

**Millville Public Charter School  
Regular Board Meeting Minutes  
August 22, 2018  
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 5:34 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times on August 14, 2018.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Mr. Garcia
- IV. ROLL CALL
  - A. David Parkhill – PRESENT  
Ray Garcia - PRESENT  
Kurt Hess – ABSENT  
Melissa Williams-Chamberlain – PRESENT
  - B. Also Present:
    - 1. CCCSN - Executive Director - PRESENT  
CCCSN - Deputy Director - PRESENT  
Christina Murphy - Board Secretary - PRESENT  
J. Dominique Taylor - Principal - PRESENT  
Lisa Zuniga - Director, Human Resources - 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 Ray Garcia and second by Melissa Williams-Chamberlain to adjourn the work session at 5:36 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 5:37 PM.
  - B. ROLL CALL  
David Parkhill – PRESENT  
Ray Garcia - PRESENT  
Melissa Williams-Chamberlain – PRESENT
- IX. EXECUTIVE SESSION – None.
- X. OPEN TO PUBLIC – None.

Mr. Parkhill commented that he attended the Anti-Bullying presentation by Dr. Cerullo and was very impressed.

Mr. Parkhill inquired about Mr. Stanker's health.

XI. APPROVE MINUTES

A. Motion by Melissa Williams-Chamberlain and second by David Parkhill to approve the Minutes of the Regular meeting held on July 10, 2018. (Backup M-1)

B. ROLL CALL

David Parkhill – 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 Melissa Williams-Chamberlain to approve items #1 through #22 under Finance.

1. Recommend approval of line item transfers for the Months of June and July 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 months of June and July 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 months of June and July 2018. The Treasurer's Report and the Secretary's Reports are in agreement for the month of July 2018.(Backup materials L-3)

4. Recommend approval of the bills as attached in the amount of \$119,386.72 for June 30, 2018, \$116,154.14 for the period July 1 to July 31, 2018, and \$140,013.24 for the period August 1 to August 15, 2018. (Backup L-4)

5. Recommend approval of the following payrolls (Backup L-5):

July 15, 2018 - \$10,982.67

July 31, 2018 - \$12,016.09

August 15, 2018 - \$14,073.56

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 June and July 2018. (Backup L-6)

8. Recommend approval of the revised Final Budget for 2017-2018. (Backup L-7)

9. Recommend ratification of the membership renewal with School Alliance Insurance Fund for a three year period beginning July 1, 2018 and ending July 1, 2021. (Backup L-8)
10. Recommend approval to reject Bid 01-18/19 for custodial and maintenance services due to non-responsive bidder and to rebid.
11. Recommend approval to accept CNS Cleaning Company, Inc., Bid No. 01-18/19 REBID for cleaning services for the 2018-2019 School Year. (Backup L-9)
12. Recommend award of the Food Service Management Company bid and contract to Nutri-Serve Food Management Inc. for 2018-2019 school year at the management fee of \$0.21 per meal (projected annual fee of \$27,984.39), a projected surplus budget (guaranteed surplus) of \$42,892.53 and reimbursement (FSMC Responsibility) up to an amount equivalent to \$27,984.39. (Backup L-10)
13. Recommend approval to renew the Vision Service Plan for the period 9/1/2018 through 8/30/2020 with Allen Associates. (Backup L-11)
14. Recommend approval to enter into a Cooperative Pricing Agreement with the Camden County Educational Services Commission for the purchase of goods and services. (Backup L-12)
15. Recommend approval to join the consortium with Stockton University and the Southern Regional Institute and Educational Technology Training Center (SRI&ETTC) for Professional Development for the 2018-2019 school year at a total cost of \$1,212.25 (Backup L-13)
16. Recommend approval to enter into an agreement with Cumberland Cape Atlantic YMCA to provide School Age Child Care for the 2018-2019 school year. (Backup L-14)
17. Recommend approval of the quote from IXL Learning to renew the Site License for Math and ELA for the period 8/3/18 to 8/3/19 at a cost of \$1,650.00. (Backup L-15)
18. Recommend approval of an order from Edmentum for the Reading Eggs Program License from 7/16/18 to 8/15/19 at a cost of \$1,600.00. (Backup L-16)
19. Recommend approval of Invoice 47550 from OnCourse to provide Educational Management Systems, at a total cost of \$8,748.90, for the 2018-2019 school year. (Backup L-17)
20. Recommend approval of the proposal from Mathseeds to provide a comprehensive, blended mathematics program for the 2018-2019 school year at a cost of \$575.00. (Backup L-18)
21. Recommend approval of the purchase of an Odyssey of the Mind membership at a cost of \$135.00. (Backup L-19)
22. Recommend ratification of Marzano Training for J. Dominique Taylor on July 25, 2017 at a cost not to exceed \$375.00. (Backup L-20)

**B. ROLL CALL**

David Parkhill – YES

Ray Garcia - YES

Melissa Williams-Chamberlain – YES

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

XIV. POLICY UPDATES

A. Motion by Melissa Williams-Chamberlain and second by Ray Garcia to approve item #1 under Policy.

1. Recommend approval of Policy 5512, Harassment, Intimidation, and Bullying for a First Reading. (Backup POL-1)

B. ROLL CALL

David Parkhill – YES

Ray Garcia - YES

Melissa Williams-Chamberlain – YES

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

XV. PERSONNEL

A. Motion by David Parkhill and second by Melissa Williams-Chamberlain to approve items #1 through #2 under Personnel.

1. Recommend approval of the staff list and salaries for the 2018-19 school year as attached. (Backup PER-1)
2. Recommend approval of personnel actions for August 2018 at listed in the attached. (PER-2)

B. ROLL CALL

David Parkhill – YES

Ray Garcia - YES

Melissa Williams-Chamberlain – YES

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

XVI. FACILITIES – None.

XVII. COMMUNITY – None.

XVIII. SCHOOL OPERATIONS

A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain approve items #1 through #4 under School Operations.

1. Recommend approval of the Organizational Chart as attached. (SO-1)
2. Recommend approval of the Marzano Focused Teacher Evaluation Model for teachers and instructional support staff  
New Jersey School Counselor Evaluation Model for School Counselors  
Marzano School Administrator Evaluation Model (Backup SO-2)
3. Recommend approval of the Millville Public Charter School Code of Conduct, Grades K-8, for the 2018-2019 school year. (Backup SO-3)
4. Reports as presented Ms. Taylor (Backup SO-4)

B. ROLL CALL

David Parkhill – YES

Ray Garcia - YES

Melissa Williams-Chamberlain – YES

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

XIX. 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.

- Excited about the new school year
- Summer building updates

B. ROLL CALL

David Parkhill – YES

Ray Garcia - YES

Melissa Williams-Chamberlain – YES

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

XX. ADJOURNMENT

A. Motion by David Parkhill and second by Ray Garcia to adjourn the meeting at 6:58 PM.

B. ALL IN FAVOR

**Voice Vote – Three (3) AYES**

C. Next Meeting September 11, 2018.

Respectfully submitted,



Christina Murphy

Business Administrator/Board Secretary