

**Millville Public Charter School**  
**Work Session/Regular Board Meeting Minutes**  
**April 10, 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 5:44 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 Ray Garcia.
- IV. ROLL CALL
  - A. David Parkhill – President - Absent  
Kurt Hess - Vice-President - Present  
Marguerite Parker – Trustee - Absent  
Ray Garcia – Trustee - Present  
Melissa Williams-Chamberlain – Trustee - Present
  - B. Also Present:
    - 1. CCCSN - Executive Director - Present  
CCCSN - Deputy Director - Present  
Christina Murphy - Business Administrator - Present  
Valerie James-Kemp – Principal - Present  
Lisa Zuniga – Human Resources Director - Present
- V. AWARDS CEREMONY: Principal's List - Honor Roll
- VI. REVIEW OF AGENDA
  - A. Questions
- VII. OPEN TO PUBLIC
  - 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 Melissa Williams-Chamberlain to adjourn the work session at 5:58 PM.
  - B. ALL IN FAVOR  
**Voice Vote – Three (3) AYES)**
- IX. CALLED TO ORDER
  - A. Regular meeting called to order by the Board President at 5:59 PM.
  - B. ROLL CALL
  - C. David Parkhill - Present  
Ray Garcia - Present  
Melissa Williams-Chamberlain - Present
- X. EXECUTIVE SESSION – None.

XI. OPEN TO PUBLIC

Question about shared services of business position.

XII. 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 March 13, 2018. (Backup M-1)

B. ROLL CALL

Kurt Hess – Yes

Ray Garcia – Yes

Melissa Williams-Chamberlain – Yes

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

XIII. OLD BUSINESS

XIV. FINANCE

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

1. Recommend approval of line item transfers for the Month of March 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 March 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 March 2018. The Treasurer's Report and the Secretary's Reports are in agreement for the month of March 2018. (Backup materials L-3)
4. Recommend approval of the bills as attached in the amount of \$326,600.44. (Backup L-4)
5. Recommend approval of the following payrolls (Backup L-5):  
March 31, 2018 - \$80,231.07
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 March 2018. (Backup L-6)
8. Recommend approval of the Millville Public Charter School 2018-2019 Preliminary Budget (Backup L-7)

9. Recommend approval of the Agreement for Legal Services between the Millville Public Charter School and Capehart Scatchard as School Solicitor for the calendar year 2018 at an hourly rate of \$200.00 (Backup L-8)
10. Recommend approval of the field trips as attached. (Backup L-9)
11. Recommend approval to accept a letter from the NJ Commissioner of Education, dated March 21, 2018, approving our request to change the number of school days from 200 to 195 beginning in the 2017-2018 school year. (Backup L-10)

- B. ROLL CALL  
Kurt Hess – Yes  
Ray Garcia – Yes  
Melissa Williams-Chamberlain – Yes  
**Motion passed on a unanimous Roll Call vote.**

XV. PERSONNEL

- A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to approve item #1 under Personnel.
1. Recommend approval of the staff list and salaries as attached. (Backup PER-1)

- B. ROLL CALL  
Kurt Hess – Yes  
Ray Garcia – Yes  
Melissa Williams-Chamberlain – Yes  
**Motion passed on a unanimous Roll Call vote.**

XVI. FACILITIES - None.

XVII. COMMUNITY - None.

XVIII. POLICY UPDATES - None.

XIX. PRINCIPAL'S REPORT

- A. Motion by Ray Garcia 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  
Ray Garcia – Yes  
Melissa Williams-Chamberlain – Yes  
**Motion passed on a unanimous Roll Call vote.**

XX. 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.
    - Third grade teacher in classroom full-time.
    - Teacher's Lounge established
    - Electric bill research
    - New Facilities Manager

- New technology management

B. ROLL CALL

Kurt Hess – Yes

Ray Garcia – Yes

Melissa Williams-Chamberlain – Yes

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

XXI. ADJOURNMENT

A. Motion by Melissa Williams-Chamberlain and second by Ray Garcia to adjourn the meeting at 6:35 PM.

B. ALL IN FAVOR

C. Next Meeting: May 8, 2018

Respectfully submitted,



Christina Murphy  
Board Secretary/Business Administrator