

**Millville Public Charter School
Work Session/Regular Board Meeting Minutes
July 10, 2018**

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

- I. CALLED TO ORDER
 - A. Call to Order by the Board President at 5:30 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
 - A. Public Notice of this Meeting was advertised in the South Jersey Times on July 1, 2018.
- III. PLEDGE OF ALLEGIANCE
 - A. Led by Mr. Hess.
- IV. ROLL CALL
 - A. David Parkhill – President - PRESENT
Ray Garcia - Vice President - ABSENT
Kurt Hess – Trustee - PRESENT
Melissa Williams-Chamberlain – Trustee - PRESENT
 - B. Also Present:
CCCSN - Executive Director - PRESENT
CCCSN - Deputy Director - PRESENT
Christina Murphy - Business Administrator - PRESENT
Lisa Zuniga - Human Resources Director – PRESENT (arrived late)
- 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 Kurt Hess and second by Melissa Williams-Chamberlain to adjourn the work session at 5:32 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 5:33 PM.
 - B. ROLL CALL
David Parkhill – President - PRESENT
Kurt Hess – Trustee - PRESENT
Melissa Williams-Chamberlain – Trustee - PRESENT
- IX. EXECUTIVE SESSION - None.
- X. APPROVE MINUTES
 - A. Motion by Melissa Williams-Chamberlain and second by Kurt Hess to approve the Minutes of the Regular meeting held on June 12, 2018. (Backup M-1)

B. ROLL CALL

David Parkhill – President - YES

Kurt Hess – Trustee - YES

Melissa Williams-Chamberlain – Trustee – YES

Motion passed on a unanimous Roll Call vote.

XI. OLD BUSINESS - None

XII. FINANCE

A. Motion by David Parkhill and second by Kurt Hess to approve items #1 through #12 under Finance.

1. Recommend approval of the bills as attached in the amount of \$588,936.03. (Backup L-1)
2. Recommend approval of the following payrolls (Backup L-2):
June 15, 2018 - \$78,572.27
June 30, 2018 - \$95,593.86
3. Recommend approval to accept a \$125,000 Facilities-Based Working Capital Term Loan from New Jersey Community Capital. (Backup L-3)
4. Recommend approval to renew the contract with Renaissance Unemployment Insurance Consultants, Inc., for the 2018-2019 school year in the amount of \$1,000. (Backup L-4)
5. Recommend approval to enter into an agreement with FP Mailing Solutions to rent a postage meter for a period of 39 months at a total monthly payment of \$28.95. (Backup L-5)
6. Recommend approval to ratify a lease agreement for kitchen equipment from Envision Capital Group, LLC, for a term of 48 months at a total cost of \$29,689. (Backup L-6)
7. Recommend acceptance of the proposal from RUE Insurance to provide Student Accident Insurance through Philadelphia Insurance for the 2018-2019 school year at a cost of \$1,015 and to provide General Liability & Workers Compensation for the 2018-2019 school year through SAIF at a cost of \$50,411. (Backup L-7)
8. Recommend approval of the proposal from Delta T Group to provide educational services during the 2018-2019 school year at rates indicated. (Backup L-8)
9. Recommend approval of the proposal from LinkIt! for Data Warehousing, Analytics, and Assessment Solutions for the 2018-2019 school year as described in the proposal. (Backup L-9)
10. Recommend approval to employ Mindy Roman to conduct ESL testing on an as-needed basis at the rate of \$50.00 per screening. (Backup L-10)
11. Recommend approval of the Summer Reading Lists. (Backup L-11)
12. Recommend approval of the Student Safety Data System Summary Report for the 2017-2018 school year. (Backup L-12)

- B. David Parkhill – President - YES
Kurt Hess – Trustee - YES
Melissa Williams-Chamberlain – Trustee – YES
Motion passed on a unanimous Roll Call vote.

XIII. PERSONNEL

- A. Motion by David Parkhill and second by Melissa Williams-Chamberlain to approve items #1 through #4 under Personnel.
 - 1. Recommend approval to ratify the hiring of Judith Dominique Taylor as Principal (12-months) with an annual salary of \$100,000.00 (prorated) effective July 9, 2018. (Backup PER-1)
 - 2. Recommend approval to hire the following teachers (10-months) for the 2018-2019 school year:
Maria Correa, \$38,000 and an additional \$1,000 following each of a 60, 90, and 120 day evaluation. Total contract not to exceed \$41,000.
Chelsea Hershey, \$40,000 and an additional \$1,000 after 60-day evaluation and another \$1,000 after a 90-day evaluation. Total contract not to exceed \$42,000.
Jessica Hull, \$45,000 and an additional \$1,000 after a 90-day evaluation. Total contract not to exceed \$46,000.
 - 3. Recommend acceptance of the resignations of Amanda Fulton, Sharon Keifer, and Duong Nguyen effective June 30, 2018. (Backup PER-2)
 - 4. Recommend approval of the staff list and salaries as attached. *School locations subject to change based on grade level needs. (Backup PER-3)
- B. ROLL CALL
David Parkhill – President - YES
Kurt Hess – Trustee - YES
Melissa Williams-Chamberlain – Trustee – YES
Motion passed on a unanimous Roll Call vote.

XIV. OPEN TO THE PUBLIC

A guest asked about Principal jobs, openings for new teachers, and also asked if teacher turnover rate was isolated or normal.

XV. FACILITIES – None.

XVI. COMMUNITY - None.

XVII. POLICY UPDATES - None.

XVIII. PRINCIPAL'S REPORT

- A. Motion by Kurt Hess and second by Melissa Williams-Chamberlain to approve item #1 under Principal's Report.
 - 1. Recommend the board accept reports as presented. (Backup P-1)
- B. ROLL CALL
David Parkhill – President - YES
Kurt Hess – Trustee - YES
Melissa Williams-Chamberlain – Trustee – YES
Motion passed on a unanimous Roll Call vote.

XIX. EXECUTIVE DIRECTOR'S REPORT

A. Motion by Melissa Williams-Chamberlain and second by Kurt Hess to accept the Executive Director's report.

1. Report as presented by the CCCSN representative.

- Cleaning contract in process
- Accountant lease continuation for three months

B. ROLL CALL

David Parkhill – President - YES

Kurt Hess – Trustee - YES

Melissa Williams-Chamberlain – Trustee – YES

Motion passed on a unanimous Roll Call vote.

XX. ADJOURNMENT

A. Motion by Kurt Hess and second by Melissa Williams-Chamberlain to adjourn the meeting at 5:52 PM.

B. ALL IN FAVOR

Voice Vote – Three (3) AYES.

C. Next Meeting: August 14, 2018

Respectfully submitted,



Christina Murphy

Business Administrator/Board Secretary