

**Millville Public Charter School
Work Session/Re-Organization Meeting Minutes
June 12, 2018**

convenes at 5:30 p.m. in the Cafe in the 1101 Wheaton Ave., Millville, NJ 08332

- I. CALLED TO ORDER
 - A. Work Session Call to Order by the Board Secretary at 5:36 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 Ronald Batario.
- IV. ROLL CALL
 - A. David Parkhill - PRESENT
Kurt Hess - PRESENT
Melissa Williams-Chamberlain - PRESENT (ARRIVED AT 5:45 PM)
Ray Garcia – PRESENT
 - B. Also Present:
CCCSN - Executive Director - PRESENT
CCCSN - Deputy Director - PRESENT
Christina Murphy - Business Administrator/Board Secretary - PRESENT
Valerie James-Kemp - PRESENT
Lisa Zuniga - Director, Human Resources - PRESENT
- V. PRESENTATION
 - A. Speech by Dr. James-Kemp introducing the first graduating class of the Millville Public Charter School.
 - 1. Graduating students' names were read.
Alanah Arkainno-Smith
Ronald Batario
Nasir Dawkins
Yamere Diggs
Ja'Naisa Febry
Kevin Hall
Achan Harris
Manuel Jimenez
Ohjah Owens
Elizabeth Panchesine
Zoe Robbins
 - 2. Class Salutatorian: Alana Arcaino-Smith
Class Valedictorian: Elizabeth Panchesine
Both students were awarded gold cords.
- 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 David Parkhill and second by Kurt Hess to adjourn the work session at 5:52 PM.
 - B. ALL IN FAVOR
Voice Vote – Four (4) AYES
- IX. CALLED TO ORDER
 - A. Regular meeting called to order by the Board Secretary at 5:53 PM.
 - B. ROLL CALL
David Parkhill - PRESENT
Kurt Hess - PRESENT
Melissa Williams-Chamberlain - PRESENT
Ray Garcia – PRESENT
Motion passed on a unanimous Roll Call vote.
- X. OPEN TO PUBLIC - None
- XI. 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 May 10, 2018. (Backup M-1)
 - B. ROLL CALL
David Parkhill - YES
Kurt Hess – YES
Melissa Williams-Chamberlain - YES
Ray Garcia – YES
Motion passed on a unanimous Roll Call vote.
- XII. RECOMMENDATION FOR THE BOARD OF TRUSTEES
 - A. Motion by David Parkhill and second by Kurt Hess to certify the continuing appointments of Board of Trustees members as follows:
David Parkhill - term expiring June 2019
Kurt Hess - term expiring June 2020
Ray Garcia - term expiring June 2020
Melissa Williams-Chamberlain - term expiring June 2019
 - B. ROLL CALL to accept recommendations of Trustees.
David Parkhill - YES
Kurt Hess – YES
Melissa Williams-Chamberlain - YES
Ray Garcia – YES
Motion passed on a unanimous Roll Call vote.
- XIII. ELECTION OF OFFICERS
 - A. The Board Secretary opens the floor for nominations for Board President

1. Motion by Kurt Hess and second by Melissa Williams-Chamberlain to nominate David Parkhill for Board President.
- B. Motion by Kurt Hess and second by Ray Garcia for the Board Secretary to close the floor for nominations for Board President.
- C. ROLL CALL to appoint David Parkhill as President of the Board of Trustees.
David Parkhill - YES
Kurt Hess – YES
Melissa Williams-Chamberlain - YES
Ray Garcia – YES
Motion passed on a unanimous Roll Call vote.
- D. The Board President assumes control of the meeting at 5:56 PM.
- E. The Board President opens the floor for nominations for Vice-President.
 1. Motion by Kurt Hess and second by Melissa Williams-Chamberlain to nominate Ray Garcia for Board Vice President.
- F. Motion by Kurt Hess and second by David Parkhill for the Board President to close the floor for nominations for Vice President.
- G. ROLL CALL to appoint Ray Garcia as the Vice President of the Board of Trustees.
David Parkhill - YES
Kurt Hess – YES
Melissa Williams-Chamberlain - YES
Ray Garcia – YES
Motion passed on a unanimous Roll Call vote.

XIV. APPOINTMENT OF PROFESSIONALS

- A. Motion by Kurt Hess and second by Melissa Williams-Chamberlain to approve items #1 through #5 under Appointment of Professionals
 1. Recommend approval to appoint Esteban Garcia as the Certified Educational Facilities Manager for the period July 1, 2018, through June 30, 2019.
 2. Recommend approval to appoint Dr. Stephen Kriso, M.D. as school physician for the 2018-19 school year at an annual rate of \$1,000.
 3. Recommend approval to appoint David Shoemaker as the AHERA program manager for 2018-2019 school year.
 4. Recommend approval to appoint Christina Murphy as School Business Administrator/Board Secretary through the shared services agreement with Bridgeton Public Charter School.
 5. Recommend approval to appoint Capehart Scatchard as School Solicitor for the 2018-2019 school year.
- B. ROLL CALL
David Parkhill - YES
Kurt Hess – YES
Melissa Williams-Chamberlain - YES
Ray Garcia – YES
Motion passed on a unanimous Roll Call vote.

XV. BUSINESS AND OPERATIONS

- A. Motion by Melissa Williams-Chamberlain and second by Ray Garcia to approve items #1 through #15 under Business and Operations.
1. Recommend approval of Ocean First Bank as the Official Depository for the 2018-19 school year.
 2. 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 Board Sec., Board Pres., Board VP*
Payroll 647400088 Board Sec., Board Pres., Board VP*
Payroll Agency 647400260 Board Sec., Board Pres., Board VP*
Unemployment 647400286 Board Sec., Board Pres., Board VP*
Student Activity 647400288 Board Sec., Board Pres., Board VP*
*VP is alternate signatory
 3. Recommend approval of The Reminder and the South Jersey Times as the official newspapers for the 2018-19 school year.
 4. Recommend approval that the Board Secretary, or designee, has the authority to wire transfer funds between the Board of Trustees' bank accounts as necessary.
 5. Recommend approval of the following dates for the Board of Trustees Meetings for 2018-19. All meetings will begin at 5:30 PM in the MPCS Cafeteria with a Work Session immediately followed by the Regular Meeting.
July 10
August 14
September 11
October 9
November 13
December 11
January 8
February 12
March 12
April 9
May 14
June 11
 6. Recommend approval to conduct Board of Trustee meetings according to the Parliamentary authority established by Robert's Rules of Order.
 7. Recommend approval of deductions from employees' paychecks to VOYA and Lincoln Investment as tax sheltered 403b plans and Colonial Life - Roth 403B and disability insurance.
 8. Recommend approval of the Chart of Accounts as outlined in the Uniform Minimum Chart of Accounts for New Jersey Public Schools.
 9. 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 July 1, 2018, through June 30, 2019, and to establish the bid threshold at \$40,000 and the Quote threshold at \$6,000.

10. 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.
11. Recommend approval to adopt the Board of Trustees Policy Manual, procedures, textbooks and curriculum as presented on file for the 2018-19 school year.
12. Recommend approval to establish a petty cash fund in the amount of \$200 for the 2018-19 school year.
13. Recommend approval of the following school district officials for the 2018-19 school year.
Lead Person - Ann F. Garcia Ed.D
Title IX Coordinator - Valerie James-Kemp
Public Agency Compliance Officer - Christina Murphy
Affirmative Action Officer - Christina Murphy
504 Officer - Valerie James-Kemp
14. Recommend approval for Christina Murphy, Business Administrator, to make adjusting entries as necessary to finalize the 2017-18 accounting records.
15. Recommend approval to appoint Bowman and Company, LLP, as the school's auditing firm for 2018-19 based upon their successful response to the school's Request for Qualifications.

B. ROLL CALL

David Parkhill - YES
Kurt Hess – YES
Melissa Williams-Chamberlain - YES
Ray Garcia – YES

Motion passed on a unanimous Roll Call vote.

XVI. EXECUTIVE SESSION – None.

XVII. FINANCE

A. Motion by Kurt Hess and second by Melissa Williams-Chamberlain to approve items #1 through #23 under Finance.

1. Recommend approval of line item transfers for the Month of May 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 May 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 Reports in accordance with 18A: 17-36 and 18A: 17-9 for the month of May 2018. The Treasurer's Reports and

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

4. Recommend approval of the bills list as attached in the amount of \$283,757.26. (Backup L-4)
5. Recommend approval of the following payrolls (Backup L-5):
May 15, 2018 - \$78,348.71
May31, 2018 - \$78,243.40
6. Recommend approval of the expense reclassification report for May 2018. (Backup L-6)
7. 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.
8. Recommend approval to use CDK Systems as our Accounting and Personnel systems provider at the following rates:
Finance - \$4,410
Personnel - \$3,840
Requisition - \$2,020 (Backup L-7)
9. Recommend approval to accept the following grant allocations for the 2018-19 school year:
Title I Part A - \$134,573
Title II Part A - \$18,256
Title IV - \$10,000
IDEA Basic - \$52,941
IDEA PreK - \$1,556
10. Recommend approval to continue the appointment of Rue Insurance as broker for General Liability and Property Insurance for the 2018-19 school year.
11. Recommend to approve that pursuant to PL 2015, Chapter 47 Millville Public Charter School intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. Seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. (Backup materials L-8).
12. Recommend approval of a contract with Professional Medical Staffing, LLC to provide as-needed nursing services for 2018-19 at the following rates:
RN - \$50.00/hr.
LPN - \$43.00/hr. (Backup L-9)
13. Recommend approval to contract with Bayada Nursing to provide substitute nurses at \$49.00/hr. for RN and \$39.00/hr. for LPN for the 2018-2019. (Backup L-10)

14. Recommend approval of a contract with the OMNI Services Group in the amount of \$1,500 to administer our 403b plans for the 2018-19 school year. (Backup L-11)
15. Recommend approval to submit the Annual Report.
16. Recommend approval of the PERS and TPAF employee pension increase from 7.34% to 7.5%. (Backup L-12)
17. Recommend award of the Food Service Management Company bid to Nutri-Serve Food Management, Inc., for the 2018-2019 school year at the rate of \$0.21 per meal and estimated management fee of \$27,984.39 and break-even guarantee of \$27,984.39 (Backup L-13)
18. Recommend approval to participate in a joint purchasing system with VPCS as "Lead Agency" for the 2018-2019 school year.
19. Recommend approval to enter into an agreement with Jannette Duran, as a Teacher of English as a Second Language, at the rate of \$60.00 per hour. (Backup L-14)
20. Recommend approval of the Assessment Calendar for 2018-2019, (Backup L-15)
21. Recommend approval of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights. (Backup L-16)
22. Recommend approval of the agreement with LunchTime Software, LLC (Backup L-17)
23. Recommend approval of a six-month extension to the agreement with GovDesigns to provide website management, hosted fillable PDF service, and web site backups at a cost of \$800.00. (Backup L-18)

B. ROLL CALL

David Parkhill - YES

Kurt Hess – YES

Melissa Williams-Chamberlain - YES

Ray Garcia – YES

Motion passed on a unanimous Roll Call vote.

XVIII. POLICY UPDATES

A. Motion by Kurt Hess and second by Ray Garcia to approve items #1 through #2 under Policy.

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

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

B. ROLL CALL

David Parkhill - YES

Kurt Hess – YES

Melissa Williams-Chamberlain - YES

Ray Garcia – YES

Motion passed on a unanimous Roll Call vote.

XIX. PERSONNEL

- A. Motion by Ray Garcia and second by Kurt Hess to approve items #1 through #3 under Personnel.
1. Recommend approval to appoint David Shoemaker as the Facilities Manager for the 2018-19 school year through the shared services contract with Vineland Public Charter School.
 2. Recommend approval of the staff list and salaries as attached. (Backup PER-1)
 3. Recommend approval of the draft Teacher's contract, as attached, and prepared by counsel. (Backup PER-2)
- B. ROLL CALL
David Parkhill - YES
Kurt Hess – YES
Melissa Williams-Chamberlain - YES
Ray Garcia – YES
Motion passed on a unanimous Roll Call vote.

XX. FACILITIES

- A. Motion by Melissa Williams-Chamberlain and second by Kurt Hess to approve item #1 under Facilities
1. Recommend approval of the School Integrated Pest Management Plan for the 2017-2018 school year, and Esteban Garcia as the IPM Coordinator. (Backup F-1)
- B. ROLL CALL
David Parkhill - YES
Kurt Hess – YES
Melissa Williams-Chamberlain - YES
Ray Garcia – YES
Motion passed on a unanimous Roll Call vote.

XXI. PRINCIPAL'S REPORT

- A. Motion by David Parkhill and second by Melissa Williams-Chamberlain to accept the Principal's report.
1. Report as attached and presented by Mrs. Kemp.(Backup P-1)
- B. ROLL CALL
David Parkhill - YES
Kurt Hess – YES
Melissa Williams-Chamberlain - YES
Ray Garcia – YES
Motion passed on a unanimous Roll Call vote.

XXII. EXECUTIVE DIRECTOR'S REPORT

- A. Motion by David Parkhill and second by Kurt Hess to accept the Executive Director's report.
1. Report as presented by the CCCSN Representative.
 - June 15th - Burgers on the Bricks

- June 20th – Kindergarten Step-Up Program at Cumberland County College
- National Charter School Conference this week
- Custodial Bid
- Accounting firm rental in building
 - Additional three month lease and additional talks for further extension
- 8th grade graduation 6/20/18 at 6:00 PM – last day for graduates

B. ROLL CALL

David Parkhill - YES

Kurt Hess – YES

Melissa Williams-Chamberlain - YES

Ray Garcia – YES

Motion passed on a unanimous Roll Call vote.

XXIII. 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 – Four (4) AYES
- C. Next Meeting July 10, 2018.

Respectfully submitted,



Christina Murphy

Business Administrator/Board Secretary