

**Millville Public Charter School
Work Session/Regular Board Meeting Minutes**

October 9, 2018

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

- I. CALLED TO ORDER
 - A. Call to Order by the Board Vice President 5:40 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 Ray Garcia.
- IV. ROLL CALL
 - A. David Parkhill - ABSENT
Ray Garcia - PRESENT
Kurt Hess - PRESENT
Melissa Williams-Chamberlain - PRESENT
 - B. Also Present:
 1. CCCSN - Executive Director - ABSENT
CCCSN - Deputy Director - ABSENT
Christina Murphy - PRESENT
J. Dominique Taylor - PRESENT
Lisa Zuniga - PRESENT
Steve Harris - 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 – None.
- VII. ADJOURNMENT OF WORK SESSION
 - A. Motion by Kurt Hess and second by Melissa Williams-Chamberlain to adjourn the work session at 5:42 PM.
 - B. ALL IN FAVOR
Voice Vote Three (3) AYES
- VIII. CALLED TO ORDER
 - A. Regular meeting called to order by the Board Vice President at 5:43 PM.
 - B. ROLL CALL
Ray Garcia - PRESENT
Kurt Hess - PRESENT
Melissa Williams-Chamberlain – PRESENT
Motion passed on a unanimous Roll Call vote.
- IX. OPEN TO PUBLIC – None
- X. EXECUTIVE SESSION - None
- XI. APPROVE MINUTES
 - A. Motion by Ray Garcia and second by Melissa Williams-Chamberlain to approve the Minutes of the Regular meeting held on September 17, 2018. (Backup M-1)
 - B. ROLL CALL
Ray Garcia - YES
Kurt Hess - YES

Melissa Williams-Chamberlain – YES

Motion passed on unanimous Roll Call vote.

XII. RECOMMENDATION FOR THE BOARD OF TRUSTEES

A. Motion by Kurt Hess and second by Melissa Williams-Chamberlain to appoint Steve Harris to the Board of Trustees for a three-year term expiring June 2021.

B. ROLL CALL

Ray Garcia - YES

Kurt Hess - YES

Melissa Williams-Chamberlain – YES

Motion passed on a unanimous Roll Call vote.

XIII. OATH OF OFFICE

A. Administered to Steve Harris by Christina Murphy.

XIV. OLD BUSINESS - None

XV. FINANCE

A. Motion by Kurt Hess and second by Melissa Williams-Chamberlain to approve items #1 through #11 under Finance.

1. Recommend approval of line item transfers for the Month of September 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 September 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 September 2018. The Treasurer's Report and the Secretary's Reports are in agreement for the month of September 2018.(Backup materials L-3)
4. Recommend approval of the bills as attached in the amount of \$325,594.26 for the period September 11 to October 9, 2018 (Backup L-4)
5. Recommend approval of the following payrolls (Backup L-5):
September 30, 2018 - \$59,763.51. (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 September 2018. (Backup L-6)
8. Recommend approval of the Memorandum of Understanding with SDH Associates, LLC, to provide Harassment, Intimidation, and Bullying Law training to staff on October 18, 2018, at a cost of \$150.00. (Backup L-7)
9. Recommend approval of the Bid Management Service Confirmation with e2e Exchange for the period July 1, 2019 to June 30, 2020. (Backup L-8)
10. Recommend approval of Quote 18-19-NJ-020r2 with Inspired Instruction, LLC, to provide six days of Professional Development Services at a total cost of \$13,200. (Backup L-9)
11. Recommend approval for Michael Shawaryn, Facilities Manager, to attend School Safety Specialist Basic Training on four dates in October at no cost to the District. Travel to be reimbursed at approved rates. (Backup L-10)

B. ROLL CALL

Ray Garcia - YES

Kurt Hess - YES

Melissa Williams-Chamberlain – YES

Steve Harris – YES

Motion passed on a unanimous Roll Call vote.

XVI. POLICY UPDATES

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

1. Recommend the following policies for a Second Reading and Adoption:
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-1)

B. ROLL CALL

Ray Garcia - YES

Kurt Hess - YES

Melissa Williams-Chamberlain – YES

Steve Harris – YES

Motion passed on a unanimous Roll Call vote.

XVII. PERSONNEL

A. Motion by Kurt Hess 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 listed in the attached. (Backup PER-2)

B. ROLL CALL

Ray Garcia - YES

Kurt Hess - YES

Melissa Williams-Chamberlain – YES

Steve Harris – YES

Motion passed on a unanimous Roll Call vote.

XVIII. FACILITIES - None at this time.

XIX. COMMUNITY - None at this time.

XX. SCHOOL OPERATIONS

A. Motion by Ray Garcia and second by Steve Harris approve item #1 and item #2 under School Operations.

1. Recommend approval of the field trips as attached. (Backup SO-1)
2. Reports as presented Ms. Taylor. (Backup SO-2)

B. ROLL CALL

Ray Garcia - YES

Kurt Hess - YES

Melissa Williams-Chamberlain – YES

Steve Harris – YES

Motion passed on a unanimous Roll Call vote.

XXI. EXECUTIVE DIRECTOR'S REPORT

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

1. Report as presented by the CCCSN Representative.
 - Air conditioning
 - Shredding in parking lot for Preziosi
 - Real estate agent will be coming to see office space

B. ROLL CALL

Ray Garcia - YES

Kurt Hess - YES

Melissa Williams-Chamberlain – YES

Steve Harris – YES

Motion passed on a unanimous Roll Call vote.

XXII. ADJOURNMENT

A. Motion by Melissa Williams-Chamberlain and second by Steve Harris to adjourn the meeting at 6:20 PM.

B. ALL IN FAVOR

Voice Vote – Four (4) AYES

C. Next Meeting November 13, 2018.

Respectfully submitted,



Christina Murphy

Business Administrator/Board Secretary