

**Millville Public Charter School
Work Session/Regular Board Meeting Minutes
May 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 5:37 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
 - A. Public Notice of this Meeting was advertised in the South Jersey Times on May 6, 2018.
- III. PLEDGE OF ALLEGIANCE
 - A. Led by the Board President.
- IV. ROLL CALL
 - A. David Parkhill – President - PRESENT
Kurt Hess - Vice-President - ABSENT
Marguerite Parker – Trustee - ABSENT
Ray Garcia – Trustee - PRESENT
Melissa Williams-Chamberlain – Trustee - PRESENT
 - B. Also Present:
CCCSN - Executive Director - PRESENT
CCCSN - Deputy Director - PRESENT
Christina Murphy - Business Administrator - PRESENT
Valerie James-Kemp – Principal - PRESENT
Lisa Zuniga - Human Resources Director - ABSENT
- V. REVIEW OF AGENDA
 - A. Questions - None
- VI. OPEN TO PUBLIC
The public may ask questions at this time pertaining to agenda topics only.
- VII. ADJOURNMENT OF WORK SESSION
 - A. Motion by David Parkhill and second by Ray Garcia to adjourn the work session at 5:39 PM.
 - B. ALL IN FAVOR
Voice Vote – Three (3) Ayes
- VIII. CALLED TO ORDER
 - A. Regular meeting called to order by the Board President at 5:40 PM.
 - B. ROLL CALL
David Parkhill – President - PRESENT
Ray Garcia – Trustee - PRESENT
Melissa Williams-Chamberlain – Trustee - PRESENT
- IX. EXECUTIVE SESSION

- A. Motion by Melissa Williams-Chamberlain and second by Ray Garcia to enter into Executive Session at 5:41 PM to discuss the following:
Personnel issues related to staff contract renewals for 2018-2019 school year.
 - B. ROLL CALL
David Parkhill – President – YES
Ray Garcia – Trustee - YES
Melissa Williams-Chamberlain – Trustee – YES
Motion passed on a unanimous Roll Call Vote
 - C. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to return to Regular Session at 5:54 PM
 - D. ROLL CALL
David Parkhill – President – YES
Ray Garcia – Trustee - YES
Melissa Williams-Chamberlain – Trustee – YES
Motion passed on a 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 meeting held on April 10, 2018. (Backup M-1)
 - B. ROLL CALL
David Parkhill – President – ABSTAINED
Ray Garcia – Trustee - YES
Melissa Williams-Chamberlain – Trustee – YES
Motion passed on a two to one Roll Call Vote
- XI. OLD BUSINESS - None
- XII. NEW BUSINESS
- A. Motion by Melissa Williams-Chamberlain and second by Ray Garcia to approve item #1 under New Business.
 - 1. Recommend the board accept the resignation of Board of Trustees member Marguerite Parker effective May 1, 2018. (Backup NEW-1)
 - B. ROLL CALL
David Parkhill – President – YES
Ray Garcia – Trustee - YES
Melissa Williams-Chamberlain – Trustee – YES
Motion passed on a unanimous Roll Call Vote
- XIII. FINANCE
- A. Motion by David Parkhill and second by Ray Garcia to approve items #1 through #17 under Finance.
 - 1. Recommend approval of line item transfers for the Month of April 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 April 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 April 2018. The Treasurer's Report and the Secretary's Reports are in agreement for the month of April 2018.(Backup materials L-3)
4. Recommend approval of the bills as attached in the amount of \$407,321.53. (Backup L-4)
5. Recommend approval of the following payrolls (Backup L-5):
April 15, 2018 - \$80,263.29
April 30, 2018 - \$80,266.42
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 April 2018. (Backup L-6)
8. Recommend approval of the field trips as attached. (Backup L-7)
9. Recommend approval to reimburse Joseph Zlotek, Music Teacher, for two graduate courses in the amount of \$4,050.00. Reimbursement will be done via payroll. (Backup L-8)
10. Recommend approval of the Itinerant/Shared Services Agreement with Salem County Special Services School District to provide speech, occupational, physical therapy, and other related services, on an as-needed basis, at the contract rates outlined in the agreement for the 2018-2019 school year. (Backup L-9)
11. Recommend approval of the Proposal 17-18-NJ-173, from Inspired Instruction to provide two days of English language arts lesson planning for school staff at a cost of \$4,400.00 (Backup L-10)
12. Recommend approval for Rebecca Livingston to attend the BrandED Marketing Workshop, at the Rutgers Continuing Education Center, in Somerset, NJ, on May 21, 2018, at a cost of \$249.00. (Backup L:-11)
13. Recommend approval for Millville Public Charter School to enter into an agreement to consolidate the school nutrition programs and act as the managing entity for food services for Vineland Public Charter School and Bridgeton Public Charter School. (L-12)
14. Recommend approval to enter into the New Jersey State Contract #40467 with Ricoh USA, Inc. to lease one Ricoh MP6503SP for 48 months at a monthly cost of \$329.05. (Backup L-13)
15. Recommend approval to publish a Request for Proposals (RFP) for a food services management company for the 2018-2019 school year.

16. Recommend approval of the Notice of Solicitation for School Auditing Services.

17. Recommend approval of the 2018-2019 School Calendar (Backup L-14).

B. ROLL CALL

David Parkhill – President – YES

Ray Garcia – Trustee - YES

Melissa Williams-Chamberlain – Trustee – YES

Motion passed on a unanimous Roll Call Vote

XIV. PERSONNEL

A. Motion by Melissa Williams-Chamberlain and second by Ray Garcia to approve items #1 through #3 under Personnel.

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

2. Recommend approval of the 2018-2019 staff salary list. (Backup PER-2)

*School locations subject to change based on grade level needs.

3. Recommend approval to renew staff for the 2018-2019 school year as presented in Executive session. (Backup PER-3)

B. ROLL CALL

David Parkhill – President – YES

Ray Garcia – Trustee - YES

Melissa Williams-Chamberlain – Trustee – YES

Motion passed on a unanimous Roll Call Vote

XV. OPEN TO THE PUBLIC - None

XVI. FACILITIES

A. Update on energy audit to be conducted May 22, 2018.

XVII. COMMUNITY - None

XVIII. POLICY UPDATES

A. Motion by David Parkhill and second by Ray Garcia to approve items #1 and #2 under Policy

1. Recommend approval of policies in New Jersey Policy Alert No. 215, April 2018, for First Reading. (Backup POL-1)

2. Recommend approval of Millville Public Charter School Policy 7450, Property Inventory, for a First Reading. (Backup POL-2)

B. ROLL CALL

David Parkhill – President – YES

Ray Garcia – Trustee - YES

Melissa Williams-Chamberlain – Trustee – YES

Motion passed on a unanimous Roll Call Vote

XIX. PRINCIPAL'S REPORT

A. Motion by Melissa Williams-Chamberlain and second by Ray Garcia to approve items #1 and #2 under Principal's Report.

1. Recommend the board accept reports as presented by Dr. Kemp. (Backup P-1)

2. Recommend approval to submit the Student Safety Data System Report to the New Jersey State Department of Education (Backup P-2)

B. ROLL CALL

David Parkhill – President – YES

Ray Garcia – Trustee - YES

Melissa Williams-Chamberlain – Trustee – 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.

- Mr. Garcia's meeting with Ken (other side of building)
 - Tenbrook vacating 6/30/2018
 - Preziosi not sure if they will extend lease or make a new lease
 - Bayada leaving in March 2019
- Applying for three grants
 - Monies available for kitchen equipment
- Calendar – changed to 195 days for students
- Refinancing of building
 - Working with BB&T and Seelaus
 - Negotiating a final number

B. ROLL CALL

David Parkhill – President – YES

Ray Garcia – Trustee - YES

Melissa Williams-Chamberlain – Trustee – 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 6:43 PM.

B. ALL IN FAVOR

Voice Vote – Three (3) AYES

C. Next Meeting: June 12, 2018

Respectfully Submitted,


Christina Murphy
Business Administrator/Board Secretary

Millville Public Charter School Board of Trustees Meeting Executive Session –
Thursday, May 10, 2018, convened at 5:41 PM at the Millville Public Charter School, 1101
Wheaton Ave., Millville, NJ 08332.

I. Executive Session

Motion by Melissa Williams-Chamberlain and second by Ray Garcia to enter into Executive Session at 5:41 PM to discuss the following:

- Personnel

ROLL CALL

David Parkhill – YES

Kurt Hess - ABSENT

Marguerite Parker - ABSENT

Ray Garcia - YES

Melissa Williams-Chamberlain – YES

Motion passed on a unanimous Roll Call vote.

II. Roll Call

David Parkhill - PRESENT

Kurt Hess - ABSENT

Marguerite Parker - ABSENT

Ray Garcia – PRESENT

Melissa Williams-Chamberlain – PRESENT

Also Present:

CCCSN Executive Director - PRESENT

CCCSN Deputy Director - PRESENT

Christina Murphy – Assistant Business Administrator - PRESENT

Valerie James-Kemp – Principal - PRESENT

Lisa Zuniga, Human Resources Director - ABSENT

III. Discussion

- Not recommending SH or LM for renewal
- Some renewals may be moved to another school location for next year
- Recommendations for extra remediation will be indicated in contracts where applicable
- New salaries for next year

IV. Return to Open Session

Motion by Ray Garcia and second by Melissa Williams-Chamberlain to return

to regular session at 5:54 PM.

ROLL CALL

David Parkhill - YES

Ray Garcia - YES

Melissa Williams-Chamberlain – YES

Motion passed on a unanimous Roll Call vote.

Respectfully submitted,



Christina Murphy
Business Administrator/Board Secretary