

**Millville Public Charter School  
Regular Board Meeting Minutes  
September 17, 2018  
5:30 p.m. in the 1101 Wheaton Ave., Millville, NJ 08332**

- I. CALLED TO ORDER
  - A. Call to Order by the Board President 5:32 PM.
- II. STATEMENT FOR THE BOARD OF TRUSTEES MEETING
  - A. Public Notice of this Meeting was advertised in the South Jersey Times on September 14, 2018.
- III. PLEDGE OF ALLEGIANCE
  - A. Led by Mr. Garcia.
- IV. ROLL CALL
  - A. David Parkhill – President – PRESENT  
Ray Garcia - Vice President - PRESENT  
Kurt Hess – Trustee - PRESENT  
Melissa Williams-Chamberlain – Trustee - 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
  - 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 Ray Garcia to adjourn the work session at 5:36 PM.
  - B. ALL IN FAVOR  
**Voice Vote – Four (4) AYES**
- VIII. CALLED TO ORDER
  - A. Regular meeting called to order by the Board President at 5:37 PM.
  - B. ROLL CALL  
David Parkhill – President - PRESENT  
Ray Garcia - Vice President - PRESENT  
Kurt Hess – Trustee - PRESENT  
Melissa Williams-Chamberlain – Trustee – PRESENT
- IX. OPEN TO PUBLIC - None
- X. EXECUTIVE SESSION - None

XI. APPROVE MINUTES

- A. Motion by David Parkhill and second by Melissa Williams-Chamberlain to approve the Minutes of the Regular meeting held on August 22, 2018.  
(Backup M-1)
- B. ROLL CALL  
David Parkhill – President - YES  
Ray Garcia - Vice President – YES  
Kurt Hess – Trustee - YES  
Melissa Williams-Chamberlain – Trustee – YES  
**Motion passed on a unanimous Roll Call vote.**

XII. OLD BUSINESS - None

XIII. FINANCE

- A. Motion by David Parkhill and second by Kurt Hess to approve items #1 through #11 under Finance.
1. Recommend approval of line item transfers for the Month of August 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 August 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 August 2018. The Treasurer's Report and the Secretary's Reports are in agreement for the month of August 2018.(Backup materials L-3)
  4. Recommend approval of the bills as attached in the amount of \$218,891.82 for the period August 14 to September 11, 2018 (Backup L-4)
  5. Recommend approval of the following payrolls (Backup L-5):  
August 31, 2018 - \$22,938.31  
September 15, 2018 - 72,567.78. (Backup L-5)
  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 August 2018.  
(Backup L-6)
  8. Recommend approval of the Master Services Agreement for one year with Spectrotel for telephone services. (Backup L-7)
  9. Recommend approval of the Corporate Resolution for Use of Facsimile Signature with OceanFirst Bank N.A. (Backup L-8)

10. Recommend approval of the Terms of Engagement with Bowman & Company to provide Cafeteria Plan Services for the 2019 Plan Year at specified rates. (Backup L-9)
11. Recommend approval of the Association of Language Arts Teachers proposal to provide two full-days of Professional Development Sessions for Language Arts for low achieving students at a cost of \$4,400. (Backup L-10)

B. ROLL CALL

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

XIV. POLICY UPDATES

A. Motion by Ray Garcia and second by Kurt Hess to approve items #1 through item #3 under Policy.

1. Recommend approval to Re-Adopt Millville Public Charter School Policy 2415.04, Title I - District-School Parental Involvement for the 2018-2019 school year. (Backup POL-1)
2. Recommend approval of the following policies for a First Reading:  
Policy 1613 - Disclosure and Review of Applicant's Employment History  
Policy 5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities  
Policy 8561 - Procurement Procedures for School Nutrition Programs. (Backup POL-2)
3. Recommend approval for a second reading and adoption of Policy 5512, Harassment, Intimidation, and Bullying. (Backup POL-3)

B. ROLL CALL

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

XV. PERSONNEL

A. Motion by Melissa Williams-Chamberlain and second by Ray Garcia 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 listed in the attached. (PER-2)

B. ROLL CALL

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

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

XVI. FACILITIES - None at this time.

XVII. COMMUNITY - None at this time.

XVIII. SCHOOL OPERATIONS

A. Motion by David Parkhill and second by Melissa Williams-Chamberlain approve item #1 under School Operations.

1. Reports as presented Ms. Taylor. (Backup SO-1)

B. ROLL CALL

David Parkhill – President - YES

Ray Garcia - Vice 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 Ray Garcia and second by Melissa Williams-Chamberlain to accept the Executive Director's report.

1. Report as presented by the CCCSN Representative.

- Good Back-to-School Night Turnout
- Working on enrollment
- YMCA running – given feedback and working with them on other solutions
- Rental properties – Accounting Firm leaving September 30, 2018
- Roof top air conditioning unit blew – looking for replacement part
- Solar – leads on selling grid wattage to us
- Hamlin Investors – walk through

B. ROLL CALL

David Parkhill – President - YES

Ray Garcia - Vice President – YES

Kurt Hess – Trustee - YES

Melissa Williams-Chamberlain – Trustee – YES

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

XX. ADJOURNMENT

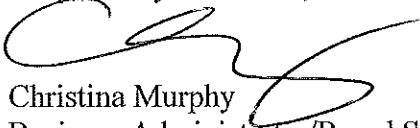
A. Motion by Melissa Williams-Chamberlain and second by Kurt Hess to adjourn the meeting at 6:22 PM.

B. ALL IN FAVOR

**Voice Vote – Four (4) AYES**

C. Next Meeting October 9, 2018.

Respectfully submitted,



Christina Murphy  
Business Administrator/Board Secretary