ray Garcia - Yes

Melissa Williams-Chamberlain – Yes

**Motion passed on a unanimous Roll Call vote.**

XIX. 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.

- Meeting with Highmark on Thursday
- Governor's speech was made earlier today
- Staffing moves in the building
- Food Service
- Budget numbers.

B. ROLL CALL

David Parkhill - Yes

Kurt Hess - Yes

Ray Garcia - Yes

Melissa Williams-Chamberlain – Yes

**Motion passed on a unanimous Roll Call vote.**

XX. ADJOURNMENT

A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to adjourn the meeting at 6:07 PM.

B. ALL IN FAVOR

Voice Vote – Four (4) AYES.

C. Next Meeting: April 10, 2018

Respectfully Submitted,



Christina Murphy  
Assistant Business Administrator

**Millville Public Charter School Board of Trustees Meeting Executive Session** – Tuesday, March 13, 2018, convened at 5:38 PM at the Millville Public Charter School, 1101 Wheaton Ave., Millville, NJ 08332.

**I. Executive Session**

Motion by Melissa Williams-Chamberlain and second by Kurt Hess to enter into Executive Session at 5:34 PM to discuss the following:

- Shared Services

**ROLL CALL**

David Parkhill - YES

Kurt Hess - YES

Ray Garcia - YES

Melissa Williams-Chamberlain – YES

**Motion passed on a unanimous Roll Call vote.**

**II. Roll Call**

David Parkhill - PRESENT

Kurt Hess - PRESENT

Ray Garcia – PRESENT

Melissa Williams-Chamberlain – PRESENT

Also Present:

CCCSN Executive Director

CCCSN Deputy Director

Christina Murphy – Assistant Business Administrator

Valerie James-Kemp – Principal

Lisa Zuniga, Human Resources Director

**III. Discussion**

- Shared Services

**IV. Return to Open Session**

Motion by Kurt Hess and second by Melissa Williams-Chamberlain to return to regular session at 5:39 PM.

**ROLL CALL**

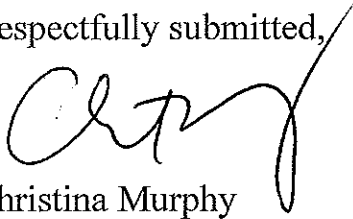
David Parkhill - YES

Kurt Hess - YES

Ray Garcia - YES

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Christina Murphy', written over a horizontal line.

Christina Murphy  
Assistant Business Administrator